Frequently Used Phone Numbers

ASK US ................................................................. 4636 (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
Exponent ............................................................ 2611
Family & Graduate Housing .................................... 3730
Financial Aid ....................................................... 2845

Food Services
  Hannon ............................................................ 4260
  Miller .............................................................. 4270
  Harrison .......................................................... 4262
  Meal Pass Office ............................................... 4961
Hannon Hall Desk ................................................ 2821
Hapner Hall Desk ............................................... 3101
Health Service .................................................... 2311
Johnstone Hall Desk .......................................... 3481
KGLT ................................................................. 3001
Langford Hall Desk ............................................. 3291
North Hedges Hall Desk ....................................... 3131
Operator, Campus ............................................... 0
Quads (through Hannon Desk) .................................. 2821
Registrar ........................................................... 2601
Residence Life and University Food Services .............................. 2661
ResNet Helpdesk .................................................. 1929
Road Condition Report ........................................... 800-226-7623
Roskie Hall Desk ................................................ 3581
SOB Barn/Outdoor Recreation ..................................... 3621
South Hedges Hall Desk ......................................... 3281
Student Affairs (Dean of Student’s Office) ............................. 2828
Student Employment Office ..................................... 4353
SUB Main Desk .................................................... 3081
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, 2014–2015.

- 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,               Jeff Bondy
Chief Housing Officer     Director of ResLife
# Contents

**Frequently Used Phone Numbers** .................................................. Inside Cover

Welcome by Tammie Brown ............................................................... i

**Overview of the Residence Halls** ............................................. 1

CONTRACT ......................................................................................... 1
ELIGIBILITY ......................................................................................... 1
LIVING OPTIONS ............................................................................... 1
  Co-ed Floors .................................................................................. 1
  Freshman Year Experience Floor .................................................. 1
  Guaranteed Double-as-Single Floors ............................................. 1
  Honors Housing Program ............................................................. 1
  Living Learning Communities ....................................................... 1
  Headwaters Complex ................................................................... 1
  Roskie Deluxe Singles .................................................................. 2
  Sophomore Above Floors ............................................................. 2
  Twelve Month Contract ............................................................... 2
  Twenty-One and Older Housing .................................................. 2
  Summer School Housing .............................................................. 2

**Who's Who** .................................................................................. 2

STAFF ............................................................................................... 2
  Resident Director .......................................................................... 2
  Assistant Resident Director .......................................................... 2

**Hall Features** .............................................................................. 4
  Resident Advisor ........................................................................... 5
  Program Assistant ......................................................................... 5
  Desk Clerks .................................................................................... 5

YOUR ROOMMATE ........................................................................... 5

**Residence Life Procedures** .......................................................... 7

CHECKING IN/CHECKING OUT ..................................................... 7
CANCELLATION ................................................................................... 7
CONSOLIDATION ............................................................................... 7
SPRING CONFIRMATION & CONTRACT MODIFICATION .................. 8
  Returning .................................................................................... 8
  Not Returning ................................................................. 8

MEAL PLANS ...................................................................................... 8

OCCUPANCY PERIODS ...................................................................... 9
PRIVATE ROOMS .............................................................................. 9

REFUNDS .......................................................................................... 10
  University Withdrawal ................................................................. 10

ROOM CHARGES .............................................................................. 10

**Residence Hall Services** .............................................................. 10

CABLE TV ....................................................................................... 10
CATCARD ........................................................................................ 11
COMMUNITY DEVELOPMENT ....................................................... 12

COMPUTERS .................................................................................... 12
  Computer Access ......................................................................... 12
<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>ARSON</td>
<td>22</td>
</tr>
<tr>
<td>BEDS</td>
<td>22</td>
</tr>
<tr>
<td>BICYCLES</td>
<td>23</td>
</tr>
<tr>
<td>Storage</td>
<td>23</td>
</tr>
<tr>
<td>Safety</td>
<td>23</td>
</tr>
<tr>
<td>BREAK HOUSING</td>
<td>23</td>
</tr>
<tr>
<td>CANDLES</td>
<td>24</td>
</tr>
<tr>
<td>CEILING TILES</td>
<td>24</td>
</tr>
<tr>
<td>CHEMICALS &amp; EXPLOSIVES</td>
<td>24</td>
</tr>
<tr>
<td>CLEANLINESS</td>
<td>24</td>
</tr>
<tr>
<td>COMMERCIAL USE</td>
<td>24</td>
</tr>
<tr>
<td>COOKING IN ROOMS</td>
<td>24</td>
</tr>
<tr>
<td>DAMAGE CHARGES</td>
<td>25</td>
</tr>
<tr>
<td>DART BOARDS</td>
<td>25</td>
</tr>
<tr>
<td>DECORATIONS/ROOM DISPLAYS</td>
<td>25</td>
</tr>
<tr>
<td>DINING HALL BEHAVIOR</td>
<td>25</td>
</tr>
<tr>
<td>DISRUPTIVE BEHAVIOR</td>
<td>25</td>
</tr>
<tr>
<td>Sports</td>
<td>26</td>
</tr>
<tr>
<td>DRUGS</td>
<td>26</td>
</tr>
<tr>
<td>ELEVATORS</td>
<td>26</td>
</tr>
<tr>
<td>EXTENSION CORDS AND POWER STRIPS</td>
<td>27</td>
</tr>
<tr>
<td>FILMING</td>
<td>27</td>
</tr>
<tr>
<td>FIRE DRILLS AND EQUIPMENT</td>
<td>27</td>
</tr>
<tr>
<td>Emergency Evacuation Locations</td>
<td>27</td>
</tr>
<tr>
<td>Policies</td>
<td>27</td>
</tr>
<tr>
<td>Procedures</td>
<td>27</td>
</tr>
<tr>
<td>FURNITURE AND FURNISHINGS</td>
<td>28</td>
</tr>
<tr>
<td>GAMBLING</td>
<td>28</td>
</tr>
<tr>
<td>GUESTS AND VISITATION</td>
<td>28</td>
</tr>
<tr>
<td>General Information</td>
<td>28</td>
</tr>
<tr>
<td>Overnight Guests</td>
<td>29</td>
</tr>
<tr>
<td>Visitation</td>
<td>29</td>
</tr>
<tr>
<td>Escort Policy</td>
<td>30</td>
</tr>
<tr>
<td>HALOGEN LAMPS, LAVA LAMPS AND SPACE HEATERS</td>
<td>30</td>
</tr>
<tr>
<td>HARASSMENT</td>
<td>30</td>
</tr>
<tr>
<td>INCENSE</td>
<td>30</td>
</tr>
<tr>
<td>KEYS &amp; LOCKS</td>
<td>30</td>
</tr>
<tr>
<td>LOUNGES</td>
<td>31</td>
</tr>
<tr>
<td>NOISE</td>
<td>31</td>
</tr>
<tr>
<td>Courtesy Hours</td>
<td>31</td>
</tr>
<tr>
<td>Musical Instruments, Stereos and Other Audio Equipment</td>
<td>31</td>
</tr>
<tr>
<td>Quiet Hours</td>
<td>31</td>
</tr>
<tr>
<td>Finals Week Noise</td>
<td>32</td>
</tr>
<tr>
<td>PARKING</td>
<td>32</td>
</tr>
<tr>
<td>PETS</td>
<td>32</td>
</tr>
</tbody>
</table>
Overview of the Residence Halls

Contract

This guide is a supplement to the Residence Hall Contract. When a resident signs the application they understand that they accept a legal contract and 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. Residents are responsible for knowing and adhering to both the information in this handbook and the information on the contract. If there are any questions, residents can ask their Resident Advisor (RA) for clarification.

Eligibility

A student must be enrolled at MSU 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 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.

Honors Housing Program

Reserved for members of the University Honors Program, the Quads 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 2014 Residence Life will offer the following Living Learning Communities: Arts and Architecture, Business, Engineering, and emerging leaders.

Headwaters Complex (sophomore and above)

The Headwaters Complex 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 Headwaters Complex. Any discipline violation is cause for eviction from the Headwaters Complex.
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 South Hedges, Roskie and the Headwaters Complex.

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 website: 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.

Who’s Who
Staff
Resident Director
One person in the hall who can be of assistance is the 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 the Resident Director if a Resident Advisor is not available, or if there is a problem which 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. The ARD advises the Residence Hall Association and assumes the building management responsibilities in the absence of the Resident Director.
## 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.

<table>
<thead>
<tr>
<th>Halls</th>
<th>Headwaters Complex</th>
<th>North Hedges Hall</th>
<th>South Hedges Hall</th>
<th>Langford Hall</th>
<th>Pryor &amp; Colter Wings</th>
<th>Johnstone Center Latrobe</th>
<th>Johnstone Center Pryor</th>
<th>Johnstone Center Honor</th>
<th>Hapner Hall</th>
<th>Headwaters North</th>
<th>Headwaters South</th>
<th>Freshman Apartments</th>
<th>Freshman Apartments</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hall Capacity</td>
<td>260</td>
<td>640</td>
<td>575</td>
<td>425</td>
<td>160</td>
<td>150</td>
<td>300</td>
<td>300</td>
<td>125</td>
<td>400</td>
<td>286</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Ed Halls</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Men’s Hall</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Women’s Hall</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Options</td>
<td>Sophomore &amp; Above</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>21 and Older</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Co-Ed Floors</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deluxe Single Rooms (Roskie)</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Honor Students</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Living Learning Communities</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Features</td>
<td>Modified Accessible Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cable TV</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Carpeted Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sinks in Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Student Mailboxes</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Game Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kitchens</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Floor Lounges</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Piano Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>TV Lounge</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computer Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weight/Exercise Rooms</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lobby Piano</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elevators</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Linen Exchange</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vending Machines</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Refrigerator Rental</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>ResNet/Wireless</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Recycling</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ski Lockers</td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

---

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.
Resident Advisor—What is an RA?

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

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 questions and concerns. RAs 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 the 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 the 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 the hall front desk.

Roommates

One of the first people a new resident meets after arrival is his/her roommate. Roommates will share a special relationship. They may not ALWAYS get along with each other or care to spend time together, but they will share part of their lives with each other. Since roommates will be living together, it is important that they take the time to get to know each other. “Sharing space” by learning to live with and appreciate a roommate can be one of the most challenging and beneficial experiences of a resident’s college years. Residents will grow, share, and learn with their roommates. 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—an RA can help with a roommate if residents request one.
- Talk about ideas and feelings as well as just things.
- Be honest about feelings, likes, and dislikes.
- Roommates should be willing to compromise, but each resident needs to know what he/she is willing to compromise and what is important and not negotiable.
- Residents should give their roommate the respect, consideration and understanding they expect in return.
- Set the tone for talking—five minutes before class is not the time to have a heart-to-heart discussion.
Roommates should discuss problems with each other (or the hall staff) and not just with anyone who happens to be walking by.

Values, feelings, and ideas change, and that’s okay—so residents should not feel betrayed if their roommate seems different after a while.

Roommates may be complete strangers or they may be friends from their hometown. Regardless of their familiarity with each other, each resident is in a new situation and a different experience. The new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. Roommates will have to communicate to provide these things for each other.

Questions for New Roommates to Ask Each Other (and themselves!)

- How does each roommate feel about guests dropping by? How often? How late? Weekend visitors?
- What time does each roommate go to sleep? What time do they get up? Are they a heavy or light sleeper? Do they snore?
- How much does each roommate study? When do they study? How quiet does the room have to be for each person to be able to study?
- What is the preferred temperature of the room?
- What kind of music does each roommate like? How loud?
- How clean and neat does each roommate want the room? How are roommates going to decide who cleans what and when in the room?
- Which items of each roommate’s property are acceptable to borrow? Which are off limits?
- How will the living space be set up and arranged?

Survival Tips for New Roommates

- Discuss “Questions to Ask Each Other” as soon as possible.
- Be realistic: roommates should not expect to be each other’s 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 one roommate does something the other roommate does not like, talk about it right away.
- If the things the roommates agree upon at the beginning change, be sure to let each other know.
- Be considerate of each other’s privacy.
- Should a resident’s roommate or friend be missing, please inform an RA or RD immediately.
- Roommates should never assume their roommate is just like them. Each resident has unique differences.
- Always ask permission. Don’t just use the stereo or eat the cookies without asking.
- Roommates should appreciate one another and never take each other for granted.
- Avoid being judgmental.
- Residents should be honest, assertive, and stand up for themselves.
- Ask an RA for help. He/she is trained to help mediate conflicts. If he/she can’t help, contact the Resident Director (RD).

Residents who have problems that they cannot seem to work out with their roommates should be sure to talk to their Resident Advisor. An RA can help negotiate a solution and if one cannot be reached, he/she may be able to work out a room change.

If a resident plans to leave the hall overnight or longer, it is a good idea to let his/her roommate or RA know where he/she is going and how he/she can be reached in an emergency. If a resident is taking advantage of Bozeman’s outdoor recreational opportunities (hunting, fishing, camping, hiking) it’s especially important to let someone know the general area
where the resident is headed in case of an accident. Should a resident’s roommate or friend be missing, please inform an RA or RD immediately.

Residence Life Procedures

Checking In/Checking Out

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

Before residents move in, their resident advisor has inspected their rooms and have recorded any damage, along with an inventory of furnishings, on a Room Condition Card. **When residents move into their room they will be given this card and it is their responsibility to verify and sign the card. If for any reason a resident does not agree with the information on his/her Room Condition Card, then notify one’s RA immediately. It is in the resident’s best interest to review and sign the Room Condition Card to avoid any damage penalties at a later date.** As the year progresses, the RA will note any changes in the condition of the room during facility checks. (See Room Entry pg. 32).

**Please remember that residents sign a contract for the academic year.** This contract can only be broken under exceptional circumstances, with the approval of the Director of Resident Life. To determine if a resident is eligible for a contract release, contact the hall Resident Director.

If a resident moves (withdrawal, dismissal, suspension, moving off campus, moving to another room or hall, or not returning at semester), the resident must check out through his/her RA before leaving. To ensure staff availability Residence Life asks that residents sign-up at least 24 hours prior to their desired check out time. Residents 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 a resident checks out, the RA will inspect the room and assess the room's condition and cleanliness, collect the room key, and ask the resident to fill out the online mail forwarding form.

**Improper Check Out**

Residents must notify Residence Life Staff of their 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. Residents must also check out with their 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 the resident’s belongings.

**Cancellation**

Cancellation after agreeing to the residence hall contract and before acceptance of a 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 one roommate moves out leaving the other in a double room without a roommate, it is the responsibility of the resident who does not have a roommate to make arrangements through the Program Assistant to move in with another student needing a roommate or to have someone move in with him/her. This needs to occur within the allotted time frame of the room assignment which will be determined by the Resident Director. The hall Program Assistant will provide residents with names of other students in need of roommates. Residents may be asked to accept another roommate or move to a different room when a vacancy occurs. If space permits, a resident may be offered the opportunity to keep his/her 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 residents 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) they must check out through their RA before leaving for break. See previous reference “Checking Out.” If residents do leave their belongings in their room between semesters, and they do not return to that room, there will be a charge. If residents fail to vacate a room, thereby occupying two rooms, Residence Life reserves the right to charge them for two rooms during that period.

Meal Plans

**Bobcat Anytime Platinum**  This plan provides unlimited access to the all-you-care-to-eat residential dining venues seven (7) days per week during operating hours plus 12 guest meal passes and a $300 balance in Cuisine-N-Clean cash per semester.

**Bobcat Anytime Gold**  This plan provides unlimited access to the all-you-care-to-eat residential dining venues seven (7) days per week during operating hours plus 8 guest meal passes and a $150 balance in Cuisine-N-Clean cash per semester.

**Bobcat Anytime Silver**  This plan provides unlimited access to the all-you-care-to-eat residential dining venues seven (7) days per week during operating hours plus 4 guest meal passes per semester.

**Bobcat Anytime Copper**  This plan is designed for students who will not be on campus on the weekends. It provides unlimited access to the all-you-care-to-eat residential dining venues five (5) days per week (Monday-Friday) during operating hours plus 4 guest passes and a $200 balance in Cuisine-N-Clean cash per semester.

**Bobcat Anytime Bronze**  This plan is designed for students who will not be on campus on the weekends. It provides unlimited access to the all-you-care-to-eat residential dining venues five (5) days per week (Monday-Friday) during operating hours plus 4 guest passes and a $100 balance in Cuisine-N-Clean cash per semester.

Cuisine-N-Clean (CNC) cash can be used at any of the campus retail food operations, concessions, dining halls, and all laundry facilities in the Residence Halls. CNC cash will transfer from year to year and will expire after a year of inactive status.
Missed Meals
If students are absent from their hall for one week or more of meal service because they are ill, they may receive a refund for their board only at the rate of $2.00 per meal, provided students can document the legitimacy of their absence. This means that if students are ill, they must present a written statement from a physician indicating that their illness required hospitalization or home care. Residents may also receive a sick tray that can be setup with the closest dining hall.

Occupancy Periods
Fall 2014 Semester:
■ All residence halls open for occupancy on: Wednesday, August 20, 2014 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 26, 2014 at 12:00 p.m.
■ All residence halls open for occupancy on: Sunday, November 30, 2014 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 13, 2014 at 12:00 p.m.

Spring 2015 Semester:
■ All residence halls open for occupancy on: Sunday, January 11, 2015 at 12:00 p.m.
■ All residence halls close for Spring break (exclusive of residents who have paid for break housing during the spring break) on: Saturday, March 7, 2015 at 12:00 p.m.
■ All residence halls open for occupancy on: Sunday, March 15, 2015 at 12:00 p.m.
■ All residence halls close for the closing of the academic year on: Saturday, May 9, 2015 at 12:00 p.m.

Cost of break housing:
■ Thanksgiving: $40.00 flat rate – The dates are as follows: November 26 – November 30, 2014. The residence hall dining facilities are NOT open during these dates
■ Winter break: $220.00 flat rate – The dates are as follows: December 13 – January 11, 2015. The residence hall dining facilities are NOT open during these dates.
■ Spring break: $80.00 flat rate – The dates are as follows: March 7 – 15, 2015. 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 residents vacate their room within 24 hours after their last final exam. Disruptive behavior during finals week will result in the Resident Director requiring that residents 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, Headwaters Complex, 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 residents wish to occupy a single room or obtain a double-as-single, they should consult their hall Program Assistant. Sign-up for private rooms for the following academic year is based on the time and date a resident 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 a resident presents a University Withdrawal form to the Residence Life Office, they will be released from their residence hall contract. To obtain a University Withdrawal:

1. Consult with the staff at the Dean of Students Office.
2. Meet with the hall Resident Director.
3. Make arrangements for a refund at the Residence Life Office. (Note: All refunds are issued through the Business Office.)
4. After receiving authorization, residents need to be checked out of their room by a 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**

All residence hall students receive the following channels (subject to change):

<table>
<thead>
<tr>
<th>Channel</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>2</td>
<td>QVC (Quality Value Convenience Network)</td>
</tr>
<tr>
<td>4</td>
<td>KBZK (CBS)</td>
</tr>
<tr>
<td>5</td>
<td>KWB (ABC)</td>
</tr>
<tr>
<td>6</td>
<td>KTVM (NBC)</td>
</tr>
<tr>
<td>7</td>
<td>FOXNET</td>
</tr>
<tr>
<td>8</td>
<td>EWTN (Eternal Word TV Network)</td>
</tr>
<tr>
<td>9</td>
<td>KUSM (PBS)</td>
</tr>
<tr>
<td>10</td>
<td>TBS (TBS Superstation)</td>
</tr>
<tr>
<td>11</td>
<td>CW</td>
</tr>
<tr>
<td>12</td>
<td>HSN (Home Shopping Network)</td>
</tr>
<tr>
<td>13</td>
<td>Channel Guide</td>
</tr>
<tr>
<td>16</td>
<td>CSPAN (Cable Satellite Public Affairs Network)</td>
</tr>
<tr>
<td>18</td>
<td>Local Programming</td>
</tr>
<tr>
<td>19</td>
<td>CSPAN-2</td>
</tr>
<tr>
<td>22</td>
<td>Big Sky</td>
</tr>
<tr>
<td>23</td>
<td>FX (FXWest)</td>
</tr>
<tr>
<td>24</td>
<td>DISNEY (The Disney Channel - West)</td>
</tr>
<tr>
<td>25</td>
<td>MTV (MTV Music Television)</td>
</tr>
<tr>
<td>26</td>
<td>Root Sports</td>
</tr>
<tr>
<td>27</td>
<td>TNT (Turner Network Television)</td>
</tr>
<tr>
<td>28</td>
<td>A&amp;E (A&amp;E Network)</td>
</tr>
<tr>
<td>29</td>
<td>ESPN</td>
</tr>
<tr>
<td>30</td>
<td>ESPN2</td>
</tr>
<tr>
<td>31</td>
<td>NICK (Nickelodeon East)</td>
</tr>
<tr>
<td>32</td>
<td>CNN (Cable News Network)</td>
</tr>
<tr>
<td>33</td>
<td>HN (Headline News)</td>
</tr>
<tr>
<td>34</td>
<td>SPK (Spike TV)</td>
</tr>
<tr>
<td>35</td>
<td>USA (USA Network East)</td>
</tr>
<tr>
<td>36</td>
<td>CNBC (Consumer News &amp; Business Channel)</td>
</tr>
<tr>
<td>37</td>
<td>FNC (Fox News Channel)</td>
</tr>
<tr>
<td>38</td>
<td>ALT</td>
</tr>
<tr>
<td>39</td>
<td>AMC (American Movie Classics)</td>
</tr>
<tr>
<td>40</td>
<td>ABC (ABC Family Channel West)</td>
</tr>
<tr>
<td>41</td>
<td>TLC (The Learning Channel)</td>
</tr>
<tr>
<td>42</td>
<td>HALMRK (Hallmark Channel)</td>
</tr>
<tr>
<td>43</td>
<td>APL (Animal Planet)</td>
</tr>
<tr>
<td>44</td>
<td>TOON (Cartoon Network West Feed)</td>
</tr>
<tr>
<td>45</td>
<td>TVLAND (Nick at Nite’s TV Land)</td>
</tr>
<tr>
<td>46</td>
<td>ION</td>
</tr>
<tr>
<td>47</td>
<td>INSP (Inspirational Network)</td>
</tr>
<tr>
<td>48</td>
<td>HGT (Home &amp; Garden)</td>
</tr>
<tr>
<td>49</td>
<td>Food (Food TV West)</td>
</tr>
<tr>
<td>50</td>
<td>TCM (Turner Classic Movies)</td>
</tr>
<tr>
<td>51</td>
<td>TRAVEL (Travel Channel)</td>
</tr>
<tr>
<td>52</td>
<td>HIST (History Channel)</td>
</tr>
<tr>
<td>53</td>
<td>MSNBC (Microsoft NBC)</td>
</tr>
<tr>
<td>54</td>
<td>CMT (Country Music Television)</td>
</tr>
<tr>
<td>55</td>
<td>VH1 (Video Hits East)</td>
</tr>
<tr>
<td>56</td>
<td>Sy-Fy (Science Fiction Channel)</td>
</tr>
<tr>
<td>57</td>
<td>Comedy (Comedy Central - West)</td>
</tr>
<tr>
<td>58</td>
<td>Tru TV</td>
</tr>
<tr>
<td>59</td>
<td>E! (E! Entertainment Television)</td>
</tr>
<tr>
<td>60</td>
<td>TWC (The Weather Channel)</td>
</tr>
<tr>
<td>61</td>
<td>DSC (Discovery)</td>
</tr>
<tr>
<td>62</td>
<td>Oxygen</td>
</tr>
<tr>
<td>63</td>
<td>Lifetime</td>
</tr>
<tr>
<td>64</td>
<td>Bravo</td>
</tr>
</tbody>
</table>

Residents should inquire at the front desk if they have questions, or wish to purchase a cable cord.
CatCard

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

■ Access to your residence hall after lock-down
■ Various vending machines
■ Can be used as identification for all front desk transactions.
■ To pay for laundry (note: Residence Hall front desks cannot apply money to a CatCard, this must be done through the CatCard office, ResLife Cashiers office or online)
■ CatCard CNC funds can be used in the food areas, WEPA printing stations, and for laundry machines located in the residence halls.
■ Use of the handkey technology to gain access to the dining halls without their physical CatCard; the technology is also available at the Rec Sports Center.

All students are to abide by the CatCard Terms. Conditions and Agreement.

1. The information on the CatCard is true and correct.
2. The agreement is administered by the CatCard 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 executed between the individual named on the CatCard and Montana State University.
5. Use of the CatCard 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 CatCard 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 CatCard be lost, stolen or damaged, this fact must be reported to the CatCard 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 CatCard.
10. Willful misrepresentation to obtain a CatCard or alteration of a CatCard 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.

The CatCard is used for food service, campus purchases 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 CatCard Terms, Conditions and Agreement and carry the ID 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 a University identification card will not be tolerated (See Unauthorized Entry pg. 34). Use of another person’s ID is prohibited.

If residents lose their ID, they must have a new ID issued at the CatCard 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 a student’s time is spent in the classroom, the Department of Residence Life is committed to providing hundreds of these educational opportunities each year. Residents should talk to their RA about any questions or suggestions they have regarding programming, or if they feel they could offer assistance with programming.
Computers

Computer Access

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 CatCard. Keys to access the labs in Johnstone and Hannon may be checked out from the hall front desk at no charge by presenting your CatCard. In Hapner and Langford computers will be available for use in the lobbies. 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 (www2.montana.edu/policy/student_conduct/student_conduct_code.htm) and the ResNet Acceptable Use Policy (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

Residence Life has partnered with WEPA (Wireless Everywhere, Print Anywhere) to bring an affordable and simple printing solution to you. Printing Kiosks are available in seven residence hall lobbies (North Hedges, South Hedges, Roskie, Langford, Johnstone, Hapner and Hannon) where students and guests will be able to print black & white or full color documents. You will have the ability to upload documents to the WEPA print cloud using your D2L credentials from your room, using WEPA's print drivers, or by bringing your document to the kiosk on a USB flash drive. Payment is as easy as sliding your CatCard, with the appropriate funds, or you may use your credit/debit card.

For further information about WEPA please visit http://www.montana.edu/reslife/wepa or ask about WEPA at your 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 allows fast and easy access to campus resources and the Internet. Ethernet cables may be purchased for a fee at your front desk or at the ResNet Helpdesk in the basement of North Hedges. Secure wireless ResNet is also available for your use in the residence and dining halls. ResNet also provides a free, full service helpdesk to support your computing needs. For more information, please contact ResNet at 406-994-1929 or email 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 wired Internet services are for the use of MSU residents only. The registered user is responsible for any and all activity occurring on the wired connection registered to them. Falsifying registration information will result in the temporary or permanent loss of services, with a possible referral to the Office of Student Affairs for disciplinary action.

2. ResNet Wireless is available only in the residence halls and has both secured and open/guest access. MSU Windows Domain credentials are required for access to the secure network. ResNet guest is an open, unsecured network available to the general public.

3. 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. The use of a wired hub or router in the residence halls is prohibited. Permission to use a switch
must be approved prior to its use 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. Wireless routers used in Family and Graduate Housing must be secured.

4. The residential network is a shared resource. Users will refrain from abuse and excessive bandwidth usage as deemed by ResNet administrative staff and may be asked to cease any activity causing problems on the network.

5. ResNet reserves the right to immediately suspend service to any device temporarily if they are found to contain viruses or malware in order to protect the network. It is the responsibility of the user to make sure their device has current virus and malware protection software installed and operational. The user’s ResNet connection will be restored when it has been determined the user’s device is free of viruses and is running current virus protection software.

6. 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 the user is authorized to use. Sharing access to copyrighted software or other copyrighted materials 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 www.montana.edu/itcenter/policy for more information about the consequences of copyright infringement at MSU. Service may be suspended immediately for any user found to be in violation.

7. Commercial or for-profit use of any MSU network is prohibited.

8. Any user who attempts to circumvent/defeat any mechanism put in place to manage the network will be subject to immediate termination of service and possible disciplinary action.

9. 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.

10. 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.

11. 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: www2.montana.edu/policy/computing_manual/comp400.html#410.00).

12. The hosting of network services from user’s devices is prohibited.

13. 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 acceptable use policy.

14. 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 liable for malicious acts by other network users.

15. Any unauthorized attempt to access another computer or device 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. If users have a reason to believe another user or group of users is interfering with their access to the network, they may report the problem to the ResNet office for investigation and, if necessary, corrective action. (ResNet Center phone: 406-994-1929; email: resnet@montana.edu).

16. ResNet reserves the right to disconnect any computer or device sending disruptive signals to the network, whether because of a defective cable, Ethernet card, or other hardware/software problem. It will be the user’s responsibility to correct any such problem before the computer will be reconnected to the network.

17. ResNet reserves the right to disconnect any/all network-connected devices temporarily for the purpose of network maintenance, or to enforce the Acceptable Use Policy.
AUP Enforcement
Consequences for AUP violations will be handled on a case-by-case basis and may result in immediate to permanent suspension of ResNet service. Minor infractions of this policy are generally resolved informally by ResNet administration. This may be done through phone, email, or in-person discussion and education. ResNet also runs a full service help desk where they can assist computer or devices.

Repeated 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. 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 the user bring their computer or device 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 a student be unable to resolve a disagreement with another person, they should consult either a Resident Advisor or the 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.

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 an RA. It’s a good idea to get to know the hall’s custodial staff, as they may be helpful in getting residents settled in and can probably answer many their questions. Please remember these people have big jobs; they do not have 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. Cleaning equipment is available on each floor or at the hall desk. Vacuum cleaners are available at the hall desk through 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 a resident’s immediate bathroom is being cleaned by the 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 a resident resides. If a resident is responsible for any 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
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 residents can help in this effort are:

- Keep one’s eyes open to wasted energy—shut off appliances when they are not in use
- Turn off unnecessary lights and fans
- Limit the length of one’s showers. Avoid the early-morning hours when demand for hot water is highest
- Turn off the water when brushing one’s teeth
- Immediately report malfunctioning thermostats, broken windows, leaking faucets and other energy-watering situations to an 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 interested.

For online information, visit [www.montana.edu/ufsb](http://www.montana.edu/ufsb).

**Sick Trays**

If a resident is ill and cannot come to the dining hall to eat, they may have another student pick up a tray of food to be taken to their room. The student picking up the food must present both his/her CatCard as well as the CatCard for the ill resident when entering the dining hall. The CatCard 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, envelops, kitchen equipment, TV/DVD players, cleaning supplies, vacuums, sports equipment and tools available for check-out provided by the 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 interested in employment. **Note:** All hall front desks are open 24 hours a day, 7 days a week.

**Key Check-Out/Replacement**

If residents misplace their key, they may check out a spare at the desk with some form of identification. Residents will be required to return this key within a 24 hour time period. If they damage their key, they will be required to pay a $12.50 replacement charge and will be required to turn in the damaged key. If it is determined that a resident has lost his/her room key, he/she will be required to fill out a work order and pay a $45.00 re-key charge before obtaining 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 the resident’s expense. Additionally, there is a $12.50 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 room keys at all times.**

**Note:** Headwaters Complex and Quads have additional key access and therefore lost keys will result in additional charges. Please reference the key contract signed at check-in.

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

**Kitchens**

Most halls have kitchen facilities which are available for recreational cooking. Check with the hall desk concerning usage policies. Be sure to clean up when 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 $1.50 to wash and $1.50 to dry a load of clothes. The machines may only be accessed by using a student CatCard. To add money to a card please visit the CatCard office in the SUB or go to [www.montana.edu/catcard](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 students develop the habit of checking their clothing frequently while it is 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 senders of where mail should be sent:

<table>
<thead>
<tr>
<th>4-digit zip code suffixes (xxxx) are as follows:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hannon - 5176 Quad D - 5013 Mullan - 5000</td>
</tr>
<tr>
<td>Hapner - 5177 Quad E - 5014 Roskie - 5080</td>
</tr>
<tr>
<td>Quad A - 5005 Quad F - 5016 South Hedges - 5079</td>
</tr>
<tr>
<td>Quad B - 5015 Langford - 5078 North Hedges/Headwaters Complex - 5075</td>
</tr>
<tr>
<td>Quad C - 5006 Johnstone Center - 5076</td>
</tr>
</tbody>
</table>

Freshman Apartments

_____ East Julia Martin Drive Apt _____
Bozeman, MT 59715

If “MSU” is included in the address, the mail will be delayed at least one day. Residents open their mailboxes either with a key or with a combination they receive when they 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 residents. For protection, residents should be sure their mailboxes are locked at all times. Quad residents will use Hannon Hall and Headwaters Complex residents will utilize North Hedges as the locations for their mail pickup and delivery. Mail/packages are not distributed or forward during break periods.

If residents have an item shipped to them that is too large to fit into the mailbox, the staff will notify them of this item by placing a mail slip in their mailbox. Residents 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, residents will be prompted to submit a mail forwarding address. Simply go to: [https://tofu.msu.montana.edu/reslife/mail/login/](https://tofu.msu.montana.edu/reslife/mail/login/) to submit a change of address. All mail will be “returned to sender” if there is not 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**

**Residence Life’s Responsibility**

Residence Life would like to keep the halls and rooms in good condition and will do their best to remedy any problems brought to their attention. An RA will perform a facilities check of each 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 residents will be notified in advance, in writing, of the facilities check. The public areas of the floor are also checked weekly by the RA. Additionally, facilities checks are conducted during break periods primarily for hall security purposes.

A limited number of ski/snowboard lockers are available to residents of Hapner Hall to rent for $35/semester or $60/year.

**Resident Responsibility**

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

As stated earlier, when residents arrive it is crucial that they check their room and verify the accuracy of the Room Condition Card, which the RA filled out before they arrived. If residents find any discrepancies, let an 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 residents’ use. TV and game rooms are available in most halls for residents’ 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 an 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. Residence Life encourages 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 the student will be charged for cleaning. Students may bring their 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. Residents should contact their RA to check in or check out belongings. Storage rooms are locked at all times for security reasons. Residents should tag any belongings with their name, school address and date of storage. If residents do not remove their stored items by the end of the academic year, the items 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 an RA for more details.

A limited number of ski/snowboard lockers are available to residents of Hapner Hall to rent for $35/semester or $60/year.

Storage of University Beds

Storage of residence hall beds will be conducted by Residence Life during the academic year, but can only be accommodated to the extent that Residence Life determines that storage space is available. To request that a bed be stored, contact the hall Program Assistant and/or an 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.

A replacement charge of the cost of the bed of $175 will be assessed for a bed frame missing when a student moves out.

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 the user 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 the resident contacts an 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: Students 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. Students are welcome to send an email to switness@montana.edu with information they feel may be useful in keeping their campus safe and secure. It is important that students provide as much detail as to what, who, when, where, and how, as possible. Students’ identities 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 the hall desk. Some products are available using CatCard access.

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

If a vending machine takes a resident’s 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 the hall? 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 Associate is the place to be.

Just by living in the halls, students are automatically a member of RHA. As a floor member students are able to provide input into the floor and hall activities by sharing their ideas, enthusiasm and time. By becoming actively involved in RHA, students have every opportunity to help make their hall a fun and exciting place to live! They can positively impact their 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 3,500 students, operates with a yearly budget of around $70,000, 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 percent of MSU’s on-campus leadership. The MSU InS.P.IR.E. chapter of NRHH works diligently to recognize outstanding efforts put forth by the residence hall communities and individual members. If students are interested in learning more about NRHH or becoming involved with this service-based branch of the RHA, please contact the NRHH advisor or your home ARD or RD.

Where to Start

Once residents get settled in their room, talk to a Resident Advisor or Resident Director about RHA. They will be glad to help residents get involved at the level of RHA which residents feel is best for them. The quickest and most rewarding way to get involved in the system is on the 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 the 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 residents would 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 a Resident Advisor, Assistant Resident Director or Resident Director. If interested in getting involved in Interhall contact the advisor or email irha@montana.edu. The more involved residents are with the halls, the better their experience will be. So...check out RHA. Remember, just like the rest of college, residents will get out of RHA what they put into it. See the RHA 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 80+ RA\'s 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 a student is interested in any of the student employment opportunities please visit the Residence Life Office (located below the Miller Food Service), the hall front desk or an 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 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 a resident is 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 students’ responsibility to read and to adhere to these policies.

Rights and Responsibilities
As individuals, students have rights and responsibilities of which they 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. Students need to manage their 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, each person is ultimately responsible for his/her actions and the actions of any guests. Residents are expected to conduct themselves in a manner that demonstrates respect for the rights of others.

Because students are here to get an education, it is understood that they have the right to study in their 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 compromise and having shared expectations. It is the students’ responsibility to confront other residents who are violating their 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 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**

As stated in the Montana State University Student Conduct Code the following offenses constitute violations of the student conduct code and can lead to serious disciplinary action, including suspension or expulsion from the University.

A. Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or University policy.

B. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Montana State University except as expressly permitted by law or University policy.

The possession and/or consumption of alcoholic beverages is permitted by residents of legal age in private student rooms and is not permitted by residents under the legal age. 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. Empty containers for non-decorative purposes are not allowed and may be treated as an alcohol violation.

University regulations limit the amount of alcohol permitted in a private room. **Kegs 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 residents are responsible for their actions and the actions of their guests at all times,** including when they and/or their guests are under the influence of alcohol.

If a resident or his/her roommate does not wish to have alcoholic beverages in the 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 an RA or the Resident Director.

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

- Referral to the hall Judiciary Board, University Conduct Committee or to appropriate MSU services and/or civil authorities, including University Police or the dean of students.
- 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 or willfully setting fire to the building, or other property within the building including posters. 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 and will be handled as arson.**

**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 students 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).** For information on the storage of beds, refer to page 18.

Work orders should be submitted for lofting/de-lofting of the beds in Headwaters Complex and Roskie floors 10 & 11.

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/coversing to protect the bulb and heat generating appliances should (e.g. refrigerators and microwaves) be kept to a minimum.

In Langford and Hapner halls residents must be cautious to maintain at least six inches between the bottom of the loft and any furniture below. Failure to do so will damage the furniture.

Mattresses must be at least 18 inches from the ceiling.

**Bicycles**

**Storage**

All bicycles not parked in bicycle racks are subject to impoundment without notice. There are only two places that residents’ bikes are allowed to be parked: in their own room and in the bike racks outside their hall. Bikes should not be locked to trees, railings, signs, lamp-posts, 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 students’ bikes is locked in their room. **Bike theft occurs on the MSU campus, so be sure to have a secure lock and always keep bikes locked when they are not in use.** University Police recommends students to license their bike with them or the City of Bozeman; this will increase chances for recovery if a student’s 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 students during their requested stay. Johnstone Center, Headwaters Complex 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 2013–2014.
Candles
Burning of candles is prohibited. 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 residents trim the wicks of all candles in the living environment and use electric candle warmers if they wish to enjoy the smell of scented candles.

Ceiling Tiles
Ceiling tiles may not be removed or altered in the residence hall. This includes but is not limited to hanging tapestries, Christmas lights, storage, or hanging any other items from the ceiling. 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 residents.

Chemicals and Explosives
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 residents are unsure about a substance, check with an RA/RD. This includes materials and devices which by themselves, or when combined, could be explosive, toxic, flammable or dangerous (such as camping fuel).

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, Residence Life encourages 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 the residence halls will be students’ new home, Residence Life encourages students to take the time to make their room a special place. Decorate with posters, plants, or rugs. Students are free to display posters and other things in their 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 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 there are questions about what may or may not be appropriate.

Most residence hall rooms may be painted by residents. To initiate this process please see the 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 Program Assistant 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 students will be accountable for any and all damage to their room and its furnishings. Tape (especially carpet tape or duct 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 personal items is suggested. Ask an RA if there are any questions about what students can or can’t do to their room.

Due to recent room remodels, room painting will not be permitted in Hapner, Gallatin, Freshman Apartments, 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. Taking items from the dining halls will be considered theft.

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, but not limited to any activity that disrupts, endangers or interferes with the environment of the residence hall community.
Sports
Activities including but not limited to football, basketball, broom hockey, water fights, frisbee/folf, handball, hacky sack, shooting Nerf guns and juggling are prohibited 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.

Drugs
As stated in the Montana State University Student Conduct Code the following offenses constitute violations of the student conduct code and can lead to serious disciplinary action, including suspension or expulsion from the University.

A. Use, possession, manufacture, distribution or sale of narcotics or dangerous drugs, except as expressly permitted by law or University policy.

B. Use, possession or distribution of intoxicants, including alcohol, in the buildings or on the grounds of Montana State University except as expressly permitted by law or University policy.

The Montana State University Residence Life Department strives to maintain an environment within the residence halls that is drug free. Residence Life makes aggressive efforts to identify and report drug use and sale to law enforcement. Any suspected drug activity is forwarded to the housing officials who communicate with 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 bongs, pipes, rolling papers, etc.

Smoking marijuana in the residence halls, 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. Any violation of this policy may result in disciplinary action and/or the involvement of University, Dean of Students, or Bozeman Police. Disciplinary actions may include:

■ Referral to the hall Judiciary Board, University Conduct Committee or to appropriate MSU services and/or civil authorities, including University Police or the dean of students.

■ 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.

Elevators
Each high-rise is equipped with passenger elevators. If residents 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.

**Filming**

Filming in the residence halls is allowed for class projects only. In order to do so, a filming request must be completed and turned into your Resident Director no less than one week prior to the requested date of filming. Failure to receive permission from the Resident Director may result in your request being denied. The film request can be found at: www.montana.edu/cs/pdf/filming_request.pdf

**Fire Drills and Equipment**

**Emergency Evacuation Locations**
- North Hedges – Lawn behind Cheever
- Headwaters Complex – Headwaters Complex Parking Lot
- South Hedges – Roskie Parking Lot (east end)
- Roskie – Roskie Parking Lot (west end)
- Langford – Linfield Parking Lot
- Johnstone Center – Johnstone Parking Lot
- Hapner – Johnstone Parking Lot
- Hannon – South of Building in Green Space
- Quads – Courtyard
- Freshman Apartments – East Julia Martin Parking Lot

**Policies**

Fire evacuation plans have been established to assure resident 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 residents are informed of the proper evacuation procedures and Residence Life staff may test fire emergency equipment. RAs will explain the evacuation procedures at the first floor meeting and an evacuation plan will be posted at each floor exit door. Residents need to be familiar with these procedures — their life may depend on it. Some guidelines for evacuation:

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

3. If residents **smell smoke** while in their room, first feel the door and door knob to determine if heat is present. If it is not, place a towel over one’s mouth and open the door. If residents see smoke, crawl to the nearest exit (heat and smoke rise, and residents are safer closer to the floor).

4. When residents feel the door, if **heat** is present, **do not open the door**. Put a towel over one’s mouth and under the door, open the 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 residents. Unless residents live on the first floor, they **should not jump out of the window**. Never break the window, as this will draw smoke into the room. If a resident is still in his/her room, then he/she should call the front desk to let the Program Assistant know.

5. It is wise to wear shoes and warm clothing when evacuating since residents may have to remain outside for an extended period of time.

6. Please take room keys as staff will enter the rooms to conduct a visual check and will lock the room door upon leaving.

### Furniture and Furnishings

Because Residence Life must maintain an accurate inventory of hall furnishings, and to prevent possible damage, **residents are not permitted to remove or alter any furniture, fixtures or bedding in their 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/parties and disciplinary action may be taken.

If residents checked out a blanket from their hall desk, **please do not wash it**. If the blanket needs cleaning, just contact a custodian in the hall. Residents should not use a University owned blanket outside their 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. Guests must check-in and receive a new slip each night.
- Each resident is limited to one guest.
- Guests must present a photo ID and be registered at the hall desk.
- 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.
- Cohabitation is prohibited.
- Individuals under 18 years of age checking into a MSU residence hall are required to obtain permission from the Hall RD, but are encouraged to do so prior to 10:00pm 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.

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 CatCard 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.
5. Guests must carry check-in slips with them at all times while in the building.

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.

Please be considerate of others. Having visitors is a privilege and the visitation privilege is administered under the honor system. Residents are expected to abide by all rules and regulations, as should their visitors. If residents violate the privilege, they may be subject to disciplinary action.
to disciplinary action. Current residents and visitors are reminded that at no time may men use a women’s restroom 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 they wish to visit someone of the opposite sex, they must be escorted by the room resident. Visitors 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 residents 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 residents are responsible for their actions and those of their 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 everyone must share. Diversity is one of the strengths of this 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 or Residence Life staff members is strictly prohibited. Violations of this policy will result in severe disciplinary action.

Please see: [www.montana.edu/titleix/](http://www.montana.edu/titleix/)

**Incense**

Burning of incense in the residence halls is strictly prohibited. Many individuals are allergic to as well as annoyed by the intrusive odor. Even the evidence of burned incense is enough for judicial action.

**Keys and Locks**

When residents check into the residence hall they are issued a key to their room. Montana State University is committed to assisting residents in protecting their personal property. Residents should lock their door whenever they are sleeping or leave their room, even if just for a short time. If residents lock themselves out of the room, they can check out a spare key at the hall desk with some form of identification. They will be required to return this key within 24 hours. Residents may check out the key to their room only. If they lend their key to another person, they do so at their own risk. The University accepts no responsibility for loss of personal property. If residents lose their key, they should report this loss to their RA and the front desk immediately.

If residents damage their key, they will be required to pay a replacement charge of $12.50 and will be required to turn in the damaged key. If it is determined that a resident has lost his/her room key, he/she will be required to sign a work order and pay a $45.00 re-key charge before obtaining the new key. Additionally, there is a $12.50 charge to replace mailbox keys for those halls that use them (prices subject to change without notice). Spare 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 the room re-keyed at the resident’s expense.
Key check-out is a service. Please be considerate of desk personnel and carry a room key at all times. Excessive key check-out or abuse of this privilege may result in disciplinary action. For resident safety and security, notify an RA as soon as possible if keys are lost or stolen.

Tampering with locks is illegal and not permitted. If residents have difficulties with their lock, contact a staff member immediately. Tampering with locks is dangerous and subjects residents 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.

Lounes

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 res hall students’ study groups, project meetings, etc. is available on a limited basis. Please ask at the hall front desk for availability. Any non-Residence Life approved organization or club use is prohibited.

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 an 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.

Residents may have stereos and other audio equipment in their 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 others 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 resident 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 from 10 p.m. (Sunday–Thursday) until at least 8 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 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.**

Quiet hours will be enforced outside of the residence halls after 10 p.m. on the weekdays and midnight on the weekends. Failure to comply with the Residence Life staff may result in UPD being contacted.

**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 residents have a vehicle on campus, they must register the vehicle with the University Police Department. During Fall Semester residents have seven days in which to do so, and at all other times it must be registered immediately upon arrival at the University. Resident’s proof of registration is an MSU parking hang tag which must be displayed on their 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, other totally aquatic species (snails, etc.), and approved service animals are allowed** in the residence halls. Residents should clean their 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 animals during school breaks (Semester, Spring, etc.), so residents will need to plan accordingly. Residents will not be able to enter their room during the breaks, so they must either remove their fish or place an extended feeder in their tank. Any pet violation may result in the resident being charged for disinfecting the room.

A certified therapy/service animal is permitted for a resident with approved medical documentation through the Disability, Re-Entry and Veteran Services Office. Owners of approved therapy/service animals must adhere to the Guidelines for Therapy/Service Animals to insure their animal does not violate their obligation to the Residence Life Housing contract. Specifically, owners should be mindful of the animal’s potential influence on another resident’s peaceful enjoyment and the property of MSU. Please note that failure to adhere to the Guidelines for Therapy/Service Animals may result in the animal and/or resident being removed from the residence hall environment. For more information about approved therapy/service animals please contact the Residence Life Office.

**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 one’s actions. If residents actions and conduct are violating the rights of others, they are expected to be responsive and courteous to students and staff when approached. If someone is unresponsive to 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. **Residence Life encourages residents to invest in renters insurance.**

**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 residents’ rooms. The University is committed to respecting residents’ right to privacy; however, there are times when it is necessary to enter their rooms to perform maintenance, to regulate suspected violations of University policies or when a suspected emergency exists. Otherwise, residents’ rooms will be entered only according to 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. As stated in the Room Entry Contract:

The manner in which residents’ rooms 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 sufficient magnitude.
2. If residents refuse entrance to a staff member and he/she is reasonably sure that either the residents or state property is in danger or that residents are in violation of residence hall policy, the staff member may use a pass key to enter.

Some occasions in which residents’ rooms will be entered:

1. Facility checks occur up to three times each semester. Written notice is given ahead of time.
2. During fire alarms, rooms will be entered to determine if all residents have left the building. If residents refuse to leave the hall, they will face severe disciplinary action.
3. Emergency situations:
   a. A resident has been missing for more than 24 hours for unknown reasons or has been reported missing by a roommate, a friend, or a relative.
   b. Someone hears a resident verbally call for help, or a resident calls 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. A resident’s room and/or belongings are threatened by the hazards listed above.
   e. Conditions in the 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. Students should ask their RA or the front desk if they 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.

Accessing Restricted Areas

Due to 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 Hall 2nd floor ledge, Roskie Hall and Headwaters Complex basements, storage rooms and Quads’ fire escapes.

Hall Security

Residents may enter or leave their 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 the Quads and Headwaters Complex which have an outside door key or CatCard 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 students or any guests enter their hall after the doors have been locked they will be required to show a picture ID.

Any guest who is in the residence halls after restricted access 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.

CatCard 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.

Langford and Hapner Hall outside doors are secured 24/7. Residents may come and go as they please but guests are only allowed to enter the building if they are escorted/signed in by a resident of the hall.

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, dining halls, or storage areas. Students are encouraged to obtain insurance against loss or damage to their personal property.

Persona Non Grata

Any person classified as “Persona Non Grata (PNG)” from a residence hall or dining hall is restricted from entering that area for a designated time period. Any individual who violates his/her PNG restrictions will result in University Police being notified for immediate arrest for trespassing.

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 uses an object to prevent the closing of the door or to provide entry for him/herself or others. Propping doors is prohibited, and will lead to serious judicial action inclusive of eviction from hall. If students see a propped door, un-prop the door and report it to the desk clerk on duty immediately.

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 a 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 residents keep their door locked at all times to prevent theft. Do not leave belongings unattended in public areas (laundry rooms, lounges, etc.). Report suspicious strangers in the hall to a staff member.

**Unauthorized Entry**

Each Residence Hall has CatCard activated entry for your convenience. It is your responsibility to check-in all guests properly at the front desk. Entry through any entrance or assisting others’ entry through any entrance other than a CatCard 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. Entry or exit through windows is considered unauthorized entry and is prohibited.

**Screens**

Residents are responsible for maintaining their window screen in an installed position on their 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/rappel 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 residents are found possessing such a sign, they will be reported to the proper authorities for disposition of their case. If students are found to be in possession of a local business sign, they 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, scooters, longboards and rollerblades may not be used in the residence halls or the exterior areas in accordance with University Policy. The use of bicycles, skateboards, scooters, longboards 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, balconies, curbs, benches, steps, or stairs and other such structures or property not designed for transportation. The use of bicycles, skateboards, scooters, longboards or in-line skates shall not be permitted inside any building.
Tobacco
As of August 2012, MSU adopted a no smoking policy. The use of tobacco (including e-cigarettes, hookah, cigarettes, cigars, pipes, smokeless tobacco and all other tobacco products) by students, faculty, staff, guests, visitors and contractors is prohibited on all properties owned or leased by MSU, including:

- All interior space on the MSU campus and property leased by MSU, including the agricultural research centers and other remote sites;
- All outside property or grounds on MSU’s campuses, including areas such as walkways, breezeways, parking lots, and patios;
- All outside property leased by MSU;
- All vehicles leased or owned by MSU;
- All indoor and outdoor athletic facilities.

E-Cigarettes: The policy prohibits all forms of tobacco and any nicotine delivery device that has not been approved by the FDA for cessation (the FDA has the authority to regulate e-cigarettes as a “tobacco product” under the Tobacco Control Act). National health agencies remain skeptical of the safety of these devices due to a lack of scientific data. Until FDA approval is granted, these will not be allowed on campus, which is consistent with national standards and guidelines.

All students found to be violating the tobacco policy may be referred to the Dean of Students Office for disciplinary action.

Please see: www.montana.edu/health/healthpromo/tobacco.php.

Solicitation
Another right that residents enjoy is for their living area to be free from salespersons, solicitors and the like. If residents are approached by a solicitor please report this information to an RA or the Residence Hall Desk immediately. Additionally, students may not solicit in any fashion or form, from their rooms. Clubs and organizations are prohibited from soliciting door-to-door.

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:

a. Candidates or reps may campaign door-to-door.
b. Candidates wishing to campaign door to door in the residence halls must have written authorization from the Director of Residence Life.
c. Door-to-door campaigning may take place from noon to 7:00 p.m. and only on days specified.
d. All candidates or reps campaigning door-to-door must abide by the rules and regulations in that hall. Please be aware of and adhere to building escort policies.
e. 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 residents be bothered by a commercial agent or a solicitor, contact an 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
Resident have a right to be informed of happenings at MSU and we attempt to meet this need by providing bulletin boards and posting areas in each hall. 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. Any unauthorized postings will be removed and judicial action may be taken. Residents should check the posting areas on their 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.

Sprinkler Systems
Hanging items from and/or persons swinging on the sprinkler pipes is prohibited (i.e. laundry hangers, decorations, etc.). 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 students are in disagreement with a request, it is expected that they present their 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 devices 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 residents if they fall or injure themselves during installation. Antennas present 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, therefore, all expenses are paid from room and board income. Any activity which increases residence hall expenses has to be passed on to residents in the form of higher room and board charges. For residents own financial benefit, as well as community living standards, be responsible for individual actions and the actions of 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.

1. The University and its staff cannot rent videos without paying additional price for copyright privileges.
2. It is against 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.
3. Money may not be charged for video showings.
4. The showing of adult 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.

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.

Hot Tubs
Due to the potential danger from electrical shock, potential damage to the facilities and increased utility costs, 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, B.B.s 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, razors 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, Hapner and the Freshman Apartments may check their weapons at any other hall, as facilities for storing weapons are not available in these three complexes. 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 S.H., N.H. and Langford. Possession and/or gun cleaning is not allowed in living areas. If a resident is found with a weapon in a living area, University Police will be contacted immediately and their residence hall contract will be terminated. The resident 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.
2014–2015 Academic Calendar

FALL SEMESTER 2014
August 8 ........................ $40 Late Fee Assessed, classes dropped for unpaid, registered students.
August 20-22 ........................ Fall Orientation and Registration
August 20 ........................ 9 a.m. Residence Halls open
August 25 ........................ 8 a.m. Classes Begin
September 1 ........................ Labor Day
September 8 ........................ Last Day to Add Classes
September 15 ........................ Last Day to Drop Classes (without grade)
September 15 ........................ Withdrawal Allowed, No Refund
September 22-27 ....................... Homecoming Week – GO CATS!
November 11 ......................... Veterans Day Holiday
November 19-December 12 ........................ No Course Withdrawal Allowed
November 26 ........................ Residence Halls Close, 12 Noon
November 26-30 ....................... Thanksgiving Break
November 30 ........................ Residence Halls Open, 12 Noon
December 8-12 ........................ Final Exams
December 12 ........................ Fall Semester Ends
December 13 ........................ Residence Halls Close, 12 Noon

SPRING SEMESTER 2015
January 11 ........................ Residence Halls Open, 12 Noon
January 12-13 ....................... Spring Orientation and Registration
January 7-14 ........................ Fee Payment for Spring
January 14 ........................ Classes Begin
January 19 ........................ Martin Luther King Holiday
February 16 ........................ Presidents Day Holiday
March 7 ........................ Residence Halls Close, 12 Noon
March 9-13 ........................ Spring Break
March 15 ........................ Residence Halls Open, 12 Noon
April 3 ........................ University Day Holiday
May 4-8 ........................ Final Exams
May 9 ........................ Commencement
May 9 ........................ Residence Halls Close, 12 Noon

PLEASE REFER TO “SCHEDULE OF CLASSES” FOR FURTHER INFORMATION.