

# Standards for Community Living

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Pittsburg State University is a community of persons from diverse geographical, cultural, racial, and ethnic roots. Each person is a unique individual, drawn from the broad spectrum of our society. We must each strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. As we engage in our daily activities and interactions, we must possess a genuine desire to learn from others. In addition, we must give others the respect and acceptance which we, ourselves, desire.

The principles of free exchange and open inquiry are fundamental to the educational process. University Housing is committed to these principles. We believe individuals have the right to hold, defend, and express their ideas and opinions. In order to sustain these principles, we must at times tolerate the expressions of views that we may find offensive. However, while each of us has the right to our own personal beliefs, these beliefs in no way give us the right to denigrate others on the basis of age, physical disability, national origin, sexual orientation, race, gender, or religious affiliation.

While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation, and humiliation of residents and staff. It is our belief that one's actions demonstrate one's commitment to respecting the differences among individuals. Members of the residence hall community are



individually and collectively responsible for their behavior and accountable for their actions. Each individual must take initiative and responsibility for his or her own learning and awareness of the differences which exist in our community, avoiding actions that diminish others.

Bigotry and hate will be given no home within our University Housing community. Our community will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against its members. Thus, we cannot accept ignorance, false humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. We strive to develop and support a learning environment free from all expressions of bigotry and hate, so each of us can genuinely enjoy equal opportunities to live, work, and learn.

All of us who work and live in the Pittsburg State University residence hall community have chosen to be here. Thus, we must commit ourselves to these principles which are the basis for our purpose, value, and worth.



# An Overview

**The University Housing staff exists to help students obtain the greatest value from the residential experience.**

## **MISSION:**

The mission of University Housing is to support the University community by providing a comfortable, developmental living and learning environment for students.

## **GOALS:**

- To offer clean, safe, attractive, and comfortable physical facilities.
- To provide a well balanced, attractive food service program at a competitive price.
- To develop physical and social communities that enhance the growth and development of students.
- To foster a residence hall system which focuses on creating a community atmosphere.
- To create an environment inclusive to all people promoting a commitment to diversity and acceptance.
- To create an environment which enhances the educational experience.
- To employ a student oriented professional and para-professional staff.
- To maintain fiscal integrity through effective budgeting, long and short range planning, and effective use of resources.
- To empower residents in decision-making and involvement opportunities through community councils, Residence Hall Assembly and National Residence Hall Honorary.

**Director of Residence Life** The Director of Residence Life provides administrative leadership to assure that residential programming, professional and paraprofessional staffing, and the judicial process contribute to a productive living and learning environment for students.

**Director of Housing Administration** The Director of Housing Administration provides administrative leadership in the financial and operations areas of the department, which contributes to a productive living and learning environment for students.

**Area Coordinators** Area Coordinators are full-time professional staff who live in the residence halls and University Housing operated Apartment Structures. It is their responsibility to manage the operation of the halls, train and supervise Resident Assistants, implement the rules and regulations, coordinate programming, community councils, and counsel students with personal and behavioral problems. It is their role to develop a comfortable and productive living environment. Area Coordinators work in the main University Housing office during business hours.

**Lead Resident Assistant** A Lead Resident Assistant is an upper-division or graduate student staff member responsible for assisting in the administrative, operational, and community building aspects of the on-campus residence halls. They serve as a resource for residents, Resident Assistants, and advise community councils.

**Apartment Managers** The Crimson Village apartments and Block22 are staffed by an upper-division or graduate student manager. It is the responsibility of the Apartment Managers to manage the day-to-day operation of the apartments, coordinate facility repairs and improvements, enforce University Housing policies and procedures, and help develop a comfortable and productive living environment. Additionally, they are responsible for coordinating events and assisting the area coordinator in developing a comfortable and productive educational living environment.

**Resident Assistants** A Resident Assistant (RA) is assigned to each community. These upperclassmen or graduate students have been carefully selected and trained to coordinate and assist a floor or a wing of a residence hall. They are an excellent source of information regarding both personal and college related matters. The RAs are responsible for creating a floor community, providing a variety of social and developmental programming, and enforcing policies and procedures. The RA is a personal liaison between the University community and residence



hall students. If students have a problem or question, the RAs are here to help in any way possible.

**Custodians** Each hall has its own custodial team. The custodians are responsible for cleaning the bathrooms, hallways, and other common areas. Residents' cooperation in accommodating and accepting any brief inconvenience caused by the daily cleaning routine is expected and greatly appreciated.

**Maintenance Staff** Maintenance in the residence halls is performed by a team of Physical Plant personnel. Each member of the team has trade specialties, but performs maintenance duties in a variety of areas. Both the custodians and the maintenance personnel have lead supervisors who coordinate and direct their efforts.

**University Housing Office Staff** The University Housing office is located in Horace Mann 209. This office has the responsibility and authority for the planning, management, and provisions of the services for students in the residence halls. Students are encouraged to visit the office if they have any questions, concerns, or problems related to residence hall living. Office hours are from 8 a.m. - 4:30 p.m. Monday through Friday during the academic year.

**Staff on Duty** RAs are available each day for assistance, maintenance problems, or emergencies. The Residence Hall office is open from 6 p.m. until 10 p.m. nightly in Dellinger, Nation, and Tanner Complex. These offices are open from 6 p.m. to 8 p.m. in Bowen, Crimson Commons, Trout and Willard. From 6 p.m. until 8 a.m., a staff member is on duty. Information regarding how to contact this person is posted at the hall desk.

**Community Councils** Each residence hall provides an opportunity for students to serve in its Community Council, which is a residence hall student government body for that particular hall. Each Community Council meets biweekly throughout the school year addressing hall issues and concerns and plans social events for the students who live in

that particular hall. The Residence Hall Assembly governs all Community Councils.

**Residence Hall Assembly** RHA is the campus-wide residence hall student government body. RHA meetings are held every other Monday at 8 p.m.

The purposes of the RHA are:

- To act on the behalf of all students who live in the halls and to represent their interest on levels of the University government, making recommendations to University administration as the need arises.
- To provide campus wide programming for the residence hall students, while serving as a link between campus wide programming and the residence halls in order to assist in coordination of events on campus.
- To recommend and review policy which governs residence hall living. RHA will meet regularly throughout the school year addressing hall issues and concerns and planning social events for students.

**National Residence Hall Honorary** (NRHH) is the recognition branch of the National Association of College and University Residence Halls (NACURH). NACURH, as an organization, believes recognition is a must in a strong residence hall community. NRHH was founded to make sure that recognition is not forgotten on campus and in the residence halls. NRHH chapters have a very special way of recognizing those top leaders through unique and creative recognition programs. The NRHH chapter membership (per school) is restricted to one percent of students living in the residence halls. The Jungle Chapter of NRHH at PSU is limited to 20 members and is permitted to induct two honorary members per year.



# Housing Information

## PSU RESIDENCY POLICY

PSU requires that all first year students live in the residence halls for their first two academic semesters on campus and purchase a 7 Day Access or 5 Day Access/\$100 dining dollars meal plan. All other students may live in housing of their choice. Prior to signing the contract, exceptions to the policy will normally be granted where any of the following circumstances exist:

- Student lives at home with parents or guardians and is commuting (within 50 miles of the PSU campus).
- Student is married and living with his or her spouse and/or has dependents in his or her care.
- Student is a veteran with one or more years of active service.
- Student is 21 years or older.
- Student is a transfer student and is transferring 24 hours of credit or more (concurrent enrollment credits, earned while in high school, do not apply).

## CONTRACT

The contract you signed is a legally binding document. Both parties have rights, responsibilities, and obligations detailed in the contract. Read the contract carefully to familiarize yourself with the terms and conditions.

**Contract Life** A residence hall contract becomes effective upon the receipt and acceptance of the completed, signed contract with a \$145 pre-payment. Only annual (2021-2022 academic year) contracts are available.

**Contract Release** Unless you are required by the Pittsburg State University Residency Policy (see above) to live in a residence hall and

## Academic Year 2021-2022 Room & Board Rates

MEAL PLAN	TRADITIONAL STYLE	CRIMSON COMMONS	WILLARD HALL
7 Day Access .....	\$9,196 .....	\$9,196 .....	\$9,196
5 Day / \$100 .....	\$8,956 .....	\$8,956 .....	\$8,956
*1,000 Dining \$ .....	\$7,971 .....	\$7,971 .....	\$7,971

*\*Freshmen are not eligible for this option.*

*A double room discount of \$1000 per academic year. Doubles will be limited and singles are the default*

purchase a meal contract you may be released from your housing contract at any time by payment of 35 percent of the remainder of your contract value and a weekly prorated for time occupied. Exceptions to the cancellation fee are strictly limited to students who graduate, are student teaching, or leave campus for training authorized through an academic department. In all cases, students must fill out a Cancellation Request form available at the University Housing Office, Student Welcoming Center, 209 Horace Mann.

Students who are required to live in the residence halls and purchase meal plans but feel they should be considered an exception must fill out an Off-Campus Request form. Requests may be granted if a student is suddenly faced with significant, unforeseen circumstances that profoundly affect a student's ability to meet his or her contractual obligations or the student cannot be accommodated by the residence halls.

University Housing staff will work with students to accommodate them and solve any in-hall problems. Contract releases are not a quick solution for in-hall problems and will not be the first course of action.

## YOUR HOUSING DOLLARS

At Pittsburg State University, the residence hall system is not tax supported. The revenue generated from the payments you make provides the sole source of funding that the Department of University Housing uses to pay for heat, repairs, electricity, food service, custodial services, furniture, staff, and bond payments (mortgage). The money you pay, and we expend, amounts to more than \$3 million a year!

Your cooperation plays a major role in keeping the costs of housing affordable. Costs certainly increase due to inflation. But stealing (furniture, food, dishes, and silverware from the dining hall) or engaging in conduct which destroys the buildings (holes in walls, ceiling tile, broken windows, graffiti, discarding tobacco, spitting, etc.) adds significantly to overhead and increases the cost of a housing contract.

The halls belong to you, your neighbors, and to the students yet to come. Each student has some responsibility in maintaining the physical environment.

Little happens in the residence halls that someone does not know about. If you see someone or know of someone who has caused damage to the hall or

any of its contents, please contact your Resident Assistant (RA), Lead Resident Assistant, or Area Coordinator. All unaccounted (and therefore unbilled) damages are prorated among the residents of a particular hall or floor.

## **PAYMENTS, LATE FEES, STATEMENTS**

- A. Payments are to be paid to the University for housing accommodations, dining service, and properly billed charges in accordance with the rate and payment schedule specified in this contract and/or payment plan terms. The Cashiers and Student Accounts Office maintains and publishes tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing is produced each month and notification is then sent to the students' official campus e-mail address. Students may access their e-bills through their GUS portal and may set up other users and notifications. Visit the Cashiers and Student Accounts website: [pittstate.edu/office/cashier](http://pittstate.edu/office/cashier) to view payment dates and options, billing cycle, installment fees, late fees and other related payment policies.
- B. A late fee will be charged if payment (semester, installment, and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, meal service will be suspended, and procedures to evict the student from University housing will be initiated. Past due accounts will be sent to a collection agency and/or the state set-off program for collection. Collection costs will be assessed and added to the balance due on these accounts.
- C. Statements are accessible through the student portal (GUS) with your ID and password. Details about the payment options and credit card policies are available online at [pittstate.edu/cashier](http://pittstate.edu/cashier). Timely payment in accordance

with established schedules is not dependent upon receipt of statement.

- D. Any student who is permitted and/or authorized to occupy a residence hall assignment outside the dates of this contract (i.e., early arrival, interim, etc.) are subject to and responsible for all additional charges associated with that occupancy.

## **ROOM ASSIGNMENTS**

University Housing does not discriminate on the basis of race, religion, nationality, or sexual orientation in making room assignments. Room assignments are made by University Housing. Assignments are based largely upon contract receipt date and student request: hall, double or single room, roommate preference. If you did not select your roommate, it is likely that your roommate requested the same hall and room type. The University reserves the right to make assignments based on accommodation needs.

## **ROOM CHANGES**

**No room changes are allowed for the first two weeks of each semester.** Room change requests will be accepted on the first school day two weeks following the first day of classes. If you are not getting along with your roommate, see your RA who can help with the mediation process. Together, all can refer to the roommate contract that was completed within the first few days of living together. Your RA will speak with you about your options, including, but not limited to mediation, filing an incident report or speaking with the Area Coordinator about a room change. **NOTE: RAs cannot approve room changes. This is a process that must be completed with the Area Coordinator in the University Housing Office. The move must be approved by the Area Coordinator prior to moving. Room changes may be denied due to availability. Room changes must be requested**

**by the designated date set forth by University Housing.**

## **ROOM CONSOLIDATION POLICY**

The University reserves the right to consolidate occupants of rooms to other rooms in the housing system. Students who contract to use the room as a single are subject to a single room charge. Because of the great demand for rooms, there are a limited number of single rooms available. If you want to be placed on the single room waiting list, contact University Housing.

If you are living in a double room and your roommate moves out, you must choose from among the following options:

1. You may find another resident on campus with whom to consolidate.
2. You may request to amend your contract to a single room (with the approval of the University Housing Executive Assistant or Director of Housing Administration as space is available).
3. You may take no action, electing to receive a roommate at any time.

If you are offered option 2 (at any time), but decline the offer, you forfeit the option to contract for a single room for the remainder of the academic year. University Housing staff will not force consolidations, but instead will present the above options from which you, the student, may choose.

**PLEASE contact University Housing if you have any questions regarding this portion of your contract.**

# Policies & Regulations

Living in University residence halls can be a great experience both educationally and socially. Our goal is to establish an environment based on mutual respect and consideration for others. Our policies and procedures reflect this belief.

Most students do well in this environment and feel comfortable with the responsibility of the many choices they are faced with at this University. While hall staff and University Police are responsible for enforcing University policies and regulations along with state and federal laws, their numbers just are not great enough to be in all places at all times. Please help maintain a safe environment by reporting any violations of policies, regulations, or laws and/or acts of violence or vandalism immediately to hall staff or University Police. We believe that students are capable of guiding their own lives and making rational decisions about their behavior. It stands to reason then, that students are responsible for the consequences of those decisions, both positive and negative. This concept of responsible freedom means deciding what time you want to go to bed, study, eat, entertain guests, etc. It also means paying for damages you cause (if any) and

being held accountable for actions you take. Responsible freedom also means assisting in maintaining a pleasant physical and social environment in the residence hall. Students who witness a violation of residence hall and/or University policy and choose not to inform the appropriate University personnel will be held responsible for the violation in question. Students are also responsible for informing University staff for policy violations of which they are aware. In addition, students take responsibility for everything that occurs within their own residence hall room.

The following explanations will help clarify our policies allowing you to use the guide as a future reference: In their broadest interpretation, given individual circumstances and situations, violation of any residence hall policy may result in removal from the residence hall system or other disciplinary sanction (see pg. 14).

“Occupant” will be defined as the person who is assigned to and paying for a specified residence hall room. Occupant is not meant to describe guests to the room, but to describe the student who lives there under a residence hall contract.

## AIR QUALITY AND HEALTHY LIVING

Maintaining indoor air quality and healthy living conditions in residence halls with the ever-changing temperature and humidity levels experienced in southeast Kansas calls for a cooperative effort between students and staff. Unlike most homes, residence halls are heated and cooled using a circulated hot and cold water system. While this system is great for residence halls because each room is independently vented (room's conditions do not impact others), it does not remove humidity or circulate air throughout the facility. Also, the heat/cool system is centralized and can function in only one mode at a time (heat or AC).

Here are a few important housekeeping and room maintenance rules that must be followed to reduce humid conditions and prevent mildew or mold from forming.

- Limit amount of clothing and personal items that you bring. All residence halls were recently renovated and include a bed, desk, chair, mattress, chest, and wardrobe for each student. Additional furniture is prohibited.
- Avoid placing items in front of the HVAC univent as they prevent air flow.
- Keep a fan running in the room to help with air circulation. Moving air will help prevent moisture from forming. We strongly recommend you bring a fan.
- Watch for condensation on and around windows and window sills. Keep these areas dry.
- Additional window coverings or blackout curtains are not permitted.
- Do not leave damp clothes, towels,

## Heating, Ventilation, & Air Conditioning System

The heating and cooling system in traditional residence halls is a circulated hot and cold water system. Unlike forced air heating and evaporative cooling systems with a distribute air duct system that most single family homes have, the system in the residence halls relies on heated or cooled liquid circulating through radiators (univents) in each residence hall room to heat or cool the system. The good news about this type of system is that it is the most economical system to heat and cool large facilities. Furthermore, the circulation of air (heated or cooled) is isolated to each particular room (one room's condition does not impact other areas of the facility). However, a system using circulated hot or cold water does not remove humidity (moisture) from the air and does not circulate air throughout the facility. The heating and cooling provided to residence halls derives from a centralized system serving the entire campus. Initiation of these services is dependent on schedules determined by the PSU Physical Plant and weather. How the system works is as follows: the steam is generated from large boilers at the Physical Plant and transported through lines to the various buildings. For example, before air conditioning can be turned on, heat is turned off; steam lines will be drained; in return, the many air conditioning towers and lines across campus have to be filled. The changeover process takes several working days. Once the heat is off for the spring, we cannot turn it on again until the fall. It is different from your home because it is not immediate from heat to air conditioning and only one process can be utilized at a time. Once one is turned on, the other is not accessible. Your thermostat should always be in the mode in which the main system is on.

shoes, or other items lying around that can form mildew. Keep items dry.

- Clean assigned space weekly to get rid of dust, dirt, and trash. Wipe down surfaces with antibacterial wipes or sprays. Clean up water immediately.
- Periodic health and safety checks will be performed during the academic year. All students are required to cooperate. Failure to comply can result in disciplinary actions.
- In all residence halls, rooms and common areas are equipped with Synexis Microbial Reduction Systems. This technology uses dry hydrogen peroxide (DHP) molecules to

reduce viruses, bacteria, and fungi in the air and on surfaces. The unplugging of these devices or the lowering of their speed below “medium” may result in disciplinary actions.

Any concerns should be reported immediately to your Resident Assistant for evaluation and response by maintenance staff.

## ALCOHOL

The use of alcoholic beverages shall not interfere with the educational goals of the

## Alcohol Safety Tips

### SYMPTOMS OF ALCOHOL POISONING

- Person is unconscious or semi-conscious and cannot be awakened
- Cold, clammy, pale or bluish skin
- If breathing is slow, less than eight times per minute, or irregular, with ten or more seconds between breaths
- Vomiting while “sleeping” or passed out, and not waking up after vomiting

### WHAT YOU CAN DO

- Get help-Alert residence hall staff or contact the University Police Department, 620-235-4624 or dial 911
- Turn the victim on their side to prevent choking in case of vomiting
- Stay with the person until help arrives

### BASIC WARNING SIGNS OF A DRINKING PROBLEM

- A person who frequently drinks to a state of intoxication
- A person who relies on a drink to start the day
- A person who consistently skips classes due to hangovers
- A person who has blackouts and loss of memory from drinking
- A person who frequently drinks alone to escape reality, boredom or loneliness
- A person who drinks excessively and denies it

University and the educational environment of the residence halls. Its use shall be compliant with the state and federal law; in accordance with the State Board of Regents policy; consistent with principles of common courtesy; and, respectful for the rights and privacy of all others within the residence hall community. **Only alcoholic beverages containing not more than 5 percent alcohol by weight may be possessed and consumed within PSU residence halls.**

- The privilege of possession or consumption of alcoholic beverages containing not more than 5 percent alcohol within the residence halls is extended (and strictly limited) to those who have reached their 21st birthday (minimum age for legal possession and consumption of alcohol beverages within the state of Kansas).
- Alcoholic beverages containing not more than 5 percent alcohol is only allowed in rooms where all room occupants are 21 years of age and older.
- Alcoholic beverages containing not more than 5 percent alcohol shall not be possessed or consumed in any residence hall room unless one assigned occupant

of the room is present and all persons in the room (including all room occupants and guests) are of legal drinking age.

- Non-residents may not transport alcoholic beverages in or out of a residence hall, regardless of their age.
- Alcoholic beverages containing not more than 5 percent alcohol must be transported in the original container with the seal intact.
- The possession or consumption of alcohol in volume containers (kegs, party balls, etc.) is prohibited within the residence halls.
- Paraphernalia related to beverages containing alcohol (signs, posters, advertising, etc.) is prohibited from being displayed in windows or posted in any public area of the residence halls (including outside of student room doors).
- Cans/bottles may not be stored or displayed in residence hall rooms.
- The possession or consumption of alcohol is strictly prohibited by persons of any age in common areas such as hallways, lounges and exterior entrances to the building.
- Inappropriate and/or disruptive behavior as a result of intoxication is a violation of the alcohol policy.
- Persons who possess or consume alcoholic beverages containing not more than 5 percent alcohol or any other beverages containing alcohol in violation of the residence hall policy, university regulations, or state/federal law will be subject to University Housing disciplinary action and subject to prosecution according to state statutes.

### ASSAULT AND BATTERY

Assault and/or battery in any form will not be tolerated at PSU. Assault is the threat or use of force on another for the purposes of causing that person to have a reasonable apprehension of immediate bodily harm. Battery is the application of force to another for the purpose of causing harmful or offensive contact. Assault and battery are considered to be aggravated when committed with a deadly weapon, while disguised in any manner designed to conceal identity, or with the intent to commit any felony offense as defined by Kansas state statute. Committing the offense of assault and/or battery will be handled with judicial action as provided by the disciplinary procedures in this manual. In the event that assault and aggravated assault and/or battery or aggravated battery are committed, contract termination and eviction will be immediately considered.

### BATHROOMS

Traditional residence halls have common area bathrooms per floor that are intended for the gender of those occupying that assigned floor. Items provided by University

Housing in the bathrooms are for use in facilities only. Guest bathrooms and single unit bathrooms may be available on some floors in certain buildings.

### BICYCLES

University Housing has provided each residence hall with bike racks. We urge students to utilize these areas for the locked storage of their bicycles and scooters. Bicycles may also be kept in students' rooms with the permission of the roommate(s). If you choose to store your bike in your room, please take care while transporting it through the building so damage is not caused to the walls, floors, or other parts of the building.

### Procedure for bikes found in locations other than bike racks:

- Housing maintenance will cut the bike loose, taking the bike and lock to the Physical Plant. (Please note that University Housing or PSU is not responsible for the replacement of the lock.)
- The owner of the confiscated bike will come to the Physical Plant to reclaim it.
- The student must provide proof that they own the bicycle, and bring their PSU ID to claim it.

Bicycles left on campus following the conclusion of the summer and spring sessions will be deemed abandoned and will become the property of PSU and will be disposed of in a manner to be determined by University Housing personnel.

### CABLE TELEVISION

Cable service is not permitted to be contracted for or installed in any residence hall room.

### CANDLES, INCENSE, OPEN FLAMES, AND OTHER FIRE HAZARDS

Lit candles in the residence halls create extreme fire danger for all students. No open flames, candles, candle warmers, and wax warmers (including but not limited to Scentsy's and hot plates) of any type are allowed in the residence halls. Halogen lamps and the burning of incense is also strictly prohibited in University residence halls. Items that cause fire alarms to signal may be asked to be removed. Items include, but are not limited to, hair dryers, curling irons, diffusers, and humidifiers.

### CLEANING

Students are responsible for cleaning their assigned space on a regular basis. Please follow the housekeeping and room maintenance rules listed under “Air Quality and Healthy Living.” Health and safety checks will be performed during the academic year. Students are required to cooperate. Failure to comply can result in disciplinary actions. Removing dust, dirt,



spills, and condensation is the student's responsibility. Students are responsible for supplying their own cleaning supplies. Antibacterial wipes are good to have on hand. Any concerns should be reported immediately to your Resident Assistant for evaluation and response by maintenance staff.

### COMMON AREA DAMAGES

Be aware that damages occurring in common areas throughout the residence halls will be prorated and billed to all residents if the person(s) responsible for the damages cannot be determined. Please report any acts of vandalism immediately to the hall staff. All residence hall common areas are for the use of all residents and staff. Personal belongings may not be left in common areas at any time. In addition, staff may restrict or prohibit any conduct or activity in common areas deemed inappropriate. This includes (but is not limited to) sleeping, game playing, and talking.

### COMMUNICATION – OFFICIAL HOUSING BUSINESS

The University Housing Office will officially send needed information to residence hall students through two means: 1) Your GUS e-mail, or 2) By sending mail to the student's residence hall mailbox. **It is the student's responsibility to check their GUS e-mail and their residence hall mailbox on a daily basis. Billing and charges are accessible through the student's GUS portal.**

### COMPLICITY

A resident shall not, through act or omission, assist another student, individual, or group in committing or attempting to commit a violation of these policies and regulations. A student who has knowledge of another committing or attempting to commit a violation of these policies and/or regulations is required to report the incident or remove him or herself from the situation. Failure to do so when reasonable under the circumstances may be the basis for a violation of this policy. Violation of this policy will result in the same consequence(s) as the policy to which the student was complicit.

### COMPUTER ANTI-VIRUS

Students must provide their own anti-virus software, however, PSU students are eligible for software discounts through the Pitt State website. They can also visit the Gorilla Geeks Help Desk for assistance.

### COOKING

The use of open element cooking/heating units and/or the use of cooking fats, oils,

and greases, candles or other open flames, is not allowed. Cooking with woks, toaster ovens, crock pots, instapots, air fryers, hot plates, open element, or **any** other cooking devices is forbidden. **Cooking in rooms is prohibited except for microwave cooking and single serve coffee makers similar to Keurig.** Microwaves exceeding 1000 watts are not permitted in the residence halls. Students who set off residence hall fire alarm systems due to cooking/open flames in their rooms or residence hall kitchens may be subject to disciplinary action. See Block22 and Crimson Commons policy handout for hall specific policies.

### DISHONESTY/FAILURE TO COMPLY

Residents are expected to be honest and to comply with all University and affiliated staff (i.e. Area Coordinators, Resident Assistants, etc.). Types of dishonesty or failure to comply include:

1. Misrepresentation or misuse of identification or failure to show identification upon request by a staff member.
2. Failure to respond immediately and appropriately to verbal or written direction from any university staff member.
3. Failure to complete an assigned judicial sanction according to the specified guidelines.

### DISORDERLY CONDUCT

Engaging in disorderly conduct will not be tolerated by members of the residence hall community. This includes, but is not limited to, acts which breach the peace or are lewd, indecent, obscene, offensive, inappropriate, or disruptive to the residence hall community.

### DRUGS

Possession or use of drugs and/or drug paraphernalia as determined by law enforcement personnel not prescribed by a physician are illegal. **If you use, produce, hold, or sell drugs, you may be evicted from the residence halls and subject to criminal prosecution.**

### ELECTRIC APPLIANCES

The residence halls are not wired to permit the use of large electrical appliances (air conditioners, refrigerators beyond 4.0 cubic feet, space heaters, etc.). Smaller appliances such as stereos, televisions, fans, coffee makers, etc., are acceptable. Electrical outlets are limited and are not to be overloaded. Refrigerators and power strips must be **plugged directly** into a wall outlet. **No extension cords allowed,** only grounded power strips with resettable breakers on the power strips device itself are permitted. Power strips should not be

pinched behind furniture nor should they be under carpet or rugs. Radio transmission of any type (including citizen band equipment) is not permitted in the residence halls, nor is the installation of satellite dishes or other such related items.

### ELEVATORS

Elevators are located in Block22, Dellinger, Nation, and Willard Halls for the convenience of the residents and their guests. It is expected that the elevators will be used properly. Misuse leads to loss of service for everyone and service charges for repairs, cleaning, or adjustment. Abuse of elevators may result in their shutdown. In the event of being stuck in one of the elevators, please utilize the phone in the elevator for assistance.

### FIRE ALARM SAFETY

Every resident or guest present in a residence hall when the fire alarm sounds (a false pull or an actual fire) must evacuate the building immediately. During an evacuation, residents and guests need to follow fire safety procedures for each particular building (explained to residents during first floor meetings and posted in each hall) and should report to the appropriate area until the Area Coordinator gives permission to return to the building. Residents who tamper with fire safety equipment or who choose not to evacuate during a fire alarm will be subject to disciplinary action, a minimum \$100 fine, and/or prosecution by the University Police Department. Residents are responsible for the actions and evacuation of their guests.

### FOOD DISPOSAL

Residence hall sinks are not appropriate places for food disposal. Throwing food down the sinks only results in the sinks being clogged, which results in charges to the floor. Please dispose of food in outside dumpsters or personal trash cans.

### FURNITURE

Additional furniture is absolutely prohibited. All residence halls have been renovated and are furnished with the same furniture throughout—bed, desk, chair, mattress, chest, and wardrobe for each student. Except for a small refrigerator (no larger than 4 cubic feet), additional furniture is prohibited. It is important that students bring quantities of seasonally appropriate clothing that can be comfortably stored in the chest and wardrobe provided and limit the amount of personal items so that they and their roommate do not overcrowd the room and prevent necessary air circulation. We highly recommend bringing a fan.



## FURNITURE REMOVAL

University Housing furniture, including beds, chairs, desks, chests, and wardrobes, is not allowed to be removed from rooms. Additionally, any person removing public furnishings or any person with public area furniture found in his/her room may be subject to disciplinary action and \$25 charge per day up to the cost of the item. You are responsible for the furniture in your room. **University Housing DOES NOT provide storage for residence hall furniture or personal items.**

## GAMBLING

Any gambling-related activity that is a violation of the law is prohibited within the residence halls, including within individual residence hall rooms. Students may choose to play games in which invaluable objects (i.e. poker chips) are traded. However, any game in which money or valuables are won, traded, or gambled is prohibited. Students may not gain or lose anything of value while playing these games. The definition of "value" will be determined by University Housing or University Hearing Officer in the event of a judicial case regarding gambling in the residence halls.

## GARBAGE

Each resident is responsible for removal of his or her own garbage. Please place your personal garbage in the dumpster adjacent to the building. **Bathroom and public area trash cans are not for personal trash deposit. A minimum \$25 charge may be assessed for personal garbage found in bathroom and public area trash cans or abandoned in hallways, bathrooms, stairwells, or any common areas of the building. Be aware that if the person(s) responsible cannot be identified, all residents may be charged for the violation.**

## GUESTS

Residents are responsible for all actions of their guest(s) and are responsible for informing them of Housing and University rules and regulations. Guests must remain with their hosts at all times while in on-campus residential facilities. Residents are also responsible for all activities that occur within their own residence hall rooms. For more information see visitation policy.

## HARASSMENT

No form of harassment will be tolerated. Harassment is conduct which intimidates or threatens any person, their health or safety. Verbal or physical abuse or threat of abuse against any person or verbal or physical threat against any authorized function or event will not be tolerated within the residence halls or on campus.

## HEALTH AND SAFETY CHECKS

Periodic health and safety checks will be performed during the academic year. All students are required to cooperate. Failure to comply can result in disciplinary actions.

## KEYS

Security of individual rooms is the responsibility of each resident. You will be issued a room key and an outside door key at check-in. Responsibility for key loss is yours. If you lose your room key or your outer door key, you will be charged a \$25 replacement fee per key. In the event that a key to your residence hall room is lost, your room door will be re-cored within 72 hours. Do not ask hall staff to let someone else in your room or expect them to loan out a spare key. Likewise, loaning of your room key or outside door key and/or the duplication or other unauthorized use of any University key is prohibited. For your safety, keep doors locked at all times. University Housing is not responsible for lost, stolen, or damaged items.

## LASER POINTERS

Laser pointers are prohibited for use in the residence halls, and will be confiscated by University Housing staff. Persons in violation of policy will be subject to disciplinary action.

## LAUNDRY ROOMS

The residence hall laundry rooms are well maintained and reasonably priced. The machines are operated by using your student ID card. Students can operate the machines by placing money on their banana bucks account. The cost is 75 cents to either wash or dry. The proceeds from these machines are used to update and maintain the equipment. Repair costs of vandalism to laundry equipment will be charged as all-hall damage and prorated among residents. Please only use liquid laundry detergents in the machines. Use of residence hall laundry rooms is limited to current residents. If residents lose money while doing laundry, they should contact an RA or another housing staff member.

## LOCK-OUT POLICY

The exterior doors of each residence hall remain locked at all times. Access to the facility is only intended for residents (and their escorted guests) of the building. Residents are strongly encouraged to lock the door to their individual room each time they leave. Residents are expected to carry their keys with them at all times.

Periodically, residents will become locked out, requiring assistance from University Housing staff to re-enter their room. Occasional need for assistance is acceptable and providing limited assistance

in this area is within the expectations of the University Housing staff.

University Housing staff will record the number of instances in which a student has requested lock-out assistance on a "Lock-Out Tracking Card." Upon receiving lock-out assistance for the second time in a year, the student will be issued a warning letter from the Area Coordinator. Upon the third through sixth lock-out the student will be assessed a \$25 charge each. Upon the seventh lock-out and each additional lock-out the charge will be increased to \$50. The student may be asked to meet with University Housing staff to discuss the nature of their lock-outs if it is believed that the safety and security of the residence hall community or student may be in jeopardy.

## LOFTS

Lofts are not permitted in the residence halls. If lofts are found students will be required to remove them.

## MAIL & PACKAGES

Mail service is provided at each residence hall office and will generally be distributed into mailboxes by 7 p.m. daily. When moving, update your address with all those that you receive mail from, including your bank, magazine subscriptions, credit card companies, family, friends, etc. If you are moving off campus, **no mail will be forwarded after check-out. Mail will be stamped return to sender.**

USPS packages are to be picked up at the University Post Office located at 107 Whitesitt Hall. Packages delivered by all other means (i.e. UPS) at the University Physical Plant. Please check your GUS email for package notification.

## MENINGITIS VACCINATION/ IMMUNIZATION COMPLIANCE

The Kansas Board of Regents requires state universities to establish policies that require all incoming students residing in university housing to be vaccinated for meningitis. All newly enrolled PSU students living in university-owned group housing are required to be vaccinated for meningitis within the past five (5) years. If the vaccination was received greater than 5 years ago, a booster dose will be necessary. In the absence of proof of the meningitis vaccination, an enrollment hold will be applied and the student will be unable to enroll in subsequent semesters.

PSU has adopted an immunization compliance policy for all new incoming students. For more information, see "Immunization Compliance for New Students" at [pittstate.edu/health](http://pittstate.edu/health).

## MISSING PERSON

The University Police is the official notification agency for persons believed to be missing within the residence hall community. If a student in the residence hall community is believed to be missing, University Police and University Housing leadership will be notified by University Housing staff within 24 hours. If the student is determined to be missing by University Police, their confidential contact will be notified. If the student is under the age of 18, parents will be notified as well.

## MISSING PERSON CONTACT NOTIFICATION

Under federal law, each student living in university owned housing (residence halls) is provided the option to identify and confidentially register an individual to be contacted within 24 hours of a determination by University Police that he or she is a missing person. Students have the ability to name such person when completing their housing and dining contract for the academic year. Students who want to make changes to their missing person information can contact the University Housing office, 209 Horace Mann. (For students under 18 years of age, the University is required by law to contact the custodial parent.)

## MUSICAL INSTRUMENTS

The playing of musical instruments in the residence halls will be permitted only under the following circumstances:

- Instruments may only be played while using a muting or silencing device made specifically for that instrument.
- Noise from playing an instrument may not be heard any further than two rooms down from the room the instrument is being played in (with the door open).
- If at any time any person in the residence hall community is disturbed by the playing of any musical instrument, residence hall staff may restrict or prohibit specific instruments from being played for any length of time.
- Guitar amplifiers and other musical instrument amplifiers of any kind are not allowed in the residence halls.

## PETS

**Only fish** are allowed. Fish tank size must be 10 gallons or less. Residence halls are **very poor** places for cats, dogs, hamsters, rabbits, snakes, etc. **No mammals, reptiles, amphibians, or invertebrates are allowed.** If you choose to ignore this, the animal will be confiscated by staff and you will be assessed damage charges and care charges or disciplinary action may be taken.

## POSTING GUIDELINES

Bulletin boards are reserved for use by University Housing staff, Community Councils, National Residence Hall Honorary, and Residence Hall Assembly. All materials from the University Housing office, its staff, Community Councils, National Residence Hall Honorary, or Residence Hall Assembly may be posted or distributed in a variety of locations within the residence halls. Registered student organizations and academic departments must abide by these policies.

1. All materials must be approved by the Director of Residence Life and labeled up to one per hall (The residence halls are: Block22, Bowen, Crimson Commons, Crimson Village, Dellinger, Nation, Tanner Complex, Trout, and Willard).
2. These materials must be brought to the University Housing Office (2nd floor, Student Welcoming Center) between the hours of 8 a.m.–4:30 p.m. Monday–Friday. Materials will then be appropriately distributed and posted by hall staff. Any postings not distributed in this manner will be removed.
3. Alcohol and drug related posters and flyers are prohibited.
4. Bulletin boards may only be used for general interest information.
5. Commercial advertising is prohibited. Only registered student organizations and academic departments will be authorized to post in the residence halls. Any exceptions must be granted by the Director of Residence Life.
6. Postings deemed inappropriate or offensive by the University Housing staff will be removed.
7. Once the date cited on the postings has passed, the materials will be removed by hall staff.
8. Posting on individual floors or doors may be done only with special permission from University Housing.
9. Postings other than flyers may be brought to the University Housing Office and will be placed at the offices for distribution with the approval of University Housing staff.
10. Residents may not post items in public view (outside room doors, in windows, hallways, etc.) that may be deemed offensive. University Housing reserves the right to remove items deemed offensive or inappropriate. Students found in violation of this policy may be subject to disciplinary action.
11. Residence hall staff will distribute all postings.
12. Individuals or groups who choose not to follow the residence hall posting guidelines may have their posting privileges within the residence halls revoked or limited.

## Campaigning

Anyone campaigning for any office must abide by these policies.

1. Follow all posting guidelines listed.
2. Postings containing slanderous or libelous statements of fellow candidates will not be distributed.
3. Door-to-door campaigning is prohibited.
4. Campaign materials must have contact number(s) and name(s) of the person(s) campaigning.
5. All campaign materials must have the Student Government stamp for approval and must be taken to the University Housing Office (2nd floor, Student Welcoming Center) for distribution.
6. Campaign materials not properly distributed and posted will be removed immediately by hall staff.
7. Questions concerning the campaign policy should be addressed to the Director of Residence Life.

## PRIVACY/ROOM ENTRY

Residents may not gain access to locked areas unless they have properly checked out a key from the hall office or are assigned to that space. Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared. University Housing staff may also seek access to a student's room without advance notice in cases of a community disruption, such as loud music, unattended alarm clocks, etc. Access to student rooms will not be granted to friends, relatives, or other students by University staff. If the occupant requests maintenance, then the institution will consider the occupant aware that entry will take place.

University staff may conduct a search of a student's room in a residence hall to determine compliance with provisions of applicable multiple dwelling unit laws, rules of the institution, or with federal, state, and local criminal law, and in connection therewith may obtain evidence, where there is probable cause to believe that a violation has occurred or is taking place. "Probable cause" exists where the facts and circumstances (within the knowledge of staff and of which they have reasonable, trustworthy information) are sufficient in themselves to warrant a person of reasonable cause to believe that an offense has been or is being committed.

1. The existence of "probable cause" shall be determined by the Associate Vice President for Student Life or designee.
2. A dated, written statement asserting that "probable cause" has been determined, signed by the Vice President for Student Life or designee shall be presented to the occupant or to the Area Coordinator or other University Housing official

before the search is conducted. The search party shall include the Area Coordinator or other University Housing officials and shall take place no later than 24 hours after “probable cause” has been determined.

Since the University and the residence halls are not sanctuaries, there are occasions when outside agencies (police, FBI, etc.) will desire to search a student’s room. When the agency is operating under a legal search warrant, the residence hall staff is expected to cooperate.

## QUIET HOURS AND COURTESY HOURS

**Quiet Hours** provide guidelines for hall noise. Each floor has specified Quiet Hours (voted on at the first floor meeting) that may be extended beyond but not reduced to less than 10 p.m.–8 a.m. Sunday–Thursday, and midnight–10 a.m. Friday and Saturday. While quiet hours are in effect, no noise should be heard outside your room. You should refrain from conversation or noise in the hallways or lounge areas. Noise outside the buildings and parking lots should not unduly disturb others.

**Courtesy Hours** are in effect 24 hours per day. Please keep noise at a level so that residents can sleep or study undisturbed. Noise should not be heard any further than two rooms away.

The volume of people’s voices, stereos, etc., is often an issue within a residence hall community. It is important that you are respectful of the noise that you are creating. If at any time your noise level is determined inappropriate by another member of the community or residence hall staff member, you will be asked to quiet down. Also, note that stereo bass levels must be set at a level where the sound does not travel through the building or out the windows. Failure to cooperate may result in disciplinary action or removal of stereos or other equipment from the residence halls.

If a person is making too much noise for you to sleep or study, please ask the person to turn down the volume. If the noise continues, please contact an RA for assistance. **Those who continue to violate quiet hours and courtesy hours will be subject to disciplinary action.**

**During finals weeks in the fall and spring semesters**, University Housing observes **24-hour quiet hours**. This policy is enforced so that all students who wish to study in their residence hall may do so. Any violators will be subject to disciplinary action including, but not limited to community service or being required to checkout of their room assignment within 12 hours of their last final. **All students**

**should checkout within 24 hours of their last scheduled final.**

## RECREATIONAL EQUIPMENT

Recreational equipment (such as pool cues, pool balls, ping pong paddles, vacuums) is available for residents’ use only and is available at the office of each hall. Residence hall staff will keep the student’s PSU ID card in exchange for borrowing items from the office. Items will only be loaned out during office hours. Proper care of this equipment preserves its future use by all residents. Be aware that abuse of this privilege, deemed so by University Housing staff, may result in you no longer being allowed to check out equipment.

## ROOM MODIFICATIONS

The University Housing Office encourages individual expression through room decorations. However, we are also concerned for your safety and possible damage to University property. The following guidelines should be noted before you begin decorating your room:

- Carpet tape, or other adhesives, cannot be used to secure your carpet to the floor.
- Screws, nails, or hooks cannot be used in walls, ceilings, or woodwork.
- Decals, bumper stickers, contact paper, or sticky objects cannot be affixed to University property.
- Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room will not be permitted.
- Nothing is to be hung from the ceiling, pipes, etc. Decorative items and other paraphernalia such as cloth, fish netting, paper, or any other highly combustible material cannot be hung from the ceiling or from other overhead room structures.
- Items determined by University Housing to be inappropriate, unnecessary, or damaging to the facility are not allowed in the residence halls and will be removed.
- Painting, drawing, or alterations of surfaces are not permitted. Any student found to have altered the painted surface of any area without prior authorization by University Housing will be charged for restoration of that area. Charges are \$100 per wall.
- Students will be responsible for costs associated with damages to room surfaces as a result of unauthorized painting.
- No items are to be placed in front of heating/cooling units. Units must receive proper circulation and be free from any items around them to avoid poor room conditions.
- Heating/cooling system thermostats have programming limits set as per policy. Please do not tamper with thermostats or

sensors on doors and in rooms. Students are responsible for any damage to these items.

- No items are to be hung from fire sprinklers or any other related fire alarm system devices. Students are responsible for any damage to these items.
- University Housing recommends that no windows are opened when heating and cooling systems are functioning. Leaving windows open can increase humidity and alter the room environment and temperature.
- Students who damage room furniture or fixtures (bed, desk, chair, wardrobe, chest, mattress, floors, lights, blinds, windows, etc.) will be charged for those items.
- Students are responsible for damages as a result of tampering with room equipment, such as wired and wireless connections, network access points, thermostats, fire alarm devices, etc. Tampering with devices can also result in disciplinary actions.
- No additional furniture is allowed to be brought into the residence halls. Rooms are furnished with the proper amount of furniture for the space and air flow.
- Additional window treatments, such as curtains and blackout curtains, are prohibited. Blinds are provided.
- Students must follow the housekeeping and room maintenance rules listed under “Air Quality and Healthy Living.”
- Mattress heights should never be higher than the third level from the top of the headboards and footboards.
- Dressers are not to be stacked on top of one another.

If you have any questions regarding appropriateness of decorations, please contact your RA, Area Coordinator, or Director of Residence Life. Please be aware that you will be charged for any and all damages to University property, including marks left by material used to hang posters, dry-erase boards, and bulletin boards. Also note that decorations deemed offensive or inappropriate by University Housing staff may be removed and the students responsible may be subject to disciplinary action (also see posting guidelines).

## SELF DESTRUCTIVE BEHAVIOR

The University has a clear and distinct interest in maintaining a safe and sound educational environment in the residence halls, where most first-year students experience, for the first time, life on their own. A residential setting designed to foster student interaction and interdependence can become disrupted by self-destructive behavior. Among the most disruptive forms of misconduct are intentional attempts to injure oneself seriously, threats to do the



same, and reckless behavior which puts oneself or others in physical danger.

In light of the impact of self-destructive behavior upon the residential community, affected individuals are encouraged to utilize counseling resources provided to students. Residents interested in learning more about referral resources available on campus are welcome to call Counseling Services (620-235-4044), which keeps all inquiries confidential.

Residents who engage in self-destructive behavior are encouraged to accept responsibility for their actions and may be subject to referral for additional assistance by the University's Behavior Intervention/Threat Assessment Team. In the event a resident engages in self-destructive behavior, the University will take into consideration all potential factors (including, but not limited to, stress or mental disorders) prior to determining a response. When there occurs a severe act of self-destructive behavior or an apparent threat of serious harm, the University reserves the right to notify the resident's parent or guardian and/or the University Police.

## SEXUAL HARASSMENT

Sexual harassment is defined in Article 18 of the Code of Student Rights and Responsibilities, which reads, "Sexual discrimination in the form of sexual harassment, defined as the use of one's authority or power to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature by any member of the University community, shall be a violation of Pittsburg State University's Sexual Harassment Policy." If you feel that you have been a victim of sexual harassment, we urge you to report this to your RA, housing staff member, or any PSU faculty or staff member.

## SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE

No form of sexual assault will be tolerated in University Housing. Victims of sexual misconduct and relationship violence will be encouraged and assisted to seek action to the extent they desire. Victims of sexual misconduct and relationship violence have the following options:

- Go to Bryant Student Health Center, Ascension Via Christi Hospital, or the nearest medical treatment facility.
- Report the incident to an RA, Area Coordinator, Lead Resident Assistants, Title IX Coordinator, or PSU faculty/staff.

- Report the incident to the University Police. (It is always the victim's choice whether or not to talk to the police.)
- Contact Safehouse Crisis Center at 800-794-9148 for 24-hour assistance.

For more resources, and/or to submit a report, go to [pittstate.edu/studentlife/get-help](http://pittstate.edu/studentlife/get-help).

## SMOKING

PSU is a tobacco free campus. The use or sale of tobacco products on PSU property is prohibited. This policy applies to all individuals. In addition to cigarettes, this policy applies to smokeless tobacco, vaping, clove cigarettes, and e-cigarettes. The policy covers, but is not limited to, buildings, university grounds, parking areas, walkways, recreational and sporting facilities. Failure to abide by University policy may result in contract termination.

**This policy includes all residence hall and student rooms. Visit [pittstate.edu/tobaccofree](http://pittstate.edu/tobaccofree).**

## SOLICITATION

Door to door soliciting is prohibited in PSU residence halls. Conducting any enterprise for profit or charity on University Housing property is prohibited and will be subject to prosecution unless approved by the Director of Residence Life.

## SPORTS, RECREATIONAL VEHICLES, AND OTHER IN-HALL ATHLETICS

Riding skateboards, in-line skating, riding bicycles, running, throwing Frisbees, balls, darts, or other objects; and other athletic activities are prohibited in the residence halls. In addition, the riding or driving of motorized recreational vehicles is not allowed inside residential facilities. This is based on the potential to break hallway lights, exit lights, mark walls, cause injuries, and other undesirable results. **The use or possession of a hoverboard inside of any residence hall is prohibited.**

## THEFT

Theft of University property/property of any other person or possession of stolen University property/property of any other person is strictly prohibited.

## UTILITY SERVICES

Tampering with utilities or other building services (network, Ethernet, phone, etc.), distribution boxes, equipment closets, meters, thermostats (including sensors), and other related equipment is considered a criminal offense. The buildings are equipped with wireless internet routers. **Wireless printers and personal routers are not allowed.** Violators will be prosecuted and billed for cost of any necessary repairs.

## VANDALISM

Students who damage University property through negligence or willful actions will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for the damage to University property in public areas cannot be ascertained, University Housing may prorate the cost to repair such damages among all or any portion of the residents of the hall as the Department may deem fair. All damage charges are due immediately upon receipt of bill.

## VISITATION/OVERNIGHT GUESTS

Visitation hours in the residence halls are 24-hours, seven days a week. The following are general reminders regarding visitation:

1. All visitors must be escorted by (in the immediate company of) a resident of the hall.
2. Guests will be asked to leave the residence hall if their behavior is disturbing residents.
3. Residents assume complete responsibility for the action of their guests. Make certain that guests are aware of residence hall policies.
4. Individuals who have been evicted and/or banned from the halls are prohibited from entering the residence halls and are not to be assisted by residents in entering the halls.
5. Overnight guests may stay in your room **with your roommate's permission.**
6. Overnight guests are not allowed to stay for more than three consecutive nights and not to exceed six nights per month. You must confer with your roommate before inviting guests.
7. Cohabitation in residence hall rooms is not allowed. Residence hall staff reserves the right to define or limit cohabitation at any time.

## WALL DECORATIONS

For hanging pictures, posters, etc., use small thumb tacks, Command strips and picture hangers (with discretion). Extreme care should be used when removing those items. Do not drive screws, bolts, or nails into the walls, ceiling, or woodwork. Avoid double stick tape, adhesive squares, contact paper, and other similar items.

All Block22, Crimson Commons, and Willard Hall residents must abide by specific wall decoration policies. These policies are distributed upon check in. See the Area Coordinator or Lead Resident Assistant with questions.

## WATER ITEMS

Water beds, portable hot tubs, or any other large volume water items are not permitted in the residence halls. Water

guns and water fights are prohibited in the residence halls. The halls are not suitable for water fights as excessive amounts of water cause damage to hall property and can create hazards (i.e. slick floors) for residents. Violations of this policy will result in disciplinary action.

### **WEAPONS, HANDGUNS, FIREWORKS & COMBUSTIBLES**

Your safety is our primary concern. In order to reduce the likelihood of injury, we ask that you observe the following policies and practices.

PSU complies with the state of Kansas and the Kansas Board of Regents' regulations regarding handguns. Residents who are 18 years of age or older, and meet state requirements, may carry a handgun if it is concealed on their person, or concealed in a bag/back pack that is in their control. Long guns, such as shotguns and rifles, are prohibited.

Handguns must be stored in a storage container that meets state guidelines. The container must:

- Fully enclose the weapon while secured in an approved holster
- Have a combination or digital locking device. (No key locks)
- Be sturdy and non-flammable
- Be constructed specifically for weapon storage

Pittsburg State does not provide handgun storage containers. Any additional updates to our firearms policy will be reflected on the pittstate website

Additionally, possession of fireworks, and/or combustibles such as propane tanks and gasoline canisters, long knives or any item that can deliver projectiles (such as bows, air guns and paint guns), are prohibited. Failure to comply may result in confiscation of the item and disciplinary action.

### **WINDOWS, LEDGES, AND THE ROOF**

**Roof areas, window sills, and ledges are closed to students.** Students are strictly prohibited from climbing in or out of, hanging out of, or throwing anything out of residence hall windows. Refer to screen

removal policy. Violations of this policy is subject to a \$50 fine, prosecution under state and federal statutes, and/or disciplinary action.

### **WINDOW SCREEN REMOVAL**

Removal or sliding of window screens is strictly prohibited. Screen removal or tampering will result in a \$50 charge. In the case of common area screens, the entire floor will split the charge unless the responsible party can be identified.

### **WINTER INTERIM/ SEMESTER BREAK**

Winter interim housing may be available for students who need to stay on campus during the school closing for an additional charge. Students who contract for winter interim will be required to make payment in advance. Students may be required to move to another location for interim. During winter interim there is limited staff and food service is not available. Winter interim information will be available starting the week after Thanksgiving break.

# **Roommates**

**Even if roommates are friends, disagreements can happen. Communication is the best way to resolve differences. We recommend using the following ladder of communication.**

#### **Step 1 :**

Complete the Roommate Contract with your roommate and RA. This should be done in the first week after you move in.

#### **Step 2 :**

If you have issues with your roommate, it is vital that you speak with your roommate immediately about your concerns, so you may discuss or modify the Roommate Contract.

#### **Step 3 :**

If completing or modifying your roommate contract, or speaking with your roommate does not alleviate the concern, you should contact your RA. Your RA will speak with you about your options, including, but not limited to mediation, filing an incident report, and speaking with the Area Coordinator (AC).

#### **Step 4 :**

If none of the above resolution possibilities solve the problem, you and your roommate will be asked to meet with the AC separately, and together, to develop a final solution to the problem.

## **Tips for Completing Your Roommate Agreement**

This statement is issued as a reminder to you, as a resident, of your responsibility to your roommate(s)/suite(s). Your enjoyment of life in the residence halls will depend on the thoughtful consideration that you demonstrate for each other. As residents, my roommate(s)/suite(s) and I should:

1. Be respectful of each other's ability to read, study, and sleep without interference in our room by unreasonable noise, guests, or other distractions.
2. Expect that my roommate(s)/suite(s) will respect my personal belongings.
3. Expect free access to my room without pressure from a roommate/suite(s).
4. Be respectful of each other's ability to host guests upon roommate approval and understand that guests must comply with the "visitation/overnight guests" policy contained in this handbook.
5. Be respectful of the ability to issue a complaint and seek assistance through University Housing staff.
6. Be respectful of each other's cultural/religious beliefs or sexual orientation.
7. Be respectful of the desire for a clean room environment.
8. Speak with one another face-to-face and understand that communication via social media may not always be an effective form of communication.

# Judicial Procedures

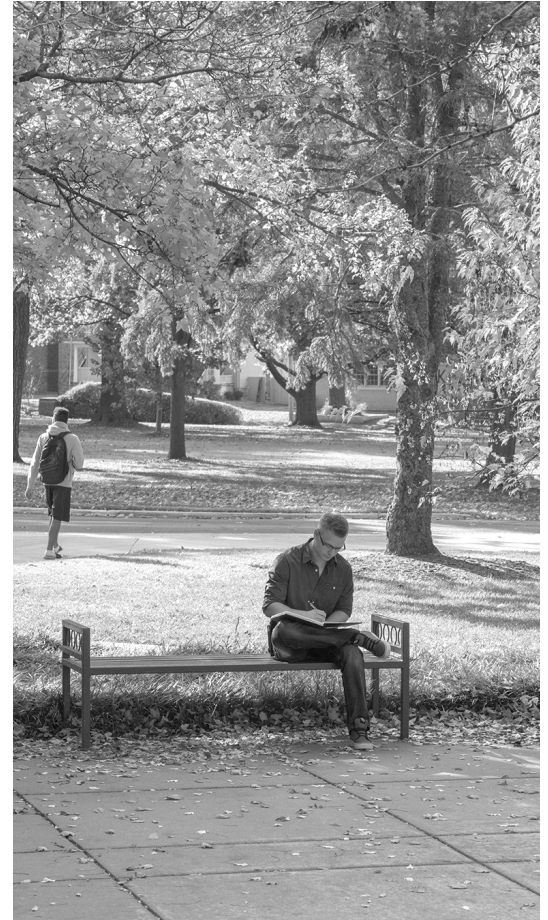
## University Housing Judicial Code

Violations of University Housing policy that occur in any facility maintained or supervised by the Department of University Housing, will be addressed through the Housing Discipline System following procedures set forth in this Judicial Code.

When in University Housing facilities (Block22, Crimson Village apartments, residence halls, Gibson Dining Hall, and areas surrounding the residence halls including lawns, parking lots, etc.) all students and guests of students are subject to the rules, regulations, and policies appearing in the Guide to Hall Living, the Housing and Dining Service Contract, the Code of Student Rights & Responsibilities, as well as the provisions of this Judicial Code.

Any member of the University community may file a written complaint of alleged violations to the Director of Residence Life (designee, including RAs or Area Coordinators). Alleged violations will be addressed, depending on circumstances relative to the situation, through a judicial meeting, a formal judicial hearing, or referral to the Campus Judicial Officer.

For any University Judicial proceedings, the “preponderance of evidence” standard of proof will be utilized. A preponderance of evidence standard evaluates whether it is more likely than not, based on the evidence available, that a violation occurred.



## JUDICIAL MEETING

**(conducted by Area Coordinator, the Director of Residence Life of University Housing, or the Associate Vice President for Student Life)**

1. The Area Coordinator will notify in writing to their GUS email account all implicated students of alleged violations, and direct that they attend a judicial meeting. The student will be advised in writing of the purpose for the meeting:
  - a. to make the student aware of the allegations;
  - b. to determine if further action is necessary; and,
  - c. to resolve the incident by imposing administrative sanctions (if necessary).
2. A copy of the University Housing Judicial Code is published annually in the Guide to Hall Living and distributed to all students upon check-in to the residence halls.
3. Failure of the alleged student to attend a scheduled, or rescheduled, judicial meeting may result in the case being heard, with the available information

and documents, in his/her absence by the judicial officer. **Sanctions include, but are not limited to, a hold placed on their account or the temporary suspension of the alleged student’s meal privileges until such time as the judicial meeting is scheduled, and completed.** If the judicial officer determines insufficient information exists to justify action, the charge(s) will be dismissed.

4. If the student is found in violation (based upon a preponderance of the evidence), the judicial officer may impose any the following sanctions: disciplinary warning, specifically defined sanctions, community service, restriction of access, fine, restitution, University Housing probation, administrative move.
5. All judicial meetings are closed. Students are permitted to have an advisor present to offer guidance. The role of the advisor will be to consult with the alleged at reasonable intervals during the course of the meeting. The advisor may not address anyone else unless permitted by the judicial officer.



The alleged must present the name of the advisor to the judicial officer no less than 48 hours prior to the meeting time.

6. The alleged student is to receive written notification of the outcome within five (5) class days after the completion of the judicial meeting. The notice will include the meeting date, charges, decision, sanction(s) imposed, and information on the appeal process.
7. If the judicial officer cannot resolve the incident through the judicial meeting, the case will be referred to the Associate Vice President for Student Life or designee for disposition.
8. If a resident chooses not to complete any assigned sanctions as a result of a judicial meeting, he or she may be subject to additional sanctions including but not limited to, a disciplinary hold on his or her records, and/or his or her meal plan being temporarily suspended.

## **FORMAL JUDICIAL HEARING**

**(conducted by Associate Vice President for Student Life (AVPSL) or designee)**

1. The AVPSL shall notify the student in writing to their GUS email account prior to the scheduled hearing. The notification will include the specific charges, and the date, time and location of the hearing.
2. A copy of the University Housing Judicial Code is published annually in the Guide to Hall Living, distributed to all students upon check-in to the residence hall. Students may obtain additional copies at the University Housing Office and at [pittstate.edu/housing](http://pittstate.edu/housing).
3. Failure of the alleged student to attend a scheduled, or rescheduled, judicial hearing may result in the case being heard with the available information and documents in his/her absence by the AVPSL. Sanctions include, but are not limited to, a hold placed on their account or the temporary suspension alteration of the alleged student's meal privileges until such time as the hearing is scheduled, and completed.
4. Hearings will abide by the following due process:
  - a. All hearings will be closed. Students are permitted to have an advisor present to offer guidance. The role of the advisor will be to consult with the accused at reasonable intervals during the course of the meeting. The advisor may not address anyone else unless permitted by the hearing officer.
  - b. Hearing officer will present the charges against the accused.
  - c. The alleged shall present any evidence or witness on his or her behalf. The witnesses may be questioned by the hearing officer. The alleged must

present the name of the advisor to the hearing officer for his/her approval no less than 48 hours prior to the hearing time.

- d. The judicial officer has the right to accept signed statements of witnesses in lieu of their appearance at the hearing.
- e. After having reviewed the incident, the hearing officer shall render a decision within five class days.
5. If the student is found in violation (based upon a preponderance of the evidence), the hearing officer may impose any sanction contained in this Judicial Code.
6. The student is to receive written notification of the decision within five class days of the formal judicial hearing. The notice will include the charges, decision, sanction imposed, consequences for failing to abide by imposed sanctions, and the appeal process.

## **APPEAL PROCESS**

1. A student is entitled to appeal a decision made in the judicial process. Appeals must be made in writing within five (5) class days of the notification and must be consistent with provisions of the University Housing Judicial Code.
2. The Director of Residence Life is the appeal officer for the cases originally heard by the Area Coordinators. The AVSPL is the appeal officer for cases heard by the Director of residence life. The Vice President of Student Life is the appeal officer for cases heard by the AVSPL. The decision of the designated appeal officer is final.
3. The appeal may be sought on two grounds:
  - a. there was an error in the hearing procedure
  - b. there is new evidence or information material to the case which was not available at the time of the hearing
4. The appeal shall state its grounds. The Appeal Officer has five (5) class days to make a written determination on the appeal. Notification shall be sent to the alleged, the Hearing Officer, and the Associate Vice-President. If the Appeal Officer finds that one of the two above grounds existed, the matter shall be returned to the Hearing Officer for re-opening of the case to allow reconsideration of the original determination and/or sanctions.

## **SANCTIONS**

**Warning.** A formal written statement stating that a student's actions are not acceptable and that subsequent infractions will result in more severe action.

## What to expect after an incident report or warning:

1. Follow-up by your RA or Area Coordinator.
2. You will receive notification if the incident requires a judicial meeting with a designated Pittsburg State University official.
3. The documentation of your violation or warning will remain on file with the Department of University Housing.

If you are required to attend a judicial meeting with a designated Pittsburg State University official:

1. Attend the meeting. It is important for all information to be considered. In the event you choose not to attend, your access to campus dining may be suspended or altered until you reschedule and attend the meeting or a hold may be placed on your account. In the event that you do not attend a scheduled meeting or hearing, a decision may also be made based on available information and documentation.
2. Tell the truth. Providing false information to a University official may result in additional disciplinary action.
3. Expect consequences for your actions. Part of being a responsible adult is accountability for your actions.

**Specifically Defined Sanction.** Assignment of a task that is educational in nature and appropriate to the violation (i.e. letter of apology for offensive or disruptive behavior). Failure to complete the assigned task will result in the initiation of further disciplinary action, a hold on the student's academic record, and/or suspension of the student's meal plan.

**Alcohol Awareness Class.** Students who violate the residence hall alcohol policy or are involved in an alcohol related incident, may be required to attend a two-hour alcohol awareness class. The cost of the class is \$30.

**Alcohol Assessment.** Students who repeatedly violate the alcohol policy, are involved in a severe violation of the residence hall policy, or are involved in an alcohol related incident, may be sanctioned to attend an alcohol assessment at the University Counseling Center. The cost of the assessment is \$65.

**Restriction of Access.** Restriction or termination of a student's access to a residence hall or designated portion of a residence hall or University Housing facility.

**Fine.** Payment of a fine according to conditions and amount published in the Guide to Hall Living, posted hall policy, or discretion of the Director of Residence Life.

**Restitution.** A direct restitution for theft or damage to property. The restitution should not exceed the cost of replacing or restoring the property and/or labor cost of replacement.

**University Housing Probation.** Probationary status imposed with or without restrictions for a definite period of time not to exceed one calendar year. Probation may include the loss of privileges consistent with the offense committed. A student may be subject to an administrative move, or eviction if involved in any act of misconduct, including violations of the terms of the probation, while on University Housing Probation.

**Referral to the Associate Vice President for Student Life.** Area Coordinators have the option of referring cases to the Associate Vice President for Student Life who then assumes responsibility as the hearing officer for that case. The Associate Vice President for Student Life may assign any sanction as set forth in this code.

**Administrative Move.** Involuntary separation of the student from a floor or residence hall for a period of time to be specified by the hearing officer. The student may be required to vacate his or her room within 48 hours of written notification. In issues of public safety, the accused may be moved immediately pending a hearing.

**Eviction & Contract Termination.** Residence hall eviction involves removal from the University residence hall community for conduct which demonstrates an inability to function appropriately in the residence hall situation. Such eviction may be permanent or for a specified number of semesters. Such an eviction prohibits accessibility to all or designated residence halls and associated dining facilities. Access will not be permitted without securing prior approval from the Associate Vice President for Student Life (or Designee), the Vice President for Student Life, or the University Disciplinary Committee (whomever or whichever brought the eviction). In no case will the eviction be less than the remainder of the semester in which it takes place. Eviction involves the concurrent cancellation of the housing contract with applicable charges. Eviction may occur within 24 hours of official notice that the student must vacate a residence hall. If the student appeals the decision for eviction to the appropriate Appeals Officer, the student must vacate until the appeal is heard and acted upon.

## TEMPORARY EVICTION & HOUSING CONTRACT SUSPENSION

A student's housing contract may be temporarily suspended and a student may be temporarily evicted if the charges brought against that student are so severe that, if true, indicate the student may pose an imminent danger to himself/herself or others. The charged student shall be immediately notified, in writing, of any temporary eviction or housing contract suspension hereunder. Such notification shall inform the student that the temporary eviction and housing contract suspension become permanent unless the charged student makes a written request for a Formal Hearing to the Director of Residence Life within five days of receiving the notification. Any temporary eviction and housing contract suspension will remain in effect until the Associate Vice President for Student Life makes a determination in the Formal Discipline Hearing Process and/ or the Appeal Process has been exhausted.

## JUDICIAL MEETING ATTENDANCE POLICY

The Department of University Housing incorporates an educational philosophy in its approach to responding to instances of inappropriate behavior in the residence halls.

One goal of this approach is to resolve incidents at the lowest possible level. With less severe incidents, often all that is needed is the opportunity for the judicial officer to talk with the student about alleged circumstances, explaining why the behavior is inappropriate and outlining

expectations for future actions. It is important that students who are facing University Housing discipline action have an opportunity to present their position related to allegation.

Unfortunately, for all involved, occasionally a resident will choose to ignore a request from the judicial officer to schedule a judicial meeting to resolve an incident. The University official will utilize the following procedures to address this issue.

- The judicial officer will review a student's course schedule to determine available times for a judicial meeting, will select a time which does not conflict with classes, and will inform the student of the date/ time of the meeting in the initial contact letter.
- Students who fail to attend a scheduled meeting and who fail to contact the judicial officer to reschedule that meeting or who subsequently fail to attend a rescheduled meeting, may have their meal privileges suspended or altered, have an academic hold placed on their record. At his or her discretion, the judicial officer may make a decision based on available information and documentation.

The University expects that all students will take responsibility for their actions and that each individual will work to cooperatively resolve instances where behaviors stray beyond acceptable standards. University Housing expects all students to assist us in maintaining a quality community in the residence halls.





# Dining Services

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Whether in Gibson Dining Hall, or in the Overman Student Center, the goal of Dining Services is to make dining an enjoyable part of each day. The program is committed to promoting nutritional well-being through a sound food service program.

Meals are provided for residence hall students by Sodexo Services. This food service component is dedicated to providing quality in campus dining. During the 2021-2022 academic year, four meal plans will be offered. All first year students must select from two options: 7 Day Access or 5 Day Access/\$100 Dining Dollars. The additional plan offered, \$1000 Dining Dollars plan, are available only to students who are exempt from the Campus Residence Policy, or who have completed two or more semesters of residence hall living at PSU.

## CONTINUOUS DINING

Gibson Dining Hall is open 7:30 a.m. to 7:30 p.m. Monday – Friday and Saturday and Sunday from 11 a.m. to 1:00 p.m. and then 5:00 p.m. - 7:00 p.m. Sunday during the days provided for operation of the dining services in the Housing and Dining Service Contract. Students on the meal plan may access the facility at their convenience during these hours of operation and within the provisions of the selected meal plan.

## ID CARD

Upon registration, students will be issued an identification card. This card will be coded with the meal plan that you have chosen for the semester. This card, when presented to Dining Services, will allow students to either have a meal in Gibson Dining Hall or purchase food in the Overman Student Center. Your ID card is non-transferable and must be presented to a checker to gain entrance. Any misuse of the meal card (lending it to others), or misconduct in the dining hall will result in disciplinary action. Beginning immediately with the first meal served for the 2021-2022 academic year and at each subsequent meal at Gibson Dining Hall, **students must present their PSU student ID card** for admission to the facility. Students who lose their ID card must purchase a new ID card (\$20) from the ID Office located in Gorilla Geeks, 109 Whitesitt Hall. ID cards must be in good condition so as to be swipeable at dining locations.

## MEAL PLAN OPTIONS

**7 Day Access:** This plan provides students unlimited access to Gibson Dining Hall during dates and hours of operation. Come in for a meal, a snack, or just enjoy a beverage while you study. This is our most economical plan, perfect for a healthy snacker or someone with a hearty appetite. The 7 Access Day Plan ensures that your meal plan will last through the end of the semester.

### 5 Day Access/\$100 per semester

**Dining Dollars:** This plan provides students unlimited access to Gibson Dining Hall Monday-Friday during dates and hours of operation. Come in for a meal, a snack, or just a beverage; this is a great plan for those with jobs or activities that have them busy for the weekend. The Access Plan ensures that your meal plan will last through the end of the semester and also includes the convenience of \$100 dining dollars for visits to other university food service operations.

**\$1,000 Dining Dollars:** This plan provides students with maximum flexibility in that Dining Dollars spend like cash at any of the University food service operations.

**Dining Dollars:** Dining Dollars may be spent in the student center, Axe Library, the KTC, and Gibson Dining Hall. Purchases made in Gibson Dining Hall are tax free. Unspent Dining Dollars from the fall semester will be carried forward into the spring semester, but all Dining Dollars must be used by the end of the spring semester or forfeited.

## MEAL PLAN CHANGES

Students may make changes to their selected meal plan for each semester up until three weeks from the official starting day of classes (as listed in the official university calendar) for that semester without any additional change fees, however meal plan charges would change accordingly. First year students required to purchase the 7 Day Access or 5 Day Access/\$100 Dining Dollars meal plan may only choose to move to one of those two meal plans for the semester. Students not required to purchase the 7 Day Access or 5 Day Access/\$100 Dining Dollars meal plan may choose to move to any other meal plan until that time. Request to change to a higher meal plan can be done at anytime. Students must come to the University Housing Office, 209 Horace Mann, to complete proper paperwork.

## SUSPENSION OF MEAL PRIVILEGES

The University may suspend meal privileges if the student fails to make payment on time, fails to abide by all terms of the contract, fails to appear at a University Housing discipline hearing, or fails to complete an assigned judicial sanction.

## DRESS

Shirts and shoes must be worn in Gibson Dining Hall at all times.

## SPECIAL DIETS

Simple Servings at Gibson Dining Hall is a resident dining option, providing safe and appetizing food choices “ready to go” for customers with food allergies, gluten intolerance, or those who desire special diets for healthy and/or medical needs. The Simple Servings station will offer foods not made with the FDA most-common allergens of peanuts, tree nuts, shellfish, wheat, soy, milk products, and eggs. All foods offered will be made without gluten-containing ingredients. Fish dishes will be included in the varied menu options as a healthy protein choice, along with beef, pork, chicken, and turkey, among others. The menu will change with every lunch and dinner. Simple Servings is available seven days a week from 11 a.m. to 1:15 p.m. and 4:30 p.m. to closing time on weekdays and 11 a.m. to 1:15 p.m. and 4 p.m. to closing time on weekends. Other special diets or needs can be requested through PSU Dining Services by calling 620-235-4996 or emailing [sodexo@pittstate.edu](mailto:sodexo@pittstate.edu).

Additional paperwork may be required for this process.

### **SACK LUNCHES**

If you have a class, job, field trip, or are ill which will cause you to miss a meal in the dining hall the dining hall staff will prepare a sack meal for you. You must notify them at least 24 hours in advance. A form can be picked up at Gibson Dining Hall from the cashier and returned to that location. If you have questions or need more information, please contact PSU Dining Services by calling 620-235-4996.

### **FOOD REMOVAL**

No food or drinks are allowed to be taken outside of Gibson Dining Hall. This includes fruit, desserts, etc. No outside containers are allowed inside of Gibson with the purpose of transporting food or drink out of Gibson. You are allowed to eat and drink as much as you like while inside Gibson Dining Hall.

### **BITE APP**

The Bite App allows for mobile ordering of food via an application on your cell phone. It is available for the Gibson Dining Hall via all meal plans using the swipe service.

### **DOWNLOAD THE BITE APP**

The Bite app is available on the Apple App store or Google Play store

- Tap Let's Start.
- Enable geo location in Bite.
- Enter the name of your local bite enabled Sodexo location
- Enter your email address and any personal details requested.

### **SET UP CAMPUS CARD**

- Tap Pay then select Campus Card
- Under username enter your entire ID number
- Under password enter your unified Gus password

\*Please remember you cannot load money on the Bite App for these tenders.

### **HOW TO ORDER AHEAD**

- Tap Order then select the menu you want to order from
- Tap to choose up to 5 items from the Gibson Dining Hall menu.
- Add to my order.
- Once you are done adding items, tap checkout.
- You will be prompted on pickup time.
- The order will be confirmed.
- You will then receive confirmation that it was received and the steps of its preparation (i.e. preparing, ready for pick up)

### **GIBSON DINING ORDERING HOURS:**

Pick up ONLY/No Delivery.  
Orders may be placed at any time the day of pick-up.  
Pick-up times are available Monday-Friday  
Breakfast: 8:00AM-10:15AM  
Lunch: 11:15AM-1:00PM  
Dinner: 4:30PM-7:00PM

## **Energy Conservation Tips**

Pittsburg State University's residence hall system is a self-supporting operation. In other words, the payments you make for room and board generate the funding needed to pay for the basic services that go along with the operation of the halls (i.e., air conditioning, heat, water, electricity, natural gas, cable television, etc.). Therefore, the more heat, air conditioning, and electricity everyone uses, the more everyone will pay in room and board.

**To help you conserve energy, the Department of University Housing offers the following energy and resource conservation tips:**

### **CONSERVING ELECTRICITY**

- Turn off your room and bathroom lights when you are not at home.
- Turn off your television when not in use or not at home.
- Clean and defrost your mini refrigerator periodically. Remember to dust off the cooling coils behind the unit when you clean it. Dusty cooling coils and frost-covered freezers make the refrigerator work harder to keep cool.
- Clean lamps and light bulbs (make sure they are cool first). Dirt absorbs light and cuts down on the effectiveness of your lamps.
- When purchasing electronics for your room, check to make sure they are UL approved and that they are the most energy-efficient models available (look for the EPA Energy Star label).

### **CONSERVING ENERGY (HEAT/AC)**

- Keep your room temperature as warm as possible when the air conditioning is on, and cool as possible when the heat is on, while still keeping the room comfortable.
- Consider purchasing a fan for your room. Circulating the air in your room will make it more comfortable and keep the temperature consistent.
- Do not place weather stripping around or under your room door. It will not make that much difference in the temperature of your room and it may jam the locking mechanism of your door, in addition, you would be responsible for the cost of repairs.
- When cleaning your room, do not forget about the heating/cooling unit. Dust your univent at least once a week, as dirty and dusty vents will prevent the smooth, consistent flow of warm or cool air into your room.

### **CONSERVING ENERGY (LAUNDRY)**

- When washing clothes, follow the recommendations of the detergent manufacturer. Using too much soap

will cause over-sudsing, which will make the machine work harder and will not clean your clothes as well. Machines only use liquid detergent.

- Evenly distribute dryer loads so you are not putting a load of jeans in one dryer and a load of t-shirts in another. The t-shirts will typically dry in less than the 60 minute dryer cycle, whereas the load of jeans may require more time, therefore saving you Banana Bucks and using less electricity and natural gas at the same time! Check to make sure the lint screen on the dryer is clean before each load. A dirty lint screen is not only an energy waster; it can be dangerous as well.

### **CONSERVING WATER**

- Report all dripping and leaking faucets, showerheads, and toilets to your RA or Hall Offices as soon as possible.
- Take shorter showers – cutting five minutes from your shower can save over 10 gallons of water!
- Use less water by turning off the faucet while brushing your teeth.

# Safety & Security

## FIRE SAFETY

No open flames of any type are allowed in the residence halls. Incense is not permitted in the residence halls.

There are fire extinguishers located throughout the residence halls. They are to be used only in the event of a fire. They are expensive to replace and refill. Exit signs are strategically located throughout the buildings. Their purpose is to indicate exit routes, particularly in emergency situations. They, too, are considered to be fire equipment and are not to be tampered with. The importance of this equipment can not be over-emphasized.

### In the event of a fire:

1. Pull the nearest fire alarm.
2. Exit the building.
3. Call the University Police at 911 or 620-235-4624 to report the fire, and provide as much information as possible.

### When an alarm signals:

1. Lock your room door.
2. Wear shoes, take your keys, and carry or wear a coat.
3. Do not panic—move quickly outside the building.
4. DO NOT USE ELEVATORS. Use the exterior stairwells.

**For additional information regarding fire safety, please refer to fire safety posters in each residence hall. Failure to respond to fire alarms or staff requests for evacuation may result in disciplinary action.**

### Tampering with Fire Safety Equipment

Individuals caught tampering with fire alarms and other fire safety equipment have been and will be prosecuted through civil and University disciplinary processes. Individuals who tamper with fire safety equipment are placing lives at risk. In addition to criminal prosecution, students found tampering with fire safety equipment face a \$100 fine and/or eviction from the residence halls. In the event that the individual(s) responsible cannot be found, a charge of \$100 may be assessed to the entire building as a deterrent against future vandalism/tampering.

## TORNADO/SEVERE WEATHER

In the event of a tornado warning (a tornado has been spotted on the ground by authorities) a constant siren will sound. Residents and guests are advised to take shelter immediately. All residents must comply with the directions of residence hall staff during severe weather.

### Three basic rules for tornado survival in a building:

1. Get as far away from all outside walls and windows as possible. Move to the central or “core” portion of the building (interior rooms, interior hallways).
2. Move to the lowest possible level in the building; below ground is preferable.
3. Make as small of a target of yourself as possible and most importantly, protect your head with mattresses, etc.

The updated severe weather emergency plan, with additional information and detailed instructions, may be found at [pittstate.edu/president/policies/severe-weather-emergency-plan.html](http://pittstate.edu/president/policies/severe-weather-emergency-plan.html).

## SEXUAL MISCONDUCT AND RELATIONSHIP VIOLENCE (or Sexual Violence)

Sexual misconduct and relationship violence is a crime and is treated by the University as such. If you are a victim of sexual misconduct or relationship violence we encourage you to report it as soon as possible to a University Housing staff member and/or to the police. It is always the victim's choice whether or not to talk to the police. Twenty-four hour advocacy services are available through Safehouse at 620-231-8251.

## Theft Prevention

You will be issued keys to your hall's outside doors and to your room. Outside doors of all residence halls are locked at all times. It is imperative that you carry your keys with you when you leave the building. Building residents are really the only ones who can offer some assurance of security. The University does not insure the property of residents and cannot be responsible for lost or stolen items. Students are encouraged to carry insurance on their personal property.

### DO'S:

1. Lock your door whenever you are out of your room or sleeping.
2. Engrave possessions with an engraving pen. An engraving pen is available from the University Police.
3. Report any theft, loss, or damage of personal property to University Police and your RA immediately.
4. Report suspicious activity or individuals to University Police and hall staff. If you have information about an incident, your help could prove invaluable.
5. Report any broken door lock, window latch, or other problem to hall staff immediately. Most problems are repaired within 24 hours. Security related maintenance requests receive the highest priority.

### DON'TS:

1. Don't leave cash or easily pocketed valuables lying around your room.
2. Don't prop a door open. It is tempting and often convenient to block a door open for a friend but that gives access to the building to anybody who happens along. Anyone found responsible for propping a door may be charged \$25.
3. Don't open an outside door for a stranger. There are courtesy phones for that person to contact whomever they are there to meet.



# Wi-Fi/Internet/ Phone Service

University Housing has worked with Information Technology Services (ITS) to invest in Wi-Fi upgrades and improvements in the residence halls. The upgrades included installing access point devices in student rooms. Students should see a major improvement in their Wi-Fi access and their availability to Internet streaming services and devices. Cable service is not available in residence hall rooms and is not allowed to be installed. Students may utilize Wi-Fi for streaming devices.

## WIRED/WIRELESS

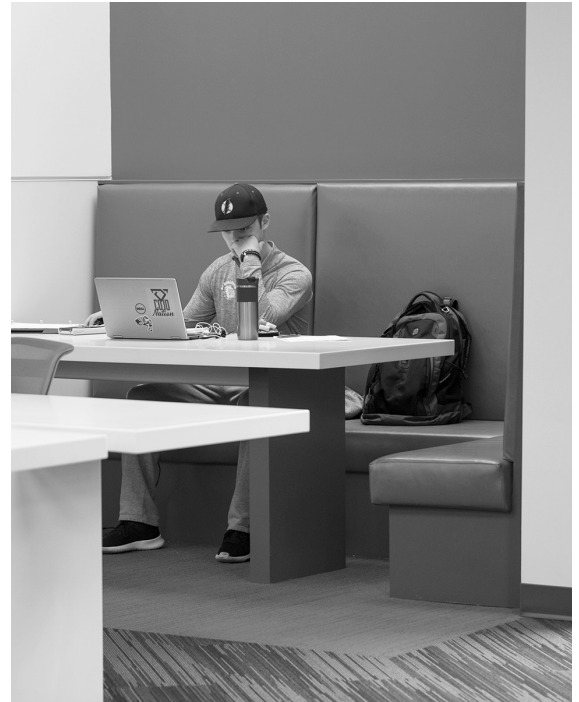
Wired and secured wireless (Wi-Fi) network connections are available in the residence halls. While we have made significant improvements to wireless access, there are still a number of things that can interfere with Wi-Fi access including mobile devices, wireless printers, water pipes, concrete/brick structures, microwaves, etc. Please remember that wireless printers and personal routers are not allowed. Print stations are available in each residence hall in the lobby and other locations across campus. Students who are found misusing the print stations may be subject to discipline actions. Students who are found tampering or damaging Internet related equipment in rooms or lobbies will be responsible for the cost of replacement equipment and may result in disciplinary actions.

### HOW TO LOG IN TO GUSNET SECURE WIRELESS:

Connect to the “GusNet” SSID in your wireless options, and use your PSU username and password when prompted for credentials. Username = PSU email address. Password = PSU password.

*Note: When connecting media and entertainment, such as, Roku, PlayStation, Xbox, smart TV, etc., please connect to “GusNet Guest” SSID.*

Students are responsible for knowing and abiding by the PSU Acceptable Use Policy and other policies set forth by Information Technology Services. To learn about these policies visit [pittstate.edu/it/information-technology-services/it-policies.html](http://pittstate.edu/it/information-technology-services/it-policies.html). Students should be aware of what information they choose to share on online community/social networking websites such as Facebook and Twitter; as any information posted on websites such as these could be accessed by unknown persons. In addition, these sources could be used in discipline issues.



## PHONE SERVICE

Local telephone service with voicemail is available to residents upon request. Please notify your RA if you want to have landline phone access. Students must provide their own phone. An RA will give you your phone number once the request has been confirmed. You will not be the “owner” of this telephone number, PSU Telecommunications is. Do not represent yourself as the owner of this telephone number to a long distance company for long distance service, personal 800 number service, voicemail service, Internet service, etc. ITS will bill you for these services.

## PROBLEMS WITH SERVICE

Please notify your RA when you experience problems with your phone service, voicemail service, or phone jack. They will assist you in filing out the proper maintenance request. Be aware that the number of trunks assigned for ISP traffic is limited.

## NETWORK SERVICE

Call Gorilla Geeks at 620-235-4600 or stop by 109 Whitesitt Hall. You can also submit a ticket to Gorilla Geeks by simply emailing the issue that you are facing to [support@pittstate.edu](mailto:support@pittstate.edu).

# Questions & Answers

QUESTIONS ABOUT	REFER TO	CONTACT PHONE (all PSU phone numbers begin with 620-235-xxxx)
Absence (1-2 days) (3 days or more)	Class instructor Student Life, 221 Russ Hall	4231
Academic advising/ changing advisor	Department Office	
Academic Standards & Policies	University Catalog; Departmental Office; Registrar's Office, Dean of College; Provost/Vice Pres. for Academic Affairs	
Activities	Campus Activities Center, 109 Student Center Student Government, 111 Student Center Gorilla Activities Board, 110 Student Center	4795 4810 4801
Adding/Dropping a class	Registrar's Office, 103 Russ Hall; Academic Advisor	4200
Address change	Registrar's Office, 103 Russ Hall	4200
Admission	Admission Office, 107 Horace Mann	4251
Alcohol Policy	Student Life, 221 Russ Hall Student Code of Rights & Responsibilities	4231
Allergy Shots	Bryant Student Health Center, 1801 S. Broadway	4452
ATM (cash machines)	Student Center	
Books & school supplies	Gorilla Bookstore, Student Center by Barnes & Noble	4875
Campus Recreation	Student Recreation Center (SRC) Intramural Sports Group Fitness/Personal Training	6561 4955 4983
Campus Tours	Admission Office, 107 Horace Mann	4251
Career Services, (resume & job placement assistance)	Career Services Office, 203 Horace Mann	4140
Catalogs (University)	Registrar's Office, 103 Russ Hall	4200
Counseling	University Counseling Center, 1801 S. Broadway	4452
Degree Check	Degree Check Office, 102 Russ Hall	4211
Disabilities, Physical, and Learning	Center for Student Accommodations	4309
Disciplinary Issues	Student Life, 221 Russ Hall	4231
Discrimination	Institutional Equity, 218 Russ Hall	4189
Employment (Student)	Student Employment, 203 Horace Mann	4145
Enrollment (Drop/Add)	Registrar's Office, 103 Russ Hall; Academic Advisor	4200
Financial Aid	Student Financial Assistance, 103 Horace Mann	4240
Fraternity and Sorority Information	Campus Activities Center, 109 Student Center	4795

QUESTIONS ABOUT	REFER TO	CONTACT PHONE
(all PSU phone numbers begin with 620-235-xxxx)		
Grade Changes	Class Instructor	
Graduation Information	Undergrad: Registrar's Office, 103 Russ Hall Graduate: Graduate Office, 106 Russ Hall	4200 4223
Honors College	Student Success, 113F Axe Library	4176
Illness/Injury	Bryant Student Health Center, 1801 S. Broadway	4452
International Student Advising	International Programs/Services, 118 Whitesitt Hall	4680
Intramural Sports	Intramural Office, 214 Student Rec Center	4955
Legal Resource Center	108 Student Center	6026
Loans (short-term) (repayment)	Student Financial Assistance, 103 Horace Mann Student Loan Office/Cashiers, 112 Horace Mann	4240 4092
Lost and Found	Information Desk, Student Center University Parking & Police, Shirk Hall	4790 4624
Student Diversity	Office of Student Diversity, 104 Horace Mann	4077
Notary Public	Student Life, 221 Russ Hall	4231
Parking Rules & Permits	University Parking & Police, Shirk Hall	4624
Printing Services	Printing & Design Services, 106 Whitesitt Hall Student Center and Library Student Government, Student Center	4273 4810
Post Office	USPS, 107 Whitesitt Hall	4772
Rape & Domestic Violence	University Police, Shirk Hall Student Life, 221 Russ Hall Sexual Assault (24 hr. hot line)	4624 4231 888-594-SAFE
Registration, car/bike	University Police, Shirk Hall	4624
Residency Requirements	Registrar's Office, 103 Russ Hall Admission Office, 107 Horace Mann	4200 4251
Résumés	Career Services, 203 Horace Mann	4140
Scholarships	Student Financial Assistance, 103 Horace Mann	4240
Sexual Harassment	Student Life, 221 Russ Hall	4231
Temporary Medical Blue Parking Permit	Bryant Student Health Center, 1801 S. Broadway	4452
Testing Center	232 Whitesitt Hall	4267
UPS & FedEx	Physical Plant	4057
Veterans Programs	Veterans Services, 103 Russ Hall	4202
Withdrawal from University	Registrar's Office, 103 Russ Hall	4200



# Check In & Check Out Procedures

## ROOM INVENTORY CARD

Upon check in, you were asked to fill out a room inventory card noting the physical condition of your room. It is your responsibility to check the accuracy of the card and to record the condition of the room. Proper completion insures that if anything is missing, broken, or marred in your room at time of check-in, you will not be charged for it. If something is wrong, let your RA know BEFORE you sign the inventory card.

At the end of your stay in the room, the condition of the room will be checked against the information on the card. If there are any additional damages not noted on the card, you will be charged for them.

As damages occur, please report them to a staff member so they can be fixed by University Housing Maintenance. Most maintenance problems are the result of routine wear and tear/normal use and are not billed to students. Some examples of damage that may be charged to the student are: double stick tape or putty left on the walls, burn marks, carpet tape residue, a broken window or mirror, a hole in a closet door, or graffiti. Students who damage University property through negligence or willful action will be financially liable and subject to disciplinary and legal action. If the identity of the person responsible for the damage to University property in public areas cannot be ascertained, the Department of University Housing will prorate the cost to repair such damages among all or any portion of the residents of the hall as the office may deem fair.

To check out of the room, please contact your RA for a check-out appointment. At that time, you will review the Room Inventory Card with the RA, and return your keys. Any violation of check-out procedures may result in a \$25 improper check-out fee.

## CHECK OUT REMINDERS:

1. Make an appointment to check out with your RA. For end of year check-outs, a sign up schedule will be posted. Failure to sign up by the advertised deadline will result in a \$25 fee.
2. Have your room cleaned out at time of check-out. If you fail to clean your room you may be charged a minimum \$25 cleaning fee.

3. If you are leaving school mid-semester, you must inform the Department of University Housing to cancel your contract and/or meal plan. Failure to properly inform the Department of University Housing will result in you being charged for the amount of time between when you left and when we discovered you were gone.
4. All notification regarding cancellation must be in writing and made directly to the Department of University Housing. Prior to check-in, notification date will be determined by postmark or by date of delivery to the Department of University Housing. All cancellations must be approved by University Housing after check-in. After check-in, the official cancellation date will be determined when all of the following are completed: signed cancellation request is submitted to University Housing Office and is approved, proper check-out with hall staff, RIC is signed, personal items removed, and all keys returned. This date serves as the ending date for prorate and other properly billed charges.
5. University Housing reserves the right to require any student to check out within 24 hours of his or her last final.

## STORAGE

University Housing DOES NOT provide storage for any room furnishings or personal items of residence hall students. The Department of University Housing does not provide summer storage. If you have furniture or other items that you do not want to take home, you may contact any of a number of local storage facilities. Oftentimes, students will share the rental of a storage area. No additional seating furniture is allowed in the residence halls, including Block22.

## MAIL

About a month before you move, you need to fill out change of address information. This change of address information should be sent to all those you receive mail from including your bank, magazine subscriptions, credit card companies, family and friends. Most companies supply change of address forms. If you fail to follow this procedure, your mail will be stamped "return to sender." Note: U.S. Postal Service forwarding cards do not work for residence hall students. Mail will not be forwarded.