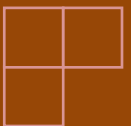


HARRIS-STOWE STATE UNIVERSITY

Residence Life Manual



2016-2017



**RESIDENTIAL LIFE
HANDBOOK**

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FOREWORD

This handbook is designed to promote student awareness and appreciation of the various aspects of campus life at Harris-Stowe State University. The document contains necessary and useful information which will help students understand their privileges, rights, and responsibilities. Knowledge of its contents will facilitate cooperation and constructive relationships among students, faculty, and staff.

HANDBOOK STATEMENT

Students entering Harris-Stowe State University are expected to maintain a high level of maturity, responsibility, and common sense regarding conduct as resident students in the University Residence Halls. Resident students are responsible for knowing campus policies, rules, and regulations, as outlined in this publication.

As a resident student, you agree to abide by all policies and procedures in this handbook as outlined by Harris-Stowe State University. Behavioral and policy violations are subject to corrective action, contract termination and/or separation from the University.

THE HARRIS-STOWE STATE UNIVERSITY

CODE OF EXCELLENCE

Because we want you to strive for excellence as a student at HSSU, we request that you take the pledge of excellence presented below.

The Harris-Stowe State University Student Pledge

As a student at Harris-Stowe, I am firmly committed to doing all of the things, within my power, that will enable me to become the kind of graduate of which, I, myself, and my alma mater can be justly proud. To that end, I pledge myself to accomplish the following things—throughout my years of study at Harris-Stowe State University—and beyond:

- *To always respect myself as a person who is endowed with great human dignity, and to always respect others in the very same way.*
- *To exhibit behavior—both on the campus and elsewhere—that is commensurate with, and worthy of, a mature person.*
- *To attend my classes on a regular basis, being absent only under circumstances which are beyond my control or which make my absence absolutely necessary.*
- *To not only attend, both regularly and punctually, all of the classes in which I am enrolled, but to also perform academically as well as my abilities permit.*
- *To choose language and dress that are appropriate in a university and in all other environments in which I am a participant, and to always refrain from being belligerent or offensive to others.*
- *To respect the beliefs and customs of others and to also recognize the importance of cooperation within any group of which I am a part.*
- *To be a problem-solver in the various situations that I encounter in life.*
- *To participate actively and constructively in the various events that take place on and off the University campus.*
- *To be honest and sincere in all of my dealings with others.*

These actions I solemnly pledge to perform to the very best of my ability.

THE HARRIS-STOWE STATE UNIVERSITY

MISSION STATEMENT

The HSSU Residential Life Office is committed to offering services that support the academic mission of the University and to providing opportunities for students' growth and development in a living-learning community.

The Residential Life Office subscribes to an "out of class" experience that assists in the development of students' sense of community, academic growth, personal enhancement, and commitment to rendering service. We believe these are essential in offering a holistic collegiate experience that will contribute to the educational pursuit of each student, while developing a "community of learners."

COMMUNITY LIVING PHILOSOPHY

In 1990, Ernest Boyer, President of The Carnegie Foundation for the Advancement of Teaching, identified six principles in his book titled Campus Life: In Search of Community. These six principles lead us to establish our campus environment as a community of learners. The six principles relating to HSSU's philosophy of Residence Life are the following:

- I. A college or university is an *educationally purposeful* community, it is a place where the intellectual life is central and where faculty and students "work together" to strengthen teaching and learning, on the campus.
- II. A college or university is a *just* community, a place where the dignity of every individual is affirmed, and where equality of opportunity is vigorously pursued.
- III. A college or university is an *open* community, a place where freedom of expression is uncompromisingly protected and where civility is powerfully affirmed.
- IV. A college or university is a *disciplined* community, a place where individuals accept their obligations to the group, and where well-defined governance procedures guide behavior for the common good.
- V. A college or university is a *caring* community, a place where the well-being of every member is sensitively supported and where service to others is encouraged.
- VI. A college or university is a *celebrative* community, one in which the heritage of the institution is remembered, and where rituals affirming both tradition and change are widely shared.

RESIDENCE HALL RIGHTS AND RESPONSIBILITIES

Harris-Stowe State University is cognizant of the rights, freedoms, and responsibilities of all students. The University is committed to maintaining high moral standards within the residence hall community. Policies and procedures have been established to ensure that individual rights and freedoms are protected, and responsibilities understood. The residence hall community aims to maintain standards conducive to academic, social, and personal growth and development. Students at Harris-Stowe State University are expected to:

- ✓ Observe all laws as well as University regulations.
- ✓ Respect the rights and privileges of others.
- ✓ Be forthright and honest in all academic and social conduct.
- ✓ Share the responsibility of maintaining an environment in which individual actions do not jeopardize the community's welfare.

These requirements recognize that students have both the right and responsibility to confront each other directly in a constructive and respectful manner when problems occur. The Residential Life staff will support and work with students in an effort to assist, understand and abide by Community Living Standards. Failure to comply will result in corrective action and/or contract termination. Resident students are contractually responsible for emergency information and policies outlined in the contractual agreement and this residence life handbook. The University, however, does not attempt to use formal rules to define every unacceptable form of behavior. In situations not *covered* by specific regulations, you are expected to use common sense and conduct yourself at all times in a mature, responsible manner.

As noted above, each resident in the Residence Hall is required to conduct himself or herself in a humane manner which is characterized by reasonableness, respect for others, non-violence—both in words and in deeds. However, it is well known that in any society, regardless of its size, from time to time, one or more of its members fail to behave in such a manner. In those instances, the appropriate authority must take corrective action. Therefore, when a resident's behavior does not reflect reasonableness, respect for others, or non-violence or is, in fact, a violation of published rules and regulations, the Residential Life Office will apply the appropriate corrective actions relative to the offending party(ies). Among such actions are those set forth below, under the title “**Corrective Actions.**”

Incident Reporting

Violations which compromise the safety, security, and well-being of others in the living environment, resulting in damages, or that are disrespectful or indecent, may be documented in an incident report and considered for corrective action. Furthermore, any student or resident may file a complaint against another resident, based on an alleged violation of Residence Life or Institutional policy, by submitting an incident report. Incident Reports must be filed with the Assistant Director of Residential Life in the area where the incident occurred. Upon receiving an Incident Report, the Assistant Director of Residential Life will contact the resident to discuss the incident in a conduct conference. Your R.A. can help you file a complaint.

Corrective Actions

The following corrective actions may be taken by the Residence Life Office for any violation of

regulations within the Community. The resolution of every disruptive situation in the residence hall shall begin with a dialogue between the Assistant Director of Residential Life and the accused resident. **The Residential Life Office may apply one or a combination of the following corrective actions:**

- **Dialogue:** A dialogue between the Assistant Director of Residential Life and the respondent about the incident and the behavior expected from the respondent. This action may result in some form of mediation.
- **Note of Information:** If the situation ends with the dialogue between the Assistant Director of Residential Life and the resident, a “note of information” will be placed in the file of the resident. In subsequent infractions this note will be considered and might result in a more severe follow-up action.
- **Warning:** An action that indicates that the behavior was inappropriate and those subsequent infractions of any kind must not occur and might result in more serious action being taken. This warning is in writing.
- **Apology:** The Residential Life Office may require a resident, who is found responsible for harming another resident, to apologize for his or her behavior. Apologies are usually made in writing and submitted to the Assistant Director of Residential Life for forwarding.
- **Restitution:** An action wherein the respondent makes payment or some other form of restitution for damages caused (directly or indirectly) or for expenses incurred as a result of the behavior.
- **Educational Actions:** Educational actions may range from the keeping and submission of a journal or essay, to performing a community education project, to required attendance at an educational program, tested activities, etc.
- **Community Service Project:** An action wherein the respondent may be required to provide a specific service, work project or to participate in a specific program. Community service projects are frequently assigned when the behavior violated community living standards of cleanliness or safety.
- **Financial Penalties:** The Residential Life Office may charge financial penalties other than restitution in accordance with the Terms and Conditions, stated policy or procedures or University accounting guidelines. These sums are made payable to the University and identified as such in writing.
- **Referral to Other Campus Services with Proof of Compliance Required:** The Residential Life Office may refer through the Dean of Students, and with his/her approval, residents to other campus offices, such as the Counseling Center, Health Services, for a program of help and/or training. Proof of compliance will be required.
- **Referral Directly to the Dean’s Office:** Any violation of the student conduct code or other University policy will be referred to the Office of the Dean of Student Affairs, for consideration as a University-level correction. Corrective Actions issued by the Dean of Students are noted in the students' permanent University file.
- **Referral to Campus Public Safety:** Residence Hall violations that are also in violation of local, state or federal statute will be referred to the Campus Public Safety Office for criminal consideration.
- **Referral to the Office of Counseling:** The Residential Life Office is required to report any behavior, proven or alleged, that is in violation of the campus sexual harassment or human rights policies. Behavioral referrals are always investigated, and they may have significant independent consequences. Please see the Sexual Harassment and Human Rights policies for full information.

- **Parental Notification:** While the University will make a reasonable attempt to contact the resident before contacting his or her parents, the University may contact an under-aged resident's parents or guardians if the resident is involved in serious infractions of the rules.
- **Behavioral Contract:** A document in which the respondent and staff member sign an agreement which outlines specific expected behaviors and/or behaviors to avoid. Outcomes resulting from violations of the agreement are also included.
- **Restriction of Privileges:** The Residential Life Office may restrict any and all privileges of a resident, such as use of personal stereo equipment or the ability to move freely in the Residence Hall, if this is necessary to correct the disruptive behavior.
- **Revocation of Privileges:** The Residential Life Office may revoke specific abilities and privileges of a resident in order to attempt to maintain the resident's contract and resolve the disruptive situation. The Dean of Students must be informed of both the nature and extent of such restrictions.
- **Contract Review:** A Contract Review is a stringent action, akin to probation, in response to serious, frequent or repeated violations of Residence Hall policies. Contract Review is issued for a specific period of time and specific restrictions may be invoked upon the resident. Subsequent violations may result in cancellation of the Residence Hall Contract.
- **Reassignment/Relocation:** The Residential Life Office may maintain a resident's Residence Hall contract, but require residents to move out of a living unit or residential area into another, in cases where the environment is contributing to the behavior or in which the offender has negatively impacted the comfort of another specific resident(s).
- **No Trespass Order:** The Residential Life Office may issue a "No Trespass" order to any terminated resident or non-resident guest. Violations of a No Trespass order, including assisting/allowing someone to violate a No Trespass order, are subject to criminal penalties.
- **Suspension of Residency:** The Residential Life Office may suspend the residency privileges of a student. Suspension of residency is for a specific length of time. Residents are required to move out and may not return to the Residence Hall until the end of the suspension. All such suspensions must be approved by the Dean of Students
- **Termination of Contract (Eviction):** The most severe consequence that the Residential Life Office may impose. The termination of a contract will forever revoke the student's eligibility to live in the Residence Halls. Such determination is accompanied by stiff financial penalties, and it may affect his or her ability to continue academically as a student of the Institution. All contract terminations must be approved by the Dean of Students.

Except by the approval of the Dean of Students, these corrective action sanctions are independent and not mutually exclusive of any action pursued or imposed by the Office of the Dean of Students, the Office of Counseling, Campus Public Safety, or criminal prosecution.

Inappropriate Behavior

Living in such a large community, requires that residents respect the rights and property of others. Consequently, behaviors such as horseplay, pranks, messes, or any other actions that damage property or disturb others will be considered inappropriate for the indoor Residence Hall environment or for any deck or stairwell therein.

Student Residence Hall Records

The Family Education Rights and Privacy Act guarantees certain safeguards of privacy to

students. Also known as FERPA or the Buckley Amendment, the Family Education Rights and Privacy Act provides students with the right to inspect and review their official records, limit access to their records, and request corrections to their educational records. An independent student, or any one 18 years of age or older may grant parents access to his/her educational records. An official copy of FERPA may be obtained in the Office of Admissions (HGA 009), the Office of the Registrar (HGA116), the Financial Aid Office (HGA 111), and the University Bulletin.

Residential Life makes directory information available to the public, unless the student has requested non-disclosure by filling out a FERPA form for non-disclosure in the University Registrar's Office. Copies of the complete FERPA policy for HSSU are also available there. Residential Life Directory information comprises the residential student telephone directory that is published by the Residential Life Office every semester. Your name and directory information will be included in that publication unless you have requested that such information not be published. The University or any of its offices or departments will not serve as a reference for landlords or credit companies, without written permission (including signature) from the resident.

Residents may invoke their FERPA rights at any time; however, they should understand that any previously published or released information cannot be retracted. For maximum protection, residents are strongly advised to file a formal FERPA form with the University Office of the Registrar and to inform the Residential Life Office that they have done so.

Terms & Conditions

Please be familiar, not only with this guidebook, but also with the Terms and Conditions of your contract for Residential Life. The Terms and Conditions are the rules and responsibilities that you have agreed to live and abide by, when you sign a Housing Application. Failure to comply with the Terms and Conditions of the contract and the operations described in this guidebook or with any official verbal or written communications of the Residential Life Office or Residential Life Staff could result in corrective action, including the loss of your privilege to live on campus in the Residence Hall.

ELIGIBILITY

In general, to live on-campus, one must be a full-time student currently enrolled at Harris–Stowe State University. A full-time student is one whose course load is at least 12 credit hours during any fall or spring semester, or at least six (3) credit hours during any summer session. However, if there are any vacant rooms, full-time students from nearby Saint Louis University may be admitted to residency. It should be noted that preference will be given to Harris-Stowe students.

If a resident's CGPA falls below 2.00 at the end of any academic year (fall and spring semesters of a calendar year), and there are other Harris-Stowe Students with higher CGPA's seeking residency for the ensuing academic year, the former student may not be considered eligible for residency at that time. When a resident graduates from Harris-Stowe State University, he or she will no longer be eligible for residency in on-campus housing.

OPENING & CLOSING DATES

Summer Residency and Summer Leave of Absence

Each Spring, the Residential Life Office asks residents to declare their occupancy plans for the Summer and following Fall semesters. Residents can choose to (1) Move out permanently, (2) Continue through the Summer semester but not into the Fall (thereby requesting a Summer contract only), (3) Continue through the Summer and the next Fall (thereby requesting contracts for Summer and for the following academic year), or (4) request a contract for the next academic year (beginning in the Fall semester) after the Summer break.

As noted earlier, eligibility for Summer housing for transfer and undergraduate students requires enrollment in six credit hours. Residents who are enrolled in the Spring and in the following Fall, but not in the Summer sessions, should plan to move from campus during the Summer sessions since these residents will no longer be eligible.

Residents who move out, but indicate that they will return in the Fall semester, must move out by the end of their current contract. If the resident vacates his/her suite at the end of the contract and indicates in writing that he/she will return the next fall, the deposit will remain on hold. However, they must satisfy any debts to the University (including damage charges and debts to suitemates). Residents' deposits are used to cover possible damages.

Residents on summer break will not continue to receive mail at their campus address since they are not currently assigned to that unit. They may not leave personal belongings in the living units. Residents on summer break may not return to the residence hall until the established move-in date for returning residents. It is suggested that residents submit a "change of address form" at the Post Office and file a copy with the Assistant Director of Residential Life.

Moving in Early

If it is very important for you to move into the University Residence Hall earlier than the date established for your student group, the campus department concerned that requests you do so, must inform the Assistant Director of Residential Life and receive the approval of the University. Early move-in(s) are exceptionally difficult for the Residential Life Office to accommodate because such actions affect all Residential Life operations (i.e. business, facilities, staffing and residence life) and so only requests that are essential to the opening of the semester are typically agreed upon. If the request of the department is agreed to, then the department must identify by name and University I.D. number which students are approved to move-in early. The Residential Life Office will then contact residents who are so identified and approved with the move-in details. Residents whose departments require them to move in early are also encouraged to contact the Residential Life Office by July 15 to confirm they will need early accommodation.

RESIDENCE HALL STAFF

Campus Public Safety

The HSSU Campus is served by a 24-hour Campus Public Safety Force. Harris-Stowe State University is concerned about the safety and welfare of all its campus members and guests, and is

committed to providing a safe and secure environment. The University has a proprietary armed public safety force that is licensed by the St. Louis Board of Police Commissioners. Public Safety Officers (PSOs) patrol University campuses 24 hours a day – seven days a week, and respond to emergency and non-emergency calls for public safety-related service. A closed-circuit television system records activities in key locations around the clock.

In addition, there are three **Code Blue Call Boxes** that are located at the following sites:

1. Code Blue Box #1 is forty-two feet north of the East-West sidewalk to the library.
2. Code Blue Box #2 is half way between Gillespie Hall and the Emerson Performance Center.
3. Code Blue Box #3 is on the northeast corner of Gillespie Hall on the parking lot island.

Code Blue Boxes will dial Campus Public Safety directly in case of an emergency.

PSO's are in uniform and in clearly marked vehicles as they work to ensure the safety of students and property. These officers have the authority to make arrests and to search and seize evidence in connection with an arrest. They are pro-active and concern themselves with crime prevention in addition to responding, as necessary.

On-duty Public Safety Officers may be contacted via the regular business telephone (314) 340-3333 or the emergency on-call number (314) 280-9971. Information received will be communicated via the two-way radio to field personnel.

Residence Hall Staff

The staff members of Residential Life are available to answer your questions and assist you in making living on campus safe and comfortable. You are encouraged to get to know the Residential Life staff, which includes:

- I. **Assistant Director of Residential Life (ADRL)** is a full-time professional staff member who resides on-campus. The ADRL responsibilities include campus community development, training and supervision of Residential Life Coordinator and Resident Assistant staff, intervention on behavioral disturbances and emotional crisis, in student support and special projects to aid individual student development. In addition, the Assistant Director of Residential Life is responsible for the management, supervision, and operation of the facilities including the operations of the Residential Life Office, Residence Hall services, and maintenance functions. He or she is the person responsible for monitoring and implementing the policies and procedures of the Residence Hall as well.
- II. **Resident Life Coordinator (RLC)** is a full-time graduate student and part-time staff member responsible for the operation of a residence hall, which may include the supervision of Resident Assistants and front desk staff. RLCs ensure the proper upkeep of facilities and grounds; meet with students regarding policies and guidelines; and work with staff and students to build safe, positive, and inclusive communities. The RLC is supervised by the ADRL.
- III. **Resident Assistants (R.A.'s)** are full-time students and paraprofessional staff members trained by the Assistant Director and Residential Life Coordinator. An RA serves as

the day-to-day contact person with residents. Each RA is responsible for building community on a floor/section, serving as a resource for residents, and communicating policies and regulations. RAs are first responders in student conflict, crisis, and emergencies. They are also role models who serve the needs of students by providing program opportunities, developing safe and comfortable residence hall communities and helping students become acquainted with the campus, the community and its resources. The role of the RA in the Residence Hall community is detailed below in the section titled “You & Your RA.”

You & Your R.A.

Your Resident Assistant is one of the most important people with whom you will interact at HSSU. Your R.A. is a student who resides on your residence hall floor. The R.A.’s have been selected because of their leadership potential, interpersonal skills, positive attitudes, and judgment. Your R.A.’s are experienced residents and students. As a peer authority, your R.A. will fulfill many different roles including problem solver, helper, and administrator. The R.A.’s basic role is to provide leadership and support to you and your neighbors and to monitor and implement the policies and procedures of Residential Life. If you get to know your R.A., you will learn how to utilize his or her knowledge and skills.

Contacting Your R.A.’s

The R.A.’s are the first person whom you should contact with a problem or concern. You may call upon your R.A. to assist you with noise complaints, lock-outs, fire alarms, dealing with roommate conflicts, and to hear your programming ideas. In addition to having an R.A. assigned to your area, you also have access to an “on-duty” R.A. An R.A. is on duty (R.A.O.D.) every night to assist you when your R.A. is not available. On weekdays R.A.O.D.’s start their duty shifts at 7:00 p.m. and are available until 8:00 a.m. the next morning. On weekends and holidays, an R.A. on duty is available 24 hours. You may call the Residence Hall Front Desk to reach the R.A. on duty. During intersession and breaks when the Residence Hall Commons and Residence Halls are closed, please contact the R.A.O.D. via the Campus Public Safety Office at 314-340-5336. There is at least one R.A. on duty every night with more R.A.’s on duty as the Residence Hall needs warrant. If you call in, please be certain to identify your location for better assistance.

Becoming an R.A. and Other Jobs in Residential Life

The HSSU Residential Life Office begins recruiting applicants for R.A. positions in the Fall semester through January and interviews and hires in the middle of the spring. R.A.’s work an average of 20 hours a week during the academic year and must be prepared to work weekends and holidays. Anyone selected as an R.A. must be approved by the University and by the Dean of Student Affairs. If you are interested in these positions, please contact your R.A. or the Residential Life Office. The Residential Life Office has several other student work positions. Residential Life Office positions are generally posted and hired in the Spring for the following academic year and approved by the University and the Dean of Student Affairs. Watch for e-mails and flyers advertising open positions.

Communicating With You

The Residential Life Office uses a variety of methods to communicate with residents including telephone, e-mail, U.S. mail, personal interactions, inspections, conferences, surveys, workshops, and interaction through Resident Assistants and members of Resident Hall Counsel (RHC). Currently, the

Residential Life Office delivers important written information to your student mailbox and sometimes to your door. Do not overlook the information contained within such “deliveries.” When requested, please respond to items such as FERPA requests, surveys, and requests for space or contract renewals immediately upon reading. We can only serve you best if we have this information on time. Entry notices are specifically put in your mailbox so that you have a personal copy of them. Please note that the Terms and Conditions state that “Notice...shall be effective regardless of actual knowledge of the notice by the Resident(s).” **Please read your mail**; the Residential Life Office wants you to be aware of the activity in your living unit.

Responding and Complying to Directives from University Staff

Residence Life Staff members are trained to respond to emergency situations and policy violations; however, their effectiveness often depends on cooperation from students. Residents and their guests are expected to respond to all reasonable directives, written or verbal, from staff members, and they must not interfere with the performance of any duties. This includes providing proof of identity when asked. Furthermore, any verbal abuse, harassment, or intimidation of staff members will be immediately referred to the Office of Public Safety corrective action process, may be referred to the Office of the HSSU Dean of Student Affairs, and could result in contract cancellation and/or additional University action.

Getting Involved With H.R.C.

What is the source to refer to, in order to get to know your neighbors soon and in a meaningful way? It's R.H.C.! R.H.C. stands for Residents' Hall Council. It is an organization for residents, and its main purpose is to promote better resident living through activity and issues programming and by representing the residents of Residential Life to the Residence Hall administration. The R.H.C. meets regularly in the Bosley Hall. Meeting time is subject to change, dependent upon group members' schedules. We hope that you will attend. R.H.C. consists of an elected cabinet and any residents who live in the residence hall who want to voice their concerns about resident life. You are already a member; so come and get involved! Your RA can tell you how.

RESIDENCE HALL FRONT DESK

Office Hours

The R.A. on duty will staff the Front Desk from 8 p.m. to 12 a.m. daily. In addition, a Campus Public Safety Officer will be on duty 24 hours a day, 7 days a week to assist with safety matters.

RESIDENCE HALL ASSIGNMENTS

Guidelines for Living in an Academic Community

Living on campus is a dynamic way to foster more active learning and better use of student time. Living at Harris-Stowe State University means having a safe, clean, and comfortable atmosphere in which to pursue your educational goals. Harris-Stowe State University's primary mission is to provide excellence in a variety of applied professional fields. Above all, the Residential Life Office strives to maintain a high-quality academic community for residents. We hope that the years you live on-campus will be marked by significant emotional, physical, and mental development preparing you to enjoy learning, to achieve self-chosen goals, and to be a responsible citizen.

The following practices will serve you well as you live and learn on-campus.

- Be courteous.
- Listen to your neighbors, your roommates, and members of the faculty and staff.
- Focus on aligning your own goals with group goals.
- Share your point of view, if something is bothering you.
- Respect the needs of your roommate and neighbors.
- Avoid sarcasm, gossip, and misconduct.
- Take advantage of the wide range of campus offices and professional services designed to help you learn to live with relative self-sufficiency.
- Learn to live in harmony with one another and interdependently.
- Wear appropriate clothing when in the common areas of the residence hall. This includes stairwells, elevators, and hallways. Guests and security cameras may be in these areas.

Suitemates:

Room Assignments & Suitemate Requests

- The Residential Life Office assigns students to suites. Suitemate assignments are made without regard to race, religion, or national origin. Students of the opposite sex will not be assigned suites on the same floor. Mutual requests for suitemate assignments will be considered and granted if possible, and at the discretion of the University in consideration of the Assistant Director of Residential Life recommendations.
- Assignments (suite and bedroom) for each academic year and/or semester are made in the following order:

- 1st Continuing Students (those whose enrollment at the University has not been interrupted, except for breaks and vacations), as a group;
- 2nd Re-admitted Students (those whose enrollment at the University has been interrupted for one or more semesters, but who are now returning);
- 3rd New students (including transferees from other institutions);
- 4th Continuing and re-admitted Students, who failed to reply to the Residential Life Office's written request for contract plans for the

ensuing academic year or semester, are assigned as appropriate space is available.

Don't lose your place in line; make certain you reply to all Residential Life requests for information.

- **Suitemate Considerations**

Definition of 'suitemate': Anyone with whom you share a suite.

- Have you ever lived with someone other than your family? Learning to live with and get along with a person you do not know very well can be one of the largest challenges you may face at college. Communication is the key to starting and continuing a good relationship and living situation with your suitemates. This section is designed to help you and your suitemates learn to live together and to stop little problems from escalating into large feuds. The Residential Life Office does not believe in room changes prior to mediation to resolve problems. We will expect that you learn to communicate and compromise.

- **When You Move In**

Every resident receives: (1) a room inventory form; (2) an access card which opens exterior and floor doors of the residence hall; (3) a key which opens the suite and the bedroom; (4) and a mailbox key. Residents will conduct a complete inspection of their assigned room before moving in, as indicated on the room inventory form and return it to the Residence Hall Office. If the form has not been submitted within 24 hours, the Residential Life Office will assume that the resident has no issues with the condition of the room. Once the inspection is done, residents assume responsibility for the assigned room. If an area we have prepared has been inadvertently overlooked, the Residence Hall staff member assisting with your check-in will make appropriate contacts to have the space completed for you. New residents should also locate the two (2) fire extinguishers on their floor and make sure the pressure gauge arrow is in the green area that indicates it is charged before operating it. Residents should also locate the Fire Alarm Pull Stations on their floor in case there is a fire. If you find any damages or something that needs attention soon after your check-in (up to 7 days), please make a note of it and report it as a work order. The problem will be corrected as soon as possible and/or added to your check-in inventory. When you move out, we expect you to leave the living unit clean and in good repair.

Starting Out

You and your suitemates may end up being best friends. Or, you and your suitemate(s) may choose not to do much together. However it works out, you will learn valuable life lessons. You will learn to respect someone else's space and to be able to articulate your wants and needs. Best friends often have the toughest time rooming together simply because they frequently forget to sit down and set out some ground rules for the year. Each person is different. What seems normal to you may be foreign to

your suitemate(s). Your suitemates are not the only ones with pet peeves and weird habits. Take a close look at yourself. The largest cause of suitemate conflict comes from little things that are not addressed until they seem huge. The clothes strewn around the room, the number of guests that your suitemate has, or the lights left on may upset you unless you explain that to your suitemate. Sometimes, the hardest thing to learn is how to talk to each other.

Here is a list of suggestions and questions to ask your suitemate(s): (1) Talk to your suitemates about these questions when you arrive and then again, halfway through the year. Have these conversations every time the interpersonal dynamic changes in your living unit. Such changes will occur with greater familiarity between suitemates, and every time a person joins or leaves the living unit.

For all suitemates:

- I prefer to go to bed at . . . and wake up at . . . , thus, lets agree as to the hour when noise in our suite will be at a minimum.
- In my free time, I like to . . .
- I like to study alone/with others . . . in quiet/with music . . . in room/in library.
- My favorite music is . . .
- How neat do you like our suite to be?
- How will we divide the cleaning duties?
- With what temperature are you comfortable in the suite's common spaces? Do you prefer fans or heat?
- Do you feel comfortable sharing clothes, food, appliances, music, personal hygiene items, electronic equipment, computers, books, etc.?
- What items are/are not appropriate to share or borrow?
- Would you prefer if I asked to borrow an item before I use it?
- Should we buy/rent any items together? How should we split the cost? Who should keep it at the end of the year?
- How do you handle stress?
- How should we communicate when there is a problem?
- My pet peeves are . . .

Neighbor Considerations

Many of the questions posed for suitemates to consider, should be discussed between suitemates, and neighbors as well. Questions about noise, habits which will impact your neighbor's lifestyle, where and what kind of items will be kept or used outside your unit are all obviously relevant. The key to good neighbor relations and less stressful living environments is, again, open, honest and consistent communication.

Living on campus is a dynamic way to foster more active learning and better use of student time. Living at Harris-Stowe State University means having a safe, clean, and comfortable atmosphere where you can pursue your educational goals. Harris-Stowe State University's primary mission is to provide excellence in academic instruction. Above all, the Residential Life Office strives to maintain a quality academic community for residents. We hope that the years you live on-campus will be marked by significant emotional, physical, and mental development preparing you to enjoy learning, to achieve self-chosen goals, and to be a responsible citizen.

The following practices will serve you well as you live and learn well on-campus.

- Be courteous.
- Listen to your neighbors, your roommates, and members of the faculty and staff.
- Focus on aligning your own goals with group goals.
- Share your point of view if something is bothering you.
- Respect the needs of your roommate and neighbors.
- Avoid sarcasm, gossip, and misconduct.
- Take advantage of the wide range of campus offices and professional services designed to help you learn to live with relative self-sufficiency.
- Learn to live in harmony with one another and interdependently.

Suitemate Bill of Rights

The following list of rights is what you, your roommates, and your neighbors should consider when working out disputes. These are each resident's basic rights.

The Suitemate Bill of Rights

- The right to read and study, free from undue interference in one's suite. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep, without undue disturbance from noise, guests of a suitemate, etc.
- The right to expect that suitemates will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's suite and facilities, without pressure from a suitemate.
- The right to privacy.
- The right to confront the situation if any rights are taken away. Residence Hall staff is available for assistance in settling conflicts.
- The right to be free of fear and intimidation (physical and/or emotional).
- The right to expect reasonable cooperation in the use of "shared" appliances.
- The right to be free of peer pressure or ridicule regarding personal choices.

Conflict

Remember, things change and that sometimes you are unaware that something bothers your suitemates or neighbors until it is a big problem. Openly communicate your needs to them. They may have no idea that their actions are bothering you. Most interpersonal problems derive from a lack of open communication, an individual's inability to respect and tolerate differences between people, not anticipating problems and preventing them ahead of time, and not dealing effectively with problems that do occur.

Resident Assistants (RAs) say that 90 percent of problems can be worked out, once residents finally confront each other. Arguments usually stem from bothersome habits that have become intolerable over time such as sleeping habits, small insensitivities (like slamming doors), guests, and neatness.

The best way to avoid a conflict is to speak openly, honestly, directly, and immediately to the person(s) involved. Do not put off problems or concerns. Delayed discussion can lead to explosive problems that may become more difficult to resolve. Residents are expected to cooperate and communicate with their suitemates/neighbors. Residents who demonstrate an inability to maintain effective suitemate/neighbor relationships may have their contract cancelled. The Residence Hall Office expects you to attempt to talk to your suitemates and neighbors to resolve conflicts and deal with problems first. Here's how:

Step One:

Speak to your suitemate/neighbor directly. State concerns neutrally. Express your feelings. Offer resolutions. Listen, and be willing to compromise. It may help to sort out your wants and needs with your RA first.

Step Two:

Ask your RA to meet with all people involved. The RA may serve as a neutral mediator to help you communicate and resolve the conflict. Your RA will hold you accountable to the Suitemate Bill of Rights. Your RA is available to provide an impartial facilitator for your conversations. Just ask.

Step Three:

If recommended by your RA, meet with the Assistant Director of Residential Life to mediate or arbitrate the conflict. Suitemate/neighbors will be expected to sign a "suitemate agreement." After formal mediation, all parties will meet again after two weeks to note progress and address any further concerns.

Please note that if a relationship ends with one party moving away, it is usually the complaining party who must move. If the situation is entirely an interpersonal problem, the Residential Life Office will not allow a resident to force out another.

Suitemate Agreements

Suitemate agreement forms, which are constructed, agreed upon and signed by all residents of a suite and by the resident assistant, may not be violated in any way. Should a problem arise with the current Suitemate Agreement Form, any involved party may initiate a formal "revision" of the agreement. Until a new agreement is validated, as stated above, the old agreement will remain in effect and all parties must adhere to that agreement.

Community Living Agreements

Each floor in the residence hall may create, negotiate and agree upon a "personalized" set of rules for conduct in their area or sub-community. These rules, set forth as a Community Living Agreement, may alter, meet, but not exceed, the Residence Hall Office's established parameters of noise tolerance, guest privileges

and other behavioral or community-oriented activities. The Agreements are clearly posted in the community and are applicable to all residents, visitors and guests.

Unhappiness with Campus Life

Living on campus is a new experience for most students and requires a certain amount of adjustment. The Residence Hall Staff is here to work with students on an individual basis to adjust to the Residence Hall community. The Residential Life Office staff will work with each student to find a set of suitemates with whom he or she is comfortable. This usually involves the active participation of residents.

- **End of Semester Space Change**

If a resident wishes to change suite assignments at the end of the semester, a request should be submitted in writing to the Assistant Director of Residential Life. The deadline to request changes to your assignment for the Spring semester is the last day of Fall finals at 5:00 p.m. – change includes requests for suite or room changes. Residents who are requesting to move to a particular suite with specific suitemates should so indicate and also obtain the signatures of the requested roommates. Residents, who want to change from their current accommodation, but do not have a specific suite and suitemates in mind, also need to submit their request by the above deadline. The Residential Life Office will decide on space change requests **by December 29th (Thursday 2016)**

- **Contract**

The Residence Hall contract agreement period is for the full academic year (Fall and Spring), excluding vacations and semester breaks. The contract begins from the day the residence hall officially opens during each semester, and it ends on the last final examination day. The University reserves the right to terminate a resident's contract under a variety of student-caused conditions, including a reduced course load, academic performance, and personal conduct.

Note: Canceling your registration to the University does not cancel your Residence Hall contract.

- **Space Changes and Internal Moves (Moving Over)**

Residents who wish to move into another campus space must begin their request *in writing* to the Assistant Director of Residential Life. Approval of such requests depends upon availability of space, appropriateness of an intended space for the requesting resident (i.e. smoking preference match, genders match, etc), and other general concerns.

Learning to live with and beside someone else is a learning and growth opportunity. It is important that residents help educate each other through open and honest, direct, but tactful communication. Successful suitemates and neighbors communicate well and often. When you are granted a space change you will receive new suitemates and/or neighbors; therefore examining your current relationship is imperative.

Residents who request to move because of a suitemate/neighbor conflict will be expected to meet with their Resident Assistant and resolve problematic situations *before* their request is considered. Such conversations will help you learn more about yourself. When you are moving between spaces, you will be expected to complete a proper check-in to your new space, move your belongings over, and then complete a proper check-out of your old space. For a brief period of time, you will be occupying two spaces. Please note if you fail to check-in and take occupancy of your new space, your permission to move may be rescinded and the space assigned to someone else. If you fail to complete a proper check-out of your old space you may be financially responsible for the Residence Hall costs and related expenses for the old space as well as your new space.

Residents typically have 48 hours to complete their move. This time may be less under some circumstances. Residents may request up to one week from the Assistant Director of the Residential Life, but this cannot be guaranteed. Moves occurring between semesters will usually happen at the end of the first week. If you are unable to complete your move on such a timeline, please contact the Assistant Director of Residential Life. A fee will be assessed for resident-requested room changes, which are approved by the Assistant Director of Residential Life. If the University determines that a space change is necessary because of personal conflicts between suitemates, or for medical reasons, the University may require compliance with any conditions which the University deems appropriate for the person(s) involved to remain in the Residence Hall. Space change fees, including telephone fees, may be assessed in cases of a move, resulting from misconduct or problematic behavior.

- **Space Consolidations**

The Residential Life Office reserves the right to reassign residents to maximize use of University living spaces and to properly maintain the units. Within the first two weeks of the semester, if two or more suites in the Residence Hall have unoccupied bedrooms, suitemates from the under-assigned suite may be reassigned to complete the occupancy of one or more suites. However, in suites where 50 percent or fewer of the beds are assigned, continuing residents should anticipate being reassigned. In suites where more than 50 percent of the beds are assigned, these residents will usually receive a new suitemate. Residents who are subject to reassignment will be expected to move between spaces as described in the section titled Space Changes and Internal Moves. Residents will not be charged for room changes initiated by the University for management purposes.

- **Requests for Early Termination of Contract or “Breaking Your Contract”**

While Residence Hall contracts are written for the entire academic year (through the end of the second week of May), the Terms and Conditions of the Residence Hall include provisions for early termination of contract under certain highly specific circumstances. These circumstances include: (1) withdrawal from all classes at the University; (2) degree conferral at the end of the Fall Semester; and (3) participation in an academic program (such as a HSSU sponsored internship) which requires that the student be outside of a reasonable commuting distance from the Residence Hall area. The deadline for requesting an early termination of a room contract, as specified above,

is 5:00 P.M. on Friday of the 8th week of the semester prior to the semester for which early termination is being requested. Requests received after that date will not be approved. The request must include a clear, concise statement as to the reason for the request (i.e. graduating, transferring schools etc.), your name, University I.D daytime and evening telephone numbers, as well as proof of the applicable above criteria. A form is available in the Residential Life Office for such requests, or you may simply submit a letter including the appropriate information. Note that except for residents graduating at the end of the Fall semester, or participating in a remote academic activity, any early termination of contract requires forfeiture of the security deposit, and may involve substantial additional charges.

- **Financial Difficulty**

Financial aid is available to those who qualify on the basis of need. Students may want to contact the Financial Aid Office to discuss their specific financial needs. Lack of funds alone is generally not an acceptable basis for contract cancellation.

- **University Cancellation of Contract or “Breach of Contract”**

The Residential Life Office with University approval, may terminate a resident’s housing contract for failure to take occupancy, for egregious violations of Residence Hall policy, for failure to pay Residence Hall charges, for failure to live successfully in the academic environment, for certain criminal activity, and for other reasons specified in the Terms and Conditions of your contract. Residents whose contracts have been terminated will usually incur additional financial penalties and have, by contract, three days to vacate the premises. The Residence Hall Staff will reenter and take possession of the living unit if the resident fails to vacate. Any damage, storage or labor costs incurred in repossession will be charged against the resident. Such residents are still expected to complete a proper check-out of the suite.

- **Moving Out**

Residents must complete a proper check-out at the time they vacate any Residence Hall suite and any time they move into a different space. Expect a proper check to take around 20 minutes and plan accordingly. To complete a proper check-out, the resident must do the following things:

1. Schedule a check-out appointment with the Residence Hall Staff at least two business day in advance, or arrange for an immediate check-out.
2. Remove all personal possessions from the suite and storage space prior to the scheduled check-out time.
3. Make certain that the space you leave is dusted, vacuumed, and uncluttered.
4. Be present at the scheduled check-out time for a complete inventory of the living unit and of its condition, unless an immediate checkout is arranged.
5. Surrender all keys and the access card issued to you.
6. Surrender his/her parking decals for space on the Residence Hall parking lot.
7. Provide the Residential Life Office with a forwarding address.
8. Provide proof, if necessary, that all debts for utility services for the unit have been settled.
9. Sign the completed check-out form acknowledging the transfer of all

appropriate keys.

Please do not leave any unwanted items inside or around your living room or suite. Take all garbage to the dumpster. You will be charged for excessive trash removal and disposal of unwanted items. Residents may voluntarily arrange a suite inspection by the R.A.'s who can give you customized instructions on how to prepare your space for check-out. Please make this appointment at least one week in advance of your vacancy date.

- **Improper Check-Outs**

No matter when a resident leaves, whether during a semester or at the end of his/her Residence Hall contract, a proper check-out must be scheduled and performed with a staff member of the Residential Life Office to prevent financial and other penalties. If any of the above details are incomplete, there is a charge for failure to follow the appropriate checkout procedures when moving out of the hall. Failure to vacate your room by the last day of your contract may result in the removal of your property by the University. Failure to leave your room in a clean and orderly condition will result in a cleaning charge. Residents will also be charged for loss and/or damage to premises, equipment, or furnishings. There is a charge for a replacement access key card and for a lost mailbox key. Please note checking-out of your room/suite during the semester does not withdraw you from classes, from your Residence Hall contract, or from the University. Likewise, if you withdraw from the University, you must contact the Residential Life Office to properly break your Residence Hall contract and complete a check-out.

- **Abandonment**

If for any reason you move out or leave Residential Life without contacting the Residential Life Office, we will consider you to have abandoned your Residence Hall assignment. You will be responsible for the remainder of the Residence Hall charges covered by your Residence Hall contract, and may be responsible for damages and utilities that are incurred after you left, but before the end of the contract period. If you intend to leave Residence Hall, please contact the Residential Life Office with details.

Break Closings/Preparing for Break Closing

Residence Hall contracts cover the period of time when the Residence Hall is in academic year session. Suite Contracts are available only during the following periods of the University's fiscal year:

- I. First Academic Period of the Fiscal Year
 - a. Summer Session II from the last week of June through the fourth week of July.
- II. Second Academic Period of the Fiscal Year
 - a. From mid-August through mid-December
- III. Third Academic Period of the Fiscal Year
 - a. From the first week in January through the first week in May
- IV. Fourth Academic Period of the Fiscal Year

- a. Summer Session I from mid-May through the third week in June

Residence Hall will be closed during the following periods:

- I. First two weeks in August;
- II. Mid-December to January 1st;
- III. Second week of May, except for students staying over for Summer Session I;
- IV. Fourth week of June, except for students staying over for Summer Session II.

When the Residence Hall is closed, no students will be permitted in the residence hall unless special permission is obtained. Specific building closing and opening dates and times will be announced.

Residence Hall residents who receive permission to stay in the residence hall over breaks will be charged a fee. It must be recalled that no suite or room guests are allowed. They may have other restrictions imposed, because of staffing and other circumstances. To ensure the most secure environment over a break, suite residents must indicate whether or not they plan to stay during University break periods.

When leaving for break periods, all residents must remember to lower blinds, remove any trash from the unit, turn off all the lights, and ensure that room doors and bathroom doors are shut and locked. Items of value should be removed from your room or suite. Residents should consider taking items of value with them, especially if such items are not insured. Please note all Residence Hall units are inspected before the University closes for breaks. Residence Hall Staff will provide a list of things to do before leaving on breaks.

New Suitemate Preparation

You are responsible for cleaning and keeping common areas (bathrooms, living rooms, kitchens, cabinetry, etc) uncluttered, in preparation for new suitemates. The University Cleaning Crew will enter to prepare vacant bedrooms for a new suitemate. You will be given notice of entry for preparations, as well as any necessary follow up.

Vacant Spaces

If a suitemate moves out during the school year, you should expect that a new suitemate will be assigned. Your belongings should be confined to your personal room and any personal allotment of common space. Do not use a vacant bedroom for other uses, such as to host company or for storage. Once these areas (including associated bathrooms) are cleaned by Residence Hall personnel, the continuing residents will be charged for the “recleaning” of rooms that have been opened. Serious infractions could result in rent for the additional rooms being applied to the continuing residents’ accounts. Residents who attempt to discourage someone from moving in with them will be subject to corrective action that could include additional charges for lost revenue.

PERSONAL AND PUBLIC TRANSPORTATION

Bicycles, Motorcycles and Small Vehicles

Bicycles must be parked in bike racks at the southeast and southwest corners of Gillespie Residence Hall (GRH) on the Quadrangle side. Bicycles are not allowed to be placed or stored in resident's rooms or common suite areas. Removable front tires may be kept in the resident's rooms. Bicycles may not be parked on walkways or in hallways. While it may seem obvious, Residence Hall corridors are not bike pathways. The University is not responsible for supplying locks, chains, or other devices to ensure security of bicycles. Motorcycles must be parked in the parking lot and may not be parked in the buildings or under decks or stairs. Bikes and motorcycles that are blocking walkways present a hazard to fellow students and a major obstacle to persons with vision impairments and other physical disabilities.

Motorcycles and motor-driven cycles must adhere to regulations governing all other vehicles and can not be driven or parked inside courtyards, on lawns, inside buildings, or on sidewalks. Motorbikes, ATV's, go-carts, snowmobiles and other vehicles that are prohibited on city streets may not be driven or kept on campus.

Mass Transit

Residents also have access to the Bi-State Mass Transit bus system, the Metrolink, the Amtrak train station, and the Greyhound bus station. The Bi-State Transit provides bus services throughout the St. Louis Metropolitan Area and parts of Illinois. Visit metrostlouis.org for more information. Bus schedules are available outside of Room 110A in the Student Center.

Parking

Residents and visitors must comply with University policies regarding parking, traffic, and the maintenance of vehicles. Written copies of the University policies are available from the Front Desk, the Bosley Residence Hall Office, and Campus Public Safety. Parking is available on a first come, first served basis.

Parking in or driving on restricted areas is not permitted at any time. In addition, driving or parking on the lawns or sidewalks near any building is not permitted. Violators may be ticketed or towed, and charges for damage to grounds may be assessed in these cases. Residents are responsible for their guests' adherence to University parking regulations. Illegally parked vehicles may be towed, without notice, at the owner's expense.

- All parking regulations are enforced 365 days a year/24 hours a day.
- Students must have a valid permit to park on campus. Parking permits are to be displayed from the rearview mirror of the cars while on the premises.
- Illegally parked cars may be ticketed or towed without prior notice, at the violator's expense. Violations include:
 - not displaying the proper parking permit;
 - parking in 2 or more spaces;
 - parking within 5 feet of a circle or driveway, or in the circle drive at the Laclede entrance to the University;
 - parking in reserved spaces without the appropriate license plate or temporary permit;
 - failure to observe caution tape, traffic cones, or other temporary

restrictions.

- All visitors must register vehicles in the Office of Campus Public Safety to obtain a temporary parking permit.
- Visitor Parking is for visitors only – those vehicles with permits parking in a designated visitor lot or in designated visitor stalls, will be ticketed.

A closed-circuit television system records activities at University parking facilities.

Emergency Code Blue Call Boxes are located strategically around the campus. These call boxes will contact the on-duty Campus Public Safety Officers immediately. For emergency situations, see page 11 for Code Blue Call Box locations.

The Campus Public Safety on-call phone number is (314)280-9971, and during the hours of 7:00 a.m. to 5:00 p.m., the office phone number is (314)340-3333. The Campus Information Desk also has radio contact with Public Safety Officers and that number is (314)340-3366.

Towed Autos: All towed autos will be towed at the violator's expense.

RESIDENCE HALL SERVICES AND POLICIES

Elevators

Unauthorized use of, or tampering with, elevators is prohibited. In order to keep elevators in safe working condition, the following actions are prohibited and may result in corrective action:

1. Smoking in the elevators.
2. Intentional damage and/or vandalism to the elevators, such as prying elevator doors open, jumping or rocking, etc.
3. Use of emergency alarms, emergency stops to the elevator telephone in other than emergency situations.

If you are trapped in an elevator, sound the alarm or use the emergency phone to notify Campus Public Safety of your situation.

Inspections/ Residential Life Office Entry into Rooms

The University, designated agents, or the Residence Hall staff reserves the right to enter your suite with a 24-hour prior notice, for purposes of inspections, maintenance, repair, or alteration of University property. Notice shall be delivered to the resident and shall be effective regardless of actual knowledge of the notice by the residents. The University staff is authorized to enter without notice upon proper identification to protect health, safety, or welfare of individuals and to prevent or minimize damage to University property. If the Residence Hall Staff enters your living space for any reason other than given in an entry notice, for maintenance, in an emergency (e.g. to turn off a forgotten alarm clock), the staff member will leave a "room entry notice" in an obvious place. Entry notices are posted to residents' University e-mail accounts, are posted in each laundry room, and might be posted to the residents' door. In some cases, you will be given verbal notice. For instance, if a maintenance project is interrupted, you may be told, "We will be back tomorrow." Please note tradesmen (carpenters, painters,

electricians, etc.) are not schedulable due to campus-wide commitments and may enter in conjunction with an outstanding work order between 9:00 a.m. and 4:00 p.m. Monday-Friday. You will be given notice if their entry is associated with a major maintenance project (e.g. painting an empty bedroom in an occupied apartment, inspections of windows and doors, fire alarm testing).

The University or designated agents may conduct inspections as deemed necessary to assure a safe and clean living environment. For insurance purposes, and to insure health and safety, an inspection will be conducted at least once per semester, and living spaces are routinely inspected during the semester and Spring breaks. Unauthorized entry into a suite or room is strictly prohibited.

If missing University property is found in your living unit during the course of an authorized entry, the item(s) may be confiscated, documented and returned without notice to the appropriate department or entity. Residents of the living unit may be held accountable through the Residence Hall and campus corrective process and/or the criminal system.

Entry into Residence Hall Spaces

Keys are issued only to the persons assigned to a living unit. Only same-gender Residence Hall residents may visit other same-gender Residence Hall residents in Residence Hall spaces. Non-resident visitors to a Residence Hall resident can visit with that resident – by invitation only – in either the first floor foyer or in the Gillespie Student Center.

Persons not assigned to suites that enter a unit without authorization or permission are illegally entering a private domicile. To do so is an explicit breach of security and is subject to corrective action as well as possible criminal charges. Likewise, residents and visitors are not allowed to enter Residence Hall storage, maintenance or office spaces, or the Student Center or Residence Halls when the building is closed without the express authorization and knowledge of the Assistant Director of Residential Life or the Director of Public Safety, whichever is applicable.

Outdoor Policies

- **Antennas and Satellite Dishes**
Television or radio antennas and satellite dishes are not permitted on the outside of any University Residence Hall buildings.
- **Clotheslines and Hammocks**
Clotheslines, hammocks, or similar items, which constitute potential safety hazards, may not be attached to buildings, supports, trees or light poles. Residence Hall staff will remove any such items, and the resident will be billed for any damage resulting from their installation and/or the removal.
- **Faucets**
The outside faucets are not to be used by residents (i.e., no car washing).
- **Grills**
Students living in the Residence Hall are prohibited from having any BBQ grills (gas or charcoal) on campus.
- **Roof Use**
Students are not permitted to go on the roofs of the Residence Halls.

University Property

University Furnishings

All residents live in furnished suites. Suites include a stove, refrigerator, microwave and blinds, in addition to the following: one dining table and two chairs, sofa and lounge chairs, lamps, coffee/end tables and for each student, a desk with chair, a bed, and a dresser. Furnishings cannot be removed from single student spaces as University property is assigned to specific locations. The Residential Life Office does not have sufficient storage space to assign it elsewhere.

Residents are responsible for the care of University-owned furniture. University-owned furniture should never be placed or left outside. Leaving University-owned furniture outside the living unit is also a violation of outdoor storage regulations. Residents will be held responsible for the cost of missing or weather-damaged furniture. Furnishings may not be dismantled or removed from the living unit. University-provided appliances and furnishings must remain in the unit and may not be stacked, moved to another unit, or used for other than their intended purpose.

“Public” Area and Lounge Furniture

Furnishings in common or “public” areas (i.e. lounges, Residence Hall Commons) may not be removed for use in a resident’s room or apartment for any reason.

Seizure of University Property

Any University property (e.g. cafeteria trays, university garbage cans, banners and signage, lounge furniture) that is found in your living unit may be confiscated and returned without notice to the appropriate department or entity. Residents of the living unit may be held accountable through the Residence Hall and campus corrective process and/or the criminal system.

Personal Property

Personal Furnishings and Accessories

Residents may not add additional large-scale furniture (e.g. beds, large entertainment centers and bookshelves, water filled furniture, sofas and loveseats, pool tables, halogen lamps, etc) without written permission from the Assistant Director of Residential Life. Additional major appliances, such as clothes washers, clothes dryers, freezers, refrigerators, dishwashers and air conditioners, not provided by the University are prohibited in the living units. Plumbing, water heating, and electrical systems were not designed to handle the additional utility demands resulting from these major appliances. Privately owned ranges, refrigerators (larger than 3 cubic feet), freezers, washers, dryers, dishwashers or air conditioners are not allowed in the Residence Hall units. Because of the high fire risk that accompanies touchier floor lamp style (lamps that focus light upward), they are not allowed in the Residence Hall. Halogen bulbs of 250 watts and above may also pose a risk and are, therefore, banned. The University retains the right to restrict or prohibit a resident’s use of weight lifting equipment, musical instruments, radios, stereos, and other items on University property.

Musical Instruments

Electric guitars, drums, pianos, or other loud instruments may not be played in the living units during quiet hours. Please be considerate of your neighbors. If an instrument becomes a

problem, you will be asked to remove it. Radios, stereos, and television sets should be set at reasonable volume levels, such that other residents are not disturbed. Excessive noise violations could result in termination.

Firearms, Ammunitions and Fireworks

The use and possession of firearms, fireworks, BB guns, pellet guns, air guns, paint guns, stun guns, potato (spud) guns, bows and arrows, slingshots, water cannons, or any other form of weapons, explosives or projectiles is strictly prohibited by the University and the Residential Life Office. Possession of a gun anywhere on the HSSU campus is a felony and will be prosecuted to the fullest extent of the law.

Flammable Materials/Liquids

Use and storage of flammable materials/liquids in residential facilities is strictly prohibited. Fire hazards such as newspaper stacks, excessive trash, improper wiring, and open flames (including candles, incense, and potpourri burners) are prohibited as well.

Decorating your Living Space

The Residential Life Office values your individuality. Your room is a place where you can express that individuality and we encourage you to be creative in decorating your room. However, the following guidelines ensure that your creative efforts do not cause hazards for you or others.

Alterations to Living Unit

Residents may decorate their living units, but are not permitted to paint, stencil, wallpaper, affix carpet, attach or construct shelves, or otherwise improve, alter, repair, or remodel. Residents may not attach any devices, equipment, furnishings or materials to the exterior of their building or to decks, overhangs, railings or stairs. Under no circumstances may anything be wired or plumbed into unit. Please note, double sided, foam leaves a residue that is extremely difficult to remove and its use may result in damage charges.

Residents are specifically prohibited from installing any of the following: (1) entry alarms or locks on any doors or windows; (2) large nails, bolts or screws in walls, doors, casings, cabinets, floors or ceilings; (3) duct tape or other harsh adhesive materials (including contact paper) on walls, doors, trims, cabinets or ceilings; and (4) shelving, bookcases or other furnishings which are attached to the walls, floors or ceilings. Additional window treatments, if any, must be hung inside on spring-loaded tension rods. Any costs to restore the living unit or its furnishings to its original condition will be assessed to the residents.

HSSU standards do not permit any signs, notices or advertisements to be inscribed or affixed to either the inside or outside of the buildings (excluding designated bulletin boards). Notices posted on designated bulletin boards must be appropriate for all audiences and adhere to posting policies which can be obtained from the Director of Student Activities.

Rearranging Furniture

Residents may move or rearrange the furniture in their rooms provided nothing impedes entering or exiting the room. The furniture in your rooms may not be removed and should not be disassembled. You are responsible for returning all items to their proper location when you vacate your room. Do not block your heat register, access panel, or furnace closets with a bed or other piece of furniture. This can dramatically impact the warmth of your room.

Walls and Ceiling

Nothing of a highly combustible nature may be hung from the ceiling or other overhead structures. Walls may not be covered with cloth, fishnet, paper or other materials that burn easily and present a fire hazard. Walls and ceilings may not be repainted, re-sprayed, wallpapered, paneled or in other ways altered. A small number of tacks, pins, or small nails may be used to hang items on the walls, but poster putty and adhesive “gums” are not recommended. Please note many kinds of tape, contact paper, and other self-adhering items (e.g. bumper stickers) will rip the dry wall surface when removed or repositioned. Such tearing may result in damage charges. Double-sided foam tape is problematic, so residents are strongly encouraged not to use it. Traditional dartboards are not permitted. If there is a violation, the holes created by darts must be repaired and will be charged as damages. Velcro darts are acceptable. Do not build shelving units, entertainment centers or other furniture/accessories into or on your walls and ceilings.

The Residential Life Office does not charge residents extra for degradations of the walls and ceilings resulting from normal “wear and tear.” If you are unsure about the safety of using a particular material, check with the Assistant Director of Residential Life. We hope that you and your suitemate enjoy working together in order to create a mutually satisfying living environment.

Lighting

All lighting (such as miniature holiday lighting) must be UL approved and designated as indoor lighting. Lighting around your doorframe is not permitted because of the possibility that cords or wires may become "stripped." Lighting must be hung in ways that will not cause wires to wear thin. Lights should be connected with heavy-duty extension cords and should be **unplugged** when unattended. Avoid overloading electrical circuits. Please note Christmas lights tend to leave scorch marks on walls and ceilings for which you may pay damages. Halogen lamps are strictly prohibited. Please report burned out bulbs in exits and security lighting or outdoor lighting that is not functioning properly to the Residential Life Office as a work order.

Doors

Due to the high price and time investment of refinishing, residents may not decorate or post items on their doors. Residents of the suites are highly discouraged from decorating their metal exterior doors (tape residue deteriorates their appearance quickly), but may decorate their interior doors. If you do decorate your door, you must make certain that any decorations are flat against the door and that nothing is hung from the door jamb or ceiling above your door. Do not drive nails into your doors! Holes in the doors are not repairable. The suite number as well as the peephole must remain plainly visible at all times.

Do not kick in your door, if you are locked out. If you do so, you will pay for the damage. Residents should contact the R.A. on Duty to gain access to their suites.

Windows and Blinds

University-provided window coverings must remain at the windows of the bedrooms. These coverings meet particular standards for wear and safety. Please exercise care when moving and arranging furniture and when opening and closing your blinds. Blinds, once bent, are permanently dented and perhaps mangled. Residents may use spring-loaded tension rods to hang additional window coverings. Damage done by the resident to furniture, blinds, or Residence Hall equipment will be assessed to the person responsible or to suitemates if the damage relates to a common area.

Kitchen Decorations

Please carefully consider any kitchen decorations from a safety perspective.

Entryways, Walkways, Hallways, and Stairway Decorations

No decoration, furnishing, accessory or trash may block entrance to or exit from any living unit or building, may not be located on or impede a stair or walkway, nor may it impair visibility to the deck, landing, stairway or hallway. Any such obstruction will be rectified immediately and at the residents' expense.

Floors

Please note that carpet tape and glue are very messy and difficult to remove. Do not use them. Bumper stickers placed on the carpet are not a good idea either; they do not come off well, if at all.

A Special Note about Your Decorations

It is important to understand that the University's Sexual Harassment and Human Rights policies impact what materials you use and how you can decorate. In general, in your private space you are allowed to decorate as you please within our safety and damage-minimizing guidelines above. However, in the common areas of your suite, you may not negatively impact the physical or emotional well-being of your roommates. Whether inside or outside of your living space, nothing of an overt sexual, violent, profane or discriminatory nature may be seen by passersby. Some of the things past residents have had to remove from doors, windows and walls easily seen from the outside have included: feminine hygiene products, nude as well as sexually explicit photos and posters, racially inciting graphics, and written profanity.

Holiday Decorating

Residents are welcome to decorate their living units for the upcoming holidays. The Residential Life Office strongly encourages suitemates to consult each other before decorating. Sometimes issues can arise because of the religious or traditional overtones of the decorations, holiday memories may be emotionally difficult for some people, and safety or cost issues are always of concern. All permitted decorations, indoor and outdoor, must not present a fire hazard, must not block entrance to or exit from the suites or bedroom, may not be attached permanently or require any structural change or additional fixtures. Residence Hall property and equipment may not be altered or damaged in any way. Outdoor decorations may not block doorways, must be anchored well, must be in good condition and safe repair, and must be designed specifically for outdoor use. Lawn ornaments and paper lanterns are prohibited. Permitted decorations should be promptly removed at the end of seasonal period. The Residential Life Office reserves the right to remove any unsafe or offensive decorations and will charge residents for damages resulting from improperly displayed decorations. Real Christmas trees and greenery are not permitted in the residence hall. Artificial Christmas trees and greenery should be fire-resistant and UL or FM listed. All artificial trees should be well-anchored in a sturdy base, so they will not tip over.

Finally, do not overload electrical outlets and circuits.

Operating a Business

Residents are not permitted to carry on any business operation from their living suites or bedrooms or within any on-campus residential area. No sign, advertisement, or announcement may be displayed on the outside or inside of any Residence Hall buildings or premises.

CLEANING

Cleaning & Care Expectations & Tips

What to Consider when Talking with your Suitemate(s) about Cleaning

Make certain you ask your suitemates questions regarding maintaining or improving the state of the living unit and how to divide up the labor and costs. You may find it helpful to chart or calendar cleaning responsibilities.

Laundry

Laundry facilities are available on the ground floor of your residence hall. Please do not remove another person's laundry. Residents generally dislike other people handling their laundry, as well as being inconvenienced by another's forgetfulness. Residents when using the laundry, remain until their laundry is finished and remove their clothing. The University is not responsible for lost, stolen or damaged clothes items. If a resident has forgotten his/her laundry for an extended period of time and seems unreachable, please call the R.A. on duty for assistance.

These facilities are for HSSU residents only. In the interest of safety, please do not allow non-residents to use the laundry facilities. Let the Residential Life Office or Resident Assistant staff know immediately if you observe suspicious or unfamiliar individuals in these facilities.

Garbage Removal

There is no cost to residents for garbage removal; however, residents are responsible for removing trash and garbage from their living unit, as well as from common areas (i.e. lounges and lawns). Trash, garbage, and food waste should be securely wrapped or bagged and placed inside the dumpster to minimize unwanted odors, insects and rodents. Cooperation from residents in properly disposing of trash and garbage is essential to keep these areas clean and attractive. Dumpster covers should be kept closed at all times. Please do your part to keep the grounds clean by making sure that all trash is placed in the dumpster and trash around the vicinity of your apartment is picked up. Garbage cans and recyclables are not permitted to be kept outside or in storage rooms.

Do not set garbage outside of your door, on stairs, on sidewalks, in the parking lot or beside the dumpster, even temporarily. Your personal trash should never be disposed of in the laundry rooms. Residents may not keep trashcans or recycling bins outside of their suites.

In the Residence Hall: All trash must be secured in plastic bags and taken to the dumpsters located on both the East and West sides of the building. Trash should not be left on decks, in hallways, doorways, stairways, in recycling containers, or in public areas such as the laundry rooms. Residents are also responsible for disposing of unwanted personal furniture or other large items. Refrigerators, TV's, computer monitors, mattresses, upholstered furniture, and tires may not be placed in the dumpster. Grease, motor oil, transmission/brake fluids, antifreeze or other such substances are not to be disposed of in refuse bins. These items should be taken to local gas stations for proper disposal. Disposing of such substances in storm drains is strictly prohibited, and could seriously pollute the environment and water supply. Any fines

received by the University for violations of these dumping laws are passed along to the resident(s).

Cleaning Expectations & Tips

Residents are responsible for maintaining their bedrooms and suites in a clean and sanitary condition. Most students think it is very important to keep living quarters clean, and most people do not have hired help because it is very expensive. Cleaning is important to prevent insect infestation and health hazards, and to maximize the life of a unit and its furnishings. The Residential Life Office holds residents responsible for all damages beyond normal wear and tear in a unit, and this includes cleaning needs. Even though all suitemates will share the cleaning duties equally in the common living area unless all mutually agree to another arrangement, it is important to realize that some people who come to live in the Residence Hall have never had to do their own shopping, cooking, and housecleaning. The tips and expectations stated here will set a standard for cleanliness, and perhaps help the resident who is unfamiliar with such responsibilities or the various cleaning techniques.

Cleaning Supplies:

You will need to buy the following cleaning supplies for your living unit. The Residential Life Office does not provide cleaning products. There may be more things you wish to buy, but these are the minimal things you will need.

Paper towels	Long rubber gloves
Scrubbing sponges	Dusting and scrubbing rags
Dish soap	Toilet bowl brush
Toilet bowl cleaner	A bucket or tub
Oven cleaner	Vacuum or carpet broom
Laundry detergent	Plastic bags
An all-purpose cleaner, or baking soda, vinegar and ammonia	

A wide variety of cleaning supplies are available in all grocery stores and in some discount department stores. Always read the labels to determine proper uses for each product. These are a few examples of products you can use.

For Ovens:

Use Easy Off and Oven-Off. You will need rubber gloves and a facemask to use a chemical oven cleaner. For non-Teflon-coated pots and pans use "scrubbers" made of copper, steel wool or plastic, such as SOS pads, Brillo, Scotch-Brite.

For Washing Dishes:

Use Ivory Liquid, Joy, Dove, Palmolive, or Dawn.

For Sinks & Tubs:

Use powder products such as Ajax, Comet, or Bon-Ami, or liquid cleaners such as Formula 409, Mr. Clean, Soft Scrub, or Lysol Basin, Tub and Tile Cleaner.

For Toilet Bowls:

Use Sno-Bol, Vanish, or Sani-Flush. Use these carefully and only on the inside of the bowl. You will need to use a toilet bowl brush and wear gloves when you do so.

For Floors:

Use Mr. Clean, Spic 'N Span, or Pine-Sol. Do not use "No Wax" floor cleaners and do not use wax strippers. For windows and mirrors use vinegar, ammonia, or Windex.

For Dusting:

Use Pledge or Endust. Sprays may not be best for good quality wood furniture. The Residential Life Office recommends wood soap.

For General Cleaning:

Use good all-purpose products include Formula 409, Fantastik, Lysol general cleaner, and Pine-Sol. Baking soda and vinegar can be used to clean and deodorize just about everything.

Never mix products that contain chlorine with those that contain ammonia, since poisonous gases may form. Always use a separate sponge or cloth for each cleaning product. Always work in the best ventilation possible, and when cleaning with chemical products, run your fan. In case of accidental ingestion, call the Poison Control Hotline at 1-800-222-1222.

The most common charge billed to vacating residents is failure to properly clean their refrigerator, range, floor and/or bathtub/shower.

In the Kitchen:

It is important to keep the stove burners and oven clean so that they operate efficiently and safely. You should wipe the burners after each use to prevent food from hardening on them. The elements on electric ranges can be removed and the tops of the ranges lift up for easier cleaning. The oven should also be cleaned periodically with ammonia or a special oven cleaner. Be sure to read all labels of cleaning supplies carefully. Many contain chemicals that can be harmful. Kitchens in the Residence Hall are often less open to fresh air than kitchens in houses. Grease and oil in the air tend to collect on the tops and fronts of cabinets, refrigerators and walls, especially if you fry foods often. Clean these areas frequently to avoid bad odors and run your stove fan during and after cooking. Do not line your cooking top with aluminum foil, plastic wrap, or other material. Do not line drip pans in a way that obscures the center hole, and do not line your oven with foil. Please make note that the ovens and stoves at GRH are electric. They do not stop cooking immediately after being turned off, and they remain hot for several minutes after deactivation. These practices, combined with attentiveness to your cooking, should prevent most kitchen fires. Under no circumstances should residents use any flammable substance to clean an electric range.

A great way to clean the inside of the refrigerator is to use a mixture of one tablespoon of baking soda per quart of warm water. Rinse thoroughly with clean water and wipe dry. Never use abrasive cleaners to clean the exterior of your appliances. Disposing of food and leftovers before they rot or mold, wiping up spills in the refrigerator and microwave immediately, will maximize the time between necessary cleanings. The kitchen floor should be mopped or

scrubbed at least twice a month. You may need to clean your kitchen floor more frequently, if spills are not immediately cleaned up and during periods of wet weather. If you are going to be away for an extended time period or are vacating the apartment, do not turn the refrigerator off or unplug it, as mildew damage will result.

In the Bathroom:

Sinks, tubs and showers can be cleaned with one of the non-abrasive cleaning supplies listed in this section. When cleaning your bath, be certain to wipe down all surfaces on the fixtures and cabinetry, the walls if they have been splashed on, and, of course, the floor. Bathrooms should be cleaned at least twice a month.

The shower curtain may be cleaned either by hand scrubbing and rinsing, or in the hot cycle of the washing machine with detergent, a few towels (for scrubbing action) and a cup of chlorine bleach or vinegar.

Whenever your sink does not drain properly, report it to the Residential Life Office as a work order. Some solutions can damage plumbing. It is best to try a plunger first. Toilet bowls should be cleaned with a special cleaning solution made for them. You may also use a plunger for toilets that will not flush properly. Every suite should plan to buy a plunger and a toilet brush. It is best not to put items other than toilet paper in your toilet. If you overflow your toilet, you must immediately clean it up before odor, water and mold/mildew damage develop.

In the Living Room & Bedrooms:

Living units should be kept clean and free of dirt. Properly dispose of trash and garbage in the dumpster. All furnishings, fixtures, walls, ceilings, and living unit surfaces are to be kept clean and clear of litter and debris. A thorough dusting and vacuuming each week might be all you need to keep your space in great condition. Blinds may be dusted, vacuumed and washed in a mild cleanser and water.

On the Floors:

Floors should be regularly swept and mopped. Different types of floors require different care. For example, you should plan to buy a vacuum cleaner or carpet broom to care for your carpet. The bag or cup on a vacuum cleaner collects dust and dirt and must be emptied regularly for the vacuum to operate properly. Many vacuums have special attachments for cleaning furniture and walls. Spot cleaning of spills at the time of the spill will help prevent stains. Use a clean, dry cloth to blot the spill area to make cleaning easier. You may shampoo your carpet, but be certain to follow the machine instructions carefully. If you hire someone to clean your carpet, check with Residence Hall first as there may be assistance you will need (chains dropped), restrictions to be aware of (what water sources can you use), and it may just be time for Residence Hall to have that carpet cared for. Mr. Clean or Spic 'N Span usually work nicely on tile floors. Do not use "No Wax" floor cleaners and do not use wax strippers. Residence Hall always has the carpets thoroughly cleaned whenever a suite becomes vacant and on rotation in the residence hall.

Throughout the Unit:

Periodic cleaning of walls will assist in maintaining the appearance and cleanliness of the unit. Furniture and wooden cabinets should be cleaned and polished regularly to protect the wood and preserve its appearance. Windows should be cleaned with common commercial

window cleaner (e.g., Windex) as needed. Blinds and window frames should be regularly dusted and periodically cleaned with soapy water or a commercial all-purpose cleaner (e.g., Lestoil or Mr. Clean). Blinds are professionally cleaned on rotation.

Mold and Mildew

Mold and mildew grow in areas that are dark and moist. Excessive moisture in the air will lead to mold and mildew forming on the walls and possibly on your belongings. Problem areas frequently include: closet interiors, bathrooms and surfaces adjacent to windows and doors. Excessive apartment moisture from the use of humidifiers, frequent steamy shower use and cooking, all contribute to mold and mildew growth. Ventilation is important in preventing mold and mildew growth, and residents should use their vent fans when cooking and showering. When mold and mildew appear, prompt treatment is essential before it has an opportunity to accumulate, and cause significant damage. Residents should contact the Residential Life Office Staff or your R.A. for cleaning suggestions and additional preventive strategies. Residents should make certain that the shower liner is inside the bathtub when taking a shower so ensure that water does not collect on the floor outside the bathtub.

Pest Control

The University will provide for pest control as necessary. Pest control charges incurred due to failure to properly maintain a clean living environment will be assessed against all residents of the suite involved. Maintenance personnel utilize a three-part approach to pest control: (1) prevention techniques; (2) problem response and treatment; and (3) resident education and cooperation. Residents desiring pest control services should contact the Residential Life Office or Front Desk for assistance and advice. In some cases, residents may only need some ready-to-use commercial products available that they can install themselves. In all reports, Residence Hall maintenance staff will inspect and diagnosis the problem. As a first course of treatment to eliminate infesting insects (e.g. roaches, fleas, ants), maintenance staff will spray the reportedly invaded areas. In severe cases, the Residential Life Office will contract with a commercial exterminator.

If the Residential Life Office acts to eliminate a nuisance pest or to eliminate an infestation, the affected residents will obtain instructions prior to the treatment, which describe how to prepare the unit for treatment. Residents are encouraged to demonstrate good housekeeping and sanitation to help prevent recurring insect and rodent pest control problems. The University may conduct inspections deemed necessary to assure a safe and clean living environment. An inspection will be conducted at least one time per semester. There is not much, if anything, the Residential Life Office, maintenance personnel or an exterminator can do to prevent or totally eliminate some bugs and other pests. Crickets that find their way inside will only live a short time, and therefore are not terminated by any method easier than waiting them out. Bees and wasps sometimes find their way into attic spaces. If you believe you hear hive activity in your walls or ceilings, please contact the Residential Life Office and report it as a work order. Roaches are excellent stow-aways and may come into your home with groceries, plants, boxes from home, and with the mail, among other routes. Spiders, in hundreds of varieties, live widely and populously in this area. Also good hitchhikers, spiders like dark undisturbed places, so clutter is a favorite environment for them. Knocking down webs and disposing of egg sacks (a vacuum works very well) is the best method of spider management. The best defense against an unwanted pest is regular cleaning and careful food storage practices.

APPLIANCE USE AND COOKING

RESIDENCE HALL AND STUDENT CENTER GUIDELINES

Below are the guidelines for appliance use and cooking in the Residence Hall. Unauthorized appliances will be confiscated if found.

- Cooking is restricted to the kitchen areas in all residence hall suites.
- No cooking at any time shall take place in any designated sleeping area.
- Residents are responsible for cleaning up after themselves when they use the kitchen facilities in each suite.
- Any unauthorized appliances found in bedrooms will be confiscated.
- No open flame is permitted in any Residence Hall room at any time.
- No candles are to be burned in any residence hall bedroom, suite common area, kitchen area, bath or shower area, hallway, vestibule, or lounge area.

University Policy prohibits cooking in unauthorized areas of the Residence Hall. No cooking is allowed in computer labs, common areas outside of each suite, restrooms, or any other area not specifically designated as suitable for cooking purposes.

Unauthorized Appliances

Table A contains the list of appliances that are not to be used on-campus.

Table A

Hot Plates	Deep Fryers
Space Heaters	Mini-refrigerators
Air Conditioners	Hotdog Cookers
Hot Pots	Hamburger Cookers
Toaster Ovens	Crockpots
Electric Fry Pans	Broiler Ovens
Any appliance used to deep fry or have exposed coils.	

Appliances Allowed

Table B contains the list of appliances that ARE allowed in the Residence Hall. Possession of cooking appliances other than those listed below is strictly prohibited.

Any item found in violation of this policy will be confiscated by the Residence Hall staff. Only the following appliances are **allowed** to be used in student rooms (all items should be UL approved):

Table B

Installed Oven and Range	Toaster (2 slice, bagel, 4 slice) – safety check required
Installed Refrigerator	Blender – safety check required
Microwave (RESIDENCE HALL provided unit only)	Coffee Makers (non-percolating) – safety check required

Safety Checks

Safety checks on appliances are provided as a courtesy to all Residence Hall residents. All appliances other than the installed appliances in each suite should be tested for continuity and condition prior to use and possess a University Safety Check tag. You may contact Physical Plant or Residence Hall Maintenance if there are concerns about appliance usage and to get your electrical Safety Check. Appliances with broken or frayed cords are not to be used. Three-prong grounded plugs that have missing or damaged blades or missing or damaged ground prongs are not to be used.

Health & Safety Inspections

Each semester, the Residential Life Office is required to perform an inspection of the health, welfare and safety situation in every living unit. Every room of every suite is entered during this inspection by the Residential Life Coordinator and other officials designated by the University. Residents are provided both verbal and written feedback to this inspection. There is no “search” of a resident’s personal property although closets are opened and some items may be moved aside to view outlets and other potential hazards.

WEATHER

Civil Defense/Severe Weather Warning System

The severe weather warning is a continual blast of the Civil Defense siren lasting three to five minutes. If you hear this signal, take shelter as described under the section titled Tornado. The alarm is tested on the first Monday of each month at approximately 11:00 a.m.

Earthquake

In an earthquake, get under a strong piece of furniture, such as a desk or bed to avoid falling objects. If you are outside, stay outside in an open area. Do not try to enter or leave buildings during a tremor.

Heating

Residents must keep the heat in their living unit at a sufficient level at all times to prevent freezing of water pipes. Damage caused by failure to adequately heat a living unit will be charged to the residents. Please set your thermostats to “heat” and “auto.” Any temperature on the thermostat dial is satisfactory. The suites have their own adjustable temperature dials, but the system can only produce heat in the heating season and cold

air in the cooling season. Do not block the HVAC access panel or vents. We remind you that kerosene and oil heaters are **prohibited**.

Severe Cold

From mid-October until the following April it will be necessary to heat your living unit, otherwise the water pipes might freeze and cause considerable damage. Make sure that when temperatures of 55 degrees F or colder are predicted that the controls of your thermostat are set to “heat” and “auto.” The temperature dial may be set to any comfortable temperature. Make certain that your front door is locked and latched securely. If the outdoor temperature is predicted to be less than 15 degrees Fahrenheit, please turn on the cold water on one faucet in your suite so that a trickle of water runs continuously. Residence Hall staff will also remind you to do this. Be certain that the drain is open and draining clearly before doing so. If you have any questions about what to do in severely cold weather, please contact your RA. If you are not used to weather as cold as St. Louis’, it is important that you remember to dress warmly. Several layers of clothes are better than one heavy coat. Frostbite (freezing of the skin) is a possibility in very cold weather. To avoid frostbite, make sure that your hands, ears and toes are kept covered and warm when outdoors. We recommend that you plan your wardrobe to include coats, boots, hats, gloves or mittens, and scarves that can be wrapped around the face.

Snow & Ice Removal

After heavy snows, the University will provide maintenance personnel to shovel the snow away from walking areas. When the snow becomes compressed, it becomes slippery. In case you are not familiar with ice storms, be forewarned that it is dangerous to walk on ice and perhaps even more dangerous to drive on icy streets. If you must go out, wear shoes that have grids rather than smooth leather-soled shoes and drive cautiously. When driving on ice, brake lightly and repeatedly to stop. If your car should slide, turn your steering wheel in the direction of the slide to regain control. If you have mechanical problems or if the weather becomes torrential and visibility is limited, stay inside the car to remain protected from the cold.

The University employs a crew of snow-shovelers, or alternatively a private snow-removal company, to clear snow and ice from sidewalks in the Residence Hall areas. When a snow or icing occurs, the snow crew will begin clearing paths as quickly as possible and to the best of their ability. The University will lay sand or salt on sidewalks if traction is impaired. It is just not possible to keep all snow and ice out of your way or to remove it before you may need to step out. Please be extremely careful when entering or exiting the Residence Hall, as the ground may ice easily due to constant temperature changes at the threshold.

The campus grounds crew removes snow and ice on the streets and parking areas. The parking lots are cleared after the streets and thoroughfares are cleared. Very often, the first attempts to clear the parking lots will push the snow into a drift around your vehicle. A snow shovel will be necessary to clear away the snow from your vehicle; Residence Hall staff will not clear around your vehicle. In a snow emergency (four inches or more), residents will need to relocate the vehicles so that the Residence Hall and University parking lots may be thoroughly cleared.

Tornadoes

In the event of a tornado or severe storm, please take shelter immediately. Do not take shelter in your car. Do not go outside to watch the storm. Storms and tornadoes are quick and unpredictable. You are expected to cooperate with all Residential Life staff and Campus Public Safety instructions. As soon as all residents are sheltered, safety staff can also take shelter. Be aware and helpful to mobility-impaired residents who may need assistance. Go to a first floor residential wing stairwell, face the wall and kneel with your arms covering your head. Keep stairwell, lobby access, and room doors closed.

Two types of tornado alerts are issued by the National Weather Service: tornado watch and tornado warning. Students should be familiar with the distinction because it dictates which course of action to follow. All students

should also become familiar with the tornado emergency procedures for their living areas.

A. Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographical area. Students should monitor both television and radio weather bulletins to listen for details and changes in weather conditions.

B. Tornado Warning

A tornado warning is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued. In the event of a tornado warning:

1. Close and lock your room door and close hallway doors behind you. Bring a book, radio and flashlight with you if they can be quickly located.
2. Move immediately to the lowest floor stairwell, remaining in the stairwell until the all-clear is given.
3. Do not remain in any area that has glass windows, especially lobbies.
4. Cooperate fully with all Residence Hall staff members and Campus Public Safety Officers. Those refusing to cooperate with staff or evacuate to a designated area are subject to corrective action.

DAMAGE & ASSESSMENT CHARGES

An Overview of Damages

When a resident checks in to Residence Hall, the Resident Assistant will complete an inventory check-in form for the living space. Each resident is responsible for making sure that all damages and deficiencies are noted on this form. When the resident checks-out of Residence Hall, all damages and deficiencies not listed on the inventory check-in form will be charged to the resident(s) of the living unit. You are financially responsible for any damage to your living unit and furnishings other than normal wear and tear. Misuse or negligent care of such items as ranges, refrigerators, blinds, microwaves, garbage disposals, plumbing, floors, carpeting and furniture, will result in damage charges. This includes, but is not limited to, burns or staining of tables, carpet, or counter tops, cuts or burns on furniture, broken furniture, holes in walls, doors or ceilings, and missing furniture.

Damage to any unit furnishings should be immediately reported to the Residential Life Office so that it may be repaired or replaced. Repair or replacement costs will be assessed if the resident is determined to be responsible for such damages. All users of common areas will be charged for damages noted, unless the offender takes written responsibility for it. The University will remove any personal property left in or immediately outside the unit at the risk and expense of the resident. The University, is not responsible for the value, safekeeping, or personal property damage of any property left in the unit or on the premises by the resident. After 30 days, the Residential Life Office, with the approval of the university, will dispose of any such unclaimed property. If a resident does not leave a forwarding address, the University will not be required to send them an itemized list of any damage charges. Vacating residents who disagree with assessed damage or cleaning charges, must respond in writing within 15 days after receiving the summary of damages, if they wish

to appeal their assessment to the University through the Assistant Director of Residential Life. Failure to respond, will forfeit all rights to have the charges reviewed.

Abandoned Property

The University is not responsible for any forgotten or abandoned property. Students who leave property behind and wish to reclaim it should contact the Gillespie Residence Hall Office. It is the student's responsibility to make arrangements for pick-up.

Property of minimal or no value (e.g. hangers, clothing and jewelry, text books, CD's and radios, most small appliances, dishes and car tires) will be disposed of immediately. Sometimes residents ask friends or roommates to keep their stuff for them when they leave. Please understand that if you agree to do so, the Gillespie Residence Hall Office will view you as completely and financially responsible for such property. Many residents are dismayed to find they are charged for the disposal of someone else items (those they said they would "watch") when they move out or to have to move the stuff with them.

Assessing Damage Charges

This is our rule of thumb: "If we must paint, fix, repair or replace our property because of a resident's negligence or intention, then we will charge that resident for our time, materials and labor to bring our property back to good condition."

If anything in your room needs repair, please report it to the Residential Life Office or Front Desk. The staff member will see that the damage is reported. The University pays for damages that occur through normal wear and tear; you are charged for any other damages. Financial assessments for replacement or repair of items damaged are based on repair and replacement costs (including labor costs) plus administrative fees.

The Residential Life Office cannot always control all of the costs associated with repairs; much is dependent upon labor costs. For example, our department is charged different rates for a carpenter based upon when he or she is called in. Residents sometimes do not report mishaps nor needed repairs because they fear they may be charged for the damage. Please report any needed repairs! You might be charged, but if you choose not to report a problem and the situation becomes worse, you risk a more expensive damage assessment. Moreover, you will probably be physically, and perhaps mentally, more comfortable in your living unit if it is in the best condition possible.

Community Damages

In the case of loss or damage to a common area of the building (defined as being an area not assigned to an individual), the cost of repair and/or replacement may be assessed to each resident on a pro-rated basis. The University investigates vandalism situations and, if it is unable to determine which individuals are responsible, the University will decide whether the charges should be assessed to the individuals living on a particular wing, floor, building or the community. It is important to understand that the Residence Hall is self-supporting. All of our expenses come out of the income provided through Residence Hall "rents;" therefore, vandalism and inadequate care of suites cost everybody through increased rent rates in the next year.

Vandalism

Residents are asked to help preserve their buildings by reporting incidents of damage or vandalism to their Resident Assistant. Residence Hall staff members will work to identify the responsible party. If you see anyone attempting to vandalize University property or leaving trash in public areas, please contact your Resident Assistant. Vandalism of Residential Life facilities, including the vegetation, recreation equipment, and the community areas (such as the Student Center, laundry rooms, and trash containers), costs all residents in terms of rent increases. In some instances, destruction of property poses a safety threat to all residents, as in

cases of fire or damage to electrical equipment. Residents and/or their guests face disciplinary action and possible arrest and conviction if found guilty of vandalizing state property or other residents' personal property.

Cost List of Damage Charges

- A list of damage charges is available in the Residential Life Office.

RESIDENCE HALL RULES

Visitation Policy

Harris-Stowe State University's Visitation Policy creates an environment that contributes to the safe living and essential learning opportunities for residential students. Harris-Stowe State University's Office of Residential Life encourages students to interact with one another responsibly and to make academics a priority. In addition, the visitation policy is designed to accommodate visitors in a manner that respects safety while also ensuring an appropriate balance between social-community development and academic needs in the residence halls. As such, justification for room visitation is essentially based on the orderliness, cleanliness and conducive atmosphere created for study in the residence halls. Behavior that otherwise detracts from these goals will not be tolerated. At no time should a visitor's behavior violate University policies or supersede a roommate's right to privacy. Residential Life shall have the discretion to modify and/or withdraw visitation hours for individuals and/or groups as deemed necessary. Residential Life also retains the right to deny any guest from entering a residential facility for any reason.

Definitions

For the purpose of this policy:

1. **Visitor** is defined as a person who is not a resident of the Residence Hall.
2. **Resident** is defined as any resident who has a current residential room assignment.
3. **Commuter student** is defined as any Harris-Stowe State University student who does not reside on campus.
4. **Resident visitor** is defined as any resident of the Residence Hall that visits any suite other than the one he or she is assigned to.

(The Visitation Policy applies to all on campus students and visitors.)

General Rules

-
1. All visitors must obtain and **keep on** their personal visitor pass.
 2. Visitors hours are Noon-11 p.m. Sunday – Thursday and Noon-1 a.m. Friday and Saturday. No visitor passes will be issued after 10 p.m. Sunday-Thursday and midnight Friday and Saturday.
 3. Visitors **are not** permitted when the Residence halls are officially closed.
 4. To obtain a pass, a visitor must present one of the following:
 - a) Commuter student – a valid HSSU I.D.
 - b) Non-HSSU student - a valid government issued photo I.D. such as a driver’s license, military I.D., state issued I.D., or a HSSU University Photo I.D.
is acceptable (provided it is valid for the current academic term).
 - c) Birth certificates, green cards, credit cards with picture and or social security cards **are not** acceptable forms of identification.
 5. Visitation is allowed **only** when a residence hall official and/or HSSU public safety officer is available for checking visitors in and out.
 6. Resident must meet his/her visitor at the sign-in point to escort the visitor to his/her room and back to the lobby at the end of visitation. The visitor should leave a picture I.D. at the desk.
 7. A resident is allowed a maximum of **two visitors** at one time during any visitation, exclusive of parents/guardians. **Overnight visitation is prohibited.**
 8. **Visitors cannot leave the Residential halls buildings with his or her visitors pass for any reason.** Visitors are not allowed to keep visitors passes for **any** reason. The visitor must return the visitors pass back to the P.O.S desk after leaving the resident’s room. Visitors are not allowed **all-day passes.**

Visitation passes are not required for the computer lab, game room or conference room.

9. A resident **must** escort visitors (including family members) at all times. Residents **may not** leave their visitors unattended.
10. Residents having visitors must consider the rights of their suitemates. A suitemate **should not** be asked to vacate the suite for a resident’s visitor and/or resident that is not assigned to that particular suite. Suitemate has a right to report to the assistant director of Residential Life or public safety officer, if visitors or visiting residents are creating loud noise, rudeness, profanity, etc.

11. Residents are responsible for any and all violations that occur within their rooms. Residents will be held accountable for the actions of their visitor and/ or resident visitor within the residence hall.

12. Residential Life staff and Public Safety reserve the right to require a visitor to leave the floor/building when the visitor(s) and/or host(s) are disruptive.

13. Any resident who wishes to have a non-HSSU visitor younger than 18 years of age must receive written authorization from the assistant director of Residential Life prior to the visit.

- Any violation of the visitation policy by any resident may result in the cancellation of an individual's room visitation privileges as well as other disciplinary actions deemed appropriate by the Office of Residential Life.

Alcohol

Possession and/or consumption of alcoholic beverages are prohibited in the Residence Halls. Inappropriate behavior related to the use of alcohol or excessive consumption manifested by impaired physical functioning is also prohibited, and will result in corrective actions and/or contract termination. Activities involving the use or consumption of alcoholic beverages are prohibited. Empty alcoholic beverage containers (cans, bottles) are prohibited. Kegs and "beer balls" are also prohibited in the residence hall. The possession or use of paraphernalia in any way associated with the use of alcohol is prohibited (e.g., funnels, beer bong, distillation processes, etc.). Delivery of alcohol by outside vendors is prohibited.

Building Hours

All residents entering the building after 10 p.m. must sign in at the front desk and show a picture I.D. Residents leaving the Residence Hall before 7 a.m. and entering it after 10 p.m. must do so through the main vestibule entrance. All other doors will be locked, alarmed, and monitored from 10 p.m. to 7 a.m. Please note that statutory curfew for persons under age 17 years is 11:00 p.m. Sunday-Thursday nights, and 12:00 a.m. on Friday and Saturdays in the city of St. Louis and on the HSSU campus.

Drugs and Other Controlled Substances

The manufacture, sale, possession, purchase or use of any substance or paraphernalia which has been declared illegal by municipal, state or federal law is prohibited on University property and will result in confiscation and corrective action. As with alcohol, impairment is subject to corrective action.

Guests

Residence Hall suites are small. Residents are welcome to have friends and relatives visit them in the first floor foyer of Residence Hall. Residence Hall residents may have one same-gender Resident Hall resident visitor in their bedrooms; however, no more than six same-gender visitors may be in a suite, at one time, from 8:00 a.m. to 10:00 p.m.

Identification Cards

ALL RESIDENTS MUST CARRY AN OFFICIAL HSSU IDENTIFICATION CARD, BEARING BOTH THEIR PHOTOGRAPHS AND A STATEMENT THAT THEY ARE RESIDENTS.

The card should be kept in their possession while on campus or attending functions and classes at HSSU. A valid HSSU I.D. card is required to use all University facilities, including the library and the computer center. In addition, it is required to obtain free or reduced admission to University events. This card must be presented on demand for the purposes of official University identification. There is a fee charged for an I.D. replacement. All residents should be prepared to present a picture I.D., preferably the HSSU I.D. Card, upon request to any Residence Hall Staff member or to the Public Safety Office. An I.D. should be presented at every request for entrance to rooms when keys have been misplaced and will be requested when confronted for corrective action issues. In the residence hall, every student must possess and carry a HSSU I.D. card, be prepared to present the I.D. card when asked by authorized personnel (Campus Public Safety Officers, Security, Residence Hall staff, etc.), comply with the directives of such officials, and cooperate with University officials in the performance of their duties. Misrepresenting or misusing student identification or failing to show identification upon request is not permitted. Lost or stolen cards should be reported as soon as possible to Campus Public Safety.

Illegal Occupancy

Occupancy is limited to those persons assigned by contract. The Terms and Conditions state “Residents may not sublet the premises, nor give routine accommodations to roomers, boarders, friends or relatives.” This would also include Residence Hall residents who are actually assigned to a living unit, but are essentially living out of another unit; for example, a roommate who after checking out properly may try to continue to live in the unit. Or a student may try to move into a unit “early” without the permission of the Residential Life Office because the roommates have already moved in. Residents who fail to move out at the end of their contract and who have not declared their intention to continue in residency are illegally occupying campus property, as well. Residents who commit or abet this egregious violation of trust may be financially responsible for the period of illegal occupancy at twice the current contract rate, plus deposit, damages and utilities, and may risk their opportunity to live in the Residence Hall.

Mail and Package Pick Up

Your campus address is printed at the top of your Residence Hall contract. Please have all of your mail addressed as follows:

Student (Your name)
Hall Name Hall, Suite XXX
3025 Laclede Ave.
St. Louis, MO 63103

If any of your personal mail arrives addressed to Harris-Stowe State University, it will be returned to the sender. Your mailbox is located in the north vestibule of the ground floor. You will be assigned a mailbox and given its key, at the time of check-in. Only residents’ names may appear on or inside the mailbox. You will be notified by a Postman’s slip in your mailbox whenever a package arrives for you from the U.S. Postal Service. For all other courier deliveries, you will be notified by a slip placed on your suite door. You must present this slip at the front desk to receive your package.

Outgoing mail may be placed in a mailbox located either in GRH or in the mailroom in the Givens Administration Building in room 021A. When you are moving out, you must fill out a change of address card, which can be obtained at the post office or at the front desk. The Residential Life Office will not forward mail. Once you move out, the Residence Hall Office cannot let you “check” your

mailbox. In the residence hall, your mail is automatically returned to the post office, and no staff member is available to assist you, if you leave at the end of the semester. In the suites, federal postal law prohibits the Residential Life Office from giving you access to any suite's mailbox if that living unit is occupied. Misdirected mail should be returned to the front desk.

Missing Persons

If you do not see your suitemate for an unusual length of time and become concerned, please contact your R.A. or the Assistant Director of your Residence Hall. The Residential Life Staff will investigate and will contact parents, emergency contacts, and the Campus Public Safety Officers as necessary.

Courtesy and Quiet Hours

Noise levels in and around the Residence Halls are expected to be moderate, conducive to a positive academic learning community. Residents have a right to sleep and study, free from undue interference in their living spaces. To prevent conflict, suitemates and neighbors should reach a general agreement about acceptable noise levels. If you are having difficulty with a suitemate/neighbor regarding noise, please attempt to talk to the person and resolve the problem. If you have further problems, you may call your R.A. or the R.A. on duty. Residence Hall Staff may confront residents who are making too much noise, even if they have not received a complaint, and residents who are confronted because of noise levels are expected to reduce the noise immediately. In the case of habitual noise violations, the Residence Hall Office has the right to restrict behavior, revoke privileges or require the removal of the source of the noise complaints. The Assistant Director of Residential Life may take approved corrective action.

Residence Hall observes 24-hour courtesy hours, and quiet hours begin at 10:00 p.m. and end at 8 a.m. Sunday through Thursday and 11:00 p.m. to 9 a.m. on Friday and Saturday. During courtesy hours, noise should not be unduly disruptive to the general environment, but it is during this time that most residents are awake and that most household, recreational and outdoor activities are pursued. There should be no noise beyond the entry door onto a floor or into a hallway during Residence Hall courtesy hours. During quiet hours, noise from within your room or suite should not be audible outside of your door. During finals week, quiet hours are in effect from midnight Saturday, the weekend beginning finals, through noon on the Friday of finals. Your cooperation is appreciated.

Pets

The only pets allowed in the Residence Halls are small non-carnivorous fish in an aquarium (maximum 5 gallon) and aide dogs for the physically challenged. The University assumes no responsibility for harm to, or loss of, an aquarium for whatever reason. However, we will make every attempt not to disconnect the air supply to an aquarium during break preparation procedures. Residents may not volunteer to watch a pet, nor have one visit. Corrective Action for unapproved pets may include confiscation of the pet, damage charges, and termination of your contract. If a resident is reprimanded for keeping an animal, the animal may not be moved to another campus residence. In such cases the originally owning resident, in addition to the second resident, will be disciplined.

Residents who require aide dogs should be registered with Disability Services and file documentation with the Residential Life Office. This should include proof of need, type of dog, and animal's name. Special instructions will be provided to the resident-owner of an aide dog. Campus Health Services (GRH 111) is open 24 hours a day, 7 days a week while students are in residence.

Posting Guidelines and Bulletin Boards

HSSU standards do not permit any signs, notices or advertisements to be inscribed or affixed to either the inside or outside of the buildings (excluding designated bulletin boards). Notices posted on designated bulletin boards must be appropriate for all audiences, and they should adhere to posting policies. Sidewalk chalking is permissible on completely exposed sidewalks between buildings (avoid sidewalks under overhangs, etc) only.

The Assistant Director of Residential Life and Residential Life Coordinator must approve flyers, posters, door hangers, and other promotional, advertising, or discussion literature or gimmicks. Approved postings will be hung or distributed in the residential areas at the direction of the Assistant Director of Residential Life. No postings may be made on glass or wood surfaces without the explicit permission of the Assistant Director of Residential Life. Inappropriate or unapproved postings may be removed without notice. The complete posting policy for spaces and the campus policy is available in the Office of Student Engagement in the Student Center.

Solicitation

Door-to-door sales and canvassing are **not** permitted in the Residence Hall, with no exceptions. Outside solicitors are **not** permitted and Campus Public Safety should be contacted immediately if solicitors are seen. Suspicious, threatening, or badgering solicitation or distribution of unauthorized or inappropriate material, regardless of purpose or organization, should be reported to the R.A. on duty or to the Campus Public Safety Officers.

RESIDENCE HALL SERVICES

Amenities Space and Recreation Areas

Attorney Freeman R. Bosley Residence Hall, which serves our freshmen residents will enjoy suite-style housing, which includes a furnished living room, kitchenette, dining area and private bathroom. Some of the suites offer a private bedroom and others offer students the ability to have a roommate. There are lounge areas on every floor and studying is made easy with two quiet study rooms on each wing. Bosley Hall also offers residents their very own dining facility.

Rev. Dr. William G. Gillespie Residence Hall and Student Center serves our upperclassmen, each suite includes private bedrooms, furnished living room, kitchenette, dining area and private bathroom. Gillespie Hall and Student Center provides a variety of amenities, including a Game Room, with two large-screen TVs, billiards, video game system; a computer laboratory/study, the main campus Bookstore, and vending machines which serve both the Student Center and Residence Hall. Just outside Gillespie Hall and Student Center are the following: picnic tables; a barbeque grill; a sand-pit volleyball court; and a mini-amphitheater.

. In addition, both Gillespie Residence Hall and Bosley Hall are strictly **smoke-free** and **alcohol-free** environments---as is the entire University campus. Visits, involving children, are restricted to the Foyer and Gillespie Student Center, and must include adults to supervise the children.

Residence Hall Amenities Space Reservations

Residents and student organizations may reserve certain spaces in the Student Center and Residence Hall for use. All activities must be open to all Residence Hall residents, and the majority of attendees must be Residence Hall residents or other HSSU students. These spaces may not be reserved for general public or private use. Visiting children, like all visitors, are limited to the foyer and must be supervised at all times. Please note that Residence Hall amenities spaces have special restrictions and guidelines accompanying their status as State property and their location within a residential community. The Gillespie Student Center cannot be reserved outside of operating hours without prior planning, approval and payment for staff time. Activities in GRH are restricted to courtesy hours, and evening events will end when quiet hours commence, 10 p.m., Sunday through Thursday and 11 p.m., Friday and Saturday.

Maintenance Service

Any maintenance needs should be reported to your Resident Assistant or to the Residential Life Office. Non-emergency repairs are addressed based on availability of personnel. A resident's request for repair constitutes his/her consent for maintenance personnel to enter their unit, to perform such requested repairs. The maintenance staff person will enter your room whether you are present or not to complete repairs if necessary. The maintenance staff will complete the requested work as quickly as possible and will relock your space when finished. In addition to the work that you request, the maintenance staff is also responsible for routine maintenance tasks. You will be notified of routine entries by e-mail at least 24 hours in advance.

Maintenance service is provided to residents without charge unless repairs and damages are the direct result of a resident's (or their guest's) negligence or because of irresponsible behavior. No charges will be issued for repairs that arise from ordinary wear and tear. Charges for repairs not resulting from ordinary wear will include labor, materials and an administrative handling fee. Maintenance requests can be made in person, by calling the Residential Life Office, or by contacting the R.A. on duty, or call the GRH Front Desk or online at www.HSSU.edu, then click on the Residential Life link at the bottom of the page (select "submit a work order"). Do not report work orders verbally to maintenance staff when they are in your space or elsewhere on campus, because it is not their responsibility to log your work order. Residents are encouraged to notify the Residential Life Office of any maintenance problems as soon as possible, so that little problems may be corrected before they become major repairs. Repairs often involve additional personnel, parts and supplies not on hand, and extra time (i.e. drying time for adhesives, time to set between coats). Because of this unpredictable nature in performing repairs and sometimes the logistical problems involved, it is not always possible, and usually not reasonable, for maintenance to schedule appointments to perform maintenance and repairs in a resident's room or suite. Maintenance strives to perform all maintenance services in as efficient and cost effective manner as feasible. Your initial work order will be inspected within 48 hours.

Problems with refrigerators, ranges, and washers are considered **urgent** work orders and are addressed with priority. Please note, however, those problems (except electric shock hazard) with microwaves are considered routine problems. Since Summer is a very busy time for the maintenance staff; requests for repairs may take longer to respond to than at other times of the year. Most broad projects (e.g., fire alarm testing) are handled collectively on a periodic schedule. Any health, safety and welfare conditions observed by maintenance staff may be reported to the Residential Life Office for follow up.

Emergency Maintenance

Maintenance personnel are working in the Residence Halls from Monday-Friday on a

variable schedule between 8:00 a.m. and 5:00 p.m. Emergency situations take precedence over minor or routine problems. If emergency maintenance problems arise when maintenance personnel are not available, the Resident Assistant on Duty will assess your repair need, and if he or she cannot find an immediate solution, then the RA will make appropriate contacts to resolve the problem. If the emergency repair was the result of negligence or intention by you, costs will be charged to you.

Maintenance emergencies are defined as:

- No electric or water service
- No heat when the outside temperature is below 50 degrees F
- No air conditioning when the outside temperature is above 90 degrees F
- Toilet clog and/or backup, when no other toilet is available
- Broken or leaking pipes
- Other plumbing related disasters
- Discharge of fire extinguisher
- The existence of an unsafe condition such as electric shock hazard or broken window with falling glass
- Electrical, water, and heating problems that affect an entire building.

Drainage and Sewage

Problems may occur if the sink, commode, lavatory, or bathtub are used improperly. To avoid clogs, do **not** pour grease or food down the drain nor use your drain traps to collect hair and crumbs. If your sink becomes clogged, please report the problem, and the maintenance staff will respond promptly. However, if it is found that you did not use proper procedures for disposal of food and grease, you will be charged to have your sink unclogged. Please do not dispose of coffee grounds, food, feminine products, Q-tips, or paper towels in the sink, toilet, or tub.

Light Bulbs Requests

The Residence Hall maintenance staff will change fluorescent, appliance, specialty, and residence hall ceiling fixture light bulbs for you in your suite. Standard light bulbs are the responsibility of the resident. Light bulbs are widely available and fairly inexpensive. Always give your specific location and a good description of the problem.

Outdoor Recreation Areas

Residential Life residents have several areas for outdoor recreation available to them. Residents have access to a softball and baseball diamond, soccer field, tennis courts, the HSSU fountain area, the amphitheater, and the walking path. When playing at the facilities, residents should reserve the outdoor area through the facilities manager at the Emerson Performing Arts Center and be prepared to show your University I.D.

Windows

Persons seen entering a suite through a window will be reported as breaking and entering, and will be charged for damage to the windows.

The HSSU Shuttle

See the shuttle schedule published by the Business Office for exact times. Copies of the shuttle schedule can be obtained at BRH and GRH at the front desk, or the Business Office (HGA 105)

Utility Policies & Procedures:

- **Cable TV Service**

Each suite and residence hall bedroom is wired for cable TV. Cable television is included in the housing costs for residence hall residents. Residents may not install any type of satellite dish or mounted antenna.

- **Data Connection/Computer Lab**

Internet service is included in your Residence Hall costs. A Resident may use his/her personal computer to get on the internet; however, the resident must provide his/her own Ethernet cable to be able to connect to the box in his/her room. The resident is required to sign an acceptable usage agreement or he/she will risk losing his/her Internet privilege. A resident may **not** use the campus telephone network for Internet access, nor can he/she connect to the Campus Data Network through his or her own personal computer. However, such a connection is available to the resident through the Gillespie Center computer laboratory.

The Gillespie Student Center Computer Lab makes available DESKTOPS; but, a desktop can be taken out of the Gillespie Student Center Computer Lab. Laptops may be checked out in the Media Lab.

Technical assistance is available during normal working hours at the HSSU Support Help Desk at 0-3547.

- **Electric Service**

The electricity is on when you move in. In on-campus housing, electric service is included in your Residence Hall costs. If you lose power in your bedroom or suite, ensure your outlets are not overloaded, check the electrical panel board in your suite and reset any circuit breaker switches that have flipped to the off position. If the breaker does not reset, contact the Residential Life Office, the R.A. on duty, or the Front Desk and report your loss of power as a work order. Rewiring of lights or switches, or wiring in personal lamps, lights, strobes, ceiling fans, and the like, by anyone other than authorized University personnel is strictly **prohibited** and will result in damage charges.

- **Garbage Service**

Garbage service is included in your the Residence Hall costs. Details are addressed in the section entitled "Garbage Removal" under "Cleaning Expectations & Tips."

- **Telephone Service**

Local telephone service is included in your Residence Hall costs. Please do not accept any collect call or you will be responsible for charges.

- **Water/Sewer Service**

Water and sewer services are included in your Residence Hall costs.

- **Wireless Data Connection**

HSSU offers wireless data connection throughout various locations of the campus.

Storage

No storage space is available within the Residence Hall. Remember, you may **not** store your bicycle in your suite or bedroom. However, you may store a detachable front wheel in your bedroom as long as it does not block easy exit or entrance to your bedroom in case of emergency. Residents may not keep anything on stairs or on/in stairways, or in the corridors of the Residence Hall.

DINING SERVICES

Meals, Vending and Food Services:

HSSU offers several options for the provision of meals to residents. However, all residents have access to the kitchen facilities in your building. The HSSU cafeteria serves excellent meals at their several counters, including grill and deli items, as well as prepared entrees and vegetables. In addition to vending machines located throughout campus, the HSSU bookstore serves grab-n-go snacks. In addition, consideration is being given to providing a deli-kiosk within the Gillespie Hall Student Center.

Possible Meal Plan Options

Residence Hall residents may purchase any of the following plans currently under consideration by the Campus Food Service:

1. A meal plan---the cost of which depends on the number of participants in this plan;

Property from Food Services

Residents are encouraged not to remove permanent serving ware from the HSSU Cafeteria, because it is easy to forget to bring these objects back. University Food Services annually incur major expense in replacing trays and other serving ware, resulting in higher consumer prices.

SAFETY & EMERGENCY PROCEDURES

SAFETY & SECURITY

Personal Security & Your Living Space

Building Security in the Residence Hall

Residents will have to swipe their access card in the appropriate slot every time they enter the building. Only GRH and BRH residents are allowed access to any of the floors within the residence hall. Visitors, limited to the foyer, must be accompanied by a resident. The entrances and exits to the Residence Hall are regularly locked at 10:00 p.m. every evening. If you are a residential life resident and do not have your access card, you must provide a state picture I.D. to the front desk. Visitors must register at the front desk and provide a state picture I.D. Please refer to the visitation policy for more details regarding the visitation. The distribution of, or public use of an access card, is prohibited. Do not share your access card.

In order to ensure the safety and security of all residents, propping, or otherwise interfering with the **closing** of any access door, exterior doors, wing doors, suite doors, etc, is **strictly** prohibited.

Keys

When you check-in, as a resident, you will be issued a designated access card which permits you entrance into the Residential Hall and your floor, and you will receive a key to access your suite and bedroom. You will also receive your mailbox key. As University property, your card and keys are **not** to be used by anyone else. It is important that you not share your key with friends or other members of your suite or floor. Therefore, you can be certain that no one else has access to your room.

If you are locked out of your suite or the bathroom, contact the R.A. on duty or the Residential Hall Coordinator to gain access. If you lose your bedroom key, it will be replaced and the locks for the suite door and all four bedrooms in the suite will be changed and all charges will be at the loser's expense. No one except the assigned resident can check out a key for a suite. Be prepared to show your I.D. Card. You can request a lock change at the Residential Life Office or Front Desk if you believe your key was lost or stolen. Door-locking, as well as entry alarms provided by a resident, are prohibited.

If you are locked out of your suite when the building foyer and vestibules are closed, please contact the Resident Assistant on duty. Please show him/her a University I.D. verifying that you live on-campus. Before 8 a.m. and after 10 p.m., residents' access cards can gain entry to the residence hall only through the main doors (center doors). If your card does not work or you lose your card, contact your Resident Assistant. Room locks open with a master suite key for all suitemates, and this master key is also programmed to open and lock your bedroom door only. If you lose your key, see your Resident Assistant. Replacement fees will be charged for lost access cards and room keys. Do not let someone else use your access card. If someone is observed with an access card that is not his/hers, the card will be confiscated, documented, and returned to the Residential Life Office. Anyone having an access card that is not a resident will be subject to corrective action. The resident to whom the card belongs will also face possible corrective action. If the card is lost or stolen and not reported, the resident will be charged for all inconveniences incurred and face corrective action.

Suite Security

Residents are encouraged to keep their doors locked at all times to restrict unwanted visitors, and permit entrance of invited visitors only. The Residence Hall Office encourages residents to use the knob-handle locks. Residents should never leave their suite and room doors unlocked or windows unsecured when sleeping or when they are away from the suite, even for brief periods.

In the Residence Hall, visitors are not allowed beyond the lobby area, and must be accompanied by their resident host. In all Residence Hall areas, Residence Hall Staff will assist you if an uninvited and/or unwelcome visitor will not leave your suite after having been asked to do so. Please do not entertain non-resident solicitors. Be a good neighbor, follow visitor policies, and report criminal and suspicious behavior.

Personal Safety Tips

Campus safety is a real concern for many students at any university, especially for residential students who are trying to adapt to a new environment. "Campus Safety: A Policy and Resource Guide for Students and Employees of Harris-Stowe State University" offers the following basic hints for keeping safe on campus:

- **DO NOT WALK ALONE.** Walk with a friend, if it is possible.
- **BE ALERT TO YOUR SURROUNDINGS.** Walk purposefully and look confident. Radios or tape players with earphones may prevent you from being alert to danger.
- **USE WELL-LIGHTED AND WELL-TRAVELED ROUTES.** Avoid passing close to shrubbery and other places of concealment. Emergency code blue phone boxes are located along main campus walkways. Calls made from the phones go directly to the Campus Public Safety Office and identify your location. If you have an emergency, go to the nearest emergency phone and push the button on the box.

- **LET A FRIEND OR ROOMMATE KNOW WHERE, AND WITH WHOM, YOU WILL BE.**
- **KEEP DOORS AND WINDOWS LOCKED IN YOUR ROOM OR SUITE.**
- **EDUCATE YOURSELF CONCERNING RAPE PREVENTION STRATEGIES.** Contact the Counseling Office at 0-5089 or Campus Public Safety Office at 0-3333 for information on personal safety workshops.
- **IF YOU ARE A VICTIM OF SEXUAL ASSAULT**, seek medical care immediately at one of the local hospitals. Hospital personnel will treat the physical consequences of an assault. Following medical care, report the incident and talk about it with a trained professional. The Counseling Center 314-340-5089, Health Services (0-3526), and the YWCA Rape Counseling Services Hotline (which is regional and free) (314) 726-6665 are all places to which you can go for help.
- **THE BEST RESISTANCE YOU CAN USE AGAINST AN ATTACKER IS YOUR CALMNESS.** Always look for a way to escape. Do not panic. Try to remain calm.
- **TAKE PREVENTATIVE MEASURES TO ENSURE A SAFE CAR RIDE.** Keep windows closed and locked. Park your car in a well-lighted place. Have your keys ready when you approach your car. Look into your car, including the back seat, for intruders before entering. Never give rides to strangers and do not hitchhike. Use an emergency phone if you experience car trouble or would like a ride from a campus building to your parking space.
- **CARRY A CELL PHONE, WHISTLE, OR A PERSONAL ALARM.**
- **DO NOT LET STRANGERS INTO YOUR SUITE OR ROOM WHEN YOU ARE ALONE.** If they plead an emergency, offer to make a phone call for them while they wait outside.
- **DO NOT PROP OPEN SIDE DOORS OR EMERGENCY EXITS OF CAMPUS BUILDINGS.**
- **DO NOT LEND YOUR KEYS TO OTHERS.**
- **BE SUSPICIOUS OF TELEPHONE SURVEYS OR WRONG NUMBER CALLS.** Do not divulge your name, social security number, phone number, address, or other personal information or any of your suitemates over the phone. Never tell callers you are at home alone. If you begin to receive harassing or threatening calls, keep a log of the days, times, and circumstances related to them. Discuss the situation with an administrator in the Residential Life Office if you feel threatened by callers.

If you see unusual activity, suspicious behavior, or an actual crime occurring, report it to Campus Public Safety at 0-3333 or, in an emergency situation, 911. Report any broken windows or lights to the Residential Life Office, maintenance staff, or Campus Public Safety.

Renter's Insurance

The University assumes no responsibility for the loss or damage of residents' possessions in the University's Residence Halls or Gillespie Student Center, and the University cannot replace or repay residents for fire/water damage, electrical irregularities, appliance failures, etc. You are, therefore, encouraged to consider purchasing renter's insurance, particularly if you will be bringing your own furniture or expensive appliances such as a computer, TV, or stereo. Renter's insurance is widely available and is fairly inexpensive. The Residential Life Office has information on a renter's insurance program specifically for students.

The University is also not responsible for the loss of University property due to resident negligence or

overt destruction. The University or its insurance carrier will assess full restitution of costs due to such acts by a resident. Protect yourself with renter's insurance.

Stolen Property

Unfortunately, the Residence Hall Office staff, the university, and collegiate management cannot guarantee the safe keeping of your valuables. The University is not responsible for any of your property that is lost or stolen. Please put away valuables and keep your door locked while you are out. If theft does occur, contact your RA and Campus Public Safety (0-3333) to file reports.

Safety Issues & Standards

- **Cooking**

For reasons of safety and sanitation, only the kitchen is authorized for cooking purposes. Please do not leave food that is cooking unattended. Be sure that pots and pans (especially those containing grease) are removed from heat immediately after cooking. Turn burners "off" when not in use. Electric stoves continue cooking for sometime after being turned off and cool slowly. Meat or any type of food may not be hung, stored, or left outside for any reason. In the microwaves: do not use metal products, including aluminum foil and silverware. Doing so will short out the wiring or result in a fire.

- **Fire Alarms**

The residence hall is equipped with hard-wired fire detection equipment and every campus bedroom has its own smoke detector. Smoke detectors, strobes, and horns are **not** to be tampered with, disconnected, covered, or obstructed in any way. Wall hangings or tapestries are prohibited from covering lights, smoke detectors, or electrical outlets. A beeping noise may indicate trouble or the need for a new battery. Please notify your Resident Assistant if you hear this noise.

All Residence Hall buildings are equipped with a "supervised" fire alarm system which automatically communicates both "alarm" and "system trouble" directly to Campus Public Safety Office 24-hours a day. The St. Louis Fire Department (STLFD) is contacted immediately on receipt of an alarm signal. This notification is immediately followed with notice to all Campus Public Safety Officers on duty and the Gillespie Residence Hall staff on duty. Campus Public Safety response time to the Residence Hall suites is generally about 2 minutes while STLFD response is approximately 5 minutes. The fire department is called for every alarm. Each unit is individually checked when any alarm is sounded in a building and residents are expected to evacuate at the sound of the alarm. The alarm system is not reset until the responding STLFD unit chief gives approval. All alarms in a building are activated when any building device is put into alarm. The alarm units themselves have both audible horns and visual strobe lights that indicate an alarm. When a detector is activated, the status light will show steady. All of the suites have smoke detectors in the bedrooms and one centrally located detector. PLEASE NOTE: The alarm system cannot be reset from the living unit. Attempting to do so will cause further complications. Gillespie and Bosley Residence Hall does a full test of all devices in living units at least once annually.

- **Fire Alarm Response**

If the alarm in your building goes off, please evacuate your building. Close doors to slow the

spread of fire. R.A.'s will designate an area on your floor for residents to meet so that all floor residents can be accounted for. By evacuating your suite and going to the designated meeting area, the Resident Assistant On Duty and the Campus Public Safety Officers may account for all building residents. Be aware and helpful to mobility-impaired residents who may need assistance. Every apartment or room of the building will be entered during a fire alarm. Treat every fire alarm as if it were a real fire. Never open a door without feeling it with the palm of your hand first. If it is hot to the touch, place wet towels or clothing against the bottom of the door to seal the crack. If you become trapped, call Campus Public Safety (0-3333) and identify yourself and your location. If you cannot call or shout to someone, flutter something out of the nearest window to alert rescue personnel to your presence. All fire alarms must be reported to Campus Public Safety (**0-3333; after 10 p.m., call 280-9971**). If not yet activated, pull the nearest alarm box. Should the fire alarm in your suite activate, you must report the location and the nature of the alarm (i.e. smoke from cooking, grease fire, steam from the shower) to the Campus Public Safety Officers. When exiting the building, stay calm and proceed immediately to the nearest exit. DO NOT use the elevator. Go to the nearest safe stairwell. Be sure to know an alternate route if the nearest exit is blocked. Wear shoes, and dress for the weather since you may be outdoors for a long period of time. Take your keys because your room will be locked when you return. Bring a towel to cover your face in case there is smoke. Stay at least 50 feet away from the building, but do not leave the premises without someone's knowing in case we have to take a head count. Only re-enter the building after the alarm has been turned off and you have been instructed to do so. During fire drills or alarms, individuals who fail to evacuate are subject to University corrective action and fines.

- **Fire Extinguishers & Other Fire-Safety Devices**

Every floor hallway is equipped with fire extinguishers. Fire extinguishers should be used only for their intended purpose and should not be removed from their assigned location. The Residential Life Office should check all fire extinguishers occasionally to assure that they are properly charged. Inadequately charged fire extinguishers should be reported as work orders. Resident Assistants participate in required training in fire safety and the proper use of fire extinguishers annually. Training is provided by an independent company and includes "hands on" use of fire extinguishers. Residents are invited to have this training. In addition, the Residential Life Office, as well as the Campus Public Safety, sponsor periodic fire and life safety programs and drills for Residence Hall residents. Tampering with fire safety extinguishers, smoke detectors, or other fire-safety devices is considered a direct violation of the Residence Hall Terms and Conditions that will lead to corrective action that may include suspension, expulsion, a fine, and applicable repair charges. Please note also that individuals who cause false fire alarms are subject to criminal penalties, as well as University corrective action that may include suspension, expulsion, a fine, and repair charges.

- **Fire Hazards**

Starting small fires, using fireworks or any device with an open flame or exposed heating element is not allowed in Gillespie and Bosley Residence Hall because of fire danger and other potential room damage.

Prohibited Items:

1. Halogen lamps are prohibited in all residential areas.
2. Exceptionally flammable materials of any kind (such as parachutes) may not be hung in any living unit.

3. Flammable liquids, turpentine, paint, gasoline, propane, kerosene, and/or ether may not be stored in a residential building. This includes motorcycles, mopeds, or any machine or equipment that uses combustible fuel. Permitted items may not be stored in any way that might block the entrance or exit to or from the living unit.
4. Appliances that require an excessive amount of current are also prohibited.

Restricted Items:

1. Unlighted decorative candles are allowed; however, these can be displayed only so long as the wick (or any portion of the candle) has not been burned. This restriction is a direct result of safety concerns -- open flames are a primary cause of fires in residence halls and are a close second to grease fires in apartments.
2. Candles and incense can cause smoke damage from simply burning and may cause problems for individuals suffering from allergies and asthma.
3. Mini-refrigerators and space heaters are prohibited.

Reckless Behavior & Hallway Sports

Ample sport and recreation areas are available on the campus. Because of the risk of injury and damage to property, sports activities, horseplay, and other reckless behavior, (including, but not limited to, floor hockey, bicycle riding, skateboarding, Frisbee, soccer, hackey-sack, and water fights) may not be conducted anywhere in the buildings or on the grounds surrounding the buildings except in designated areas. Food fights are prohibited everywhere in the Residence Hall, because such activity attracts pests, is impossible to thoroughly clean up, and is dangerous.

Smoking

Smoking is prohibited in all areas of the **Residence Halls and Gillespie Student Center**.

Electrical Appliances & Electrical Usage

Caution should be exercised in the use of electrical appliances to prevent overloading of electrical circuits. Multiple-outlet electrical plugs are prohibited; these plugs overload circuits and may cause a serious fire. Surge-protected outlet strips are recommended. All electrical extension cords must be UL listed. Appliances must be equipped with an overheat fuse or automatic shut-off devices and must be UL approved.

Corridors and Fire Doors

It is absolutely essential that corridor and stairwell doors be kept closed at all times. Closed doors retard the travel of smoke, heat, toxic gases and fire from the area of origin.

In the event of a bomb threat, requiring evacuation of the residence hall, students will be alerted to the situation and asked to follow standard evacuation procedures outlined for fire emergencies and drills. A bomb threat, even one made as a prank, is a violation of both federal and local laws, punishable by a fine and prison sentence.

Long-term Evacuation of Residence Halls

In the event of a Residence Hall evacuation, residents will be instructed to move to a designated campus location?. Residents are advised to collect the following items: prescription medications, flashlight, bedding (no mattresses), extra clothing, personal-care items, hygiene products, eyeglasses, non-perishable food and water. If residents remain evacuated for more than two days, they will be instructed to find off-campus accommodations.

Emergency Procedures

- I. IN CASE OF TORNADOES AND/OR EARTHQUAKES:
 - The residents on each floor will go to the stairwell of their floor and descend to the stairwell of the ground floor.
 - There, they will remain until they have received official word that it is safe to leave the ground floor stairwell.

- II. IN CASE OF FIRE OR OTHER THREATENING DAMAGE TO THE BUILDING:
 - The residents on each floor, or on the floor where the fire or other damage has occurred, will go to the stairwell of their floor and descend to the stairwell of the ground floor.
 - On reaching the ground floor stairwell, they will proceed outside the Residence Hall building to an area that is at a safe distance from the building.

Emergency Procedures

In the event of an emergency, assistance may be obtained by contacting an RA, any residential staff member or the Campus Public Safety Officer on duty. Give a clear description of the problem, your location (including floor and room), and your name.

Emergency Injury/Accident Plan

The following steps should be followed when a student is injured:

1. Trained personnel should stabilize the injured person and/or move him/her to a safe area. If appropriately trained personnel are available, then the RA should call Campus Public Safety or 911, if needed.
2. The trained personnel or staff member needs to stay with the injured person while someone else goes for help.
3. If the injury is serious enough, call 911 immediately. Do not take the person to the hospital yourself.
4. Have the Campus Public Safety Office check the medical alert list or the student's medical record to find out if the student has any allergies to medicine or other significant medical alerts.
5. The staff member on duty, the Campus Public Safety Officer, and the health care provider are responsible for filing a written accident/incident report to the administration within 24 hours. It should be noted that trained health care personnel are on duty 7 days a week/24 hours a day.

Domestic and Relationship Violence

Violence in relationships is terribly destructive, not only to the individuals, but also to suitemates or neighbors surrounding the relationship. Violence among suitemates is typically dealt with as a case of physical assault or abuse and will be addressed through the University corrective process. Incidents of violence will not be tolerated, and the violators will be referred for counseling. Significant and/or multiple incidents may result in termination of the Residence Hall contract.

Physical Assault

All forms of physical assault, including physical attacks, fighting and sexual assault are prohibited on campus and will be dealt with severely. Furthermore, such acts may invoke the mandatory

arrest directive of Missouri's domestic violence law.

Sexual Harassment or Assault

Sexual harassment or assault is a serious violent crime, which has far-reaching effects. The University and Residence Hall will make every effort to educate the community about sexual harassment or assault and to protect students. By definition, sexual harassment is any unsolicited, or unwelcome conduct, comments, or exhibitions done or made by any person. Any resident who wishes to lodge a complaint of sexual harassment may do so to the Campus Sexual Harassment Officer, the Director of Human Resources, in the Dr. Henry Givens, Jr. Administration Building, Room 115. In case of rape, the rape hotline number is **726-6665 or 531-7273 available 24 hours a day.**

Verbal Abuse

Residential Life will make every effort to ensure that each member of the Resident Community feels welcomed, comfortable, and safe. Use of language that is abusive or intimidating is contrary to this effort and can create an environment of discomfort and fear. It is expected that all members of the Community refrain from abusive language in their interactions with residents and staff. Verbal abuse may include various forms of communication such as oral, written, telephone, computer, etc.

Physical/Verbal Threats and Harassment

If a resident is physically threatened or harassed, he/she should immediately contact the RA or Campus Public Safety for assistance. If a resident receives verbal/harassment over the telephone, please follow these procedures:

- A. Note the exact time of the call.
- B. Write down, as accurately as possible, all statements made by the caller.
- C. Listen to the voice to determine gender, age, accent and any other distinguishing features of the voice.
- D. Listen for any background noises (vehicular noises, alarms, voices, etc.)
- E. After the call is ended, notify your RA or reception desk.
- F.

HEALTH SERVICES

Campus Health Services (GRH Room #111)

Eligibility for Student Health Insurance

All full-time on-campus students enrolled for 12 or more credit hours will be automatically enrolled in this plan and assessed a fee unless proof of coverage is provided within the first 10 days of classes. All part-time students (6 credit hours or more) are eligible to become enrolled in this plan and may do so on a voluntary basis. Summer session students and students who purchased insurance during the Spring semester and plan to return in the Fall may purchase Summer session coverage insurance. Coverage will become invalid for students who leave school within 31 days of their effective date of coverage. Call 0-3526 if you have questions about student insurance.

Medical

If emergency medical attention is needed, contact Student Health Services immediately. If Student

Health Services are unavailable, call Campus Public Safety which will contact 911 if needed. Members of the Health Services Office and Campus Public Safety should be notified. Always call 911 if the following symptoms are present:

- Absence/difficulty in breathing
- Chest pain
- Bleeding that will not stop
- Motor vehicle crashes
- Change in the level of consciousness or unconsciousness
- Burn injuries
- Stroke (slurred speech or loss of movement or feeling)

Contagious Disease and Other Personal Health Issues

Sickness can be a serious issue in the Residence Hall population. The Residence Hall is a densely populated locality where contagious disease can spread rapidly via the casual but frequent interactions residents have with each other. Most contagious diseases in Gillespie Residence Hall are mild “spreads” of colds, flu, and other bacterial or viral infections. However, the occurrence of more dangerous diseases, like chicken pox (which can be lethal in adults), hepatitis, and meningitis is foreseeable. If Campus Health Services become aware of the incidence of a serious contagion or an apparent infectious epidemic, these offices will work together to control the migration of the disease and to contact those residents who are at risk. If necessary, residents may be quarantined with details addressed on a case-by-case basis. Campus Health Services (GRH 111) is available and capable of assisting residents with all health concerns and in most cases is all that is needed to deal with your situation.

Other personal health issues are of significant concern to the Residential Life Office. In order to best serve our residents from an emergency response perspective, anything that has, or could have, potentially life threatening complications (e.g. asthma, epilepsy, diabetes, heart trouble and pregnancy) and anything that impairs mobility (e.g. vision impairments, late term pregnancy, broken legs, and hearing impairments) should be communicated to the Residence Life Office. The Residence Hall Staff are knowledgeable about both on and off campus resources. If you share such information with us, the Residential Life Office will make certain you are aware of other campus departments that might be of significant assistance to you and we will do all we can to protect your privacy.

The Residential Life Office and the Counseling Center work together to identify, intervene and care for your emotional and mental health, as well. Counseling Services is staffed by professionals who are capable of dealing with the full spectrum of mental health issues from stress and anxiety, to addiction, to acute and chronic illnesses. If you are having suicidal or homicidal feelings, please contact Residence Life Staff or the Counseling Services directly at 0-5089. The Gillespie Residence Hall Office is here to help you succeed in your academic pursuits. If health or wellness issues are impairing your physical or mental ability to learn, work, and live, we are concerned. Please ask us to help.

IN THE EVENT OF ILLNESS/INJURY (make sure they are still present)

Please seek medical attention when needed. For those without a primary care physician, the following list of urgent care centers may be helpful.

Health Resource Center

314-389-0008

1371 Hamilton Avenue, Saint Louis, MO 63112

Saturday 9:00AM – 12:00PM Free

Med-Stop Urgent Care Center 314-543-5294

2900 Lemay Ferry, Lemay Road, MO 63125

Seven days a week 8:00AM – 8:00PM Sliding Scale

People’s Health Centers 314-367-7848

5701 Delmar Boulevard, Saint Louis, MO 63112

Mon – Wed – Fri 8:30AM – 5:30PM Thursday & Friday 8:00AM – 8:30PM

Sliding Scale

Saint Louis Connect care Urgent Care Center 314-879-6300

5535 Delmar Boulevard, Saint Louis, MO 63112

Mon through Friday 8:00AM – 7:00PM Saturday & Sunday 8:00AM – 5:00PM

Sliding Scale

St. Luke’s Urgent Care Center 314-576-8189

8857 Ladue Rd St. Louis, MO 63124

Seven days a week 8:00AM – 8:00PM Payment Arrangements Made

Handling of Blood-Borne Pathogens

When cleaning up blood or vomit in the residence hall, staff should wear rubber gloves to protect against any infectious diseases.

Health Insurance

It is the intent of the Harris-Stowe State University to provide 24-hour, worldwide coverage on a year-round basis as the appropriate fees are paid each semester. Full-time students will be automatically assessed a fee for the insurance when they register for the Fall and Spring semesters. Students who provide certification of equivalent insurance within the first 10 days of regular classes may have the assessment removed from their fees. The plan is designed to provide protection against medical expense incurred from accidents or sicknesses not covered in the services provided by the Campus Health Service. Campus Health Services (GRH 111) is open 24 hours a day, seven days a week when the students are in residence.

Quick Reference Office Numbers

Bosley Front Desk	(314)340-5301
Bursars Office	(314)340-3343
Career Services	(314) 340-3512
Counseling Services	(314)340-5089
Financial Aid	(314)340-3500
Hornets Café	(314)340-5992
IT Services	(314)340-3327
Public Safety	(314)340-3366
Registrar	(314)340-3600
ECDC Building	(314)340-5055
Public Safety	(314)340-3333