RESIDENCE LIFE HANDBOOK

Southwestern Oklahoma State University

WELCOME

Welcome to the SWOSU Residence Life program. We are proud that you have made the decision to be a part of our community. It is people like you that make Residence Life so great!

Living on-campus introduces students to a new and exciting aspect of student life at SWOSU, where there will be many opportunities to be involved in a variety of activities, which will broaden the educational experience. SWOSU is committed to providing living/learning facilities that will enhance academic success. Our dedicated staff strives to provide a safe, fun, and unique environment, whereby students are afforded optimal opportunities for individual development and growth.

Our mission statement further asserts our student-friendly mindset:

> *The Department of Residence Life is committed to creating and sustaining a cooperative living environment for residents which fosters learning and personal growth while providing a cultural climate focusing on social interaction, relationship development, and the needs of all individuals.*

We have prepared this guide to help you become acquainted with the SWOSU Residence Life program. It contains information about people who live and work in the residential facilities and provides important details about your new home. As you become settled, familiarize yourself with the contents of this guide as it outlines our services and policies.

Residence Life Staff

The Residence Life Office employs a full staff of trained personnel in all of its buildings to ensure a comfortable and positive living experience.

Residence Life Office
The Residence Life Office is located at the Southwest entrance of Neff Hall. The staff is composed of professionals who coordinate room assignments, billing, maintenance, staffing, and programs.

Housing Coordinator: A full-time, live-in professional is responsible for the smooth operation of each residential facility. He/she supervises the building staff members, coordinates hall functions, provides counseling and disciplinary referrals when necessary, and performs administrative functions.

Resident Advisor (RA): Each wing/floor of the residence halls has designated Resident Advisors who serve as the primary resource to the residents for information and assistance. They help in planning programs for the wing and the building. They work with residents and the Residence Life Office to create and to maintain an environment conducive to academic, personal, and social growth. RA's are selected on the basis of academic achievement, leadership ability, and commitment to the benefits of on-campus living. A portion of their responsibilities include staffing the front desk of each residence hall during scheduled hours. During this time, they are responsible for assisting visitors and guests; issuing equipment, and other materials which are available for residents' use; forwarding emergency maintenance requests; and other administrative tasks that may arise.

Building Attendants: Custodians are responsible for light maintenance and keeping common areas/grounds clean and attractive.

Maintenance Technician: The Residence Life Maintenance Technician handles all basic maintenance needs in the residence halls.

Reservation Agreement Information

Terms and Conditions of SWOSU University Housing

The application is a binding agreement between SWOSU and the resident for University housing and meals. A deposit is required in the amount of $100 for the residence halls or $200 for the apartments, and must accompany the application to be complete. University housing is only available for current SWOSU students, faculty, and staff.

Term of Agreement
All Agreements operate on a 9-month academic term and/or 3-month summer term. Select holidays and breaks are not included in the room and meal fees; as such, meal plans are inactive during these particular University holidays/breaks. Residents wanting to stay during designated interim breaks must obtain permission from the Residence Life office and will be charged for the entire interim period even if they do not stay the entire time.

Cancellation of Agreement
For a refund of the deposit, a cancellation request must be received in writing at the Residence Life office by June 1st for the 9-month academic term and May 1st for the summer term. Once a resident officially checks into their residence, he/she is bound to fulfill the full term of the agreement and cancellation would require an opt-out fee of $500 for the 9month academic term and $200 for the summer term. Additionally, residents are responsible for the pro-rated portion of room and meal plans. A refund of the remaining funds will be issued once all room and meal, penalty fees, and other outstanding debt owed to the University have been collected. Special conditions apply to cancellations due to military service call up, fall graduation, or medical reasons for which reasonable accommodations are not possible and may be eligible for a full waiver of the opt-out fee after review and approval of appropriate documentation. Residents will receive a full refund of the deposit assuming all checkout procedures were properly followed.

Meal Plan
All residents residing in the residence halls are required to select a meal plan to be used on campus. Changes to meal plans are allowed prior to the first 30 days of each semester only. Students must present their campus ID card at each food service location. Three meals may be used daily Monday-Friday and two meals daily Saturday-Sunday. Each meal has an equivalency of $6.00. Meal tickets are not transferable to another week or student. All meal plans and original Flex$ associated with a meal plan expire at the end of each semester and will not be refunded or carried over to the following semester. Optional Flex Dollars may be added at any time which will roll over to the next semester. For more information about the use of the meal plans and hours of operation, visit Food Services.

Payment of Accounts
Students must pay all room and meal fees in accordance with the University schedule. A $50 late fee is added for each payment that is more than 5 days overdue. Students who are habitually late or become more than one payment behind are subject to removal from University housing and all cancellation fees.

Assignments
The University reserves the right to place all residents and make all assignments. Assignment of a room does not guarantee University admittance. Assignments are based on room availability and determined on the basis seniority and of the dated receipt of application and deposit for new applicants. The Office of Residence Life cannot guarantee preference, but requests will be honored when possible. If all preferences are unavailable due to facility capacity, residents will be placed on a waiting list in the order that they are received. Private rooms are limited and are assigned on a seniority basis. Students not occupying their assigned spaces by the first day of classes will still be bound by the agreement, but may lose their assigned space and reassigned other accommodations. The University assigns roommates without regard to race, color, national origin, religion, age or other categories as may be applicable under state or federal requirements.

Check-In Process
In order to move in, residents will need to report to the front desk of the building to which they have been assigned. Upon checking in, residents will be given a Room Condition Report (RCR) that was initiated by a staff member. Residents are responsible for completing and signing the form. It is important to accurately complete the report because it will serve as the basis for any check out charges. Residents must also complete an Emergency Medical form, Liability Release form, and a Meningitis waiver before a room key will be issued.

Check-Out Process
In order to check out properly, residents should remove all personal belongings and thoroughly clean all areas. Contact your RA or Housing Coordinator and they will inventory the room, collect keys, assess any damages, and issue a Room Condition Report. If you are not returning to University housing for the next semester, have completed all of the terms of your contract, and there is no damage to the room upon check-out, your housing deposit will be refunded. Residents who fail to check out properly will forfeit their deposit and be responsible for any damage or loss in their residence.

Room Changes
Residents requesting room changes must do so through their Residence Life office. Requests will be approved on a case-by-case basis. Residents may be charged a $25 transfer fee if the change occurs following move-in.

Limitation of Liability
Although reasonable precautions are taken to maintain adequate security, The University cannot guarantee the safety of and does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property, which occurs in its buildings or, on its grounds prior to, during, or subsequent to the period of the contract. The student and his/her Guarantor are encouraged to carry appropriate insurance to cover such losses. Refunds are not made for unused Flex Dollars or meals; or mechanical, heating, air conditioning, plumbing, or electrical malfunctions, Natural Disasters, Illness or for any other reason.

Rights of the University
Residents must abide by the rules and regulations in the Residence Life Agreement, the *Residence Life Handbook,* the *SWOSU Student Handbook,* and other University policies, as well as local, state, and federal laws. Residence Life reserves the right to: inspect rooms for damages, health and safety issues, and infractions of Residence Life, University, State and Federal regulations; consolidate or close entire or partial buildings, floors, and rooms due to safety considerations, renovation, or energy conservation; refuse admission or readmission to University housing; or cancel the housing agreement during the term due to student's failure to meet University requirements, policies, or regulations.

Dining Services

All residents must purchase one of the twelve available meal plans for each semester. Each plan outlines a specific number of meals to be used per week at Duke's Diner (cafeteria), in addition to a declining amount of "Flex Dollars" that can be used in the University Market, University Grill, Duke's Diner, Bulldog Beanery and selected vending machines. Residents have the choice of the following options:

Standard	Flex$	**Low Flex**	Flex$	**Mid Flex**	Flex$	**Super Flex**	Flex$
10 meals per week	$0	10 meals per week	$100	10 meals per week	$175	10 meals per week	$250
14 meals per week	$0	14 meals per week	$75	14 meals per week	$125	14 meals per week	$175
19 meals per week	$0	19 meals per week	$50	19 meals per week	$75	19 meals per week	$100

Returning residents have an additional meal plan option:

Standard	Flex$
8 meals per week	$0

Based on the meal plan selected, the week meals will expire at the end of each week and are not transferable to another week. The Flex Dollars issued to residents (based on the meal plan selected) is useable throughout the semester. Any original Flex Dollars remaining at the end of the semester will expire and will not carry over to the following semester. Your student ID serves as your meal ticket and must be shown to eat at any of the University venues. For those requiring special dietary accommodations, Food Services will review all requests with proper documentation.

Fall & Spring Semesters

Duke's Diner Cafeteria:

Monday-Thursday	Lunch	11:00 a.m. - 1:30 p.m.
	Dinner	4:30 p.m. - 6:30 p.m.
Friday	Lunch	11:00 a.m. - 1:30 p.m.
	Dinner	4:30 p.m. - 5:30 p.m.
Saturday-Sunday	Brunch	11:30 a.m. - 1:00 p.m.
	Dinner	4:30 p.m. - 5:30 p.m.

University Grill Food Court:

Monday-Thursday	6:30 a.m. - 8:00 p.m.
Friday	6:30 a.m. - 5:00 p.m.

University Market:

Monday-Thursday	7:00 a.m. - 12:00 a.m.
Friday	7:00 a.m. - 7:00 p.m.
Saturday	1:00 p.m. - 7:00 p.m.
Sunday	3:00 p.m. - 10:00 p.m.

Bulldog Beanery Coffee Shop:

Monday-Friday..... Check location for hours

Safety and Security

Providing a safe living and learning environment for University residents is our foremost mission. To that end, the Residence Life staff coordinates various safety programs for residents throughout the year, highlighting topics such as securing personal belongings, personal safety on and off campus, and the use of University Police escorts. In addition, Residence Life staff, trained in emergency procedures, is available to assist residents when necessary.

Illness or Injury

If you are ill or sustain an injury, you are encouraged to contact Health Services or a member of the Residence Life staff for assistance. Student Health Services (774-3776) will examine students who are ill and refer residents to a physician if necessary. Residents with a health record on file can visit a local physician with the University Nurse's referral. The cost for a visit to Student Health Services is free and a referral applies for a physician visit.

Fire Safety

Fire drills are held periodically and residents must follow the emergency procedures and evacuation plans as posted. According to State and Federal law, residents must participate and evacuate in the event of a fire drill. Failure to evacuate residential facilities during a fire drill or once a fire alarm has sounded may result in disciplinary action and a fine. Residents are required to clear all facilities within three minutes, while practicing safe exit procedures.

Storm Shelters

Storm shelters are provided for each facility in the event of severe weather. When necessary to take cover, residents should make their way to the following areas once City sirens sound:

- Mann Hall – Basement
- Black Kettle Hall – Parker Center basement
- Stewart Hall – basement
- Oklahoma Hall – Gold Program/Mechanical Room
- MMS Apartments – Neff Hall basement
- Neff Hall – basement

Security Guidelines

SWOSU does not assume any liability or responsibility for the loss, theft, or damage to any student's personal property while in our residential facilities. The following is suggested:

- Register your valuables with the University Police Department
- Keep your door, window, and balcony doors locked at all times
- Carry insurance on all valuables. Insurance information is available in the Residence Life office
- Mark all personal property with your name. This includes your books
- Report lost keys and broken locks to the Residence Life office immediately
- Immediately report persons who behave in a suspicious manner to Residence Life staff
- Thefts, assaults, and health emergencies must be reported to the University Police as well as the Residence Life staff

Health and Safety Inspection

A scheduled preventative safety inspection for each resident's room will take place at least once during the semester. The emphasis of these inspections is the verification that students are not actively contributing to any condition that would put their health or safety at risk. Residents will, to the extent practicable under the circumstances, be given advance notice that Health and Safety Inspections will be conducted during the semester. During these inspections, Residence Life staff will enter rooms and look for items or conditions that might possibly pose a health or safety hazard to students or to student housing. Areas to be addressed are:

- Water Leaks/Mold/Mildew
- Sanitary Conditions/Cleanliness Standards
- Alcohol/Illegal Weapons/Drugs
- Smoke Detectors
- Guest/Pet/Lease Violations
- Candles/Open Flames/Overloaded Electrical Outlets

Room Search

SWOSU understands a student's desire for privacy and takes reasonable steps to protect this privacy. It is, however, occasionally necessary for the University to exercise its contractual right to room entry. The established procedures are designed to ensure reasonable, restrained use of the right of entry. Rooms may be entered for the following reasons:

- When a known emergency exists
- When there is evidence that a possible emergency or violation of University regulations exists
- For non-routine or routine maintenance
- For fire equipment checks and health and safety concerns

A member of Residence Life will first knock and announce who is to be entering. When residents are present, they must open the door after staff members have identified themselves. The room will usually be searched by a Housing Coordinator and/or Resident Advisor. Only items which are specifically prohibited, or which pose immediate danger to the health and safety of the residents will be removed from the student's room without prior consultation with the owner.

Facilities and Services

Front Desk
Each hall has a reception desk that is staffed by RAs during scheduled hours of the day. They are there to assist you with any information or concerns you might have about the hall. They also have recreation equipment and games that can be checked out using your student ID.

Laundry and Vending Machines
Laundry facilities and vending machines are provided for the convenience of the residents. Washers and dryers are for resident's use only. Vending machines accept coins, dollars, and student ID debit transactions. If any of the equipment is inoperable, please report the problem to the Residence Life Office.

Custodial Services
Custodians are responsible for cleaning public areas of the facilities. However, a large part of the upkeep is the residents' responsibility. Custodians are not required to clean messes that are the result of resident acts. Residents may be assessed costs of extra cleaning performed by custodial personnel resulting from unnecessary disorder.

Maintenance Requests
The maintenance technician is responsible for basic and general preventative maintenance of the facilities. It is important that residents take responsibility in reporting maintenance issues that they may have experienced, witnessed, or caused. To make a maintenance request, go to your hall's front desk and fill out a maintenance request with the RA on duty. If an emergency maintenance issue arises prior or following desk hours, contact an RA or the hall's Housing Coordinator.

Mail
Mail service is provided directly to each residential facility and is posted once each day, Monday - Friday. Residents checking out of the residence hall or moving to another hall should complete a forwarding address card. There will be no delivery of mail to students during vacation dates, national holidays or University closings. Please do not ask office personnel to keep anything of value inside your mailbox (i.e., room key, jewelry, etc.). The University will not be responsible for any lost or damaged items. To ensure proper and timely delivery, use the following format:

YOUR NAME
Oklahoma Hall, Room #
104 E. Davis
Weatherford, OK 73096

YOUR NAME
Mann South Hall, Room #
111 E. Davis
Weatherford, OK 73096

YOUR NAME
Mann North Hall, Room #
113 E. Davis
Weatherford, OK 73096

YOUR NAME
Stewart Hall, Room #
215 E. College
Weatherford, OK 73096

YOUR NAME
Black Kettle Hall, Room #
1120 N. Broadway
Weatherford, OK 73096

YOUR NAME
Neff Hall, Room #
221 W. College
Weatherford, OK 73096

YOUR NAME
Mary Mabry Savage Apartments, Apt. #
323 W. College
Weatherford, OK 73096

Lockouts
A resident locked out of his/her room should contact the Resident Advisor on duty. A lock out fee will be assessed, and a Room Lockout form must be completed. All residents will get their first lock-out fees waived (free), every additional lockout following is $20 each.

Student Conduct

Purpose
The purpose of the Student Conduct System is to maintain the standards of the University and community living by assisting students in understanding and accepting the challenge of a responsible living environment. In a responsible

living environment, all residents are responsible for creating and maintaining the type of community that will facilitate academic and personal success.

Students are expected to abide by the policies established by the University and the Department of Residence Life, as well as all local, state, and federal laws. Failure to meet these expectations may result in referral to the Student Conduct System. The student code of conduct can be found in the Student Handbook.

The Student Conduct System is based on two principles. The first is a commitment to uphold the rights, as well as the responsibilities, of each student. The second is a belief that students should be held responsible for their behaviors and conduct issues should be educational in nature when possible.

Filing a Complaint
Any University student or staff member may file a complaint against a student based on violation of residence hall rules or policies. Complaints must be filed with the Housing Coordinator of the facility where the infraction occurred. After a complaint has been filed, the Housing Coordinator will contact the student to discuss the incident. Housing Coordinators exercise an open-door policy for discussion of pertinent issues.

Judicial Board
Once an incident report has been filed, the student's Housing Coordinator will make an appointment to discuss the incident. Depending upon the circumstances, the Housing Coordinator may resolve the situation with the student or a formal hearing with the housing judicial board may be held. Sanctions for infractions may include fines, probation, facility reassignment, contract cancellation, and/or the assignment of educational sanctions/requirements.

Formal hearings before the Residence Life Judicial Board may be held to determine the outcome of complaints. Comprised of students from each residential facility, the Judicial Board will help enforce rules and regulations within each residential facility. Serious infractions of the disciplinary code may be referred immediately to the Council of Housing Coordinators or the Director of Residence Life & Housing.

Council of Housing Coordinators
The Council of Housing Coordinators is the second-tier of the Residence Life student conduct hierarchy. All Residence Life Judicial Board appeals are heard by the Council of Housing Coordinators as well as critical incidents (drugs, weapons, etc.). Incidents occurring during dead week, finals, interim, and summer school periods may be heard by the Council of Housing Coordinators as the Judicial Board is not in session.

Student Conduct Policies

As a member of the SWOSU community, residents are responsible for knowing and abiding by all policies governing on campus residential living. Residents are expected to play an active role in monitoring behavior that occurs around them in their community. It is the responsibility of all residents to report, to the proper authorities, any actions that are not in keeping with acceptable standards of student behavior.

An important part of on-campus living is becoming a part of a large community. Both the University and other residents have some expectations as to how individuals should act, how to resolve conflicts, and how to "fit in" with neighbors. A community of over 1000 students requires some guidelines that will assume a healthy living environment where student rights will not be infringed upon. All students are expected to abide by the Student Code of Conduct outlined in the Student Handbook. The policies outlined in this handbook are in addition to the Student Code of Conduct and are specifically for students living in the residence halls.

Smoking/Tobacco Use
As part of a program to promote the health, safety, and quality of life of all people who come to SWOSU, a tobacco-free policy has been initiated, whereby prohibiting the use of all tobacco products on University owned property 24 hours a day, 7 days a week. This policy includes all forms of tobacco products including cigarettes, cigars, pipes, hookahs, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit, smoking, or both. Tobacco use is restricted from SWOSU owned/maintained property including, but not limited to buildings, facilities, sidewalks, roadways, parking lots, grounds, University vehicles, and privately-owned vehicles while parked on University property. Compliance and violations of this policy shall be handled according to University policy as

outlined in the Student Handbook. **DO NOT COVER YOUR SMOKE DETECTOR. THIS WILL ALSO SET OFF THE FIRE ALARM AND RESULT IN AN IMMEDIATE FINE & POSSIBLE DISMISSAL FROM HOUSING.**

Alcohol Policy
The University alcohol policy in the Student Handbook states: "The consumption or possession of alcoholic beverages, or illegal narcotics in any form, on the campus, in University housing, or at any affair on the campus sponsored by or for a student organization is forbidden. Drinking, being in possession of, or under the influence of alcoholic beverages on the campus or at University sponsored events on the campus is prohibited. Confiscated liquor and beer will not be returned to those persons from whom it was seized. All beverages which are confiscated will be destroyed pending resolution of any legal action taken against parties in possession of the alcohol." Additionally, liquor bottles, beer cans or containers for alcoholic beverages may not be used for decoration in the residence hall and are subject to confiscation.

University Officials Compliance
Housing staff members are University officials. Residents or guests must comply with directions from any University official. Verbal and physical abuse focused toward the staff members by residents or guests will not be tolerated. Written documentation of each incident will be submitted to the proper authorities. Verbal or physical abuse violators will be handled through the University disciplinary system.

Identification
Persons, including residents, must identify themselves when asked to do so by Residence Life staff or other University officials. A SWOSU picture ID for residents is required. For non-resident guests and students, SWOSU ID's and driver's licenses are among legitimate forms of picture ID accepted.

Administrative Removal
The University reserves the right to administratively remove a resident from University housing who poses a danger to the health, safety, or welfare of any student, employee, guest, or to the University and/or any of its property. Administrative removal is not subject to the procedures set forth in the University's Student Conduct System, although it can be an element of sanctions in the judicial process.

Summons
A summons, whether oral or written, is an official request for a student to report to a University official's office. Failure to respond to such a request is a violation of the Student Conduct Code and may result in a hold on your records and further disciplinary action.

Mandatory Meetings
Several times throughout the course of the academic year, important meetings are called by the RA, Housing Coordinator, or Director of Residence Life and held to collect or to disseminate vital information. Attendance at these meetings is mandatory. Failure to attend these meetings may result in disciplinary action and a fine.

Personal Conduct
Each student is considered an adult and is expected to behave in a responsible manner and comply with all rules and regulations as set forth in this handbook, Reservation Agreement, and the SWOSU Student Handbook, as well as all local, state, and federal laws. Residents and their guests should dress and conduct themselves in such a fashion as is fitting of community living and show due consideration to neighbors. The use of foul language and public display of affection are in poor taste and not acceptable. Any student whose actions are found to be detrimental to the welfare of the student's living environment will either be relocated or removed from Residence Life and subject to disciplinary action.

Hazing Hazing is strictly prohibited. By definition, hazing is "any intentional knowing or reckless act, occurring on or off the campus of an educational institution, by one person alone or acting with others, directed at a student, that endangers the mental or physical health or safety of the student for the purpose of pledging, being initiated into, affiliating with, holding office in, or maintaining membership in any organization whose members are or include students at an educational institution" (Oklahoma Statues, Title 21 - Section 1190).

Vandalism
All SWOSU property belongs to the State of Oklahoma. Vandalism of this property is strictly prohibited. Students who vandalize property by damage or defacement must pay for the repairs and will be subject to further disciplinary action.

Personal Hygiene Students need to maintain a proper level of personal hygiene. Resident's personal hygiene and room must be kept at an appropriate level at all times. Staff members make periodic inspections of rooms to insure sanitary conditions. In order to avoid unnecessary pest problems, students are required to tend to all personal trash in a timely manner. All personal trash is to be taken to the appropriate designated disposal site. Trash and left over food must not be left in the rooms, hallways, bathrooms, or lobbies. Bed should be made; clothes stored; lavatory, mirror, and faucet cleaned; floor and the rest of room neat. Failure to comply with cleanliness standards may result in disciplinary action. Residents are prohibited from acts of misconduct that endanger the health, hygiene, or safety of other residents or students. This includes proper disposal of bodily fluids (i.e. spit, urine, vomit, etc.).

Room/Apartment Decorations

1. All decorations should be temporary in nature so as not to permanently deface or damage the rooms finish. Students are encouraged to use good judgment in attaching materials to walls and surfaces as they assume full responsibility for cleaning and removing all marks left by adhesives. Please don't use gray tape, double sided tape, or putty.
2. No nails, tacks, or screws may be used in rooms. Nor, should stick-on decals be placed on doors, walls, or furniture. (**Small nails may be used in Mann South, no adhesive hooks)**
3. Residents are not allowed to paint their own rooms. In addition, students are prohibited from removing or altering portions of any University furnishing assigned to a room, such as bed frames, desks, shelves, window drapes, etc.
4. Banners, flags, and aluminum foil is not permitted on windows. Window coverings are provided for each room and they are the only window coverings to be visible from the exterior of the building.
5. Obscene material, including, but not limited to, pornographic literature, X-rated movies, and displays of profanity or language that is offensive to others may not be displayed.
6. Candles, potpourri burners, and incense are considered fire hazards and are prohibited. The lighting and burning of flame-producing mixtures is also prohibited.
7. Halogen lamps, electrical cords without surge protection, and water furniture is not permitted.
8. Carpet may be placed on the floor, but carpet tape or other adhesives cannot be used to hold the carpet down.
9. Door decorations are limited only to the cork bulletin board on the door. These are to be decorative in nature and may be covered with paper or material.

Damages and Excessive Cleaning
Any damage to the room other than what is noted on the Room Condition Report (RCR) at the time of checkout will be assessed accordingly to the student(s). Charges for damage and/or cleaning will be assessed against the student(s) by the University and must be paid promptly. The University, at its sole discretion, shall make the determination of the amount of such loss or damage. Any damage to common areas, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, etc., will be charged to the individual(s) responsible for the damage. If the party responsible is not determined or reported, the charges will be assessed to each resident of the suite, apartment, wing, or the entire complex, whichever is appropriate.

Drugs and Drug Paraphernalia
The Residence Life policy towards illicit drugs is a zero tolerance. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of such substances. Students are also prohibited from possessing paraphernalia such as bongs, deseeding trays, roach clips, one-hitters, etc. Anyone found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to University disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws.

Although Oklahoma Marijuana Laws allow for Medicinal use, SWOSU follows federal guidelines. This means that Marijuana is not allowed on campus or in the residence halls.

Firearms/Weapons
Firearms or weapons of any kind are not allowed on the SWOSU campus and, therefore, are prohibited in residential facilities. This policy also applies to paint-ball guns and related equipment. If you wish to bring hunting equipment (guns, rifles, bow and arrows, crossbows, pellet guns, BB guns, hunting knives, etc.) to the University, the University Police Department will store these at no charge. Anyone found in violation of this policy will be subject to having his/her housing

contract terminated and, in addition, may be subject to University disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws.

Flammable Materials/Explosives
Residents are prohibited from possession or use of explosives and flammable or hazardous materials. Explosives, fireworks, gasoline, or any other flammable material that might create a hazard may not be kept in a campus residence. The possession or use of such materials is contrary to state law and University policies. Anyone found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to University disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws.

Fire Fighting and Detection Equipment
Students are prohibited from activating a false fire alarm. Additionally, residents shall not disconnect, remove batteries or intentionally damage any smoke detector, water sprinkler, or any other firefighting equipment in the residential facilities. Anyone found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to University disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws.

Keys
Upon checking-in, residents are issued a key for their room and mailbox. Under no circumstances should residents loan out or give their keys to another person. Residents will be held responsible for all loss and actions resulting from such. Students CANNOT have University keys duplicated or locks altered. Any evidence of such will result in immediate disciplinary action by the University. Residents must immediately report the loss of keys to the Housing Coordinator or RA on duty. The resident losing the key must fill out a key replacement form. A key replacement fee of $50 will then be charged to the resident's account, and a new key issued. Once a lock or key change request has been initiated and approved, it cannot be rescinded. All residents, when checking-out permanently, must turn keys into the Residence Life office or be assessed a penalty.

Electrical Appliances/Cooking Use
Microwaves and refrigerators should be plugged directly into the wall outlet. Small refrigerators up to 4.5 cubic feet are allowed in the rooms. Electrical appliances that have exposed heating elements are not allowed. Exceptions are coffeepots, irons, small microwaves, and curling irons. Furthermore, cooking is not permitted in resident rooms for health, safety, and sanitary reasons, as well as being in violation of fire codes. Cooking is permitted only in the provided common area kitchenettes properly equipped by the University. Per the State Fire Marshall crockpots, hot plates, griddles, waffle makers, etc. are also not permitted in the rooms.

Abandoned/Confiscated Property
Personal effects and other property of value that has been abandoned at the end of the semester or after a student has checked-out and not claimed within 30 days shall be considered abandoned property and may be retained by the University as its property or may be disposed of through sales, donations, or in such a manner as the University in its sole discretion may determine. Likewise, all confiscated prohibited objects left uncollected after 30 days shall be considered as abandoned property.

Courtesy Hours
It is important that a living and learning environment conducive to sleep and study is maintained. In order to facilitate this, "courtesy hours" have been designated during which stereos, televisions, and residents should not be loud enough to disturb other residents. Courtesy hours for all residential facilities are enforced from 10 p.m. to 10 a.m. Additionally, some facilities have floors/halls where courtesy hours are observed 24 hours daily. Those living in or visiting these areas must honor this standard. Courtesy hour violations, resulting from excessive noise, may result in disciplinary action.

Guest Policy
The hosting of guests is a privilege and all residents of a room or suite must approve of any guests. All guests must enter and exit residential facilities through the designated front entrance. The resident host or hostess must accompany their guests while inside the building and are responsible for their behavior at all times. All halls have 24-hour visitation. Guests are not allowed in the halls during the interim breaks.

Overnight guest housing is available for short-term stays by guests of University students, staff and faculty as space permits. An overnight guest is defined as any being that does not reside in the facility of the requesting University student, staff or faculty. All overnight guests must be approved on a reservation basis only by contacting the Residence Life Office, Mon-Fri. 8 am-5 pm. As guests are approved, they will be assigned a single-occupancy room in an

appropriate hall or floor and receive a meal voucher for use in campus dining. The requesting host's account will be charged a nightly rate for the guest's stay, of which may not exceed four nights per semester and no more than two consecutive nights without approval by the Director of Residence Life. Guests shall comply with all applicable rules and regulations. Children under age 16 are not allowed in the residence halls as overnight guests.

Solicitation and Postings
To protect residents from unnecessary disturbances, soliciting in and around all residential facilities is prohibited. Unauthorized sales/solicitation activity or use of residential space/service to conduct a private business enterprise, whether legal or illegal, is expressly prohibited. Residents are not permitted to use rooms for any commercial purposes whatsoever. All postings and advertisements must be approved by the Director of Residence Life & Housing, are limited to designated areas, and must be posted by Residence Life staff members only.

Unauthorized Entry/Door Use
Certain areas around or within residential facilities are off limits to residents. Restricted areas include mechanical rooms, custodial closets, roofs, attics, ledges, unoccupied buildings, and locked areas. Other prohibited entry points include balconies, ledges, and windows. Furthermore, residents are prohibited from propping open or impeding the proper function of exit doors.

Guidelines for Network Connection
All residential rooms are equipped with either internet connections or wireless capabilities. The following are in violation of the rules and guidelines governing the use of network connections and may result in University disciplinary action, as well as criminal charges:

- Modifying or tampering with network services, wiring, or ports.
- Extending the network beyond the single network outlet (i.e., using a hub, Remote Access Servers, etc.) and/or engaging in file sharing activities.
- Attempting to access restricted data or breach any security measures in place on any computer system.
- Sending harassing e-mail, on or off campus.
- Participation in copyright infringement through the network. Copyrighted materials include, but are not limited to, computer software, audio and video recordings, photographs, and written material.

Electronic Skateboards
Due to safety issues related to the charging and operation of these items, the usage, possession or storage of electronic skateboards is prohibited in all on-campus housing facilities. Electronic skateboards include hoverboards, self-balancing boards/scooters, and other similar items. Residents found in possession of these items in or around their living space, may face disciplinary action and the items being confiscated.

Furniture
No University property, including room and lounge furnishings, may be moved from its original place within the building or taken without the written authorization of the Director of Residence Life. In addition, furniture is not allowed on any balcony or in any walkway/hallway. Any damage to or theft of furniture, equipment, etc. is subject to disciplinary action.

Pets
The only pets allowed in Residence Life & Housing facilities are fish in an aquarium that is limited to 5-gallons maximum. No other exceptions will be permitted. Those found in violation of this policy will face disciplinary action as well as immediate removal of the pet by University staff or Animal Control personnel. Residence Life & Housing is not responsible or liable for any pet while on SWOSU property or entities in possession of pet following University removal.

Service animals are not pets and are welcome following the proper approval process. All necessary paperwork, evaluation, and authorization will need to be completed with the Dean of Students prior to animal's arrival in the residence halls. For more information regarding the SWOSU Service Animal Policy, visit the Dean of Students office or website.