Director Welcome: 3

Community Expectations: 4
- Student Code of Conduct
- Statement of Responsibility
- FERPA
- Title IX/VAWA/Confidentiality

Residential Life Staff: 5
- Desk Staff
- Resident Assistant (RA)
- Assistant Residence Hall Director (ARHD)
- Residence Hall Director (RHD)
- Assistant Director (AD)
- Custodial & Maintenance
- Support & Administration

Community Involvement: 5
- Residence Hall Association (RHA)
- Living-Learning Communities
- Programming & Activities

Services & Standards: 6-8
- Bicycles
- Cable TV
- Computer Labs
- Decorations
  - Student Rooms & Common Areas
  - Room & Suite Doors
  - Seasonal/Holiday/Religious
- Dining
- Email
- Front Desk
- Internet
- Laundry
- Mail
- Maintenance/Repairs
- Parking
- Postings
- Recreation
- Space Reservations
- Telephones
- Vending Machines

Safety & Security: 8-9
- Blue Emergency Phones/UPD/Griffon Alert
- Fire Safety
  - Fire Alarm Instructions
  - Fire Drills
  - Smoke Detector & Sprinkler System
- Keys/Card Access
  - Hard Key/Core Change
  - Temporary Keys
  - Key Card Replacement
  - Lockout
  - Mail Keys
- Limited Access Policy

Severe Weather
- Shelter Procedures
- Solicitation

Health & Inspection: 10
- Health & Safety Checks
- Confiscations
- Room/Suite/Common Area Cleanliness
- Room Entry
- Room Searches

Occupancy Procedures: 10-11
- Check-In
- Check-Out
- Improper Check-Out
- Transfers/Room Changes
- Shared Living Space
- Abandoned Property
- Common Area Damage
- Hall Closings/Break Housing
- Returning Student Room Selection
- Summer Housing

General Hall Policies: 12-14
- Alcohol
- Compliance & Civility
- Drug Abuse
- Guest Policy
  - Escort
  - Registration
  - Room Capacity
  - Visitation
- Noise
  - Courtesy Hours
  - Quiet Hours
- Pets & Service Animals
- Prohibited Items & Appliance Regulations
  - Appliances
  - Candles & Incense
  - Extension Cords
  - Fireworks & Explosives
  - Flammable Liquids
  - Microwaves
  - Miscellaneous
  - Motor Vehicles
  - Refrigerators
  - Waterbeds
- Sports & Horseplay
- Use of Grounds & Facilities
  - Balconies
  - Draperies
  - Furniture
  - Grills
  - Lofts
  - Screens
  - Trash
  - Windows

Contract Terms & Conditions: 15
Dear Resident:

Living on campus at Missouri Western State University will be a time you will never forget. Students who live on campus have the opportunity to build lifetime friendships, grow individually in a supportive community, and live in a safe and comfortable academic environment.

Throughout the academic year, we hope that you accept challenges and opportunities as you work toward your dream of a college degree. We welcome the chance to help you navigate the growth that all students face from your first footstep on campus to the moment you cross the stage at graduation.

We are excited to have you living on campus at Missouri Western State University and look forward to helping you become a positive member of our community.

It’s a great time to be a Griffon!

Sincerely,

Nathan Roberts
Director, Residential Life
MWSU COMMUNITY EXPECTATIONS

When students choose to accept admission to Missouri Western, they accept the rights and responsibilities of the university's academic and social community. As members of the university community, students are expected to uphold the university's values (service, quality, freedom, enthusiasm, respect and courage) by maintaining a high standard of conduct. Faculty, administrators, staff and students all have responsibility to take care of the intellectual, social, emotional, psychological and physical condition of this community we share. As a result, we expect all members of the Missouri Western community to exhibit the following:

Respect for Self
Missouri Western expects its community members to appreciate their own talents, take themselves and their academic pursuits seriously, and enhance the quality of their lives.

Respect for Others
Missouri Western expects its community members to behave towards one another with sensitivity, consideration, understanding, tolerance and an active concern for the welfare of others.

Respect for Property
Missouri Western expects its community members to use all property, including buildings, library books, equipment and green spaces, responsibly. This principle requires students to respect personal and institutional property, inside and outside the Missouri Western community.

Respect for Authority
Missouri Western expects its community members to exhibit respect for its faculty, administrators, staff and designated student staff members and paraprofessionals – each of whom has been charged with responsibilities essential to the orderly operation of the university.

Honesty
Missouri Western expects its community members to demonstrate the personal characteristics of honesty and integrity in all aspects of their campus life, both inside and outside the classroom. These qualities, which are congruent with our community values, are integral parts of daily life on campus.

Student Code of Conduct
Missouri Western State University is committed to creating and maintaining a productive living and learning community which fosters the intellectual, personal, cultural and ethical development of its students. Self-discipline and respect for the rights and privileges of others are essential to the educational process and to good citizenship. By attending MWSU, students agree to observe standards consistent with an academic community.

For more information on the student code of conduct, visit https://www.missouriwestern.edu/studentaffairs/wp-content/uploads/sites/292/2014/02/handbook.pdf

Statement of Responsibility
Residents are responsible for what happens in their living unit including the actions of their guests. Students in the presence of any policy violation may be subject to disciplinary action. Any type of damage, incidental or malicious, will result in restitution of damaged property by the responsible residents.

FERPA
FERPA is the Family Educational Rights and Privacy Act of 1974. FERPA is a Federal law that protects the privacy of student education records. For more information on FERPA, visit http://www2.ed.gov/policy/gen/uid/fpco/ferpa/index.html

Title IX/VAWA/Confidentiality
MWSU takes Title IX and the Violence Against Women Act (VAWA) seriously and reports incidents of violence or discrimination appropriately. It is important to know that Residential Life Staff cannot promise confidentiality and are mandatory reporters of such incidents. For more information on this legislation, visit Title IX (http://www.justice.gov/crt/about/cor/coord/titleix.php) and Violence Against Women Act (http://www.whitehouse.gov/sites/default/files/docs/vawa_factsheet.pdf)
Residential Life Staff

Desk Staff
The Front Desks are staffed by student Desk Staff who can help you with lost keys, maintenance repairs, mail and packages, finding a staff member, and reporting emergencies.

Resident Assistants (RA)
Each floor of every residence facility has a Resident Assistant (RA). These student staff members are responsible for advising and helping the residents who live in the community. RAs are generally undergraduates who have received special training in all aspects of residential living with the experience and know-how to answer your questions or help you find the answers. They act as facilitators for the community and are available to discuss academic and social problems with individual students. Get to know your RA to enrich the on-campus living experience.

Assistant Residence Hall Director (ARHD)
Assistant Residence Hall Directors are part-time, live-in, undergraduate students who aid their RHD in the general management of the residence hall community and front desk operations. ARHDs have been an RA in a past academic year.

Residence Hall Director (RHD)
Residence Hall Directors are full-time, live-in, professional staff members responsible for the supervision of the RA staff and general management of the residence hall community. RHDs are working on or have completed their master’s degree and are emerging professionals in the field of Student Affairs. RHDs serve as Conduct Officers for Residential Life.

Assistant Director (AD)
The Assistant Director is a professional staff member who assists in the management of the daily operations for Residential Life. They are responsible for coordinating information, resources, and the distribution of services to students. Major responsibilities include the development and implementation of programs, leadership, and staff development.

Custodial & Maintenance
Physical Plant Services employs students and professionals to maintain the cleanliness, safety, and upkeep of the facilities. These employees clean common areas, respond to maintenance requests, and provide preventative maintenance.

Support & Administration
In support of residents’ contractual needs, Residential Life employs administrative staff. These employees help with transfers, assignments, financial inquiries, and general questions related to on-campus living at MWSU.

Community Involvement
Getting involved within Residential Life is easy and fun. Between Residence Hall Association and National Residence Hall Honorary there are great opportunities to learn and develop valuable skills to carry with you throughout life. Missouri Western State University is affiliated with the National Association of College and University Residence Halls (NACURH), which is the largest student run organization in the world.

Residence Hall Association (RHA)
Residence Hall Association is an excellent opportunity to step into a position where residents represent more than just their hall, but all of the residence halls on campus. The Residence Hall Association operates with an annual budget and is 100% student run. RHA is made up of the Legislative Branch which is the Senate (consisting of two representatives from each residence hall) and the Executive Branch (selected by the President and Vice-President). Getting involved in RHA is an opportunity to attend leadership conferences, help impact policy, and make a difference on the campus community as a whole.

Living-Learning Communities
Residential Life is proud to offer learning communities and special interest housing options on campus. These communities provide a great opportunity for residents to live with others who share their interests and who they may take classes with, and benefit from shared experiences. Contact the Office of Residential Life with any questions about learning communities.

Programming & Activities
Missouri Western State University encourages students to maximize their opportunities for growth both in and out of the classroom. Students are encouraged to get involved in social events, participate in life skills programming, and attend campus community events during their time on campus to enrich their experience and immerse themselves in the collegiate atmosphere.
Services & Standards

Bicycles
Your bicycle may be kept in your room if you and your roommate agree. Bicycle racks are located at convenient locations around campus and Residential Life grounds. Bicycles may only be attached to bicycle racks. Bicycles attached to stairwells, light poles, or campus fixtures may be deemed a safety hazard and confiscated.

Cable TV
Cable TV is provided in every room free of charge. A channel list can be found on the Residential Life website (https://www.missourwestern.edu/reslife/television-channel-list/). Problems with cable service in your room should be reported to your Residence Hall Director via email. The Residence Hall Director will contact the Auxiliary Maintenance Supervisor and/or the Residential life Administrative Assistant, depending on the nature of the reported problem.

Computer Labs
IT provides computing lab facilities in various locations around campus. Valid MWSU Goldlink login information is needed to log onto the computer. Labs are located in Vaselakos, Leaverton, Griffon, and the Commons.

Decorations
While deciding to make your room unique, please cooperate with the interests of your suite/roommates and use good judgment to ensure personal safety as well as the safety of others living in your residence hall. The following guidelines must be followed at all times:

Student Rooms and Common Areas: Students must utilize 3M command adhesive brand products when hanging any items on cinderblock walls and tacks or small nails on drywall. Residents may not add attachments of any type to residence hall light fixtures, including paint, tissue paper, crepe paper, tinfoil or any other material. No materials, whether flammable or nonflammable, may be suspended from, attached to, or draped beneath the ceiling. Drawings, paintings, writing or any other form of mural on residence hall walls are prohibited. Any damage that occurs to your residence hall room will result in an assessed charge upon check-out of the room.

Room and Suite Doors: Juda or Beshears Suite Doors: Residents may not post, hang, or otherwise attach any material to the outside of their suite. All room doors (includes Griffon Hall, Leaverton and Vaselakos hallway doors): Residents will be allowed to post one memo board (those composed of pressed fiber board), not to exceed 11” x 14” per room, on the outside of the door.

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasions, community building, etc.) may request a temporary exemption from their Residence Hall Director stating the reason for the request and the duration of time for which the exemption is sought. Personal items, such as pictures or decorative items may be hung on bedroom doors as long as they do not violate University Code of Conduct or the Housing Posting Policy. They may not be three dimensional, obstruct the peep hole or the room number, and not cover more than 50% of the door. Decorations deemed unsafe by Residential Life Staff may be removed. RAs will hang door decorations (name tags) on residents’ doors to assist in community building.

Seasonal/Holiday/Religious Decorations: Only artificial holiday trees are approved for residence hall use. The use of electric decorative holiday lights is restricted to miniature incandescent or LED lights. Lighting/wiring may not stretch across doorways or across common areas, and decorative lighting must be turned off when unattended. Candles are not permitted in residence halls due to fire hazard. Many students observe holiday celebrations using electric candles or by making arrangements with their Residence Hall Director to use candles in a designated location, at an approved time as part of an appropriate holiday observance.

Dining
Missouri Western Dining Services offers nine dining options to choose from throughout the campus and Residential Life. Options include cafeteria dining, national franchises/brands, and convenience stores. Students can use their meal plan in the Missouri Western Cafeteria and Flex dollars or cash anywhere. For more information go to: (http://www.campusdish.com/en-US/CSMW/MissouriWestern/)

Email
A University email address is provided to all students. In an effort to conserve paper and communicate quickly, both Residential Life and the University will regularly communicate with residents via this email account. Residents will be held accountable for information sent via this account and it is their responsibility to check and respond to communications from Residential Life and University staff daily.

Front Desk
The Front Desk is a hub of information and resources for customer service in the residence hall environment. Services provided may include: access to staff, borrowing games and sports equipment, lockouts, lost and found, lost key, mail distribution and drop-off, maintenance reporting, package pick-up, and reporting policy violations. Griffon Hall Desk is open noon-midnight all other Desks are open 24 hours when school is in session.
**Internet**
Every resident room has a physical Ethernet connection. All community lounges/common areas and rooms in Residential Life have wireless internet accessible with a MWSU username/password. For other policies concerning University network and internet usage, please visit: [https://www.missouriwestern.edu/its/policies/](https://www.missouriwestern.edu/its/policies/)

**Laundry**
Laundry facilities are provided in all residence hall environments. These facilities are coin operated and students must provide their own soap. Residential Life is not responsible for damage caused to items or theft. Money lost in the machines can be reported to the Office of Residential Life. Items left in laundry rooms for more than 48 hours will be deemed abandoned and subject to Abandoned Property policy.

**Mail**
Mailboxes are provided for use by current residents only. Your new address will be:

Your Name
4801 East University Drive
Room Number - Hall Name
St. Joseph, MO  64507

All mail is received by the University mailroom, including overnight and express mail. Once received, campus mail is separated and distributed to Residential Life. Once Residential Life processes received mail, it is delivered to your residence hall daily by 5 pm except for Saturdays, Sundays, holidays and when the residence halls are closed. Packages may be picked up at the Commons Building Front Desk. Residential Life will refuse to accept any package(s) addressed to anyone other than the occupant(s) of that room. Residents are responsible for checking their mailbox at least three times per week when mail is delivered.

Mail will be forwarded to the address of your choice upon check-out of your room. Mail forwarding will occur for six months from date of departure and will be to US addresses only.

**Maintenance/Repairs**
Maintenance concerns can be reported by anyone at any time by submitting a maintenance request online through GoldLink in MyHousing®. Please make sure to give detailed information about the problem being addressed. Emergency issues such as heat/AC, broken/unsecured windows, electric and water issues should be reported to a Residential Life staff member immediately in addition to the online request.

**Parking**
Resident students are restricted to parking in appropriate residence hall parking lots. The Parking office is in Blum Union 100. For specifics about parking near your building, please go to: [https://www.missouriwestern.edu/policedepartment/aboutparking/](https://www.missouriwestern.edu/policedepartment/aboutparking/)

**Postings**
In order to post materials in the residence halls these guidelines must be followed: All materials posted must be approved and stamped/initialled by the Assistant Dean of Student Development located on the second floor of the Blum Union in the Center for Student Involvement. Once materials have been approved and stamped, postings can be dropped off at the Commons Front Desk for distribution to Residential Life Staff. Materials promoting or displaying any alcohol or alcohol manufacturers, illegal drugs or offensive language will not be posted. Materials posted without permission will be taken down. Materials posted will remain up for no more than two weeks.

**Recreation**
The Office of Residential Life offers a variety of recreation opportunities around the Commons Building. These include a basketball court, sand volleyball court, and picnic pavilion. In addition several areas around the buildings have charcoal grills. Students use these facilities at their own risk and must clean up after themselves. Spaces can be reserved by filling out the form on the Residential Life website.

**Space Reservations**
Residence hall students wishing to reserve space in and around the residence halls, including the courtyard, grills, basketball court, and volleyball court, and commons must submit an online request five working days in advance. A request form can be found on the Residential Life website. [https://www.missouriwestern.edu/reslife/scheduling-an-event/](https://www.missouriwestern.edu/reslife/scheduling-an-event/)

**Telephones**
Problems with telephone service and/or voicemail service should be reported to Telephone Services at (816) 383-7171. Located in the Hearnes Center first floor, Information Technology Services.

**Vending Machines**
Missouri Western State University offers a variety of beverage and snack options in vending machines in Residential Life facilities. Should a student encounter a problem with a vending machine, they should contact the Office of Residential Life located in the Commons Building.
Safety & Security

MWSU takes each student’s safety very seriously and provides blue emergency phones across campus, student staff member(s) on duty 24 hours a day, and limited access buildings.

One of the most important factors in providing a safe environment is personal prevention. Students should lock their room/unit doors at all times, including when at home and when leaving the room. Remember to be aware of your surroundings. The University is not responsible for any damage or loss of personal property due to facility failure, severe weather, theft, or other incidents and it is recommended that residents carry personal property insurance. Many halls offer 24-hour desk services and restricted access communities to provide additional supervision. Student IDs are needed to gain entrance to buildings and staff may ask for residents to show ID at any time.

Allowing access to the building by holding open the door for non-residents or propping doors open is prohibited. Students propping locked doors or allowing access to non-residents of the building are endangering the community. If members of the community observe doors found unlocked, suspicious behavior, maintenance problems, or other safety hazards, residents should notify the desk and/or student staff immediately.

Blue Emergency Phones/UPD/Griffon Alert
Blue Emergency Phones are located at various locations throughout the campus. These phones provide immediate 24-hour contact with University Police dispatch in case of an emergency. MWSU PD may also be contacted by calling (816) 271-4438, or in person in Blum Union 201. In case of immediate emergency, please dial 911. Griffon Alert is an emergency notification system that communicates to the campus community via text message, email, voice message, alert beacon, outdoor public address system, strobe light, and TV interrupt. Griffon Alert will activate for tornado warnings, emergency evacuations, active shooter, and shelter in place hazards. Sign up for this important notification at https://www.missouriwestern.edu/griffonalert/

Fire Safety
Fire Alarm Instructions: In inclement weather, wear a coat and shoes and carry a towel (to avoid smoke inhalation). Close windows and leave lights on in room. Take room key. Leave door closed and walk to exit. If smoke is encountered, stay low for air. Do not use an elevator.

For physical assistance for evacuation call 911. If unable to leave room, place a towel under the door if smoke is visible or smelled.

Fire Drills: For the protection and safety of our community, announced and unannounced fire drills will be held at the direction of the MWSU Safety Coordinator during the academic year. To become familiar with evacuation routes, resident evacuation is mandatory anytime the alarm sounds. Participation in fire evacuations are required by state law.

Smoke Detector & Sprinkler System: It is a violation of state law and MWSU Residential Life policy to tamper with any fire safety equipment. This includes, but is not limited to, smoke detectors, sprinkler heads, fire alarms, and fire extinguishers. The first offense of tampering will result in the student(s) being assessed a fine of $100 (if tampering occurred in a common area or double occupancy room, all occupants will receive the fine). The student(s) will also be placed on Residential Life Probation and receive an educational sanction. Second offenses will result in a $250 fine for all violators, the student(s) may be removed from Residential Life, and the contract(s) must be paid in full. Fire detection and suppression systems are inspected regularly by Residential Life staff. To make the sprinkler system as effective as possible, nothing may be hung from the sprinkler piping or sprinkler heads. Sprinkler heads may never be obstructed or altered. Nothing may be stored within 18 inches from the sprinkler head. Smoke detectors may not be covered, removed, or disabled. Report any damages to the sprinkler system to the front desk immediately.

Keys/Card Access
For the safety of our community, keys are only issued to a resident for access to their assigned room/unit only. Lending keys to another person is prohibited. Duplication of University keys is prohibited. Unauthorized use or possession of keys is prohibited. University students are assigned an MWSU identification card with your Griffon number. For the safety of our community, lending ID cards to another person is prohibited. If an ID card is lost, contact ID Services (Blum Union 100) immediately.

Hard Key/Core Change: For the purposes of resident safety, lost keys should be reported to Residential Life staff immediately. A core change can be requested from your residence hall front desk. The charge for a key core change is $35 during general business hours Monday-Friday, 8am-430pm. Additional overtime charges will be assessed for emergency requests after hours.

Temporary Keys: If a hard room key is misplaced, the student may request a temporary hard key. Temporary hard keys can be signed out at the Commons front desk (suites area) or Scanlon Hall, Griffon Hall, Leaverton and Vaselakos front desks by filling out a Key Request and Lockout Form. By filling out the form, the resident agrees to return the key within 24 hours. The student is billed a $35 core charge charge should the key not be returned within this timeframe. If a resident believes their room key has been stolen, they should report it to Residence
staff and provide a police report so a lock change can be ordered immediately.

Key Card Replacement: Lost key cards can be replaced by filling out a "Key Request and Lockout Form" at your residence hall front desk. A $10 charge will be placed on the resident’s account for card replacement. Replacement key cards are not made after 5pm the day they are requested (Monday- Friday). Residents who believe their card has been stolen should contact Residential Life staff immediately so their card can be deactivated, and UPD to complete a police report.

Lockout: If a resident is locked out of their room/suite, they can contact their front desk or the Commons front desk when other desks are closed. Residents are allowed two lockouts without a charge. On the third lockout and every lockout thereafter a $10 lockout charge will be placed on the student’s account. Residents requesting a lockout must be able to provide identification at the time of lockout or after entry into their room.

Mail Key: When a resident checks into their room they are issued a mailbox key. If a mailbox key is misplaced, stolen or lost, they may request a replacement mailbox key. Requests for replacement mailbox keys can be made at your front desk by filling out a Key Request and Lockout Form. The resident’s account will be billed $10 for a key replacement. Desk staff and resident assistants cannot pull mail from the mailroom or mail boxes. Exceptions to this policy will only be granted to those residents who are waiting for a replacement mail key to arrive.

Limited Access Policy
Scanlon, Leaverton, and Vaselakos Halls are limited access buildings (only accessible to residents of the building). During limited access hours (10pm-8am), all residents must show proof of their residence (i.e. valid university ID) in order to enter their hall. Hall Staff have the right to ask anyone (resident or guest) entering the lobby and/or already in the hall to show proof of identification at any time. As the University ID cardholder agreement and the Student Code of Conduct expresses, IDs must be carried at all times and presented upon request by a University official.

Residents who are not in possession of their ID when entering their building after limited access hours begin may be documented for violating the Limited Access Policy and must verify their residency to gain entry to the building. All individuals who do not reside in the hall in which entry is desired must follow the guest registration guidelines indicated in the “Guest Policy.”

Severe Weather
In the event of severe weather, residents should stay tuned to a local radio station or any TV station for the latest report on conditions. Weather sirens are tested on the first Wednesday of every month at 11am, weather permitting.

Shelter Procedures: Residents are responsible for finding shelter in the event of a tornado. When the sirens sound you are to take cover, immediately proceed to a room without windows – an interior hallway or personal bathroom. When assembled in a shelter area, sit on the floor with your back to the wall or in a central portion of the room. Stay away from windows and doors. If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands for protection. Get as low as possible. Shelter at the lowest level possible inside the building you are in. Put as many walls between you and the outside as possible. Get under a piece of sturdy furniture, such as a table or desk and hold onto it. If possible, avoid large open rooms. Even in an interior room, you should cover yourself with some sort of thick padding (mattress, blankets, pillows) to protect against falling debris and flying objects in case the roof and ceiling fail.

Juda/Beshears: Seek shelter in the bathroom of the unit with the door closed.
Griffon: Seek shelter in the middle of internal lower floor hallways or in the stairwell above the entrance landing. Crouch as low as possible to the floor, facing down; and cover your head with your hands.
Leaverton/Vaselakos: Move to an interior hallway (as far as possible from end of hallway). If leaving your room is not possible, move into your unit’s bathroom. Crouch as low as possible to the floor, facing down and cover your head with your hands.
Scanlon: Seek shelter in the middle of internal lower floor hallways or in the bathroom with doors closed. Stay close to the walls furthest from the building’s exterior. Crouch as low as possible to the floor, facing down and cover your head with your hands.

Solicitation
Residential Life prohibits unauthorized solicitation in the halls. Solicitation occurs when those not authorized by Residential Life initiate contact with students without their permission to discuss, sell, survey, or distribute goods, services, or information. Approved organizations must abide by the wishes of residents who do not wish to participate. Individuals, organizations, or groups wishing to request special permission to solicit within the residence halls should contact the Residential Life Office, located in the Commons Building for further details.
Health & Inspection

Health & Safety Checks
Periodic bedroom/bathroom/common area inspections will be conducted by members of the Residential Life staff to ensure the safety and sanitation of each room. Inspections will be announced and it is not necessary for residents to be present during the inspection. Additional inspections may occur based on resident complaints or safety concerns observed by Residential Life Staff. See “Room Entry”.

Resident rooms or common areas found to be in unacceptable condition will have 48 hours to correct the deficiency or face conduct sanctions and cleaning charges. When performing Health and Safety checks, staff will: post notification for the community at least 24 hours in advance; knock and announce themselves before entering; enter rooms in pairs and wear nametags; look for unsafe cord placement (over doors, across door jams); unclean environment (rotting food, mold, offensive odor); doorway or egress obstruction; overloading of electrical outlets; maintenance concerns; pests/vermin; and document any policy violations. The outcome of health & safety checks may result in confiscated items, a judicial hearing, and/or or sanctions to upgrade the health & safety environment of the room.

Confiscation
Residential Life staff may confiscate items that are deemed illegal, in violation of Residential Life or Missouri Western State University policy, or deemed unsafe. In instances when Residential Life has confiscated an item, a notice will be left in the room and the residents of that room should expect to receive further notification from their Residence Hall Director.

Room/Suite/Common Area Cleanliness
All students are responsible for the cleanliness of their individual bedrooms and bathrooms, and are collectively responsible for the cleanliness of the common area of the suite/apartment and balcony, where applicable. Failure to maintain cleanliness may result in the assessment of a cleaning fee. Cleaning fees can vary based on assessment by the Residential Life, Custodial, and Maintenance staff. Should there be a bug and/or rodent infestation because of uncleanliness, residents may be charged for pest control service.

Room Entry
It is sometimes necessary for a Residential Life staff member to enter a student’s room. Staff is required to show ID or wear a University issued nametag when entering a room. This may occur under one of the following circumstances: In the interest of the welfare, health, and safety of the resident; to conduct periodic general room inspection for health and safety reasons; to provide maintenance or other related activities; to address a policy violation or law that has or is being broken; and emergency events.

Room Searches
As is stated in the Terms and Conditions of the housing contract, the University reserves the right to search student rooms and property for reasons of health, safety, or potential violation of campus policy. When possible, but not required, the student will be present for the search of their room.

Occupancy Procedures

Check-In
Students will be instructed what day(s) they are allowed to check-in via email or letter from the Office of Residential Life. When arriving for check-in, go to the assigned building to check-in with the Hall Staff. After arriving at the room, students will fill out check-in paperwork. This paperwork verifies reception of keys, documents the condition of the room upon check-in, and gathers emergency contact information. If a student arrives outside the scheduled check-in day/time, an improper check-in fee of $50 will be assessed in addition to the daily room rate up to the date of the approved move-in day. Please note that rooms may not be available, clean, or have been maintenance-checked if students arrive before their regularly scheduled move-in. Students must have filled out all required vaccination paperwork and provided proof of vaccinations or an approved exemption form before being allowed to check-in.

Check-Out
Non-graduating residents must check-out of their room 24 hours after their last academic requirement, but no later than 5pm of the Friday before Commencement. Graduating seniors must check out no later than 5pm the day of Commencement.
Residents must schedule an appointment with their RA or another RA in the building 24 hours in advance of their departure. The RA will then go to the room with the resident, assess the condition of the room, and collect the room and mailbox keys. The RA will then instruct the student on any further procedures regarding room conditions, charges, and forwarding mail. The room must be clean to the standard it was at check-in, furniture arranged as at check-in, and all personal belongings removed. A detailed assessment of cleaning and damage charges will be made by the Office of Residential Life, and applied to the student account. Please note that failure to obtain approved release from the Residential Life contract will result in charges continuing after the date of check-out, up to and including the remaining balance of the housing contract. Residents have 30 days from the time MWSU Residential Life assesses charges to contest the charges. Charge appeals must submitted via the reslife@missouriwestern.edu email address.
**Improper Check-Out**

If upon check-out a resident does not clean the room to specifications, leaves the room in disorder, fails to check-out in the appropriate timeframe (see Check-Out), fails to follow posted/printed check-out procedures, or chooses to abandon items in the room (see Abandoned Property) a minimum of $50 will be charged for improper check-out.

**Transfers/Room Changes**

A transfer is a requested room change to another space in Residential Life. Transfers may be requested starting the first day of classes each semester. However, transfers will be approved after the 10th day of classes and until the Friday before Thanksgiving break in the fall semester, and the 10th day of spring classes until the Friday before spring break in the spring semester. Transfers will be accommodated on a first come, first served basis and may not be available immediately. Transfer fees are $25 for first transfer and $50 for each thereafter. Students may request a room change by filling out the Room Change Request Form available at all front desks. Students requesting a transfer will be contacted when their request becomes available. Please note that residents must check in to their new room and check out of their old room within 48 hours of accepting the transfer assignment. If this process is not completed in 48 hours duplicate room charges and improper check-out charges will occur.

**Shared Living Space**

Residents are not permitted to occupy or use any space in their unit to which they are not assigned. This includes vacant beds, bedrooms and/or a bathroom on an unoccupied side of room, suite, or apartment. Residents found in violation of this policy will be responsible for any and all charges necessary to return the room(s) to a move-in ready state by Residential Life standards.

**Abandoned Property**

Residents are required to remove all of their personal belongings from their room at the conclusion of their contract (see Check-Out). In the event this does not take place, residence hall staff will remove and store the student belongings. The student will be charged a minimum $25 packing and handling fee above and beyond the $50 improper check-out fee. Belongings will be stored for 30 days. After 30 days the belongings will be disposed of by Residential Life. Residential Life is not responsible for damage or loss to abandoned items.

**Common Area Damage**

If the members of the community and Residential Life staff are unable to determine the individual(s) responsible for damages to common areas (lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed for common area damages upon checkout from the halls. For this reason, we encourage you to report vandalism. This is one way you can reduce unnecessary costs.

**Hall Closings/Break Housing**

The residence halls remain open for Fall Break (November), Winter Break (December/January) and Spring Break (March) for those students willing to pay an additional fee of $80 per week. Students wishing to stay for breaks must fill out a Vacation Housing Form which can be acquired at the Commons Front Desk. Vacation Housing Forms will be accepted no later than noon on the last business day prior to the beginning of break. Forms received after the deadline or students found to be occupying rooms without approval to stay will be subject to the $80 break fee and an additional $80 penalty regardless of the duration of stay. During these breaks, staff will check each room for safety reasons. Garbage not properly discarded will be billed at $25 per bag per person. Students who have not applied for Vacation Housing are required to vacate the halls during this break, but do not need to remove all personal belongings. For specific closing dates, please see the Residential Life website (missouriwestern.edu/reslife).

**Returning Student Room Selection**

Returning residents will be able to select on campus housing for the next academic year during the Returning Student Sign-up process. It is just one of the many advantages of living on campus. This process takes place in the spring semester. Students will receive more information via MWSU email and details will be posted at www.missouriwestern.edu/reslife, and social media.

**Summer Housing**

Students wishing to remain on campus over the summer months must apply electronically for “Summer Housing” through MyHousing®, once Residential Life notifies students that sign-up is available. In order to qualify for summer housing, residents must be registered for the fall term (or be completing graduation requirements during the summer). In addition to fall registration, you must fulfill one of the following requirements:

- Be enrolled in summer session 1, 2, or the full 8 week session, or an approved academic requirement
- Be employed on-campus and have provided the form verifying that you will be working 25 or more hours per week
- Be a student athlete in a supervised off-season workout program verified by the Athletic Director

All requirements and verification must be received and approved before students will be allowed to move into summer housing.
General Hall Policies

Alcohol
In addition to the Code of Conduct, Residential Life policy prohibits the possession of empty alcohol containers or items used to facilitate alcohol abuse. Items used to facilitate alcohol abuse can include, but are not limited to, beer bongs, funnels, and beer pong tables.

Alcohol is prohibited in our communities due to its contributions to the disruption of the academic environment. Residential Life supports alcohol-free environments to help ensure comfortable, safe, and successful communities.

Compliance & Civility
To ensure safety at all times, residents and guests must follow the directions of University staff members, provide accurate information, and provide identification upon request. Interfering with staff while they are performing their duties, being uncooperative, uncivil, or verbally abusive to staff will not be tolerated.

The Office of Residential Life interprets the use of profanity, vulgar language, and derogatory comments as verbal abuse and uncivil discourse. It is expected that residents and Residential Life staff communicate with civility in all circumstances.

Drug Abuse
Illegal use, possession and/or distribution of drugs, controlled substances or drug paraphernalia without the express permission of a licensed physician may result in dismissal from the residence halls as well as other Student Conduct or University Police action. Students found in the presence of drug use are subject to the Student Conduct Process. Drug paraphernalia are items that are fashioned for the purpose of facilitating (bowls, bongs, hookah, etc.) or disguising drug use will be also be considered a violation of the drug policy. Evidence of drug use can include, but is not limited to, smell, smoke, seeds, and residue. Depending on the amount of illegal substance involved the students, may be suspended or expelled from the University, as well as prosecuted.

Guest Policy
For the safety and security of our residents, Residential Life regulates access to residential buildings on campus. In support of privacy and the academic environment, it is important that members of the community feel comfortable with guests in their living space.

The hosting of guests is a privilege and by inviting a guest or visitor into their room or residence hall, the host accepts full responsibility for the actions of the guest. Therefore, the host is responsible for ensuring that their guest(s) are informed of and adhere to all university policies. Failure to abide by the following policy may lead to loss of guest privileges. Guests not accompanied by their host, found in violation of policy and/or, creating a disturbance in the residence hall community may be asked to leave the residence complex by University staff. Residents found to be allowing a non-resident to reside with them could be subject to immediate Housing Contract termination and be responsible for paying the remainder of the contract balance.

(Nota Opposite sex guests in Griffon Hall must abide by the same standards for Guest, Escort and Registration Policy as same sex guests)

Escort: Guests must be escorted by their resident host at all times. Resident hosts are expected to escort their guests at all times throughout the residence hall and grounds.

Registration: If agreed upon by roommates/suitmates, residents are allowed to have overnight guests. All guests must register from midnight to 8am. Guest Registration Forms (Guest Passes) can be approved at any residence hall front desk beginning at 12pm (noon) each day. The resident host must be present when their host registers. A resident may not register another resident from the same hall as a guest.

Guests who are found to be unregistered may be asked to leave the campus. A host may not have more than one guest registered at a time.

Guests may not be registered more than two nights per week, nor may stay more than a total of 4 nights per month.

All guests 18 years of age or older will be required to provide an acceptable form of picture identification. No guests under the age of 18 will be allowed to register unless they are immediate family members and can provide signed written permission from a parent or guardian. Immediate family members under the age of 14 must receive prior permission from the Residence Hall Director to stay overnight.


Room Capacity: Due to fire code and noise considerations, no more than the number of assigned occupants plus one guest per occupant are allowed in the entire suite/apartment.

Visitation: No guests are allowed to be present beyond 12am Sunday through Thursday, or 2am Friday and Saturday in a resident room or suite in Scanlon, Leaverton & Vaselakos Halls. Overnight guests are allowed in Juda, Beshears, & Griffon Halls when registered and abiding by the per month maximums.

Noise
Residence halls should be sufficiently quiet at all times so students who wish to study or sleep may do so without interference. Residents asked to reduce noise have a responsibility to comply with the request and are expected to be courteous to others in their community at all times.
Compliance is necessary to ensure an environment for academic success. The University reserves the right to relocate or remove students after continued violations of this policy.

**Courtesey Hours:** 24 hours a day, 7 days a week. During courtesey hours a resident or staff member may ask residents to reduce the noise. Noise should not be disruptively audible inside and/or outside of the building, including speakers playing out a residence hall window.

**Quiet hours:** Sunday through Thursday, 10pm - 10am and Friday and Saturday, 11:59 pm-10am.

Residential Life adheres to 24 hour quiet hours for the benefit of those studying for finals exams. The 24 hour quiet period begins at 10pm the night before finals and ends the last day of finals week at 5pm.

**Pets & Service Animals**

Residents are not allowed to have pets in any Residential Life facility except fish, small crustaceans, mollusks, and small amphibians, all living under water and in aquariums no larger than 10 gallons in size. Extra aquariums are permitted provided the total gallon per resident does not exceed 10 gallons. Pets must remain in their aquariums at all times. Pets found to cause a community disturbance will require rectification or removal. Unapproved pets must be removed immediately and may be removed by University staff or other officials.

Residential Life is not responsible for what happens to any pet when it is removed or while it is living on MWSU property.

**Service Animals** are welcome on Residential Life grounds. A service animal is a dog that is individually trained to do work or perform tasks for a person with a disability. All necessary paperwork, evaluation, and authorization from the Accessibility Resource Center must be completed prior to the arrival of the animal in the residence halls. Unapproved pets are not allowed in any Residential Life facility due to concerns for health, safety, sanitation, noise, and humane treatment.

**Emotional Support Animals** are also allowed on Residential Life grounds after approval from the ESA Committee and proper forms/medical clearance is received.

**Prohibited Items & Appliance Regulations**

Some appliances, furnishings, and electronic devices have a higher likelihood of contributing to unsafe or disruptive environments for community living. Residential Life regulates the use of these items to ensure the safety, security, and comfort of the community.

**Appliances:** Prohibited appliances are: open coil cooking appliances, electric griddles, and George Foreman Grills, hot plates, oil fryers, and skillet hot plates. *Note-Due to the kitchen in Griffon Hall, all other appliances must be approved by the Residence Hall Director.

**Candles & Incense:** Burning candles, incense, kerosene lamps, and other flammable liquid fueled devices, are prohibited in all University owned housing. Decorative candles must have non-burned, clipped wicks, or be wickless. The number one cause of residence hall and apartment fires is open flame. Incense, as well as being a fire hazard, can be an eye and respiratory irritant. To ensure the safety and comfort of our community, Residential Life prohibits these items.

**Extension Cords:** Any electrical extension cord that is used must be a 14 gauge or heavier. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks or other defects. Please be aware that over loading an electric circuit with too many appliances can cause problems. UL approved power strips must be used for extending appliance cords.

**Fireworks and Explosives:** Under state and federal law, fireworks and explosives are prohibited in Residential Life buildings and on grounds.

**Flammable Liquids:** Flammable liquids including gasoline, propane, etc. are prohibited in Residential Life buildings and on grounds.

**Microwaves:** Students may have one microwave oven in any residence hall room. Microwaves must be rated 900 watts or less at the highest setting.

**Miscellaneous:** Also prohibited are portable heaters, air conditioners, sun lamps, large amplified electronics (public address system, oversize stereos, woofers, and musical instrument), and halogen lamps.

**Motor Vehicles:** Motor vehicles, including recreational vehicles, are prohibited in Residential Life buildings and on grounds. These items must be kept in the parking lots.

**Refrigerators:** Refrigerators are permitted with a limit of 5 cubic feet per room. The University is not responsible for loss of items due to power outages.

**Waterbeds:** Waterbeds are not allowed due to the number of pounds per square foot exerted on floor structure.

**Sports & Horseplay**

Sports, throwing objects, roughhousing, water fights, and practical jokes are not allowed in Residential Life buildings, stairwells, courtyards, and other public areas. Riding bicycles, roller blades, scooters, and skateboarding are not allowed in the halls, common areas, or breezeways. Housing and Residential Life prohibits these behaviors due to possible damage, injury, and disruption to members of the community. These activities are allowed on and around the basketball courts, grassy area behind Beshears or on the balcony side of the suites and in between Vaselakos and Leaverton Halls.
Use of Grounds & Facilities

Balconies: Balconies should be kept clean and clear of garbage and debris. Hanging of banners, signs or other marketing materials is prohibited unless as a response to a scheduled Residential Life activity. Only personal furniture manufactured as indoor/outdoor furniture may be moved out on the balcony. Climbing on the rails to gain access to the second and third floor balcony is prohibited. Misuse of this policy will result in restricted access to the balcony. Only approved signs/Greek letters/decorations are permitted on the balconies – with the approval of Residential Life.

Draperies: Only University curtains or draperies that are purchased from a proper vendor (Target, Wal-Mart, etc.) may be used in student rooms and suite/apartment common areas. Blankets, towels, or other materials not classified as draperies are prohibited.

Furniture: All University owned furniture is designated for use in the space to which it is assigned. The removal of furniture from its designated location is prohibited. At no time may furniture be removed from the room/suite/apartment or left outside the unit on a balcony or porch. The Office of Residential Life strongly discourages residents from purchasing used furniture and placing it in a hall, suite, or apartment. Residents who bring to campus furniture that contains pests will bear remediation costs to rid residential space of the pests.

Grills: The use of grills is not allowed in the residence halls or on balconies. Grills are provided in each courtyard for residence hall student use only. Outside groups wishing to use the courtyard/grills must fill out a request for use (See Facility Request). Lighter fluid or combustible fluid is prohibited in student rooms, common areas and balconies.

Lofts: Although not needed in Residential Life rooms due to adjustable height beds, lofts are permitted. Lofts must be constructed so that they are not permanently attached (free standing), utilize the floor for support, allow 36 inches of clearance from the ceiling to the top of the loft, and do not cause damage to the room. Wood lofts must be made from fire resistant wood. Lofts must be inspected by the RHD after they are built and all occupants of the room must agree to the presence of a loft. Residential Life assumes no responsibility for damage or injury from lofts.

Screens: Screens are not to be removed from the window due to potential pest control issues and resident safety.

Trash: It is the responsibility of residents to keep the living space in the community clean and free from waste. Trash, food containers, and unsanitary bathrooms can attract pests as well as create unpleasant living situations for the community. Residents and their guests are required to keep trash inside their apartments, suites, or rooms. Any trash in the breezeway, stairwells, hallway, or thrown out windows is prohibited. Residents are required to transport personal trash to nearest dumpster regularly. Students found in violation of creating an unsafe sanitary living environment or littering could be adjudicated through the Residential Life judicial process and face possible restitution, or common area cleaning changes could be assessed to all residents in the building.

Windows: Climbing in or out of a room or suite windows is prohibited. In order to protect those individuals who may be walking outside the residence hall, no object of any kind may be thrown, dropped, pushed out of, placed outside of, and/or allowed to fall from any residence hall window. All screens, if so equipped, must be kept on the windows. Due to fire safety considerations and the significant amount of damage done to residence hall room/suite windows, Residential Life prohibits the posting or hanging of material on either side of the residence hall windows. Drawing, painting, and or writing on windows are prohibited except for approved University celebrations (i.e., Homecoming).
7. Residence Hall and Dining Services Opening and Closing Dates: During official University breaks, the residence halls are closed, meals are not served, and students must vacate the residence halls. At the discretion of the Office of Residential Life, Fall, Winter, and Spring break housing may be available, although no meals are served. In such cases, a mandatory nonrefundable charge is assessed to all students who receive permission to stay during these break periods. Refer to the Office of Residential Life website for opening and closing information.

8. Room Entry: MWSU or its agents may inspect students’ room and possessions on a regular basis or at any time there are grounds to believe that the student has violated MWSU rules and regulations or other applicable state, federal, or local laws. Under these circumstances, the student will be present, if available, or notified that the inspection occurred. Residential Life staff will conduct scheduled health and safety checks throughout the semester. Residents will be notified at least 24 hours in advance. University staff will enter rooms as necessary for maintenance reasons. While the staff will announce themselves before entering, these entries will be unscheduled.

9. Room Furnishings and Services: MWSU will furnish a bed, mattress, study desk, chair, wardrobe, dresser in all permanent spaces. Students must furnish their own bedding, including linens, blankets, and pillows. MWSU will not provide cleaning services in the student accommodations. Students will be responsible for cleanliness of bedroom, living room, bath, and balcony. Failure to keep accommodations clean will result in assessing charges at the expense of the student.

10. Fire, Theft or Damage: MWSU shall not be responsible for the loss of or damage to any of the students’ personal property from any cause whatsoever. The student shall reimburse MWSU for all damages to the structure in which they are housed and all damage to, or loss of, any fixtures, furnishings, or personal property furnished under this agreement caused by malicious or negligence on the part of the student or their guest, including the loss of deposit. In the event the accommodations assigned to the student are destroyed or otherwise made unavailable and MWSU is unable to provide equivalent accommodations, the contract agreement shall terminate and all deposits shall be refunded. The student shall be held harmless and the rights of MWSU and students to payments previously made by them shall be prorated on the basis of the period for which accommodations were made available to the student.

Common Area Damage: If the members of the community Residential Life staff are unable to determine the individual(s) responsible for damages to common areas (lounges, hallways, lobbies, building exterior, etc.) the charges to the students in that area will be billed for common area damages from checkout until the damaged areas are cleaned.

11. Residential Life and University Policy: The student shall comply with the Residential Life Policy Handbook, MWSU Code of Student Conduct, MWSU Policy and posted policy in the hall in which they reside. University policies are subject to change. Students are encouraged to review the most updated policies on the Residential Life website.

12. Immunizations: Students living in the residence halls are required to have current immunizations and disease tests. Students must submit proof of these immunizations to the Esky Student Health Center. Students not current with their immunizations or failing to present an appropriately documented and signed medical or religious exemption form, may be forced to vacate the residence halls (removal would be considered a disciplinary suspension). A current list of required immunizations and tests is available at Esky Student Health Center.

13. Move In/Move Out: Students may move into the residence halls on the date and time published by the Office of Residential Life, provided financial obligations have been met. Any request for early move-in must be submitted in writing by July 1st, and approved by the Office of Residential Life. Students arriving before published dates may be unable to occupy their room or will be charged early arrival and improper check-in fees. Students must move out of their rooms no later than 24 hours after their last day of academic work. Students must follow check-out procedures, available in the Residential Life Handbook, before vacating the halls. Failure to do so will result in a minimum $50 improper check-out fee.

14. Housing Contract: The University reserves the right to reject the contract of any student who has been convicted of a crime or who otherwise may pose a potential danger to the University or other students. After this period student may not make exchanges to their meal plan. If a student fails to choose a meal plan on their housing contract, their meal plan choice will default to a meal plan selection determined by the University.

15. Contract Cancellation Prior to Occupancy: Students canceling their contract in writing prior to June 1, 2017, will receive a refund of the $100 deposit. Students canceling after June 1, 2017, must be subject to an additional late cancellation fee of $25. The student’s roommate will be notified by the first day of school, and fails to cancel this contract in writing may be held liable for room charges through the date of cancellation.