

# Resident Student Handbook

Welcome! This handbook for SE Residents contains a great deal of information to help you have a successful Residence Hall experience. Please take the time to read through the information. If you have questions, ask your RA or Residence Hall Director. They are your primary support and resource in the Residence Halls. We hope you will make the most of your residential experience this year.

***Get involved. Meet your neighbors. Make a difference! This is your year!!***

- I. Mission and Goals of the Department of Housing & Residence Life
 

In general, the policies of SE Department of Housing & Residence Life have been developed in support of Mission and Goals.

  - a. Mission Statement: The Department of Housing & Residence Life creates a living environment that supports student learning, fosters personal growth and development, and encourages the development of personal integrity and civic responsibility. We effectively manage well-maintained and reasonably priced residential facilities. We value the individuality of each student and the diversity reflected within our community.
  - b. Goals of the Department of Housing & Residence Life:
    - i. Residence Hall programs will develop residential communities in which all members feel valued and safe.
    - ii. Residence Hall programs will enhance the personal growth and development of resident students.
    - iii. Residence Hall programs will support the academic mission of the University.
    - iv. Residence Hall programs will encourage active citizenship and civic responsibility.
    - v. The Department of Housing & Residence Life will provide clean, well maintained and reasonably priced residential facilities will meet the ever-changing needs of students.
    - vi. The Department of Housing & Residence Life will utilize administrative policies, procedures & processes that ensure the orderly and effective administration and operation of all aspects of the program.
    - vii. Well trained and qualified staff will be a foundation of the residential program.
    - viii. The Housing & Residence Life Department and personnel will maintain a commitment to advocating for the individual needs of each resident student as well as the collective needs and concerns of the residential community.
  - c. Policies and decisions will usually be connected to the department mission and/or one or more of the above goals. In general, any situation, not specifically addressed by the SE Residence Hall Handbook, the Terms and Conditions of the Housing Contract, the SE Code of Student Conduct, or local, state, or federal laws can usually be resolved by how well it does or does not support the HRL Department Mission and Goals. Residents are urged to consider their actions considering the mission and goals of the department, as any behaviors deemed to be inconsistent with the above may be considered general Residence Hall misconduct and be subject to disciplinary action.
- II. Housing & Residence Life Staff.
  - a. Director of Housing & Residence Life (DHRL) – The DHRL is the Senior Housing Officer (SHO) at the University. He/she is responsible for the overall management of the Residence Halls and the supervision of the Housing & Residence Life staff. This position

directly supervises all Housing & Residence Life Supervisory Staff and indirectly supervises all Housing & Residence Life staff. The Director of Housing & Residence Life reports to the Vice President for Student Affairs.

- b. Housing & Residence Life Supervisory Staff:
- i. Residence Hall Directors (RHDs): RHDs are professional level staff members. Most RHDs have received, or are currently pursuing, a master's degree and/or have several years of experience working in the University environment, usually in Housing & Residence Life and/or other Student Affairs / Student Development work. RHDs live in the Residence Hall and supervise the Residence Hall staff in their assigned buildings. RHDs have received extensive training in a variety of areas. They are the primary professional staff member responsible for all programming, room assignments, room and community damage billing, student conduct, and general management of the Residence Hall. Because of the varied hours required in this position, RHDs maintain a flexible work schedule. RHDs work in conjunction with the DHRL and other Housing & Residence Life staff. RHDs have designated office hours posted at their offices. They also assist in the main office.
  - ii. Assistant Residence Hall Directors (ARHDs) – ARHDs assist the RHD in the general management and supervision of specific halls. ARHDs are upper division or graduate students, and usually previous experience working in a University environment, usually Residence Halls. Many ARHDs are currently pursuing a master's degree or planning to pursue their master's degree.
  - iii. Senior Resident Assistants – The Sr. RA is an upper division or graduate student who has at least one year of previous exemplary performance as an RA. SR. RAs support the RHDs and ARHDs in multiple areas of responsibility.
  - iv. Housing Facilities Supervisor (HFS) – The HFS is a professional staff member who is responsible for the supervision of the Residence Hall facilities staff, including the Residence Hall custodians and maintenance staff.
  - v. **24 X 7 X 365 Coverage** - There is always a member of the SE Housing & Residence Life Supervisory Staff on-call 24 hours/day X 365 days/year. The HRL Supervisory Schedule is available in the Housing & Residence Life Office and at Campus Police. However, the easiest way to get in touch with the HRL Supervisor on-call is to call the **Housing & Residence Life Senior Staff On-Call phone (580-380-7460) outside of regular business hours**. If you have an urgent need to reach a HRL Supervisory staff member **during the business day, please contact the Residence Life Office at 580-745-2948**.
- c. Housing & Residence Life Student Staff:
- i. Resident Assistants (RAs): RAs are the front-line staff. RA's are usually upper class students who have demonstrated skills in a variety of critical areas. They have received extensive training in areas including crisis response, mediation, communication, policy enforcement, community building, and resource referral. RA's are the first staff member that a resident student should speak to if they are experiencing any difficulties in their Residence Hall living situation.
  - ii. Sr. RAs and ARHDs are student staff positions, who are selected to assist the Supervisory staff in multiple functions. (See more above.)
  - iii. Desk Clerks (DCs): DCs are student staff members who work in our offices. They have received training in Housing & Residence Life procedures and policies, campus resources, and a variety of other areas.

- iv. Residential Community Leaders (RCLs): RCLs are student leaders who live in the Residence Halls. They support the RAs and RHDs in the overall administration of the Residence Halls. They have a particular emphasis in supporting the goals of the Residence Hall Association, helping to enhance the residential community, encouraging student involvement in Residence Hall, University and community activities and advocating for resident student issues.
  - v. Residential Facilities Assistants (RFAs): RFAs assist the Housing & Residence Life Facilities staff in maintenance tasks.
- III. Housing & Residence Life Services.
- a. Cable TV: Will be provided in community areas (such as lounges). **Cable is not provided to individual student rooms.**
  - b. Internet Access: All Residence Hall rooms have access to high-speed internet, through ethernet or Wi-Fi connections.
  - c. Laundry Rooms: A Laundromat is centrally located on campus in the basement of the University Center (just north of North Hall) It has coin-operated washers and dryers. Shearer Hall & Suites has in-hall laundry rooms located on each floor in the center of the building.
- IV. Reporting Concerns
- a. Concerns about the Behavior of individuals:
    - i. If you have urgent/emergency concerns, feel threatened or believe that someone or something is threatened, please contact the **SE Campus Police Department at 580-745-2727.**
    - ii. If you are generally concerned about the behavior of your roommate or suitemate(s) or their guests, please consult with your RA or your RHD. The RA and/or RHD should be able to work with you to resolve the concerns.
    - iii. You can also report any concerns about the behavior of individuals using the Incident Report document, which you can access from the SE webpage at [www.se.edu](http://www.se.edu) then select the Current students tab, then selected "incident Reporting Document" located under the Campus Resources section.
    - iv. You can also reach the **Housing & Residence Life Office at 580-745-2948** during regular business hours or outside of regular business hours, the **HRL Senior Staff On-Call at 580-380-7460.**
  - b. Reporting problems with your Residence Hall room:
    - i. Urgent/Emergency Maintenance: **Urgent/emergency maintenance repair is one in which the condition *threatens the safety of people or the building.* Urgent/emergency issues include broken glass, sparking outlet, large uncontrolled water leak, etc.)** Immediately report any urgent/emergency maintenance problem to HRL by contacting the office during regular business hours (580-745-2948) or the Senior HRL staff on-call outside of regular business hours (580-380-7460) to report an emergency/urgent issue.
    - ii. Routine Maintenance: If you have any maintenance problems in your room (such as minor leaks that can be controlled by not using the appliance and/or can be contained it in a trash can, lights not working, heat or AC unit not working, etc.), please report the problem to the Housing & Residence Life Office by logging in to the SE Housing Portal, then selecting the maintenance link to submit your repair request. If you do not receive any follow-up within one to two business days, please feel free to contact the HRL Office.

- iii. Students are not authorized to undertake any repairs. Poor air circulation, or a loose handle, light out, mini blind replacement, etc., generally fall into the routine maintenance category. Student may be held responsible for any damage which occurs due to failure to report a problem or attempting to correct the problem without authorization.
  - iv. Clogged toilets/sinks most frequently occur because of ‘operator error’ (such as too much being flushed, too much hair in the sink/bathtub drain, trying to force things that should not be flushed or washed down the drain, etc.). In all cases, students are asked to try plunging their toilet/drain before calling staff. If staff are called, staff are authorized to provide a plunger for the student to attempt to unclog the plumbing themselves. Any damages caused by overflows that occur because a student has failed to plunge their toilet/drain and/or because items have been flushed that should not have been flushed (including, but not limited to excess toilet paper, paper towel, wipes, Q-tips, food, sanitary products, etc.) may be billable to the residents who are responsible for the toilet/drain.
  - v. Maintenance that may be referred outside of HRL
  - vi. Some specific issues may be handled by alternate locations. These include:
    - 1. Internet access: contact the SE Helpdesk.
    - 2. Work that is referred to SE Physical Plant and/or external contractors may have a longer response time, and/or may result in a temporary or permanent relocation of residents in the room/suite.
- V. Residence Hall Safety and Security Issues. By virtue of membership in the SE Residence Hall Community, residents are agree to and are obligated to maintain the safety and security of the entire community. Actions with place the Residential Community risk are considered serious and may result in Termination of the Residence Hall Contract, Restitution billing, Fines, and/or other sanctions. Specific safety and security violations include, but are not limited to, the following:
- a. Building Security: All residents may enter and leave their assigned Residence Hall at any time. For security purposes, exterior doors are always locked (except during move-in/move out times when HRL staff may temporarily unlock the exterior doors to facilitate moving). Residents are expected to always carry their hall/room keys. Guests must arrange for the resident to meet them at the front door and escort them through the building.
    - i. Propping doors - Using anything to prop the external or hallways doors open for any reason is always prohibited. (During times of heavy move-in/move out, and when major maintenance work is being conducted, the DHRL may authorize temporarily unlocking these doors). If you find unlocked doors, please notify Housing & Residence Life staff immediately.
    - ii. “Tailgating” - Allowing anyone who you do not personally know to be a resident of the building, to follow you into the building (“tailgating”) is prohibited.
    - iii. Unauthorized access, including the use of keys and/or entering a room that is not assigned to you by HRL is prohibited, regardless of whether you have the permission of the assigned resident. Residents are required to be present whenever a guest is present.
    - iv. Leaving a Residence Hall window open and/or unlocked (and using it to gain access to the room and/or egress) is considered a safety hazard and prohibited.
    - v. Blocking exits/egress is prohibited.

- vi.
- b. Tampering with any safety equipment (especially, but not limited to, fire safety equipment) and/or causing a fire alarm to sound when there is no threat of a fire are considered serious violations of University policy and could be subject to legal action, along with University sanctioning, which may include a fine.
- c. Report any unsafe situations that you cannot correct, such as lights out in a stairwell, tripping hazards, etc., as soon as possible. Failure to report policy violations that endanger the community is considered a violation of the HRL Mission and Goals. Individuals who are present or who have clear knowledge of such violations and fail to report them, will be considered as actors involved in the policy violation.
- d. Accidents/Illness: The SE Student Wellness Services offices on the 2<sup>nd</sup> floor of the GDJ Student Union. It is open at designated times for general use. Each student pays semester fees that allow for free exams. For more serious, urgent and/or emergency injuries or illness, contact the SE Campus Police Department at 580-745-2727.
- e. Fire Alarm and other Emergencies. All occupants are required to exit the building immediately when the fire alarm sounds. For your protection and safety, announced and unannounced fire drills will be held. For you to become familiar with evacuation routes your cooperation/evacuation is expected. HRL, Campus Police, SE Safety staff, and authorized First Responders are authorized to enter student rooms in the event the fire alarm sounds and when responding to other emergencies in the SE Residence Hall.
 

Fire Alarm Instructions:

  - i. Wear a coat and shoes and carry a towel.
  - ii. Close windows and leave lights on in room.
  - iii. Take room key. Leave door closed and walk - DO NOT RUN - to exit.
  - iv. If smoke is encountered, STAY LOW for air.
  - v. DO NOT USE AN ELEVATOR.
  - vi. If you need physical assistance in order to evacuate: Call SE Police at 580-745-2727 and inform them of your needs and location. Follow the directions you receive from emergency personnel. Place cloth articles under the door if smoke is either seen or smelled. Hang a towel out of the window, indicating to a person below that a person is in that room. Await assistance in the room.
  - vii. Proceed to the gathering location designated for your Residence Hall. (Learn the gathering location for your building!)
  - viii. Always comply with directions of Residence Hall and/or emergency personnel.
- f. Health & Safety Inspections (HSIs): Health & Safety Inspections (HSIs) are periodically scheduled for all SE Residence Hall Rooms. These are typically scheduled on a monthly and/or as needed basis. Scheduled HSIs are posted (on monitors in the Residence Halls, paper fliers in the halls, email and/or on the SE HRL Department Social Media pages). During HIS, HRL staff enter rooms (keying in, if no resident is present to open the door) in pairs to conduct an inspection of the room. Generally, the purpose of the inspection is to look for any issues that might pose a risk to residents and/or the facilities. Issues of concern include, but are not limited to, ensuring that smoke detectors are connected and appear to be operational, leaks and other forms of significant facilities needs/damage, unacceptable level of cleanliness (including excess trash &/or food containers, uncleaned spills, caked on food messes in the microwave or refrigerators in SHS, bathrooms/showers that are not clean, mildew, etc.), sufficient egress (must have a 3-foot wide path to the door), and blocked HVAC units in Choctaw/Chickasaw Halls. To conduct the HSIs, HRL staff will knock on doors, and if no one responds, will key into the

room. Inside the rooms, HRL staff will inspect all visible spaces, under any sinks (which may mean opening bathroom or SHS kitchen cabinets under sinks) and may include inspecting the microwave and refrigerator in SHS suites. During this routine task, should staff see any policy violations, they are required to address them. This may include removal of prohibited items. When you are notified that HSIs will be happening, it is a great chance for you to double check that you do not have any prohibited items that need to be removed from the Residence Hall. SHS residents may have approved appliances only. Approved SHS Appliances can be found on the HRL webpage ([www.se.edu/hrl](http://www.se.edu/hrl) go the Resident Forms and Documents list and scroll down).

- g. Prohibited Items: Occasionally, during the normal course of conducting routine department business (including health & safety inspections, RA visits, maintenance tasks, for example), HRL staff may come across prohibited items that are in plain view in a student suite/room. Prohibited items are generally deemed to constitute a threat to the safety and wellbeing of the Residential Community and include, but are not limited to, appliances that are not approved for use in the Residence Hall, smoking/vaping products, alcohol, candles, and other items prohibited by policy and/or deemed a threat to the Residential Community.) The presence of any prohibited item(s) in the resident's suite/room (or within any SE Residence Hall, in general) is considered a policy violation. When such items are found, for the safety of all involved, it is the general practice of the HRL Department to remove the prohibited item(s) from any resident room/suite, and temporarily store them in the Residence Hall Director's Office (or a similar designated location). A notice is left advising the resident(s) that the item(s) has/have been removed from the room/suite. The resident who owns the prohibited item(s) may obtain the item(s) from the Residence Hall Director for their building and remove the item(s) from the Residence Hall. The student may leave the item(s) in their car until they can bring the item(s) to another location if this is preferred by the student. The student must agree not to bring the item(s) back into any SE Residence Hall. A policy violation/student conduct meeting will also be scheduled to discuss the prohibited item(s). Except in the case of living organisms, the items will be stored for up to one month. After this, the items may be donated to a charitable organization. (Note: Any illegal items will be turned over the SE Campus Police. Any containers with alcohol will be dumped out and the bottles will be retained for up to one month, for the student to remove.)
- h. Severe Weather: In the event of severe weather, residents are encouraged to stay tuned to a local radio station or any TV station for the latest report on conditions. In the event of severe weather that may impact on class or other scheduled events, updates will be posted on the University's webpage and/or social media pages.
- i. Tornado siren (Sounded on large sirens) TAKE COVER IMMEDIATELY. Tornado shelters can be found listed below (additional locations are listed here <https://www.se.edu/public-safety/storm-shelters/> ). Some locations closer to Residence Halls include Morrison Hall basement, Fine Arts Little Theatre (designated ADA shelter location). Under the Home Bleachers at the Football field (located just east of Shearer Hall & Suites).
  - i. If you cannot make it to a designated shelter, take shelter on the lowest level of the building at the most interior location of the building.
  - ii. If you need assistance, please contact the SE Police at 745-2727.
  - iii. When assembled in a shelter area,
    - 1. FOLLOW THE DIRECTIONS OF STAFF.

2. Sit on the floor with your back to the wall or in a central portion of the room. Stay away from windows and doors.
  3. If a storm strikes, you should duck your head between your knees and cover the back of your head with your hands for protection.
  4. AT NO TIME will smoking be permitted in shelter areas. Weather sirens are occasionally tested.
  5. Please consult with Campus Police 580-745-2727 if you have a question about a siren sounding.
- j. Holiday Decorations: Because of the extreme fire danger present with decorations during the holiday season, please note the following rules for everyone's safety:
- i. Live Christmas trees or live cut greenery are not permitted in individual rooms, floor/hall lounges, or corridors.
  - ii. Noncombustible materials and UL approved electrical wiring are permitted in the rooms.
  - iii. Decorations may be left in rooms or common areas unless the area will be vacated for an extended period.
- k. Loss or Damage to Personal Property: Residents are urged to keep their rooms locked whenever they leave and while they are sleeping. The University cannot be responsible for any damage or loss of personal property due to fire, facility failure, severe weather, theft. Residents are encouraged to purchase personal property insurance.
- l. Room Entry: It is sometimes necessary for a Housing & Residence Life staff, or other SE employees performing an official function, to enter a student's room. (Under no circumstances shall a resident enter another room without proper authorization) Staff is required to show ID if requested. Generally, this may occur under one of the following circumstances:
- i. General welfare, health, and safety of the resident.
  - ii. Routine requested or emergency maintenance work.
  - iii. To correct any situation intruding on the comfort of residents in the surrounding area.
  - iv. If there is reason to believe a housing or University policy is being violated.
  - v. Before or during University vacations/breaks and at the end of each semester, staff may conduct a general room inspection for safety and health reasons.
  - vi. Pre-announced safety inspections or other pre-announced maintenance, inspections or other administrative tasks. Pre-announced entry will usually be posted (via physically posted fliers, emails, and/or social media posts) at least 24 hours in advance of entry.
  - vii. If a staff member enters a student's room for reasons i. – v., a 'Room Entry Form' will be left to advise resident(s) of the entry.
- m. Sprinkler System Abuse: Sprinkler systems have been installed in North Hall and Shearer Hall & Suites. To make the sprinkler system as effective as possible:
- i. Sprinklers must never be painted.
  - ii. Nothing may be hung from the sprinkler piping or sprinkler heads.
  - iii. Sprinkler heads may never be obstructed or altered.
  - iv. Nothing may be stored within 18 inches from the sprinkler head.
  - v. Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas.
  - vi. If you discover any damage to the sprinkler system, please report it immediately to the desk.

- vii. Any student who intentionally or accidentally damages a sprinkler and causes it to go off will be deemed financially responsible for any resulting damages.
  - viii. Any student who intentionally or unintentionally sets off the sprinklers or tampers with the fire sprinkler system will result in stringent disciplinary actions by the University plus assessment of damage costs to parties responsible and may be subject to legal action. These charges will likely be significant. Tampering with fire alarms or equipment can result in removal from the Residence Hall.
  - n. Solicitation Policy. Solicitation is initiating contact with students without their permission to discuss, sell, or distribute goods or services. No room-to-room solicitation is permitted in the Residence Hall. Any lobby solicitation (including flyers) must be approved by the DHRL.
  - o. Tampering with Fire Protection and/or Safety Equipment.
    - i. A false fire alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false alarm may be charged with a misdemeanor and fined, and/or may face additional University sanctions.
    - ii. Smoke alarms are in your room for safety. Tampering with alarms in any way, including removing the battery or disabling the detector, will result in a disciplinary action, including the possibility of a fine and/or restitution.
    - iii. Tampering with a fire extinguisher will result in disciplinary action (including a possible fine) and restitution for the cost of refilling it.
    - iv. Security cameras are maintained in some common areas of some Residence Hall buildings. These cameras are installed to provide an additional level of safety and security in the halls. Tampering with any security camera will result in disciplinary action.
    - v. External doors are locked for resident safety. Leaving a door “propped” (in order to facilitate your subsequent entry or another person’s entry) is considered a violation of Residence Hall policy. Tampering with any door lock or forcing a door open, including kicking in a door that is stuck or has a maintenance issue, is considered a policy violation and threatens the safety of residents.
    - vi. Tampering with any fire and safety equipment is considered a grave violation of SE Resident Student Policies and may result in significant disciplinary sanctions, including a fine, and/or termination of contract.
- VI. Policies (A to Z): Your Responsibility to Know:
- All residents are expected to be familiar with and comply with the policies and procedures contained in the Resident Student Handbook, SE Student Handbook, and the Terms & Conditions of the Housing Contract, as well as any additional Housing & Residence Life notices (including emails, department social media & webpage announcements and/or posting on monitors or paper fliers in halls). In addition, all local, state, and federal laws are considered to be part of this document and are considered to be part of the Resident Student community standards.** These documents all support each other and are made part of the same set of expectations for resident students.

Students who are involved in off campus incidents or arrests may be subject to disciplinary action because of such behavior. The regulations listed here are not all inclusive. Remember that any behavior found to be inconsistent with the overall goals and mission of the Housing & Residence Life Department, even if not explicitly covered by the Resident Student Handbook or



the SE Code of Student Conduct, may be considered general misbehavior and maybe subject to disciplinary action.

- a. **Air Vent & Air Conditioner Blockage:** The air vents or air conditioners located in rooms require and/or provide air circulation. Blockage of these vents or air conditioner/heat pump units will result in disrupting the airflow and may damage the unit. Repair costs may result should you block your air vent. Students who block vents or air conditioner units will be subject to disciplinary sanctions, including fines.
- b. **Alcohol:** The consumption or possession of any alcoholic beverages on campus, in University housing, or at any on or off-campus event, sponsored by or for a student organization or other University sponsored activity for students, is against policy. (The University is authorized to develop and implement a policy regulating consumption of alcohol at officially sponsored events). All Residence Halls are maintained as alcohol free environments. Alcohol and alcohol containers (including empty containers or those deemed to be “decorative”) are prohibited in all SE Residence Halls. Residents are expected to comply with laws of the state of Oklahoma and the policies of the University regarding the use or possession of alcoholic beverages and other drugs.
- c. **Animals – See “pets”.**
- d. **Audio Recording and Videotaping:** Photographing, videotaping, filming, digitally recording, or by any other means, secretly viewing with or without a device, another person without that person’s consent in any location where the person has a reasonable expectation of privacy, or in a manner that violates a reasonable expectation of privacy is prohibited in all SE Residence Halls. This section does not apply to lawful security surveillance filming or recording that is authorized by law enforcement or authorized University officials. Ring™ doorbell systems and other similar external camera and monitoring systems are not permitted to be installed anywhere in University Housing. This is due to the significant wiring and intrusive methods required to install a system like this and because of privacy concerns for other residents with this external facing technology. **The exception is the official security cameras installed in Residence Halls for security purposes. Such cameras are installed in common areas (hallways, lounges, elevators, etc.) only.**
- e. **Bicycles:** Bicycles must be registered with the SE Campus Police. The service is free and beneficial for your own protection in case of theft. Chaining your bicycle to trees, stairways, and signposts may result in tickets and/or confiscation by SE Police and/or Housing & Residence Life staff. Your bicycle may be kept in your room if you and your roommate agree. For safety reasons bicycles may not be kept in the hallways, lounges, or other common areas in the hall. Bicycles and similar items (roller blades/skateboards) may not be ridden in the halls due to safety and property concerns. At no time are motorcycles, mopeds, or other vehicles permitted in the Residence Halls. Bicycles that are left in the bike racks in the vicinity of the Residence Halls, must have the SE bicycle registration decal displayed. Bike racks at the Residence Halls are maintained for the use by resident students. Bikes that lack an SE Bicycle registration decal and/or whose owner is not a resident of the building, will be considered abandoned and may be confiscated/discarded by the Housing & Residence Life Department
- f. **Café Etiquette –** Residents (and non-residents) are expected to conform to a standard of behavior in the cafeteria and Magnolia Eatery (Grill) that is consistent with the standard of behavior in any restaurant. These standards include, but are not limited to the following: Shoes and shirts must be worn, disruptive behavior (such as loud noise or

- talking) that negatively impacts other diners is prohibited, foul language which can be overheard by diners at other tables is prohibited, all diners are expected to comply with the directives of cafeteria staff, removal of property (such as cups, silverware, etc.) of the café is considered theft. Additionally, anyone who wishes to use their pre-purchased meal plan is required to provide their ID card to the cashier, and one meal consists of an 'all you care to eat' meal eaten in the cafeteria OR a "to go box". If you would like both, then you need to scan/pay for two meals. Additional expectations may apply.
- g. Candles: See "Open Flames" Note, the only decorative candles that are permitted within the Residence Halls are those that have either never been burned or which the wick has been entirely removed.
  - h. Cigarettes, cigars, pipes, chewing tobacco, and e-cigarettes, and all associated paraphernalia are prohibited in all Residence Halls.
  - i. Community Area Management: Community areas are maintained for the enjoyment and use of all residents of the designated community. Residents may not leave any personal items outside of their assigned room or suite (including shoes, welcome mats, etc.), unless you have received written approval from the DHRL. All furniture and equipment in the common areas is considered University property and is intended for the use of all community members. Removal of any furniture or equipment from the community area to a personal room or suite is considered theft. All community members of any location (room, suite, hallway, Residence Hall) are responsible for their assigned living areas and may be subject to "Community Billing" for damages, cleaning, or vandalism in common areas. See also "Furniture and University Owned Equipment" for additional details.
  - j. Compliance with University Officials: HRL staff (including Residence Hall Directors, Assistant Residence Hall Directors, Resident Assistants, Desk Clerks, etc.), SE Campus Police Officers, and other University staff are considered University Officials. All students, residents, and residents' guests are expected to comply with the directions given by HRL staff, Campus Police, or other University Officials. Failure to do so is considered a failure to comply with a University Official.
  - k. Computer & Internet Usage - University policy regarding computer and internet usage can be found on the SE website and are made a part of the Resident Student policies.
  - l. Controlled Substances: The use, possession, or distribution of narcotics or other controlled substances except as expressly, permitted by law, and the inappropriate use or abuse of prescriptions or over-the-counter medications is forbidden. Marijuana is prohibited in all SE Residence Halls, regardless of whether an individual has a legal prescription for use.
  - m. Courtesy Hours: Residents are always expected to be courteous of other individuals living in their residential community, and to comply with requests of community members to reduce noise levels, regardless of the time. Any noise that can be overheard outside of the individual unit is subject to courtesy hours.
  - n. Drugs – See "controlled substances"
  - o. Electrical Appliances: All cooking appliances and electrical extension cords are prohibited in the Residence Halls. Exceptions to this include hot pots or coffee pots, in addition to those items that have been approved for use in Shearer Hall only. (A detailed list of appliances that are permitted in SHS may be found on the website at [www.se.edu/hrl](http://www.se.edu/hrl) (Resident Forms & Documents section, found at the bottom of the webpage). Additional prohibited items include (but are not limited to): portable heaters, sunlamps, halogen lamps, broadcasting equipment (short-wave citizen band, etc.), ceiling fans (except where pre-installed in SHS), and other such items. Residents are

- expected to periodically inspect all cords and appliances for cracks or other defects, and to be aware that overloading an electric circuit with too many appliances can cause the breakers to shut off. Electrical appliances used in your room can affect computer equipment. Microwaves and refrigerators are considered “large appliances,” and must be plugged directly into the wall (and not an extension cord or surge protector.) Please see the section on “microwaves” and “refrigerators” for additional information related to these appliances.
- p. Eligibility for Housing. To be eligible for campus housing, an individual must be enrolled a student at Southeastern Oklahoma State University and attending classes in at least 6 undergraduate or 3 graduate hours during the Academic Year and 3 undergraduate/graduate hours during the summer session or have written approval from the DHRL.)
  - q. Financial responsibility. Failure to satisfy the financial obligation accrued under the Terms and Conditions of the Housing Contract may result in denial of permission to enroll and/or issuance of transcripts, pursuant to SE rules and regulations governing the imposition of these sanctions, denial and/or restricted access to his/her assigned living accommodation and termination of the Housing Contract. (For additional detail, please see the Housing Contract Terms & Conditions, which are considered a part of this document.)
  - r. Firearms, Fireworks and Explosives: See “Weapons”. See also “Flammable materials”.
  - s. Flammable Materials: The possession of any fire accelerants within the Residence Halls is expressly forbidden. Anything that may be used as an accelerant or is used as such is also forbidden. Please see the “candle” and “open flame” policies for additional information.
  - t. Furniture and other University Owned Equipment: Any University owned furniture or equipment (including common area furniture and items from the cafeteria) that is not issued to the student (limited to the bed, desk, dresser and desk chairs in each bedroom, and the couch, chair, coffee table and end table that are issued to the residents of each suite in SHS) and are found in a student’s room/suite is considered theft and is subject to disciplinary action. Additional charges for damages or use may also be imposed.
  - u. General Misconduct: Any behavior explicitly stated or generally implied by the Resident Student Handbook or SE Student Code of Conduct, the Housing Contract Terms & Conditions, or any local, state, or federal laws, and/or deemed to be inconsistent with the overall mission and goals of the Housing & Residence Life Department, may be considered general misconduct and may be subject to disciplinary sanctions.
  - v. Guests: Any individual that is not contracted to live in the Residence Hall (excluding SE employees executing official duties in the Residence Hall) is considered a guest. All guests must be escorted by the resident that they are visiting. Unescorted guests will be considered trespassers. All guests must comply with all Residence Hall and University policies. Residents are responsible for the behavior of their guests at all times. Guests are not permitted in the building during breaks or during intersessions. During the regular semesters, visitation hours are from 10 a.m. until 12 midnight on Sunday – Thursday and from 10 a.m. to 1 a.m. on Friday and Saturday nights. Guests under 18 years of age MUST always be accompanied by a parent or legal guardian. (Siblings over 16 years of age may visit a resident with prior WRITTEN approval of the DHRL.) Children under the age of 18 are not permitted to stay overnight in the Residence Halls unless they are (1) a resident and SE student or (2) have prior WRITTEN approval of the DHRL.

This includes children of resident students. Residents are permitted to have overnight guests with prior written approval of the RHD. To receive approval, residents must complete an overnight guest registration form (may be obtained in the Housing & Residence Life Office or on-line at [www.se.edu/hrl](http://www.se.edu/hrl), scroll down to Resident Forms & Documents) which requires the written consent of all roommates and suitemates, as well as the RA/RHD. The form must be complete and submitted to the RHD at least one business day prior. Overnight guests must always remain in the company of the resident and may not enter community areas (including lobbies, hallways, etc.) outside of designated visitation hours. Overnight visitations may not exceed three consecutive nights or seven total nights per semester. **Residents are permitted a maximum of 2 guests per resident at any time.**

- w. Guns: See “weapons”.
- x. Hoverboards (aka Smart Boards or Balance Boards): Due to safety issues related to the charging and operation of hoverboards, and out of an abundance of caution, hoverboards are not permitted in University housing and residential facilities
- y. Keys: Residence Hall keys are considered the property of the University and are issued to residents for use of their assigned room/suite only. Residents are not permitted to give their key to anyone else for any reason. Residents are not permitted to switch rooms within a suite. The keys are the property of the University and are not to be duplicated. If you lose your keys, contact HRL. Lost keys will result in a significant charge. Residents are expected to always carry their key with them. Fines may be imposed for students who lock themselves out of their room/suite/hall.
- z. Laser pointers: Harassing others by laser pointer beams is annoying at best, and potentially unsafe. For this reason, the use of any laser pointers is prohibited in and from any SE residence Hall.
- aa. Marijuana: Marijuana is prohibited in all SE Residence Halls, regardless of whether an individual has a legal prescription for use.
- bb. Microwaves and Refrigerators: Microwaves and refrigerators are considered “large appliances.” Up to 2 large appliances (regular microwaves, mini fridge or microfridge units) per room are permitted. (See also refrigerator info.). Large appliances must be plugged directly into the wall socket.
- cc. Open Flames: Candles, incense, hookah pipes, or anything that generates an open flame are prohibited inside and within the immediate vicinity (within 50 feet) of all Residence Halls. Electronic cigarettes are also prohibited within the Residence Halls or within 50 feet of the Residence Halls. University Policy prohibits the use of any tobacco products anywhere on campus. Residence Hall policy prohibits the possession or presence of any tobacco products within the Residence Hall. See also “Cigarettes” and “Tobacco-Free Residence Halls”. Candles, incense, kerosene lamps, any open flames, and any flammable liquid fueled devices, are prohibited in the Residence Halls. See also “open flames”.
- dd. Paint and Pellet Guns: See “weapons”.
- ee. Parking: Any person who operates a vehicle on campus must obtain and display a parking permit on his/her vehicle. Permits are available at the Department of Public Safety. Motorcycles are subject to the same registration requirements and parking regulations as other motor vehicles. Motor vehicles are to be parked in designated parking spaces. Failure to abide by parking regulations may result in your vehicle being ticketed or towed away at your expense. There are several “Authorized parking only” spaces designated around the Residence Halls. These are intended for use by staff that

is required to respond quickly in an emergency or crisis (such as the DHRL, Dean of Students, Director of Student Wellness Services, RHDs & ARHDs.) Anyone who is not authorized to park in these spaces and is found parked in these spaces may be subject to both parking regulations (ticketing, booting, or towing), as well as and student conduct and other sanctions. SE has a primarily one tiered parking design. Most lots are intended for use for all faculty, students, and staff. No lots are specifically reserved for any subgroup of individuals (except for the faculty staff paid lot on Dunlop/Montgomery Street.) Bicycles must be registered, (see “Bicycles”).

- ff. Pets: Resident students are permitted to have legal fish in a tank not to exceed 10 gallons. Only one tank is permitted per room, and aquariums must be properly maintained. Fish that are dangerous or harmful to humans and are prohibited by state or federal laws are not permitted. Residents who choose to have fish are required to always care for their fish properly, including making arrangements for their care during breaks and intersessions. Students are not permitted to have any other pets in the Residence Halls due to concerns for health, safety, sanitation, noise, and humane treatment. Residents may not bring any animal (other than those permitted by this policy) into the Residence Halls, even for a short visit. (This includes dogs, cats, rabbits, snakes, turtle, lizards, geckos, etc.) Residents are also prohibited from feeding any animals within the immediate vicinity of any Residence Halls. If you notice stray animals, please report them to the campus police and/or the DHRL, as these present a potential health risk to the residential and University community. Violations of this policy may result in appropriate disciplinary sanctions as well as assessment for damages, cleanup, etc.

Residents who require the use of a service animal are permitted to keep that animal in the Residence Hall after notifying the Coordinator of Disability Services. Emotional Support Animals must have written authorization from the Coordinator of Disability Services **before** bringing the animal into any SE Residence Hall. Students who require such accommodations are advised to make such requests and notification prior to the June 15<sup>th</sup> Housing Contract application deadline. Accommodations cannot be guaranteed after that date. Please refer to the Southeastern Oklahoma State University Accessibility Services webpage for more information <https://www.se.edu/ada/>.

- gg. Policy Revisions for Individual Residential Communities: Residential communities are encouraged to request additions/deletions/modification to the policies by secret vote after thorough discussion. Such recommendations must be endorsed by the Hall Council (and, when applicable, the RHA), and then submitted to the DHRL for consideration and possible approval. Those policies agreed upon by the residential community are to be agreed on by a minimum of 2/3 majority and posted prominently. The DHRL reserves final approval authority of all policies.
- hh. Posting Fliers: Housing & Residence Life staff maintains bulletin boards within the Residence Halls. Bulletin Boards are reserved for the use of Residence Hall residents and recognized student organizations. All fliers that are not created by HRL staff must be approved by the Office for Student Life prior to posting. Individuals or organizations that wish to post fliers in the Residence Halls are encouraged to communicate with the DHRL, and to leave an appropriate number of OSL stamped fliers at the Housing & Residence Life Office. Housing & Residence Life staff are authorized to remove any posted fliers that have not been approved by the OSL and DHRL/RHD.

- ii. Practical Jokes: Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase the noise level, disturb non-involved residents, and interfere with the academic pursuits of other community members. Students who engage in practical jokes and pranks will be held responsible for damages and disciplinary action may be taken.
- jj. Presence during policy violations: Any student who is present in a room, suite or location where policies are violated, is considered to be a participant in the policy violations and may be subject to conduct sanctioning.
- kk. Property Insurance: The University does not carry personal property insurance for residents' property. The student and his/her parent or legal guardian are strongly encouraged to carry appropriate insurance to cover personal losses that may occur from normal maintenance issues, theft, or other reasons. Residents are responsible for any damages that occur in their assigned room, suite, or hall. This includes any common area damages. When identified, the person(s) responsible for the damages in the room(s) or public areas will be billed for the cost of repair/replacement.
- ll. Quiet Hours: Quiet hours for all halls, and the immediate vicinity of the Residence Halls, are designated as 10 p.m. – 10 a.m., unless the community has taken steps to modify quiet hours (including receiving written approval for the modification from the DHRL. See also "Policy Revisions...") "Quiet" is defined as no noise may be heard outside of the student's room or suite. (Any music, base, voices, banging, etc. that can be heard from the hallway, or another room may be considered a violation of quiet hours. On special occasions, the DHRL may approve extended hours for programs. Such authorization will be made in writing and will be posted in advance of the event.
- mm. Refrigerators and Microwaves: Microwaves and refrigerators are considered "large appliances." Up to 2 large appliances (microwaves, refrigerators, or microfridge units) per room are permitted. A total of two large appliances are permitted in each room. Residents are strongly encouraged to clean and thaw all refrigerators during breaks (or periods of extended absence) Refrigerators may be left plugged in and running during breaks. However, the University is not responsible for loss of items due to power outages. Students are responsible for any damages caused by leaks from defrosting refrigerators, and for any related cleaning and disposal of perishable items.
- nn. Ring™ doorbell systems (and similar devices): Refer to Audio & Video recording above.
- oo. Restitution: Students may be asked to make restitution for their damaging actions if deemed necessary by HRL staff and administration. Examples of destructive behavior that may result in a student being assessed restitution fees include damages to property, stolen items, disruption in services, damage caused by leaks due to improper use or care of toilets, sinks, showers, refrigerators, aquariums, etc. in his/her room and damages incurred in other rooms or the community areas including floor lobby, main lobby, elevators, porches, and bathrooms. All residents share responsibility for common areas.
- pp. Roofs: Due to potential structural damage and safety concerns, residents are not permitted on any roofs.
- qq. Room Consolidation – During the first 8 weeks of each semester, students may be reassigned to a different room or may receive new roommates/suitemates, as part of the room consolidation process. This process enables the University to meet the requests of students who want a private room, while also maintaining the facilities and equipment of individual rooms, suites and sometimes floors, and enables the University to keep the cost of living on campus as reasonable as possible. While room changes can

- be requested and granted at any time during the year, room consolidation will only take place during the first 8 weeks of the semester.
- rr. Screens: Except in an emergency, screens are not to be removed from the windows for any reason. See also “windows”. (See also “Windows”.)
  - ss. Smoking: The use or possession of any tobacco product is prohibited in all Residence Halls. As of 1/1/14, the use of E-cigarettes is also prohibited on campus, and therefore prohibited within or in the vicinity of any Residence Halls. Also note that the University maintains a tobacco free environment and the use of any tobacco product is prohibited throughout campus. (See also “Tobacco Free” policy.)
  - tt. Sublet: Your assigned living space cannot be sublet under any circumstances. The presence of unauthorized overnight guests will be considered a serious policy violation. Residents are not permitted to enter or use vacant rooms in their suites, nor are they permitted to allow guests to stay in those rooms. Residents must obtain written authorization from the RHD before they can transfer to another room. Room changes may be requested after the 2<sup>nd</sup> week of each semester and are subject to a room change fee. See also “guests”.
  - uu. Tampering with fire or other safety equipment or causing fire safety equipment to be triggered (alarms or fire suppressant system) is considered a grave offense and may result in termination of a Housing Contract and/or fines. Residents are also financially responsible for any damages caused by tampering with fire and safety equipment.
  - vv. Tobacco Free: All Residence Halls are maintained as tobacco free environments. All tobacco products (including cigarettes, chewing tobacco, etc.), tobacco paraphernalia (including water pipes, hookah pipes, etc.), and e-cigarettes are prohibited in all Residence Halls and within the immediate vicinity of all Residence Halls. As of 8/1/12, Southeastern Oklahoma State University became a tobacco-free campus. Use of any tobacco products is prohibited anywhere on campus. As of 1/1/14 the use of electronic cigarettes was also prohibited on campus. The use or possession of any of these products is prohibited in all Residence Halls and in the immediate vicinity (50 feet) of all Residence Halls. See also “vaping”, “candles” and “open flames”.
  - ww. University ID: All residents are expected to always carry their student ID with them and must produce it when requested by any University Official, including HRL staff (RAs, RHDs, ARHDs, DHRL) and Campus Police Officers. Residents are also expected to always bring their ID card to the café and may be denied service if they cannot produce an ID card.
  - xx. Use of Grounds and Facilities: The lawns and recreation areas around the Residence Halls are part of the community living environment. Residents are expected to care for them just as they would their Residence Hall room, suite, or common area (or, for that matter, their home). Residents often gather formally and informally in these areas for picnics, sports, or other social events. If damage to the grounds or facilities occurs, such as broken windows, those involved may be held financially responsible for the damage.
  - yy. Vaping – see Tobacco Free.
  - zz. Visitors: See “Guests”.
  - aaa. Weapons: The possession or firing of firearms, fireworks, explosives or weapons, or facsimiles of weapons (such as pellet guns, etc.), including but not limited to bows, knives, or guns, is prohibited in or around any Residence Hall.
  - bbb. Windows: Nothing may be hung from any University Residence Hall windows, nor displayed outward from the window. Nothing may be shot out of, dropped out of, or thrown out of any Residence Hall windows. Students may not enter or exit the

Residence Hall through windows, nor pass any items in and out of the Residence Hall through the windows. Where screens are present, they are to be maintained in place and never removed from the windows. Housing & Residence Life staff are authorized to require residents (especially those in North Hall) to close windows when trying to regulate the airflow.

VII. Residence Hall Student Conduct Procedures:

- a. The Resident Student Handbook, Housing Contract Terms & Conditions, the SE Student Handbook & Code of Conduct, SE Computer & Internet Use (IT) Policies and Procedures, as well as all local, state, and federal laws, are all made a part of the Resident Student Handbook/Policies. Additionally, any Residence Hall Handbook updates or Information posted (in the Residence Halls and/or on the HRL webpage, social media platforms or sent via email) are also made part of the Housing Contract. Violations of any of the above are considered a breach on the part of the student. Therefore, in response to policy violations, the HRL staff (as designated by the DHRL) is authorized to make determinations regarding a termination of the Housing Contract (under such conditions, the student is considered to have breached the Housing Contract and all Terms and Conditions for Contract Termination by the student apply), mandated relocation to a different room or Residence Hall, as well as additional penalties and/or sanctions that may include, but are not limited to: imposing of behavioral contract, community service, research and reporting, compulsory attendance at events, programming, participation in educational programs, and/or restitution or special fees.
- b. Resident Student Conduct cases:
  - i. After initial review of the case, the DHRL will assign the case to a designated HRL conduct officer for the University. Resident student conduct cases are typically seen by a designated Conduct Officer, which may include the RHD or the ARHD. However, the University reserves the right to also assign some cases to the DHRL, the Assistant Dean of Students (Chief Conduct Officer) or VPSA, in lieu of, or in addition to meeting with a HRL conduct officer.
  - ii. The following procedures will be used in all reports of policy violations referred to the DHRL.
    1. All written communication regarding student conduct in the Residence Halls will be made using the SE student email account. At the discretion of the DHRL or the appointed conduct officer, additional methods may be used. The student is responsible for checking student email.
    2. Investigation and Summons: The assigned conduct officer will review the report and investigate any alleged violation of published University policy. The conduct officer will provide individuals alleged to have been involved in policy violations an opportunity to discuss the alleged policy violation. Students are expected to comply with any request to meet with the assigned conduct officer within the designated timeline to provide input on the alleged policy violation. Failure to report to a requested meeting may be considered an additional violation and may result in increased penalties and/or sanctions, and/or may result in the case being adjudicated without the input of the student.
    3. Opportunity to respond: Individuals alleged to have been involved in a policy violation may be given an opportunity to schedule an appointment with the assigned conduct officer or may be notified of a hearing appointment during which the conduct officer will explain to



the student the alleged violation of policy. During the appointment, the conduct officer will provide the student with an opportunity to respond to the charges and will give the student the opportunity to present evidence or comment on any facts bearing on the alleged violations. Students who refuse to provide information or who remain silent will be viewed as entering a state of “no contest”. Students who fail to attend the meeting may also be viewed as having entered a statement of “no contest,” and the conduct officer may render a decision without the input of the accused student.

4. Administrative review: After a fair and impartial assessment, based on the evidence presented, which will include the opportunity for the accused student to present evidence, the designated conduct officer will make a reasonable determination of whether a published University policy was violated. If the officer determines that a University policy has been violated, he/she will impose the appropriate disciplinary penalty.
5. Appeals of decisions
  - a. For cases that receive a sanction of Termination of the Housing Contract that are initially made by an RHD, students may request an appeal of that decision from the DHRL. The appeal must be made in writing within 1 business day of the decision. The appeal must be submitted to the DHRL. The DHRL will decide whether to consider the appeal independently, or at his/her discretion, may refer the case to the Assistant Dean of Student Affairs (ADSA) or Vice President of Student Affairs (VPSA).
  - b. To request an appeal, the student must submit a written appeal letter to be received by the DHRL within 1 business day of the (written or verbal) communication of sanctions by the designated conduct officer. The DHRL will review the case (which may or may not include a meeting with the student) within 6 business days of receipt of the written request. The DHRL (or when referred by the DHRL, the ADSA or VPSA) will decide to uphold the decision of the designated conduct officer or will modify the sanctions and provide written notification via the SE student email account, to the student within 10 business days of receipt of the request for review. **The decision of the DHRL (or when referred by the DHRL, the ADSA or VPSA) is considered final on all matters of resident student conduct.** In addition, the DHRL may refer all or part of the student’s case directly to the ADSA or VPSA, at any time.
  - c. In the case where the DHRL (or when designated, the ADSA or VPSA) is the initial hearing officer, and a determination for termination of the Housing Contract is made, that decision is considered final, and is not appealable.
  - d. All other sanctions, including, but not limited to: Residence Hall Probation, relocation to another room or hall, community service, learning outcomes, reflections papers, referrals to various campus or off-campus services, mandated participating

in class, groups, or activities, etc. imposed by the conduct officer, will be considered final, and will be made part of that student's Housing Contract.

- e. In cases of Termination of the Housing Contract, the student may be required to immediately vacate the Residence Hall and return any keys issued until such time as a final determination is rendered. Upon final determination, if the decision to Terminate the Housing Contract is made, the student may be required to vacate immediately and/or may be given up to 72 hours to vacate the premises. In such cases, the student will also be banned from all Residence Halls.

**Southeastern Oklahoma State University does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities. The following person has been designated to handle inquiries regarding the non-discrimination policies: Michael J. Davis, J.D. Assistant to the President for Compliance, EEO/Title IX Coordinator, Russell Building, (580) 745-3090.**

**Any student needing special accommodations due to a disability should contact the Coordinator for Disability Services, GDJ Student Union, Suite 328 or call (580) 745-2392 (TDD# 745-2704). It is the responsibility of each student to make an official request for accommodations to the Coordinator.**