Index

Academic Year Costs ......................................................... 4
Alcohol ........................................................................... 6
Assault and Battery ............................................................ 7
Apartment Manager .......................................................... 2
Bathrooms ........................................................................ 7
Bicycles ............................................................................ 7
Cable Television ............................................................... 7
Campus Resources ........................................................... 18-19
Candles ........................................................................... 7
Check-In and Check-Out Procedures .................................. 24
Collect Calls ................................................................. 23
Common Areas ............................................................... 7
Communication ............................................................... 7
Computer Anti-Virus Policy .............................................. 7
Contract (Housing) .......................................................... 4
Contract Life ..................................................................... 4
Contract Release ............................................................. 4
Cooking ........................................................................... 7
Custodians ....................................................................... 3
Dialing Instructions .......................................................... 23
Dining Services ............................................................... 20-21
Director of University Housing ........................................ 2
Disciplinary Procedures ................................................... 14-17
Dishonesty/Failure to Comply .......................................... 17
Disorderly Conduct .......................................................... 7
Dress in the Dining Hall ................................................... 21
Drugs .............................................................................. 8
Electric Appliances ......................................................... 8
Elevators ......................................................................... 8
Energy ............................................................................. 21
Failure to Comply ............................................................ 8
Finals Week ...................................................................... 8
Firearms/Fireworks .......................................................... 12
Fire Alarm Safety ............................................................. 8
Fire Safety ........................................................................ 22
Food Disposal ................................................................... 8
Furniture Removal ........................................................... 8
Gambling ......................................................................... 8
Garbage .......................................................................... 8
Gorilla Geeks ................................................................. 19 & 23
Guests ............................................................................ 8
Hall Directors ................................................................. 2
Halogen Lamps ............................................................... 8
Harassment ...................................................................... 8
Housing Contract Information ........................................ 4 & 5
ID Card ........................................................................... 20
Incense ............................................................................ 7
Keys ............................................................................... 8
Laser Pointers ................................................................... 8
Laundry Rooms ............................................................... 8
Lock-out Policy ............................................................... 8
Lofts ............................................................................... 9
Long Distance/Network Services ..................................... 23
Mail .................................................................................. 9 & 24
Maintenance Staff ............................................................ 3
Meal Plans ........................................................................ 20
Meningitis Vaccination ................................................... 20
Missing Person .............................................................. 20
Mission and Goals .......................................................... 2
Musical Instruments ....................................................... 9
Office Staff ....................................................................... 3
Overnight Guests ............................................................ 12
Painting ........................................................................... 11
Pets .................................................................................. 9
Phone/Network Service .................................................. 23
Policies and Regulations ................................................ 6-12
Posting Guidelines .......................................................... 9
Privacy/Room Entry .......................................................... 10
Quiet Hours and Noise ..................................................... 10
Recreational Equipment ................................................... 10
Refrigerators ..................................................................... 10
Residence Hall Assembly ............................................... 3
Residency Policy ............................................................. 4
Resident Assistants ........................................................... 2
Room and Board Payments ............................................. 5
Room Assignments ........................................................... 5
Room Changes ............................................................... 5
Room Consolidation ....................................................... 5
Room Inventory and Condition Card .................................. 24
Roommates ...................................................................... 13
Room Modifications ........................................................ 11
Sack Lunches .................................................................... 21
SafeRide .......................................................................... 18
Safety and Security .......................................................... 22
Self-Destructive Behavior Policy ....................................... 11
Severe Weather .............................................................. 22
Sexual Assault ............................................................... 11 & 22
Sexual Harassment ........................................................... 11
Smoking ........................................................................... 11
Solicitation ....................................................................... 12
Special Diets .................................................................... 21
Sports & In-Hall Athletics .................................................... 12
Staff on Duty .................................................................... 3
Standards for Community Living ...................................... 1
Storage ............................................................................ 24
Telephone Directory ........................................................ 23
Theft ............................................................................... 12
Tornadoes ........................................................................ 22
University Housing-Overview .......................................... 2
Utility Services ............................................................... 12
Vandalism ......................................................................... 12
Visitation/Overnight Guests ............................................. 12
Voice Mail Service ............................................................ 23
Wall Decorations ............................................................ 12
Water Beds ........................................................................ 12
Water Guns/Water Fights ................................................... 12
Weapons .......................................................................... 12
Windows, Ledges and Roof .............................................. 12
Window Screen Removal ................................................... 12
Winter Interim/Christmas Break ....................................... 12
Pittsburg State University is a community of persons from diverse geographical, cultural, racial, and ethnic roots. Each person is a unique individual, drawn from the broad spectrum of our society. We must each strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. As we engage in our daily activities and interactions, we must possess a genuine desire to learn from others. In addition, we must give others the respect and acceptance which we, ourselves, desire.

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

While we have a commitment to not deter free speech, we must strive to create and maintain a community that is free of harassment, intimidation, and humiliation of residents and staff. It is our belief that one’s actions demonstrate one’s commitment to respecting the differences among individuals. Members of the residence hall community are individually and collectively responsible for their behavior and accountable for their actions. Each individual must take initiative and responsibility for their own learning and awareness of the differences which exist in our community, avoiding actions that diminish others.

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

All of us who work and live in the Pittsburg State University residence hall community have chosen to be here. Thus, we must commit ourselves to these principals which are the basis for our purpose, value, and worth.
Mission:
The mission of University Housing is to support the University community by providing a comfortable, developmental living and learning environment for students.

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

An Overview

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

Director of University Housing
The Director of University Housing provides leadership to assure that staffing, facilities, and administrative operations contribute to a productive living and learning environment for students in the residence halls and apartments.

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

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

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

Assistant Residence Hall Directors
An Assistant Residence Hall Director (ARHD) is a paraprofessional staff member responsible for the day-to-day operations of a small residence hall (Bowen, Trout and Willard). They serve as a resource for Resident Assistants and students, coordinate programming efforts, and implement policies and procedures within their assigned residence hall community. The ARHDs work directly with the Area Coordinators to help develop a comfortable and productive living environment.

Apartment Manager
The Crimson Village family apartments are staffed by an upperclassman student manager. It is the responsibility of the Apartment Manager to manage the day-to-day operation of the apartments, coordinate facility repairs and improvements, enforce University Housing policies and procedures, and help develop a comfortable and productive living environment. The Apartment Manager will work part-time in the Office of University Housing.

Resident Assistants
A Resident Assistant (RA) is assigned to each floor or wing. These upperclassmen or graduate students have been carefully selected and trained to coordinate and assist a floor or a wing of a residence hall. They are an excellent source of information regarding both personal and college related matters. The RAs are responsible for creating a floor community, providing a variety of social and developmental programming, and enforcing policies and procedures. The RA is a personal liaison between the University community and the residence hall student. If you have a problem or question, the RAs are here to help you in any way possible.
Custodians Each hall has its own custodial team. The custodian assigned to your hall is responsible for cleaning the bathrooms, hallways, and other common areas. Residents’ cooperation in accommodating and accepting any brief inconvenience caused by the daily cleaning routine is expected and greatly appreciated.

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

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

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

Residence Hall Assembly RHA is the campus-wide residence hall student government body. The purposes of the RHA are:
- To act on the behalf of all students who live in the halls and to represent their interest on levels of the University government, making recommendations to University administration as the need arises.
- To provide campus-wide programming for the residence hall students, while serving as a link between campus wide programming (SAC, PALS, etc.) and the residence halls in order to assist in coordination of events on campus.
- To recommend and review policy which governs residence hall living. RHA will meet regularly throughout the school year addressing hall issues and concerns and planning social events for students.
- Meet Tuesdays at 8 p.m.

National Residence Hall Honorary (NRHH) is the recognition branch of the National Association of College and University Residence Halls (NACURH). NACURH, as an organization, believes recognition is a must in a strong residence hall community. NRHH was founded to make sure that recognition is not forgotten on campus and in the residence halls. NRHH chapters have a very special way of recognizing those top leaders through unique and creative recognition programs. The NRHH chapter membership (per school) is restricted to 1% of students living in the residence halls. The Jungle Chapter of NRHH at PSU is limited to 20 members and is permitted to induct two honorary members per year.
Housing Information

2013-2014 Room & Board Rates

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<thead>
<tr>
<th>DOUBLE ROOM</th>
<th>ACADEMIC YEAR</th>
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<tr>
<td>7 day Access meal plan</td>
<td>$6,734</td>
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<tr>
<td>14 Access meal plan</td>
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</tr>
<tr>
<td>14 Access + $100 D$</td>
<td>$6,544</td>
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<tr>
<td>10 Access meal plan</td>
<td>$5,978</td>
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<tr>
<td>10 Access + $100 D$</td>
<td>$6,178</td>
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<tr>
<td>600 D$</td>
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<table>
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<tr>
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<tbody>
<tr>
<td>Physical Single</td>
<td>Add $800</td>
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<tr>
<td>Converted Single</td>
<td>Add $900</td>
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<table>
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<tr>
<th>OTHER COSTS</th>
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<tbody>
<tr>
<td>Willard Hall</td>
<td>+ $440</td>
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<tr>
<td>Dellinger/Tanner/Bowen/Trout Hall</td>
<td>+ $220</td>
</tr>
<tr>
<td>Crimson Commons</td>
<td>+ $1,000</td>
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PSU RESIDENCY POLICY

PSU requires that all first-year students live in the residence halls for their first two academic semesters on campus and purchase a Seven Day Access Meal Plan, 14 Access Plan, or 14 Access + $100 D$. All other students may live in housing of their choice. Prior to signing the contract, exceptions to the policy will normally be granted where any of the following circumstances exist:

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

CONTRACT

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

Contract Life

A residence hall contract becomes effective upon the receipt and acceptance of the completed, signed contract with a $145 pre-payment. Only annual (2013-2014 academic year) contracts are available.

Contract Release

Unless you are required by the Pittsburg State University Residency Policy (see above) to live in a residence hall and purchase a meal contract you may be released from your housing contract at any time by payment of 35% of the remainder of your contract value and a weekly prorate for time occupied. Exceptions to the cancellation fee are strictly limited to students who graduate, are student teaching, or leave campus for training authorized through an academic department. In all cases, students must fill out a Cancellation Request form available at the University Housing Office, Student Welcoming Center, 209 Horace Mann.

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

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

YOUR HOUSING DOLLARS

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

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

The halls belong to you, your neighbors, and to the students yet to come. Each resident has some responsibility in maintaining the physical environment.
Little happens in the residence halls that someone does not know about. If you see someone or know of someone who has caused damage to the hall or any of its contents, please contact your Resident Assistant (RA), Assistant Residence Hall Director (ARHD), or Area Coordinator. All unaccounted (and therefore unbilled) damages are prorated among the residents of a particular hall or floor.

**PAYMENT, LATE FEES, STATEMENTS**

A. Payments are to be paid to the University for housing accommodations, dining service, and properly billed charges in accordance with the rate and payment schedule specified in this contract and/or payment plan terms. The Cashiers and Student Accounts office will maintain and publish tuition, housing and fees billing for all students enrolled at Pittsburg State. Billing will be produced each month and notification is then sent to the students official campus e-mail address. Students will access their e-bills through their GUS portal and will set up other users and notifications. Visit the Cashiers and Student Accounts website: www.pittstate.edu/office/cashier to view payment dates and options, billing cycle, installment fees, late fees and other related payment policies.

B. A late fee will be charged if payment (semester, installment, and properly billed charges) is not received by the fifth of each month. If charges remain unpaid, meal service will be suspended, and procedures to evict the student from University housing will be initiated. Past due accounts will be sent to a collection agency and/or the state set-off program for collection. Collection costs will be assessed and added to balance due on these accounts.

C. Statements are accessible through the student portal (GUS) with your ID and password. Details about the payment options and credit card policies are available online at www.pittstate.edu/office/cashier. Timely payment in accordance with established schedules is not dependent upon receipt of statement.

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

**ROOM ASSIGNMENTS**

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

**ROOM CHANGES**

No room changes are allowed for the first two weeks. Room change requests will be accepted on the first school day two weeks following the first day of classes. This serves several purposes: 1) close to 90% of those who requested room changes two weeks ago have decided that they like their roommate and do not want to move; 2) we can find out who the “no-shows” are and thus know the available moving options; 3) we can present students a list of other students looking for roommates so they can meet each other to determine compatibility.

If you are not getting along with your roommate, see your RA. Your RA will begin the roommate mediation process. This includes referring to the roommate contract that was completed within the first week of living in the Residence Halls. Your RA will speak with you about your options, including, but not limited to mediation, filing an incident report or speaking with the Area Coordinator about a room change. **NOTE: RA's cannot approve room changes. This is a process that must be completed with the Area Coordinator in the University Housing Office. The move must be approved by the Area Coordinator prior to moving. Room changes may be denied due to availability. Room changes must be requested by November 1st for fall semester and by April 1st for spring semester.**

**ROOM CONSOLIDATION POLICY**

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

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

**PLEASE contact the Department of University Housing if you have any questions regarding this portion of your contract.**
Alcohol Safety Tips

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

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

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

Policies & Regulations

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

Most students do well in this environment and feel comfortable with the responsibility of the many choices they are faced with at this University. While hall staff and University Police are responsible for enforcing University policies and regulations along with state and federal laws, their numbers just are not great enough to be in all places at all times. Please help maintain a safe environment by reporting any violations of policies, regulations, or laws and/or acts of violence or vandalism immediately to hall staff or University Police. We believe that students are capable of guiding their own lives and making rational decisions about their behavior. It stands to reason then, that students are responsible for the consequences of those decisions, both positive and negative. This concept of responsible freedom means deciding what time you want to go to bed, study, eat, entertain guests, etc. It also means paying for damages you cause (if any) and being held accountable for actions you take. Responsible freedom also means assisting in maintaining a pleasant physical and social environment in the residence hall. Students who witness a violation of residence hall and/or University policy and choose not to inform the appropriate University personnel will be held responsible for the violation in question. Students are also responsible for informing University staff for policy violations of which they are aware. In addition, students take responsibility for everything that occurs within their own residence hall room.

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

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

ALCOHOL

The use of alcoholic beverages shall not interfere with the educational goals of the University and the educational environment of the residence halls. Its use shall be compliant with the state and federal law; in accordance with the State Board of Regents policy; consistent with principles of common courtesy; and, respectful for the rights and privacy of all others within the residence hall community. Only cereal malt beverage (beverages containing not more than 3.2% alcohol by weight) may be possessed and consumed within PSU residence halls. No other alcoholic beverage is permitted under Kansas law [K.S.A. 96 Supp. 41-719 ©] or Kansas Board of Regents policy.
- The privilege of possession or consumption of cereal malt beverage within the residence halls is extended (and strictly limited) to those who have reached their 21st birthday (minimum age for legal possession and consumption of alcohol beverages within the state of Kansas).
- Cereal malt beverage is only allowed in rooms where all room occupants are 21 years of age and older.
- Cereal malt beverage shall not be possessed or consumed in any residence hall room unless one assigned occupant of the room is present and all persons in the room (including all room occupants and guests) are of legal drinking age.
- Non-residents may not transport alcoholic beverages in or out of a residence hall, regardless of their age.
- Cereal malt beverage must be transported in the original container with the seal intact.
- The possession or consumption of cereal malt beverage in volume containers (kegs, party balls, etc.) is prohibited within the residence halls.
• Paraphernalia related to beverages containing alcohol (signs, posters, advertising, etc.) is prohibited from being displayed in windows or posted in any public area of the residence halls (including outside of student room doors).
• Cans/bottles may not be stored or displayed in residence hall rooms.
• The possession or consumption of alcohol is strictly prohibited by persons of any age in common areas such as hallways, lounges and exterior entrances to the building.
• Behavior that is inappropriate and/or disruptive to the community as a result of intoxication is a violation of the alcohol policy.
• Persons who possess or consume cereal malt beverages or any other beverages containing alcohol in violation of the residence hall policy, university regulations, or state/federal law will be required to dispose of the contents in the presence of a University Housing staff member and will be subject to University Housing disciplinary action and subject to prosecution according to state statutes.

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

BATHROOMS
Bathrooms on men’s floors are for men only and bathrooms on women’s floors are for women only. Guests must use bathrooms designated for appropriate gender. Generally, these will be located on alternate resident floors in each building. Items provided by University Housing in the bathrooms are for use in facilities only.

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

Procedure for bikes found in locations other than bike racks:
• Housing maintenance will cut the bike loose, taking the bike and lock to the Physical Plant. (Please note that University Housing or PSU is not responsible for the replacement of a lock which has been cut off of an improperly stored bicycle.)
• The owner of the confiscated bike will come to the Physical Plant to reclaim the bike.
• The student must provide proof that they own the bicycle, and bring their PSU ID to claim it.

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

CABLE TELEVISION
All rooms have expanded basic cable TV service for an additional cost. Residents have the option to subscribe to premium channels (HBO, Showtime, etc.) by contacting Cox Cable of Pittsburg at 231-3360. Tampering with cable distribution boxes and related equipment is a criminal offense. Violators will be prosecuted and billed for cost of repairs. For cable issues, please contact your RA.

CANDLES, INCENSE, AND OTHER OPEN FLAMES
Lit candles in the residence halls create extreme fire danger for all students. No open flames, candles, candle warmers, and wax warmers (including but not limited to Scentsy’s and hot plates) of any type are allowed in the residence halls. The burning of incense is also strictly prohibited in University residence halls.

COMMON AREA DAMAGES
Be aware that damages occurring in common areas throughout the residence halls will be prorated and billed to all residents if the person(s) responsible for the damages cannot be determined. Please report any acts of vandalism immediately to the hall staff.

All residence hall common areas are for the use of all residents and staff. Personal belongings may not be left in common areas at any time. In addition, staff may restrict or prohibit any conduct or activity in common areas deemed inappropriate. This includes (but is not limited to) sleeping, game playing, and talking.

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

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

COOKING
The use of open element cooking/heating units and/or the use of cooking fats and greases, candles or other open flames, is not allowed. Cooking with woks, toaster ovens, crock pots, hot plates, open element, or any other cooking devices is forbidden. Cooking in rooms is prohibited except for microwave cooking and coffee pots. Students who set off residence hall fire alarm systems due to cooking/open flames in their rooms or residence hall kitchens may be subject to disciplinary action. See Crimson Commons Policy handout for hall specific policy.

DISHONESTY/FAILURE TO COMPLY
Residents are expected to be honest and to comply with all University and affiliated staff (i.e. Area Coordinators, Resident Assistants, etc.). Types of dishonesty or failure to comply include:
1. Misrepresentation or misuse of identification or failure to show identification upon request by a staff member.
2. Failure to respond immediately and appropriately to verbal or written direction from a staff member.
3. Failure to complete an assigned judicial sanction according to the specified guidelines.

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

**DRUGS**
Possession or use of drugs and/or drug paraphernalia as determined by law enforcement personnel not prescribed by a physician are illegal on campus as well as off-campus. If you use, grow, hold, or sell drugs, you will be evicted from the residence halls and subject to criminal prosecution.

**ELECTRIC APPLIANCES**
The residence halls are not wired to permit the use of large electrical appliances (air conditioners, refrigerators beyond 4.0 cubic feet, space heaters, etc.). Smaller appliances such as stereos, televisions, fans, coffee makers, etc., are acceptable. Electrical outlets are limited and are not to be overloaded. No extension cords allowed, only grounded power strips with resettable breakers are permitted. Radio transmission of any type (including citizen band equipment) is not permitted in the residence halls, nor is the installation of satellite dishes or other such related items.

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

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

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

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

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

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

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

**GUESTS**
Residents are responsible for all actions of their guest(s) and are responsible for informing them of Housing and University rules and regulations. Guests will remain with their hosts are all times while in on-campus residential facilities. Residents are also responsible for all activities that occur within their own residence hall rooms. For more information see “visitation,” pg. 12.

**HALOGEN LAMPS**
Due to their potential as a fire hazard, the use of halogen lamps in the residence halls is prohibited.

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

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

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

**LAUNDRy ROOMS**
The residence hall laundry rooms are well maintained and reasonably priced. The machines are operated by using your student ID card. Students can operate the machines by placing money on their banana bucks account and scanning
their card to make the laundry machines operate. The cost is 75 cents to either wash or dry. The proceeds from these machines are used to update and maintain the equipment. Repair costs of vandalism to laundry equipment will be charged as all-hall damage and prorated among residents. Please only use liquid laundry detergents in the machines. Use of residence hall laundry rooms is limited to current residents.

**LOCK-OUT POLICY**
The exterior doors of each residence hall remain locked at all times to provide access to the facility only to residents (and their escorted guests) of the building. Residents are strongly encouraged to lock the door to their individual room each time they leave. Residents are expected to carry their keys with them at all times in order to provide access to the building and to their individual room assignment.

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

University Housing staff will record the number of instances in which a student has requested lock-out assistance on a “Lock-Out Tracking Card.” Upon receiving lock-out assistance for the third time in a year, the student will be issued a warning letter from the Area Coordinator or Assistant Residence Hall Director. Upon the fourth through sixth lock-out the student will be assessed a $10 charge. Upon the 7th lock-out the change will be increased to $20. The student may be asked to meet with University Housing staff to discuss the nature of their lock-outs if it is believed that the safety and security of the residence hall community or student may be in jeopardy.

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

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

USPS packages are to be picked up at the University Post Office located at 106 Whitesitt Hall. Packages delivered by all other means (i.e. UPS) at the University Physical Plant. Please check your Gus e-mail for package notification.

**MENINGITIS VACCINATION**
The Kansas Board of Regents requires state universities to establish polices and procedures that require all incoming students residing in university housing to be vaccinated for meningitis or to sign a waiver indicating that they decline to take the vaccine. Please read the material provided on meningococcal meningitis, information on the Centers for Disease Control and Prevention recommendation regarding vaccination, and the availability of the vaccination through the PSU Student Health Center.

**MISSING PERSON CONTACT NOTIFICATION**
Under federal law, each student living in university owned housing (residence halls) is provided the option to identify and confidentially register an individual to be contacted within 24 hours of a determination by University Police that the student is a missing person. Students have the ability to name such person when completing their housing and dining contract for the academic year, and the university is required by law to contact the custodial parent.

**MISSING PERSON**
The University Police is the official notification agency for persons believed to be missing within the residence hall community and that students believed by University Housing staff to be missing will be reported to University Police within 24 hours of the determination that they may be missing. If University Police Department is notified and determine the person who is subject of a missing person report has been missing the confidential contact will be notified. Non-emancipated students under the age of 18 will have their parents contacted in the event that they are determined to be missing regardless of who they might list as a confidential contact. University Housing staff will contact University Police in the event of any report of missing person within their living area and then will be instructed to contact the supervisory chain of command within University Housing immediately.

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

**POSTING GUIDELINES**
Bulletin boards are reserved for use by University Housing staff and Residence Hall Assembly. All materials from the University Housing Office, its staff, or Residence Hall Assembly may be posted or distributed in a variety of locations within the residence halls. Registered student organizations and academic departments must abide by these policies.
1. All materials must be approved by the Associate Director of University Housing and labeled up to two per hall (The residence halls are: Trout, Bowen, Tanner Complex, Nation, Dellinger, Willard, and Crimson Commons).
2. These materials must be brought to the University Housing Office (2nd floor, Student Welcoming Center) between the hours of 8 a.m. and 4:30 p.m. Monday through Friday. Materials will then be appropriately distributed and posted by hall staff. Any postings not distributed in this manner will be removed.
3. Alcohol related posters and flyers are prohibited.
4. Bulletin boards may only be used for general interest information.
5. Commercial advertising is prohibited. Only registered student organizations and academic departments will be authorized to post in the residence...
10. Residents may not post any items in public view (outside room doors, in windows, hallways, etc.) that may be deemed offensive. University Housing reserves the right to remove any items deemed offensive or inappropriate. Students found in violation of this policy may be subject to disciplinary action.

11. Residence hall staff will distribute all postings.

12. Individuals or groups who choose not to follow the residence hall posting guidelines may have their posting privileges within the residence halls revoked or limited.

Campaigning

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

PRiVACy/ROOM eNTRy

Staff may enter without notice in emergencies where imminent danger to life, safety, health, or property is reasonably feared. University Housing staff may also seek access to a student’s room without advance notice in cases of a community disruption, such as loud music, unattended alarm clocks, etc. Access to student rooms will not be granted to friends, relatives, or other students by University staff. If the occupant requests maintenance, then the institution will consider the occupant aware that entry will take place.

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

1. The existence of “probable cause” shall be determined by the Associate Vice President for Campus Life and/or Auxiliary Services designee.
2. A dated, written statement asserting that “probable cause” has been determined, signed by the Associate Vice President for Campus Life designee and Auxiliary Services or designee shall be presented to the occupant or to the Area Coordinator or other University Housing official before the search is conducted. The search party shall include the Area Coordinator or other University Housing officials and shall take place not later than 24 hours after “probable cause” has been determined.

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

Quiet Hours and Courtesy Hours

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

Courtesy Hours are in effect 24 hours per day. Please keep noise at a level where residents can sleep or study undisturbed.

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

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

Recreational Equipment

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

ReFRiGeRATORS

Each student may bring one refrigerator from home of a maximum size of 4.0 cubic feet. Electrical outlets are limited and are not to be overloaded.

Renovated & New Halls

(Bowen, Trout, Tanner Complex, Willard, Dellinger & Crimson Commons) There are special policies in place for newly renovated facilities. Decorations are not allowed on doors. No additional furniture will be allowed in the room unless it has protective floor accessories (i.e., heavy felt pads). There will be specific policy information given to you upon check-in.
ROOM MODIFICATIONS
The University Housing Office encourages individual expression through room decorations. However, we are also concerned for your safety and possible damage to University property. The following guidelines should be noted before you begin decorating your room:
- Carpet tape, or other adhesives, cannot be used to secure your carpet to the floor.
- Screws, nails, or hooks cannot be used in walls, ceilings, or woodwork to hang items.
- Decals, bumper stickers, contact paper, or sticky objects cannot be affixed to University property.
- Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room shall not be permitted.
- Nothing is to be hung from the ceiling, pipes, etc. Decorative items and other paraphernalia such as cloth, fish netting, paper, or any other highly combustible material cannot be hung from the ceiling or from other overhead room structures.
- Items that would be qualified as not appropriate, unnecessary, or damaging to the facility are not allowed in the residence halls. University Housing has the right to determine such items and to require said items to be removed.
- Painting, drawing, or alterations of surfaces are not permitted. Any student found to have altered the painted surface of any area without prior authorization by University Housing will be charged for restoration of that area. Charges are $100 per wall.
- Students will be responsible for any costs associated with damages to room surfaces as a result of unauthorized painting.

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

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

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

Residents who engage in self-destructive behavior must accept responsibility for their actions and are subject to disciplinary sanctions under residence hall disciplinary policy and the Code of Student Rights & Responsibilities on the basis of their offense. In the event a resident with a recognized mental disorder engages in self-destructive behavior, the University will take into consideration before determining a response the resident’s medical diagnosis, the gravity of the injury, the impact of the behavior upon fellow residents, the appropriateness of reasonable accommodations, and other pertinent factors. When there occurs a severe act of self-destructive behavior or an apparent threat of serious harm, the University reserves the right to notify the resident’s parent or guardian and/or the University Police.

SEXUAL ASSAULT
No form of sexual assault will be tolerated in PSU residence halls. Actual or threatened sexual assault includes, but is not limited to, nonconsensual or forcible intercourse, nonconsensual or forcible sexual touching, making unwelcome sexual advances, or requests for sexual favors. Victims of sexual assault will be encouraged and assisted to seek action to whatever extent they desire through the relevant laws of society.

Victims of sexual assault have the following options:
- Go to Student Health Services or Via Christi Medical Center for medical treatment.
- Report the incident to their RA, Area Coordinator, Assistant Residence Hall Director, or PSU faculty/staff.
- Report the incident to the University Police. (It is always the victim’s choice whether or not to talk to the police.)
- Contact Safehouse at 800-794-9148 for 24-hour assistance.

THE 1992 RAMSTAD AMENDMENT TO THE HIGHER EDUCATION REAUTHORIZATION ACT
(The Campus Sexual Assault Victim’s Bill of Rights) (H.R. 2363):
1. Campus authorities must treat victims with respect.
2. Campus authorities must make clear to victims their rights and legal options, and fully cooperate with them in exercising those rights.
3. Victims of sexual assault have the right to have sexual assaults investigated by civil and criminal authorities.
4. Victims of sexual assault have the right to be free from pressure to not report these crimes, or report them as lesser offenses.
5. Victims of sexual assault have a right to the same representation, and ability to have others present in campus proceedings, as campus authorities permit the accused.
6. Victims of sexual assault are entitled to have cooperation in obtaining medical evidence.
7. Victims of sexual assault are entitled to be informed of any federal or state rights to test sexual assault suspects for communicable diseases.
8. Victims of sexual assault have the right to access existing campus mental health and victim support services.
9. Victims of sexual assault have the right to be provided with housing that guarantees no unwanted contact with alleged sexual assault assailants.
10. Victims of sexual assault have the right to live in campus housing free of sexually intimidating circumstances, with the option to move out of such circumstances.

SEXUAL HARASSMENT
Sexual harassment is defined in the Code of Student Rights and Responsibilities as: “Sexual discrimination in the form of sexual harassment, defined as the use of one’s authority or power, either explicitly or implicitly, to coerce another into unwanted sexual relations or to punish another for his/her refusal, or the creation of an intimidating, hostile, or offensive working education environment through repetitive verbal or physical conduct of a sexual nature by any member of the University community, shall be a violation of Pittsburg State University’s Affirmative Action Policy.” If you feel that you have been a victim of sexual harassment, we urge you to report this to your RA, other housing staff member or any PSU faculty or staff member. You also have the option of contacting the Equal Opportunity/ Affirmative Action Office at 620-235-4185.

SMOKING
PSU residence halls are smoke free and tobacco free including but not limited to cigarettes, cigars, vaporizers, hookahs, and chewing tobacco. Smoking and tobacco use is prohibited, without exception, in all buildings, facilities and

13
vehicles owned by the University. Smoking is prohibited in all areas within a ten foot radius outside of any doorway, open window or air intake leading into University buildings or facilities. Smoking and tobacco use is prohibited in the stairways and breezeways of Crimson Commons.

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

**SPORTS, RECREATIONAL VEHICLES, AND OTHER IN-HALL ATHLETICS**
Riding skateboards, in-line skating, riding bicycles; throwing Frisbees, balls, or other objects; and other athletic activities are prohibited in the residence halls. In addition, the riding or driving of motorized recreational vehicles is not allowed inside residential facilities. This is based on the potential to break hallway lights, exit lights, mark walls, cause injuries, and other undesirable results.

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

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

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

**VISITATION/OVERNIGHT GUESTS**
Visitation hours in the residence halls are 24-hours, seven days a week. The following are general reminders regarding visitation:
1. All visitors must be escorted by (in the immediate company of) a resident of the hall.
2. Guests will be asked to leave the residence hall if their behavior is disturbing residents.
3. Residents assume complete responsibility for the action of their guests. Make certain that guests are aware of residence hall policies.
4. Individuals who have been evicted and/or banned from the halls are prohibited from entering the residence halls and are not to be assisted by residents in entering the halls.
5. Overnight guests may stay in your room **with your roommate’s permission.**
6. Overnight guests are not allowed to stay for more than three consecutive nights. You must confer with your roommate before inviting guests.
7. Cohabitation in residence hall rooms is not allowed. Residence hall staff reserves the right to define or limit cohabitation at any time.

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

All renovated and new facilities residents must abide by specific wall decoration policies. These policies are distributed upon check in. See the Area Coordinator or ARHD with questions.

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

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

**WEAPONS, FIREARMS, AMMUNITION, FIREWORKS & COMBUSTIBLES**
In accordance with Kansas Board of Regents policy (Section II.G.30), each state university shall be weapons free. Possession of firearms, ammunition, fireworks, combustibles (propane tanks, gasoline), knives, air or gas operated weapons (pellet, b.b., etc.), paint ball guns, bow and arrows, sling shots, weapon parts, and/or accessories or weapons of any description (including martial arts weapons) is prohibited in the residence halls. Failure to comply may result in immediate confiscation of the weapon and disciplinary action. Leave knives, firearms, ammunition, weapons, and fireworks at home. University Housing reserves the right to prohibit any such item. **Concealed Weapons Policy:** Firearms are prohibited on College and University properties to include sponsored events of either as stated in Statute KSA 75-3715a, SB 418.

**WINDOWS, Ledges, and the Roof**
Roof areas, window sills, and ledges are closed to students. Students are strictly prohibited from climbing in or out of, hanging out of, or throwing anything out of residence hall windows. Refer to screen removal policy. Violations of this policy is subject to a $50 fine, prosecution under state and Federal statutes and/or disciplinary action.

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

**WINTER INTERIM/CHRISTMAS BREAK**
Winter interim housing will be available for students who need to stay on campus during the school closing for an additional charge. In order to help conserve energy and provide a more secure environment, only one location will be available for interim housing. Those student who contract for winter interim will be required to make payment in advance, move to interim housing location as instructed, and move only the items in which they deem necessary. All other residence hall will be closed for winter break; no access to any other locations will be available. Students living in Crimson Commons will not be allowed to stay over the winter interim in their locations, they will also need to move and pay for an interim contract. During winter interim there is limited staff and no food service will be available. Winter interim information will be available starting the week after Thanksgiving break.
Roommates

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

Step 1:
Complete the Roommate Contract with your roommate and RA. This should be done in the first week after you move in.

Step 2:
If you have issues with your roommate, it is vital that you speak with your roommate immediately about your concerns, so you may discuss or modify the Roommate Contract.

Step 3:
If completing or modifying your roommate contract, or speaking with your roommate does not alleviate the concern, you should contact your RA. Your RA will speak with you about your options, including, but not limited to mediation, filing an incident report, and speaking with the Area Coordinator (AC).

Step 4:
If none of the above resolution possibilities solve the problem, you and your roommate will be asked to meet with the AC separately, and together, to develop a final solution to the problem.

Tips for Completing Your Roommate Agreement

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

1. Be respectful of each other’s ability to read, study, and sleep without interference in our room by unreasonable noise, guests, or other distractions.

2. Expect that my roommate(s)/suitemate(s) will respect my personal belongings.

3. Expect free access to my room without pressure from a roommate/suitemate.

4. Be respectful of each other’s ability to host guests upon roommate approval and understand that guests must comply with the “visitation/overnight guests” policy contained in this handbook.

5. Be respectful of the ability to issue a complaint and seek assistance through University Housing staff.

6. Be respectful of each other’s cultural/religious beliefs or sexual orientation.

7. Be respectful of the desire for a clean room environment.
Disciplinary Procedures

University Housing Judicial Code

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

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

Any member of the University community may file a written complaint of alleged violations to the Associate Director of the University Housing (designee, i.e., or Area Coordinator). Alleged violations will be addressed, depending on circumstances relative to the situation, through either an informal discipline meeting, a formal discipline hearing, or referral to the University Discipline Officer/Committee.

Discipline Meeting (conducted by Area Coordinator)

1. The Area Coordinator will notify in writing all implicated students of alleged violations, and direct that they attend a discipline meeting. The student will be advised in writing that the purpose of the meeting is:
   a. to make the student aware of the allegations;
   b. to determine if further action is necessary; and,
   c. to resolve the incident by imposing administrative sanctions (if warranted).

2. A copy of the University Housing Judicial Code is published annually in the Guide to Hall Living, distributed to all students upon check-in to the residence halls.

3. Students who fail to attend a scheduled discipline meeting and who fail to reschedule that meeting or who subsequently fail to attend a rescheduled meeting may have their meal privileges suspended until such time as they schedule and complete the discipline meeting. Additionally, in the instance that a student fails to attend a scheduled discipline meeting, the Area Coordinator reserves the right to make a decision based on available information and documentation.

4. If the student is found in violation (based upon a preponderance of the evidence), the Area Coordinator may impose one or a combination of the following sanctions: warning, educational tasks, community service, restriction of access, fine, restitution, University Housing probation, administrative move.
5. All discipline meetings are closed.
6. The student is to receive written notification of the outcome within three business days after the completion of the judicial case. The notice will include the meeting date, charges, decision, sanction imposed, consequences for failing to abide by imposed sanctions, and the appeal process.
7. If the Area Coordinator cannot resolve the incident through the discipline meeting, he/she will refer the case to the Associate Director of University Housing for disposition (i.e., the violation is of a nature that may lead to the eviction and/or suspension of the student, or involves a student who has consistently failed to conduct themselves in accordance with the regulations of the University and/or the laws of the city, state and federal government).
8. If a resident chooses not to attend a scheduled discipline meeting or complete any assigned sanctions as a result of a discipline meeting, he or she may be subject to additional sanctions, a disciplinary hold on their records, and/or the student’s meal plan being temporarily suspended.

**Formal Discipline Hearing**
*(conducted by Associate Director of University Housing)*

1. The Associate Director of University Housing shall notify the student in writing prior to the scheduled hearing. The notification will include the specific charges, and the date, time and location of the hearing.
2. A copy of the University Housing Judicial Code is published annually in the Guide to Hall Living, distributed to all students upon check-in to the residence hall. Students may obtain additional copies at their residence hall front desk as necessary.
3. Students who fail to attend a scheduled formal discipline hearing and who fail to reschedule that hearing or who subsequently fail to attend a rescheduled hearing, may have their meal privileges suspended until such time as they schedule and complete the formal discipline hearing. Additionally, in the instance that a student fails to attend a scheduled formal discipline hearing, the Associate Director of University Housing reserves the right to make a decision based on available information and documentation.
4. Hearings will abide by the following due process:
   a. All hearings will be closed.
   b. Hearing officer will present the charges against the accused.
   c. The complainant shall present his or her account of the incident by use of witnesses and/or evidence acceptable to the hearing officer. The witnesses may be questioned by the accused in an orderly manner as determined by the hearing officer. The complainant must present a list of possible witnesses to the hearing officer for his/her approval no less than 48 hours prior to the hearing time.
   d. The accused shall present any evidence or witness on his or her behalf. The witnesses may be questioned by the complainant in an orderly manner as determined by the hearing officer. The accused must present a list of possible witnesses to the hearing officer for his/her approval no less than 48 hours prior to the hearing time.
   e. The hearing officer has the right to accept signed statements of witnesses in lieu of their appearance at the hearing.
   f. After having reviewed the incident, the hearing officer shall render a decision within three business days.
5. If the student is found in violation (based upon a preponderance of the evidence), the hearing officer may impose any sanction contained in this Judicial Code.
6. The student is to receive written notification of the decision within three business days of the formal discipline hearing. The notice will include the charges, decision, sanction imposed, consequences for failing to abide by imposed sanctions, and the appeal process.

**Appeal Process**

1. A student is entitled to appeal a decision made by the Area Coordinator in the discipline meeting or the Associate Director of the University Housing in the formal discipline hearing. Appeals must be made in writing within five (5) business days of the notification and must be consistent with provisions of the University Housing Judicial Code.
2. The Associate Director of University Housing is the appeal officer for cases originally heard by the Area Coordinator. The Associate Vice President for Campus Life or designee is the appeal officer for cases heard by the Associate Director of University Housing. The decision of the designated appeal officer is final.
3. The appeal officer will decide whether to affirm the decision of the original hearing, or to reverse, modify, or grant other appropriate relief, if substantial rights of the student have been prejudiced because:
   a. there was an error in the hearing procedure
   b. there is new evidence or information material to the case which was not available at the time of the hearing
WHAT TO EXPECT AFTER AN INCIDENT REPORT OR WARNING:

1. Follow up by your RA or Area Coordinator, that may or may not entail some disciplinary action.
2. You will receive notification if the incident requires a discipline meeting with an official from University Housing or the University Discipline Officer.
3. The documentation of your violation or warning will be filed in the Department of University Housing.

If you are required to attend a discipline meeting with your Area Coordinator or the Associate Director of University Housing, or the University Discipline Officer:

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

Sanctions

- **Warning.** A formal written statement that a student’s actions are not acceptable and that subsequent infractions will result in more severe action.
- **Educational Task.** Assignment of a task which is educational in nature and appropriate to the violation (i.e. letter of apology for offensive or disruptive behavior). Failure to complete the assigned task will result in the initiation of further disciplinary action, a hold on the student’s academic record, and/or suspension of the student’s meal plan.
- **Alcohol Awareness Class.** Students who violate the residence hall alcohol policy or are involved in an alcohol related incident may be required to attend a two hour alcohol awareness class. The cost of the class is $25.
- **Alcohol Assessment.** Students who repeatedly violate the alcohol policy, are involved in a severe violation of the residence hall policy, or are involved in an alcohol related incident may be sanctioned to attend an alcohol assessment at the University Counseling Center. The cost of the assessment is $65.
- **Community Service.** Students perform some type of service useful to either the University or residence hall community. Examples have in the past included: work at Gibson Dining Hall, the Admissions Office, and the Recycling Center.
- **Restitution.** A direct restitution for theft or damage to property. The restitution should not exceed the cost of replacing or restoring the property and/or labor cost of replacement.
- **University Housing Probation.** Probationary status imposed with or without restrictions for a definite period of time not to exceed one calendar year. Probation may include the loss of privileges consistent with the offense committed. A student may be subject to an administrative move, or eviction if involved in any act of misconduct, including violations of the terms of the probation, while on University Housing Probation.
- **Referral to the Associate Director of University Housing.** Area Coordinators have the option of referring cases to the Associate Director of University Housing who then assumes responsibility as the hearing officer for that case. The Associate Director of University Housing may assign any sanction as set forth in this code.
- **Administrative Move.** Involuntary separation of the student from a floor or residence hall for a period of time to be specified by the hearing officer. The student may be required to vacate his or her room within 48 hours of written notification. In issues of public safety, the accused may be moved immediately pending a hearing.
- **Eviction & Contract Termination.** Residence hall eviction involves removal from the University residence hall community for conduct which demonstrates an inability to function appropriately in the residence hall situation. Such
Eviction may be permanent or for a specified number of semesters. Such an eviction prohibits accessibility to all or designated residence halls and associated dining facilities. Access will not be permitted without securing prior approval from the Associate Director of University Housing, the Associate Vice President for Campus Life, or the University Disciplinary Committee (whomever or whichever brought the eviction). In no case will the eviction be less than the remainder of the semester in which it takes place. Eviction involves the concurrent cancellation of the housing contract with applicable charges. Eviction may occur within 24 hours of official notice that the student must vacate a residence hall. If the student appeals the decision for eviction to the Associate Vice President for Campus Life, the student must vacate until the appeal is heard and acted upon.

- Referral to the University Discipline Officer/Committee. The Associate Vice President for Campus Life (or designee) is the University Discipline Officer. This person rules on violations of the Code of Student Rights and Responsibilities and other disciplinary issues and determines whether or not to convene the University Discipline Committee.

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

Discipline Meeting Attendance Policy
The Department of University Housing incorporates an educational philosophy in its approach to responding to instances of inappropriate behavior in the residence halls. One goal of this approach is to resolve incidents at the lowest possible level. With less severe incidents, often all that is needed is the opportunity for the Area Coordinator to talk with the student about alleged circumstances, explaining why the behavior is inappropriate and outlining expectations for future actions. It is important that students who are facing University Housing discipline action have an opportunity to present their position related to allegation.

Unfortunately for all involved, occasionally a resident will choose to ignore a request from the Area Coordinator to schedule a discipline meeting to resolve an incident. The Department of University Housing will utilize the following procedures to address this issue:
- The Area Coordinators will review a student’s course schedule to determine available times for a discipline meeting, will select a time which does not conflict with classes, and will inform the student of the date/time of the meeting in the initial contact letter.
- Students who fail to attend a scheduled meeting and who fail to contact the Area Coordinator to reschedule that meeting or who subsequently fail to attend a rescheduled meeting, may have their meal privileges suspended, have an academic hold placed on their record, or be subject to further disciplinary action. At their discretion, the Area Coordinator may make a decision based on available information and documentation.

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

Academic/Administrative

Q. Where do I go to get a copy of my transcript?
A. Go to the Registrar’s Office.

Q. If I have credits to transfer from another university or community college, who do I need to talk to?
A. Go to the Admission Office. You’ll also need to speak with the Registrar’s Office.

Q. Where do I go for Academic Advising?
A. Contact the individual department. If you are a printing major, contact the Graphics & Imaging Technologies Department, and so on. If you are undeclared, contact Enrollment Services.

Q. If I need to change my address, where do I go?
A. Go to the Registrar’s office or to your GUS home page.

Q. If I want to change my major, what steps do I take and who do I need to talk to?
A. First, contact your current advisor. Then go to the Registrar’s office or use the GUS system.

Q. If I need a new copy of my class schedule, where do I go?
A. Go to the Registrar’s Office or use the GUS system.

Q. I can’t decide what major I want to declare. Is there someone on campus that can help me?
A. Go to Enrollment Services. They will discuss the options you have, and the programs that might best fit what you want to obtain from your college experience. The Career Services Office also has a number of resources available to students to aid them in the career decision making process.

Q. If I want to add or drop a class, how do I go about doing it?
A. You can add or drop a class by logging onto the GUS system with your advisement number. If it is after the add/drop date, you must go to the Registrar’s office to complete appropriate paperwork.

Q. Is e-mail available to me as a student, and where do I go to get an e-mail account?
A. Yes. Gus E-mail is provided free of charge on campus in the many computer labs. You must apply for an account in 109 Whitesitt Hall. The Computing Center assigns login ID and password in about 10 working days.

Q. Are there tutors available?
A. Tutors are available through the individual departments on campus. Each department has a list of tutors available. Look for signs indicating times and locations.

Q. Where are the computer labs on campus?
A. Computer labs are located in the following buildings:
   Axe Library-Main Floor
   101 Grubbs Hall

SafeRide: 620-719-0135
Hours: Mon–Sat
11 p.m.–2:30 a.m.
www.pittstate.edu/sga/saferide/saferide.htm

SafeRide is a student-run program that provides a free ride home from any Pittsburg location to any person, helping to ensure the safety of both PSU students and members of the local community.
Financial Assistance
Q. Where do I go to pay my housing and tuition and fees?
A. Cashier’s Office or online thru Gus.

Q. Can I get an emergency loan on campus?
A. Yes, go to the Student Financial Assistance Office for information.

Q. Where do I go for financial assistance, grants, and loans?
A. Student Financial Assistance Office.

Q. If I have a scholarship that is paying for all or part of my fees and tuition, what office do I need to go to?
A. You may need to talk to all the following offices, depending on the scholarship you are receiving and the specifics of that scholarship: Student Financial Assistance Office, Enrollment Services, or the individual department in which you are receiving the scholarship.

Q. How can I find an on-campus job or a job in the surrounding area?
A. Visit the Student Employment Services office. They also have a job bulletin board posted outside of the computer lab on the first floor of Horace Mann Student Welcoming Center.

General Information
Q. If I want to become involved on campus, what offices would have a listing of the activities, clubs, and organizations?
A. Visit the Campus Activities Center (in the lower level of the Student Center), watch for posters advertising events and groups, or contact your RA.

Q. If I need to make copies of something, where can I go?
A. Axe Library has a copier and fax machine available for student use for a small fee. If you need multiple copies of something, go to Quick Print Services located on the first floor of Whitesitt Hall. They can also make overheads, color copies, and bind reports.

Q. Where do I go to pick up my parking tag or to pay parking tickets?
A. Go online to the Pitt State Web site or visit University Police and Parking Services in Shirk Hall.

Q. If I need to report a theft, who do I contact?
A. University Police and your RA on duty.

Q. If I need tickets to an event on campus or in Pittsburg, what office do I go to?
A. Ticket Office, in the Weede.

Q. If I lose my ID, where do I need to go to get a new one?
A. ID Office, located in Gorilla Geeks, 109 Whitesitt Hall

Q. Where do I go to put additional banana bucks on my student ID card?
A. Ticket Office, Axe Library, Cashier's Office, or online at http://services.jsatech.com/index.php?cid=90

Q. What is the campus policy for hostile intruders on campus?
A. Please refer to the following website: www.pittstate.edu/office/president/policies/response-to-hostile-situations.dot

Personal Assistance
Q. If I would like to file a complaint, what steps should I take?
A. First contact the Department Chair or Director of the area involved. You may then contact Academic Affairs or the Campus Life office.

Q. If I want to seek counseling, where do I go?
A. To speak to a counselor, contact University Counseling Services at 620-235-4044

Q. If I need disabled student assistance, who do I contact?
A. If you are a physically challenged student, contact the Equal Opportunity Office at 620-235-4185. If you need assistance with a learning disability, contact the Center for Student Accomodations at 620-235-4309.

Q. If I need health or medical assistance, where can I go?
A. Go to the Student Health Center or call them at 620-235-4452. If it is on the weekend or after hours, contact Via Christi Medical Center, located at Centennial and Rouse, or call 620-231-6100.

Q. If I have a question about housing, where do I need to go?
A. On-Campus: University Housing. Off-Campus: Student Government.

Q. Is there an Office of Student Diversity?
A. Yes. It is located on the first floor of Horace Mann, 620-235-4077.

Q. If I have safety/personal security concerns, who do I contact?
A. University Police or University Housing staff.

Q. If I am having problems with my computer, where can I go?
A. Gorilla Geeks in 109 Whitesitt Hall will help you with all of your computer and networking issues.
Dining Services

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

Meals are provided for residence hall students by Sodexo Services. This food service component is dedicated to providing quality in campus dining. During the 2013-2014 academic year, four meal plans will be offered. All first year students must select one of three options: Seven Day Access, 14 Access, or 14 Access + $100 Dining Dollars. The $700 Dining Dollars, 10 Access, and 10 Access + $100 Dining Dollars plans are available only to students who are exempt from the Campus Residency Policy, or who have completed two or more semesters of residence hall living at PSU.

CONTINUOUS DINING
Gibson Dining Hall is open 7:30 a.m. to 8:30 p.m. Monday – Thursday, 7:30 a.m. to 7 p.m. Friday, 11 a.m. to 6 p.m. Saturday, and 11 a.m. to 7 p.m. Sunday during the days provided for operation of the dining services in the Housing and Dining Service Contract. Students on the meal plan may access the facility at their convenience during these hours of operation and within the provisions of the selected meal plan.

ID CARD
Upon registration, students will be issued an identification card. This card will be coded with the meal plan that you have chosen for the semester. This card, when presented to Dining Services, will allow students to either have a meal in Gibson Dining Hall or purchase food in the Gorilla Crossing or University Club. Your ID card is non-transferable and must be presented to a checker to gain entrance. Any misuse of the meal card (lending it to others), or misconduct in the dining hall will result in disciplinary action. Beginning immediately with the first meal served for the 2013-2014 academic year and at each subsequent meal at Gibson Dining Hall, students must present their PSU student ID card for admission to the facility. Students who lose their ID card must purchase a new ID card ($10) from the ID Office located in Gorilla Geeks, 109 Whitesitt Hall. ID cards must be in good condition so as to be swipeable at dining locations.

MEAL PLAN OPTIONS
Seven Day Access Plan: This plan provides students with unlimited personal access to Gibson Dining Hall during dates and hours of operation.

14 Access Plan: This plan provides students with 14 accesses per week to Gibson Dining Hall.

14 Access + $100 Dining Dollars Plan: This plan provides student with 14 accesses per week to Gibson Dining Hall, plus $100 Dining Dollars per semester.

10 Access Plan: This plan provides students with 10 accesses per week to Gibson Dining Hall.

10 Access + $100 Dining Dollars Plan: This plan provides students with 10 accesses per week to Gibson Dining Hall, plus $100 Dining Dollars per semester.

$700 Dining Dollars Plan: This plan provides students with $700 Dining Dollars per semester, and allows student maximum flexibility in that Dining Dollars spend like cash at any of the University food operations.

Dining Dollars purchases made in Gibson Dining Hall are tax free. Unspent Dining Dollars from the fall semester will be carried forward into the spring semester, but all Dining Dollars must be used by the end of the spring semester or forfeited.

Banana Bucks: When you purchase banana bucks, your University ID card will be encoded with the amount deposited in your account. Your card can then be used as cash at any of the campus dining facilities. When you make a purchase, the card reader deducts the purchase price from your account and displays your remaining balance. Banana bucks can be added at Axe Library, Ticket & ID office, Cashier’s office, or online.

MEAL PLAN CHANGES
Students may make changes to their selected meal plan for each semester up until three weeks from the official starting day of classes (as listed in the official university calendar) for that semester without any additional change fees, however meal plan charges would change accordingly. First year students required to purchase the Seven Day Access meal plan or the 14 Access meal plan may only choose to move to one of those two meal plans for the semester. Students not required to purchase the Seven Day Access meal plan or the 14 Access meal plan may choose to move to any other meal plan until that time. Request to change to a higher meal plan can be done at anytime. Students must come to the University Housing Office, 209 Horace Mann, to complete proper paperwork.
SUSPENSION OF MEAL PRIVILEGES
The University may suspend meal privileges if the student fails to make payment on time, fails to abide by all terms of the contract, fails to appear at a University Housing discipline hearing, or fails to complete an assigned judicial sanction.

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

SPECIAL DIETS
Special diets can be requested through PSU Dining Services. Students will be required to complete a “Request for Accommodation – Special Diet” form along with providing required documentation. Students may obtain a request form from PSU Dining Services by calling 620-235-4994 or emailing sodexo@pittstate.edu. Once proper paperwork has been completed and approved, Dining Services will determine what services may be provided. All requests must be made in writing.

SACK LUNCHES
If you have a class, job, field trip, or are ill which will cause you to miss a meal in the dining hall, the dining hall staff will prepare a sack meal for you. You must notify them at least 24 hours in advance. There is no additional charge for a sack meal. Please contact your RA if you have special circumstances that prevent you from going to the dining hall for a meal.

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

Energy Conservation Tips

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

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

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

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

Conserving Energy (Laundry)
• When washing clothes, follow the recommendations of the detergent manufacturer. Using too much soap will cause over-sudsing, which will make the machine work harder and will not clean your clothes as well. Machines only use liquid detergent.
• Evenly distribute dryer loads so you’re not putting a load of jeans in one dryer and a load of t-shirts in another. The t-shirts will typically dry in less than the 60 minute dryer cycle, whereas the load of jeans may require more time, therefore saving you Banana Bucks and using less electricity and natural gas at the same time!
• Check to make sure the lint screen on the dryer is clean before each load. A dirty lint screen is not only an energy waster; it can be dangerous as well.

Conserving Water
• Report all dripping and leaking faucets, showerheads, and toilets to your RA or building front desk as soon as possible.
• Take shorter showers – cutting five minutes from your shower can save over 10 gallons of water!
• Use less water by turning off the faucet while brushing your teeth.
THEFT PREVENTION:
You will be issued keys to your hall’s outside doors and to your room. Outside doors of all residence halls are locked at all times. It is imperative that you carry your keys with you when you leave the building. Building residents are really the only ones who can offer some assurance of security. The University does not insure the property of residents and cannot be responsible for lost or stolen items. Students are encouraged to carry insurance on their personal property.

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

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

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

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

In the event of a fire:
1. Pull the nearest fire alarm.
2. Exit the building.
3. Call the University Police at 911 to report the fire, and give as much information as possible.

When an alarm sounds:
1. Lock your room door.
2. Wear shoes, take your keys, and carry or wear a coat.
3. Don’t panic—move quickly outside the building.
4. DO NOT USE ELEVATORS. Use the exterior stairwells.

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

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

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

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

The updated severe weather emergency plan, with additional information and detailed instructions, may be found at www.pittstate.edu/office/president/policies/severe-weather-emergency-plan.dot.

SEXUAL ASSAULT (or Sexual Violence)
Sexual assault is a crime and is treated by University Housing staff as such. Sexual assault is not to be confused or compared with the residence hall disciplinary issues such as inconsiderate behavior, noise, and disorderly conduct.

If you are a victim of sexual assault we encourage you to report it as soon as possible to a hall staff member and to the police. It is always the victim’s choice whether or not to talk to the police. Twenty-four hour counseling services are available through Safehouse at 231-8251 (See Sexual Assault, p. 11).
Local telephone service is available to all residents. Students must provide their own touch tone telephone. As soon as the phone cord (with a modular plug) is connected to the jack, the residents can place campus or local phone calls. Also, you can receive calls from anywhere directly to your room.

Each student living in the residence halls has been assigned a personal telephone number and voice mailbox. Your personal telephone number is programmed to ring the telephone in your residence hall room. This number will remain with the room so if you move you will receive another telephone and voice mailbox number. You are not the “owner” of this telephone number, PSU Telecommunications is. Do not represent yourself as the owner of this telephone number to any long distance company for long distance service, personal 800 number service, voice mail service, internet service, etc. PSU Telecommunications will bill you for these services.

Wired and wireless (Wi-Fi) network connections are available in the residence halls; however, the Department of University Housing prefers that residence hall students use the wired connection as it is the most dependable, fastest, and most secure option. Due to the environment and surroundings, Wi-Fi access is not guaranteed. There are a number of variables that interfere with Wi-Fi access including cordless phones, water pipes, concrete/brick structures, microwaves, etc. Students should be aware of what information they chose to share on online community/social networking websites such as Facebook and Twitter; as any information posted on websites such as these could be accessed by unknown persons. In addition, these sources could be used in discipline issues.

**PSU LONG DISTANCE SERVICE**
PSU does not provide long distance service for students living in the residence halls. Students must use a calling card, credit card, call collect, or bill to a third party number for long distance service. You are not permitted to contract with a long distance provider through your land line and cannot be billed through your room phone.

**CALL WAITING**
For your convenience, PSU residence hall phones have been equipped with call waiting. If someone tries to call you and you are using the phone, call waiting will beep to notify you that you have another call. If you do not respond to the beep, the caller will be directed to your personal voice mailbox.

**Deactivating call waiting:**
- Lift the handset
- Press 9
- Call waiting will remain off until you reactivate the service

**Re-activating call waiting:**
- Lift the handset
- Press 8
- Hang up

**CALLER ID**
Caller ID is available at no charge through every residence hall phone line. Students are responsible for the purchase of necessary equipment, which once connected to the telephone line, will identify callers.

**DIRECTORY ASSISTANCE**
If you would like to use directory assistance, please use a calling card to place the call. If you have not yet received a Pittsburg phone directory, please ask your RA for one. You can also find directory assistance at www.pittstate.edu/office/information-services.

**VOICE MAIL SERVICE**
Your hall staff will supply you with an information packet which details the capabilities of your voice mail service.

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

**DIALING INSTRUCTIONS**

<table>
<thead>
<tr>
<th>Type of call</th>
<th>Dial</th>
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<tbody>
<tr>
<td>CAMPUS EXTENSIONS</td>
<td>4 digit number only</td>
</tr>
<tr>
<td>LOCAL CALLS</td>
<td>8 + 7 digit number</td>
</tr>
<tr>
<td>COLLECT CALLS</td>
<td>8 + 0 + area code and number</td>
</tr>
<tr>
<td>800 NUMBERS</td>
<td>8 + 1 + 800 number</td>
</tr>
<tr>
<td>THIRD NUMBER BILLING</td>
<td>8 + 0 + area code + number wait on line for operator</td>
</tr>
<tr>
<td>EMERGENCY CALLS</td>
<td>911</td>
</tr>
</tbody>
</table>

**NETWORK SERVICE**
Call Gorilla Geeks at 620-235-4600 or stop by 109 Whitesitt Hall.
ROOM INVENTORY CARD
Upon check in, you were asked to fill out a room inventory card noting the physical condition of your room. It is your responsibility to check the accuracy of the card and to record the condition of the room. Proper completion insures that if anything is missing, broken, or marred in your room at time of check-in, you will not be charged for it. If something is wrong, let your RA know BEFORE you sign the inventory card.

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

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

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

CHECK OUT REMINDERS:
1. Make an appointment to check out with your RA. For end of year check-outs, a sign up schedule will be posted. Failure to sign up by the advertised deadline will result in a $25 fee.
2. Have your room cleaned out at time of check-out. If you fail to clean your room you may be charged a minimum $25 cleaning fee.
3. If you are leaving school mid-semester, you must inform the Department of University Housing to cancel your contract and/or meal plan. Failure to properly inform the Department of University Housing will result in you being charged for the amount of time between when you left and when we discovered you were gone.
4. All notification regarding cancellation must be in writing and made directly to the Department of University Housing. Prior to check-in, notification date will be determined by postmark or by date of delivery to the Department of University Housing. All cancellations must be approved by University Housing after check-in. After check-in, the official cancellation date will be determined when all of the following are completed: signed cancellation request is submitted to University Housing Office and is approved, proper check-out with hall staff, RIC is signed, personal items removed, and all keys returned. This date serves as the ending date for prorate and other properly billed charges.
5. University Housing reserves the right to require any student to check out within 24 hours of their last final.

STORAGE
University Housing DOES NOT provide storage for any room furnishings or personal items of residence hall students. The Department of University Housing does not provide summer storage. If you have furniture or other items that you do not want to take home, you may contact any of a number of local storage facilities. Often times students will share the rental of a storage area.

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

<table>
<thead>
<tr>
<th>Topic</th>
<th>Page</th>
</tr>
</thead>
<tbody>
<tr>
<td>Academic Year Costs</td>
<td>4</td>
</tr>
<tr>
<td>Alcohol</td>
<td>6</td>
</tr>
<tr>
<td>Assault and Battery</td>
<td>7</td>
</tr>
<tr>
<td>Apartment Manager</td>
<td>2</td>
</tr>
<tr>
<td>Bathrooms</td>
<td>7</td>
</tr>
<tr>
<td>Bicycles</td>
<td>7</td>
</tr>
<tr>
<td>Cable Television</td>
<td>7</td>
</tr>
<tr>
<td>Campus Resources</td>
<td>18-19</td>
</tr>
<tr>
<td>Candles</td>
<td>7</td>
</tr>
<tr>
<td>Check-In and Check-Out Procedures</td>
<td>24</td>
</tr>
<tr>
<td>Collect Calls</td>
<td>23</td>
</tr>
<tr>
<td>Common Areas</td>
<td>7</td>
</tr>
<tr>
<td>Communication</td>
<td>7</td>
</tr>
<tr>
<td>Computer Anti-Virus Policy</td>
<td>7</td>
</tr>
<tr>
<td>Contract (Housing)</td>
<td>4</td>
</tr>
<tr>
<td>Contract Life</td>
<td>4</td>
</tr>
<tr>
<td>Contract Release</td>
<td>4</td>
</tr>
<tr>
<td>Cooking</td>
<td>7</td>
</tr>
<tr>
<td>Custodians</td>
<td>3</td>
</tr>
<tr>
<td>Dialing Instructions</td>
<td>23</td>
</tr>
<tr>
<td>Dining Services</td>
<td>20-21</td>
</tr>
<tr>
<td>Director of University Housing</td>
<td>2</td>
</tr>
<tr>
<td>Disciplinary Procedures</td>
<td>14-17</td>
</tr>
<tr>
<td>Dishonesty/Failure to Comply</td>
<td>7</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>7</td>
</tr>
<tr>
<td>Dress in the Dining Hall</td>
<td>21</td>
</tr>
<tr>
<td>Drugs</td>
<td>8</td>
</tr>
<tr>
<td>Electric Appliances</td>
<td>8</td>
</tr>
<tr>
<td>Elevators</td>
<td>8</td>
</tr>
<tr>
<td>Energy</td>
<td>21</td>
</tr>
<tr>
<td>Failure to Comply</td>
<td>8</td>
</tr>
<tr>
<td>Finals Week</td>
<td>8</td>
</tr>
<tr>
<td>Firearms/Fireworks</td>
<td>12</td>
</tr>
<tr>
<td>Fire Alarm Safety</td>
<td>8</td>
</tr>
<tr>
<td>Fire Safety</td>
<td>22</td>
</tr>
<tr>
<td>Food Disposal</td>
<td>8</td>
</tr>
<tr>
<td>Furniture Removal</td>
<td>8</td>
</tr>
<tr>
<td>Gambling</td>
<td>8</td>
</tr>
<tr>
<td>Garbage</td>
<td>8</td>
</tr>
<tr>
<td>Gorilla Geeks</td>
<td>19 &amp; 23</td>
</tr>
<tr>
<td>Guests</td>
<td>8</td>
</tr>
<tr>
<td>Hall Directors</td>
<td>2</td>
</tr>
<tr>
<td>Halogen Lamps</td>
<td>8</td>
</tr>
<tr>
<td>Harassment</td>
<td>8</td>
</tr>
<tr>
<td>Housing Contract Information</td>
<td>4 &amp; 5</td>
</tr>
<tr>
<td>ID Card</td>
<td>20</td>
</tr>
<tr>
<td>Incense</td>
<td>7</td>
</tr>
<tr>
<td>Keys</td>
<td>8</td>
</tr>
<tr>
<td>Laser Pointers</td>
<td>8</td>
</tr>
<tr>
<td>Laundry Rooms</td>
<td>8</td>
</tr>
<tr>
<td>Lock-out Policy</td>
<td>8</td>
</tr>
<tr>
<td>Lofts</td>
<td>9</td>
</tr>
<tr>
<td>Long Distance/Network Services</td>
<td>23</td>
</tr>
<tr>
<td>Mail</td>
<td>9 &amp; 24</td>
</tr>
<tr>
<td>Maintenance Staff</td>
<td>3</td>
</tr>
<tr>
<td>Meal Plans</td>
<td>20</td>
</tr>
<tr>
<td>Meningitis Vaccination</td>
<td>9</td>
</tr>
<tr>
<td>Missing Person</td>
<td>9</td>
</tr>
<tr>
<td>Mission and Goals</td>
<td>2</td>
</tr>
<tr>
<td>Musical Instruments</td>
<td>9</td>
</tr>
<tr>
<td>Office Staff</td>
<td>3</td>
</tr>
<tr>
<td>Overnight Guests</td>
<td>12</td>
</tr>
<tr>
<td>Painting</td>
<td>11</td>
</tr>
<tr>
<td>Pets</td>
<td>9</td>
</tr>
<tr>
<td>Phone/Network Service</td>
<td>23</td>
</tr>
<tr>
<td>Policies and Regulations</td>
<td>6-12</td>
</tr>
<tr>
<td>Posting Guidelines</td>
<td>9</td>
</tr>
<tr>
<td>Privacy/Room Entry</td>
<td>10</td>
</tr>
<tr>
<td>Quiet Hours and Noise</td>
<td>10</td>
</tr>
<tr>
<td>Recreational Equipment</td>
<td>10</td>
</tr>
<tr>
<td>Refrigerators</td>
<td>10</td>
</tr>
<tr>
<td>Residence Hall Assembly</td>
<td>3</td>
</tr>
<tr>
<td>Residency Policy</td>
<td>4</td>
</tr>
<tr>
<td>Resident Assistants</td>
<td>2</td>
</tr>
<tr>
<td>Room and Board Payments</td>
<td>5</td>
</tr>
<tr>
<td>Room Assignments</td>
<td>5</td>
</tr>
<tr>
<td>Room Changes</td>
<td>5</td>
</tr>
<tr>
<td>Room Consolidation</td>
<td>5</td>
</tr>
<tr>
<td>Room Inventory and Condition Card</td>
<td>24</td>
</tr>
<tr>
<td>Roommates</td>
<td>13</td>
</tr>
<tr>
<td>Room Modifications</td>
<td>11</td>
</tr>
<tr>
<td>Sack Lunches</td>
<td>21</td>
</tr>
<tr>
<td>SafeRide</td>
<td>18</td>
</tr>
<tr>
<td>Safety and Security</td>
<td>22</td>
</tr>
<tr>
<td>Self-Destructive Behavior Policy</td>
<td>11</td>
</tr>
<tr>
<td>Severe Weather</td>
<td>22</td>
</tr>
<tr>
<td>Sexual Assault</td>
<td>11 &amp; 22</td>
</tr>
<tr>
<td>Sexual Harassment</td>
<td>11</td>
</tr>
<tr>
<td>Smoking</td>
<td>11</td>
</tr>
<tr>
<td>Solicitation</td>
<td>12</td>
</tr>
<tr>
<td>Special Diets</td>
<td>21</td>
</tr>
<tr>
<td>Sports &amp; In-Hall Athletics</td>
<td>12</td>
</tr>
<tr>
<td>Staff on Duty</td>
<td>3</td>
</tr>
<tr>
<td>Standards for Community Living</td>
<td>1</td>
</tr>
<tr>
<td>Storage</td>
<td>24</td>
</tr>
<tr>
<td>Telephone Directory</td>
<td>23</td>
</tr>
<tr>
<td>Theft</td>
<td>12</td>
</tr>
<tr>
<td>Tornados</td>
<td>22</td>
</tr>
<tr>
<td>University Housing-Overview</td>
<td>2</td>
</tr>
<tr>
<td>Utility Services</td>
<td>12</td>
</tr>
<tr>
<td>Vandalism</td>
<td>12</td>
</tr>
<tr>
<td>Visitation/Overnight Guests</td>
<td>12</td>
</tr>
<tr>
<td>Voice Mail Service</td>
<td>23</td>
</tr>
<tr>
<td>Wall Decorations</td>
<td>12</td>
</tr>
<tr>
<td>Water Beds</td>
<td>12</td>
</tr>
<tr>
<td>Water Guns/Water Fights</td>
<td>12</td>
</tr>
<tr>
<td>Weapons</td>
<td>12</td>
</tr>
<tr>
<td>Windows, Ledges and Roof</td>
<td>12</td>
</tr>
<tr>
<td>Window Screen Removal</td>
<td>12</td>
</tr>
<tr>
<td>Winter Interim/Christmas Break</td>
<td>12</td>
</tr>
</tbody>
</table>