

# Resident Handbook

## 2021-2022



## **FROM THE STAFF IN THE OFFICE OF RESIDENCE LIFE**

Welcome to the residence hall community at Southeast Missouri State University! We are very proud of our facilities, our staff, and our programs; we hope you take advantage

of the many services designed to help you have a successful and rewarding experience at Southeast. Academic achievement, lifelong friends, personal growth, and a strong foundation for your future are what the residence halls at Southeast strive to offer.

Our staff cannot build strong communities alone; we need your involvement. Residence hall living requires the active participation from all members of the community. You can start by getting to know the other individuals on your own floor, then by becoming active as a hall representative to the Residence Hall Association.

Personal responsibility, individuality and respect combine in the residence halls to make a community of students who succeed in their academic, personal, and social endeavors.

We urge you to read through this handbook. It will acquaint you with the Office of Residence Life and our services. It will also provide details on the policies and procedures that govern life in the halls. These policies foster strong communities and individual responsibility and are based on the input and guidance from faculty, staff, and students. We hope you have a great year!

## **AFTER HOURS ASSISTANCE PHONE NUMBERS (573 area code)**

Dobbins River Campus Center DPS (Emergency)	225-0951
DPS (Emergency)	651-2911
Greek	576-6914
LaFerla Hall	275-2372
Merick	576-6217
Myers	576-6923
Towers East	576-6217
Towers North	576-6280
Towers South	576-6294
Towers West	576-6312
Vandiver	576-6927

# COVID-19 MITIGATION EFFORTS

## Health and Safety

The health of our residential communities is an essential part of student success, and your support is an important part of that success. In support of the health of those in our residence halls, the University may require a resident or their guest to leave the residence halls if their presence in the community poses a health or safety risk. Residential students are required to comply with all health and safety guidance adopted by the University as it relates to public health emergencies, including COVID.

Upon reasonable notice, the Office of Residence Life reserves the right to terminate housing contracts due to public health emergency needs.

## Quarantine/Isolation

At any time, the University, or Cape Girardeau County Public Health Center may require a resident to leave the Southeast residence halls when that resident's presence in the community poses a health or safety risk for other community members. Residential students are required to comply with requests and failure to do so is a violation of the Student Code of Conduct.

Not all residential rooms or halls are appropriate for quarantine or isolation and in those situations where a student is required to quarantine or isolate, students will not be permitted to continue residing in their residential space and will be provided alternative housing arrangements.

**Unvaccinated residents** who are being tested for possible COVID exposure, or who are required to quarantine or isolate at the direction of a local public health agency or other health care provider, will be provided a room in Dearmont Hall. Students in Dearmont Hall will have their meals delivered to their floor and will have access to other University services such as cable and Wi-Fi. Once a quarantine/isolation assignment is arranged, students moving to Dearmont Hall will be given approximately 1 hour to collect items they will need for approximately 10 days.

**Fully vaccinated residents** who have come into close contact with someone with suspected or confirmed COVID will not be expected to quarantine. Students should, however, monitor for symptoms. If they develop, they should wear a mask, stay away from others, and get tested.

## Face Coverings

Face coverings in the residence halls will follow the direction of the University for indoor spaces and will be detailed in the University's Protect the Nest guidance. Residential students are encouraged to wear a face covering whenever they feel necessary in their rooms, common areas, or bathrooms.

## Cleaning/Disinfecting

Custodial staff will continue to respond to COVID concerns through enhanced cleaning and sanitizing in common areas and shared spaces following CDC guidelines. Sanitizing spray will be made available in the common areas and shared bathroom facilities for residents to clean spaces before and after use to reduce the spread of COVID.

Residence Life staff will assist with disinfection of high-touch areas (e.g., door handles, light switches, elevator buttons, etc.) while conducting nightly and weekend after-hours rounds.

Students will be responsible for upholding cleanliness standards within their residence hall rooms/suite and common areas to reduce the spread of COVID within the residence halls. Residents are encouraged to have extra cleaning supplies on hand to ensure they are maintaining healthy and safe living environments.

## **UPDATED HOUSING POLICIES**

### **Dining Services (pgs. 21-22)**

Dining Service, including where and how it will be offered to residential students is subject to modification to address public health concerns. Due to health and safety guidance adopted by the University, Chartwells may limit the occupancy of dining halls, limit the amount of time students may stay in dining halls, or make other operational adjustments needed to address health and safety concerns.

### **Animals (pg. 25 & 35)**

Students with approved Service or Emotional Support Animals or members of the Pet-Friendly Community are required to have an emergency contact on file with the Office of Residence Life. This individual must be able to secure and remove the animal quickly from the halls if the owner is placed in isolation or quarantine and unable to care for the animal appropriately.

### **Room Entry (pg. 15-16)**

Students are encouraged to indicate times their room with vacant on work orders if they prefer not to be present when work is being completed. University and contracted personnel will sanitize their work area before exiting the room.

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# COMMUNITY



# OFFICE OF RESIDENCE LIFE

## Mission

We endeavor to provide a residential experience which supports student success.

## Goals

- To provide residential experiences which foster individual interactions between students and staff.
- To provide a fiscally viable housing and residential experience for our students.
- To provide a residential experience which encourages student engagement and ownership of the campus community.
- To provide learning communities to broaden student learning through residential experiences.
- To provide residential experiences in a safe on-campus living environment.

## Vision

We recognize the unique role of college students as future leaders in our society and community. In support of this role, our residential programs and services enhance the development of college students through the integration of the classroom and co-curricular educational experiences.

We recognize students as members of diverse communities who each possess individual needs and goals. To support student's needs and goals, we foster opportunities for personal development through individualized interactions between students, staff, and family members.

## STAFF

The Office of Residence Life is one of the larger departments on campus, with professional and graduate staff and more than 100 student employees all working together to provide a supportive and educational environment for your personal, academic, and social success.

From the vital student staff members to the Director of Residence Life, we are here to help you have an enjoyable and educational experience while living in the residence halls.

**The Director** oversees the entire Office of Residence Life. This includes setting the direction and policy for on-campus housing, supervising the Residence Life Staff, coordinating facilities management and central office operations, working closely with Chartwells Dining Services, students, and other University staff members to administer policies and operational procedures.

**The Associate Director for Business Operations** is responsible for assisting with the budget, key card access system, vending operations including laundry machine maintenance, drink, and snack machines, and microfridges. This position oversees the hall customer service desks and mail rooms.

**The Assistant Director for Facilities Operations** is responsible for working with Facilities Management regarding the coordination of all facilities management functions, maintenance and custodial services in the residence halls and residential dining areas.

**The Coordinator for Administrative Operations** is responsible for housing assignments, contracts, residency requirements and housing information systems.

**Area Coordinators supervise the Hall Directors** for an area of campus and serve as the primary advisor for the Residence Hall Association (RHA) or the National Residence Hall Honorary (NRHH), summer school or camps, and selection or training activities.

## **CONTRACT FOR UNIVERSITY HOUSING**

The housing contract is for one full academic year and is a legally binding document. There is no “Fall Only” contract for University Housing. Exchange students and those who are student teaching, participating in an internship, studying abroad for the spring semester, or graduating in December will be permitted to terminate their housing contract at the end of the fall semester. Internships and student teaching placements must be outside the local Cape Girardeau, Jackson, and Scott City area for a cancellation to be approved.

### **University Residency Requirement**

Southeast Missouri State University believes that on-campus living is an important part of the college experience and that the learning occurring in the residence halls is a critical ingredient in the development and education of our students. Southeast Missouri State University requires all full-time Students live on campus for two academic years (4 semesters, excluding summers). The 2-year residency requirement is required of all students, subject to the exemptions listed on the Residency Release form. The live-on experience the Office of Office of Residence Life is committed to providing is an essential part of the educational experience at Southeast Missouri State University. Students are strongly encouraged to contact Residence Life prior to signing any off-campus lease to determine their eligibility to live off campus.

### **Second Year Residency Exemption**

The second-year residency exemption is based on the residential students’ academic performance during the first year of attendance at Southeast. This exemption requires students to complete a minimum of 30-degree credit hours, earn a 3.25 cumulative grade point average and be in good judicial standing with the University at the completion of their first year at Southeast. Students wishing to be considered for the second-year exemption should contact the Office of Residence Life at the end of their first year of residency.

The second-year exemption is based upon a student’s academic success while living in the residence halls, therefore transfer/dual credits and grade point averages are not considered. In addition, all necessary grade point average and credit hour completion must be done during the academic year including winter and summer sessions. Decisions on the sophomore exemption request cannot be considered until spring grades are posted. First-year students currently not living in the residence halls are not eligible for the second-year exemption.

### **Enrollment Requirement**

Students living in university housing must maintain and be actively enrolled in nine (9) or more credit hours per semester. Exceptions to this requirement are only applicable to those students who have received written approval from the Office of Residence Life for circumstances that prevent a student from enrolling in nine (9) or more credit hours per semester. Taking less credits for the semester is not an approved reason to cancel the housing contract.

Students who are not making academic progress in their classes (i.e., failing to attend classes, being dropped from class for non-attendance, etc., and/or who fail to maintain a minimum of nine (9) credit hours), are considered in breach of the contract and face contract termination and contract cancellation fees.

### **Meningitis**

Missouri State Law 754 section 174.335 requires all students who reside in on-campus housing at a public institution of higher education to have received the Meningitis vaccine unless a signed statement of medical or religious exemption is on file with the institution’s administration. A medical exemption requires a signed certification by a licensed physician indicating that the immunization would seriously endanger the student’s health or life, or the student has

documentation of the disease or laboratory evidence of immunity to the disease. A religious exemption requires a statement in writing to the institution's administration that the immunization violates his/her religious beliefs.

For the medical or religious exemption, please reference the Student Immunization Waiver for Meningitis Vaccination found at <http://www.semo.edu/residencelife/forms/index.html>. Submit a copy of your vaccination record or medical or religious exemption to the Office of Residence Life after completing your Contract for University Housing. This documentation must be on file by the first Friday of classes during your first semester on campus.

## Room Consolidation

Consolidation includes the moving of a student from one room to another. During the semester, your roommate may choose to leave the room, creating a vacancy. If this occurs, the Office of Residence Life may consolidate students who do not have a roommate and who choose not to contract for a private room at a pro-rated amount. Every effort is made to keep the student on the same floor or in the same residence hall; if necessary, students will be moved to another residence hall.

Once a student has been notified by the Office of Residence Life that they are subject to consolidation, they will generally have one week to find a roommate of their choice. At the end of this week, the Hall Director will work with the student to quickly make decisions on roommate selection and which students are moved to different rooms. For specific information regarding the consolidation process, contact your Hall Director or Area Coordinator.

## Vacancy Expectations

Any residence hall room with a vacancy must be maintained in such a way that a person can move in immediately and live comfortably with all University furnished furniture available for use. We expect you to be hospitable and welcoming to individuals interested in filling the vacancy in your room. Any attempt to discourage, refuse or intimidate a potential or newly assigned roommate is a violation of the vacancy expectations.

Should your room not be "roommate ready" at any time, you may be assessed the private room rate for the remainder of the semester. If the Office of Residence Life is informed a resident is discouraging prospective roommates, you may be subject to judicial action, relocation and/or assessed the private room rate for the remainder of the academic year.

## Canceling a Contract for University Housing

Students who wish to request a cancellation of their Contract for University Housing must complete a Petition for Termination of Contract. Contract cancellations are permitted for students who have a change in student status, such as withdrawal from the University, marriage, or similar situations as outlined in the University Residency Requirement. The University and the Office of Residence Life do not generally allow cancellations of contracts for university housing after the contract has been signed. If you have questions about the contract, residency requirement, or the cancellation policy, please contact the Office of Residence Life at (573) 651-2274.

## HOME AWAY FROM HOME

Southeast Missouri State University is a place of great diversity, which is evident in our residence halls. Our desire is for all students to agree to work together to understand the differences that exist between roommates, suitemates, and floor-mates to better understand each other and how to work together to create community.

Living in the residence halls complements the classroom experience. This is where you can discuss the day's events, get involved in activities, eat pizza, and hang out with friends.

Some of your most memorable experiences will come from attending programs and activities in the halls. While opportunities for relaxation and recreation abound, residents also have the right to quiet, rest, and study in the residence halls. These rights are fundamental to success in the search for higher learning and are thus a priority in the residence halls.

## Student Staff

The Resident Assistant (RA) is one of the first people you will meet and get to know when you move into your hall. They are an upper-class student and are responsible for the smooth functioning of one or more floors in a residence hall. The RA will assist with your transition to college, facilitate the development of a positive community on their floor(s), provide activities of interest to residents and enforce policies as necessary.

Resident Assistants go through an extensive selection and training process and are great resources if you have any questions, problems, or concerns. RAs also handle many administrative tasks such as opening and closing the halls, check-in and check-out, and occupancy management. Each RA has also received training in roommate mediation and conflict resolution, to assist residents throughout the year.

## Hall Director

Hall Directors are the professional or graduate staff responsible for the day-to-day functions of the residence halls. Each Hall Director supervises one or more buildings and serves as the direct supervisor to the Resident Assistants in those buildings. In addition to supporting the community development efforts of the hall, Hall Directors have responsibility for all administrative functions of their buildings and work closely with RAs and residents to create supportive environments in their buildings. Hall Directors are also excellent resources for residents and are available to meet with residents to discuss issues they may be experiencing in their room or the hall.

## ROOMMATES

### Your Room

This is your home away from home. Here you will entertain friends, study, and sleep. Do not be afraid to personalize your space. Just check with our staff to see what can and cannot be displayed on the walls.

### You

You are an individual, possessing a wide range of characteristics and interests. You have your own habits, opinions, likes and dislikes.

### Your Roommate

Like you, your roommate is a unique individual. Remember that every person is different and desires various things from a roommate. Understand and appreciate your differences. Living with a roommate will be a learning experience because you will be sharing a room with someone you may or may not know. Sharing a room with someone is like other relationships - to be successful it requires openness, flexibility, and respect. It is very important that you communicate and respect each other's differences and concerns if you wish to have a successful experience. Your RA will guide you and your roommate through the Roommate Agreement where you will mutually agree on important issues that affect your living together and can help you and your roommate work through problems and challenges.

### Expect Differences

The halls are communities of learners from different disciplines, backgrounds, experiences, abilities, and lifestyles. Expect to meet and room with people who are different from you. Different does not mean anyone is wrong, ignorant, immoral, or strange. Talk to your roommate about your differences to understand why they exist. You might be surprised to learn that not all people view the world as you do. In the end, you also might have to agree to disagree and that is fine too.

### Basic Rights of a Roommate

Roommates have a responsibility to each other. Demonstrate thoughtful consideration by using the following roommate rights and your experience will be more enjoyable, satisfying, secure and educational.

- The right to privacy.
- The right to read and study, free from undue interference in one's own room (unreasonable noise and other distractions inhibit the exercise of this right).
- The right to sleep without undue noise interruptions from a roommate's guests, etc.
- The right to expect that one's personal belongings will be respected and used only with permission.
- The right to have guests who will respect the rights of the host's roommate and other residents of the floor.
- The right to correct issues. Residence Life staff members are available to assist with these issues.
- The right to be free of the fear of intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of shared appliances.
- The right to be free of peer pressure or ridicule regarding your personal choices.
- The right to live in a secure environment. Security in the residence halls depends largely on your level of cooperation. Residents have an obligation to each other to help ensure a secure living environment.
- The right to have individual differences respected. Acts of intolerance will not be permitted in the residence halls.

## **RULES OF ENGAGEMENT: CONFLICT MANAGEMENT**

### **Roommates Do Not Have to Be Best Friends**

Oftentimes people leave for college expecting to find a friend for life. You might meet that person, but they do not have to be your roommate. They could be the person down the hall or in one of your classes.

### **Communication Is the Key**

If something is going on in the room that you do not like, it will never be resolved if you do not talk to your roommate. Almost all roommate disagreements get worse when there is no open communication. Roommate disagreements can be solved once the roommates sit down, explain what is going on and why it is a problem.

### **Set the Ground Rules Early**

One of the things you should do the first week of class is set some ground rules for the room. Some things to think about are cleaning, visiting hours, music volume, sleeping hours, sharing personal items and study hours. Many roommates have a cleaning schedule on the wall and post their class schedules on their doors so that room/ suite mates are reminded of cleaning and quiet times. The Roommate Agreement can help you with many of these items.

### **Safety Issues**

Talk about what makes you feel safe in your room. After all, it is your home. For example, can both roommates agree to lock the door when you leave? Are roommates comfortable with each other's guests? There are things to establish early so that everyone feels safe and comfortable in the room.

### **Avoid Gossip**

Gossip is one of the quickest ways to destroy a friendship. The residence halls are small communities and word travels fast. Do not spread gossip about your roommate or friends, as it may come back to haunt you.

### **Room Change**

When all else has failed in your attempt to work through problems with your roommate, changing spaces is an option. The Office of Residence Life allows students to move within a residence hall or between buildings. Students interested in changing rooms must complete the room change request form through the housing portal and adhere to the policies outlined for the change. When moves have been approved by the Office of Residence Life, students have 72 hours to complete the move and return the keys to the old room. It is extremely important that students follow the guidelines provided and check out of the room completely to avoid improper checkout and key core change fees.

# FACILITIES MANAGEMENT

## Custodial Services

The cleanliness of the residence halls is very important to all residents and residence hall staff. As a resident and community member, you play a key role in maintaining the cleanliness throughout the residence halls.

Our custodial staff has the responsibility of cleaning all community spaces. Custodial personnel clean lounges, kitchens, and community bathrooms, but students are expected to assist in keeping these areas clean, as well. Excessive clutter or continual disregard for the community may result in charges and disciplinary action. Concerns about the condition of common area facilities should be reported promptly to your RA or Hall Director.

In a suite style room, cleaning the bathroom is the equal responsibility of all persons living in the suite. Custodial staff will not come into these spaces to clean during the academic year.

## Maintenance and Repairs

The University provides maintenance and repair services throughout the residence halls. If you have a maintenance request or other concern regarding the physical upkeep of your room, you should go online to submit a work order request. It is important that residents request repairs on a regular and timely basis, so that we properly maintain our facilities. Emergency maintenance problems should be referred immediately to a Residence Life staff member or Department of Public Safety.

## Something not working

Here is what to do:

- Go to <http://facilities.semo.edu>
- Click on "Submit a request" on the left side
- Fill out the request with as much detail as possible
- Click the "Submit" button at the bottom
- An email will update you on the status of your request

# INFORMATION TECHNOLOGY

## Wired Connections

Network connections must be made with a LAN/Ethernet cord directly between your computer and the wall jack. No intervening switches, routers, wireless access points, and wireless routers, or other networking devices may be used. For ResNet Policies, go online to <http://www.semo.edu/it/policies/resnet.html>.

## Wireless Connections

In addition to wired connections, wireless access points are available in all residence halls. To use the wireless service, look for "SoutheastResNet" when your device is searching for available networks. Wireless printers should be connected directly to computers via a USB cable and not connected to the wireless network to avoid others gaining access to your device. Game consoles should be connected to "SoutheastGameNet". Most other devices can connect via a wired connection and will give you better performance.

## Gaming

As an alternative to connecting to "SoutheastGameNet", most gaming consoles have an option for wired connections, allowing connection to the network through a LAN/Ethernet cord. A tutorial on how to connect your gaming console to the wired network can be found in the "Media Devices" section on the Information Technology web page, go online to <http://www.semo.edu/it/index.html#tutorials>. Most devices will work over wired connection when registering the MAC address on [splat.semo.edu/gameconsoles](http://splat.semo.edu/gameconsoles).



## Help Desk

If you are having issues connecting to the University network, contact the HELP desk by phone at 573-651-4357, live chat or work order at <http://www.semo.edu/infotech/help>.

## Cable TV

You must have a coaxial cord connected between the TV and wall jack. Additionally, your TV must have a clear QAM digital tuner to work on campus. Is your cable TV not working? Contact Residence Life at 573-651-2274 or go online to <http://www.semo.edu/residencelife/cable.html> if you have additional questions.

# DEPARTMENT OF PUBLIC SAFETY

## Perimeter Parking

Perimeter parking is in parking lots on the perimeter of campus. Perimeter parking is available to students with 29 or less completed hours; to students who applied for but were not selected in the preferred parking lottery; and to students who choose it. Perimeter lots are valid for any permit type and should be used when other parking lots are full.

## Preferred Parking

Preferred Commuter and Resident parking are available to those students who have completed 30 hours of course work. Students changing residence halls or moving off campus, should contact Parking Services for information regarding replacement permits and waiting list assignments. Those individuals applying for, but not receiving preferred parking will be issued a perimeter permit, unless otherwise noted on the application, and their name placed on a waiting list. Waiting list assignments are made only for those students who have purchased perimeter parking. After a preferred group is filled, any available spaces will be filled from the waiting list. Only one preferred parking assignment will be made and will be effective for the academic year. Once it has been assigned, the permit is valid only for that preferred group and perimeter lots. Please contact Parking Services at 573.651.2310, or email [parking@semo.edu](mailto:parking@semo.edu), if you have any questions.

## Game Day and Special Event Parking

Parking on campus becomes even more significant when guests arrive for events at Houck Stadium, the University Center, and the Show Me Center. The Department of Public Safety is responsible for accommodating guests during these events; however, they cannot do it alone. This is especially important for students who park in lots near Merick, Vandiver, and the Greek Village during home games and special events. During the week before each event, notification will be provided to you by Parking Services identifying alternate parking areas available for you during those events.

## Visitor Parking

Parents, relatives, and visitors are encouraged to obtain a visitor's pass from Parking Services and should obtain their permit at the time they arrive. This is a free permit. Students will be assessed parking fines received by parents or relatives. Should this occur the parent or relative should bring the ticket to Parking Services immediately. Please contact Parking Services at 573-651-2215, or email [parking@semo.edu](mailto:parking@semo.edu), if you have any questions.

# DINING



## CAMPUS DINING

Southeast offers a variety of meal plan options to fit every student's tastes! Your meal plan is active while classes are in session. Whether you are on campus all day or part of the day, Southeast's dining provider, Chartwells Higher Education, offers delicious, nutritious, and freshly prepared food up to 17 hours per day!

Meal plan types may be changed during the first eight weeks of each semester. Requests to change plans after that date will be adjusted for the following semester. Meal plan changed can be made through the housing portal.

### Where Can I Eat?

There are a variety of locations across campus where you can eat: Redhawks Market, Towers Café, Starbucks, Subway, Rowdy's, Houck's Place, Panda Express, St. Vincent's Common and Chick-Fil-A.

### How do I use my Redhawks ID as a meal card?

You use the magnetic stripe on the back of your Redhawks ID to access your meal plan. Students are required to present their Redhawks ID before eating at all campus dining locations. If you do not present your Redhawks ID, you will be required to pay with cash or credit.

## FLEX DOLLARS AND VALUE EXCHANGE

### Flex Dollars

Flex Dollars are cash stored electronically on your Redhawks ID card as part of your meal plan. They can be used at most dining locations to buy additional meals, food items, snacks, beverages, etc. Flex Dollars remaining at the end of the fall semester will roll to spring semester. At the end of the spring, remaining Flex Dollars are lost and will not be transferred or refunded.

### What is Value Exchange?

Value Exchange is an alternative to dining in our all-you-care-to-eat facility, Towers Cafe. With Value Exchange, you can eat in campus retail locations using one of your regular weekly "meals" — up to \$5.28 at breakfast and \$8.06 at lunch and dinner. Using value exchange is as simple as swiping your Redhawks ID in Towers Cafe. The cashier will let you know if there is an additional amount of money required to cover the cost of the meal you select, which can be taken from your Flex Dollars.

- Breakfast 7:00AM-10:44AM
- Lunch 1045AM-4:00PM
- Dinner 4:01PM-9:00PM
- Brunch 10:00AM-2:00PM (Saturday & Sunday)

### Example of How Value Exchange Works:

You purchase the following items for lunch in Redhawks Market:

- Chop'd and Wrap'd Salad.....\$7.75
- Bottle of Pepsi: .....\$1.99
- TOTAL .....\$9.75

(Meal plan customers are not charged sales tax, prices may vary)

When the cashier rings up your purchase, you need to indicate you are using your meal plan, and hand over your Redhawks ID. The Value Exchange limit for lunch (\$8.06) is deducted, leaving you a balance of \$1.68. The cashier will ask how you want to pay, by using Flex Dollars, Redbucks, cash, or credit to make up the differences.

## **DINING POLICIES AND PRACTICES**

### **What happens to the meals I do not eat?**

It is important to select a meal plan that meets your dining needs. Any unused meals remaining at the end of the meal week will be lost. Meal weeks run Sunday through Saturday.

### **What is the difference between a classic and premium meal plan?**

Classic meal plans allow students to use one meal during each of the designated mealtimes (breakfast, lunch, and dinner) up to their total number of meals per week. The premium meal plans give students additional flexibility to utilize more than one meal from their weekly allotment during each of the mealtimes. The advantage of this is a student can use two or three meals at one mealtime if they want, allowing them to pre-purchase a meal for a later time or buy a snack to take back to their room. The flexibility of the premium plan gives students the opportunity to get full use of their meal plan.

### **Can I bring a guest to eat?**

Absolutely. Guests are welcome at any time in any of our dining locations. You can use a meal, Redbucks, Flex Dollars, or cash/credit to pay for your guest's meals.

One of the benefits of purchasing a premium meal plan is you receive the same number of guest meals per semester as you have meals per week. For example, if you have the premium 15 meal plan, you will have 15 guest meals to use each semester. To use a guest meal, just tell the cashier. The meals are pre-loaded onto your Redhawks ID.

### **Can I lend or borrow someone else's card?**

No. Meal plans are nontransferable. This means that you cannot give a friend your Redhawks ID so they can eat on campus. Only you are permitted to eat using your Redhawks ID.

### **Are there rules for conduct in the dining halls?**

Yes. The dining halls should be a comfortable and safe place for everyone to gather and relax while enjoying a meal. Disruptive behavior in the dining areas such as throwing food or standing on furniture, may result in disciplinary action through the Office of Residence Life or the Office of Student Conduct.

To meet health and safety regulations, you are expected to wear proper attire (i.e., shirts, shoes, etc.) always. Students are also expected to clean up after themselves and return their dishes and trash to the dish return area.

### **How do I check my flex/meal balance?**

- Go to [portal.semo.edu](http://portal.semo.edu).
- Using the login on the top left of the screen enter your SEkey and password. If you have trouble with your SE key use the help menu located under the login window.
- Click on the "Student SS" tab.
- Locate the "Services" channel.
- Click on "Display Chartwells Balance" to view the meal and flex balance.

### **Theft of Chartwells Property**

The removal of any plates, cups (except paper), silverware, merchandising props, etc. from any dining facility constitutes theft of Chartwells property and is a crime punishable by either disciplinary action through the Office of Student Conduct, by prosecution, or both. This policy is strictly enforced in all dining operations.

Theft of food service equipment does more than raise costs. It limits the overall operation of food service. If there are additional costs to replace equipment, then there is less money to spend on menu selections.

# STUDENT LIFE



## **YOU ARE NOT ALONE**

From time to time, everyone needs help. Southeast students are no different.

Knowing what services are available and where to go is important. Your RA or Hall Director are specially trained to assist you in locating appropriate services at Southeast. Below are a few of the campus services available to help you.

### **Student Financial Services (SFS)**

(573) 651-2253

[sfs@semo.edu](mailto:sfs@semo.edu)

The staff members in SFS serve as advocates, advisors, and problem-solvers who strive to do their best in helping students and their families with financial clarification and resolutions. The Financial Counselors are fully trained to answer all financial questions and assist you with your financial needs. SFS is in the lower level of Academic Hall.

### **International Education and Services (IES)**

(573) 986-6863

[international@semo.edu](mailto:international@semo.edu)

International Education and Services serves as an advocate for students from abroad. They also assist with adjustment issues students may experience. IES is located at the International Village (on Sprigg St. near Towers)

### **The Center for Behavioral Health and Accessibility**

(573) 986-6191

[cbha@semo.edu](mailto:cbha@semo.edu)

Licensed mental health professionals are available when you need an experienced professional. These practitioners respond to a variety of personal and social issues as well as crisis intervention. Additional services and programs are available for students with accessibility needs. The Center is located on the second floor of Crisp Hall.

### **Campus Health Clinic (CHC)**

(573) 651-2270

[CHC@sehosp.org](mailto:CHC@sehosp.org)

You can visit the Campus Health Clinic for health problems, medical information, and injuries - just as you would your doctor's office. A family nurse practitioner is available by appointment for a fee. The nurse practitioner, in collaborative practice with a local family physician, provides assessment and treatment of acute and chronic health problems.

The nurse practitioner can treat and prescribe medications for a wide variety of medical conditions. The clinic is located on the 1st floor of Crisp Hall and is closed on weekends, holidays and when the University is closed.

### **Educational Access Programs Office (EAP)**

(573) 986-6135

[eap@semo.edu](mailto:eap@semo.edu)

The Educational Access Programs Office provides academic support to enhance the educational experience of minority students and all students in general through programs, services, advocacy, and referral to appropriate resources. This office is actively involved in the enrollment development functions of the University with respect to recruitment and retention of minority students. EAP is located on the 2nd floor of the University Center.

### **Chartwells Dietitian**

(573) 651-5145

[nutrition@semo.edu](mailto:nutrition@semo.edu)

If you are on a meal plan and have dietary questions or restrictions Chartwells staff are available to accommodate your needs. The dietitian is located in the Towers Cafe.



## University Tutorial Services

(573) 651-2861

[tutorialservices@semo.edu](mailto:tutorialservices@semo.edu)

University students may receive tutoring for up to five hours per week for each course in which they are enrolled. University Tutorial Services will make every effort to match all requests received, but they cannot guarantee tutor availability for all courses. Tutorial Services is located on the 4th floor of Kent Library.

## Kent Library

(573) 651-2232

[kentlibrary@semo.edu](mailto:kentlibrary@semo.edu)

Kent offers a great variety of articles, databases, books, and many other helpful resources for all university classes. Located in Kent is the Heather MacDonald Greene Multimedia Center where students can work on a variety of projects and a computer lab on the second floor with printing resources.

## GETTING INVOLVED

Getting involved in the residence halls is easy, and it benefits you, your floor, your building and the campus. One of the best ways to get involved in the residence halls is through the Residence Hall Association (RHA). RHA is the governing body for all the residence halls. Each hall sends several representatives to the RHA meeting to vote on funding proposals, programming, hall issues and improvements and other items as they arise.

The primary purpose of RHA is to serve as the voice of the student in the residence halls. If you have a problem with dining service, you can bring it to RHA. If you would like to see more security cameras in the buildings or stairwells, you can bring it to RHA. If you want to know why housing fees went up, and what the money is going to, you can bring it to RHA. When invited, the Director of Residence Life and other University administrators attend RHA meetings to answer questions or address upcoming issues that affect residential students or seek your input on important issues. If you have any questions about how to get involved in your hall, please see your RA, your Hall Director, or stop by the Office of Residence Life.

# POLICIES



## **POLICIES**

The Office of Residence Life is committed to celebrating the rich diversity of the people who live and work in our residence halls. We believe that our living environments must foster freedom of thought and opinion in a spirit of mutual respect. All our activities and interactions are enriched by accepting each other as we are and by celebrating our uniqueness as well as our commonalities. We believe that any attempt to oppress an individual or group is a threat to everyone in the community.

Everyone who chooses to live, work, or visit the University residence halls must understand that no form of bigotry, harassment, intimidation, threat, or abuse—whether verbal or written, physical, or psychological—will be tolerated. Any such behavior may be grounds for dismissal.

Residence Life staff will confront oppressive behavior in an appropriate manner, recognizing that education is our most powerful tool. Behaviors within the residence halls that violate University policy may be adjudicated by Residence Life and/or the University conduct process as outlined in the University Code of Student Conduct.

Disruptive, dangerous, or violent behavior may result in permanent removal from the residence halls. Examples of such behavior include, but are not limited to physical altercations, possession of a weapon, repeated policy violations and possession or sale of drugs. Suspension or removal from the residence halls may occur as part of, or independent from, the conduct process through the Office of Student Conduct. Interim sanctions and suspensions may apply. Students who assault other students, staff, or others within the residence halls may be immediately moved to another residence hall or removed from the residence halls immediately.

### **Abandoned Property**

Personal belongings that are left in a residence hall after the student has vacated will be declared abandoned, and will be inventoried, packed, and stored for 15 days. An attempt will be made to contact the student to whom the items belong. Students wishing to claim their abandoned property must be prepared to pay the cost of packing the items as well as a daily storage fee prior to receiving the belongings. The University does not assume responsibility for loss of or damage to abandoned items.

### **Alcoholic Beverages**

Southeast Missouri State University will enforce the ban on alcohol and alcohol containers (full or empty) in all residential buildings and public areas of the residence halls. Empty alcohol containers will be treated by the Offices of Residence Life and Student Conduct as alcohol violations, as it is presumed that the alcohol was consumed on campus. Alcoholic beverages may not be possessed or consumed in student rooms, public areas, including hallways, lounges, shared suite areas, or outside the residence halls. Students, visitors, or guests are not permitted to possess kegs or any other common containers of alcohol, empty or full, including beer bongs, in any of the residence halls.

As alcohol is a major inhibitor of students' academic success on a college campus, bottle or can collections or other monuments to alcohol consumption, in student rooms/suites are not permitted.

If a bottle or can collection be found in a student's room/suite, the student will be asked to remove the collection from campus and/or face judicial action.

Residents are not allowed to host guests with alcohol regardless of the guest's age. No guest of a resident will be allowed to bring alcohol in or around the building when visiting. The Office of Residence Life staff reserves the right to stop people from bringing alcohol into the residence halls. You and your guest may be asked to open all backpacks, bags, coolers, and other containers when entering a residence hall.

Disruptive behavior in the residence halls while under the influence of alcohol may result in disciplinary action, including suspension or removal from the residence halls.

## **Animals: Service Animals**

Under the regulations governing Americans with Disabilities Act (ADA), universities must make reasonable accommodations for students with disabilities. Students may be allowed to house a service animal where their presence will not compromise the safety of others. In all cases where an animal is allowed in the residence halls, it must be always housebroken and under the control of the owner.

Service animals are defined as dogs that are individually trained to do work or perform tasks for the benefit of an individual with a disability. Service animals are working animals, not pets. The work or task the animal has been trained to provide must be directly related to the person's disability. Under the ADA, service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animal's work or the individual's disability prevents using these devices. In that case, the individual must maintain control of the animal through voice, signal, or other effective controls. Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

## **Animals: Emotional Support Animals**

Emotional support animals (ESA) are not pets, but rather a companion animal, that is commonly kept in households, required for a disability. An ESA is one that is necessary to afford the individual an equal opportunity to use and enjoy on-campus housing, pursuant to the Fair Housing Act. An ESA may provide physical assistance, emotional support, calming, stability and other kinds of assistance. An ESA does not perform work or tasks that would qualify them as "service animals" under the ADA.

If a student is permitted to have an ESA, it will be restricted to the student room/suite. It will not be allowed to enter other housing common areas, classrooms, recreational facilities, or other campus buildings without appropriate permissions. Accessibility Services, along with the Office of Residence Life, will determine reasonable accommodations for students who request to have an ESA in on-campus housing. An accommodation is unreasonable if:

- There is an undue financial or administrative burden on university housing,
- There is substantial and/or direct threat to personal or public safety,
- There is a fundamental alteration of the nature of the service or program,
- The existing community is disrupted, or
- The quality of life the community members expect to receive is negatively impacted.

## **Antennas/ Satellite Dish**

The use of any type of apparatus that is attached to a residence hall building whether outside a window or in a hallway for the purpose of getting a better radio or television signal is prohibited.

## **Barbeque Equipment**

Grills are not permitted inside any buildings, but they are permitted outside. Barbeque equipment, such as charcoal and lighter fluid or propane tanks cannot be stored in residence halls.

## **Bicycle, Skateboard, and Unicycle Storage (Non-electric)**

Bicycles, skateboards, and unicycles can be stored in your room if your roommate(s) agree. The use of bicycles, skateboards, and unicycles within the building, is strictly prohibited.

## **Battery Powered and Motorized Vehicles**

Battery powered motorized vehicles, such as self-balancing electric unicycles and 2-wheel scooters, hover boards, and skateboards, cannot be used, stored, or charged in the residence halls. Motorized vehicles, such as motorcycles, motorized bicycles, mopeds, and scooters are not permitted inside any building and must be parked in designated locations.

## **Business Policy**

Students may not operate a business or commercial enterprise of any sort from a residence hall room or common area, including through the telephone, mail, internet, or other tele-communications means. At no time should baby-sitting, hairstyling, or any other business take place in the residence halls. Students may not lease, sublet, rent out, or in any manner use their rooms or suites as hotels or other temporary lodging to/for anyone.

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Residents should consider the uniqueness of the University and the diverse population it serves when considering decorations for their room, window, or door. Residence Life staff may provide feedback on the appropriateness of the material. The situation may be referred to the Resident Hall Association for community input or approval.

Room decorations must be nondestructive to walls and furniture. Decorations that hinder exit in cases of emergency are prohibited. Room painting and paintings on windows are not permitted. Residents who damage walls, including adhesive and nail hole damage, will be assessed the cost to repair and repaint their rooms. Rugs and carpeting are permitted in rooms.

Artificial holiday trees are permitted in the residence halls. All trees and decorations must be removed before the halls close for breaks. Strings of lights may be displayed around windows and doorways. Exercise caution with window drapes and paper decorations near these lights. Be sure that the lights do not touch any flammable materials. Use miniature lights because they produce less heat and consume less electricity. Do not leave lights plugged in and unattended. When you leave your room, always unplug the lights.

Common areas, including lounges and hallways, may be decorated. These decorations may not block any heating or cooling vents, fire alarms, lights, or exits. Decorations which pose a fire or life safety hazard are prohibited. Holiday decorations should be removed before the beginning of any break period. Students may not access roofs or other prohibited areas of residence halls to install decorations.

## Drugs and Drug Paraphernalia

The possession or use of illegal drugs or drug paraphernalia may result in suspension from the University, removal from the residence halls, and suspension of other rights and privileges. Since the possession or use of illegal drugs is a violation of criminal law, it is possible for a violator to be subject to criminal action. This policy includes the misuse of prescription drugs. The use of recreational or medicinal marijuana in any form is prohibited by University Policy.

Disruptive behavior in the residence halls while under the influence of drugs may result in disciplinary action, including suspension or removal from the residence halls.

## Fire Safety Equipment

Tampering with fire safety equipment in any way is both against Residence Life policy as well as state law. False alarms pose a serious risk to the safety of residents and their guests. Disciplinary action will be taken against those found tampering with safety equipment, placing coverings over smoke detectors, or causing false alarms with sanctions and possible removal from the residence halls.

## Floor Meetings

Your Resident Assistant, Hall Director, or Area Coordinator will hold floor meetings throughout the semester to inform you about important information. You are expected to be at all floor meetings that your hall staff deem mandatory. Failure to attend floor meetings may result in missed opportunities to gather important information.

## Facility Checks

Two times a year, once during the fall semester and once in the spring semester, the Office of Residence Life staff will check all student rooms/suites to identify and address any health, maintenance, occupancy, safety, and sanitation issues that may be present. There are several reasons for this program:

- To encourage students to become engaged in maintaining the condition of their living environment, to assist students in learning how to maintain a clean and safe environment in their room and promote a better understanding of the expectations the University has for students living on campus.
- To assist in the prevention of rodent and pest infestations, damage problems and other issues that impact the health and safety, as well as the quality of life for all students living in the residence halls; and
- To assist in properly maintaining the condition of the residence halls.
- Each Resident Assistant will provide information about the process and a checklist of things residence should do to prepare for the room check. One week prior to the first facility check (during the Fall semester), each RA will hold a floor/community meeting to answer questions and communicate information about the facility checks.
- The following is a sample checklist of preparations:
  - Remove all trash and properly dispose of it in the trash room or other trash receptacles located in/near your building.
  - Vacuum or sweep and mop all floors in your room.
  - Check electrical outlets, cords, and connections to make sure they are not overloaded and that cords are not run under carpets or around bedding.
  - Check to ensure that beds, other furnishings, and other items are not blocking emergency egress and heating and ventilation units.
  - Note any maintenance problems in your room and report them to the staff during the room check.
  - Make sure screens are installed on windows (they should not be removed).
  - Clean up any spills and messes and get rid of any leftover food sitting around the room.
  - Properly store food and dispose of spoiled food.
  - In the bathroom, clean the toilet, including in and around the bowl, clean the shower/tub, clean the floor, and wipe down counter tops and clean the sink.

The Office of Residence Life understands your concern about privacy, but the facility check program is a necessary measure that will prove to be beneficial to all students living in the residence halls now and in the future. It is okay for your room to look “lived in,” but it is expected that some effort is made to clean the room and to ensure that no health or safety concerns exist. While students are encouraged to be present at the time when the facility check occurs, it is not required.

## Furniture and Equipment

All University-owned furniture and equipment is for the use of hall residents and must remain in designated areas or rooms. Students will be charged for missing and/or damaged room furniture.

## Gambling

Illegal or unlicensed gambling in any form is not allowed in the residence halls.

## Guests

Residents are responsible for the behavior of their guests at all times and should inform guests of appropriate University and residence hall policies:

- Guests must be registered for the purpose of safety and security. If guests are found unregistered, they may be told to leave the building, and/or be escorted from the building by the Department of Public Safety (DPS).
- Any overnight guest must register their vehicle with the DPS.
- Guests must be approved by the host’s roommate(s).
- Guests must abide by all policies of the residence halls and floors, with guests and hosts mutually responsible for the conduct of the guest. Guests not observing University or residential life policies may be escorted from the building and restricted from further access. Residents are subject to disciplinary action for the inappropriate behavior of their guests.
- Each guest should be always accompanied by a host. Any person not in the presence of a host may be escorted from the building and restricted from future access.
- The length of stay for any overnight guest may not exceed two consecutive nights in a 30-day period. Overnight guests are permitted only if the roommate approves and if guest does not violate the guest policy.
- All guests must use gender appropriate bathroom and shower facilities.
- During a fire alarm or other emergency in an adjacent building, Residence Life staff (student and/or professional), the Department of Public Safety, and/or the Cape Girardeau Fire Department may restrict access of guests to adjacent buildings.
- Failure to abide by the guest policies may result in suspension of guest privileges.

## Hallway Obstructions

Storing personal or University property in the hallways or other common areas is not permitted. Personal items or unwanted room furniture left in common areas will be considered abandoned and will be removed by Residence Life, Custodial or Facilities Management staff. Residents will be responsible for all costs of removing and storage of personal items.

## Hallway Sports

Use of sports equipment, playing organized games and/or using equipment better suited for outdoor use in the hallways is prohibited. This is to protect the rights of other residents to sleep, study and to have access to their rooms as well as prevent damage to university or personal property. Failure to comply with this policy may result in disciplinary action, confiscation of equipment and/or suspension from the residence hall.

## Harassment

No form of bigotry, harassment, intimidation, threat, or abuse—whether verbal, electronic, or written, physical or psychological—will be tolerated. Any such behavior may be grounds for dismissal. This also includes internet based, phone based and sexual harassment. If this happens to you, call the Department of Public Safety, your RA, or your Hall Director for assistance.

## Hazardous Materials

Items considered to be hazardous materials are prohibited from all residence halls, including student rooms. Hazardous materials include propane tanks, gas cans, or any other fuel element. Other items considered hazardous by the manufacturer or University, such as industrial chemicals, noxious or poisonous gases, organic or biological solvents or chemicals, or explosives are not permitted. Motor scooters and other machines which use gasoline or other fuel elements may not be stored in the residence halls at any time.

## Lofts

Due to the bunking and lofting capabilities of the residence hall furniture provided, no personal lofts are permitted to be constructed in any residence hall.

## Laundry

Laundry machines are provided at no additional cost to residents living on campus. Residents receive unlimited usage of the machines 24 hours a day. Laundry facilities are located on the floors or lower level of each building for the protection of your personal items, never leave items unattended.

Off campus individuals are not permitted to utilize any campus laundry facility. Individuals caught using facilities will be removed, documented, and charged for theft of services.

## Mail and Mail Forwarding

Students should use the portal to update their temporary or permanent address. After moving off campus, changing rooms, or leaving for the summer, residents must notify the Office of Residence Life of a forwarding address where the resident will receive mail. Mail will be forwarded for 60 days. Failure to update your forwarding address may result in mail being returned to sender without notification to resident. Disciplinary action may be taken regarding students that do not, and have never, lived in a residence hall having items mailed/shipped to a friend's room or a residence hall on campus.

## Needle Disposal

Needles should never be disposed in any personal or campus trash cans. Students should work with their medical providers to obtain a sharps container or purchase one from any pharmacy. The Campus Health Clinic can help direct you to local pharmacies where one can be purchased.

## Personal Hygiene and Cleanliness

Students are expected to practice appropriate personal hygiene and to maintain a sanitary environment within their room and community. Two times a year, once during the fall semester and once in the spring semester, the Office of Residence Life will check all student rooms/suites to identify and address any health, maintenance, occupancy, safety, and sanitation issues that may be present.

## Pets

For health and safety reasons, no pets are permitted in the residence halls, except for fish or pets living in the pet community. One aquarium is permitted per room and may not exceed 29 gallons.



Other pets such as snakes, toads, frogs, turtles, or hamsters that are normally kept in aquariums are not permitted. Students with unauthorized pets will be required to remove the pet from campus immediately and may be subject to disciplinary action.

## Pools and Hot Tubs

Hot tubs, swimming pools, water filled furniture, water beds or other objects/containers that hold large amounts of water are strictly prohibited from the residence halls. Pools/hot tubs are not permitted on porches, lawns, or other areas near the residence halls.

## Posting Policy

Public posting boards are reserved for student organizations and University departments. Postings on these boards must include:

- Name of the student organization or University department.
- Contact information.
- Date and time of event.
- Guidelines to remember:
  - Large staples, such as those from a staple gun, may not be used when posting.
  - Any taping or stapling directly to walls may cause damage and is not permitted.
  - Postings may only be done on posting boards or other designated areas. Areas such as painted walls, windows, doors, floors, and ceilings are not approved for posting. Any materials posted in an area not designated for postings will be removed.
- Any damage done by the improper posting of materials will be the responsibility of the organization responsible for the postings.
- At the end of each semester, all posting boards will be cleared of postings.

## Quiet and Courtesy Hours

It is expected that each resident will be sensitive to the needs of other residence hall community members, always. Televisions, game systems, or stereos played at excessive volumes can be particularly disruptive to persons trying to sleep or study. For that reason, residents are expected to be conscious of the volume of their electronic devices and to utilize headphones whenever possible. Repeated disruptions may result in a resident being required to remove stereos or other devices as deemed necessary or be relocated to a different residence hall.

Courtesy hours are always in effect in the residence halls. Residents and their guests have the responsibility to act with consideration toward residence hall community members who choose to study or sleep throughout the day.

Quiet hours are defined as periods of time when noise will be kept to a minimum. The exact hours begin at 11 p.m. on weekdays and midnight on weekends. From the time quiet hours begin, they are in effect for 12 hours. Noise heard outside of a closed student room door or within student rooms from the corridors or floors above/below will be considered excessive and in violation of the quiet hours policy.

The residents of each floor community are expected to maintain the above stated courtesy and quiet hours. If residents do not maintain courtesy and quiet hours, appropriate disciplinary action will be taken, which may include dismissal from the residence halls.

## Roof and Tunnel Access

Only University personnel are permitted in the tunnels or on the roofs of campus buildings. Any unauthorized individual found in those locations will be reported to the Department of Public Safety and referred to the Office of Student Conduct.

## Room Entry

The expectation of privacy is important and should not be violated. However, entry into or searches of student living quarters may be conducted by the following persons for the following purposes:

- Law enforcement officers in performance of statutory duties.
- Authorized University personnel to perform custodial and maintenance service to ensure that health, fire, and safety regulations are maintained.
- Authorized University personnel in emergency situations to protect the health and welfare of students. Or any time that there is cause to believe the health and safety of the residents may be in danger or result in probable destruction to evidence of the violation.
- Authorized University staff when there is reasonable suspicion to believe a violation of University, Residence Life, or civil regulations is being committed.
- Authorized University staff to check the cleanliness and sanitation of a room.

Authorized University personnel indicated above include members of the residence hall staff, members of the Facilities Management staff and University personnel or their agents contracted to perform maintenance or repair services on behalf of the halls. Other members of the University staff may enter under conditions above only when accompanied by authorized personnel or their agents. Observed possible violations of university policy, rules, or regulations will be referred to the Office of Residence Life or Office of Student Conduct for follow up.

## Room Moves

Students may move between or within buildings starting the second week of classes through the mid-point of the semester. To request a change in rooms, residents must complete a room change request in the housing portal. The Office of Residence Life will determine whether the move can be accommodated. All approved moves must be completed within three days of receiving a key to the new room. Students must remove all their belongings from their current room and return the keys to be considered complete.

## Smoke and Tobacco Free Policy

Campus policy prohibits smoking and using tobacco products by students, faculty, staff, and visitors on all University properties and in all University facilities and vehicles. Prohibited products include lit cigarettes, cigars, pipes, e-cigarettes and smoking products, products or devices used to smoke or mimic smoking – such as hookahs and vaporizers -- and the use of smokeless tobacco products – dip, chew, or snuff in any form. The Office of Student Conduct and Southeast Human Resources will handle noncompliance by students and faculty and staff members, respectively, and could result in disciplinary action.

## Solicitation

The University does not allow off-campus or on-campus vendors, groups, or individuals to solicit products or services in the residence halls. Students, student organizations, other campus departments, vendors, or any other person or group is prohibited from going door to door, collecting money, credit card applications, raffle chances, or any other fund raising or designed activity without the permission of the Director of Residence Life. Printed advertisements may be posted on public information bulletin boards in the residence halls.

Placing materials on student doors, under student doors, or similar methods is prohibited. Students and student organizations that violate this policy will be referred to the Office of Student Conduct. Off-campus solicitors will be referred to the University Police for arrest and/or prosecution.

## Social Networking

Making abusive, harassing, or obscene comments online or on social networking websites is a violation of university rules and regulations. The Office of Residence Life, Information Technology, and the Department of Public Safety cooperate fully in enforcing the policies prohibiting the use of this type of behavior and speech.

If you should receive annoying, harassing, or obscene messages, contact your RA, Hall Director, or the Department of Public Safety.

## Trash/Recycling

Residents are responsible for keeping their rooms and common areas clean and free of trash. Trash rooms and large trash containers are not available for personal trash disposal. All personal trash should be placed in dumpsters located outside of the building. All large boxes or large items should always be taken to a dumpster. Recycling collection containers are in all residence halls.

## Trespassing

Residence hall premises are for the exclusive use of residents, their guests and University personnel. Any persons other than residents, their escorted guests and/or authorized University personnel are prohibited from entering or remaining on these premises. Trespassing violations will be handled through the Office of Student Conduct and the Department of Public Safety.

## Vandalism

Students may not damage or deface student rooms or common areas of the residence halls. Any student who destroys or defaces any bulletin board, other materials posted for the benefit of the community or facility space will be referred to the Office of Residence Life or the Office of Student Conduct and may be responsible for the replacement costs of the vandalized items, including any time necessary to repair the items.

## Weapons, Ammunition and Fireworks

The Office of Residence Life adheres to the Code of Student Conduct policy on weapons and fireworks. A violation of this policy is subject to immediate removal from the residence halls.

Projectile weapons or ammunition of any sort (handguns, rifles, pellet guns, bullets, etc.) are NEVER allowed in the residence halls. Decorative swords/knives and large knives with blades exceeding four inches are not permitted. Persons with these types of weapons or ammunition may be subject to arrest and/or removal from the residence halls; weapons and ammunition will be immediately confiscated.

## Windows, Window Screens and Window Stops

Screens and window stops are not to be removed. If screens and/or window stops are removed, a charge will be assessed to re-secure the screen, in addition to any maintenance, repair, or replacement costs. Throwing objects from windows is prohibited and may result in disciplinary action.

## **ELECTRICAL APPLIANCES**

To ensure the safety of all residents, some restrictions on electrical appliances must be observed. All appliances containing a heating element must have the element fully enclosed. Both the appliance and any cord must have an Underwriter's Laboratories (UL) approval tag. Space heaters, toasters, smoke/fog machines, pizza ovens/cookers, toaster ovens, electric grills, air-fryers, sandwich makers and any type of lamp with halogen, quartz, or mercury filaments and tubing are not approved for use in residence hall rooms due to safety concerns. Tanning beds, booths, and spray tan tents are not permitted. Students will be held accountable for all costs associated with damage, clean-up, repair and replacement for any fire, smoke, or electrical problems caused because of using prohibited appliances.

## Refrigerators

The University allows one mini-refrigerator per room. The approved refrigerator size is no greater than 3.2 cubic feet. Rooms that are designed to accommodate three or more individuals are permitted two refrigerators.

## Microwaves

One microwave per room is permitted. Microwaves may be no more than 800 watts and must be plugged into a UL approved surge protector. Microwaves and refrigerators should not be plugged into the same outlet or surge protector.

## Electric Grills, Air-fryers, and Sandwich Makers

Appliances such as George Foreman Grills, air-fryers, and similar appliances are not permitted in student rooms. These appliances create dangerous and unsafe conditions by generating high temperatures and drawing large loads from the electrical system of the building.

Additionally, cooking in student rooms creates grease which can result in clean-up charges and create odors that disturb others.

## Space Heaters

Space heaters are strictly prohibited in the residence halls due to high fire hazard. If your room temperature is uncomfortable, submit an online maintenance request to Facilities Management at [facilities.semo.edu](http://facilities.semo.edu).

## Tanning Beds, Booths, and Spray Tan Tents

Tanning beds and booths are not permitted in student rooms. These create dangerous and unsafe conditions by generating high temperatures and drawing large loads from the electrical system of the building. Additionally, spray tan tents in student rooms or bathrooms creates space, ventilation, and cleaning issues in which health and safety may become an issue and are not allowed.

## TV Mounts

Students are not permitted to mount televisions to the walls or furniture of the residence halls, regardless of television size. Mounting televisions to the wall has the potential to impact the integrity of structural supports and could cause unintentional damage to electrical, telecommunications, or mechanical systems and reduces the fire rating of the walls. Students should bring their own free-standing TV stand that allows the TV stand on its base.

## **SECURING THE RESIDENCE HALLS**

Entrances to the halls are locked 24 hours a day. Entry into the Towers Complex, Merick and LaFerla plaza levels, and Dobbins River Campus Center ground level are open during business hours. It is the responsibility of each building resident to ensure that doors are closed properly. Doors that are propped open or blocked jeopardize the security of all residents. Violators will be subject to disciplinary action. Allowing another individual to use your key or key card or holding the door for others (e.g., tailgating) to gain entrance into your building is a misuse of access and may result in disciplinary action.

The Office of Residence Life reserves the right to use video monitoring in and around common areas in response to vandalism or security concerns. Video monitoring equipment may be in plain sight or hidden.

## Theft Prevention

The University provides locks on room doors and door keys to residents for personal safety and safeguarding of possessions. All residents are urged to keep their doors locked. Efforts are made to ensure security; however, each year thefts of money, clothing, and other valuables are reported. Investigations indicate that in most cases, rooms were left unoccupied and unlocked or clothes were left in laundry machines for extended periods of time. In the event you experience a loss by theft, immediately advise the Department of Public Safety and your Hall Director.

Students are strongly encouraged to record the serial numbers and type of all electronic devices in their room. Items such as laptops and other high value items should never be left unattended. Students should secure valuables, including medication, money, and other small valuable items in a lock box or with a locking device.

## Personal Property Liability

The University does not provide insurance coverage or assume responsibility for personal property, theft, damage (for any reason, including utility or facility causes), or losses in residence hall rooms or common areas. We strongly encourage residents to make sure that their belongings are covered by either their parents' homeowner's policy or through purchase of an individual insurance policy, like renter's insurance.

## Keys and Lockouts

When you move into your residence hall, you are provided with key(s) to access your room, floor, and hall. Your room key also opens your mailbox. (Merick, LaFerla and Dobbins River Campus Center residents will have a dedicated mailbox key.) It is your responsibility to always carry your keys. **YOU ARE STRONGLY ADVISED TO LOCK YOUR ROOM WHEN NOT PRESENT OR OVERNIGHT.**

If you are locked out of your room, you must contact a member of the hall staff to gain access to your room. Identification must be shown either prior to or immediately following admittance. Each resident is allowed one (1) free lockout per academic year and will be charged \$10 for the second lockout, \$15 for the third, and \$20 for all subsequent lockouts. regardless of the cause.

If keys are lost or stolen; it is your responsibility to request replacement keys by notifying your Hall Director immediately. You will be charged the replacement costs as follows:

- Halls with key card access: \$15.00 key card/ \$55.00 mailbox
- All other halls: \$95.00

The key replacement cost includes a new key core(s) and one key per resident. All residence hall keys must be returned to the appropriate hall staff member upon check-out of your room. Duplication of University keys is not permitted and will result in disciplinary action.

## OPENING AND CLOSING

### Check-In

As part of check-in, you will receive your key(s) and access to a Room Condition Report form.

### Room Condition Report

A Room Condition Report (RCR) should be reviewed after moving into the room. The RCR is your opportunity to document the condition of items in the room and review the information observed by staff.

Complete the form with as much detail as possible and return to your RA. Should you fail to complete any or all the RCR, you may be held responsible for previous damage to the room at check out.

### Storage

There is no storage available for personal property. Students may not store personal items such as bikes, sporting goods, or furniture in common areas, including hallways. Items left in common areas will be considered abandoned and students will be charged for them at check out.

### Hall Closing (Break Periods)

The residence halls close for winter and spring breaks during the year. There is no additional charge for students to stay in their rooms during these periods. These times and times are posted on each residence hall floor and made available

through the Office of Residence Life. The floor community is responsible for the removal of non-University property from common areas before the beginning of each break period.

When the residence halls close, residents are required to:

- Close and lock windows; close curtains/mini blinds.
- Unplug all appliances. (Refrigerators may be left plugged in during Fall Break, Thanksgiving and Spring Break)
- Remove plants to protect them from the lowered temperatures.
- Dispose of all perishable food items and all trash.
- Remove fish and approved animals.
- Prepare the room for insecticide treatment (winter break only).
- Turn off all lights.
- Lock the doors.

Hall staff members check rooms after closing to ensure that all procedures have been followed. Failure to comply with these procedures may result in charges or disciplinary action.

## Check-out

To check out of your room at the end of the semester or when moving to a different room, you must contact your RA at least 24 hours in advance to schedule an appointment. At the time of your appointment, your belongings must be completely removed, and the room must be clean. Your room will be inspected for damages and cleanliness. Alternatively, you may fill out an Express Checkout form at the front desk of your hall to check out without meeting with your RA. Those who follow the Express Checkout procedure waive their right to challenge inventory, damage, or cleaning charges.

Failure to check out properly will result in a \$50 improper checkout charge. Moving out

without giving proper notice to your RA or missing a check-out appointment is considered an improper check-out. Improper check-out also means a student forfeits the right to challenge inventory, damage, or cleaning charges.

All residential students are required to check-out of residence hall room no later than 24 hours after the completion of their last final exam in May. Any student needing to remain longer than this should contact their Hall Director to request an extension for check-out.

Any student who has completed their final exams and who is presenting a behavioral concern in the halls will be required to leave immediately. There will be no tolerance for students who are creating problems in the residence halls during final exams.

## Break Housing

Breaks, such as Fall Break, Thanksgiving Break, Winter Break and Spring Break are included in room fees. Students must register to remain on campus during these break periods. Students enrolled in online classes (particularly during the winter intersession), students with employment that requires they remain in Cape Girardeau, and international students are examples of students who may need to remain in on-campus housing over a break.

Food service under a university meal plan is not provided during the break. Limited dining options will be available for cash, credit, and Redbucks only on days when the University is officially open. Other services provided by Office of Residence Life, such as Customer Service Desk operations, are limited during the break periods. All University, Student Code of Conduct, and Residence Life policies and procedures apply during the break periods.

## Finals Week 22-Hour Quiet Hours

To assist in fostering an academic environment in the residence halls, a 22-hour quiet hour policy will be enforced in all halls during finals week. Any student who is found violating the 22-hour quiet hour policy will be issued a written

warning. A second violation of the quiet hour policy will result in a meeting with a professional member of the Residence Life staff to review and clarify behavior expectations. If a student violates the quiet hour policy three times during finals week, they will be required to immediately leave the residence halls.

## Room Damage

You and your roommate(s) are responsible for any damages to your room that are not the result of normal use. At the time of check-in, you should be certain your Room Condition Report form is accurate and complete. From this form, room damages will be assessed when you check-out of the room. Furniture in student rooms should not be removed or disassembled.

After all residents have checked out of their rooms and left campus, your room will be checked in detail by professional staff for damages. Cleaning and damage charges will be assessed and charged (if applicable) at the time of final inspection. Damage charges will appear on your normal billing statement issued by the University. Questions about the damage charges should be addressed to the Hall Director for your building. If you wish to appeal damage charges, you will need to submit an appeal in writing within 30 days of the date the charges are placed on your student account.

## Common Area Damage

The common areas in the residence halls are part of your community and you are expected to take responsibility for those areas.

Common areas are defined as those areas not assigned to individuals. This refers to study and social lounges, bathrooms, hallways, kitchens, stairwells, and elevators – areas open to everyone on the floor or in the hall. Damages in these areas can be very costly. Those directly responsible for the damage should bear the burden of paying for the damage rather than having all students pay for such damages through additional charges. The staff makes every effort to find the responsible individual or individuals. Only when the responsible person is not identified, are students living on the floor or in the hall charged equally for such damages. Billing everyone is the last resort taken—we expect individuals to accept responsibility for the damages they cause. We also expect residents of the community to assist in identifying these people.

If applicable, residents of a floor or residence hall will be assessed a pro-rated amount for public area and/or elevator damages if individuals are not identified and held responsible. These charges will be applied immediately after the end of the semester that the damages were caused. Pro-rated charges are made only as a last resort, after all efforts of identifying the responsible individual(s) have failed. As a rule, floors that share a common lounge will be responsible for that lounge. The Hall Director will determine the floors to assess for damages depending on which floors make use of the affected lounge.

## ORGANIZATIONAL HOUSING

The Office of Residence Life may provide housing for various student groups or organizations on-campus, such as fraternities and sororities, as it is recognized that the opportunity to live together can enhance the organizational experience.

Residents who chose to live in their organization's on-campus space are living in a residence hall. If a resident withdraws or is removed from their organization, they are still expected to honor their housing contract with the University, and they will be required to quickly move out of their room in the organization's building or floor. The University will work with the student to transition to a different building in a timely manner.

While living in organizational housing, residents are expected to follow all organization housing policies, Residence Life policies, and the Student Code of Conduct. In short, organizational residents must follow the same housing policies as other on-campus students. These policies include, but are not limited to, policies related to alcohol, guests' behavior,

door propping, courtesy/quiet hours, roof access, solicitation, common area use, and common area damage. Candles and incense cannot be burned, unless in conjunction with a ritual in an organized and controlled manner.

The Office of Residence Life views the use of organizational housing as a special privilege for both the organization and the individual resident. Every resident in organizational housing and their guests are expected to recognize and honor this special privilege as well. The Office of Residence Life reserves the right to take disciplinary action for both individuals and organizations violating this privilege. The Office of Residence Life also reserves the right to contact organizational advisors and national headquarters in response to inappropriate conduct by an organization.

## **RESIDENTIAL LEARNING COMMUNITIES**

Residential Learning Communities are groups of students with a shared academic interest and/or experiences who live together, either on the same floor or within a building. Learning communities provide residents an opportunity to challenge and shape their personal and professional identities. This is accomplished through building a community, conducting educational and socialized programming that is designed by faculty and staff from the academic area and providing access to resources that will aid in classroom success.

### **Students Living in Residential Learning Communities Will:**

- Live together, often on the same residence hall floor.
- Learn together through at least one shared class (does not apply to all communities).
- Connect to students, upper-class student mentors and faculty with shared interests.
- Prepare for the future through exclusive academic, social, and professional activities and events.
- Benefit from academic support programs.
- Take field trips and participate in community service projects.

Research has shown that students living in learning communities have a better understanding of the academic material, better interpersonal and critical thinking skills and a stronger connection with faculty members and the institution (Shapiro and Levine 1999). The University benefits by retaining more students that in turn persist until graduation (Shapiro and Levine 1999).

The Office of Residence Life, in conjunction with our many academic partners, is pleased to offer residential learning community experiences in the subjects or interest areas listed below:

- Agriculture
- Arts and Media Collective
- Business
- CyberHawks
- Cybersecurity, Computer Science, and Engineering
- SEMO Startups
- Future Medical Professionals
- Gender Inclusive
- Honors
- Military and Veterans
- Pet-Friendly
- Tomorrows Teachers
- Visual and Performing Arts
- Sports Management

## **JUDICIAL PROCESS**



The Office of Residence Life expects all students to participate in the development of positive communities. At times, this may include confronting a fellow resident about his/her behavior. Student staff members are available to assist residents with this process.

It is the responsibility of community members to assist in the enforcement of the Student Code of Conduct and community standards and policies. All residents are encouraged and expected to confront and document specific incidents of behavior that interferes with their living and learning environment. Incident Reports are available through your Hall Director who will then follow up or refer it to the appropriate office.

The Office of Residence Life has policies and procedures separate from and not included in the University Code of Student Conduct. Violations of these policies/procedures may be handled through the Residence Life conduct system. Dangerous and/or violent behaviors are grounds for immediate relocation or permanent removal from the residence halls. Please refer to page 27 of this handbook for more information about the types of behaviors this may include.

Hall Directors serve as primary hearing officers in the Residence Life conduct system. After reviewing incident documentation, the Hall Director in the building that the incident occurred will review the case and meet with the student. At that meeting, the student will either plead responsible and have the Hall Director sanction them or elect to have their case heard by the Hall Director or by the Office of Student Conduct (with the Hall Director sitting in on the case). In cases where an initial meeting has been conducted and the hearing officer, in cooperation with the student, feels that the case should be heard by someone else, the issue may be referred to an Area Coordinator.

If a student wishes to appeal the decision or sanction of the hearing officer, the student should submit their appeal in writing to the Area Coordinator. Cases that may result in removal from the residence halls will automatically be reviewed by the Director of Residence Life.

It is vitally important for all residents to share in the responsibility for the governance of the system. Communities are based on the cooperation of the members of smaller community units. Each community must work together with other communities to establish policies and procedures that further the development of the entire residential population.

## **EMERGENCY PREPAREDNESS**

Evacuation for fire alarms, fire drills and other emergency situations is mandatory. Students and their guest must promptly leave the building when the alarm sounds or when they are directed by a university employee. Students who do not evacuate the building will be subject to disciplinary action and/or a fine.

### **Severe Weather/Tornado**

In case of impending severe weather:

- Do not leave the building.
- Evacuate to designated area per instructions given by the residence hall staff members (see shelter locations).
- Remain in the designated area until an "all clear" signal is given. Tune into the National Weather Service notifications.

### **Earthquake**

Most casualties during earthquakes result from falling debris, power lines, or fires. During an earthquake, **REMAIN CALM** and:

If indoors, remain there and:

- Get under tables, desks, or other sturdy furniture or
- Move to an interior corner away from windows or
- Move into a strong interior doorway or hallway.

- DO NOT USE OPEN FLAME during tremors.

If outside:

- Avoid high buildings, walls, power lines, etc.
- Move to an open area, away from hazards.
- Stay out of severely damaged buildings.
- DO NOT USE OPEN FLAME or electrical devices.

## In Case of Fire

- Sound the building fire alarm system.
- Notify a Residence Life staff member or the Department of Public Safety.
- Close all windows and doors to isolate fire and smoke.
- Go out the nearest exit.
- Evacuate building immediately per instructions given by the residence hall staff.
- Assemble outside the hall at the designated assembly place.
- DO NOT return to the hall until an “all clear” signal is given.

All residents are expected to participate in fire evacuations. Residents who do not follow correct evacuation procedures are subject to disciplinary action.

## **SHELTER LOCATIONS**

### **Dobbins River Campus Center**

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or in the restrooms.

Shut all doors to the hallway. Do not use elevators!

### **Group/Greek Housing (all buildings)**

Evacuate to the first-floor chapter room or designated safe room. Do not enter student rooms, but instead remain in the chapter rooms. Shut all doors to the hallway including restrooms, shower room, and student room doors.

### **LaFerla Hall**

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or in the study rooms. Shut all doors to the hallway. Do not use elevators!

### **Merick Hall**

Evacuate to the lower floors and gather in the hallway/living rooms. Remain in the hallway and away from the windows. Do not gather in the basement lounge or in main lounge on the plaza level. Shut all doors to the hallway. Do not use elevators!

### **Myers Hall**

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or in the restrooms. Shut all doors to the hallway including restrooms, shower room, and student doors. Do not use elevators!

## **Towers (all buildings)**

Evacuate to the lowest floor. Move to the center shower area or stairwells. Remain away from windows and keep doors to student rooms and lounge shut. Do not use elevators!

## **Vandiver Hall**

Evacuate to the lower floors. Do not enter student rooms, but instead remain in the hallways of these floors and away from windows. Do not gather in the lounge or in the restrooms. Shut all doors to the hallway. Do not use elevators!

# **OFFICE OF RESIDENCE LIFE**

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