


**RESIDENTIAL LIFE AND HOUSING'S
COMMUNITY GUIDE
AND RESIDENTIAL POLICIES
2009  2010**



WELCOME HOME!

On behalf of the Residential Life and Housing staff, it is our pleasure to welcome you to your new "home". The UM-St. Louis residential community is rapidly growing and is one of the most exciting and active places to be on campus! Our residential community is a learning community that supports academic success, personal development and involvement of all its residents while encouraging learning in all aspects of life. We warmly invite you to become an active and contributing member of the Residential Life community. After all, the community is only as strong as its members and with your help, we can be even better! Through programs, social activities, study groups, and informal interaction, we hope you will find a place where you live, learn, and grow. So don't be afraid, get involved and meet your fellow residents in the halls or the apartments at any and every opportunity!

Use this booklet as your personal reference and guide to living in the Residential Life communities. It includes helpful information on campus services, policies, procedures, and other resources, as well as the standards for decision-making and conduct within the residential communities. All residents are responsible for the contents of the guide, so please take adequate time to read it thoroughly. If you have any questions or would like clarification of any part of this booklet, please feel free to contact the Office of Residential Life and Housing at (314) 516-6877. Residential Life and Housing is at your service!

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MISSION STATEMENT

The Office of Residential Life at the University of Missouri - St. Louis is committed to designing and maintaining a living/learning environment that encourages academic success, student engagement, personal growth, and community responsibility.

TAKING CARE OF BUSINESS

Office Hours, Location and Contact Information

Residential Life and Housing's main office is open Monday through Thursday, 8 AM to 6 PM and Friday from 8 AM to 5 PM. We are located in the Provincial House on the first floor, in office C103. The telephone number for our office is 314-516-6877.

After Hours Contact Information

After business hours, if you need immediate assistance, please do not hesitate to contact the Residential Assistants on call by paging them. To page a staff member, please call (314) 245-1455. After listening to the message, dial a number (with area code first) where your call can be returned, hit the “#” sign, and then hang up. Our staff will return your call.

Billing

For billing inquiries, the Cashier's Office is open from 8 AM to 7 PM, Monday and Tuesday, and 8 AM to 5 PM on Wednesday through Friday. The Cashiers Office is where students can pay for their housing costs for the traditional halls, University apartment housing, parking permits, parking tickets and their tuition. Please note that Residential Life's room and board charges are billed directly to the student's University account on a semesterly basis. Charges to a student's account can be accessed by logging into the myview.umsl.edu website. Once logged in your student account, click the “Self Service” link, and then look under “Campus Finances” for the “Account Inquiry” link. The student's charges must be paid in full by the end of the semester. If the bill is not paid the Cashier's Office will place a hold on the student's account.

Mail

Mailboxes are located in the lobby of Oak Hall. Mail is delivered every evening, excluding weekends and university/federal holidays. All mail/packages should be addressed:

Your Name
Hall and Room
UM-St. Louis - Residential Life
One University Boulevard
St. Louis, MO 63121

Packages too large to fit in mailboxes will be kept in room C103 of the Provincial House. A package notice slip will be placed in your mailbox indicating if a package has arrived for you. Packages may be picked up between 8:00 AM and 5:00 PM, Monday through Friday.

MEAL PLAN

UM-St. Louis agrees to furnish the student housing and meal service. The services are provided under the terms and conditions herein stated. UM-St. Louis requires that each student living in the Residence Life's communities must have a meal plan. The meal plan can be used at a variety of locations on both the North and South sides of campus. On North campus, the following options (located in the Millennium Student Center) are available: the Nosh (main cafeteria), Aroma's Bakery, and the C-Store. Places to use your meal plan on South campus are the U-Mart (located next to the entrance of University Meadows), the Provincial House Dining Hall, and the O-C (Oak Café on Oak 2nd Floor).

The mandatory meal plan is "Option 1" for the academic year. Each option includes both a cash equivalency and declining balance to be used at your discretion. See below for information regarding each aspect of your meal plan.

***Cash/Meal Equivalency:**

Monday and Thursday, students may use one meal swipe from 11 AM – 2 PM at the Nosh Food Court or at La Cantina Loca in the Millennium Student Center. The value of the swipe is \$5.50. If the amount is exceeded, the cashiers will be happy to take cash, credit card or declining balance for the remaining balance. The Provincial House Dining Hall is also open from 11 AM to 2 PM on South Campus.

During the weekend (Friday through Sunday), students may use their meal equivalency at the Provincial House Dining Hall during the meal times listed below. One meal swipe is good for any food item(s) while dining in the Provincial House Dining Hall.

Declining Balance Dollars:

The declining balance dollars can be used to purchase any food item(s) at any of the following locations: The Nosh, Aroma's, The C-Store, La Cantina Loca, Oak Café and the U-Mart. Additional declining balance funds may be purchased through the Office of Residential Life and Housing.

Listed below are the main cafeterias for the entire campus.

Provincial House Dining Hall, South Campus (Meal Deduction and Declining Balance)

Lunch (Monday-Sunday): 11:00 AM – 2:00 PM

Dinner (Monday-Sunday): 5:00 PM – 7:30 PM

The Nosh, North Campus (Declining Balance and Cash Equivalency*)

Monday-Thursday: 7:00 AM – 7:00 PM

Friday: 7:00 AM – 2:00 PM

Menu information, hours of operation and other information about Chartwells at UMSL can be found at: www.dineoncampus.com/umsl or you may call Chartwells directly at (314) 516-7301.

CHECK-IN PROCEDURES

If you're moving in for the first time to the Residential Life community, you must have a university issued student identification card. A staff member will walk you through the check-in process and get you on your way. When you get to your room, take the time to thoroughly inspect your room for existing damages using the room inventory sheet as a guide before you start moving in. List all existing damages upon your check-in on the room condition report. Notify your RA of any room damages immediately. The listing of room damages is important, as you will be personally responsible for any damages found at the time of your checkout from the room. Sign and date the room condition report upon your check-in.

FACILITIES

Bicycles and Bicycle Storage

No person may park or store his or her bicycle in buildings, on sidewalks or driveways, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks. Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. Bicycles cannot be temporarily or permanently stored in the residence hall rooms. For this purpose, bicycle racks are provided outside the halls. Bicycles should not be secured to trees. For your protection, make sure that your bike is locked securely to the approved bike rack.

Kitchen

The kitchen is equipped with a stove, refrigerator, sink, and cabinets. You are expected to leave the kitchen clean at all times. Failure to do so will result in a fine.

Laundry

Laundry facilities are available in each hall. If a machine is not working properly, please notify the main office. You are expected to leave this facility clean at all times.

Lounges

TV lounges are available for entertaining guests, studying, playing cards, or just visiting. If you are interested in one of the lounge areas for a group meeting, please check with the Office of Residential Life and Housing to be sure the lounge is available and that the office approves the type of event you wish to have. Residence hall sponsored activities have priority. TV lounges are open 24 hours a day to all hall residents and *escorted* guests. However, they are not available for sleeping overnight.

Vending Machines

There are food and drink machines located in most the residence halls. If a vending machine malfunctions and your money is lost, contact the staff member on duty immediately. The staff member will then report the malfunction to the company that controls the machine. The Office of Residence Life and Housing is not responsible for the operation and maintenance of vending machines.

ROOM AND FLOORMATE BILL OF RIGHTS

Basic rights include the right to:

1. Study, free from undue interference (noise, stereo, guests, etc.), in one's room.
2. Sleep without undue disturbance from noise, guests, roommates, etc.
3. Expect that roommates will respect one's personal belongings. When borrowing or using others' belongings, ask their permission first and get approval.
4. Live in a clean environment.
5. Free access to one's room and facilities without pressure from roommates to vacate.
6. Personal privacy and space.
7. Host guests at agreed upon times and with the expectation that guests are to respect the rights of the host, roommate(s), and other hall residents.
8. Expect any and all disagreements to be discussed in an atmosphere of openness and mutual respect. When necessary, it is acceptable to involve a residence hall staff member in such discussion.

ROOM PERSONALIZATION GUIDELINES

Here are some helpful guidelines for you to use.

- All furniture in your room and/or your suite needs to remain in your room and/or suite. You must have room for traffic to flow into and, especially, out of your room for safety reasons.
- Lounge furniture belongs in hall lounges and should not be kept for personal use in student rooms. Placing lounge furniture in your room could result in you being charged with theft of state property.
- Dartboards are prohibited in the residence halls.
- Nothing should be hung from pipes in the rooms or from wall and ceiling hooks (i.e., bicycles, flags, lights, etc.).
- Nothing should be attached, secured, or permanently affixed to doors, ceilings, floors, or walls. Prohibited items include cork and mirror tiles, plant hangers, paneling, belt and tie racks, bulletin boards, wall and floor coverings, etc. Nails, screw-in hooks, carpet glue, tape, black light paint, bolts, duct tape, staples, and tacks are prohibited as well. White 3M removable poster strips are recommended to hang things on your walls along with carpenter tape.
- Flags, nets, parachutes, sheets, etc. should not be hung from the ceiling or fixtures or in any manner that obstructs the window.
- Drapes should be made of fire retardant materials and should be hung by tension rods.
- Vents should not be covered and must be easily accessible for air circulation and for maintenance purposes.
- Stickers, glow in the dark stickers, glow in the dark crayons, paint, or markers and other items that may cause damage to walls are not allowed. You should prevent damage to your walls at all costs.
- You may not have furniture or other items stored in the common area or your suite that limits or blocks access to your suite or room doors. Doing this will result in the student(s) responsible being fined or sanctioned by the office of Residential Life and/or Student Affairs.
- You may not place furniture or other items in your hallways because this poses multiple fire safety issues. Doing this will result in the student(s) responsible being fined or sanctioned by the office of Residential Life and/or Student Affairs.
- When you check out, your room needs to be left in the same condition it was in on the day you moved in. You need to remove all your belongings when you move out. Your belongings cannot be stored in your hall or room over the summer.

CLEANING & TRASH POLICY

You and your roommate/suitemates are responsible for the cleaning of your room, bathroom, and suite areas during the course of the semester. A limited number of vacuum cleaners, brooms, and dustpans are available at each residence hall desk for your use. All hallways and laundry rooms will be cleaned on a daily basis by the housekeeping staff, except on weekends. We ask that you do your part to keep your building as clean as possible.

During the semester you must use your own wastebaskets to collect your garbage. Do not leave trash in the laundry, vending, and kitchen areas. **YOU MUST** take your room trash to the dumpster outside the building. If your room trash or garbage is placed in any location other than the dumpster, you will be fined:

1st offense - \$15.00

2nd offense - \$20.00

3rd offense - \$25.00 and so on.

DAMAGE CHARGES

The occupant of each room is responsible for keeping the room, its contents, and common areas in good order and free from damage. Prior to residents moving in, room condition inventory reports are completed. When a resident moves out, the room is checked again for possible damage which may have occurred during the occupant's residency. Damages to the room that are beyond normal wear and tear will be billed to the University account of the room's assigned resident(s). Extraordinary cleaning of the facilities, as well as excess trash left in the room and/or the common areas will also be billed to the resident(s) account.

In cases of loss or damage to common areas of the building (defined as those areas not assigned to an individual), the cost of repair and/or replacement will be assessed to the responsible individual(s). If those responsible are unknown, charges will be assessed to residents on the wing, floor or building in which it occurs on a percentage basis.

FRONT DESK POLICY

During the academic year, Oak Hall's Lobby has a 24 hour front desk. Desk Assistants are responsible for checking the identification of every person who walks into Oak Hall. They are also responsible for Oak Hall's lock outs, signing in resident's guest(s), and over night guest(s).

All guests are required to leave a valid government issued identification card at the front desk of Oak while visiting Oak Hall. If a guest (under the age of 16) does not have a valid government issued identification card, the resident must go to the main Office of Residential Life (during normal business hours) to sign a waiver and get permission for the guest to visit during the day or stay overnight.

Guests must be escorted by the resident at all times. Upon departure, the guest(s) and the resident responsible for the guest(s) must go to the front desk to sign out and retrieve their identification card(s).

Day guest are those guest in the building between the hours of 8:00 AM to 2:00 AM. After 2:00 AM, a visitor is considered an overnight guest and must be signed in. For additional information regarding over night guests, please see page 11.

KEYS/SECURITY

You will be issued a room and mailbox key on a security ring upon checking into the residential hall. We urge you to carry your keys and student identification card with you at all times. Please note that there is a \$100 fine for lost key ring (depending upon the circumstances which it was lost).

The breakdown for the ring is:

Room key	\$60
Mail key	\$15
Security ring	\$20
Tag	\$5
Total	\$100

If the security rings are tampered with, the fine is \$100. If your key is lost, bent, stolen or broken, call the Residential Life and Housing Office immediately at 314-516-6877.

University of Missouri System Policy states:

1. No person may duplicate a university key or request the unauthorized duplication of a university key.
2. No person may transfer any university key from an individual entrusted with its possession to an unauthorized person, or be in unauthorized possession of a university key.
3. Keys in the possession of unauthorized persons may be confiscated.
4. No person shall replace without permission, damage, tamper with or vandalize any university lock or security device.

THE UNIVERSITY ASSUMES NO RESPONSIBILITY FOR LOSS OF OR DAMAGE TO THE PERSONAL PROPERTY OF A STUDENT. RESIDENTS ARE ENCOURAGED TO PURCHASE INDIVIDUAL RENTERS INSURANCE.

UNATTENDED STUDENT ROOMS SHOULD BE KEPT LOCKED AT ALL TIMES.

NEVER LET A STRANGER INTO THE BUILDING. DO NOT JEOPARDIZE YOUR SECURITY OR THE SECURITY OF OTHERS BY PROPPING OPEN DOORS OR PERMITTING ACCESS TO THE BUILDING BY STRANGERS.

LOCK OUT POLICY

It is the responsibility of each residence hall student to carry their room key and student identification card with them so that they may access their room whether or not the roommate has locked the door.

If you should happen to find yourself in this predicament, you can...

Desk Assistant Present: Academic Year

Go to the Front Desk of Oak Hall to check out a temporary blue card and key from a Desk Assistant. **The temporary card and key must be returned within 10 minutes of being issued. If it is not returned with-in the specified time, there is a \$5.00 fine for every minute past the first 10 minutes, until the temporary card and key are returned to the Desk Assistant. The fine will be billed directly to the student's account the next business day.**

The usage and check out of a temporary card and key (from the Desk Assistant) for a student's room is limited to five times in five consecutive days. If a student goes over five check outs of the temporary card and key in five consecutive days, it becomes a security risk. Thus, the student will be charged for the replacement of the key core to their door. If a student is locked out more than five times per a semester, then the student will be billed an excessive lock out fine. Students should always carry their room key and identification card.

No Desk Assistant Present: Summer and University Holidays

After business hours and on holidays, if no Desk Assistant is present, you may page the on call staff member at 314-245-1455. After the message, dial a number, including area code, where you can be reached, hit "#", and wait for your call to be returned. For a quicker response, you may also text message the pager your call back number.

If you do not get a response (during normal business hours), locked out students may call the main office at 314-516-6874. If no response is received after 30 minutes from the on-call staff or office staff, the police may be reached as a last resort at 314-516-5155.

LOFTS

Homemade lofts are not permitted in UM-St. Louis residential halls. Student rooms found with a homemade loft will be asked in writing to remove the loft. Upon a second inspection if the loft has not been removed the student will be subject to a fine of \$50 per day until the loft has been removed plus disciplinary action.

If a student is interested in lofting or raising their bed please contact the Office of Residential Life and Housing at 516-6877. The Office of Residential Life and Housing have a limited number of lofts for the residence halls. Students may rent these components for an additional cost per year (\$85.00 for the loft plus a \$10.00 refundable deposit).

MUSICAL INSTRUMENTS/AMPLIFIED MUSIC

Students are allowed to play musical instruments in their rooms and the common areas between the hours of 11:00 AM to 8:00 PM throughout the week at a moderate volume/level. This becomes null and void during the week of finals when quiet hours are extended for studying purposes.

OVERNIGHT GUEST POLICY

A major responsibility of the Department of Residential Life and Housing is to protect the right of contract and the right of privacy of students living in the residence halls in addition to building security. Visitation within the residence halls is a privilege for students, not an inherent right of students. The overnight guest policy is based upon specific principles. These principles are:

1. Every resident shall have the right to individual privacy within his or her own assigned room. This is the right upon which visitation of any kind in the residence halls is permitted;
2. Every resident shall have the right to stipulate by contract the type of visitation that will be established within the assigned room of the resident. Every resident may expect to have contractual choices honored and enforced;
3. Every resident shall have the right to be free from coercion or harassment regarding his or her choice(s) regarding privacy and visitation. The person(s) responsible for coercive or harassing behavior will be subject to disciplinary action; and
4. The University administration reserves the right to review this policy for student compliance with the terms of the policy and will make decisions regarding the continuance or revision or elimination of this policy based upon evaluation of the use of this policy by residents and their guests.

Student residents must recognize that anytime a nonresident is within a residence hall, the potential exists for a threat to the security of residents and to property of residents. Therefore, it is critical that residents and visitors observe all procedures and conditions associated with visitation and the hosting of overnight guests in the residence halls.

The purpose of this policy is to establish the procedures that will protect the right of each resident to choose whether or when an overnight guest is allowed in his or her room. An overnight guest is defined as any person who is not assigned by the UMSL Department of Residential Life and Housing to live within a specific room, even if that student lives in another UMSL residence hall.

A resident choosing to bring a visitor or overnight guest into the residence hall must understand that the visitor or guest must comply with all UMSL rules and residence hall regulations while visiting. The conduct of a guest is the responsibility of the resident host unless the guest is another UMSL student.

Visitors and guests must use the bathrooms designated for the gender of the visitor or guest. Under no circumstances may visitors or guests use bathroom facilities designated for the opposite gender.

Overnight guests will be required to present an acceptable picture I.D. (driver's license, state identification card, etc.) to verify identity and age at the time of registration as a guest. *Per the Residence Hall Contract signed by each resident, guest(s) staying more than 48 hours without written permission from the Department of Residential Life will be considered unauthorized occupant(s) and the student will be in violation of the contract.*

A resident can have any one guest stay for a maximum of four nights in each month, either in total for the month or consecutively. If you have more than one guest, then you multiple the guest count by the number of nights they are staying. This total should not exceed four. For example, you may have 1 guest for four nights, 2 guests on two different nights, 4 different guests stay over one night each, or any combination as long as it does not exceed four nights per month per guests.

The four nights per month rule also applies to individual guests. Each individual guest may stay over night no more than four nights in each month, either in total for the month or consecutively. Once a guest has stayed four over nights in a month, the guest cannot stay over night in Oak Hall until the following month. The four day count for each month is counted by the night the overnight guest is signed in.

All overnight guests must be registered each night an overnight stay occurs. This registration is necessary to help minimize safety, security, and liability concerns. This registration process is accomplished by completing an Overnight Guest Registration Form, which is available in each Resident Assistant's room and also at the front desk.

As visitation and overnight guest policies are established as privileges within the campus community, individuals who violate these policies or fail to register their overnight guests may expect to be held accountable for their behavior through established disciplinary procedures. Visitation and overnight guest privileges may be further restricted or suspended for residents found responsible for violations.

PETS

For purposes of health, pets (with the exception of fish) are not allowed to visit or be kept in the residence hall rooms. Guide dogs (or similar domesticated animals) are permitted within the residence halls for persons with a documented disability. Fish tanks may not exceed five (5) gallons in size.

QUIET AND COURTESY HOURS

In order to create an environment conducive to studying and privacy, any activity such as playing stereos and televisions loudly, yelling, tap dancing, slamming doors, horseplay, running or any other activity that creates a disturbance is prohibited in the residence halls. You are asked to exercise good sense and consideration of others at all times. Residents responsible for excessive noise and/or disruptive behavior may be required by their Hall Director to remove stereos, radios, and other musical instruments from their rooms. Yelling out of windows is not permitted under any circumstances.

Quiet hours are:

Sunday to Thursday: 11 PM-9 AM the next day,

Friday to Saturday (or days that do not precede class): 1 AM to 9 AM the next day.

Quiet hours are defined as times when the highest priority is given to the conditions necessary for students to sleep and/or study within their rooms in the residence hall. No other activity is deemed more appropriate during these hours. Any activity that produces noise that interferes with quiet hours is prohibited. Violations of quiet hours may result in disciplinary action.

REPAIRS

Please report all maintenance problems and repair requests to the Office of Residential Life by visiting the Residential Life website (<http://www.umsl.edu/services/reslife/>) to fill out a maintenance request form. When the resident submits a service request, the resident authorizes the staff to enter the room to provide the service. This will occur whether or not the resident is at home. Repairs that occur as a result of damage or neglect may be billed to the resident of the room. Routine maintenance problems should be reported before 4:30 PM on weekdays.

Emergency repairs in the evening or on weekends (such as flooding or pooling of water) must be reported immediately to the Residential Life Staff member on-call.

ROOM ENTRY

Authorized personnel may enter a student room for reasons of health, safety, general welfare, or to make necessary repairs to the room and/or room equipment. As soon as possible, advance notification will be given. The University of Missouri-St. Louis and The Department of Residential Life may, without notice, at anytime, enter a room for any reason that we deem to be reasonable. Some reasons for our entry include, but are not limited to, the following: responding to your request; repairs; estimating repair or refurbishing costs; pest control; preventative maintenance; testing or replacing smoke-detector batteries; retrieving unreturned tools or appliances; preventing waste of utilities; leaving notices; stopping excessive noise; removing health or safety hazards; welfare concern; entry by a law-enforcement officer with search or arrest warrant or in hot pursuit.

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The University of Missouri- St. Louis, as landlord, retains the right to enter student rooms for maintenance purposes. Maintenance requests by students will be considered to be permission to enter. In such cases, no notification of entry will be given. For purposes of health and sanitation inspection, a 24-hour written notification will be given to students. Residents should be aware that Housing staff may enter a room to turn off an annoying alarm, an unattended stereo, or to close a window. In cases of this sort, as well as life-threatening emergencies, at least one resident or staff member will accompany the Housing staff member whenever possible.

WIRED IN

Cable Television

Tampering with Cable TV equipment is prohibited. Any damage to the cable hook-up in your room will result in a fine. There is a \$25 charge for damage to the cable.

Should there be a problem with cable in your room contact main office at 314-516-6877.

Cable Television Outage Procedures

Problems with the cable television in a single room should be phoned into the Residential Life and Housing Office (516-6877). A work order will be generated and the appropriate personnel will be dispatched when available.

Telephone and Internet

You will need to bring your own telephone and pay for telephone services if you would like to have a room phone. Telephone services may be activated by calling 314-516-6000. There is a per-semester charge for an activated phone line and data port which will be billed directly to your student account. For current rates or additional information, please go to Telephone Services' homepage at www.umsl.edu/technology/phones and click on Residential Students link or see the Guide to Information Access Services (available in the Residential Life Office).

The University does not provide long distance service. We recommend calling cards for this convenience. To dial on campus numbers, just dial the desired last four digits of the extension. For off campus numbers, dial "9" for an outside line, then dial the area code 314 or 636 and the seven digit telephone number.

Wireless internet is free to all UM-St. Louis students where a router is available. To connect to the wireless internet, students will need to open a web browser and then follow the instructions to download the required program to connect to the Triton network.

Cooking and Electrical Appliances

The residence halls on our campus were built with the idea that meal plans would always be required. Therefore, the residence halls have limited facilities for cooking, with kitchens on various floors throughout the residential system.

Limited cooking is allowed in student rooms which is regulated by state, health, building, and fire codes. The only electrical cooking appliance permitted in your room is the microwaves/micro-fridges provided. No appliances with open or contained heating coils are permitted. The following appliances are not allowed: toaster ovens, pizza ovens, coffee pots, George Foreman Grills[®], hot plates, popcorn poppers, hot pots, crock-pots and toasters.

Power Cords

Only UL approved extension and power cords are allowed. (Limit 1 extension cord per prong)

Halogen Lamps

No Halogen allowed in the resident hall. Halogen lamps will be confiscated if found.

Space Heaters

Because of fire hazards, space heaters are not permitted in residence halls. If your room is cold, please call the Residential Life and Housing Office (516-6877) to report it.

PROCEDURES

Abandoned Property

If you move out and leave behind personal property, the residence hall staff will box up the belongings and the housekeeping staff will place it in storage for 60 days. You will be responsible for paying removal and storage charges of a minimum of \$20 per day plus a \$150 (maximum) improper checkout charge and a \$200 cleaning charge. If the property is unclaimed, it will be destroyed or sent to auction.

Resident Consolidation

Residential Life will send a letter to each resident who has been selected to consolidate. This letter will invite the student(s) selected to come to a transfer meeting in the building in which the resident currently resides in. At this meeting a representative from the Department of Residential Life and Housing will inform those who have been selected of when the process will take place and entertain any questions regarding this matter.

Next the resident(s) who have been selected to consolidate will receive a second letter.

The resident will be informed in this letter, that s/he has 48 hours from the date of the letter, to make the transfer. The letter will include all pertinent information regarding their new housing assignment.

Consolidation can be dynamic throughout the first nine weeks of the semester. At any point, a resident may be placed on the consolidation list. Consolidation will not occur after the ninth week of the semester.

Room Changes

If you wish to change your room location for any reason, (whether you wish the change within your own hall or to transfer to another), you may provided there is space available. In order to move, you must complete a Room Change form. Once assigned to a room, a student may not change their room assignment for two weeks after the start of the semester. See your Hall Director for more information. There is a voluntary relocation fee of \$75.

STRICTLY PROHIBITED

Alcoholic Beverages

Alcoholic beverages and/or its containers (even if they are for decorative purposes i.e. flower pots and storage) are not permitted within the residence halls. Students found using, consuming, or with alcoholic beverages/containers within their rooms or in the buildings will be subject to disciplinary action.

Candles

For reasons of health and fire safety, candles of any kind may not be present in the residence halls under any circumstances. If candles are found in a resident's room they will be confiscated and the student will be subject to disciplinary action.

Controlled substances

The manufacture, sale, possession/use, possession with intent to distribute, or perception of use of controlled substance(s), or paraphernalia which has been declared illegal by municipal, state, or federal law is prohibited in the Residence Halls and on University grounds. The substance(s) and any paraphernalia will be confiscated and severe disciplinary action will be taken.

Gambling

Gambling in any form is prohibited on campus.

Incense

Incense is not permitted in the residence halls. Students found in violation of this policy will be subject to disciplinary action. In addition the Department of Residential Life and Housing will remove the incense from the resident's room.

Operating a Business

Residents of University Housing are not permitted to carry on any organized business from their room or within any on-campus residential area. No sign, advertisement, or announcement promoting such business may be displayed on the outside or inside of any University Housing building or premises.

Passive Participation

Residents are obligated to remove themselves from any situation where a violation is occurring. Residents present during a violation of the Residence Halls Community Guide and/or Student Code of Conduct can be held responsible for that violation.

Screens

SCREENS MAY NOT BE REMOVED. The following is the rationale for this regulation:

1. Personal safety is endangered.
2. Rodents crawl up the sides of the building to gain easy entrance into student rooms.
3. Students have thrown garbage and other items from the windows.

4. Screen and window tracks experience heavy wear as a result of removal.

Failure to comply with this regulation will imply your automatic consent for Housing personnel to enter your room and replace the screen at a cost to you. Removal of ground or first floor screens will result in a \$100 fine. Removal from other wings will result in a fine: first offense - \$15.00; second offense - \$20.00; third offense - \$25.00; etc. Subsequent offenses will be referred to the Office of Residential Life and Housing.

Smoking Inside Buildings

All residence halls and buildings are smoke free. Smoking is not permitted within the buildings, including student rooms. Residents choosing to smoke must do so outside the building. Smoking is prohibited within the first 25 feet of a building's entrances and walls.

Sports in the Residential Halls

The usage of sporting equipment is prohibited in the buildings. To protect the building and safety of resident and guests of Oak Hall, the following should not be used in the building: skateboards, roller blades, bikes, Frisbees, etc. Hall sports or other activities that could potentially put others in danger are also prohibited.

CHECK-OUT PROCEDURES

When vacating the room at the end of the academic year, or when vacating the room during the academic year due to room change, withdrawal from the university, graduation, transferring, etc., each resident is required to properly checkout of the residence hall by following these procedures:

1. Arrange a specific appointment with your RA to finalize your checkout from the room. If your RA is unavailable, contact another RA or your Hall Director.
2. Clean the room and the furniture (including the microfridge and bathrooms). The room is to be returned to its original condition. Cleaning is to include vacuuming the carpet, dusting the desk and dresser, defrosting the microfridge and removing room trash to the dumpster. Trash is not to be placed in the hallway, kitchen, or bathroom. Violators will be charged a cleaning fee of \$200.
3. Clean the room refrigerator (defrost, clean and dry) and bathroom. A minimum of \$45 is charged if a refrigerator and bathroom are not properly cleaned. Damages may be assessed for missing parts and/or damages to the microfridge.
4. Return room furnishings to original positions. Schedule a time to return your University loft.
5. Remove all personal belongings from the room.
6. Return the room keys to the RA conducting the checkout.
7. Complete the checkout portion of the room condition report with the RA. The resident is to sign and date the room condition report at checkout. Residents are responsible for any room damages listed at checkout that are not listed at the time of check-in.
8. Review room damages with RA. RAs will then estimate damage amount which will be charged to the student account. Please note that damage assessments at the time of checkout are estimates of charges for materials and labor. The office determines final charges. Any damages billed to the student are subject to a \$5 minimum charge.
9. Complete a mail forwarding form and leave it with your RA.

RESIDENTS NOT FOLLOWING THESE CHECKOUT PROCEDURES WILL BE SUBJECT TO A \$150 IMPROPER CHECKOUT FEE. THIS FEE WILL ALSO BE ASSESSED IF A RESIDENT DOES NOT CHECKOUT BY THE PUBLICIZED CLOSING TIME.

Room rental charges continue at the daily rate until the room keys are returned to the Office of Residential Life and Housing.

IMPROPER CHECK-OUT

Each student must notify housing personnel of his or her decision to leave the residence hall. He or she must fill out, sign and return a completed room inventory sheet and have the room checked by a staff member. Failure to do so will result in a \$150 improper checkout fee.

WHAT HAPPENS IF DAMAGES OCCUR

Abuse of university property within the residence halls results in expenses beyond funds allocated for regular repair and upkeep. Most of the extra expenses can be substantially reduced if hall facilities, especially rooms, are treated with respect. You will be charged for any damages you cause. Any damages billed to a student are subject to a minimum charge of \$5.

Charges for damages are based upon actual repair or replacement costs to restore the room or facility to its original condition. You will also be liable for any extra custodial services required by these actions.

Remember the following:

1. You are directly responsible for damages in your room. If another party damages your room make sure that you see your RA immediately. Any damages not marked in the room condition report will be the responsibility of the student.
3. Residents will be notified of the damage assessment by an RA who will facilitate a wing meeting, if necessary, to discuss the issue. Damage charges will be placed on your University bill at the end of each semester.
4. Unpaid damage bills will result in transcripts being held.

COMMON CHECK-OUT FINES

Excessive cleaning	\$200
Improper check-out	\$150
Loss of keys (did not return them)	\$100
Replacement of smoke detector	\$25
Room damages (see page 24 for charges)	\$5 (minimum)
Tampering with cable	\$25
Tampering with your key's security ring	\$100
Tampering with smoke detector	\$200

SAFETY PROCOTOL AND PROCEDURES

Fire

No matter how small the fire, or even if it is extinguished, report it to your RA. Appropriate action will be taken. In the event the fire alarm sounds, leave the building immediately via the nearest stairway exit. If possible, before you leave the room: turn on the lights, open the drapes, close windows and lock the door. Also remember to wear shoes and carry a towel to place over your nose if smoke is present. If you should happen to be away from your room when the alarm sounds, do not return to your room itself, but leave the building via the nearest exit.

Fire alarms and smoke detection equipment are located throughout each floor for your safety. If the alarm sounds, evacuate the building in the safest way possible using the nearest exit. Do not return until instructed to do so.

There is a smoke detector in every student room. Do not tamper with or disconnect this safety apparatus. Report any malfunction to the Office of Residential Life and Housing at 516-6877. Students who tamper with smoke detectors and/or fire prevention equipment are subject to a \$200 fine and/or disciplinary action, and/or criminal action, and/or a combination of the remedies listed.

Smoke Detectors

In compliance with Missouri statutes, each student room is furnished with a smoke detector. These smoke detectors are designed to protect student life. Please cooperate by keeping your smoke detector plugged into the wall outlet with the battery in place. If your smoke detector is not working properly (there is a test button on each unit), report it immediately to the Residential Life and Housing Office (516-6877). Any damage to, or loss of the smoke detector will result in a \$25 replacement charge.

IN AN EMERGENCY

Fire

If you should spot a fire anywhere in the building:

- Activate the building fire alarm system closest to you.
- If it is possible (**WITHOUT ENDANGERING YOURSELF**) notify an RA
- Lock your room door when you leave the building
- Evacuate the building immediately by using the stairs and not the elevator.

Severe Weather/Tornadoes

If you should hear the Civil Defense sirens going off and/or you are notified that severe weather is about to hit the area:

- Seek shelter in a windowless interior space i.e. a bathroom(s). The basement area may not be conducive to a group of 300+ students.
- Remain where you are until you are notified by a staff member

Medical

If you need help:

- Assess the situation to the best of your ability.
- Call ext 516-5155 and/or 911 with as much information as possible.

Criminal Activity

If you notice a crime being committed:

- Remove yourself from the situation as calmly and quietly as possible.
- Call ext 5155 and/or 911.
- Have as much information available as possible i.e. the four W's: *who, what, where and when.*
- **DO NOT INTERVENE!**

BUILDING VIOLENCE OR HOSTAGE SITUATION

If you hear gunfire and/or notice a hostage situation:

- Remove yourself from the situation preferably to a location that can be locked from the inside (remain still and quiet).
- If you think it is safe to use a phone and one is available call the campus police at ext 516-5155 and/or
- 911.
- **DO NOT INTERVENE!**

Evacuation Protocol

In case of a fire, earthquake or other emergency requiring evacuation outdoors:

- *Oak Hall:* residents should use the nearest exits and convene in front of the building (closer to the parking lot).
- Move to the closet area furthest away from the building and line up by your floors/wings.

In case of tornado or other emergency requiring you to stay indoors:

- *Oak Hall:* residents should locate a windowless interior room to seek refuge.

STUDENT CONDUCT VIOLATIONS

Documentation

Residential Life staff members are required to document any event that occurs in University housing. Examples of events that will be documented include fire alarms, serious medical emergencies, and violations of policies. Usually, an event is recorded on an "incident report." An incident report is an account of an event or situation by the person who has the earliest and most direct involvement with the incident. Charges of policy violations originating from an incident report are considered alleged pending completion of the student conduct process. Any member of the residence hall and University communities can confront and record any behavior that is inconsistent with community standards. Any complaint should be placed in writing and directed to the Residence Hall Director if the alleged misconduct occurred in or around a residence hall. When behavior is recorded, the student conduct process is set in motion.

Note: If you are present for policy violations, you may be held responsible and appropriate sanctions will be imposed.

Violation of the Residential Life's Community Guide or the Student Code of Conduct is reviewed by Student Services Coordinator and the Hall Director. Conduct hearings will be held with the student after first time violations. Resulting fines from a violation will be billed directly to the student account. If a student continues to violate the Community Guide or Student Code of Conduct, the Residential Life staff (Student Services Coordinator, Hall Director, and Director) will further determine the appropriate consequential actions. If the student chooses to appeal a decision they can do so to the Director of Residential Life.

Further violations may be heard by Student Judicial Affairs.

Helpful External Numbers

Admissions	5451
Bookstore	5763
Campus Rec.	5326
Cashier's Office	5151
Chartwells	7301
Financial Aid	5526
ELS (Karen Rangel)	4621
Health Services	5671
Honors College	6870
Police	5155
Sigma Beta Delta	4723
Student Life	5291
Tech Support	6034
University Meadows	7500

ResLife RAs Room Extension

Emily Langston	Oak 111	1032
Damaris Carter	Oak 125	1034
Jewequelle Ballinger	Oak 211	1091
Tosha Phonix	Oak 225	1093
Martha Lee	Oak 311	1150
Dan Rosner	Oak 325	1171
Kendall Meloy	Oak 411	1428
Jared Thimes	Oak 425	1449
Erika Morris	Oak 511	1506
Eric Callaway	Oak 525	1527
Jyssaka O'Connell	Oak 611	1584
Nick Rooney	Oak 625	1605
Natalie Crothers	VN 214	4360
Ralph Jenkins	Oak 515	
Nathan Bowman	Oak 415	
McKenzie Whitaker	Oak 216	1830
Elishia Seals	Oak 617	1591
Residential Life Fax		516-6878
Oak Front Desk		1833
Maintenance Hotline		7540
Oak and Villa Pager		245-1455