Residential Life and Housing
Community Guide and Residential Policies

For Villa and Villa North
Welcome Home!

On behalf of the Residential Life and Housing staff, it is our pleasure to welcome you to your new home. The UMSL 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 do not 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 or the Mansion Hill Office at 314-516-6448. Residential life and Housing is at your service!
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Mission Statement
The Office of Residential Life and Housing at the University of Missouri – St. Louis is committed to providing on-campus housing and maintaining a living and 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 Friday, 8am to 7pm. We are located in Provincial House on the first floor in office C103. The telephone number for our office is 314-516-6877.

The Mansion Hill Office is also available to answer any questions that you may have. This office is located at 4343 Normandy Trace Drive. The telephone number for this office is 314-516-6448.

After Hours Contact Information
After business hours, if you need immediate assistance, please do not hesitate to contact the Residential Advisor (RA) on call by calling the on call cell phone. To contact an on call staff member, please call 314-229-5154. If no one answers, please make sure to leave a detailed voice message with your name, room number, residential community (Villa / Villa North / Mansion Hill), and a brief explanation of the issue. Our staff will return your call.
Billing

For billing inquires, the Cashier’s office is open from 8am to 6pm, Monday and Tuesday, and 8am to 5pm on Wednesday through Friday. The Cashier’s Office is where students can pay for housing costs, tuition, and books. This is also where you can pick up your parking pass and student MetroLink pass each semester. Please note that Residential Life’s room and board charges are billed directly to the student’s university account once a semester. Charges to a student’s account can be accessed by logging in to the Housing Self Service website. Once logged into the Housing Self Service website, click the ‘More Tasks’ dropdown list and then select ‘Billing Summary’. Select the term for which you would like to see your bill, and then click ‘Submit’. Your housing bill for that term will then be displayed with a detailed breakdown of all charges. 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 account.

Mail

Mailboxes are located in the Central Housing Office. Mail is delivered every evening, excluding weekend and university / federal holidays. All mail / packages should be addressed as follows:

Your Name
University of Missouri – St. Louis
Hall and Room
One University Boulevard
St. Louis, MO, 63121

Please make sure that your mail is addressed to your full name as it appears in MyView and not your nickname. This will ensure that you receive all mail in a timely manner. Packages too large to fit in the mailboxes will be kept in room C104 of Provincial House. An email will be sent to your UMSL student email address notifying you that you have a package awaiting collection.
Bring your student ID or any other picture ID with you to the Central Housing Office during the hours of operation and you will be able to pick up your package(s).

Check-In Procedures

If you are moving in for the first time to a Residential Life community, you must have a university issued student identification card. Move in typically begins the Friday before classes begin and continues all weekend. 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. Sign and date the room condition report upon your check-in. Notify your RA of any room damages. The listing of room damages is important, as you will be personally responsible for any damages found at the time of your check-out from the room.

Facilities

Bicycles and Bicycle Storage

Bicycles shall be parked so as not to obstruct free passage of vehicles and pedestrians. For your protection, make sure that your bicycle is securely locked to the approved bicycle rack. Bicycles cannot be brought into the residence hall for any reason. No person may park or store their bicycle inside buildings, in their individual room, on sidewalks, driveways, to tress, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks.
Kitchen

The kitchens in Villa and Villa North are 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. On the first Friday of each month, community refrigerators will be emptied of all food items. If you are storing items in the fridge and do not want them thrown away, Residential Life asks that you take these items out of the community fridges and store them in your personal refrigerator during this time.

Laundry

Laundry facilities are available in each hall. In Villa and Villa North, laundry facilities are located on the third floor of Villa and the third floor of Villa North. If a machine is not working properly, please submit a maintenance request. You are expected to leave this facility clean at all times. If a laundry machines malfunctions and your money is lost, contact the laundry company located on the machine. Residential Life and Housing is not responsible for money lost, clothing damaged, or clothing taken out of the laundry room.

Lounges / Game Room

TV lounges are available for entertaining guests, studying, playing games, or just visiting. If you are interested in one of the lounge areas for a group meeting, please check with the Resident Director to be sure the lounge is available and file the proper paperwork in order to secure the space. Residence hall sponsored activities and events receive priority. TV lounges are open 24 hours a day to all hall residents and escorted guests. They are not, however, available for overnight sleeping. If you need temporary housing for a guest, please contact the Conference and Events Coordinator at 314-516-4389.
Vending Machines

There are food and drink vending machines located on the first floor of Villa Hall. If a vending machine malfunctions and your money is lost, contact the Building Operations office at 314-516-4214. The Office of Residential Life and Housing is not responsible for the operations and maintenance of vending machines.

Roommate and Floor Mate Bill of Rights

**Basic rights include the right to:**

1. Study and sleep in an environment free from undue disturbance from noise, guests, floormates, etc.
2. Expect that floormates will respect one’s personal belongings and follow expectations for living together defined by the floormate agreement.
3. Live in a clean and safe environment.
4. Free access to one’s room and facilities without pressure from floormates to vacate.
5. Personal privacy and space.
6. Host guests at agreed upon times and with the expectation that guests are to respect the rights of the host, floormate(s), and other hall residents.
7. Expect and all disagreements to be discussed in an atmosphere of openness and mutual respect. When necessary, utilize the RA for assistance.

Room Personalization Guidelines

- All furniture in your room needs to remain in your room. 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 popes and sprinklers in the rooms or from walls and ceiling hooks.
- Small nails are recommended to hang things on your walls (max of 8 nails on your room’s walls) and for your door, or painter’s tape are suggested. Nothing else should be attached, secured, or permanently affixed to the doors, ceilings, falls, or walls. Prohibited items include mirror tiles, plant hangers, paneling, belt and tie racks, wall coverings, screw-in hooks, carpet glue, tape, black light paint, bolts, duct tape, and staples.
- 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.
- 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 may not have furniture or other items stored in the common area or your room that limits or blocks access to your room door as this poses multiple fire safety issues. Doing this will result in the student(s) 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 and Trash Policy**

You are responsible for the cleaning of your room and the bathroom (if applicable) during the course of the semester. All hallways and laundry rooms will be cleaned on a daily basis by the Custodial staff, except on weekends. We ask that you do your part to keep your space as clean as possible.

During the semester you must use your own wastebasket to collect your trash. Do not leave trash from your room in the laundry, vending, and kitchen areas. The trash room for Villa and Villa North is located in Room 102 of Villa Hall.

If your room trash or garbage in placed in any other location other than the trash room or dumpster, you will be fined. 1st offense - $15, 2nd offense - $20, 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 by the RA, and signed off by the resident upon arrival. 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 resident’s assigned University account. Extraordinary cleaning of the facilities, as well as excess trash left in the room and / or the common areas will also be billed back to the resident(s) account.

In case 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 assigned to the residents in the wing, floor, or building in which it occurs on a percentage basis.

Overnight Guest Policy

Due to the structure of the community and level of independence, residents of Villa and Villa North, day time visitors and / or overnight guests do not have to be registered at the Oak Hall Front Desk. While there is more independence within the community, visitors / overnight guests should not be staying for more than 48 consecutive hours. If a guest stays for more than 48 hours, the resident may face disciplinary action for having an illegal resident and be charges a daily housing fee.

Keys / Security

You will be issued a room key upon checking in to your residence hall. We urge you to carry your key and student identification card with you at all times. Please note that there is a $70 replacement fee for a lost key (depending upon the circumstances in which it was lost). If your key is lost, bent, stolen, or broken, call the Residential Life and Housing office immediately at 314-516-6877.
The breakdown of charges:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
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</thead>
<tbody>
<tr>
<td>Room Key</td>
<td>$60</td>
</tr>
<tr>
<td>Admin Fee</td>
<td>$10</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$70</strong></td>
</tr>
</tbody>
</table>

*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 an 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.

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.

**Renter’s Insurance**

Neither the University nor the Department of Residential Life and Housing assumes responsibility for loss of or damage to the personal property of a student. Residents are encouraged to purchase individual renter’s insurance – you may consider seeing if you can be added onto a parent / guardian’s home owner’s insurance.
Lock Out Policy

It is the responsibility of each resident to carry their room key and student identification card with them at all times.

If locked out and it is before 5pm, residents can call the Central Housing Office at 314-516-6877 or go to the office on the first floor of Provincial House and as Office Assistant will key you back into your space. If locked out and it is after 5pm, contact the Resident Advisor on call at 314-229-5154 and they will key you into your space.

During University Holidays and Campus Breaks

If you are locked out during a University holiday or if the campus is on Winter or Summer Break, residents need to call the on call staff member at 314-229-5154. If no response is received after 30 minutes from the on-call staff member, the police can be reached as a last resort at 314-516-5155.

Lofts

Homemade lofts are not permitted in UMSL residence 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 314-516-6877. The Office of Residential Life and Housing has a limited number of lofts for the residence halls. Students may rent these components from an additional $100 cost per year.
Meal Plan

The University of Missouri – St. Louis requires that each student living in the Residential Life and Housing communities 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 Nosh
- Einstein’s Bagel Company
- Triton Treats

On South Campus:

- South Campus Dining Hall
- The Oak Hall C-Store
- Southside Café

Students may use either their meal blocks or declining balance at the South Campus Dining Halls. One meal swipe is good for any food item(s) while dining in the South Campus Dining Hall.

Meal blocks can also be used in the Nosh between 10:30am and 2:30pm. If the food item purchased exceeds the amount of a meal block, the balance will be deducted from the declining balance amount.

Declining Balance Dollars

The declining balance dollars can be used to purchase any food item(s) at any of the following locations: The Nosh, Einstein’s, Café TJ, The C-Store, and Southside Café. Additional declining balance funds may be purchased through any of the Sodexo facilities. Money / funds are placed onto your student identification card. The funds would then be subtracted off the remaining balance each time you use it, much like a prepaid debit card.
Any meal ‘blocks’ left at the end of the semester will not roll over to the Spring semester. Any declining balance dollars left over at the end of the Fall semester will, however, roll over to the Spring semester. Any declining dollars left over from the Spring semester, however, will NOT roll over to the next school year. All funds must be used by the end of the school year, otherwise any remaining funds are automatically cleared for the next school year.

**Current Villa and Villa North Hall Meal Plans**

There are four different meal plan options. No meal plan are required during the summer. For each hall, each of the four options include both a meal block and / or declining balance to be used at your discretion. See below for the four options:

<table>
<thead>
<tr>
<th>OPTION</th>
<th>DESCRIPTION</th>
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</thead>
<tbody>
<tr>
<td>OPTION 1:</td>
<td>100 meal blocks with $350 declining balance</td>
</tr>
<tr>
<td>OPTION 2:</td>
<td>150 meal blocks with $250 declining balance</td>
</tr>
<tr>
<td>OPTION 3:</td>
<td>200 meal blocks with $150 declining balance</td>
</tr>
<tr>
<td>OPTION 4:</td>
<td>$1,750 declining balance</td>
</tr>
</tbody>
</table>

For more details visit:

[http://www.umsl.edu/services/reslife/files/images/CostsAndInformational/VillaCost.jpg](http://www.umsl.edu/services/reslife/files/images/CostsAndInformational/VillaCost.jpg)

**Musical Instruments / Amplified Music**

Students are allowed to play musical instruments in their rooms and common areas between the hours of 11am and 8pm throughout the week at a moderate volume / level. Students can also play the piano or other musical instruments in the designated practice area in the basement of Oak. This becomes null and void during the week of finals when quiet hours are extended for studying purposes.
Table Tennis Table and Pool Table

Students are allowing to play in the common areas between the hours of 9am and 10pm Sunday through Thursday and 9am to 12am, Friday and Saturday, at a moderate volume / level. This becomes null and void during the week of finals when quiet hours are extended for studying purposes.

Pets

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

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 Villa and Villa North Halls. You are asked to exercise good sense and consideration of others at all times with 24 hour courtesy hours. Residents responsible for excessive noise and / or disruptive behavior may be required by the Resident Director to remove stereos, radios and other musical instruments from their room. Yelling out of windows is not permitted under any circumstances.

Quiet Hours for Villa and Villa North:

Monday through Sunday from 10pm to 8am

During Finals – 24 hours beginning at 5pm the Friday prior to finals and ending on Friday at 12pm.
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 submit all maintenance requests by visiting the Residential Life website: http://www.umsl.edu/services/reslife/SubmitAMaintenanceRequest.html. When a resident submits a maintenance request, the resident authorizes the staff to enter the room to fulfill the request. This will occur whether the resident is at home or not. Repairs that occur as a result of damage or neglect may be billed to the resident of the room.

Emergency maintenance in the evenings or on weekends (such as flooding or pooling of water) must be reported immediately to the RA on call by calling 314-229-5154.

Room Entry

Authorized personnel may enter a student’s 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 and Housing may, without notice, at any time, enter a room for any reason that may be deemed reasonable. Some reasons for our entry include, but are not limited to: responding to your request, repairs, estimating repair or refurbishing costs, pest control, preventative maintenance, testing or replacing smoke detector batteries, preventing waste of utilities, leaving notices, stopping excessive noise, removing health and safety hazards, welfare concerns, entry by a law enforcement officer with search or arrest warrant.
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 Safety inspections, 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, unattended stereos, 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 the 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.

All TVs in Villa and Villa North Residence Halls need to be QUAM Compatible in order to work with the cable. Should there be a problem with your cable in your room, contact the main office 314-516-6877. A work order will be generated and the appropriate personnel will be dispatched when available.

Cooking and Electrical Appliances
The residence halls on our campus were built with the idea the meal plans would always be required. Therefore, the residence halls have limited facilities for cooking, with kitchens in each building.

Limited cooking is allowed in student rooms which are regulated by state, health, building, and fire codes. The only electrical cooking appliance permitted in your room is the microwave / micro-fridges provided. Residents may not keep extra micro-fridges in their room.
Residents are permitted to have coffee pots, crock pots, toasters, and George Foreman grills for use in their community kitchens. These items may be stored in the resident’s room, but are only allowed to be used in the community kitchen. If an appliance is suspected or found in use in a resident’s room, the appliance will be confiscated.

**Halogen, Lava Lamps, etc.**

Halogen, lava lamps, space heaters, and other open heating sources are NOT allowed. These items will be confiscated by housing staff if found.

**Internet and Wifi Access**

Wifi is available to students in Villa and Villa North and the rooms in each hall have Ethernet ports. You will need to bring your own Ethernet cord for your computer and / or laptop. Ethernet ports in your room may need to be activated by calling 314-516-6034. For additional information, please go to the ITS Homepage: [http://www.umsl.edu/technology/tsc/](http://www.umsl.edu/technology/tsc/).

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

**Power Cords**

Only UL approved extension and power cords are allowed. There is a limit of one (1) extension cord per prong.
Space Heaters

Because of fire hazards, space heaters are not permitted in Villa and Villa North and will be confiscated if found by Residential Life Staff. If your room is cold, please submit a maintenance request.

Telephone Services

You will need to bring your own telephone and cord for your room. To dial on-campus numbers, just dial the desired last four digits of the telephone number. For off-campus numbers, dial ‘9’ for an outside line, then the area code and the seven digit telephone number. For additional information about Telephone Services, please go to the Telephone Services’ homepage: https://www.umsl.edu/technology/phones.

Please note that the University does not provide long distance service. We recommend calling cards for this convenience.

Procedures

Confiscated Property

If your personal belongings are confiscated by Residential Life staff because they are a prohibited item, please contact the Resident Director at 314-516-6449 in order to discuss why the item was removed. All confiscated items are kept until the end of the semester and once given back to the residents, they need to be immediately taken off campus. If a confiscated item is not taken off campus and is found in the room after the initial confiscation, you could be subject to disciplinary action.
Missing Persons

Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted by the University in the event that the student is determined to be missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officials in furtherance of a missing person investigation may have access to this information. For more information on this policy, please visit http://www.umsl.edu/services/reslife/SafetyAndSecurity/MissingPerson.html.

Pests and Bed Bugs

If you notice pests in your room, immediately contact the Custodian Supervisor Renee Crothers at 314-516-4563 to report the pest issue. Do not forget to mention your hall, and room number. For information regarding pests, please visit http://www.umsl.edu/services/reslife/current/Pests.html.

Residential Consolidation

Residential Life will send a letter to each resident who has been selected to consolidate. This letter will invite the students selected to come to a transfer meeting in the building in which the resident currently resides. 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 residents who have been selected to consolidate will receive a second letter. The resident will be informed in this letter that they have 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**

A student may not change their room assignment for two weeks after the start of the semester. If you wish to change your room location after the two weeks, you may request to do so. In order to move, you must complete a Room Change form. See your RA for more information. There is a relocation fee if $25 that will be charged to your student account.

**Room Cancellations**

A. All cancellation requests must be received in writing or an online submission by the Office of Residential Life. Room charges will continue to incur until a formal cancellation is received AND / OR a student has successfully checked out of their assignment.

B. Meal plans will be removed upon cancellation and the student will be refunded the remaining meal balance.

C. Students that officially withdraw from the University, graduate, or participate in a Study Abroad program **will not** be assessed a cancellation fee, but MUST submit a cancellation form by the designated deadline. Students **will be** responsible for incurred room charges.

D. **Fall Student Cancellation Charges:**

1. Students who cancel by May 1st will not be charged a cancellation fee.
2. Students who cancel between May 2nd and May 31st will be charged a cancellation fee of Two Hundred Dollars ($200).
3. Students who cancel between June 1st and July 15th will be charged a cancellation fee of Three Hundred Dollars ($300).
4. Students who cancel between July 16th and August 18th will be charged a cancellation fee of Four Hundred Dollars ($400).
5. Students who cancel between August 19th and October 14th will be charged a Four Hundred Dollar ($400) cancellation fee plus daily room charges.

6. Students who cancel on or after October 15th must pay the entire semester fee for room charges and meals will be prorated and a refund of unused meals will be issued.

E. Spring Student Cancellation Charges:

1. Students who cancel by October 1st will not be charged a cancellation fee.

2. Students who cancel between October 2nd and November 1st will be charged a cancellation fee of Two Hundred Dollars ($200).

3. Students who cancel between November 2nd and November 30th will be charged a cancellation fee of Three Hundred Dollars ($300).

4. Students who cancel between December 1st and January 12th will be charged a cancellation fee of Four Hundred Dollars ($400).

5. Students who cancel between January 13th and March 17th will be charged a cancellation fee of Four Hundred Dollars ($400) plus daily room charges.

6. Students who cancel on or after March 18th must pay the entire semester fee for room charges and the meals will be prorated and a refund of unused meals will be issued.

Strictly Prohibited

Alcoholic Beverages

Residents who are under 21 are not permitted to possess and / or consume alcoholic beverages while in Villa and Villa North Halls. If residents who are under 21 are found in possession or consuming alcohol, it will be poured out, the container confiscated, and the situation documented.
Residents aged 21 and older living in Villa and Villa North are permitted to have alcohol within their own rooms. If there are other residents or guests in the individual room, they must be 21 or older.

- Alcohol and its consumption is not permitted in any common areas, lounges, or openly on the university’s campus.
- Social drinking or parties (of four (4) or more people including the resident) within a resident’s room is prohibited.
- Noise levels should be kept to a minimum following the quiet hour’s policy.
- If complaints are reported to the RA, the RA has the right to call the police, perform wellness checks and ask for identification of all individuals within the room. If someone in the room is under the age of 21 and found to be drinking, all alcohol will be disposed of and both the resident and the minor will face disciplinary action.

Residents who violate these policies and are found drinking illegally or hosting drinking parties in their rooms, will face disciplinary consequences, have their privilege removed and possibly be removed from the residence hall.

Alcoholic containers for decorative purposed (flower pots and storage) are not permitted within the halls. Students found using, consuming (under age), or with alcoholic beverages / containers within their rooms or in the building will be subject to disciplinary action.

**Candles / Incense**

For health and fire safety reasons, the lighting of candles and burning of incense is not permitted in the residence halls. Candles without wicks or have had the wicks removed are allowed for decoration. Students found to be in violation of this policy will be subject to disciplinary action. In addition, the Department of Residential Life and Housing will remove the wicked candle / incense from the resident’s room.
Controlled Substances
The manufacture, sale, possession / use, possession with the 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 of any form is prohibited on campus.

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.

Window Screens
SCREENS MAY NOT BE REMOVED. The following is the rationale for this regulation: Personal safety is endangered. Rodents crawl up the sides of the building to gain easy entrance to student rooms. 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 screens will result in a $100 fine each time the screen is removed. Subsequent offenses will be referred to the Office of Residential Life and Housing.
Smoking

The University of Missouri – St. Louis is tobacco free. All residence halls and buildings are smoke free. Cigarettes, electronic cigarettes, vaporizers, and hookahs will not be allowed. Smoking is not permitted. Residents choosing to smoke must do so off campus or in your car with the windows rolled up.

Sports in the Residence Halls

The usage of sporting equipment is prohibited in Villa and Villa North Halls. To protect the building and safety of residents and guests, the following should not be used in the buildings: skateboards, roller blades, bikes, Frisbees, foam-firing guns, and water guns, etc. Hall sports or other activities that could potentially put others in danger are also prohibited.

Weapons

Weapons of any kind are strictly prohibited and may be confiscated. Among items prohibited from residential facilities are guns, knives, ammunition, razor blades, illegal drugs and any other kind of dangerous or hazardous material or property.

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, graduating, transferring, etc., each resident is required to properly check out of the residence hall by following these procedures through the express check out process:

1. Clean the following:
   a. Your room
   b. Your bathroom – if applicable
   c. Wipe down any furniture
   d. Sweep the floor
e. Defrost / wipe down the micro-fridge, both inside and outside

f. Take any trash to the appropriate dumpsters / trash room

2. Return room furnishings to original positions. If you have a loft, work with your RA to get the original bed back in your room.

3. Remove all your personal belongings from your room. If personal items are left behind, a disposal fee will be assessed.

4. Make a final trip to your Villa / Villa North mailbox.

5. Take your key to the Central Housing Office (Monday – Friday 8am to 7pm) to check out. If the Central Housing Office is closed, you can check out with the RA on call. This is only applicable during the last week of the semester.
   a. Residents will turn in their key to a Residential Life and Housing staff member.
   b. Sign that their room is ‘move-in’ ready and that they understand that they are responsible to any damage not listed on the Room Condition Report.
   c. Provide their forwarding address.

RESIDENTS NOT FOLLOWING THESE CHECKOUT PROCEDURES WILL BE SUBJECT TO A $25 IMPROPER CHECKOUT FEE. THIS FEE WILL ALSO BE ASSESSED IF A RESIDENT DOES NOT CHECKOUT BY THE PUBLICIZED CLOSING TIME.

Room rentals 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 the Office of Residential Life and Housing of their decision to leave the residence hall. The student must fill out and sign the appropriate paperwork (including that their room is move in ready and free of any damages – or they will be assessed a damage charge), as well as return their room key. Failure to complete this process will result in an improper checkout fee of $25.
Damages

Abuse of university property within the residence halls results in expenses beyond the 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.

Residents are to treat their communities with respect. If vandalism to hall decorations occur, a fine may be assessed to the person responsible for the damage as a result of disciplinary action. If the person(s) cannot be identified, then the fine will be split among all members of the community and will be billed directly to their student account.

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 to 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.
2. Residents will be notified of the damage assessment by an RA who will facilitate a hall meeting, if necessary, to discuss the issue. Damage charges will be placed on your University bill at the end of each semester.
3. Unpaid damage bills will result in transcripts being held.

Common Check Out Fines

- Cleaning of:
  - Floors: $20
  - Micro-fridge: $45
  - Bathroom: $45
- Excessive cleaning of your room: $200
• Loss of keys (did not return them): $70
• Room damages: $5 minimum
• Tampering with cable: $25
• Tampering with screen or loss of screen: $100
• Tampering with smoke detector: tampering with the detector

Safety Protocol 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 you happen to be away from your room when the alarm sounds, do not return to your room, 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 by emergency personnel or Residential Life staff.

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. Do not tamper with or disconnect this safety apparatus. Report any malfunction by submitting a maintenance request online or notify your RA. Students who tamper with smoke detectors and / or fire prevention equipment are subject to a fine and / or disciplinary action, and / or criminal action, and / or a combination of the remedies listed. If a student is found to be responsible for tampering with
fire safety equipment, their housing contract will be terminated immediately and they will be held financially responsible for the remainder of their contract.

IN AN EMERGENCY

Fire

_If you should spot a fire anywhere in the building:_

- Activate the building fire alarm system closest to you.
- If possible, grab your keys and ID card before leaving the building.
- Evacuate the building immediately by using the stairs and not the elevator.

Severe Weather / Tornadoes

**Tornado Watch:** Conditions are favorable for a tornado to form in the area. This is time to prepare and be aware of where you will go to see shelter. When a watch has been issued for St. Louis County, the UMSL PD and the Residential Life staff will monitor the situation for additional information. You can stay alert yourself by listening to the radio, television, or a weather radio for the latest weather information.

**Tornado Warning:** A tornado has actually been spotted in the area or Doppler radar has indicated an area of rotation. When a warning has been issued for St. Louis County, it is time to take shelter immediately:

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

- Evacuate to the basement, an interior hallway, a restroom, or anywhere on the lowest level floor as possible that does not have windows or an exterior door. Do not use the elevators when evacuating.
• During severe weather, the Residential Life staff will be notified about severe weather watches or warnings. The RA on call will also be notified.

• If a warning is issued, the Residential Life staff will also immediately notify the Resident Advisor Staff. The RA’s will immediately recommend, but not force, the residents to seek shelter. The staff will provide suggestions on where to go and approximately how long it will last. After notifying the residents, the staff will seek shelter themselves, but will remain in close contact with the Police Department on the status of the warning. The siren may end before the area is completely free of danger. Hence, please stay in the above mentioned areas until you are instructed that the area is safe.

• It is important that you make yourself aware of areas of shelter within Oak, Villa, and Villa North halls prior to an emergency occurring.
  o Get under heavy furniture (if available).
  o Use your arms to protect your head and neck.

Medical

If you need help:

• Assess the situation to the best of your ability.
• Call 314-516-5155 and/or 911 with as much information as possible.

Criminal Activity

If you notice a crime being committed:

• DO NOT INTERVENE! Remove yourself from the situation as calmly and quietly as possible.
• Call the campus extension 5155 and/or 911. From a cell phone, call 314-516-5155.
• Have as much information available as possible. That is, the four W’s: who, what, where, and when.
Evacuation Protocol

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

- Residents should use the nearest exit and convene in front of the Provincial House building at the end of the parking lot towards the MetroLink.
- Move to the area furthest away from the building and line up by your floors / wings.

Building Violence or Hostage Situation

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

- DO NOT INTERVENE! 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 314-516-5155 and / or dial 911.

STUDENT CONDUCT VIOLATIONS

Documentation

Residential Life staff members are required to document any event that occurs in our residential communities. Examples of events that will be documented include fire alarms, serious medical emergencies, and violations of policies.

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

Violations of the Residential Life’s Community Guide or the Student Code of Conduct is reviewed by the Assistant Director for Residential Education and the Resident Director. Conduct hearings will be held with the first 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 (Resident Director, Assistant Director of Residential Education, and Director) will further determine the appropriate consequential action. If the student chooses to appeal the decision, they can do so to the Director of Residential Life.

Further violations may be heard by the Assistant Dean of Students.

Helpful Numbers on Campus

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<th>Phone Number</th>
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<tbody>
<tr>
<td>Admissions</td>
<td>(314) 516-5451</td>
<td>UMSL Police</td>
<td>(314) 516-5155</td>
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<tr>
<td>Athletics</td>
<td>(314) 516-5661</td>
<td>Registrar</td>
<td>(314) 516-5545</td>
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<td>Bookstore</td>
<td>(314) 516-5760</td>
<td>Residential Life</td>
<td>(314) 516-6788</td>
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<td>Campus Rec</td>
<td>(314) 516-2348</td>
<td>RHA</td>
<td>(314) 516-4255</td>
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<td>Career Services</td>
<td>(314) 516-5111</td>
<td>Snow Day Info</td>
<td>(314) 516-4696</td>
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<td>Cashier's Office</td>
<td>(314) 516-5151</td>
<td>OSI</td>
<td>(314) 516-5291</td>
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<td>Sodexo</td>
<td>(314) 516-7301</td>
<td>Retention Services</td>
<td>(314) 516-5300</td>
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<td>Counseling Services</td>
<td>(314) 519-5711</td>
<td>Tech Support</td>
<td>(314) 516-6034</td>
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<td>Financial Aid</td>
<td>(314) 516-5526</td>
<td>Telephone Services</td>
<td>(314) 516-6500</td>
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<td>Health Services</td>
<td>(314) 516-5671</td>
<td>Temporary Housing</td>
<td>(314) 516-4933</td>
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<td>Honors College</td>
<td>(314) 516-6870</td>
<td>Touhill</td>
<td>(314) 516-4100</td>
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<td>Library</td>
<td>(314) 516-5050</td>
<td>UPB</td>
<td>(314) 516-5531</td>
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<tr>
<td>MCS</td>
<td>(314) 516-5022</td>
<td>Mansion Hill Office</td>
<td>(314) 516-6448</td>
</tr>
<tr>
<td>Parking / Transportation</td>
<td>(314) 516-4190</td>
<td>RA on-Call</td>
<td>(314) 229-5154</td>
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