RESIDENTIAL LIFE AND HOUSING
COMMUNITY GUIDE
AND RESIDENTIAL POLICIES
For Oak, Villa, and Villa North Residence Halls
2016 ♦ 2017
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 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 and Housing at the University of Missouri-St. Louis is committed to providing on-campus housing, and maintaining a learning environment that encourages academic success, student engagement, personal growth and personal responsibility.

TAKING CARE OF BUSINESS

Office Hours, Location and Contact Information
Residential Life and Housing’s main office is open Monday through Friday, 8 AM to 7 PM and Saturday from 10am to 2pm. 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 Advisors, RA, on call by texting/calling the on call cell phone. To contact an on call staff member, please text your telephone number and message to (314) 250-7086 or call. If no one answers, make sure to leave a detailed voicemail with your name, room number, and a brief explanation of the issue. Our staff will return your call.

Billing
For billing inquiries, the Cashier’s Office is open from 8 AM to 6 PM, Monday and Tuesday, and 8 AM to 5 PM 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 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 for Oak Hall residents and in the Central Office for Villa and Villa North residents. Mail is delivered every evening, excluding weekends and university/federal holidays. All mail/packages should be addressed:
Please make sure your mail is addressed to your full name as it appears in MyView and not to your "nickname" as to receive mail in the most timely manner. Packages too large to fit in mailboxes will be kept in room C104 of the Provincial House. A package notice slip will be placed in your mailbox indicating if a package has arrived for you. Bring the package slip and your student I.D. to the Central Office during normal business hours and you may pick up your package(s).

CHECK-IN PROCEDURES

If you’re 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 immediately and submit a maintenance request within seven days of moving in. 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.

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 bike is locked securely to the approved bike 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 trees, or in motor vehicle parking spaces, except in areas designated for that purpose or in bicycle racks.

Kitchen
The kitchens in Oak, 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 last 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 Oak Hall, facilities are located on the first floor. In Villa and Villa North, laundry facilities are located on the third floor of Villa and the 3rd 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 machine 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 Hall 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. However, they are not available for overnight sleeping. If you need temporary housing for a guest, please call the Conference and Events Coordinator at (314)516-4389.

Vending Machines
There are food and drink vending machines located on the first floor of Oak Hall and 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 operation and maintenance of vending machines.

ROOM AND FLOORMATE BILL OF RIGHTS

Basic rights include the right to:
1. Study and sleep in an environment free from undue disturbance from noise, guests, roommates, etc.
2. Expect that roommates will respect one’s personal belongings and follow expectations for living together defined by roommate agreements.
3. Live in a clean and safe environment.
4. Free access to one’s room and facilities without pressure from roommates 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, roommate(s), and other hall residents.
7. Expect any 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 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 and sprinklers in the rooms or from wall 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 doors, ceilings, floors, 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 suite that limits or blocks access to your suite or room doors as 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 suitemates are responsible for the cleaning of your room, bathroom, and suite areas during the course of the semester. 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 space as clean as possible.

During the semester you must use your own wastebaskets to collect your garbage. Do not leave trash from your room in the laundry, vending, and kitchen areas. If you live in Oak Hall, YOU MUST take your room trash to the dumpster outside the building or to
the grey bins in the basement of Oak. In Villa Hall or Villa North Hall, you must take your trash to Villa 102.

If your room trash or garbage is placed in any location other than the dumpster or grey bins, you will be fined: 1st offense - $15.00, 2nd offense - $20.00, and so on.

A bathroom cleaning service is offered for the convenience of Oak Hall residents. Each month, a custodian will clean the suite’s bathroom for an hour at the rate of $20/suite. The charge will be divided up by the number of suite residents and it billed to your student account. The majority, over 50%, of each suite’s residents must request this service in order to activate it after move in. If you have any questions or concerns, please contact the Custodial Supervisor, Renee Crothers at (314) 516-4563.

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

GUEST POLICY

During the academic year, Oak Hall 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 overnight guest(s).

While visiting Oak Hall, all guests are required to leave a valid government issued identification card with a photo at the front desk of Oak Hall. If a guest (between the ages of 2 through 16) does not have a valid government issued identification card, the resident must email the Resident Director 48 hours in advance to get permission for the guest to visit during the day or stay overnight. Finally, a resident may not sign in more
than 3 guests at a time, no matter their age, unless they are assisting a resident moving in or out of the building.

- Children under the age of 5 are not allowed to stay overnight, no exceptions.
- Children between the ages of 5 through 16 may check in as a guest without an ID if they do not have one, as long as the resident has received permission from the Hall Director or the Residential Education Coordinator (as a last resort)
- Guests over the age of 16 must have a valid form of ID

While in our residential facilities, guests must be escorted by the resident at all times. Guests must comply with all UMSL rules and residence hall regulations while visiting Oak, Villa, and Villa North Halls and the conduct of a guest is the responsibility of the resident host.

Day guest are those guests in the building between the hours of 8:00 AM to 1:00 AM. After 1:00 AM, a visitor is considered an overnight guest and must have proper forms signed. Upon departure of Oak Hall, 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).

**OVERNIGHT GUEST POLICY**

A major responsibility of the Department of Residential Life and Housing is to protect 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. After 1:00 AM, a visitor is considered an overnight guest and must have proper forms signed. 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.
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.

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 can 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.

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, in Oak, Villa, or Villa North Halls. Residents who live in Mansion Hill must be signed in as guests/overnight guests (if staying past 1 AM). Overnight guests will be required to present an acceptable State ID with picture (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 consecutive hours (2 consecutive days) 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.**

**Oak Hall residents have a maximum of ten overnight for each month.** If you have more than one guest, you multiply the guest count by the number of nights they are staying. This total should not exceed ten. Once your guest total has met the ten nights maximum you cannot have overnights guests in Oak Hall until the following month. The ten day count for each month is counted by the night the overnight guest is signed in. For example, you may have 1 guest for ten nights, 2 guests on five different nights or any combination as long as it does not exceed ten nights per month. **In addition, a guest is only allowed ten overnights for each month.**

All overnight guests for Oak Hall must be registered each night an overnight stay occurs at the Oak Hall Front Desk. This registration is necessary to help minimize safety, security, and liability concerns.

**Villa and Villa North 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 this 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(s) may face disciplinary action for having an illegal resident and be charged a daily housing fee.
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 $110 fine for lost key ring (depending upon the circumstances which it was lost). 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.

The breakdown for the ring is:
Room key $60
Mail key $15
Security ring $20
Tag $5
Admin. Fee $10
Total $110

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.

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

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.

During the school year:

Oak Hall Residents:
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 within 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 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 a month, then the student will will face disciplinary action and may incur an associated fine.

Villa and Villa North Hall Residents:
If locked out and it is before 5 PM, residents can call Central Housing Office at (314) 516-6877 or go to the Office on the first floor of Provincial House and an Office Assistant will key you back into your space. If locked out and it is after 5 PM, contact the Resident Advisor on-call, leave your name and room number 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 of Oak, Villa, and Villa North Halls need to call the on call staff member at (314) 250-7086. If no response is received after 30 minutes from the on-call staff, the police may 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 have a limited number of lofts for the residence halls. Students may rent these components for an additional $100 cost per year.

**MEAL PLAN**

University of Missouri-St. Louis requires that each student living in the Residential Life and Housing’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 Nosh (main cafeteria)
- Einstein’s Bagel Company
- Café TJ
- 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 Hall. One meal swipe is good for any food item(s) while dining in the South Campus 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, Einstein’s, Café TJ, The C-Store, and South Side 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. However, any declining balance dollars left over from the FALL semester will roll over to the SPRING semester. However, any dollars left over from the SPRING will not roll over to the next school year. All funds must be used by the end of each year, otherwise any remaining funds are automatically cleared for the next school year.

**Cafeterias:**
- **South CampusDining Hall, South Campus**
- **The Nosh, North Campus**
  - Menu information, hours of operation and other information about Sodexo at UMSL can be found at: [http://www.umlzdining.com](http://www.umlzdining.com) or call Sodexo directly at (314) 516-7301.
**Current Oak Hall and Villa Hall Meal Plans**

There are four different meal plan options. The mandatory Oak and Villa Hall meal plan is “Option 1” for the academic year. No meal plan is required during the summer. For Oak and Villa Hall, each of the 4 options includes both a meals block and/or declining balance to be used at your discretion. See below for the four options.

- **Option 1:** 100 meals block with $350 declining balance
- **Option 2:** 150 meals block with $250 declining balance
- **Option 3:** 200 meals block with $150 declining balance
- **Option 4:** $1675 declining balance

**For more details visit: http://www.umsl.edu/services/reslife/current/mealplan.html**

**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. 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/ POOL TABLE**

Students are allowed to play in the common areas between the hours of 9:00 AM to 10:00 PM, Sunday through Thursday and 9:00 AM to 12:00 AM, 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 purposes of health, pets (with the exception of fish) are not allowed to visit or be kept in Oak, 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 Oak, 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 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 for Oak, Villa, and Villa North are:**
- **Sunday to Thursday:** 10 PM-9 AM the next day.
- **Friday to Saturday:** 12 AM to 9 AM the next day.
- **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 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.

Emergency repairs in the evening or on weekends (such as flooding or pooling of water) must be reported immediately to the RA on-call by calling or texting (314) 250-7086.

**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 any time, 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; 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.

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 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.

All TVs used in Oak, Villa, and Villa North Residence Halls need to be QUAM Compatible in order to work with the cable. Should there be a problem with cable in your room contact main office at (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 that 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 microwaves/micro-fridges provided. Residents may not keep extra microfridges in their room or suite.

In Oak Hall, 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, rice steamers, blenders, and toasters. Single cup coffee brewers (such as Keurigs) are allowed for use in Oak, Villa, and Villa North Halls.

Residents in Villa and Villa North 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 in Oak, Villa, and Villa North Hall. These items will be confiscated by housing staff if found.

**Internet and Wireless Access**
WiFi is available for students in Oak, Villa, and Villa North Hall and 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: ITS’s homepage at [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 will 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. (Limit 1 extension cord per prong).

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

**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 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. For additional information about Telephone Services, please go to Telephone Services’ homepage at [www.umsl.edu/technology/phones](http://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 were confiscated by Residential Life staff because they are a prohibited item, please contact the Hall Director (314) 516-4774 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 residents, they need to be immediately taken off campus. If a
confiscated item is not taken off campus and found in the room or suite additional times, you could be subject to disciplinary action.

**Abandoned Property**
If you move out and leave behind personal property, the residence hall staff will box up the belongings and will place them in storage for 30 days. You will be responsible for paying any removal and storage charges at a rate of $25/bag. You may also face an improper checkout fine of $25 and cleaning fines depending on the state of the room. If the property is unclaimed after 30 days, it will be donated.

**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 missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers 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/current/missingperson.html

**Pests and Bed Bugs**
If you notice pests in your room or suite, immediately contact the custodian supervisor, Renee Crothers, at (314) 516-4563 to report the pest issues. Don't forget to mention your hall, suite and/or room number. For more information regarding pests, visit: http://www.umsl.edu/services/reslife/current/pests.html

**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**
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 of $25 that will be charged to your student account.

**Room Cancellations**

A. For the actual cancellation dates, please review your contract in the Office of Residential Life.

B. 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.

C. Meals plans will be removed upon cancellation and student will be partially refunded for remaining meal balances.

D. Students that officially withdraw or graduate from the UMSL **will not** be assessed a cancellation fee, **but they need to still submit a cancellation form online**. Students **will be** responsible for incurred room charges.

E. **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 the meals will be prorated and a refund of unused meals will be issued.

F. **Winter Student Cancellation charges:**
   1. Students who cancel by December 1st will not be charged a cancellation fee.
   2. Students who cancel between December 2nd and December 15th will be charged a cancellation fee of Two Hundred Dollars ($200).
   3. Students who cancel between December 16th and December 31st will be charged a cancellation fee of Three Hundred Dollars ($300).
   4. Students who cancel between January 1st and January 13th will be charged a cancellation fee of Four Hundred Dollars ($400).
   5. Students who cancel between January 14th and March 17th will be charged a Four Hundred Dollar ($400) cancellation fee 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 the age of 21 are not permitted to possess and/or consume alcoholic beverages while in Oak, Villa, or 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 Oak, Villa and Villa North are permitted to have alcohol within their own bedrooms. If there are other residents or guests in the individual room, they must be 21 and 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 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 drinking, all alcohol will be disposed of and both the resident and 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 halls.

Alcoholic containers for decorative purposes i.e. flower pots and storage are not permitted within Oak, Villa and Villa North 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 reasons of health and fire safety, the lighting of candles and burning of incense is not permitted in the residence halls. Candles without the wicks or have wicks removed are allowed for decoration. 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 wicked candle/incense from the resident’s room.

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.

**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.

**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 into 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 has been 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 Oak, 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 type 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, graduation, transferring, etc., each resident is required to properly checkout of the residence hall by following these procedures through the express checkout process:

1. Clean: your room, the bathroom, wipe out any furniture, sweep the floor, defrost/wipe out the micro-fridge, take any trash to the appropriate dumpsters

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

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

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

5. Take your key to the Central Office (Monday-Friday 8am-7pm) to check out. If the Central Office is not open you can check out with the Oak Hall Front Desk (only applicable the last week of each semester).
   a. Residents will turn in their key to the Residential Life and Housing staff member
   b. Sign that their room is “move in” ready and that they understand that they are responsible for any damages not listed from check-in
   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 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 the Office of Residential Life and Housing of his or her 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 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 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 hall 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

Cleaning of: Floors ($20), Microfridge ($45), Bathroom ($45)
Excessive cleaning for your room $200
Loss of keys (did not return them) $110
Room damages $5 (minimum)

Tampering with cable $25
Tampering with screen or loss of screen $100
Tampering with smoke detector \( \rightarrow \) cost of replacing 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 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 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 work request online or notify the RA on call. 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 responsible of 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 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 seek shelter. When a watch has been issued for St. Louis County, the UMSL Police 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 been actually 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 front desk and Residential Life staff will be notified on severe weather watches and warnings. The Desk Assistant will notify the Resident Advisor On-Call.

If a warning is issued, the Residential Life staff will also immediately notify the Resident Advisor (RA) staff. The RA’s will immediately recommend, but not force, that residents seek shelter. The staff will provide suggestions on where to go and approximately how long it will last. After notifying 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.

- Get under heavy furniture (if available).
- Use your arms to protect your head and neck.

Medical

If you need help:

- Assess the situation to the best of your ability.
- Call ext. (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 on campus extension 5155 and/or 911. From cell phone call (314) 516-5155.
- Have as much information available as possible i.e. the four W’s: who, what, where and when.

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 (behind the grotto).
- Villa and Villa North: residents should use the nearest exits 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 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 Residential Education 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 (Hall Director, Residential Education Coordinator, 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 Assistant Dean of Students.

Helpful On Campus Numbers
(On campus? Just dial the last four digits)

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<tr>
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<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/Registration</td>
<td>314.516.5545</td>
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<tr>
<td>Bookstore</td>
<td>314.516.5760</td>
<td>Residential Life</td>
<td>314.516.6877</td>
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<tr>
<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>Student Involvement</td>
<td>314.516.5291</td>
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<td>Sodexo</td>
<td>314.516.7301</td>
<td>Retention Services</td>
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<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>
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<td>Health Services</td>
<td>314.516.5671</td>
<td>Temporary Housing</td>
<td>314.516.4399</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>
</tr>
<tr>
<td>MSC</td>
<td>314.516.5022</td>
<td>Oak Front Desk</td>
<td>314. 516.1833</td>
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<tr>
<td>Parking /Transportation</td>
<td>314.516.4190</td>
<td>RA On Call</td>
<td>314.250.7086</td>
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