

**RESIDENTIAL LIFE AND HOUSING
COMMUNITY GUIDE
AND RESIDENTIAL POLICIES**

Oak Hall

UMSL
residential life and housing

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.

STUDENT BILL OF RIGHTS

Basic rights include the right to:

1. Be free from discrimination, based on gender, race, religion, nationality, socioeconomic background, or disability.
2. Study and sleep in an environment free from undue disturbance, noise, guests, roommates, etc.
3. Expect that roommates will respect each other's personal belongings and follow expectations for living together defined by roommate agreements.
4. Live in a clean and safe environment.
5. Have free access to one's room and facilities without pressure from roommates to vacate the space.
6. Have personal privacy and space.
7. Host guests at agreed upon times and with the expectation that guests are to respect the rights of the host, roommate(s), and other hall residents.
8. Expect any and all disagreements to be discussed in an atmosphere of openness and mutual respect. When necessary, with the RA present for assistance.

TAKING CARE OF BUSINESS

Office Hours, Location and Contact Information

Residential Life and Housing's utilizes the Oak Hall Front Desk for any questions / concerns. The desk is open 24/7 during the academic year. You can also visit the Resident Director's office in Oak 213, if you need to talk to a professional staff member. Otherwise, you can call our office at Mansion Hill at (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 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 on a semesterly basis. Charges to a student's account can be accessed by logging into the myview.umsl.edu website. Once logged in your student account, click the "Self Service" link, and then look under "Campus Finances" for the "Account Inquiry" link. The student's charges must be paid in full by the end of the semester. If the bill is not paid, the Cashier's Office will place a hold on the student's account.

Mail

Mailboxes are located in the lobby of Oak Hall. Mail is delivered every evening (Monday-Friday), excluding weekends and university / federal holidays.

Packages too large to fit in mailboxes will be delivered to your suite by the RA on Call in the evenings.

All mail/packages should be addressed:

Your Name

UMSL Residential Life

2911 Laclede Lane

Oak Hall Room # (i.e. Oak Hall 543C)

St. Louis, MO 63121

Please make sure your mail is addressed to your full name as it appears in MyView and not to your "nickname". This allows us to deliver your mail as fast as possible, and to the right person.

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 form 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 kitchen in Oak is equipped with a stove, refrigerator, sink, and cabinets. You are expected to leave the kitchen clean at all times. Failure to do so will result in a fine. 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. Unattended food that is out and dirty dishes will be thrown out.

Laundry

Laundry facilities are available in each hall. In Oak Hall, facilities are located on the first floor. 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 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, however, not available for overnight sleeping. If you need temporary housing for a guest, please contact the Residential Life and Housing office at 314-519-6877.

Vending Machines

There are food and drink vending machines located on the first floor of Oak Hall. If a vending machine malfunctions and your money is lost, contact the vending company directly. Their information can be found on the vending machine. The Office of Residential Life and Housing is not responsible for the operation and maintenance of vending machines.

Musical Instruments & Amplified music

Students are allowed to play musical instruments in their rooms and the common areas between the hours of 11:00am to 8:00pm 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 Hall. This becomes null and void during the week of finals when quiet hours are extended for studying purposes.

Table Tennis & Pool Table

Students are allowed to play in the common areas between the hours of 9:00am to 10:00pm, Sunday through Thursday and 9:00am to 12:00am, Friday and Saturday, at a moderate volume / level. This becomes null and void during the week of final exams when quiet hours are extended for studying purposes.

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.
- 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.
- Nothing should be hung from pipes and sprinklers in the rooms.
- Small nails and painters tape are recommended to hang things on your walls. Nothing else should be attached, secured, or permanently affixed to doors, ceilings, floors, or walls. This includes the use of wall and ceiling hooks.
- Prohibited items include mirror tiles, plant hangers, paneling, belt and tie racks, wall coverings, screw-in hooks, carpet glue, black light paint, bolts, duct tape, and staples.
- Flags, nets, parachutes, sheets, etc. should not be hung from the ceiling, 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.

PROHIBITED ITEMS

The following items are not prohibited inside of student rooms or suites:

- Dart Boards
- Items with, or that require an open flame, including candles and incense.
 - Candles with the wick removed are allowed to be used for decoration only.

- Appliances with open or contained heating coils are not permitted. This includes, but is not limited to, the following: toaster ovens, pizza ovens, coffee pots, George Foreman Grills[®], hot plates, popcorn poppers, hot pots, crock-pots, rice steamers, blenders, toasters, and space heaters.
 - **Single cup** coffee brewers (such as Keurigs) are allowed for use in Oak Hall.
- Halogen, lava lamps, space heaters, and other open heating sources are NOT allowed in Oak. These items will be confiscated by housing staff.
- Personal WIFI routers / boosters / splitters.
- Outdoor equipment such as bicycles are not allowed to be stored inside of rooms. Students can store their bicycles at one of the designated bicycle racks located outside of Oak Hall.
 - Other items such as skateboards, roller-skates, rollerblades, scooters, Frisbees, foam-firing guns, and water guns etc., may be stored within the room, but may NOT be used inside the residence hall.
- 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. In accordance with campus policies, items that promote smoking are prohibited. This includes, cigarettes, e-cigarettes, vape pens, hookahs, etc.
- In accordance with campus policies, all items related to illicit drug use are prohibited, including the drug itself, and any related paraphernalia.

POLICY BREAKDOWN

Alcohol

- Only those students of legal drinking age (21 and older) may possess or consume alcohol. If residents who are under 21 are found in possession of or consuming alcohol, it will be poured out, the container confiscated, and the situation documented.
- Alcoholic beverages may only be consumed in individual rooms while the room door is closed. If there are other residents or guests in the individual room, they must be 21 and older.
- Social drinking or parties (of 4 or more people including the resident) within a resident's room is prohibited.
- Alcohol may not be consumed in hallways, stairways, elevators, lounges, outside on campus property, or any other public area of campus.
- Providing alcohol to a minor or assisting a minor in any way in obtaining alcohol is a violation of state law and is expressly prohibited.

- Students under the legal drinking age, whether personally consuming or not, who are present in where alcohol is present will be subject to disciplinary action.
- Possessing, furnishing, consuming, or serving from a common source of alcohol (i.e., kegs, beer balls, punch bowls or other source of 12 or more servings), unless being served and monitored by a licensed vendor after properly registering an event for provision of alcohol at a university activity, is strictly prohibited.
- Drinking games, beer funnels, beer pong tables, and other practices or materials that encourage unsafe or rapid consumption of alcohol are prohibited.
- Alcoholic containers for decorative purposes i.e. flower pots and storage are not permitted within Oak Hall. Students found using, consuming (under age), or with alcoholic beverages / containers within their rooms or in the building will be subject to disciplinary action.

Noise levels should be kept to a minimum, following the quiet hours 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 privileges revoked and possibly be removed from the residence halls.

Drugs

The consumption, manufacture, use, possession, sale, or distribution of any controlled substance in or on the premises of any Residential Life-owned or -operated facility or dining location is prohibited without proper prescription, required license, or as expressly permitted by law or university regulations. Any possession of drug paraphernalia is not permitted.

Smoking

UMSL is tobacco-free on all campus property, both indoors and outdoors. The use of any tobacco or tobacco-type product, including, but not limited to, cigarettes, cigars, smokeless tobacco, hookahs, e-cigarettes, and pipes is prohibited. Campus property includes all owned or leased buildings, parking garages and parking lots; owned or leased vehicles; and owned or leased outdoor grounds and sidewalks. This policy applies to faculty, staff, students, contractors and consultant employees, performers, visitors and the general public. For more information, please consult the website: <https://umsl.edu/smokefree/>

Weapons

Weapons are strictly prohibited within the Residential Facilities. A weapon is defined as any instrument or device designed or likely to produce bodily harm or property damage, including but not limited to: a handgun or firearm, dangerous chemicals, an explosive device of any description, compressed air guns, pellet guns, BB guns, knives, stun guns, electric shock devices, metal or brass knuckles, bow and arrows, swords, slingshots or any other item modified from its original purpose to be used as a weapon. The university reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis.

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 signs, advertisements, or announcements promoting such business may be displayed on the outside or inside of any University Housing building or premises.

Sports in the Residence Halls

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

Window Screens

Window screens may NOT be removed. Doing so will endanger personal safety, allow rodents / pests / bugs to crawl up the sides of the building and gain easy access into student rooms, and 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 / Maintenance staff 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 Student Affairs.

Miscellaneous

The following policies also apply to university students. Any student found in violation of the policies below, will be subject to sanctions deemed appropriate.

- Forgery, alteration, or misuse of University documents, records or identification, or knowingly furnishing false information to the University.
- Physical abuse or other conduct which threatens or endangers the health or safety of any person.
- Stalking another by following or engaging in a course of conduct with no legitimate purpose that puts another person reasonably in fear for their safety or would cause a reasonable person under the circumstances to be frightened, intimidated, or emotionally distressed.
- Threatening or intimidating behaviors, defined as written or verbal conduct that causes a reasonable expectation of injury to the health or safety of any person or damage to any property or implied threats or acts that cause a reasonable person fear of harm in another.
- Hazing, defined as an act that endangers the mental or physical health or safety of a student, or an act that is likely to cause physical or psychological harm to any person within the University community, or that destroys or removes public or private property, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Participation or cooperation by the person(s) being hazed does not excuse the violation. Failing to intervene to prevent, failing to discourage, and / or failing to report those acts may also violate this policy.

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.

Campus Search Policy

The university reserves the right to inspect the contents of student rooms, vehicles, packages, handbags, backpacks or the like, when violations of University policy, state, or federal laws are suspected.

A search may occur as part of an investigation when the director of residential life has established a reasonable belief that a violation of university policy or federal, state, or local law is occurring, or has occurred, and there is evidence to be confiscated relating to that violation.

Additionally, a search may occur under the following circumstances:

- in response to a fire, or fire alarm; to ensure the room is vacant during fire drills
- when emergency conditions apply such as someone's health or safety may be in immediate danger
- when contraband is observed in plain view
- when consent to search is obtained from at least one student in the assigned area

The above policy does not apply to facilities services staff, as maintenance requests are considered as permission to enter.

Confiscation Policy

When prohibited items are encountered or discovered by university officials, these items are subject to confiscation. UMSL staff, including UMSL Police officers, residential life professional staff members, and the paraprofessional hall staff have the authority to confiscate prohibited items.

Items confiscated for health, fire, or safety reasons may be returned to the owner at the end of the semester (or earlier by arrangement with a professional member of the residential life team) provided that the item is removed from campus immediately and is not returned to the premises. Illegal items (such as controlled substances, drug paraphernalia, and weapons) will not be returned. In addition, any alcohol or alcohol paraphernalia confiscated will be disposed of at the time of the incident.

Any confiscated item not claimed by the owner by the end of the academic year in which the item was seized will be disposed of without notification. When possible and appropriate, unclaimed items will be donated to a local charity.

Cleaning and Trash

You and your suitemates are responsible for the cleaning of your room, bathroom, and common areas in the suite 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 trash cans to collect your trash. Do not leave trash from your room in the laundry rooms, vending, and kitchen areas. If you live in Oak Hall, YOU MUST take your room trash to the grey bins in the basement of Oak Hall or to the dumpsters outside of Oak Hall.

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 residents occupying the suite and it is 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.

Guest Policy (once all COVID restrictions are removed)

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. Expired IDs are not accepted. If a guest (between the ages of 5 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 stay overnight. Finally, a resident may not sign in more than 2 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 will be made.
- If a guest (between the ages of 5 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 stay overnight.
- 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 Hall and the conduct of a guest is the responsibility of the resident host.

Day guests are those guests in the building between the hours of 8:00am to 1:00am. After 1:00am, a visitor is considered an overnight guest and must have the proper forms signed. The resident must specify upon check-in if the guest is a day guest or overnight guest. 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.

An overnight guest is defined as any person who is not assigned by the Department of Residential Life and Housing to stay within a specific room in Oak for a predetermined amount of time. **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.**

After 1:00am, 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 their 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 their choice(s) regarding privacy and visitation. The person(s) responsible for coercive or harassing behavior will be subject to disciplinary action.
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, 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, there is an increased risk to the security of residents and to the property of residents. It is, therefore, 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 other violations of the student code.

Oak Hall residents have a maximum of ten overnight stays 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 overnight guests in Oak Hall until the following month. For example, you may have 1 guest for ten different nights, 2 guests on five different nights or any combination as long as it does not exceed ten nights per month.

Lock Out Policy

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

During the school year:

- Go to the Front Desk of Oak Hall to check out a temporary blue card and key from a Desk Assistant. **The temporary card and key must be returned within 10 minutes of being issued. If it is not returned 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 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 face disciplinary action and may incur an associated fine.

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 need to call the on-call Resident Advisor at (314) 250-7086. If no response is received after 30 minutes from the on-call staff, campus police may be reached as a last resort at (314) 516-5155.

STUDENT CONDUCT VIOLATIONS

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 the Director of Residential Life and Housing and the Resident 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 (Resident Director and Director) will further determine the appropriate consequential actions. If the student chooses to appeal a decision they can do so to the Director of Residential Life.

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

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. When a resident moves out, the room is to be checked for possible damage which may have occurred during the occupant's residency. Checking for possible damages is done in conjunction with the room condition form that is filled out when the residents moves in. Damages to the room that are beyond normal wear and tear and were not listed as present when the resident moved into their space, 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 of the damaged items 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.

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 ID with you at all times. Please note there is a \$110 fine for losing your key ring (depending upon the circumstances in 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 by permitting access to strangers.

RENTER'S INSURANCE

Neither the University nor the department of Residential Life and Housing assumes responsibility for the loss of or damage to the personal property of a student. Residents are encouraged to purchase individual renter's insurance. You may want to see if you can be added onto a parent / guardian's homeowners insurance.

LOFTS

Homemade lofts are not permitted in UMSL's 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 per year.

MEAL PLAN

University of Missouri-St. Louis requires each student living in the Residential Life and Housing's halls to 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

On South campus:

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

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, and The C-Store. Additional declining balance funds may be purchased through any of the Sodexo facilities. Money / Funds are placed onto your student ID card. The funds would then be subtracted off of 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 next semester. This is to say meal blocks remaining at the end of the Fall semester will NOT be added to the student's meal block count for the Spring semester. Any declining balance dollars left over from the FALL semester will roll over to the SPRING semester. Any 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 each spring semester, otherwise any remaining funds are automatically cleared for the next school year.

Cafeterias

- Provincial House Dining 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.umsl dining.com> or call Sodexo directly at (314) 516-7301.

Current Oak Hall Meal Plans

There are four different meal plan options. The mandatory Oak Hall meal plan is "Option 1" for the academic year. No meal plan is required during the summer. 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: **\$1874 declining balance**

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

PETS

For health purposes, pets (with the exception of fish) are not allowed to visit or be kept in Oak Hall. 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. Service and Emotional Support Animals must have proper documentation, and residents must notify the office of Residential Life and Housing before bringing them into the residential hall. Any emotional support animals need to be registered with the office of Disability Access Services and can be reached at das@umsl.edu or 314-516-5671.

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 Hall. Students 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 Resident 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

Sunday to Thursday: 10pm – 9am the next day.

Friday to Saturday: 12am – 9am 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/SubmitAMaintenanceRequest.html>) to fill out a maintenance request form. When the resident submits a service request, the resident authorizes the maintenance 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 and Housing 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 concerns, and 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 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

Cooking and Electrical Appliances

The residence halls on our campus were built with the idea that meal plans would always be required. The residence halls, therefore, 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 micro-fridges 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.

Halogen Lamps, Lava Lamps, etc.

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

Internet and Wireless Access

WiFi is available for students in Oak 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/>.

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 TritonNet 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, and will be confiscated by Residential Life Staff. If your room is cold, please file a maintenance request online, or tell an RA.

PROCEDURES

Confiscated Property

If your personal belongings were confiscated by Residential Life staff, please contact the Resident 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 thereafter, you may 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 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 trashed or 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: <https://www.umsl.edu/services/reslife/SafetyAndSecurity/MissingPerson.html>.

Pests and Bed Bugs

You are strongly encouraged to buy a can of bug spray and keep it in your room. When you notice an increase in bug activity, you are more than welcome to treat your window and door frames with your household bug spray. In conjunction with treating your room for places where bugs can enter, please ensure you keep your room clean and free from any exposed foods to assist with lessening the congregating of bugs and pets. Only when the bugs start accumulating in excess can you submit a maintenance request.

Should you suspect that you have bed bugs in your room, please contact our main office immediately. Please remember to include your name and room number when you call the office. Our main office can be reached at 314-516-6877.

Resident Consolidation

Residential Life will send a letter to each resident who has been selected for consolidation. This letter will invite the selected student(s) 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 answer 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 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 unless completely necessary.

Room Changes

The first step when considering a room change is to speak to an RA. Often, reasons for requesting a space change can be resolved without switching rooms through a roommate mediation. 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 \$75 that will be charged to your student account.

Room Cancellations

- A. For the actual cancellation dates, please review your contract with 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 the student will be partially refunded for remaining meal balances.
- D. Students that officially withdraw or graduate from 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 20th will be charged a cancellation fee of Four Hundred Dollars (\$400).

5. Students who cancel between August 21st 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. 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 14th will be charged a cancellation fee of Four Hundred Dollars (\$400).
5. Students who cancel between January 15th 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.

CHECK-OUT PROCEDURES

When vacating the room at the end of the academic year, or when vacating the room due to a 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 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 mailbox.
5. Take your key to the Oak Front Desk to check out. If the Front Desk is not staffed (i.e. over a break) you can check out by calling the RA On Call (314)250-7086.
 - 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

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 their decision to leave the residence hall. The student must fill out and sign the appropriate paperwork, as well as return their room key. Failure to complete the checkout process by the designated time will result in an improper checkout fee of \$75

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. 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(s).

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:

- 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.
- 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.
- Unpaid damage bills will result in transcripts being withheld.

Common check-out Fines

Cleaning of: Floors: \$20

Micro-fridge: \$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, or loss of window screens: \$100

Tampering with smoke detector: cost of replacement

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. Do not return until instructed to do so by emergency personnel or Residential Life staff.

If you notice 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.

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 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.

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 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, prior to an emergency occurring.

Medical

If you need help:

- Assess the situation to the best of your ability.
- Call UMSL Police at (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 (314) 516-5155 and/or 911.
- 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).
- 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.

HELPFUL ON-CAMPUS NUMBERS

Admissions	314.516.5451	MSC	314.516.5022
Athletics	314.516.5661	Parking /Transportation	314.516.4190
Bookstore	314.516.5760	UMSL Police	314.516.5155
Campus Rec.	314.516.2348	Registrar/Registration	314.516.5545
Career Services	314.516.5111	Residential Life	314.516.6877
Cashier's Office	314.516.5151	Student Involvement	314.516.5291
Sodexo	314.516.7301	Student Enrichment	314.516.5300
Counseling Services	314.516.5711	Tech Support	314.516.6034
Financial Aid	314.516.5526	Touhill	314.516.4100
Health Services	314.516.5671	UPB	314.516.5531
Honors College	314.516.6870	Oak Front Desk	314.516.1833
Library	314.516.5050	RA On Call	314.250.7086