



# ST. CLOUD STATE UNIVERSITY

## DEPARTMENT OF RESIDENTIAL LIFE

2023-24 Student Handbook

### RESIDENTIAL LIFE STUDENT COMMUNITY STANDARD HANDBOOK

#### Welcome to the SCSU Residential Community

The Residential Life team extends a warm welcome! We look forward to engaging with you to create a memorable, safe, and thriving community living experience. Our hope is that you'll make life-long friends and lasting memories while learning what it means to be a member of a diverse residential community.

It is important that you know and understand your rights and responsibilities as a student living on campus. Please take some time to familiarize yourself with this handbook, which supplements your Residential Life Housing Agreement. It is also important that you know your resources. There are several staff members, from your Community Advisor to your Residence Hall Director, as well as various administrative, facilities and technology staff, who are looking forward to helping you succeed!

#### Vision Statement

Residential Life strives to be the heartbeat of community. We are essential to the development of engaged citizens and future leaders.

#### Mission Statement

The Department of Residential Life works to provide a dynamic living, learning environment that assists students in achieving a successful academic career, attaining life skills, fostering leadership growth and development, and instilling an understanding of diversity, equity, and inclusion.

#### Core Values

Community  
Engagement  
Inclusivity  
Leadership

Opportunity  
Respect  
Self-Exploration

#### **Residential Community Standards**

Residential Life has developed the following expectations regarding student behavior within the residence halls. These standards have been created to help foster a safe living and learning environment conducive to student success and well-being. Residential Life Staff work closely with the Office of Community Standards to respond to both on and off-campus behaviors and resolve complaints of a violation with an educational and just process. For more information on the resolution process click [here](#).

**Alcohol:** The possession, use, sale or distribution of alcoholic beverages is prohibited in the residence halls (regardless of age). For more information review the [University Alcohol and Other Drugs](#) policy.

**Animals/Pets:** All pets other than fish in a 10-gallon aquarium or smaller are prohibited, with the exception of approved Emotional Support Animal (ESA) or Service Animals. Residents can contact [Student Accessibility Services](#) at (320) 308-4080 or by email at [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu) for more information.

**Bathroom Usage:** Storing personal belongings within common area bathrooms for any length of time is prohibited. Residents are expected to clean up after themselves after using the bathroom or shower. We also take seriously and restrict any entry (by residents or guests) into opposite sex bathrooms. Residents and guests should use the bathroom that aligns with their gender identity. Case-Hill and Shoemaker contain all-gender bathrooms for student/guest use. No more than one individual is allowed in showers or bathroom stalls at any given time. Residents and guests are expected to dispose of personal care items as posted. For example, menstrual products should not be flushed down the toilet.

**Campaigning:** Campaigning is allowed in the residential communities by individuals who have filed for election to public office (city, state, or federal office) as well as University students who are candidates for a student organization office. In accordance with Minnesota Statute 211B.20, as well as subdivision 1 and 2, prior appointment and/or notification of intended campaigning must be provided to the Department of Residential Life no later than 24 hours in advance of the intended campaigning time. Failure to make a proper request may result in a request being denied or rescheduled to a more appropriate date and time. Identification must be presented to hall staff upon request. Out of respect to the students who live in our facilities, and to support an environment conducive to educational goals, campaigning in residential communities is allowed between the hours of 10 am and 9 pm. Only the individual running for office, and up to two additional campaign workers escorted by the candidate may set up in a pre-approved area of the first floor of the residential community by prior appointment. Assistants or campaign workers not escorted by the candidate are not permitted to campaign in the residence halls or apartments. Candidates must check in at the reception desk prior to, and after completing, campaigning in each individual residential community.

**Cannabis:** Pursuant to federal law, the use of cannabis, including medical use, is prohibited on University Premises and at University Sponsored Activities. This definition is applicable for alleged violations of the [St. Cloud State University Alcohol and Other Drug Policy](#).

**Cleaning, Trash, and Recycling:** Residents are responsible for the proper disposal and removal of all garbage and recycling. Room garbage should not be disposed of in common area locations. Residents are responsible for cleaning their own rooms, including their in-room bathrooms (Stateview Apartments). Residents and guests using common spaces are expected to clean up afterward.

**Common Area Spaces:** In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows and excessive cleaning charges and trash removal, Residential Life reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified. Residents are to abide by their community decisions regarding the use of common spaces. Residents are expected to clean up after themselves after using common spaces. Residents may not organize events in common spaces without receiving approval from a Residence Life professional staff member. Common spaces cannot be used for sleeping or sexual activity. Common spaces cannot be used to show or listen to pornographic material. Exit doors that are locked/closed should not be propped open. Keeping personal belongings in the hallway is prohibited.

**Common Area Damages:** In the event of damages to a common area, including furniture, fixtures, doors, walls, elevators, windows and excessive cleaning charges and trash removal, Residential Life reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

**Compliance with University Staff:** Residential Life's primary means of communication with current residents is through email. Residents are expected to check their [@gostcloudstate.edu](mailto:@gostcloudstate.edu) email frequently and consistently. Failure to monitor this email address will not exempt residents from adhering to information and deadlines communicated. Residents are expected to cooperate with staff and adhere to reasonable requests. Any concerns from an interaction with staff should be shared with your Hall Director or another Residence Life staff member. All residents and their guests in the halls are expected to comply with requests from staff members (i.e., presenting appropriate identification). If residents have a concern about the validity of a request, it is expected that residents comply in the moment and then speak with your Hall Director of their hall as soon as possible. The use of physical force of any kind against a staff member is prohibited. Verbal abuse, physical intimidations, or menacing behaviors directed towards a staff member, the display of materials that demean a staff member, and/or interfere with staff members engaged in the performance of assigned responsibilities are prohibited.

**Damages/Vandalism:** Students may not, whether intentionally or accidentally, damage, deface, and/or destroy Residential Life/University property or the property of another student or guest. Students are financially responsible for all aspects of their behavior and/or behavior of their guest that might result in damage, whether intentional or accidental, to the structure or the provided furnishings.

**Disorderly Conduct:** Disorderly conduct is behaviors that result in a breach of peace; or aiding, abetting, or procuring another person to breach the peace resulting in a disruption in the community. Examples of disorderly conduct include:

- Pranks which include theft or damage to property, violate other policies, or put anyone in danger are prohibited and taken seriously.
- Depositing of bodily fluids, including but not limited to: vomiting, urinating, or defecating in public areas or inappropriate locations is prohibited.
- Engaging in assaultive behavior.
- Making threats of harm directed at others.
- Harassment directed at other residents, staff, students, or guests.

**Door/Window Displays:** Items, posters and photos on students' hallway room doors or windows must not contain any language and/or images that threaten or violate standards outlined in Minnesota State Board Policy 1.B1. Students displaying any item(s) that are a violation of policy will be asked to remove the item(s) from their door/ window, (i.e., alcohol advertisements).

**Drugs and Other Controlled Substances:** Unauthorized use, possession, manufacture, or distribution of any illegal drugs or drug paraphernalia (under both federal and state law). Drugs in violation of Residential Life policy and state law are defined as including, but not limited to, cocaine, hashish, barbiturates, amphetamines, methamphetamines, tranquilizers, LSD compounds, mescaline, DMT, narcotics, opiates, and other compounds. Use or possession of prescription drugs other than by the person prescribed or for use other than the prescribed purpose and/or dosage. Pursuant to federal law, the use of cannabis, including medical use, is prohibited on University Premises and at University Sponsored Activities. This definition is applicable for alleged violations of the [St. Cloud State University Alcohol and Other Drug Policy](#).

**Elevators:** Several residential communities are equipped with elevators. The following actions are prohibited: damage or vandalism of the elevators (including purposeful disruption, i.e., jumping), use of emergency alarms/stops in situations other than an emergency, unauthorized use of an elevator key, or giving elevator to someone else who would not otherwise have access. Should you become aware that someone is stranded in an elevator, do not attempt to get them out. Contact the reception desk or a staff member for assistance. If you become stranded in an elevator, do not attempt to open the elevator doors or to get out. Ring the emergency bell for assistance from staff and accept assistance only from University personnel. Malfunctions of elevators should be reported to the reception desk immediately.

**Fire Safety:** All residents are expected to follow fire safety expectations including the evacuation of the residence hall in the event of a fire alarm, use of only approved electronic devices, the prohibition of burning candles or incense in room or common areas, and not tampering with fire safety equipment including room smoke detectors. See the Health and Safety Section for more information.

**Guests:** All Residential Life communities will be locked 24/7. Students must accompany their guest at all times once they enter the building. You are responsible for your guest's behavior. It is your responsibility to make sure guests are familiar with and abide by University and Residential Life policies. The University reserves the right to immediately notify the parents/guardians of guests under the age of 18, who are involved in a serious incident/injury or violate the established rules and regulations of SCSU and the Department of Residential Life.

You may not have an overnight guest for more than three consecutive days with the mutual agreement of your roommate(s).

Guests who do not follow University and Residential Life policies and community standards may be asked to leave and may be restricted from entering all residential communities in the future. In addition, you may face Code of Community Standards action relevant to the behavior of the guest. The Department of Residential Life assumes no responsibility for providing accommodations for guest who have been asked to leave the premises. University policy provides Residential Life staff with the authority to request that a room be cleared of all persons except the room's assigned occupants when a violation of University policy is occurring therein. Failure to comply with the directions of University officials or law enforcement officers acting in performance of their duties may result in Code of Community Standards action.

You are expected to escort your guest (including residents of another building) at all times to ensure the safety of the students.

The following procedures will apply:

- All persons seeking entrance to a residential community will be required to use their SCSU ID card or use the front entrance key.
- Non-residents of the building who are not accompanied by residents will not be allowed access.
- Residents must always accompany their non-resident guests. Residents are personally and financially responsible for the actions of their guests.
- Guests in violation of policies may be asked to leave the residential community and may be restricted from entering all residential communities.
- Violations of the escort policy will subject the host resident and guests to residential life and University Code of Community Standards procedures.
- Guests should be escorted to public or single use bathrooms in the hall. Guests should not use the coded bathrooms.

**Gambling:** Residential Life will enforce all state laws regarding gambling under Minnesota Statutes, Chapter 609.75-609.76,

**Housing Assignment:** Residents assigned to a double room with an unoccupied space in their room must keep one half of the room ready for a new roommate to move in at any time. Students wishing to change/transfer rooms must be approved by Residential Life staff. Failure to complete all necessary paperwork before moving is prohibited.

**Impersonating University Staff:** Impersonating a university official or staff member is a violation of university policy and may result in Code of Community Standards action.

**Indecent Exposure:** Public displays of nudity are not permitted. Likewise, casual or partial nudity in areas not within a student's room or designated showers/restrooms is prohibited. Public nudity as well as sexual activity in public areas are prohibited and may result in Code of Community Standards sanctions as appropriate.

**Keys and Access:** Duplication of any Residential Life key is prohibited. Students may not misuse access privileges to the Residence Hall including the unauthorized use of an alarmed door, trespassing, or propping doors open for access in and out of a Residence Hall and/or University facility. Students are prohibited from duplicating a campus ID card and/or keys to access the Residence Halls and/or any University facility.

**Lights:** Light fixtures in student rooms may not be altered, changed or covered in any manner. Lamps and lights which students bring from home or purchase must be UL approved. Halogen lights/lamps are not allowed.

**Passive Participation/Shared Violation:** Knowingly allowing, or assisting another individual to violate, or failing to appropriately address known or obvious violations of Residential Life policies. Residents are expected to report policy violations to Residence Life staff and/or make an effort to stop the behavior.

**Propping Doors:** All fire doors, lounge doors and interior/exterior doors in all residential communities must remain closed and not propped open. Door-propping can lead to problems with safety, pest control and climate control.

### **Quiet Hours/Disturbances**

Quiet Hours means no disturbing noise should be heard outside a room or apartment door, through walls, ceilings, or floors, such that it may disturb other residents. Monitoring the noise volume in the residential community is everyone's responsibility and is necessary to provide an environment which is conducive to studying and sleeping. Students are expected to monitor their own volume and to comply with reasonable request from any community member, or staff member. Students continually causing disturbances not conducive to the educational mission of the University may be referred for resolution under the Code of Community Standards procedures including possible housing agreement termination. During finals week, there will be 24-hour quiet hours until the last final exam block.

#### Quiet Hours:

- Sunday-Thursday: 10 pm until 8 am
- Friday and Saturday: Midnight until 8 am

#### Courtesy Hours: 24/7

The 24-hour courtesy hours means respecting the need for study time as well as sleeping time outside of Quiet Hours.

**Room Capacity:** The maximum room capacity in a student room may not exceed two times the occupancy rate of a student's room plus two. This means that if the room itself can house two students, then no more than six people may be in the room at one time. For example, a four-person apartment in Stateview Apartments could have up to ten people in the apartment at one time. This applies only to the maximum capacity of a space, and not overnight guests.

**Room Furniture:** All furniture provided by Residential Life must remain in the room, all built-in/fixed furniture must remain intact and not detached. Loft system furniture is provided by Residential Life; students may not bring or assemble their own loft system. All furniture within the room must be placed in a manner that allows the room door to open without obstruction.

**Windows:** Screens must remain attached to the window at all times. Further, throwing items, hanging items/self, or exiting out of a window is prohibited (unless it is due to a life-threatening situation). No item(s) may be thrown, dropped, or pushed out of any residence hall window. Tampering with or removing window screens from residence hall windows is prohibited. Students will be charged for replacing, repairing and re-hanging screens.

### **Sleeping in the Common Areas**

Sleeping overnight in the common areas of the residential communities is prohibited.

### **Sports in the Hallway**

Playing sports in the hallways and public areas of the residential communities is prohibited. Designated areas for exercise activities are provided for students elsewhere on campus. In order to create a safe living environment, playing or participating in sporting events or activities in rooms, hallways, balconies, courtyards, lounges and lobbies is prohibited. The use of athletic equipment in rooms is prohibited due to the disruption and damage it may cause. Athletic equipment includes, but is not limited to, Nerf guns, water guns, skateboards, longboards, bikes, and rollerblades. Please do not play around cars or windows as you will be held responsible for any damages.

**Solicitation:** Commercial transactions, which include commercial presentations, door-to-door and other uninvited commercial solicitation, and the making of sales agreements, are prohibited in the common areas of all residential communities. The common areas are defined as all areas of the residential community other than the interior of the students' private rooms. Commercial transactions that are legal and otherwise comply with all relevant federal and state laws may take place in a student's private room. You may not conduct any door-to-door activity in the residential communities either to obtain guests for a commercial transaction being held in a student's room or to consummate sales following such a transaction.

**Tobacco and E-Cigarettes:** The use, sale, free distribution, or advertising of tobacco (smoking or smoke-less) products is prohibited within all University owned, leased or controlled buildings and property. Tobacco use will be permitted inside private motor vehicles on University property only if tobacco users demonstrate respect for individuals and the environment. To protect and enhance indoor air quality and to contribute to the health and wellbeing of all students, employees and visitors. The Department of Residential Life and its buildings shall be vape-free, tobacco-free, and smoke-free. The use of smokeless tobacco products and the use of electronic cigarettes are prohibited in the residential communities and Garvey Commons.

**Theft:** The unauthorized borrowing, or possession, taking or use of any University, public, or private property or service without explicit permission or authorization.

**Weapons/Firearms/Dangerous Materials:** Dangerous weapons or materials in University residence halls or apartments regardless of whether a license to possess the same is issued. Firearms include any gun, rifle, pistol, or handgun designed to fire bullets, BBs, pellets, shot or other projectiles by means of an explosive, gas, compressed air, or other propellant. Weapons include, but are not limited to, Tasers and stun guns of any type, knives, switch blades, razors, metal knuckles, blackjacks, hatchets, bow and arrows, nunchakus, foils, explosives or other incendiary device, or any instrument used to threaten or inflict injury upon another person. Items such as pepper spray used inappropriately may be considered weapons. Dangerous materials include lighter fluid, propane and other dangerous chemicals. This is a serious violation and may result in disciplinary action up to and including termination of your housing agreement.

### **Contract Information**

All persons living in the residence halls during the regular academic year must be currently enrolled as St. Cloud State University or St. Cloud Technical Community College students. Although Residential Life verifies student enrollment status periodically, it is the individual student's responsibility to initiate housing contract cancellation procedures if they withdraw from the University or College, are dropped from enrollment, or do not enroll for the current term. Residents who do not initiate housing agreement cancellation procedures or do not move out voluntarily when their student status changes may be subject to removal by Residential Life. For information on the University's drop/add dates, withdrawals and refund schedule, please visit: <https://www.stcloudstate.edu/srfs/withdrawals/default.aspx>

### **Break Housing**

The Department of Residential Life provides break housing in all residential communities. Students who wish to stay over break periods must register with the Department of Residential Life prior to the start of each break period. More detailed information about break housing processes are published and distributed to students prior to breaks.

### **Hall/Room Changes**

If you would like to request a room change or move to another residential community, you can contact your Hall Director to begin the process. When your move is approved, you must move within 48 hours and complete a new Room Condition Report.

### **Involuntary Housing Agreement Termination**

Students whose Housing Agreements are terminated as a result of action taken through the Code of Community Standards process are required to leave their residential community within 72 hours after notification of the decision, or within 24 hours of their last final, whichever is first. The charges that apply in these circumstances include:

1. A full room charge and board plan for the entire academic year.
2. Charges for room damages, if incurred, will be assessed during checkout.
3. Failure to follow checkout procedures may result in an improper checkout charge.

### **Rental Insurance**

Students are encouraged to purchase renter's insurance to protect personal property. While concerns like these are uncommon in our halls, it's always a good idea to make sure you're covered. You can typically purchase renter's insurance through your parents existing homeowners or renter's insurance, or from any major insurer.

### **Request for Cancellation**

Cancellation requests must be in writing and submitted to the Department of Residential Life by posted deadlines noted on the Housing Agreement. Cancellation requests submitted after

established deadlines are subject to financial penalties noted in the Housing Agreement. Requests for cancellation are subject to the approval of the Director of Residential Life, Housing Appeals Committee, or designee. Cancellation requests in order to move off campus are generally not accepted. Reasons for contract cancellation include:

1. Non-admission, withdrawal, or academic dismissal from the University.
2. Serious medical or health issues that prohibit living in a residential community, accompanied with medical provider documentation.
3. Affiliation with SCSU academic programs away from the SCSU campus (graduation, student teaching/internship of 35 miles or greater, or study abroad).
4. Other reasons with approval of Director of Residential Life, Housing Appeals Committee, or designee.

Cancellation request forms are available on the [Housing Dining Portal via e-services](#) or you can e-mail [reslife@stcloudstate.edu](mailto:reslife@stcloudstate.edu) for more information. Documentation in support of a cancellation request may be required. An approved cancellation may include the following charges:

1. A prorated charge based upon the University refund schedule for the period of time that the room was assigned to the individual.
2. A prorated weekly charge for any dining/meal plan usage.
3. A \$200 administrative service charge, if the cancellation request was made after the deadline for the applicable semester.
4. Charges for room damages, if incurred, will be assessed during the check-out procedure.

If a cancellation request is granted for non-admission, withdrawal or academic dismissal, then the student is reinstated or re-enrolled during the term of this contract, the student will be required to fulfill the balance of the contract and meal plan. Additional financial penalties may apply. Please refer to the Housing Agreement.

### **Room Assignment**

Room assignments are made based on the preferences selected on the housing application, and in the order the applications are received. An assignment will only be made for a student who has both completed their housing application and submitted their prepayment. Students who do not get their first choice in housing assignment can contact Residential Life and place their name on a wait list. Once you have a housing assignment, requests for changes can be made by emailing [reslife@stcloudstate.edu](mailto:reslife@stcloudstate.edu)

### **Room Condition Report (RCR)**

Each student must complete and sign a Room Condition Report form when they move into their residential community. Students are encouraged to inspect their space thoroughly and note all damages, markings, broken items, etc. Your room condition report will be used to evaluate the condition of your room when check-out occurs. Damages or missing items will be noted on the check-out form and charged accordingly.

### **Room Entry**

Department of Residential Life and University staff have the right to enter student rooms/apartments for the purpose of inspection and repair, preservation of health, safety and quietude, recovery of university-owned property, enforcement of rules and regulations, and ensuring building safety during break periods. Such entry will not be conducted arbitrarily or maliciously. In non-life-threatening situations, Residential Life staff members are required to knock, announce their presence, and wait a reasonable amount of time before entry. Staff



members will document policy violations found in the room and may confiscate items that violate laws or University policy.

In order to maintain its property and a safe environment for students, Residential Life reserves the right to have its authorized personnel enter and inspect spaces as it deems necessary. Staff may enter for the following reasons:

- a. When there is a strong reason to believe that any term or condition is being violated.
- b. To maintain an environment that facilitates the scholarship of other residents.
- c. To conduct safety inspections.
- d. To complete needed repairs.
- e. Whenever someone moves out of a room.
- f. For pest control.
- g. For any emergency reason (e.g., fire or broken pipes).

### **Trash Removal**

As a member of your residential community, you are responsible for the proper disposal of your personal trash, as well as for the cleanliness of hallways, kitchens, and bathrooms. If trash or other items are left in any of these areas a student could be assessed a charge of \$25 and face additional Code of Community Standards action. Trash left in hallways, kitchens or bathrooms is unsanitary, a health risk, disrespectful to other community members and can be a fire hazard. Students are responsible for removing personal trash to outside receptacles near each residential community. In addition, trash needs to be removed from your room prior to all University break periods.

### **Health and Safety**

**Health Standards:** Students are required to maintain their room in a clean, habitable and sanitary manner. Living conditions that could adversely affect residents' health and safety are prohibited. Students are responsible for maintaining reasonable standards of cleanliness and safety in their rooms and apartments. Students are also expected to contribute to the cleanliness and safety of hallways, lounges, bathrooms, lobby areas and other common spaces by disposing of trash properly and by refraining from creating unclean or unsafe conditions. Students not meeting these standards and/or Health Department standards may be removed from the Residential Life program. Students who live in university operated housing are subject to announced health and safety inspections by Residential Life staff. Inspections will be announced in advance so students may schedule to be present.

We expect that all members of the residence hall community—residents, staff and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard and St. Cloud State University may request or require a resident to leave the residence halls if their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by St. Cloud State University and the Department of Residential Life as it relates to public health crises. Adherence to health and safety requirements applies to all residents, staff, and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, study rooms, courtyards and other common spaces.

**Special Health and Safety Concerns and Responses:** When a student is hospitalized for expressed, attempted, or actual harm to self or others, the student is expected to assist University personnel with facilitating his or her safety and success in the residence hall and University environment. This typically includes providing releases to medical personnel to share information about care and treatment plans, assessments by University counseling staff members, and communication with emergency contacts/ parents. In most cases, student cooperation in conjunction with appropriate support will lead to a successful and safe return to classes and on-campus living. However, there are some circumstances where continued enrollment or on-campus living is not appropriate for the student and residential community. The emergency contacts as provided by the student (housing application) will be notified by University or hospital/care staff. Care centers may include, but are not limited to, the St. Cloud Hospital, Central Minnesota Mental Health Center, or similar agencies

**Fire Alarms:** To protect the safety of residential community members, students must assume that there is a fire when an alarm sounds. All students must evacuate the building when a fire alarm is sounding. Failure to evacuate during an alarm will subject the student to University Code of Community Standards action and/or civil action.

If you hear an alarm:

1. Close windows, open curtains, and turn on lights.
2. Check for heat on door and then open slowly and check for smoke.
3. If smoke is thick and/or fire is present, remain in your room with the door closed. Block air vents and door crack with towel or clothing. Call the Public Safety Department at (320) 308-3333 and identify yourself and your location.
4. If smoke is absent, exit the building using the nearest exit. Close and lock your door when you leave.
5. Stand away from the building and do not re-enter until the all-clear is given by Residential Life staff, University Public Safety Department staff or civil authorities.

If you see a fire:

1. Pull alarm in hallways.
2. Exit the building. Evacuation procedures are posted in each building.
3. Call 911.

**Fire Drills:** As required by state law, a fire drill is scheduled for each semester. These fire drills are unannounced to provide a realistic practice situation. Failure to evacuate during a fire drill or false alarm could result in prosecution. Failure to evacuate will also subject a student to Residential Life Code of Community Standards procedures.

**Fire Safety:** For your own safety and the safety of others, students are always expected to maintain their rooms in an orderly manner in compliance with the following fire regulations:

1. Intentionally or accidentally starting a fire is prohibited. Fire alarms that are caused by intentional policy violations may result in administrative reassignment on the first violation.
2. Unattended cooking is not allowed in rooms or kitchens. This includes microwave ovens.
3. Light fixtures must not be tampered with in any way, and items which might serve as conductors of electricity should not be hung from them.
4. An emergency aisle of at least 22 inches must be maintained within the room.
5. Kitchen doors must not be blocked open.
6. Use power strips/surge protectors with breakers instead of octopus plugs or extension cords. Multi plugs or extension cords are not allowed.
7. Students are responsible for notifying a Residential Life staff member immediately after identifying problems with smoke detectors.

8. Anyone caught tampering with smoke detectors or fire alarms may face criminal charges.
9. Excessive use of paper on walls is not permitted

**Fire Safety Equipment:** Fire extinguishers are located throughout each residential community for the protection of the students. Misuse of fire extinguishers including breaking or smashing the fire extinguisher glass will result in Code of Community Standards action by the Department of Residential Life and/or referral to appropriate authorities. State law requires the University to provide smoke detectors and smoke alarms in each residence hall room/apartment. It is a misdemeanor punishable by 90 days in jail and/or \$300 to either remove the batteries or alarm from its location. While this represents a violation of state law, it also poses a threat to the safety of students living in the residential community and will be considered a violation of the Student Code of Code of Community Standards. Most rooms also have a sprinkler system that will automatically turn on in case of fire. The system will continue to operate until turned off by University personnel or the fire department. This system can be accidentally activated when hit by an object, therefore take proper precautions not to accidentally bump the system. There must be at least an 18-inch radius around the sprinkler, with no objects placed on or near it. Students will be held financially responsible for costs associated with damage to the sprinkler system. Vandalism/damages may result in Code of Community Standards action including possible suspension and/or termination of your housing agreement (as well as restitution).

**Star Alert:** Star Alert is St. Cloud State University's Emergency Notification System. It allows students and employees to receive text messages and email notifications in the event of campus-related emergencies.

In the event of an emergency, a Star Alert message will briefly note the nature of the emergency, what action, if any, you are to take, and where to find additional information. The Star Alert system will also be used to let you know if **campus is closed** or if **classes are delayed or canceled**. In these instances, also refer to [www.stcloudstate.edu](http://www.stcloudstate.edu) for the latest updates.

- **Students Enrolled at St. Cloud State University** are automatically added to Star Alert via the cell phone number on file with the University (if one has been provided). All student university email addresses are also included in the Star Alert system and will receive alerts. Students may *opt-out* of receiving text messages by updating their information.
- **St Cloud State University Faculty and Staff** must opt-in to receive notifications through Star Alert on their mobile devices. All university email addresses for faculty and staff are included in Star Alert and will receive alerts.
- **Adding Family Members:** a student enrolled at St. Cloud State University can add multiple personal email addresses and additional cell phone numbers to receive Star Alerts. These numbers may be additional ways to best reach you, significant others and family members that you may want to be aware.

### **Tornado Procedures**

Tornado detections are classified into two categories:

*Tornado Watch* means that weather conditions are favorable for a tornado to exist in the area. There will be no outdoor warning sirens. Students should pay attention to weather updates and keep an eye on the sky if going outdoors.

*Tornado Warning* means that a tornado or high winds have been spotted in the area. An alert siren will be sounded outside. When the siren is sounded, all students should seek protection inside and away from the doors and windows. A basement area is preferred and offers the best protection. If no basement area exists, seek shelter in the interior stairwells or interior washrooms in the building. Stay tuned to one of the emergency broadcasting stations. DO NOT leave a protected area until the station and your residential community staff advise it is safe to do so.

When the weather turns hot and humid and looks unsettled, tune your radio to one of the emergency broadcasting stations (such as WJON 1240 AM or KVSC 88.1 FM) for information. For other weather information, call the National Weather Service at (320) 251-1400. Statewide road information can be obtained by calling (800) 542-0220 or [www.m511.com](http://www.m511.com). Students should be aware of information posted in their residence hall regarding shelter locations in their building.

### **Video Surveillance**

To assist in providing a safer and more secure living/learning environment, the University has installed cameras along the perimeters and in the common areas of the residential communities (entrances and exits especially) for 24-hour surveillance. The cameras are intended to increase the personal safety of students and their guests and to deter theft and damage of university and personal property; however, the stored video data can and will be used to assist in identifying any individual who violate laws and University policies.

### **Services and Resources**

**Accommodations:** Students with disabilities, who feel they would benefit from a housing and/or dining accommodation(s), should contact Student Accessibility Services at (320) 308-4080 or by email at [sas@stcloudstate.edu](mailto:sas@stcloudstate.edu) for more information.

### **Bicycle Storage**

Bikes may be stored on bike racks located outside of each residential community. Students may store their bike in their room with roommate's permission. Fire regulations prohibit bikes from being stored in public areas, activity rooms, hallways, stairwells or balconies.

### **Mail Services**

Each residential community has a separate key-operated mailbox, which is located near the reception desk. Mailboxes are shared between roommates of an assigned residential community. In accordance with postal service guidelines, mail may not be handed over the counter, unless it is a registered piece that requires a signature. Deliveries are made in accordance with scheduled U.S. Postal Service.

If you receive a package, you will receive an e-mail (to your SCSU Huskynet e-mail) notifying you when you may pick-it up at the main desk with a picture I.D. during posted hours. Please note that you may receive a notice from the delivery service that the package has arrived on campus, but it may take time for campus to process and get it to your residence hall.

**After 30 days, your packages will be returned or disposed of by staff.**

The example below is how you should address all mail and packages:

Student First and Last Name

Street Address

Hall Name, Room #

St. Cloud, MN 56301

### **Building Addresses**

#### **Mitchell Hall**

566 1<sup>st</sup> Ave South St Cloud,  
MN 56301-4591

#### **Stearns Hall**

410 3<sup>rd</sup> Ave South St Cloud,  
MN 56301-4490

#### **Case-Hill Hall**

550 3<sup>rd</sup> Ave South St Cloud,  
MN 56301-4486

**Shoemaker Hall**

915 1<sup>st</sup> Ave South St. Cloud,  
MN 56301-4497

**Stateview North Apartments**

410 4th Ave. S  
St. Cloud, MN 56301-4420

**Lawrence Hall**

650 1st Ave. S  
St. Cloud, MN 56301-4672

**Stateview South Apartments**

422 4th Ave. S  
St. Cloud, MN 56301-4450

**Mail Forwarding**From Hall to Hall

Each residential community receives mail from the U.S. Postal Service Monday through Saturday. If a student switches residential communities or mail is sent to the incorrect residential community, this mail is transported to Residential Life in Hill Hall and a staff member reroutes it to the correct hall/correct address.

From Hall to Off Campus Address

The Department of Residential Life maintains a forwarding address for six months. When students move out of the residential communities, we ask for a new forwarding address for the purpose of forwarding first class mail only. Bulk mail items cannot be forwarded. It is the student's responsibility to update address information with the post office and notify the sender of a change to mailing address.

**Mailbox Stuffing Policy**

In addition to mail delivered through the U.S. Postal Service, residential community students can expect to receive the following materials in their mailbox:

- Materials from Residential Life and its affiliated leadership organizations,
- Materials from recognized University student organizations,
- Materials from University offices and departments,
- Materials from vendors that have paid postage and are mailed directly to the student, and
- PO Box stuffers will be limited to one per mailbox and must be counted out by the department or organization (contact the Department of Residential Life for quantities).

Final decision regarding materials being placed in Residence Hall student mailboxes rests with the Department of Residential Life. Any advertising including alcohol, drugs or items in conflict with University or Residential Life policies will not be placed in PO boxes. Departments and recognized University organizations are responsible for delivering approved materials to the Department of Residential Life, Hill Hall.

The following materials will not be placed in PO boxes, but a limited number of copies may be placed in a centralized lobby location in each residential community:

- Vendor coupons
- Sale flyers
- Materials from vendors that have not paid postage and do not have direct mailing addresses.

Organizations that do not follow the above guidelines will lose the privilege to promote this way for up to a year.

**Internet: SCSU Internet Network (HuskyNet)** provides students living in the university residential communities with access to the campus network and the internet. Each room is wired with an Ethernet data jack for each resident to give you access to SCSU's many technology features. It is prohibited to mine cryptocurrency in your Residence Hall Room and on the St. Cloud State University internet connection network. In addition to the wired network, our residential communities have wireless coverage in individual rooms and common areas. The HuskyTech Service Center supports students living in the residential communities who connect to the campus network and the internet. Consultants are also available to give you general assistance with technology-related issues. Please feel free to contact HuskyTech with any technology questions at (320) 308-7000 or [huskytech@stcloudstate.edu](mailto:huskytech@stcloudstate.edu).

**Laundry:** Laundry facilities are available in all residence halls. The service is included as part of your housing agreement. There is no additional charge for use of the laundry machines. Residents are encouraged to use e encourage you to use the [Laundryview monitoring service](#) to see if machines are in use and how much time is left.

### **Posting Promotional Posters Policy for Residential Life**

This policy covers posting posters, signs and other promotional materials within residential communities. Posting elsewhere on the University is covered by the University policy. All materials for posting must be approved at the Department of Residential Life Office, by the Director of Residential Life or assigned designee. Persons seeking approval of a poster must provide an actual sample of the poster accurate in size and color, to the Department of Residential Life. All promotional posters must meet the following guidelines:

- The name of the event, date, location, and time must be clearly displayed.
- A contact phone number and/or email address must be present for students to be able to inquire about the event.
- The posters must be given to the Department of Residential Life at least one week before the event.
- The SCSU organization(s) or department(s) must be clearly labeled on the poster. Any SCSU organization(s) must be currently registered with the Department of Campus Involvement.
- Posters shall not exceed a size of 11x17.
- The SCSU logo must be used appropriately. The use of trademarked or copyrighted characters, slogans, etc. are protected by law. It is the responsibility of club officers & their advisors, or University departments to avoid possible copyright or trademark violations. (\*approval stamping by the Department of Residential Life does not signify copyright or trademark approval)
- Sources of data or information related to research must be cited on the poster.
- A maximum of one poster per floor and/or one poster per lobby is all that is permitted in a residential community. E-mail [reslife@stcloudstate.edu](mailto:reslife@stcloudstate.edu) for information regarding quantities.
- Any posters that are advertising alcohol, drugs, and items of conflict or contain language that is in conflict of University or Residential Life policy will not be approved.

All approved posters will be disseminated to the Residential Life staff for posting in designated areas. Any Residential Life staff member has the right to remove any unapproved or outdated posters in residential communities.

### **Residential Maintenance Request to Fix or Repair Items**

To submit a maintenance or repair request use the online request button located at: [Service - Custodial Services \(stcloudstate.edu\)](#)

### Residence Hall Reception Desk Numbers

Each residential community has a community reception desk that serves as a location for information and provides services for students within the residential community. Each desk area is typically open daily when classes are in session. All reception desks will have posted hours of operation. Students of the residential community may check out loaner items such as vacuums, and cooking equipment by presenting their student I.D. When desks are closed, students are able to reach their on-call Community Advisor for assistance.

Residence Hall	Desk Phone Number	Duty Phone Number
Case-Hill Hall	(320) 308-2612	(320) 423-8539
Mitchell Hall	(320) 308-2611	(320) 423-6779
Shoemaker Hall	(320) 308-2615	(320) 423-1880
Stearns Hall & Stateview Apts.	(320) 308-2614	(320) 423-6185
Lawrence Hall	(320) 308-1200	(320) 423-6951

### Refrigerators

Refrigerators are allowed but may not exceed 4.3 cubic feet.

### Room Decorations Guidelines

- Students are encouraged to decorate their rooms to make them unique and feel like home. Before adding personal touches, students should be aware of the following guidelines:
- Use mounting putty or painter's tape to hang items on walls.
- Painting, drawing or writing on any surface in the room, with any type of marker, including but not limited to dry erase markers, crayon, pen, pencil or charcoal, are not allowed.
- No live trees, branches or wreaths may be used to decorate rooms or hallways
- Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire.
- Light fixtures must not be tampered with in any way, any items which might serve as conductors of electricity should not be hung from them.
- When arranging furniture, consideration must be taken so that if tipped over items do not block the door.
- Power strips/surge protectors should not be placed under carpet or attached to, woven through or touching metal in any manner.
- Alcoholic beverage containers, devices designed or intended to be used for the rapid consumption of alcohol and drug paraphernalia are not allowed in the residence halls/apartments.
- The outside of the room door and the window facing outward are considered public display areas. Public displays may be monitored to ensure that inappropriate materials/messages are not visible. Students displaying any item(s) that are in violation of policy will be asked to remove the item(s) from their door/window.

### Vending Machines

Vending and ice machines are located in the lobbies and/or basement of each residential community. Vending machines accept cash or Campus Cash transactions. If you lose money in the vending machine, fill out a refund envelope at your reception desk. The vending company will check at the desk on a weekly basis and place a refund in your mailbox.

## **Residence Hall Access**

**Campus Card:** Your Campus Card is your official campus identification and provides you with access to the Residence Halls and other services, resources, and benefits including:

1. Athletic Events
2. Campus Cash, Husky Meal Plan, and Husky Bucks
3. Campus Recreation (Halenbeck Hall)
4. Electronic door access for campus facilities
5. Free Metro Bus rides
6. Miller Center and the University Library
7. Student Print Account

**Keys:** Residents are provided keys at check-in for their room and mailbox (residents in Stateview are provided a key to the main entrance). For personal safety, and the safety of others, doors are set to automatically lock when a resident leaves. Residents are always expected to carry their keys with them. Residents are responsible for reporting any lost or stolen keys immediately to their residential community staff. A resident who has lost their room key will be charged a fee of \$25 for a new key, duplicate key(s) and lock core replacement (when applicable) because a new key and lock core will be issued for the room to prevent possible property loss. If a resident needs a new room key for reasons other than loss or theft, they must turn in their old room key to their residential community staff. If a student finds their original key (at a later date), they will not be granted a refund. Charges for replacing keys/locks are placed on the resident's student account once the work is completed. Duplication of any Residential Life key is a violation of University policy and state law.

Students locked out of their room must show proper identification to a staff member before the room will be unlocked. For any student who has been locked out of his/her room, the student account will be charged as follows:

- 1st Offense: Warning
- 2nd Offense: \$10
- 3 or more Offense(s): \$25

Students are required to produce the original room key upon entry to their room. Failure to produce a key will be considered a lost key, and a lock change will be processed by the appropriate staff person. Please note that only the occupants of the room can receive a key-in to their assigned room, after showing proper identification. No other exceptions will be made. For the purpose of assessing charges, the number of lock outs does not start over after a room/hall change or beginning of the spring semester. Previous offenses will not carry over from spring semester to fall semester.

## **Huskies Dining Service Information**

Huskies Dining (Chartwells) is the food service provider at St. Cloud State University and provides students with all-you-care to eat dining in Garvey Commons, retail dining options in Atwood Memorial Center, catering, and concessions. Learn more by visiting [Dine on Campus](#).

### **Meal Plan:**

All students admitted as a New Entering First-Year (NEF), regardless of transfer credit standing, are required to select a residential meal plan for two semesters. Students are designated as a NEF if they are any institution for the first time at the undergraduate level. This includes any



student who entered with advanced standing (college credits earned through PSEO or Advanced Placement programs). Meal plans may be changed at the start of each semester, in accordance with published dates, procedures and deadlines.

### **Meal Plan Use:**

Meal plans are not transferable from person to person. Meal plan holders may not pass, loan, trade or sell meals or their campus card (ID) to anyone for any reason. Your campus card must be shown at all meals in such a manner that the photo is clearly visible to the cashier. Letting others use your campus card (ID) to gain entry to a dining center may lead to confiscation of your campus card and/or Student Code of Conduct action for all involved parties. Students found in violation of this policy will be referred to Residential Life and/or the Office of Community Standards.

### **Husky Dining Services Food Removal Policy**

You may take the following out of the dining hall:

- 1 piece of whole fruit
- 1 dessert (cookie, bar or ice cream cone)
- 1 cup of coffee or tea in an Armada disposable cup

You may not remove silverware, plates, cups, bowls, etc., from Garvey. If you wish to take a meal to go from Garvey, you can purchase a reusable Garvey to-go container for \$5. More information on this program is available in Garvey.

### **Garvey Commons Dining Hours:**

Garvey Commons is open for meal service\*

Monday through Friday

Breakfast	7:30 a.m. - 10:00 a.m.
Continental	10:00 a.m.- 11:00 a.m.
Lunch	11:00 a.m. - 2:00 p.m.
Late Lunch	2:00 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – 8:00 p.m.

Saturday

Brunch	10:00 a.m. – 2 p.m.
Closed	2:00 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – 7:00 p.m.

Sunday

Brunch	10:00 a.m. – 2 p.m.
Closed	2:00 p.m. – 4:30 p.m.
Dinner	4:30 p.m. – 8:00 p.m.

\*Hours are subject to change

### **Dining Plan Exemption Policy**

Dining on campus is an integral part of the student's college experience. Exceptions to the requirement are rarely granted. In most cases, dietary needs can be accommodated through the Husky Dining Services. The student must inform the Student Accessibility Services office (add phone number & web link) if they want to reduce/cancel their dining plan and the reason for cancellation. If withdrawing from the University, the refund will be processed once the completed SCSU withdrawal form is received from the Department of Residential Life.

**Huskies Food Pantry:** The Huskies Food Pantry supports learning, wellness, and student retention by providing nutritious options for St. Cloud State University students who are experiencing food insecurity. We know it is hard to concentrate when you're in a financial pinch and wondering how you are going to meet your basic needs. The Huskies food Pantry is here to reduce your worries by providing you with food assistance so that you can focus on meeting your academic goals. All current St. Cloud State students are welcome at the Huskies Food Pantry. While the Huskies Food Pantry is not able to serve as a grocery store or supply all of your daily/weekly

nutrition, we are here to assist students in meeting their dietary needs in order to be best able to study, live, work and contribute to the campus and community to the fullest. The Huskies Food Pantry is located in Hill Hall 109 and students can visit once per week to select up to 12 food items and 4 self-care items per week. The limits are subject to change. For current hours visit: [Huskies Food Pantry | St. Cloud State University \(stcloudstate.edu\)](https://www.stcloudstate.edu/huskies-food-pantry)

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act of 1974 (FERPA) is a federal law intended to protect the privacy of student educational records accumulated from early childhood through college. The payment of a student's tuition or room and board by the parent does not, by itself, give the parent the right of access to a student's record. Once a student enters college, the rights of educational records previously held by the parents transfers exclusively to the student. Residential Life staff can release student information to parents when the student has provided Residential Life staff with written permission to provide such information. A disclosure form is available for students to fill out and sign in the Residential Life office, or with any professional Residential Life staff member. Residential Life staff can talk with parents about policies and procedures but cannot speak with parents about student-specific information without disclosure forms on file from a student.

### **Inclusiveness Statement**

SCSU is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, gender presentation, sex, age, religion, marital status, sexual orientation/affectual preference, national origin, mental or physical disability, status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law. Further, the University will not tolerate acts of sexual harassment/assault within its area of jurisdiction. SCSU will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the 1992 Crime Bill.

The Department of Residential Life strives to achieve an environment in each residential community which is conducive to the intellectual and developmental growth of all people. To fully achieve this goal requires the involvement of all students and staff members. We ask you to join this effort to maintain a community in which diversity is valued and where we can all live, learn and work in a safer and caring environment. We ask that you learn about, understand, appreciate and respect varied cultures, backgrounds and thoughts. Please be aware that similar standards and expectations pertaining to members of our residential communities are also outlined in University and Minnesota State College and Universities Board policies. Specific information, definitions, and procedures are available online at: [www.stcloudstate.edu/oea/](http://www.stcloudstate.edu/oea/)

There are a number of behaviors that are incompatible with the environment we seek to create in our community. In particular, physical abuse, verbal abuse, threats, intimidation, coercion and other Code of Community Standards which threatens the health or safety of any person will not be tolerated in our university housing communities. Such behavior can and will lead to Code of Community Standards actions up to and including the potential for suspension or expulsion from the University.

To report an incident of discrimination, harassment or a hate crime at SCSU, notify your residence hall staff or contact any of the following departments/ offices:

- Office for Institutional Equity & Access (320) 308-5123
- Office for Community Standards (320) 308-3111
- Division of Student Affairs (320) 308-3111
- Dean of Students Office (320) 308-3111
- Residential Life (320) 308-2166
- Public Safety Department (320) 308-3333
- SCSU Women's Center (320) 308-4958
- Multicultural Student Services (320) 308-3003
- American Indian Center (320) 308-5449
- Center for International Studies (320) 308-4287
- Student Accessibility Services (320) 308-4080
- LGBT Resource Center (320) 308-5166
- Refer to the [Campus Directory](#) for office locations and contact personnel