

# WELCOME



HOUSING AND RESIDENCE LIFE

Northwestern Oklahoma State University

# RESIDENCE HALL COMMUNITY GUIDE

UPDATED: August 2024



**Northwestern**  
OKLAHOMA STATE UNIVERSITY  
**HOUSING & RESIDENCE LIFE**



**Ament Hall**



**Coronado Hall**



**Fryer Hall**



**Cunningham Hall**

**NORTHWESTERN**  
RANGERS

OFFICIAL ONLINE STORE  
**BUYRANGERGEAR.COM**

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# MISSION STATEMENTS



## **NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

NWOSU provides quality educational and cultural opportunities to learners with diverse needs by cultivating ethical leadership and service, critical thinking, and fiscal responsibility.

## **NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

### **DIVISION OF STUDENT SERVICES**

Each student at Northwestern is unique and has worth and dignity. It is our goal to assist students and recognize, understand, and celebrate human differences.

## **NORTHWESTERN OKLAHOMA STATE UNIVERSITY**

### **HOUSING AND RESIDENCE LIFE**

One of the best parts about going to college at Northwestern is living on-campus and being around others with similar interests, as well as those with varied life experiences and cultural backgrounds.

# WORKING TOGETHER

The staff of Northwestern Oklahoma State University Housing and Residence Life and Residence Halls are dedicated to personal and academic excellence. The rules and regulations of this handbook are for the purpose of providing an environment that is conducive with the educational mission of Northwestern Oklahoma State University.

## RESPECT

In a community where people are courteous, kind, and interested in one another a sense of pride and positivity builds naturally. Always respect the rights of others.

## SPEAK UP & REPORT ISSUES

If something is not working properly, report it. Help your residence hall be the best it can be. Report all maintenance requests/concerns to your Hall Supervisor or on eRezLife.com.

When something needs doing or improving, speak to your RA, Hall Supervisor, or reach out to [housing@nwosu.edu](mailto:housing@nwosu.edu). Do not wait for someone else to do it.



# GENERAL INFORMATION

## LIVING IN A COMMUNITY

NWOSU Housing strives to provide a pleasant and safe community for all students. Each member of the Ranger community has a responsibility to be courteous and observe basic personal safety practices. Students who feel uncomfortable or unsafe should make those concerns known to the Dean of Student Affairs, Calleb Mosburg, at [cnmosburg@nwsu.edu](mailto:cnmosburg@nwsu.edu) or Director of Students and Housing, Matt Adair, at [wmadair@nwsu.edu](mailto:wmadair@nwsu.edu). All conversations are confidential.



## COMMITMENT TO DIVERSITY

The Ranger community is composed of various cultural and ethnic groups. Students living in the residence halls have an opportunity to interact with a variety of people different from themselves. Housing and Residence life are committed to promote cultural esteem among all races, religions, national origins, and ages; and to encourage respect for different abilities, sexual orientations and genders. Students are, thereby, expected to demonstrate consideration for other students and their values at all times.

# HOUSING CONTRACTS - PAYMENTS

Residents must adhere to the terms of the Housing & Residence Life Contract. The University retains the right to terminate the housing contract or reassign residents to different rooms or residence halls upon violation of the terms of the contract or when it is in the best interest of the student and/or University. Violation of the terms of the contract includes, but is not limited to, violations stated within this handbook, as well as Northwestern Oklahoma State University Student Code of Responsibility and Conduct. Decisions can be appealed through the Housing & Residence Life office in Ryerson Hall 131. For the most detailed information please refer to the Terms and Conditions that were attached to your contract, or under Resources on eRezLife.

## PAYMENTS

Payment is due on the first day of classes each semester. If you have a signed financial aid award letter, payment may be deferred until after disbursement of grants, loans, and scholarships. If you do not have a signed award letter, you are encouraged to make payment to avoid late fees. Financial aid that is awarded and paid after you have personally paid charges will be refunded for reimbursement.

### **By Mail:**

Payments are now available through Self-Service. You can access your account at any time by using your Self-Service login. You may access a summary of your charges and credits by navigating to the Account Activity webpage within Self-Service. Credit card payments are only accepted online, and applicable fees apply. There is a non-refundable convenience fee assessed by our third-party processor, not Northwestern, and will be included in your total payment amount on your credit card statement.

### **By Mail:**

Send all checks, cashier checks, or money orders to:  
NWOSU Office of the Bursar  
709 Oklahoma Blvd,  
Alva, Oklahoma 73717

### **By Phone:**

The only time the business office will accept a debit or credit card payment in person or by phone is for a housing deposit or graduation application fee. To pay over the phone, call (580) 327-8536.

### **Past-Due Payments:**

A 5 percent late fee will be assessed to all unpaid tuition, fees, and room and board balances on the 10TH working day of October, November and December in the fall semester and the 10th working day of March, April and May in the spring semester. Late fees are assessed July 30th for the summer semester. It is important to keep in mind that failure to keep your account in good standing can have an effect on your ability to enroll as well as removal from campus housing. This includes tickets and fines during the semester.

### **Monthly Payment Plan:**

A monthly payment plan also is available through the Northwestern website. This plan allows you the opportunity to spread your payments into installments throughout the semester. An application fee is required each semester upon enrollment in the program. You can make application online through your Self-Service account.

# CONTRACT RELEASES & UNIVERSITY WITHDRAWAL

## RELEASE FROM CONTRACT

Students wishing to move out of University Housing may request for a release from their contract. Release from housing and cancellation of your room and board contract is not automatic or guaranteed and can incur fees for the remaining cost of the contract, as well as up to \$400 in administration fees and forfeiture of their \$200 deposit. Once a resident officially checks into his/her residence hall, he/she is bound to the full term of this agreement upon moving in. Special conditions apply and may be eligible for a waiver of the fees after review and approval of proper documentation.

### **Note:**

Residents required to live in on-campus housing may be expected to pay for the full contract period as well as forfeit their deposit.

### **Cancellations:**

For a refund of the \$200 deposit, request for cancellation must be received via writing or email to the Housing and Residence Life Office before August 1st for the 9-month academic term and June 1st for the summer term.



## WITHDRAWAL FROM THE UNIVERSITY

If a student is withdrawing from the University, the following steps must be taken to withdraw from their Housing and Residence Life contract:

- ◆ A meeting with either the Dean of Student Services or Dean of Student Affairs
- ◆ Appropriate paperwork filled out with Student Services
- ◆ All classes dropped
- ◆ Arrange checkout with Hall Supervisor

Those who withdraw from the University will have 48 hours to check out of the residence halls and are still responsible for any charges associated with their contract until they are officially checked out by housing staff. Contract breakage and other fees listed above may still apply.

# PRIVACY & STAFF

## RIGHTS OF PRIVACY

As a student you have the same rights of privacy as other citizens in their homes.

Entry into your room is authorized only:

- ◆ By your permission
- ◆ By your roommate's permission
- ◆ For repairs, room inspections, or maintenance after reasonable notice has been given or you requested the service.
- ◆ To turn off unattended loud music or TV, persistently sounding alarm clocks or phones, or other noise-producing devices, after unsuccessfully attempting to contact you or your roommate.
- ◆ During fire drills or security alarms
- ◆ During emergencies where danger to life, safety, health, or property is reasonably feared.
- ◆ Upon authority of a search warrant issued by a University official pursuant to the Student Code of Conduct or by a court of competent jurisdiction.
- ◆ For closing inspections during all move-out periods.



## STAFF

NWOSU Housing areas are staffed by a variety of professional staff members and student employees to ensure residents' safety and security, as well as to address the needs of each community. They also sponsor and organize social, educational, and cultural programs and participate in community service activities.

**Hall Supervisors** are full-time staff who supervise residence halls and oversee various areas of the residence hall community. Hall Supervisors are responsible for all operations and supervision of their halls, conduct meetings with residents for disciplinary issues, supervising student staff, and day to day operations of their halls.

**Resident Assistants (RAs)** are carefully selected and trained student leaders who live in the communities. They work to develop a friendly atmosphere, cooperation, mutual respect in the corridor, and an environment conducive to academic success. RAs provide students with information or refer them to appropriate resources, help with personal problems and concerns, and assist residents in other ways so that all benefit from the University and group living experience. Your RAs will work to establish a relationship with you and will work to check in with you about your experience here at the University of Oklahoma. They are your best and the first resource for getting plugged into.

# RIGHTS & RESPONSIBILITIES

## ROOMMATE BILL OF RIGHTS & RESPONSIBILITIES

Sharing a room with someone is like any other relationship — it requires openness, flexibility, respect, and compromise to be successful. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other's differences, and to allow one another the space to grow is one of the most valuable parts of the residence hall experience at NWOSU. The following declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop.

### **As a roommate, YOU have the following RIGHTS**

- ◆ To read and study free from undue interference in one's room.
- ◆ To sleep without undue disturbance from noise, roommate, guests, etc.
- ◆ To a safe and clean environment in which to live.
- ◆ To free access to your room and facilities without pressure from a roommate.
- ◆ To personal privacy
- ◆ To host guests during approved visitation hours who respect the rights of your roommate and other hall residents.
- ◆ To be free from fear of intimidation and physical and/or emotional harm.
- ◆ To expect reasonable cooperation in the use of shared appliances (refrigerators, etc.) and a commitment to honor agreed-upon procedures.

### **As a roommate, YOU have the following RESPONSIBILITIES**

- ◆ To keep your room and/or suite locked and secure when not in use.
- ◆ To observe quiet hours, keep your music, TV, and voice at a reasonable volume and remind others that you expect the same of them.
- ◆ To let your roommate know of your wishes and preferences for hours of sleep, study, and guest visitation and to work through any differences you may have in a peaceful manner.
- ◆ To read and follow the rules and regulations established to support the educational purposes of the University and to sustain a safe and comfortable residence community.
- ◆ To examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to interact with others and not be threatening or aggressive.
- ◆ To participate in community and hall meetings and to adhere to and enforce community policies and guidelines.
- ◆ To be a positive member and influence in your community.
- ◆ To recognize that community cannot exist if any individual is excluded; any action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age, or sexual orientation or identity cannot be tolerated in a community based on mutual respect and cooperation.

# CHECK-IN & ROOM CHANGES

## CHECK-IN

The official move-in day is the Thursday before each semester. Students will need to report to the front desk of their assigned residence hall. If no one is available at the front desk phone numbers will be posted to contact your Hall Supervisor or a Resident Assistant (RA).



A residence hall staff member will perform a walkthrough the room and suite with the student and fill out a check-in sheet. The check-in sheet records any pre-existing damages or missing residence hall property upon move in. This sheet will be used again once the room is vacated. Any new damages or missing residence hall property during a student's occupancy of the space will be considered the student's responsibility. Once the walkthrough is complete the student will receive their dorm key.

*In order to be assigned a room you must complete a housing contract, meningococcal form, and pay the \$200.00 deposit. No student will receive an assignment or key until both deposit and application are received.*

**NWOSU reserves the right to alter room assignments at anytime.**

## ROOM CHANGES

To change rooms or halls, a student must contact their Hall Supervisor. Room and hall changes will be based on availability and space. Once the room change is approved by the Hall Supervisor who submits the change to the Housing Office, the student will be notified and will perform the check-in procedure above and be given two days to complete the move to their new room.

Once the prior room is cleared the student must go through the room check-out procedure to be cleared of the prior room.

Students who request a private room and are granted a private room will pay a private room rate and will not have the option to move back into a double room after the first two weeks of the semester.

Students who are assigned to a semi-private room without a roommate may be assigned one at any time. If you refuse to have or find a roommate or have issues after multiple roommate changes you may be charged for a private room. If there is absolutely no available roommate, you must leave one-half of the room empty. If a resident fails to do this and makes a space unavailable for a potential new roommate, that resident can/will be charged a private room rate.

**Residents cannot request that roommate(s) and/or suitemate(s) be moved. Only you may request to relocate yourself.**

# CLOSINGS & CHECK-OUT

## CLOSINGS

Students may remain on campus during holidays and other university closures during the semester.

### Summer Break:

Residents must be out within 48 hours of the final day of final exams or date posted by the Housing and Residence Life. If a student is taking classes and remaining on campus during the Summer they must fill out a new contract for housing during the Summer Semester.



### Abandoned/Confiscated Property:

Personal effects and other property of value that has been abandoned at the end of the semester or after a student as checked out and not claimed within 30 days shall be considered abandoned and may be retained by the University as its property or may be disposed of through sales, donations, or in such a manner as the University in its sole discretion may determine.

## CHECK-OUT

Check-outs must be scheduled a minimum of 24 hours in advance. Prior to the scheduled check-out time, the room should be clean and returned to its original condition the suite must also be in good condition.

### Suites/Facilities:

The last person to vacate the suite is not solely responsible for cleaning the suite and facilities. If a suite is left in an unsatisfactory condition, a cleaning fee will be applied to ALL members of the suite, not just the last resident to vacate.

Students should remove all possessions and property from the room before the residence staff member completes the check-out walkthrough. Failing to do so could delay your check-out. Just like check-in residents will accompany the staff during the walkthrough inspection of the room and suite to determine its condition. Resident will be asked to fill out a forwarding Address Form when they turn in their key.

Please note the following:

- ◆ All students must complete a "Proper Check-Out" when moving out of the residence halls.
- ◆ A "Proper Check-Out" is conducted by a member of the University Housing staff and includes a walk-through inspection of the student's empty and clean room, and return of the residence hall key.
- ◆ The fine for failure to properly check-out is \$100, and the student may be issued additional fines based on the condition of the room as determined by housing staff.
- ◆ The assessment of fines for damages to a residence hall room are made by the University Housing Staff and can be added to a student's bill following check-out (the walk-through inspection is not the final determination of fines and fees, it only serves the purpose of checking the room for cleanliness and return of the room key).
- ◆ Final assessment of the room and determination of fines, fees, and damages are made solely by and at the discretion of the University Housing Staff.

*If you withdraw from the university at any point, you will have 48 hours to check out of the residence halls. You must follow the above mentioned check out process. Room charges will continue and fines may be applied until these requirements are met.*

*You are still responsible for all applicable damages and cleaning charges.*

# QUIET-COURTESY HOURS & VISITATION

## NOISE

### Quiet Hours:

All guests and residents must abide by the quiet hours while living in the community. Residents are encouraged to address noise issues among themselves. During quiet hours, noise heard outside of a resident's door is considered too loud. If needed a residence staff member or Campus Police will address excessive noise. Quiet hours are as follows:

- ◆ 10 p.m. - 8 a.m. Sunday-Thursday
- ◆ Midnight - 8 a.m. Friday and Saturday

### Courtesy Hours:

Courtesy hours are the hours outside of the quiet hours when you may play your music or TV a little louder, open your door and talk to friends, and other practices that do not disturb others in the community. During courtesy hours. Noise heard more than two doors down is unacceptable.

- ◆ 8 a.m. - 10 p.m. Sunday - Thursday
- ◆ 8 a.m. - Midnight Friday and Saturday



## VISITATION

Visitation hours exist to ensure at a certain time residence hall residents have privacy from people who are not members of the area. Non-residence guests are expected to vacate the premises at the end of visitation hours. Support of the visitation policy is your responsibility, as well as the University's responsibility.

If you feel your roommate or other members of your residence hall are abusing the visitation policy, please contact your RA. Housing and Residence Life reserves the right to alter visitation policies as necessary for the best interest of the residence community.

### Visitation Hours:

- ◆ 10 a.m. - Midnight Sunday - Thursday
- ◆ 10 a.m. - 1 a.m. Friday - Saturday

Non-residence guests must vacate the residence hall by the end of the stipulated visitation timeline. Failure to comply with this regulation will result in the eviction of guests from the premises and disciplinary action against the resident.

Presence and/or entry by a non-resident to a residence hall past established visitation hours is prohibited.

### Overnight Guests:

Any overnight guest must be cleared with your Hall Supervisor at least two weeks prior to the stay.

*Violation of any of the above may result in disciplinary action.*

# GUESTS & MINORS ON CAMPUS

## GUESTS

Residents are responsible for their guests and their guests' actions. Non-residents of a floor community are expected to abide by stipulated visitation policies.

Non-residents of a residence hall must be escorted at all times by a member of the residence hall community they are visiting. As hosts, residents should make their guests aware of University and residence hall policies. You will be held accountable and liable for any University infractions or building damage done by your guest. Disregarding University regulations will result in eviction of the guests from the premises.

### **Opposite Sex:**

All opposite sex guests are to enter through the appropriate doors and be escorted at all times.



## MINORS ON CAMPUS

Any visitor under the age of 18 must have the approval of the Hall Supervisor or the Director of Students & Housing.

Children are not allowed in the dorms as overnight guests. Anyone under the age of 18 in the residence hall must be accompanied by a parent or legal guardian unless they are a resident at the residence halls or a full-time student at NWOSU.



*Violation of any of the above may result in disciplinary action.*

# FRONT DESK & LAUNDRY

## FRONT DESK

Each residence hall has a front desk that can assist you with lockouts, questions, resources, and other needs. Desks are staffed by Housing & Residence Life staff. For help after hours, please call the number posted at the front desk.



## LAUNDRY FACILITIES

Washers and dryers are free to use for all resident hall residents.

Please remember to be considerate of others and promptly remove clothes from the washers and dryers. The University is not responsible for articles left unattended. If you have a problem with a washer or dryer submit a maintenance request to your Hall Supervisor.

*Washing machines are not to be used for dyeing fabrics in any way.*

*To avoid damages to machines, we do not permit the use of them for washing tennis shoes, boots, or footwear of any kind.*

## COMMON SPACES & LOBBIES

Common spaces, including TV and community social lounges are for use by residence of the community and their escorted guests only. Non-residents of a community are not permitted in a social lobby unless accompanied by a member of that community.



# ROOM FURNISHING & DECOR

## ROOM FURNISHINGS

The University provides two beds with mattresses, two closets, two dressers, two desks, and two chairs for each room. These items may not be removed. Students will be billed for furniture replacement or repairs (other than normal wear and tear). Students must supply linens and toiletries.

Damages to rooms and furniture are the occupants' responsibility, unless the occupants can demonstrate to the satisfaction of the residence hall staff that others are responsible. All students are responsible for the care of University property, both in the rooms and common areas (lobbies, hallways, etc.).

Due to safety concerns, the configuration of your furniture within the room must allow easy entrance and exit through all available exits. You must allow a clear line of sight from the room doorway into the majority of the room.

### **Furniture or Fixtures Removed:**

This includes the unauthorized remove, taking, and/or possession of University property, placing furniture in the hallway, to include, but not limited to, furniture and signs. Removal of University property also may be interpreted as theft. This includes common area furniture.



## ROOM DECORATION

Please take a few details into consideration when decorating your room:

- ◆ The use of nails, screws, tacks, double-sided tape, paste, glue, fasteners, contact paper, decals, stickers, etc. on doors, windows, ceilings, walls, other permanent fixtures or University provided furniture is strictly prohibited. (Use of sticky tack, and non-damaging hangers are allowed)
- ◆ Pornographic materials (any depiction of nude body parts) are strictly prohibited.
- ◆ Suite and room doors are not to be decorated on the outside.
- ◆ Alcohol or Drug related decorations are prohibited. (Bottles, cans, signs, paraphernalia, etc.)
- ◆ Hanging any type of light fixture or weighted item from the ceiling is prohibited.

### **Windows:**

Items other than curtains are prohibited from being visible from the outside of the residence hall. *Decorating for University-sponsored activities or national holidays will be allowed, provided the display is hung by means that will not damage the window or surrounding walls (no decals), and the display is removed one week after the activity/date.* Residence Life staff have the authority to ask a student to remove inappropriate or offensive decorations. Failure to remove the decoration or display could result in disciplinary action.

Removing screens from windows is prohibited. It is prohibited to throw, drop, and/or allow any object to fall out of the windows or off the ledge accidentally or intentionally.

## ELECTRICAL APPLIANCES

Any electrical appliance must have a surge protector between the outlet and the appliance. The following electrical appliances are allowed:

- ◆ Desk Lamps (non-halogen)
- ◆ Refrigerators and Microwaves (see limits below)
- ◆ Clocks, Bluetooth devices, game systems, TVs, and entertainment appliances.
- ◆ Computers, printers, and similar devices.
- ◆ Traditional two-slice toasters (no toaster ovens)
- ◆ Keurig's/Single-serving coffee makers that do not have a hot plate/warmer
- ◆ Hairdryers, irons, shavers, and toothbrushes.

The use of multiple adapters or extension cords to a surge protector is prohibited. Extension cords may be used but not placed under carpet. Frayed, damaged, or spliced cords are safety hazards and are prohibited.



### Refrigerators & Microwaves:

One refrigerator and one microwave are allowed per room. Please coordinate with your roommate on these purchases. Each appliance may not exceed 4.5 cubic feet capacity.

Microwaves may not consume more than three amps per hour of electricity when running and may power between 500-700 watts.

**\*Microwave and/or a toaster are the only appliances that may be used for preparing food in your room.**

**\*Any cooking appliance that is not a microwave, coffee pot, or two-slice traditional toaster is not permitted without prior approval from the Housing Office.**

## Connect to the New NWOSU Ranger Residential WiFi



## GET ONLINE NOW!

**It's Faster** – Guest access at 10 Mbps, Student access at 25 Mbps (bursts to 100Mbps).

\*The temporary guest SSID is only 3 Mbps. Have your devices FORGET this network once connected to the new faster student network.

**Each student has a personal area network** – All of your devices can securely communicate. Hookup a WiFi printer and use it anywhere in the residence halls. Only your devices will see it.

**Roam Freely** - The same experience in all of the residence halls, residence hall common areas, cafeteria, and The Perk.

**Connect your smart stuff** – Amazon Echo's, Google Nest, smart light bulbs, etc. They're all fully supported.

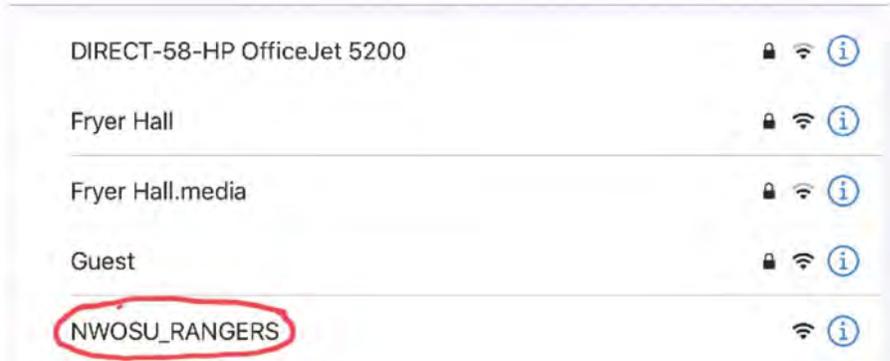
**Support for** - uPNP on XBOX and other gaming systems. This means lower latency for online gaming.

# Connect to the NWSU\_RANGERS Network

Wi-Fi

## STEP #1

The residential WiFi is available in Fryer, Ament, Coronado, and South Hall. Find the NWSU\_RANGERS SSID in your device WiFi settings.



## STEP #2

Open a web browser and the captive portal should launch.

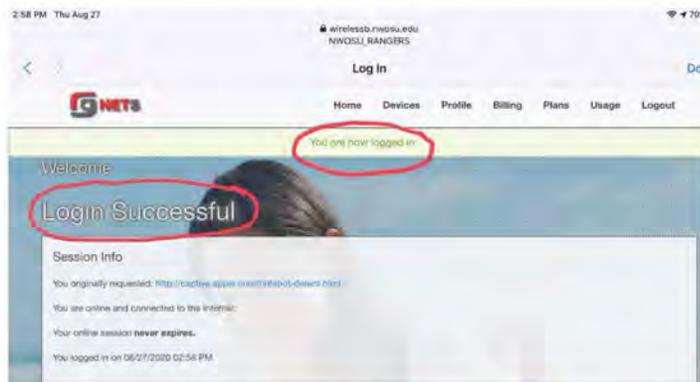
- First Time Connecting: If you are connecting for the FIRST time with a student login, use “Student Login” section on left.
- Connecting Additional Devices: If you are connecting additional devices or reconnecting, use the “Existing Users” section.
- If you are a guest or faculty (temporary), use the “Guest WiFi” option on the left. Check the box to accept terms and click “sign on.”
- If you are permanent faculty, click on the dropdown next to the word “Student Login” and select “Faculty Authentication”.



## STEP #3

Give the device at least 30 seconds for the initial connection to authenticate. Your browser should now arrive on the “Logon Successful” screen. You are now online and may close this browser tab.

- If the password was wrong and you get a “Failed” message, please check your credentials and try again.



Attention You Deserve

Visit [pbsnow.com](https://pbsnow.com) to learn more about Pinnacle.

# MAIL & DELIVERIES

## MAIL

Mail is delivered to the halls Monday through Friday through the academic year excluding days the University is closed. Residence are assigned a mailbox in their building.

### Mail Forwarding:

Any student moving off-campus from a residence hall will be asked to fill out a forwarding address form upon check-out. This process will forward mail for a six-month period. Filing a change of address with USPS will NOT forward mail from a NWOSU address.

### Outgoing Mail:

Each residence hall has an outgoing mailbox. The Hall Supervisor of each hall checks and delivers outgoing mail to the campus mailroom daily when campus offices are open.

FedEx, UPS, and USPS package drop off is available at the business office in Herod Hall with a pre-paid shipping label. Scribner Mercantile is also a drop off location at 632 Flynn Alva, OK 73717.

Alva Post Office (USPS) is located downtown at 408 Government St. Alva, OK 73717.

### Mailing Addresses:

NWOSU ATTN: Ament Hall Room # 1140 8th Alva, OK 73717	NWOSU ATTN: Coronado Hall Room # 700 Monroe Alva, OK 73717	NWOSU ATTN: Fryer Hall Room # 1100 8th Alva, OK 73717	NWOSU ATTN: Cunningham Hall Room # 1301 Davis Alva, OK 73717
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**Mail received to the University without the correct room number will be returned to sender. Be sure to provide friends and family with the correct information.**

## DELIVERIES

### Packages:

If a package is too large for a resident's mailbox, a message will be given to the resident to pick up their mail from the business office in Herod Hall.

### Food Delivery:

Delivery workers are not allowed on residential floors. Students should meet food delivery personnel outside of your building or in the lobby in person, Resident Life staff cannot accept a delivery on your behalf.



# COMMUTING ON CAMPUS

## **Bicycles, Skateboards, Scooters, etc.**

Always be aware of your surroundings. Watch speeds on sidewalks and slow down for pedestrians. Please use traffic signals and other safety precautions if traveling in areas with motor vehicle traffic and acknowledge traffic signs such as stop and yield signs.

Bicycles:

- ◆ Always lock up and secure bicycles to designated areas when unattended.
- ◆ Do not secure bicycles to trees, signs, or handrails.
- ◆ Do not block entrances, ramps, stairways, or other pedestrian or emergency accesses.

Bird Scooters:

- ◆ Do not leave scooters in parking places or areas where they will obstruct traffic.
- ◆ Do not leave scooters on sidewalks or where pedestrian traffic will be obstructed.

## **PARKING**

### **Parking Decals:**

If bringing a motor vehicle to campus, students must obtain an on-campus parking decal at the Student Services office located in Ryerson Hall office 126. Students will need to know their vehicles plate number, make, model, and year of their vehicle.

### **Housing Parking:**

The parking areas are easily identifiable by signs posted throughout the campus. Students may only park in areas labeled for their residence hall or as “any current decal”.

### **Visitor Parking:**

Visitor parking is located across the street from Herod Hall or is marked with “visitor” signage. Enrolled students are not to park in “visitor” reserved spaces.

### **Wellness Center:**

The Wellness Center parking lot is restricted to member parking only from 6 a.m. to 5 p.m. Monday through Friday. Vehicles without a Wellness Center parking decal will be subject to a \$15 fine and impoundment. Students, faculty, and staff are prohibited from parking in this lot during those hours.

### **Handicapped & Reserved Spaces:**

Students should not park in disability or reserved parking spaces unless they have the proper permits to do so. Unauthorized vehicles in a handicapped space will be subject to tickets or towing.

# COMMUTING ON CAMPUS

## Parking Violations:

- ◆ Back into any parking space on campus.
- ◆ Park outside marked spaces or at an improper angle.
- ◆ Park in areas not designated for parking.
- ◆ Parallel park more than 18 inches from curb or against traffic flow.
- ◆ Park within 50 feet of a fire hydrant or fire lane.
- ◆ Park on grass or landscape areas.
- ◆ Park in any dangerous or careless manner so as to endanger life, limb, or property.
- ◆ Double park at any time.
- ◆ Park in areas designated as fire zone, handicapped, and any reserved space which is not a regular parking space (this includes visitors parking areas). Enrolled students are not visitors.
- ◆ Park motorcycles and bicycles in areas other than designated spaces.
- ◆ Park more than 15 minutes in loading zones.
- ◆ Park at red or yellow curbs.
- ◆ Any vehicle illegally parked, or which has outstanding tickets, may be towed away and stored at the registrants expense.

## Traffic Regulations:

- ◆ Campus speed limit is 10 MPH on campus property.
- ◆ All drivers on campus shall obey the posted traffic signs, control signs, and direction by any Police Officer.
- ◆ Vehicular accidents on campus must be reported immediately to Campus Police.
- ◆ Riding a motorcycle, motor scooter, or motor propelled bicycle on any sidewalk, pathway or area intended solely for pedestrian use is prohibited.
- ◆ No driver shall operate a motor vehicle in a manner that is not reasonable and proper on the campus.
- ◆ Repeated and/or serious violations of traffic regulations on or off campus may subject the student to loss of his automobile privileges or suspension from Northwestern.

## Payment of Fines and Appeal Procedures:

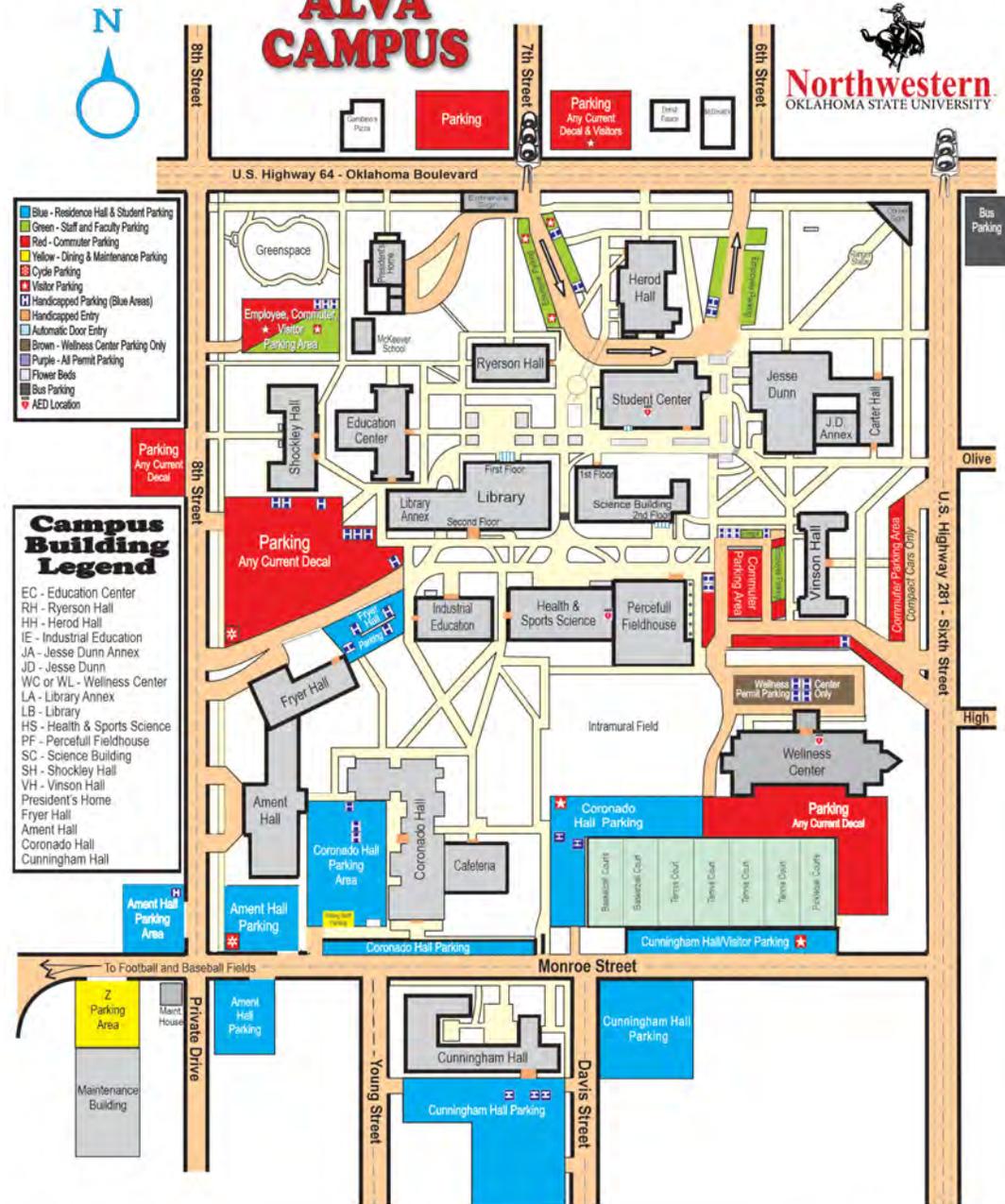
Wellness Parking .....	\$15
20-minute Parking .....	\$15
Parking in Handicapped Space .....	\$50
Parking in Wrong Lot .....	\$10
Parking Violations Not Listed .....	\$10
Parking in NS lot around Herod Hall .....	\$15
Parking in Fire Zone .....	\$40
Speeding or Moving Violations .....	\$25
Reckless Driving.....	\$50
Failure to Properly Display Decal .....	\$15
Parking in No Parking Zone .....	\$15
*Possession of Alcoholic Beverages .....	\$30
*Firearm on Campus .....	\$30

\*Possession of alcohol, a firearm, or other dangerous weapons (real or fake) on campus will result in the appropriate disciplinary action by the University and may cause criminal charges to be filed in addition to the fines listed. All fines should be paid in the Business Office and receipts brought to RH126 for holds to be removed. Tickets may be appealed if you feel a ticket was given improperly by contacting the Campus Police or the Student Services office, Ryerson Hall 126.

# COMMUTING ON CAMPUS

## NORTHWESTERN OKLAHOMA STATE UNIVERSITY

### ALVA CAMPUS



Revised October 2022

# COMMUTING ON CAMPUS

## Where Not to Park:

Areas designated as NO PARKING at any time:

- ◆ Any area marked with a red or yellow curb or pavement.
- ◆ Emergency access areas in front of each residence hall.
- ◆ Driveways and access lanes
- ◆ Trash pick-up areas
- ◆ Crosswalks
- ◆ Fire zones
- ◆ Business Incubator parking
- ◆ Janitor Parking
- ◆ Any area not clearly marked as a parking space with lines on both sides of the space.

## Reserved Spaces:

- ◆ Hall Supervisor
- ◆ Cafeteria Staff
- ◆ 15-minute loading zone
- ◆ Designated VISITOR spaces
- ◆ Business Incubator — Vinson Hall “X”

These areas will be marked with signs and/or white painted curbs. The horseshoe drive around Herod Hall is off limits for student parking from 5 a.m. to 5 p.m. Monday through Friday.

## Campus Police:

Traffic on the campus is supervised by the Campus Police Officers working in conjunction with the local and state law enforcement agencies.

The Campus Police office is located in the Student Center Building in Alva. Officers can be contacted by calling the Campus Police office, 580-327-8511, Alva and 580-213-3130, Enid. If there is no answer leave a voice mail message and an officer will return your call as soon as possible.

To contact the Alva Police Department dispatch, call 580-327-2121. The dispatcher will contact a Campus Police Officer. For an emergency such as ambulance, fire or police, dial 911 or 9-911 from campus extension phones



## Car Repairs:

Due to the inherent hazards and potential environmental consequences, residence hall parking areas may not be utilized for general repair or maintenance of motor vehicles. Please restrict mechanic work to checking tire pressure, oil, transmission or other fluid levels, or changing a tire or air filter. Additional service must be performed off campus. Improper dispose of waste oil, fluids, tires, and batteries harms the environment and is a violation of state law.

## MAINTENANCE & ROOM REPAIRS

For routine repairs in your room, submit an online maintenance request on the NWOSU eRezLife site. This will submit a ticket to your Hall Supervisor who will send a work order to maintenance. The Hall Supervisor will submit work orders to maintenance every day. For emergency repairs (repairs that if not promptly seen to will result in personal injury or damage to property) see the staff at the front desk or contact your Hall Supervisor immediately.

NWOSU Maintenance and Housing staff may enter a resident's room at anytime without prior notice or permission to see to the repairs and maintenance of the buildings.

Health and safety inspections are performed in each resident hall once a semester. Cleanliness, air units, fire protection devices, and restroom facilities are the focus of the inspections.



## PROHIBITED ITEMS

### Halogen Lamps & Space Heaters:

Halogen lamps and space heaters are strictly prohibited due to potential fire danger as well as the pull on residence hall resources.

### Open-Flame & Incendiary Devices:

Open-flame devices, to include, but not limited to, possession and use of candles, incense, Bunsen burners, gasoline/kerosene lanterns, and/or incendiary devices, whether store-bought or man-made are strictly prohibited.

### Hover Boards:

The use of Hoverboards, Swagways, IO Hawks, Skywalkers and similar devices is prohibited inside residence halls. Students may, however, store the device in their rooms.

### Water/Toy Guns:

Water and toy guns are prohibited on campus. The possession or firing of firearms, fireworks, explosives, weapons, or imitations of weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any residence, sorority, fraternity, approved private housing, or university-oriented facility, except as they are used in officially approved university programs. NWOSU will enforce this policy with administrative action being taken or criminal charges filed for any person(s) who violates

## POLICY VIOLATIONS

Damages incurred by the university as a result of a violation of the "prohibited items" policy will be collected from the student by the University.

## PETS

All pets, including but not limited to: dogs, cats, laboratory rodents, snakes, ferrets, reptiles, etc. are prohibited inside the Residence Halls, including public and private areas. If a resident is caught with an unapproved animal, the resident will be expected to remove the animal immediately as well as be subject to disciplinary action and/or a \$100.00 fine.

## LEDGES & ROOFS

Students are prohibited to be on or using the Residence Halls ledges or roofs for sunbathing, climbing, hanging laundry, or any other purpose. Seek assistance from an RA or Hall Supervisor for items thrown or dropped onto ledges or roofs. Violation of this rule is covered under unlawful entry.

## SERVICE/THERAPY/SUPPORT ANIMALS

All service and emotional support animals must be registered with the ADA Coordinator. Forms are available from Student Services in Ryerson Hall 127 or online at <https://www.nwsu.edu/forms/ada-request-for-services>.

In the case that a suitemate or roommate has allergies or a phobia of an animal that is approved after move in has occurred, the resident who is bringing the new animal into the residence may need to change room or suites.

Specifically trained to perform tasks that mitigate a handler's disability.

Service Dog



Trained to bring comfort and joy to those in a hospital, school or other group care environments

Therapy Dog



Provides support and emotional comfort to a handler with a mental illness

Emotional Support Dog





## HOUSING AND RESIDENCE LIFE

Northwestern Oklahoma State University

# **NWOSU DINING SERVICES**



# DINING SERVICES



## Ranger Market

Monday-Thursday  
7:30 a.m. to 5:30 p.m.

Friday  
7:30 a.m. to 3:30 p.m.

Closed Saturday and Sunday

### Breakfast

Mon-Fri 7:00 a.m. to 9:30 a.m.

### Lunch:

Mon-Sun 11:30 a.m. to 1:15 p.m.

### Dinner:

Mon-Thurs 5:00 p.m. to 8:00 p.m.

Friday 5:00 p.m. to 6:30 p.m.

Saturday and Sunday 5:00 p.m. to 6:00 p.m.



## Coronado Cafe



ALL THE INFO FROM YOUR PHONE!

**DINE ON CAMPUS APP**

Download the app!



# MEAL PLANS

All students living in University housing are required to have a meal plan. Meal plans and flex dollars, along with many other things are accessed with your Student ID.

## MEAL PLAN OPTIONS

- ◆ 8 Meals per week and \$200 Flex per semester
- ◆ 12 Meals per week and \$150 Flex per semester
- ◆ 17 Meals per week and \$100 Flex per semester

## MEALS

One swipe of your NWOSU Student ID equals one meal at the Coronado Café. Meals reset on Sunday at 12:01 a.m.

## FLEX DOLLARS

One flex dollar is equal to \$1. Flex dollars can be used to make purchases at the Ranger Market anytime they are open. Flex dollars work on a declining balance for an entire semester but are refillable at the business office.



## CORONADO CAFETERIA

The cafeteria is broken up into different stations. Comfort/Home-style, Pizza, Flatbreads, Daily Grill, Bakery, Salad Bar, Deli, and Stir-Fry. The cafeteria offers vegetarian, vegan, plant based, and balanced meal options as well. Nutrition facts and menus are available at <https://dineoncampus.com/nwosu>

Food may not be taken out of the cafeteria with the exception of an apple or orange at the end of a meal. A "to go box" is also available if you do not have time to eat in the cafeteria. The box is plastic and requires a \$5.00 deposit. The box can be used as often as needed, and upon its return the deposit is refunded.

### **Dining Visitors/Commuters/Employees:**

Commuter Students can purchase a 5 meal card for \$31.50 + tax

Staff and Faculty can purchase 10 meal cards for \$61.25 + tax

Accepted forms of payment: Cash, credit, debit, or check payable to Chartwell's



## HOUSING AND RESIDENCE LIFE

Northwestern Oklahoma State University

# **ACCESS & CONTACTS**

# STUDENT ID & KEYS

## STUDENT IDENTIFICATION CARDS

The University issues you a NWOSU Student ID. This card is your campus ID, your access to your meal plan, campus events, and various on-campus facilities. If you misplace your student ID, you must go to Student Services located in Ryerson Hall 126. Replacement student IDs are \$10.00.



## KEYS

Each resident is issued a key for their room when they check into the residential facility. Keys are the property of the University and may not be duplicated or shared. Each resident is responsible for carrying their key and university ID at all times. Tampering with or propping of the security doors or locking mechanisms is prohibited.

### Lock-Outs:

If a resident gets locked out of their room or dorm, contact on duty Resident Assistant posted on the door of your hall. In the event that an RA is unreachable attempt to contact your Hall Supervisor. If you have exhausted all contacts, call NWOSU Campus Police for assistance.

*A ticket may be issued for a missing key and if a resident requests lock-out services more than twice in the same semester.*

### Missing Keys:

A missing room key, whether lost, stolen, or misplaced, should be reported to your Hall Supervisor immediately. A replacement key can be issued for a charge of \$35.00. Failure to report the loss or theft of a key or loaning your key to an individual not on your key contract is a violation of housing regulations and may result in disciplinary action. Upon check-out you will return your assigned key. Failure to do so will result in an automatic lock change and charge.



## HOUSING AND RESIDENCE LIFE

Northwestern Oklahoma State University

# CONDUCT & BEHAVIOR

# GENERAL INFORMATION

## TITLE IX

This institution, in compliance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, sections 503 and 504 of the Rehabilitation Act of 1973, the Americans With Disabilities Act of 1990, and other federal laws and regulations, does not discriminate on the basis of race, color, national origin, sex, age, religion, physical or mental disability, or status as a veteran in any of its policies, practices, or procedures. This includes, but is not limited to, admissions, employment, financial aid, and educational services. Inquiries concerning the application of these programs should be made to the Dean of Student Affairs and Enrollment Management, NWOSU, Alva, OK 73717, (580) 327-8415, or the Office of Civil Rights, U.S. Department of Education, 8930 Ward Parkway, Suite 2037, Kansas City, Mo. 64114, (816) 268-0550. Notes 194 195 196

## NWOSU STUDENT HANDBOOK

For University wide conduct expectations please refer to the NWOSU Student Handbook: <https://www.nwosu.edu/uploads/student-services/student-handbook.pdf>

## ANTI-BULLYING & INTIMIDATION

The Office of Housing and Residence Life seeks to create a community where everyone is valued, appreciated, and supported. Threatening, bullying, and/or harassing any individual in university housing (resident, guest, employee, or other) may result in your immediate loss of the use of university housing/resident life privileges, and law enforcement may also be notified. Furthermore, the wrongdoer may be referred for disciplinary action through the student conduct committee.

## DISCIPLINARY PROCEDURES

The responsibility for enforcement of the provisions of the rules and regulations within and surrounding the residence halls lies with you, as well as the residence hall staff. Any member of the University community may report violations to the appropriate channels for review. Charges of alleged violations should be reported to an RA or Hall Supervisor immediately.

If disciplinary charges are initiated against you or you receive a ticket, you will receive notification via your mail, NWOSU email account, and/or your eRezLife portal. All fines are due to the Business Office located in Herod Hall within 10 days.

### Appeals:

If you wish to appeal a ticket or charge you must submit a request to appeal in writing or via email to [housing@nwosu.edu](mailto:housing@nwosu.edu). The Housing and Residence Life office will reach out to you with their decision after conducting an investigation. *Parking violations or tickets from NWOSU Campus Police must be appealed through the Campus Police Chief.*

# CONDUCT

## TOBACCO POLICY

Northwestern Oklahoma State University is a tobacco free institution. Smoking or the use of any tobacco product, or vaping product, is not allowed on campus, in any residence hall, in any student rooms or suites. This includes but is not limited to the following: Hookahs, vaping devices (of any kind, type, or brand), cigars, cigarettes, chewing tobacco, and snuff tobacco. Furthermore, any smoking device or vaping device used for any kind of Marijuana, cannabis, or THC is not permitted to be used or even possessed on campus.

## UNAUTHORIZED ENTRY AND SECURITY DOORS

Security doors (internal and external) are locked for the safety and security of the Residence Hall community and its occupants. Propping open, yanking/forcing open, tampering with, or admitting anyone not residing in the building is strictly prohibited. Entry by any individual into a room and/or community other than one's own, past the established visitation hours, is prohibited. This also includes entering or residing in a room not officially contracted to you, or allowing other access to an empty room or suite. In addition you are not to allow another individual not contracted to the room to remain in your room unattended. It also is a violation to avoid a visitation violation by hiding in a suitemate's room. Furthermore, unauthorized entry includes, but is not limited to access to restricted areas including ledges and roofs.

## VIOLATION OF RESIDENCE HALL RULES & FAILURE TO COMPLY

This includes, but is not limited to: noise, propping open security doors, not vacating room and/or residence hall during a fire alarm, possession of unauthorized animals, riding bicycles or use of skates inside residence halls, using prohibited decorations, etc.

Failure to comply with lawful directions of institutional officials acting in the performance of their duties include failure to provide to a University official (including but not limited to: Campus PD, RAs, Housing and Residence Life staff, etc.) upon request, a student ID or form of identification or providing false information may result in additional disciplinary charges.

## LITTERING, VANDALISM, & MISUSE OF PROPERTY

### Littering:

Throwing or depositing trash in public (including, but not limited to, back stairwells, hallways, lounges, exterior grounds, etc.) and/or in private areas rather than disposing of trash in appropriately designated trash receptacles is prohibited. All room trash is to be taken to the dumpster outside the residence hall. Fines start at \$25 and are increased as deemed necessary.

### Vandalism:

Vandalism costs you money and creates an inconvenience to you and your neighbors. We do not tolerate vandalism. Perpetrators identified as participating in acts of vandalism will be subject to disciplinary action in addition to any criminal and/or restitution charges.

### Misuse of Institutional Property:

To include but not limited to, fire alarms, fire equipment (extinguishers, hoses, sprinklers, smoke and fire detectors, etc.), security systems and devices. Knowingly submitting a false fire alarm, including any intentional activation of a fire alarm for malicious purposes, is a felony and may be prosecuted as such.

**\*Fines for conduct violations begin at \$100.**

# CONDUCT

## RESIDENTIAL COMPUTER & NETWORK POLICIES

Theft or tampering with computer software or data files belonging to others is strictly prohibited. This includes violations of copyright laws, trade secrets, and licensing agreements. When used with multiple computer systems, the proper number of copies of software and data files must be purchased/licensed.

- ◆ Residential Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware labs, and in-room jacks.
- ◆ In-room connections and/or computer lab connections may not be used to provide internet access to anyone outside of the academic mission of the University.
- ◆ Use of the residential network must comply with the Student Code, other published university policies and regulations, as well as, applicable local, state, and federal laws.
- ◆ NWOSU is committed to addressing sexual misconduct. NWOSU does not condone any form of sexual misconduct whether physical, mental, verbal, or emotional in nature. This extends to all uses of electronic technology and communication on campus including (but not limited to) email correspondence and social media platforms.
- ◆ Under no circumstance will any individual be permitted to use their network connection or computing privileges for commercial purposes.
- ◆ Any commercial use of the facilities is explicitly prohibited by the University and is grounds for removal of campus network privileges.
- ◆ Any machine which provides services for a commercial operation (such as a website selling commercial products), provides services of a commercial nature (such as provides Web services for a fee), or has a top-level domain name other than .edu is explicitly prohibited from the campus network.

Failure to comply with any of the above policies may result in termination of in-room network services, loss of computer-lab privileges, prosecution by the University based on violations, a review of you housing contract, standard disciplinary procedures for faculty and staff, and/or criminal prosecution in state and/or federal courts. Housing & Residence Life and/or Information Technology reserves the right to terminate any in-room connection WITHOUT NOTICE should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

# CONDUCT

## RESIDENTIAL COMPUTER & NETWORK POLICIES

Users are responsible for all traffic originating from their computers, tablets, phones, and other devices regardless of:

- ◆ Whether or not they generated it
- ◆ Whether or not they know what they are doing
- ◆ Whether or not they realize they have violated any specific policies

In most cases, unintentional violations will result in a temporary loss of connectivity pending the resolution of the problem. Repeat violations may result in a longer-term or permanent loss of connectivity or disciplinary charges. In some cases especially those in which the regulations have been violated, further action may be taken by Housing & Residence Life and/or Information Technology when deemed appropriate.

NWOSU provides in-room connection services in the residence halls in support of the educational mission of the University. It is the responsibility of each student to use these services appropriately and in compliance with all University, city, state, and federal laws, policies, and regulations. In addition, students also are bound by University code of conduct.



# HOUSING VIOLATION FINES

## **Violations:**

When a resident violates University Housing rules or policy, a violation is issued. Fines will double for each additional offense during the academic year. The below fines are the minimum fine for a first offense violation. Violation fines are at the discretion of the Director of Housing based on the severity of the violation. Violation fines for housing employees will be double on first offense.

## **Guest Violations: starting at \$25**

Anyone who is not a resident of the building is considered a guest and should be escorted at all times from point of entrance to exit. Residents are responsible for their guests and any damages they may cause. (p. 11)

## **Alcohol Violations: starting at \$25**

Alcohol is strictly prohibited in University Housing and on campus. Confiscated alcohol is disposed of and will not be returned to residents. (p. 34)

## **Drug Violations: starting at \$100**

Elicit narcotics and/or drugs that are considered illegal under any federal law, or state law or local law or ordinance are strictly prohibited on campus. Such items cannot be used, possessed or stored in University Housing or on any campus property. Possession and/or use of the above described substances/items will result in a fine and the student committing the violation may lose the privilege of living in university housing. In addition, law enforcement may be notified and criminal penalties may be pursued. (p. 34)

## **Animal Violations: starting at \$100**

University Housing does not allow pets or unauthorized animals at any time. Any animal residing in university housing must be approved through student services prior to being brought into housing if an owner fails to provide university identification for the animal or if the animal is in an unauthorized location the owner will be fined.

## **Noise Violations: starting at \$25**

Noise violations consist of, and are not limited to, being loud during quiet hours. or if you can be heard more than two doors down from your room. Violations are at the discretion of the hall supervisor. (p. 11)

## **Cleanliness Violations: starting at \$25**

Room checks are performed monthly to ensure residents maintain healthy and safe living environments. Trash should be taken to the dumpster, fridges should be clean, trash that could attract pests should be disposed of, and rooms and suites should be free of debris, not overly cluttered, and have no offensive odors. Fines may be higher if there are multiple items that violate cleanliness standards. (p. 23)

# HOUSING VIOLATION FINES

## HOUSING VIOLATION FINES CONT.

### **Decor/Items Violations: starting at \$25**

Prohibited items, such as appliances and cooking appliances, and decorations will be confiscated by housing staff and a fine will be issued. Resident's items may be returned upon request, but must be taken off campus immediately. Unclaimed items will be disposed of at the end of the academic year. (p. 14, 23)

### **Tampering Violations: starting at \$25**

Tampering includes but is not limited to: propping open doors, modifying university property, etc. (p. 29, 34).

### **Fire Safety Violations: starting at \$250**

Tampering with, covering, removal, or damage of smoke alarms, detectors, or other fire safety equipment is prohibited and a serious violation. (p. 34, 41).

### **Property Damage Violations: starting at \$25**

Fine will be determined by the cost to repair or replace the damaged item plus any assessed disciplinary fines. (p. 9, 10, 12, 14, 23)

### **Improper Entry: \$150**

Improperly opening a residence hall door (interior or exterior) will result in a student being fine \$150. Doors should not be forcefully opened. This includes but is not limited to yanking, jerking, or kicking. Doors are only to be opened with the use of your key.

### **Key Replacement: \$35**

Any resident believed to have lost their key, or has admittedly lost their key, will be issued a new key and a ticket for \$35. The same applies for any resident who fails to return a key. This fine does not double. (p. 29)

### **Improper Checkout: starting at \$100**

Any resident that fails to check out with housing staff will be fined \$100. The fine may go up if any property damage is found or cleaning needs to be done to the room or suite. (p. 10, 18, 31)

### **Conduct Violations: starting at \$100**

Any violations of the student code of conduct found in the student handbook result in a minimum of \$100 fine. This fine is at the determination of administration.

# HOUSING VIOLATION FINES

## HOUSING VIOLATION FINES CONT.

### **Administrative Fines: \$25 per week**

Administrative fines are fines issued for failure to submit required items/payments on time. Administrative fines may be issued for failure to submit a housing deposit prior to checking into the dorms, and/or for missing the All Housing Meeting. The All Housing Meeting is held on the 1st Wednesday after school starts each fall semester. The time and location of the meeting is announced via email and on signs posted in each residence hall. Students who are absent from the meeting, for any reason, are required to complete the make-up assignment that covers the information from the meeting.

### **Staff Administrative Fines**

Any ticket issued to an RA or member of the housing student staff will include an administrative fine that will double the amount of the ticket.

### **Payment of fines:**

A housing violation will place a housing hold on your self service account. To remove this hold payment can be made to the business office. If you are unsure the reason for the hold you can visit [www.nwosu.erezlife.com](http://www.nwosu.erezlife.com) and check under your forms tab to see what tickets have been issued.



## HOUSING AND RESIDENCE LIFE

Northwestern Oklahoma State University

# **SAFETY & SECURITY**

# SAFETY & SECURITY

## CAMPUS SAFETY

### CONTACT INFORMATION

NWOSU Campus Police Office is located in the Student Center. Any message left on the voicemail will page an officer.

Alva Campus Police: 580-327-8511

Alva Police Department: 580-327-2121

Emergency: 911

### EMERGENCY ALERT SYSTEM

Northwestern has installed a cell alert system that utilizes text messaging services via cell phones to alert students, faculty and staff in the event of an emergency.

While students and employees are automatically entered to receive email notifications, they are not enrolled in the texting or voice services and must register their text enabled phones by logging in to their Self Service.

Depending on the type of plan you have with your provider, you may incur minimal costs for any text messages you receive.

We encourage all students and employees to sign up for this service as soon as possible.

If you have questions, please send an e-mail to [caricke@nwosu.edu](mailto:caricke@nwosu.edu) listing your cell phone number and your cell provider. A member of the Information Technology staff will then register your information and contact you to verify that your number works correctly.

## SUSPICIOUS ACTIVITY

Be aware of what goes on in your residence hall. You and your fellow residents are in the best position to recognize intruders, improper and destructive behavior, tampering with safety equipment, and vandalism. Promptly report suspicious activity or persons to Campus Police.

### SAFETY TIPS

- ◆ Report strangers and don't trust them.
- ◆ Avoid getting into vulnerable/no exit places.
- ◆ Do not hesitate to call police when confronted by persons.
- ◆ Keep house or residence hall room locked.
- ◆ At night, walk in groups of at least 2.
- ◆ Walk with confidence and avoid walking near bushes and parked cars.
- ◆ Use the escort program and familiarize yourself with the emergency telephone numbers or use 911.
- ◆ When parking, remove valuables from plain view and lock your vehicle.
- ◆ Engrave your valuables with driver's license or social security number and record serial numbers.
- ◆ Record the account numbers or make copies of credit cards and other valuables in wallet or purse.
- ◆ Write name and ID number in several places in text books.
- ◆ Do not leave books, book bags, musical instruments, coats or other items in unsecured places.
- ◆ Lock bicycles in bicycle racks.
- ◆ Report all incidents and losses to the police immediately.

**More information can be found at <http://www.nwosu.edu/campus-safety>**

# SAFETY & SECURITY

## FIREARMS & WEAPONS

The possession or firing of firearms, fireworks, explosives, weapons, or imitations of weapons including but not limited to bows, knives, or guns by students is prohibited on campus, in any residence, sorority, fraternity, approved private housing, or university-oriented facility, except as they are used in officially approved university programs. NWOSU will enforce this policy with administrative action being taken or criminal charges filed for any person(s) who violates this policy.

## MALICIOUS & HARASSING CONTACT

Harassing, annoying, obscene, or threatening calls, messages, or social media posts are crimes. You are not obliged to stay on the phone or in a conversation. If you receive an unwelcome advancement remove yourself from the conversation and don't respond!

As always, reach out to a RA or Hall Supervisor if you are receiving harassing calls or messages.

## PERSONAL PROPERTY

The University does not assume responsibility for any loss of personal property. Your personal property loss may be covered by your parent or guardian's home owner's insurance. If not, there are insurance companies that will provide low cost renter's insurance. Any missing items should be reported to Campus Police immediately.

### **Residence Hall Rooms:**

Keep your room locked at all times: When you are in the room, when you are gone, and even when visiting a friend just down the hall.

### **Backpacks and Textbooks:**

Backpacks and their contents, including textbooks and laptops, are high-risk theft items. Don't leave these items unattended in your residence halls or on campus.

### **Vehicles & Transportation:**

You should always keep your vehicle locked. Do not leave anything in your parked vehicle you cannot afford to lose. Make a habit of checking your vehicle periodically if you do not drive it regularly.



**More information can be found at <http://www.nwosu.edu/campus-safety>**

# SAFETY & SECURITY

## SIDEWALK CHALKING

To chalk sidewalk you need prior authorization. Permission to chalk sidewalks must be granted through Student Services. Permission is not needed if this is an activity put on by the University for a campus event, or an event hosted by Housing and Residence Life.

Chalking the brick exteriors is prohibited as is placing advertisements to glass or brick surfaces.

## SOLICITING & ADVERTISING

As a member of our community, you have the right of privacy. To protect you, we prohibit door-to-door soliciting, proselytizing, or political campaigning.

### **Soliciting:**

Door-to-door solicitation in the residence halls for sales or for donations of the behalf of causes or groups is prohibited. This policy does not prohibit students from arranging personal visits with individual students with which they are acquainted, with the consent of both parties. If disturbed, contact your Hall Supervisor.

### **Advertising on Bulletin Boards:**

Bulletin boards are for public use. However, all posted items must first be approved by the Student Services. Users are expected to respect previously posted materials. The University reserves the right to remove signs hung without approval. Bulletin boards in the residence halls are cleared weekly to avoid clutter and outdated material will be disposed of. Students can get their signs approved at Student Services in Ryerson Hall 126. You can also email your sign for approval.

## EMERGENCY EVACUATION

Emergency evacuation instructions are posted in your residence halls and under resources in your eRezLife portal. If you cannot find an emergency evacuation placard in your residence hall or on eRezLife contact your RA or Hall Supervisor for a replacement.

You are urged to read and familiarize yourself with emergency procedures, equipment, and exits. When an emergency occurs, it is often too late to learn what to do. Please see the NWOSU Emergency Procedures booklet for all emergency procedures.

### **Fire Evacuation:**

Whenever the fire alarm sounds, you and all other occupants in the residence halls must evacuate the building and proceed to the designated alternate refuge area, until you are notified it is safe to return to your building and room. As you leave your room, close your door. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action. Meet at the emergency evacuation safe location designated by your RA or Staff.

- ◆ Move quickly and quietly to the exit for your area. In an orderly fashion, go to the designated meeting area for further instruction.
- ◆ Wear appropriate clothing and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use.
- ◆ Bring your keys and your ID
- ◆ If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room.

**More information can be found at <http://www.nwosu.edu/campus-safety>**

# SAFETY & SECURITY

## EMERGENCY EVACUATION CONT.

### Fire Drills:

Fire Drills will be conducted once a semester. This is in compliance with state law, as well as for your own protection and safety. The purpose of the fire drill is to acquaint you with the exit routes from your buildings, as well as familiarize you with the sound of the fire alarm.

The fire drill allows the staff to test the alarm system to ensure it is properly functioning. The alarm signal is the same for a drill as for an actual emergency. During the drill, University officials will inspect all areas of the building, including resident's rooms.

### Minimizing the Risk of Fire:

Students demonstrating any of the following behavior will be subject to disciplinary action and prosecution:

- ◆ Falsely reporting a fire, serious injury, or any other emergency
- ◆ Pulling the fire alarm when no fire is evident
- ◆ Setting fire or possessing or using flammable or highly combustible materials
- ◆ Tampering with or misusing (accidentally or intentionally) public area fire-safety equipment, including fire extinguishers, sprinklers, smoke detectors, exit signs, alarm pull stations, alarm horns, and hoses.
- ◆ Possessing, using, or manufacturing fireworks or explosives
- ◆ Using unauthorized appliances, candles, or incendiary devices
- ◆ Failing to leave a building a building at the sound of the alarm or when so directed by staff

### Prohibited Materials to Help Minimize the Risk of Fire:

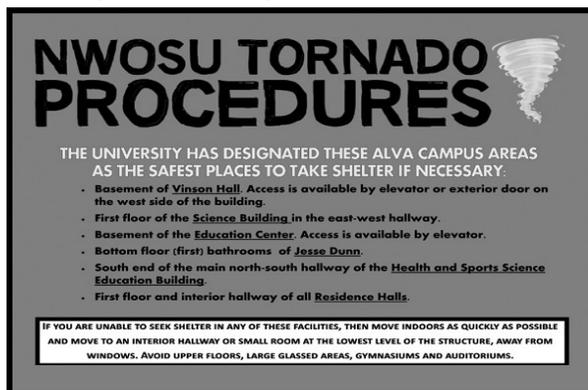
- ◆ Smoking in the residence halls is prohibited
- ◆ Incense burning is prohibited
- ◆ Open flame devices are prohibited
- ◆ Due to the extreme fire hazards, open flame devices, such as lanterns, candles, potpourri pots, or warmers using votives or canned fuel, are strictly prohibited.
- ◆ Wickless candles can be used

**More information can be found at <http://www.nwsu.edu/campus-safety>**

# SAFETY & SECURITY

## SEVERE WEATHER

Oklahoma weather can be severe and difficult to predict. It is important that you know which county you are in so that you can interpret forecasts and warnings provided by the media and other sources. The Northwestern Oklahoma State University Alva Campus is in Woods County. Students should be aware of their surroundings at all times by checking weather bulletins and listening for the City of Alva severe weather sirens. During periods of severe thunderstorms with the possibility of tornadoes, Northwestern personnel closely monitor weather information and will notify students and employees to take shelter if needed. The City of Alva will activate its tornado sirens if a tornado threatens the community. Northwestern will use social media and the emergency text alert system to relay information.



### Tornado Warning:

This means a tornado has been sighted. In the event that the National Weather Service issues a Tornado Warning, and/or the City of Alva sirens are sounded, students are advised to follow the emergency response procedures posted in your residence halls. Once the siren is sound, it is too late to seek protection at a remote location, everyone should seek protection immediately.

- ◆ GET INDOORS, GET DOWN, COVER UP
- ◆ Immediately move to the place identified in your building's tornado plan.
- ◆ If you are unclear where that is, seek an interior space away from windows or glass doors, with as many walls between you and the storm, and the lowest floor possible in the building.



More information can be found at <http://www.nwosu.edu/campus-safety>

# SAFETY & SECURITY

## ACTIVE SHOOTER

NWOSU Utilizes the “Run, Hide, Fight”, method endorsed by the U.S. Department of Homeland Security for responding to an active shooter.

### **RUN:**

- ◆ If possible and safe to do, the best option is to run and get to a safe place away from the threat
- ◆ Take others with you if you can safely do so
- ◆ Have a plan for escape and be aware of where the exits are in a room or building.
- ◆ Warn others you see about entering the building where the shooter is.
- ◆ Once you make it to a safe place, call 911

### **HIDE:**

- ◆ If you cannot run to safety, hide
- ◆ Close and lock doors, barricade them if possible
- ◆ Avoid hiding in clusters or groups
- ◆ Remain quiet and silence mobile devices
- ◆ Remain in place until instructed to move by law enforcement

### **FIGHT:**

- ◆ If you cannot run or hide from an attacker, then fight only as a last resort.
- ◆ Be aggressive and commit to your actions
- ◆ If possible, use a group of people to overpower and disable the attacker
- ◆ Use improvised weapons to disable the attacker (i.e. chairs, books, fire extinguishers, etc.)

### **If the Shooting Incident is NOT in Your Building:**

- ◆ Advise people in hallways of what is happening; try to get them to safety.
- ◆ If anyone refuses to enter an office or classroom, DO NOT ARGUE with them. Do not become a victim trying to get them to shelter.
- ◆ In an active shooter incident, the fire alarm going off does not necessarily mean to evacuate the building (the shooter may have activated the alarm to draw people into the open)
- ◆ STAY LOCKED DOWN until you receive the “all clear” message from law enforcement personnel

### **Other things to consider:**

- ◆ BE PREPARED for contact with law enforcement upon exiting the building
- ◆ Keep hands in plain view
- ◆ REMEMBER: Active Shooter may attempt to exit the building, posing as a bystander
- ◆ Obey all commands given by law enforcement or other emergency personnel
- ◆ Only consider window escape on the ground floor, or if there is no other option

### **If in a Dorm Room:**

- ◆ Lock doors, turn off lights, and silence cell phones
- ◆ Lay low! Remain calm and quiet
- ◆ DO NOT ANSWER THE DOOR, move away from all doors and windows.
- ◆ Wait for law enforcement to instruct you.

### **Bystanders:**

- ◆ REPORT: Provide as much information as possible about the shooter such as clothing, physical description, weapon types, exact location, etc.
- ◆ LOCKDOWN: Remain where you are. Follow the instructions of designated faculty and staff members.
- ◆ ACTIVATE: The Campus Alert System will provide information via text if you are enrolled to get alerts.
- ◆ ACT: Assigned staff in each building will do their jobs, EVERYONE (including you) has a job to do

# DIRECTORY

## CAMPUS SAFETY

### **Alva & Woodward Campus Police**

580-327-8511

### **Enid Campus Police**

580-213-3130

### **Alva Police Dept.**

580-327-2121

### **Enid Police Dept.**

580-242-7000

### **Woodward Police Dept.**

580-254-8518

### **Confidential Crime Tip Line:**

580-327-8196

## NWOSU RESOURCES

### **Student Services**

580-327-8414

### **Library Services**

580-327-8574

### **Student Support Services**

580-327-8120

### **Counseling & Career Services**

580-327-8547

## HALL SUPERVISORS

### **Ament Hall**

Michael Harrison  
310-601-6312  
maharrison@nwosu.edu

### **Coronado Hall**

Dawson Tidaback  
405-436-6674  
drtidaback70@rangers.nwosu.edu

### **Fryer Hall**

Madeline Long  
580-334-3352  
mrlong@nwosu.edu

### **Cunningham Hall**

Kaylea Brown  
918-399-3280  
krbrown@nwosu.edu

## HOUSING OFFICE - RYERSON HALL 131

### **Assistant Dean of Student Affairs**

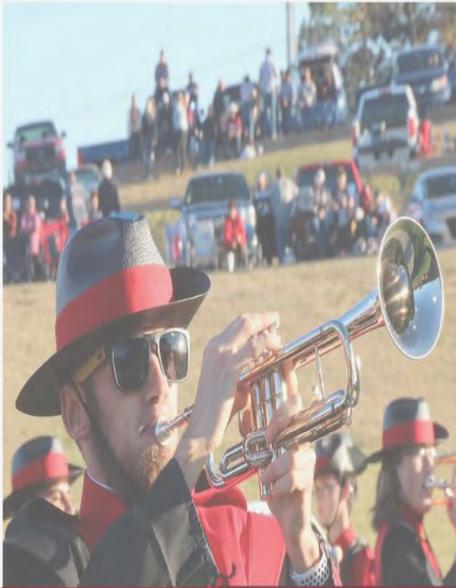
Matt Adair  
580-327-8418  
wmadair@nwosu.edu

### **Residence Life Coordinator**

Kaylea Brown  
580-327-8146  
krbrown@nwosu.edu

### **General Information**

housing@nwosu.edu



@nwosu.rangers



@nwosu



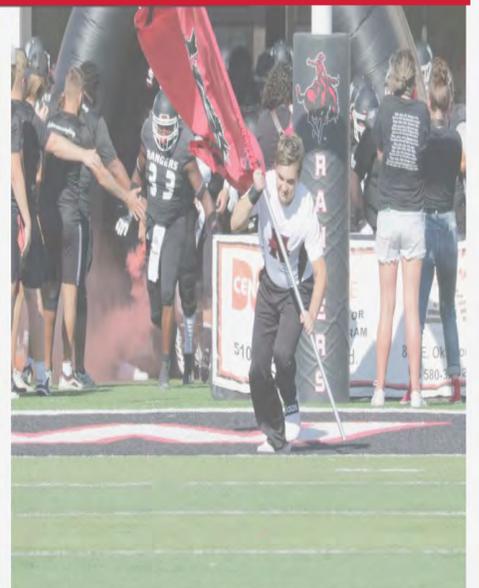
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@nwosurangers



NWOSURangers



# **FIGHT SONG: RIDE RANGERS RIDE**

Ride, ride, ride, Rangers ride,  
And we will win this game tonight.

Fight, fight, fight, Rangers fight,  
And everything will be all right.

Score, score, score, Rangers score,  
And we will win just like before.

More, more, more, Rangers more,  
You gotta ride and fight some more.

Ride, ride, ride, ride, ride  
Fight, fight, fight, fight, fight,

Ride, ride, ride, Rangers ride,  
And we will win this game tonight.

Fight, fight, fight, Rangers fight,

You gotta ride'em hard and ride'em far  
And ride, ride, ride, and fight, fight, fight,

## **NORTHWESTERN ALMA MATER**

Oh, Northwestern, Alma Mater,  
In our hearts you will remain.

To keep your honor and your glory

Our devotion we proclaim.

In days to come and years begun,  
Throughout the land we'll praise your name.

For all your honor and your glory,  
And your great undying fame.

We hail our alma mater.