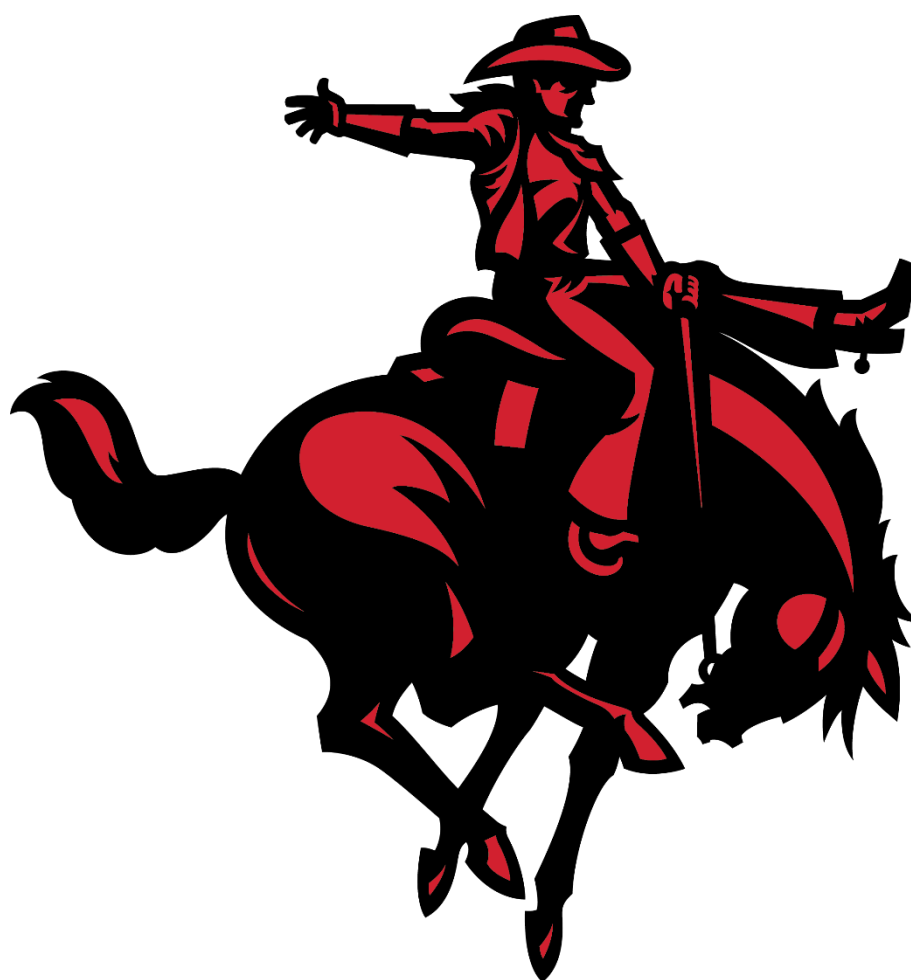


RESIDENCE HALL HANDBOOK



Revised Fall 2018

Important Phone Numbers

Front Desk Phone Numbers

Ament Hall	(580) 327-8421
Coronado Hall	(580) 327-8404
Fryer Hall	(580) 327-8605
South Hall	(580) 327-8424

Director of Students/Housing (580) 327-8418
Fine Arts Building Room #131

Campus Police (580) 327-8511

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: South Hall (Room #)
1301 Davis
Alva, OK 73717

If you receive a package, the Business office will send you an e-mail to your @rangers.nwosu.edu e-mail account and notify you to pick up the package. The packages are located in Herod Hall in the Business office. Do not forget to take your Student ID.

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, Northwestern Oklahoma State University, 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.

Cafeteria

Monday-Friday

Breakfast: 7:00 am to 9:30 am
Lunch: 11:30 am to 1:15 pm
Supper: 5:00 pm to 8:00 pm (Mon-Thurs only)

Friday Only

Dinner: 5:00 pm to 6:30 pm

Saturday

Breakfast: Closed
Lunch: 12:00 pm – 1:00 pm
Supper: 5:00 pm – 6:00 pm

Sunday

Breakfast: Closed
Lunch: 12:00 pm – 1:15 pm
Supper: 5:00 pm – 6:00 pm

Ranger Market

Monday-Thursday

7:30 am – 5:30 pm

Friday

7:30 am – 3:30 pm

*Closed Saturday and Sunday

Library (Alva Campus)

Monday – Thursday	7:45 am to 12:00 am (midnight)
Friday	7:45 am to 5:00 pm
Saturday	Closed
Sunday	1:00 pm to 12:00 am (midnight)

RESIDENCE HALL REGULATIONS

The rules and regulations of the residence halls are for the purpose of providing the most livable and safe environment possible for all residents, one that is conducive to the educational mission of Northwestern Oklahoma State University.

Courtesy and respect go a long way. Treating neighbors, R.A.'s, and Hall Supervisors the way in which you wish to be treated will make for a positive atmosphere. Always respect the rights of others.

PROCEDURES

Check-in

The residence halls will be open for move-in the Thursday before each semester. You will need to report to the front desk of your residence hall upon arrival. The Hall Supervisor or a Resident Assistant (R.A.) will be available to help you check-in. If no one is available, phone numbers will be posted. You will receive your room assignment and your key at this time. In order to be assigned a room, you must complete a housing contract, meningococcal form, and pay the \$100.00 deposit. Priority for room assignments is based on the date that the contract and deposit is received. NWOSU Housing reserves the right to alter room assignments at any time.

Room changes

If you need to change rooms or halls, contact the University Housing Office. Room changes will be based on availability and space. If available, you will be notified and given 2 days to complete the move to your new room. Once the room change is approved by the housing director, contact the head resident to receive a key to the new room then move your belongings. Once the room is clear of all your belongings and is clean, you will return your key to the head resident and check out of the old room.

Any resident who demonstrates consistent inability to get along with their assigned roommate will be subject to disciplinary action.

Changing rooms with another resident without going through proper channels or moving into another room without authorization will result in disciplinary action and/or a fine. The resident will also have to move back to the original room.

Check-out

The residence halls will close at noon the Saturday immediately after finals week. Arrangements must be made with the Hall Supervisor if you will not check out at this time. The proper check-out process is as follows:

Before you go to the desk to start the checkout process:

- Remove all personal belongings from your room. If you have a roommate, make sure everything is removed from your side of the room.
- Place your desk chair on our bed.
- Wipe down every surface, including the mirror, sink, shower, and toilet.
- Sweep and mop the floor in the room and suite.
- Turn off your AC, lights, and make sure your window is closed.
- Check your mailbox for any remaining mail.

Now you are ready to go to the front desk to begin check-out:

- Go to the front desk between 9 am and 8 pm to tell the RA you are checking out.
 - If you want to check-out outside of the above mentioned hours, you will have the schedule a time with your head resident.
- Fill out a Forwarding Address Request form.
- Follow the RA to your room to assess any damages and check cleanliness of room.
- Make sure that you have your room key to turn in (\$35 fine if no key is received).

Failure to check out of your room properly will result in forfeiture of the room deposit and/or additional charges. Room damages or exceptionally dirty rooms will also result in additional charges. You will need to check out after every spring semester and after fall semesters in which you will not be returning for the spring.

Withdrawal from the University

If you withdraw from the university at any point, you will have 48 hours (2 days) to check out of the residence halls. You must follow the above mentioned check out process. Room charges will continue and disciplinary fines may be applied until these requirements are met.

Abandoned/Confiscated Property

Personal effects and other property of value that has been abandoned at the end of the semester or after a student has checked out and not claimed within 30 days shall be considered abandoned property 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. Likewise, all confiscated prohibited objects left uncollected after 30 days shall be considered as abandoned property.

Early Check-out

Once a resident checks into his/her residence hall, he/she is bound to the academic semester term and cancellation would require a contract breakage fee of \$200.00 and forfeit their deposit. Students who fail to fulfill their contracts may be expected to pay for the full contract period and forfeit their deposit. Any student removed from housing for any disciplinary reason may be charged for the full contract period.

Renewal/Non-renewal contracts

Each student currently in the residence hall is required to fill out the renewal/non-renewal contract each semester (fall and spring). These will be given to you by the R.A.'s and they will be e-mailed to your NWOSU e-mail account with instructions to complete the form.

Summer

You are to check out as previously mentioned at the end of the semester. If you plan to live in the residence halls after the required check out date, you must fill out a summer housing application in the Housing office.

Visitation

Visitation hours are as follows:

- Sunday: 10:00 am – 12:00 midnight
- Monday: 10:00 am – 12:00 midnight
- Tuesday: 10:00 am – 12:00 midnight
- Wednesday: 10:00 am – 12:00 midnight
- Thursday: 10:00 am – 12:00 midnight
- Friday: 10:00 am – 1:00 am
- Saturday: 10:00 am – 1:00 am

All opposite sex guests are to enter through the appropriate doors and be escorted at all times by their host. Any visitor under the age of eighteen must have the approval of the Hall Supervisor or the Director of Students/Housing.

Any overnight guest must be cleared through your Hall Supervisor prior to the stay. Failure to receive approval will result in a fine.

Guests are not allowed in the halls during the interim breaks.

Children in the Residence Halls

Children are not allowed in the halls as overnight guests. All children under the age of 18 in the residence halls 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.

Failure to comply will result in a fine and may result in disciplinary action.

Courtesy / Quiet Hours

In group living situations, noise is always a concern. Noise should always be kept at a minimum. Stereos, TVs, radios, and conversation should never be loud enough to disturb other residents.

Courtesy / Quiet hours are enforced from 10:00pm to 8:00am. Courtesy / Quiet hour violations, resulting from excessive noise, may result in disciplinary action and a fine.

Fix-it List

Any item that is not working in your room should be put on the fix-it sheet located at the front desk. These will be submitted the following morning at 8:30 am. If it is an emergency and must be fixed immediately, contact your R.A. or Hall Supervisor.

Payment of accounts

University accounts are to be taken care of as they are due. Failure to do so can result in late fees for each payment, not receiving transcripts, prohibition from enrolling, and/or removal from the residence hall. This includes charges accrued during the semester, such as tickets or additional room charges.

Food Service

All residents are required to have at minimum a meal plan of 8 meals per week + \$150.00 flex meal plan. Coronado cafeteria will be serving meals that count towards the weekly meal plan allowance selected. Only flex dollars can be used in the Ranger Market in the student center. Students may also pay with cash or debit/credit at the market if they have exceeded the flex dollar allowance for the semester. Each student is expected to pick up their trash and put plates up after eating. In efforts to reduce waste, please only get what you plan to eat.

Mail

The Head Residents will deliver mail to the mailboxes designated in each residence hall after 2:00pm. This delivery will be made every day campus offices are open. There is a box for outgoing mail in each residence hall. The Head Residents will deliver the outgoing mail to the campus mailroom to be sent every day campus offices are open.

Trash

All room trash is to be taken to the dumpsters outside the residence hall. It is not to be left in the suite area, laundry rooms, hallways, lounges, community bathrooms, or any other area not designated for room trash. Violations will result in fines starting at a minimum of \$25.00 and will increase as deemed necessary by the Director of Students and Housing.

Room Decorations

- Do not nail or tack anything in the rooms, use non-damaging hanging items.
- Pornographic materials (any depiction of nude body parts) may not be displayed.
- Decals may not be displayed on doors, walls, or furniture.
- Window blinds are in each window and are the only coverings to be visible from the outside.
- Room doors are not to be decorated on the outside.
- Do not remove any furniture from your room or any other room within the residence hall.
- There are 2 beds in each room at the beginning of each semester. Neither bed is to be removed from the room at any time.
- The use of liquor bottles, cans or signs for decorative purposes is not permitted.

Failure to comply will result in a fine.

AMENITIES

Room Furniture

Each room will come with at least 2 closets, 2 dressers, 2 desks, 2 chairs, 2 beds, and 2 twin XL mattresses. These mentioned items should remain in the rooms at all times. You may bring your own mattress but not your own bed, however, the university mattress must still remain in the room. If the mentioned items are not in the room at checkout, the resident is responsible for paying the full amount (including shipping) to replace the items.

Take care of university furnishings. Violators will be charged full replacement cost of property that is damaged or destroyed.

Lounge furniture is to be used strictly in the lounge. It is not to be removed for any reason.

Students who vandalize any property belonging to the State of Oklahoma must pay for the repairs and will be subject to further disciplinary action. Do not detach any fixed furniture or remove any furniture from its designated place.

Suddenlink (Internet/Cable)

Number: (866) 229-8750

Steps to set up internet:

1. Purchase a modem
 - Students can purchase a modem in the business office for \$85.00 and take the receipt to the housing office to pick up their modem.
2. Call Suddenlink for a connection: (866) 229-8750

- Students will need to hook the modem up to the cord in their room before calling Suddenlink.
- They will need to let them know they are at NWOSU on a bulk account on the Alva campus.
- Students will need to provide the serial number on the modem along with their residence hall address and room number.

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3. Wi-Fi

- Students will need to purchase and connect a router (Radio Shack, Walmart) if they want Wi-Fi in their room.

If you have connection or technical issues, please call Suddenlink and provide the above information so they can help to resolve the issue.

Pets / Service Animals / Emotional Support Animals

Pets are not to be kept in the residence halls by any resident. Animals are only allowed in residence halls if accommodations are made by the ADA Coordinator. Residents with approved service or emotional support animals must meet with the ADA Coordinator every school year to be reapproved.

If a residents is caught with an unapproved animal in the residence halls, the resident will be expected to remove the animal from the residence halls immediately. Residents with unapproved animals in the residence halls may be subject to disciplinary action and/or a \$50.00 fine.

SAFETY

Northwestern's Campus Police Office is located in the Student Center, or you can contact them by calling (580) 327-8511. Any message left on the voice mail will page a police officer.

There are cameras in each residence hall and overlooking each residence hall parking lot. These cameras continuously record.

State Health Codes state that shoes, pants, and a shirt will be worn in all public areas. This includes all lounges, the cafeteria, and classrooms.

Health and Safety Room Inspections

A scheduled health and safety room inspection will be performed at least once per month. Notifications of the room and suite inspections will be posted 24 hours in advance in the specific hall. The purpose of

these inspections is to be preventative and to verify that the rooms are in a condition that would not put the student's health or safety at risk. Residence life staff will enter the rooms to inspect the following areas and they will lock the doors when they leave. Resident should always have their key with them if they are not in the room. If the residence life staff finds the students in violation of any policy while they are in the rooms, the housing department may issue a fine.

- Cleanliness / Sanitary Conditions
- Alcohol / Drugs / Illegal Weapons
- Water Leaks / Mold / Mildew
- Smoke Detectors
 - Candles / Open flames
- Pet Violations
- Guest Violations
- Unapproved Electronics and Appliances

Inspections will consist of checks on cleanliness, damages, and inappropriate items in room and suite, amongst others as deemed necessary. Resident Assistants will also check inside refrigerators. Inspections will be the same procedure for each room and suite in the entire residence hall. The university understands a student's desire for privacy and takes reasonable steps to protect this privacy. However, the university may exercise its contractual right to enter a student's rooms for the following reasons:

- For a known emergency or if there is evidence that suggests a possible emergency
- For evidence that suggests a violation of university regulations
- Maintenance may enter to fix an issue
- Health and Safety Room Inspections

Keys / Doors

You are issued the key for your room or suite at check-in. Your key and room security are your responsibility. If you lose your key, you will be charged \$35.00 per replacement key. The procedure to replace a key is to go by the Business Office to pay the \$35.00 and a receipt will be given to you. Take the receipt to the Hall Supervisor and they will issue you a key. The Hall Supervisor will not let you borrow a key. If a lock core has to be changed, an additional \$90.00 will be charged.

Keep your door locked at all times when you leave your room. A theft can occur at any time in a matter of seconds. The University is not responsible for stolen or damaged personal property.

DO NOT prop open exterior doors of the residence halls. Propping open exterior doors will result in a \$50.00 fine.

DO NOT try to yank open or pull open exterior or interior doors. This will damage the door and impact the safety of the resident hall buildings. If you are caught trying to yank open doors (in person or on camera), you will be charged a \$150.00 fine in addition to any door damages.

DO NOT use fire escape exit doors unless there is an emergency. The use of fire escape doors in a non-emergency situation will result in a \$50.00 fine.

Illness

If you are ill, you can contact Share Medical Center at (580) 327-2800. You must call before noon on Monday, Wednesday, or Friday to set up an appointment for those evenings. Contact an R.A. or Hall Supervisor if you need assistance in any way.

Fire drills / Fire Safety

One fire drill must be held each semester in each residence hall. Residents must participate. Failure to do so will result in disciplinary action. Misuse of a fire extinguisher or any safety equipment or emergency doors will result in the offender: (1) cleaning up the mess: (2) having the equipment put in working condition: (3) paying the damages. The offender will be seen by the Conduct Officer to determine further disciplinary action. Emergency exits are only to be used in case of fire or other emergencies.

For the safety of our residents, fire alarms must be in working conditions at all times. When a fire alarm needs a new battery, the resident must report it to a Resident Assistant. The Resident Assistant will replace the battery. Failure to report battery issues or tampering with the alarm will result in a \$25.00 - \$50.00 fine.

The burning of candles or incense is not allowed in the residence halls. Failure to comply will result in a fine.

Electrical Appliances / Cooking Use

Any electrical appliances that you bring to use in your room must have a surge protector between the outlet and the appliance.

Only one small refrigerator and one microwave is allowed in the room.

The refrigerator size is to be no larger than 4.5 cubic feet.

Hotplates, crockpots, skillets, toaster ovens, electrical appliances that have exposed heating elements, and unapproved electrical appliances are not allowed in the rooms. Cooking is not permitted in the resident rooms for health, fire safety (violation of fire codes), as well as sanitary reasons.

Tornadoes / Severe Weather

Each resident will go to the first floor, center hallway, away from windows and glass in the event of a tornado or severe weather. Flyers for underground safe places will be posted in the residence halls and e-mailed to students.

Weapons

Firearms, pellet or B.B. guns, explosives (fireworks), knives, cross-bow and arrow, paint guns, or weapons of any kind are not allowed in the residence hall or vehicle kept on campus. Campus Police will store your weapons if deemed appropriate. You must contact Campus Police before bringing the weapon to campus.

Failure to comply will result in a fine and may result in disciplinary action.

Parking

Park all bicycles, cars, pick-ups, motorcycles, etc. in designated locations. Every vehicle that you bring to campus must display a current decal. If you move off campus or to a different residence hall your parking decal must be changed. You must park in the location specific to your decal. Visitor parking is available.

You must be parked appropriately in your parking spot. You may not back in to parking spots. Decal is located in the back left window of vehicle and must be visible at all times.

CONDUCT

All residents are responsible for knowing and abiding by all policies governing on-campus residential living. All students are expected to conform to all university, local, state, and federal laws. All students are expected to abide by the Student Code of Conduct outlined in the Student Handbook.

Illegal Drugs / Alcohol

Accordingly, NWOSU adopts the following policy: The unlawful manufacture, possession, use, dispensation or distribution of illicit drugs and alcohol by students and employees on NWOSU property, or as a part of any University sponsored activity, is strictly prohibited. All students and employees must abide by this policy as a condition of enrollment or employment. Continuance of employment or enrollment following receipt of this policy constitutes acceptance of this policy by the employee or student. Sanctions will be imposed for violation of this policy.

Possession or use of alcoholic beverages, illegal narcotics, or prescription drugs is strictly prohibited.

Alcohol fines as well as tobacco fines will begin at \$25.00 and increase at a minimum of \$25.00 each additional violation. Charges can be more depending on severity of violation.

Possession of illegal narcotics will result in termination of housing. Residents caught with illegal narcotics must move out of the residence halls within 24 hours of violation.

Student conduct which the university deems unacceptable in a group living situation, even though the violation is not covered in the written regulation, will be subject to disciplinary action.

Violation of any rule or regulation or combination thereof could result in fines, conduct warning, conduct probation, temporary suspension, suspension, or expulsion in accordance with the NWOSU student code of conduct. All students shall adhere to the NWOSU student handbook

Northwestern 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
game.

We hail our alma mater.