

Residence Hall Student Guide

JULIA SEARS | CRAWFORD | GAGE | McELROY

 MINNESOTA STATE UNIVERSITY MANKATO

Residential | Life



2011-2012

www.mnsu.edu/reslife

Important Residence Hall 2011-12 Dates to Remember

Fall Semester

August 18

Halls open at 9:00 a.m.

Welcome Week Barbecue begins at 4:00 p.m.

August 19

Food Service begins at Gage and Carkoski Dining Rooms.

August 22

Classes begin.

Single room, suite, and superdouble waiting lists begin at the front desk of each community.

September 2

Last day to change meal plans for fall semester.

September 6-7

Room changes available in the Residential Life Office.

September 8

Room changes begin through the front desk of each community.

November 18

Deadline to register for Thanksgiving Break housing.

November 23

Food service ends at 6:00 p.m.

Halls close at 7:00 p.m. for Thanksgiving Break.

November 27

Thanksgiving Break ends and Halls reopen at 12:00 noon.

Food service begins at 4:30 p.m. for evening meal.

November 28

Contract release requests for spring semester received after 4:30 p.m. deadline subject to late charge.

November 30

Last day to convert Maverick 160 Plan meals to Flex Dollars for Fall Semester.

24-hour Quiet Hours for semester finals begin at 10:00 p.m.

December 2

Deadline to sign up for Winter Break Housing.

Noon deadline to request a room change for Fall Semester and those starting Spring Semester. Room change opportunities resume January 23.

December 9

Food service ends at 1:30 p.m.

Last day to use Fall Semester Flex Dollars associated with the Maverick 160 Plan.

24-hour Quiet Hours end at 7:00 p.m.

Halls close at 7:00 p.m. for Winter Break.

Spring Semester

January 6

Halls open at 8:00 a.m.

Food service begins at 11:00 a.m. for lunch.

January 9

Classes begin.

January 20

Last day to change meal plans for spring semester.

January 23-24

Room changes available in the Residential Life Office.

January 25

Room changes begin through the front desk of each community.

February 29

Deadline to register for Spring Break Housing.

March 2

Food service ends at 6:00 p.m.

Halls close at 7:00 p.m. for Spring Break.

March 11

Spring break ends and Halls open at 12:00 noon.

Food service begins at 4:30 p.m. for evening meal.

April 25

24-hour Quiet Hours for semester finals begin at 10:00 p.m.

April 30

Last day to convert Maverick 160 Plan meals to Flex Dollars for spring semester.

May 4

Last day to use 2011-2012 Flex Dollars on all meal plans.

Food service ends at 1:30 p.m.

24-hour Quiet Hours end at 7:00 p.m.

Halls close at 7:00 p.m.

Minnesota State University, Mankato

Department of Residential Life

111 Carkoski Commons

www.mnsu.edu/reslife

507-389-1011

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Residential | Life
MINNESOTA STATE UNIVERSITY, MANKATO



Our Mission

The Department of Residential Life facilitates students' academic and personal success by providing educational opportunities and convenient accommodations.

Residence Hall Notes

You and Your Roommate

Sharing a room with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become friends with someone new, who has a different background and different ideas provides a tremendous learning experience. Most people get along with their roommates, but no relationship is perfect all the time. Some students have never had to share a bedroom with anyone else, while others seem to have always had that older brother or younger sister around them. Some students are morning people, while others are night owls. Some are soap opera watchers, while others prefer old movies or sports. Even the reasons why students come to Minnesota State Mankato differ from person to person. Each person is a unique individual, with his/her own likes and dislikes. **The key to making your roommate relationship work is to discuss these likes and dislikes and come to some agreements.** (Even if you are planning on rooming with someone you already know, it is important to go through the process of talking to one another about living together. Living with someone is much different than knowing someone, so don't assume you don't have anything to discuss.)

Community Advisors (CAS) will provide a "Roommate Agreement" to each floor resident. Each roommate is encouraged to discuss the items listed on the agreement. Thoughtful participation in the roommate agreement process will help each roommate support the rights of the other.

These discussions can occur prior to actually moving in or can take place upon your arrival to your residence hall. Regardless of where and when they occur, we encourage you to answer these questions with your roommate:

- When do I need to sleep? When do I need to study?
- How clean does the room need to be? Who does the cleaning?
- Do I use alcohol or tobacco or other drugs?
- How am I going to obey the rules and regulations of the residence hall?
- What can I borrow and what would you prefer be left alone?
- When can I have guests in our room?
- How will I know if I've done something to upset you?
- When can my friends call me?
- What concerns you about having me as your roommate?

Finally, an ongoing and extremely important step: keeping the lines of communication open as situations arise in your roommate relationship. Maintaining the ability to discuss problems as they arise is important, and doing so will make your relationship last throughout the year. There are many people in the residence halls who can help resolve roommate difficulties too. Seek out your Community Advisor (CA) or other Department of Residential Life staff member (Area Director or Graduate Hall Director) for assistance.

Roommate Rights and Responsibilities

As a member of the Minnesota State University, Mankato Residence Hall communities, you have the following rights and responsibilities. Conversely, each individual should work to be the type of roommate who helps to ensure these rights.

1. The right to read and study in your room free from disturbances.
2. The right to sleep without undue disturbance.
3. The right to be treated with respect and civility at all times.
4. The right to expect a sense of privacy in your room.
5. The right to a safe and secure home.
6. The right to be free from fear of intimidation, physical harm and/or emotional distress.
7. The right to a clean room and the responsibility to share equally in the work to keep your room clean.
8. The responsibility to respect your roommate's rights and personal belongings.
9. The responsibility to host guests in a manner that does not interfere with the rights of your roommate and other community members.
10. The responsibility to complete and honor your Roommate Agreement.
11. The right and responsibility to speak out when you believe your rights have been violated.
12. The right and responsibility to seek the assistance of others to resolve conflict when individual action has not been successful.

These rights and responsibilities apply not only to roommates but also to other students living on the floor and in the residence hall.

The University holds no liability if the above rights are not met or if the roommate contract is violated. These rights are only a **suggestion** by the University to aid you in creating the best possible living environment.

The Staff

Community Advisor (CA)

A Community Advisor (CA) is a student selected to assist residents. He/she is responsible for check-in and check-out, conducting floor meetings, disseminating information, organizing activities and serving as a resource about campus services.

Graduate Hall Director (HD)

A Graduate Hall Director (HD) is a graduate student that lives in the residence hall and is responsible for a designated area. HDs work with CAs to assist residents and serve as conduct hearing officers.

Area Director

The Area Director is responsible for all activities within the residence community. Specifically, she/he directs, in conjunction with other Residential Life staff, programmatic planning for residents, administrative duties within the community, handles disciplinary issues and is a general liaison with the rest of the University. The Area Director is located at or adjacent to the front desk of each residence community.

Residence Hall Program Advisor and Summer Operations Coordinator

The Residence Hall Program Advisor and Summer Operations Coordinator provides leadership in the advising of the Residence Hall Association and the National Residence Hall Honorary. Additionally, the Residence Hall Program Advisor and Summer Operations Coordinator manages all aspects of Residential Life summer conferences, guest housing, and pre-season housing programs.

Student Success Coordinator and Conduct Hearing Officer

The Student Success Coordinator and Conduct Hearing Officer provides leadership in communicating expectations regarding student behavior and in responding in student behaviors ranging from alleged policy violations to crisis interventions.

Academic Support

Maverick Mentor – A Maverick Mentor is a selected student who intentionally assists the first year students of Maverick Hall in their academic transition to college.

Learning Community Coordinator – A Learning Community Coordinator is an upper-class student who lives in the residence halls within one of the academic Learning Communities. Within the community, he/she supports residents' academic success, serves as a role model, and plans programs related to the themes of the Learning Community.

Academic Programming Coordinator – The Academic Programming Coordinator is a resident graduate student who creates and implements programming that supports the academic success of first-year students in Maverick Hall.

Desk Staff

Desk Staff provide operational services such as issuing temporary keys, providing guest parking permits, telephone information, guest parking and other desk services for residents. There is a Desk Manager, Administrative Assistant, and staff assigned to the front desk of each residence community.

Overnight Safety Monitors

Overnight Safety Monitors assist residents when front desks are closed, monitor exterior doors, and report suspicious activity, vandalism, or unauthorized activity. Overnight Safety Monitors partner with residents and University Security to foster a secure community.

Repair Worker and General Maintenance Worker

These staff members ensure buildings are maintained and public areas are kept clean. They are not responsible for cleaning student rooms or excessive messes resulting from sickness, pranks, or get-togethers.

Student Leadership

Residence Hall Association (RHA)

The Residence Hall Association (RHA) is the campus-wide student government for all residents living on campus at Minnesota State University, Mankato. RHA is recognized as the voice of students living on campus by the Minnesota State Student Association, University administration and the Department of Residential Life. RHA also serves as the coordinating organization for all aspects of the Residential Life student leadership program.

The mission of RHA includes the following purpose statements:

- Voice the opinions and concerns of the students living in the residence halls at Minnesota State University, Mankato to Residential Life and University administration.
- Provide a variety of social and educational programs and events for all residents through RHA initiatives and the sponsorship of each Community Council, and the National Residence Hall Honorary.
- Promote the development of positive residence hall communities, which contribute to the happiness and well being of students.
- Support the academic success of Minnesota State University, Mankato residence hall students.

All students living in the residence halls are automatically members of the Residence Hall Association. The RHA Representative from each floor community represents the views and opinions of their constituents as a voting member at RHA Assembly Meetings. The RHA Representatives make up the voting membership of the Residence Hall Association. The RHA Assembly meets weekly at 4:00 p.m. in the Centennial Student Union. All members are welcome to attend and participate in RHA meetings to express their opinions and concerns about any aspect of living on campus.

RHA is led by an Executive Board of volunteer student leaders elected by the RHA Assembly. The RHA Executive Board office is located in the Leadership Resource Center, Room 011, in the lower level of Carkoski Commons (near the computer lab).

Phone: 507-389-2212. email: residencehallassociation@mnsu.edu. Internet: www.mankatorha.org

Community Councils

Each floor community has a Community Council, which provide activities for floor members to interact and respond to the needs, opinions, and issues of students living on the floor. Community Council positions include, but are not limited to, the following: Floor President, Vice President, and RHA Representative. Each Community Council is advised by the Community Advisor (CA) for the floor. For additional information on getting involved with your Community Council, contact your CA or the Residence Hall Association (x2212).

Examples of other Community Council Leadership Positions include: Intramural Manager; Community Council Secretary; Birthday Committee; Social Coordinator; Publicity Coordinator; Recycling Coordinator; Academic Recognition Committee; Community Service Coordinator; and MSSA Senator.

National Residence Hall Honorary

The National Residence Hall Honorary (NRHH) is an organization that provides recognition for those individuals living in the residence halls who have demonstrated outstanding services to their hall community, residential life, and/or the University community. The mission and purpose of NRHH is to recognize students living on campus for their contributions and to provide leadership training for students. The organization exists to provide opportunities for student leaders to continue to develop other leaders on campus, by acting as a resource and giving support and training to other student leaders. NRHH coordinates the Maverick Award recognition program and the "Of the Month" Awards (OTM's). For additional information, contact NRHH at mankatonrhh@gmail.com, 507-389-2212, or www.nrhhmaverickchapter.org.



Fire Equipment and Safety

Fire Equipment

Fire Extinguishers

Fire extinguishers are located in all hallways. They are to be used only in the event of fire.

Sprinkler System

Sprinkler heads are installed in various areas of the residence halls. Extreme heat or trauma directed toward a sprinkler head will activate the sprinkler system and fire alarm system. When the fire alarm system is activated, the area must be evacuated. Large volumes of water will flow out of the sprinkler head. Damage to the surrounding area will occur.

Smoke Detectors

Smoke detectors are an essential part of the fire safety system. Residents' rooms are equipped with smoke detectors that sound independently.

Residents are responsible for ensuring their smoke detectors are connected and operational at all times. Minnesota Law dictates smoke detectors are to be connected and operational at all times. Residents should test smoke detectors the first Monday of every month. Disabling or removing smoke detectors will result in disciplinary action.

- In Gage, if your smoke detector battery is weak, your smoke detector will emit soft beeps in 30-second intervals. When this happens, slide the smoke detector casing off the wall, remove the battery, take the battery to the front desk for a replacement, install the replacement battery, reattach the smoke detector casing to the wall, and then test the smoke detector by pushing the test button until the smoke detector sounds.
- If your smoke detector is inoperable, contact the front desk during desk hours. If the front desk is closed, contact University Security and a repair worker will be sent to assist you.

Tampering with Fire Equipment

Fire safety equipment that has been tampered with may fail to operate correctly in an emergency. This could prove fatal. Tampering with fire safety equipment (including, but not limited to fire alarm pull stations, fire extinguishers, smoke detectors, sprinkler heads, and exit signs) when there is not a fire or any reason to believe that one exists will result in disciplinary action, civil penalties and possible eviction.

Fire Safety Regulations

The subject of fire safety is one that is taken seriously. There have been fire-related incidents in the past that were preventable. All residents are expected to observe the following fire safety regulations.

- **No candles, incense, or open flame are allowed in the residence halls.**
- Ironing should only be done in the communal kitchens.
- Appliances with an open coil or that can bring oil to a boil are not allowed in the residence halls.
- Smoke detectors are to be connected and operational at all times.
- Light fixtures, outlets and switches are not to be altered or have items hung from their surfaces (e.g. can top rings or foil which may conduct electricity).
- Motorbikes or other motorized vehicles are not allowed in the residence halls.
- Access to windows, smoke detectors, and doorways is to be unobstructed.
- Excessive use of flammable substances on walls is not permitted.
- Only metal or flame-retardant wastebaskets are allowed in student rooms.
- Items posted on room doors may cover only 20 percent of a door's surface.
- Residents are not to leave cooking food unattended.
- Decorative lights are not permitted on metal doors, window frames, bed springs or bed ends.

Fire Equipment and Safety

Fire Safety Tips

- Make a fire escape plan and practice it. Locate two fire exits close to your room and count the number of doors between your room and each exit.
- Make a plan to assist others who are unable to evacuate on their own. Even if it is a temporary disability, plan ahead for fire emergencies.
- Test your smoke detector the first Monday of every month. Contact the front desk to obtain a replacement battery or report a malfunctioning smoke detector.
- Turn off all appliances when leaving a room and check any electrical equipment that is not working properly or smells odd.
- Do not overload electrical circuits.
- Make sure cigarette ends, ashes and matches are cold before disposing of them in a smoker's pole receptacle.
- Keep all areas clear of trash.
- Use fire equipment for fire prevention only. Participate in fire drills.

Fire Drills

Fire drills are used to familiarize residents with a building's fire alarm system, emergency exits, and procedures for contacting the fire department. Fire drills are conducted twice a year. Residents must evacuate during a fire drill.

Fire Evacuation Procedures

At the first indication of a fire, whether it is persistent smoke, flame, or a fire alarm; follow the procedure outlined below.

If You See a Fire

- Leave the area immediately.
- Contact the fire department (9-911) and University Security (507-389-2111).

When the Fire Alarm Sounds

- Always assume there is a fire. Don't ignore it.
- If time permits, take a jacket and shoes, and a towel to cover your face.
- Stay low and crawl to your door. Smoke fills a room from the ceiling down.
- Test the door with the back of your hand.
- If the door is hot, keep the door closed and stay in the room.
- If the door is cool, open it slowly. Walk quickly and calmly to the ground level, closing all doors behind you. Do not use an elevator. An elevator may open at a floor on fire or stop working, trapping you inside.
- If there is smoke in the hallway, crawl to the stairs. Count the doors as you go so you do not get lost. If the smoke and heat are too great, try an alternate escape route. If both escape routes are blocked, return to your room.

If You Are Trapped Inside Your Room

- Close the door between you and the fire.
- Stop up cracks and vents to keep smoke and toxic gases out.
- Put a wet cloth over your nose and wait at a window.
- Open the window a few inches for fresh air. DO NOT break the glass.
- Hang a sheet or some other article out your window to signal the fire department.
- DO NOT panic. DO NOT jump. Wait for help.

Once You Have Evacuated the Area

- Notify civil authorities of anyone that may not be able to physically respond to the fire alarm or use sound judgment to evacuate the area (e.g. wheelchair users or someone under the influence of alcohol or drugs). Do not reenter the building until you are told to do so by civil authorities.

If Your Clothes Catch Fire

- STOP do not run. DROP to the ground or floor immediately and cover your face with your hands. ROLL over back and forth to smother the flames.

Severe Weather Safety

Severe Weather Announcements

Local radio and television stations announce severe weather watches and/or warnings.

Tornado Watch

A tornado watch is issued when weather conditions in the area are such that the formation of a tornado is possible. You are alerted of a tornado watch via broadcast media - public civil defense sirens are not sounded. During a tornado watch, be alert for approaching storms.

Tornado Warning

A tornado warning is issued when a tornado is approaching or has been sighted in the immediate area. You are alerted of a tornado warning via broadcast media, an emergency tone followed by specific weather information, and civil defense sirens. During a tornado warning, seek shelter immediately.

Storm Alert

A storm alert is issued when weather conditions in the area are such that the formation of a severe storm is possible. You are alerted of a storm alert via broadcast media - public civil defense sirens are not sounded. During a storm alert, be alert for approaching storms.

Severe Weather Procedures

At the first indication of a tornado or severe weather warning:

- Go to the nearest severe weather shelter area. Do not go outside. Do not use an elevator. Electrical service could be disrupted, trapping people between floors.
- Stay away from windows and areas with wide free-span roofs (e.g. main corridors, cafeterias).
- Take a communication device (portable radio, cell phone) and/or flashlight to the shelter area.
- Remain in the severe weather shelter area until the warning has expired or has been cancelled according to the broadcast media. No public "all-clear" siren will sound.

Severe Weather Shelter Areas

While no shelter area can be designed as entirely safe, the following areas are designated as severe weather shelter areas in residence hall communities.

Carkoski Commons

The shelter area is the north lower level corridor of Carkoski Commons. Enter the shelter area through stairways leading into the lower level of Carkoski Commons.

Crawford Community

The shelter area is the Crawford laundry room and the north lower level hallway of Carkoski Commons. Enter the shelter area through the stairway leading to the Crawford laundry room and the C Hall stairway leading into the lower level of Crawford.

Gage Community (A Tower and Maverick Hall)

The shelter areas are the restrooms, kitchens, and stairways on floors 1 through 7. Enter the shelter areas through the stairways and corridors leading to the shelter areas. Stay out of the interior corridors.

Gage Community (Commons Area)

The shelter area is the service corridor located across from the mailboxes. Enter the shelter area through the double doors next to the women's restroom.

Julia Sears Residence Hall Community (Commons Areas)

The shelter area is the lower level service corridor. Enter the shelter area through the stairway located adjacent to the elevator lobby.

Julia Sears Residence Hall Community (Residential Rooms)

The shelter areas are the bathrooms located within suites.

McElroy Community

The shelter area is the McElroy F and G Hall laundry rooms and the lower level service corridor of McElroy. Enter the shelter area through the stairways leading to the lower level of McElroy.

Card Access System

The card access system allows residents of a community to enter designated areas of their community with an access card (MavCARD).

Doors are equipped with a 30-second time-delay device that allows you to enter or leave the community without an alarm sounding. However, if a door is held open more than 30 seconds or propped open, a local alarm is activated to alert residents. Simultaneously, University Security receives an alert at their headquarters.

It's important for all residents of a community to be considerate and cooperative and make sure that doors are closed, not only for the safety and security of all the residents, but so that other residents aren't disturbed by alarms that sound when doors are held or propped open.

Caring for Your Access Card

The access card (MavCARD) contains an antenna coil that communicates to a proximity reader. Special care must be taken when using the access card (MavCARD). Any of the following will damage the card and are not considered natural wear and tear. There will be a replacement fee charged for a new access card (MavCARD).

- Do not leave in direct sunlight, for example, on the dash of a car.
- Do not expose to extreme heat or open flame. For example, clothes dryers or clothes irons.
- Do not machine wash.
- Do not use as an ice scraper or scraping tool.
- Do not crimp, bend, or twist card.
- Do not re-laminate.
- Do not pound with a pen or tool.
- Do not punch a slot or hole in the card.

We Need Your Cooperation

Your cooperation helps make our campus secure. The Card Access System works only if everyone follows the guidelines that promote safety. To make sure everyone in your community and the communities you visit remains safe and secure, remember:

- Don't prop doors open.
- Don't lend your access card to someone else or borrow someone else's card.
- Don't let someone else into the community just because that person is standing right behind you as you let yourself in — or is standing outside the door as you let yourself out. Also, when entering or exiting the community, don't allow a person to catch the door and hold it open to let himself/herself in. The only way to ensure safety is to make sure the door closes behind you, so that everyone entering the community has to either use an access card or call a resident to be let inside. Not holding the door open for others may seem rude, but it's the only way to make sure that everyone who enters the community has a legitimate reason to be there.
- Don't expect or ask people entering or leaving a community to hold the door open for you. Use your access card if you live there, or, if you don't, call a resident to let you in.
- Be alert and aware. Report any strange, suspicious or unusual behavior or events to University Security.
- If the card access system is not working, report the problem (see Card Not Working, below) and be patient until it is working again.

Card Operation

The Card Access System is easy to use. Simply pass your MavCARD in front of a proximity reader (black box located near designated entrances). The red light will change to green. At the same time, you will hear a click of the mechanism, which enables you to open the door. You may then enter the building. As the door shuts and locks, the system resets automatically.

Card Access System

Card Not Working

When your MavCARD is held near a card reader, you should hear a beep and see the light on the card reader change from solid red to solid green. If the light flashes, your MavCARD was not recognized or access has not been granted to that area.

If a card reader denies you access to an area you are authorized to enter, be sure to present your MavCARD to the reader by itself.

If your MavCARD is near another proximity card, it may not work properly. Wait ten seconds and try your MavCARD again.

If access continues to be denied, note the following:

- Date and time of the problem.
- Building and door.
- Response from card reader – does the reader beep and flash, stay solid red, or do nothing at all?

During business hours (M-F 8:00 a.m. - 4:30 p.m.) go to the Residential Life Office (111 Carkoski Commons).

After business hours use the telephone at the main entrance of your community for assistance or call 507-389-2111 from a cellular telephone.

Card Replacement

During business hours you must go to the MavCARD Office (117 Centennial Student Union) to obtain a replacement card. Replacement fees apply and a new card will be issued upon receipt of the replacement fee. Replacement card fees cannot be billed to a student account. Make sure you bring a driver's license, state ID or passport for identification purposes.

After business hours you must contact University Security (222 Wiecking Center) to report your card as lost, stolen or damaged. When business hours resume, go to the MavCARD Office to obtain a replacement card. Until a replacement card is issued, make sure you have returned to your community before exterior doors are locked, or make sure you are with a resident who will be able to assist you in gaining access to the community.

Dining Locations and Hours

The Department of Residential Life works closely with University Dining Services to ensure high-quality meals are available to campus residents. We provide a quality dining program that accommodates varied lifestyles and tastes. If you have questions or concerns please feel free to relay them to the Dining Services staff or to the Department of Residential Life.

University Dining Locations

There are two dining centers in the residence halls. One is located in **Carkoski Commons** between Crawford and McElroy. The other is in **Gage**. Both are all-you-care-to-eat areas where students on a meal plan and other customers can enjoy a meal. The menu changes daily and offers a wide variety of entrees and daily favorites from which to choose. After you sign up for a meal plan, you can eat at either location by using your MavCARD.

Gage C - Store is a convenience store located on the main floor of Gage. The store offers prepared food, grocery and other items for students to purchase with Flex Dollars, MavCash, cash, or credit card.

The Centennial Student Union (CSU) offers a wide variety of choices on two floors. Dining outlets accept cash, checks, credit card, MavCash, and Flex Dollars. Hours of availability are posted in the CSU.

Chet's Place is located in Carkoski Commons. Students are able to enjoy a convenience store and grill at this location.

The 1872 Grill in Julia Sears features a grill, deli, and convenience store.

Dining Locations and Hours

| | Sunday | Monday - Tuesday - Wednesday - Thursday | Friday | Saturday |
|---|---|--|--|---|
| Gage Dining Hall and Carkoski Dining Hall | Brunch: 10:00 a.m. to 1:00 p.m. Dinner: 4:30 p.m. to 8:00 p.m. | Breakfast: 7:00 a.m. to 10:30 a.m. Lunch: 10:30 a.m. to 4:00 p.m. Dinner: 4:00 p.m. to 8:00 p.m. | Breakfast: 7:00 a.m. to 10:30 a.m. Lunch: 10:30 a.m. to 4:00 p.m. Dinner: 4:00 p.m. to 7:00 p.m. | Brunch: 10:00 a.m. to 1:00 p.m. Dinner: 4:30 p.m. to 7:00 p.m. |
| Gage Quick Zone and Chet's Place | 7:00 p.m. to 12:00 a.m. | 10:00 a.m. to 4:00 p.m. 7:00 p.m. to 12:00 a.m. | 10:00 a.m. to 4:00 p.m. 7:00 p.m. to 12:00 a.m. | 7:00 p.m. to 12:00 a.m. |
| 1872 Grill in Julia Sears | 7:00 p.m. to 12:00 a.m. | 7:00 a.m. to 4:00 p.m. 7:00 p.m. to 12:00 a.m. | 7:00 a.m. to 4:00 p.m. 7:00 p.m. to 12:00 a.m. | 7:00 p.m. to 12:00 a.m. |

The Department of Residential Life reserves the right to change serving hours. Chet's Place will be under renovation Fall 2011 with limited services and hours.

Flex Dollars

All students living in the residence halls have Flex Dollars or meals that can be converted to Flex Dollars. Students on the Maverick Anytime Plan receive 65 Flex Dollars each semester, students on the Maverick 14 Plan receive 150 Flex Dollars each semester and students on the Maverick Flex Plan receive 200 Flex Dollars each semester. Students on the Maverick 160 Plan have the option to convert meals to Flex Dollars at a rate of \$5.10 Flex Dollars for one meal. Once converted, Maverick 160 Flex Dollars may not be converted back to meals. (See the information under "Meal Plans" for the rules about converting meals to Flex Dollars.)

Using Flex Dollars, you can make purchases in all University Dining Services locations by presenting your MavCARD to the cashier. Your purchase is deducted from your account and your current balance is shown on the receipt, so it is easy for you to keep track of your money. If you are unsure of your current balance at any time, just ask a cashier to scan your card. Balances can be displayed without making a purchase.

Whenever your balance runs low, you can add Flex Dollars to your account. Flex Dollar balances on the Maverick Anytime, Maverick 14, and Maverick Flex Plans remaining at the end of Fall Semester will carry over to the spring semester, but do not carry over to the next academic year. Flex Dollar balances on the Maverick 160 plan remaining at the end of fall semester do not carry over to spring semester and do not carry over to the next academic year.

You are welcome to use your Flex Dollars to purchase a meal for your friends, however, you may not give your card to a friend to make purchases for you. University Dining Services cannot take responsibility for someone using a card that is lost or stolen.

Dining Locations and Hours

Guests

If you have a friend or relative visiting you on campus, you may pay for their meals using your Flex Dollars. Cash, checks, and credit cards are also accepted at any of the dining facilities.

In-Room Meals

If you are sick and not able to come to the dining room you may give your MavCARD to another student on a board plan to obtain a To-Go meal. That student will need to provide your MavCARD and his/her own MavCARD to the dining room manager.

MavCARD Loss

If your MavCARD is lost or stolen, you will need to contact the MavCARD office immediately to obtain a replacement card. Also, you must contact Dining Services so a temporary meal card can be issued. This is the only way you'll be able to eat in the dining areas without paying cash. Also, by contacting University Dining Services immediately, your card can be invalidated so that no one else can spend your Flex Dollars or use the allotted meals on your plan. Temporary meal passes are \$1 and are valid for three days. If your original MavCARD has not been found by the third day you must obtain a new MavCARD from the MavCARD office.

Meal Plans

Each meal plan has two components: meals and Flex Dollars. Meal plans determine the number of meals available at Carkoski or Gage Dining Commons for either the week or semester. Flex Dollars are like having a prepaid debit account on your MavCard that can be used at any University Dining Services location on campus.

Maverick Anytime

Less than \$9.80 per DAY for UNLIMITED meals eaten in the dining hall!

Unlimited Dine-In Access/Includes 65 Flex Dollars Per Semester

This meal plan allows you unlimited access to the Carkoski and Gage Dining Commons. The \$65 per semester in Flex Dollars can be utilized at any University Dining Services location on campus. These Flex Dollars carry over from fall semester to spring semester. Flex Dollars not used by the end of the spring semester will be forfeited.

The Maverick Anytime is the closest thing to having your own kitchen. Stop by at 11:30 a.m. for a quick lunch on your way to class, return for a mid-afternoon snack, and stop by again for a soda before dinner begins with this ultra-flexible meal plan. You can also choose, instead, to bring your meal back to your room or class with provided to-go containers.

Maverick 14

Less than \$5.10 per MEAL!

14 Meals per Week/Includes 150 Flex Dollars Per Semester

This meal plan allows one meal to be used during each meal period. The plan week begins with Saturday's breakfast of each week. The \$150 per semester in Flex Dollars can be utilized at any University Dining Services location on campus. These Flex Dollars carry over from fall semester to spring semester. Flex Dollars not used by the end of the spring semester will be forfeited.

The Maverick 14 appeals to a student who may only eat two meals each day or those who want to eat all of their meals during the class week. You can also choose, instead, to bring your meal back to your room or class with provided to-go containers.

Maverick 160

Less than \$6.40 per MEAL!

160 Meals per Semester/Convert Meals to Flex Dollars This meal plan allows you 160 meals for the entire semester.

Semesters are approximately 16 weekly long, resulting in an average of 10 meals per week. You may convert any of the 160 meals a semester into Flex Dollars at a rate of \$5.10 per meal, twice a semester (by November 30 for the fall semester and April 30 for spring semester). Your converted Flex Dollars can be utilized at any University Dining Services location on campus. These Flex Dollars **do not** carry over from fall semester to spring semester. Flex Dollars not used by the end EACH SEMESTER **will be forfeited**.

With this plan, you can determine whether you want more traditional meals in Carkoski and Gage Dining Commons or greater flexibility with Flex Dollars to be used at any University Dining Services location on campus.

Dining Locations and Hours

Maverick Flex

200 Flex Dollars Per Semester / No Meals Included

The \$200 per semester in Flex Dollars included with this plan can be utilized at any dining location on campus at any time of the day. These Dollars carry over from fall semester to spring semester. Flex Dollars not used by the end of spring semester will be forfeited. Students are welcome to use their Flex Dollars to buy a meal in the dining halls as no meals are included in this plan.

Meal Periods

Meal periods are defined as:

Breakfast: Monday - Friday 7:00 a.m. - 10:30 a.m.

Brunch: Saturday - Sunday 10:00 a.m. - 1:00 p.m.

Lunch: Monday - Friday 10:30 a.m. - 4:00 p.m.

Dinner: Monday - Thursday 4:00 p.m. - 8:00 p.m.

Dinner: Friday 4:00 p.m. - 7:00 p.m.

Dinner: Saturday 4:30 p.m. - 7:00 p.m.

Dinner: Sunday 4:30 p.m. - 8:00 p.m.

Flex Dollars and Flex Dollars converted from Maverick 160 meals are not subject to meal period limitations and may be used at any dining venue any time.

Students on the Maverick 14 meal plan may use only one of the plan's 14 meals during a meal period in a given day. Students on the Maverick Anytime or Maverick 160 meal plan may use multiple meals per meal period.

With all meal plans, meals are not transferable to other people. You and you alone may eat your meals. Board rates are established on the premise that the average student will only attend a certain percentage of actual meals available. If these meals were transferable, the cost of the meal plans would increase considerably to compensate for the increased attendance. Only one meal may be used during any one meal period. Contact University Dining Services at 507-389-2613 for more information.

Meal Plan Changes

Students may request to change their meal plan. The last day to request a meal plan change for each semester is the Friday of the second week of class. After this date, approved change requests will take effect the following semester. **A limited number of Maverick Flex Plans are available.**

Please refer to the "Maverick Flex" section under "Residence Hall Contractual Information" for additional information about and limitations on this plan.

Meal plan change request forms are available in the Residential Life Office, or you can request a meal plan change online through the Residential Life website. Students on Maverick 160 Plan who use all of their meals prior to the end of the semester and are interested in purchasing an additional meal plan and Flex Dollars to use for the remainder of the semester should contact the Department of Residential Life.

Schedule Conflicts

To-Go meals are available to students on a meal plan whose classes, jobs, or athletic schedules do not enable them to eat during regular service hours. They can be picked up in either the Carkoski or Gage dining rooms. You can also use your Flex Dollars to purchase food items if you are unable to get to a dining room when it is open.

Suggestions

We encourage you to share your suggestions and concerns regarding food service with your local manager at Gage (507-389-1286) or Carkoski Commons (507-389-1513).

University Dining Services Equipment and Serving Items

Trays, dishes, silverware, glassware, and other equipment are the property of University Dining Services. These items may not be removed from the dining halls. Removal of these items constitutes theft and the student will be subject to disciplinary action.

Cable Television/Stereo System

Each residence hall room is equipped with a cable television/stereo hook-up. You should provide your own coaxial cable. The cost of the basic cable service (66 television and 25 FM radio channels) as well as HBO, Showtime, and HD channels, have been included in the residence hall semester bill.

How Do I Use The System?

You should provide your own coaxial cable for connecting your TV or FM receiver into the cable wall plate.

On most television sets and stereos, the cable can be connected directly to the set. The cable will have a silver prong at each end. Screw one of the ends into the cable television wall plate. Screw the other end into the antenna connection of the television.

After you have followed these steps, your television should be connected to the system. If you cannot receive any of the stations, check your connections. Also, check your fine tuning control. If you feel that it is correctly connected and it still does not work, submit a maintenance request (MR) (found on www.mnsu.edu/reslife) and the problem will be investigated and corrected.

What Do I Do If I Have A Problem With The System?

Occasionally, the cable system may not work in your room. During severe weather, the cable system may be temporarily out of order city-wide.

If your television does not seem to work, follow these steps:

1. Check to make sure the power supply to your television and attached components is plugged in and that if it is plugged into a power strip, that the power strip is also plugged in and turned on.
2. If you have a splitter, try bypassing the splitter by hooking up the cable directly to your television. If this solves the problem, then replace the splitter.
3. Check the diagrams that came with your television and additional components to ensure everything is properly connected and connected tight.
4. Double check the cable cords you are using to connect your television and additional components to the cable jack. Make sure they are not torn or cut or have exposed wires. Poor reception is usually due to faulty cable cord.
5. If you are not receiving channels above 13, you may want to auto-program your television's main menu and make sure that it is in the Cable (CATV mode), not TV, Air, or Antenna mode. If your television is skipping channels, try using the auto program option on your television. Go into the main menu of your television and look for an option to "auto-tune" or "auto-program."
6. If it is at all possible, see if you can borrow a friend's television and cable cord (that you know works). Connect the cable cord to the television and cable jack. Test to see if it works. If your television, your cable cord or attached components and not the cable jack or line.
7. If your cable service and the cable service of others on the floor is not working, the system is probably temporarily out of order. During regular Residential Life office hours, contact Residential Life at 507-389-1011 to report the outage. On weekends and after regular Residential Life office hours call Charter Communications at 1-800-581-0081 to report the outage.
8. If all attempts to gain service have failed, then submit a maintenance request online at www.mnsu.edu/reslife or at the front desk. The problem will be investigated and corrected.

If you are not at home when the service representative comes to your room, he/she will not enter your room unless a Room Entry Waiver is completed. The waiver is a part of the online maintenance request you submit to receive the service. If you do not complete this waiver and you are not at home, another appointment must be made with Charter Communications. This will delay the repair.

In the event that the problem is caused by vandalism or abuse, the residents will be billed for the cost of the repair. Do not tamper with the system!

Theft of Service/Tampering Notice

Please note that it is illegal to hook up to a pay television service without paying the appropriate fees. Persons found to be illegally connected will be disconnected, reported to Charter Communications, and subject to residence hall disciplinary procedures and/or criminal prosecution. In addition, residents are not to tamper in any way with the cable TV wires and equipment.

Responsibility for Additional Services

Please note that only the basic cable TV services, as described in this brochure, plus HBO and Showtime have been included in the residence hall semester charges. As long as you pay your semester room and board bills, the service will remain in effect.

Any additional services including additional premium television services that may be offered by Charter Communications and contracted by a resident is the sole responsibility of the resident. The Department of Residential Life will not arrange for such services, or collect any money for such services. The relationship regarding such services is between the resident and Charter Communications. Failure to pay bills for additional services will lead to the termination of the unpaid additional services by Charter Communications. Questions on such matters should be directed to Charter Communications at 1-800-581-0081.

Facilities and Services

Bedding and Linen

Students must provide their own bedding, pillows, towels, lamps, metal or fire retardant wastebaskets (for fire safety reasons) and other personal items.

All mattresses provided in the residence halls are 80" x 36". These mattresses require extra long twin sheets.

Bicycle Storage

There are bicycle racks located near the main entrance of each residence hall. In addition, bicycles may be kept in student rooms. Bicycles may not be stored in hallways, lounges, or kitchens. Students will be held responsible for any damage caused by their bicycles; therefore, they should exercise caution in bringing them into the residence halls. The University assumes no responsibility for the theft of, or damage to, any personal property. This includes bicycles. Bikes left in other areas may be removed and stored by University Security. Bicycles left at the end of the academic year will be considered abandoned property and will be removed by University Security.

Common Interest Floors

Certain residence hall floors have been designated as areas where students who share a particular common interest may choose to live. For example, those interested in interacting with people of other countries may choose to live on the Intercultural Floors. Floor designations and locations are listed.

Floor Assignments

Crawford

A1 Male - Renovated
A2 Female - Renovated
A3 Male - Renovated
A4 Female - Renovated

B1 Male - Renovated
B2 Female - Renovated
B3 Male - Renovated
B4 Female - Renovated

C1 Male
C2 Male - Quiet Study
C3 Female - Quiet Study
C4 Female

D1 Male - Renovated/Intercultural
D2 Female - Renovated/Intercultural
D3 Male - Renovated/Upperclass
D4 Female - Renovated/Upperclass

Gage

A1 Male
A2 Female
A3 Male
A4 Female
A5 Male
A6 Female
A7 Male
A8 Female
A9 Male
A10 Female
A11 Male - Substance-free
A12 Female - Substance-free
B1 Male - Maverick Hall
B2 Female - Maverick Hall
B3 Male - Maverick Hall
B4 Female - Maverick Hall
B5 Male - Maverick Hall
B6 Female - Maverick Hall
B7 Male - Maverick Hall
B8 Female - Maverick Hall
B9 Male - Maverick Hall
B10 Female - Maverick Hall
B11 Male - Maverick Hall
B12 Female - Maverick Hall

McElroy

E1 Female
E2 Female
E3 Female
E4 Male

F1 Male
F2 Female
F3 Male
F4 Female

G1 Co-ed
G2 Co-ed
G3 Co-ed
G4 Co-ed

H1 Male
H2 Female
H3 Male
H4 Female

I1 Female
I2 Male
I3 Female
I4 Male

Julia Sears

All floors co-ed

Facilities and Services

Cooking Facilities

There is a kitchen on every floor where food can be prepared. Kitchen amenities include a sink, microwave, stove/oven, and table and chairs.

Door Viewer (Peephole)

The door viewer is a safety feature that enables you to identify visitors before opening your door to them. You should avoid opening your door to strangers or at any time when the door viewer is covered. If you need your door viewer replaced, submit a maintenance request (MR) at www.mnsu.edu/reslife.

Elevators

All residence communities have elevators essential to the operation of the residence halls. Misuse is strictly prohibited and disciplinary actions will be taken against anyone misusing an elevator. A malfunctioning elevator should be reported immediately to the front desk. If stranded in an elevator, do not climb out. Use the emergency alarm or telephone to request assistance from University personnel.

Front Desk

The front desk is the information center of each residence community. The desk is staffed from 8:00 a.m. to 3:00 a.m. each day, except during break periods. Among the many services and facilities available at the desk are sporting equipment, cooking equipment and utensils, a DVD movie program, administrative forms, guest parking for those not students at Minnesota State Mankato, miscellaneous emergency supplies (such as shovels and first-aid supplies), and on-campus mailboxes. If you need a new battery for your smoke detector or a light bulb for your room, they may be exchanged here. In addition, the desk staff provides information to visitors and offers residents assistance in emergency situations.

Students who have questions or need assistance and cannot determine to whom they should direct their inquiry should seek assistance at the front desk.

Crawford Front Desk - 507-389-6711

Gage Front Desk - 507-389-1021

McElroy Front Desk - 507-389-6717

Julia Sears Front Desk - 507-389-5633

The Area Directors and Desk Managers offices are located at or adjacent to the front desk of each residence community.

Internet Connection

Residents in all communities are able to access the Minnesota State Mankato computer systems and the Internet from two outlets in their room. To get connected to the wired network in your room, you will need a computer with an Ethernet adapter or card and a Cat5 10/100 Base-T cable with RJ-45 connectors. There is no additional charge to use this system.

To access the Internet through a wireless connection in the public areas of the residence halls, your computer will also need a wireless network card or adapter.

To activate your account, follow the instructions in the Welcome Packet found in your room when you moved in. This information is also available at the front desk of your community. **If you need assistance with your Internet connection, please call the ITS Help Desk at 507-389-6654.** The ITS Help Desk and ResTech Services Staff (lower level of Carkoski Commons) are here to help you find solutions to all your computer problems.

Laundry

Washers and dryers are available in the basement areas of Crawford (under the lobby) and McElroy (F, G, H, and I Halls). In Gage, a washer and dryer are available on each residential floor. Washer and dryer use is included in your room and board rate. Sinks are also located in the laundry areas.

If a washer or dryer is not working properly, a maintenance request (MR) should be completed online at www.mnsu.edu/reslife. Include the following information when completing a maintenance request:

- The location of machine (i.e. hall and floor)
- The machine number located on the front of the machine (so we know which machine is not working properly)
- The problem (e.g. machine will not start, machine will not drain, machine will not dry, door will not close, etc.)

Facilities and Services

Light Bulbs

If a light bulb in your room burns out, remove the bulb and take it to the front desk where it will be exchanged for a new bulb. You must have the old bulb to get a new one. If a light bulb in your room burns out and you are not able to change the bulb or reach the light fixture, submit a maintenance request (MR) online (www.mnsu.edu/reslife) and a maintenance worker will bring a new bulb to your room and install it for you.

Lofts

All beds come with lofts. Lofted beds may not be replaced with self-constructed or other rented lofts.

Lost and Found

Individuals who have lost an item in the residence halls should check with the front desk in their community to see if the missing item has been found. Similarly, any item found in the public areas of the residence halls should be brought to the front desk. Found items are retained at the front desk before being turned over to University Security, located in Wiecking Center, where a lost and found service is maintained.

Mail

Addresses

In order to receive mail and packages, a resident's name and complete address needs to appear on items being sent.

Example of complete address format:

Name of Resident
McElroy Residence Community
430 Ellis Ave. #H-221
Mankato, MN 56001-6008

Residence Community Addresses

McElroy Residence Community

| | | |
|-------------------------|-------------|------------|
| E Hall - 410 Ellis Ave. | #E - (Rm #) | 56001-6006 |
| F Hall - 400 Ellis Ave. | #F - (Rm #) | 56001-6005 |
| G Hall - 420 Ellis Ave. | #G - (Rm #) | 56001-6007 |
| H Hall - 430 Ellis Ave. | #H - (Rm #) | 56001-6008 |
| I Hall - 440 Ellis Ave. | #I - (Rm #) | 56001-6009 |

Crawford Residence Community

| | | |
|---------------------------|-------------|------------|
| A Hall - 720 Maywood Ave. | #A - (Rm #) | 56001-7017 |
| B Hall - 730 Maywood Ave. | #B - (Rm #) | 56001-7018 |
| C Hall - 710 Maywood Ave. | #C - (Rm #) | 56001-7016 |
| D Hall - 740 Maywood Ave. | #D - (Rm #) | 56001-7019 |

Gage Residence Community

| | | |
|--------------------------------|-------------|------------|
| A Tower - 700 Ellis Ave. | #A - (Rm #) | 56001-6010 |
| Maverick Hall - 710 Ellis Ave. | #B - (Rm #) | 56001-6011 |

Julia A. Sears Residence Hall Community

| | | |
|---------------|--|------------|
| 540 West Road | | 56001-7014 |
|---------------|--|------------|

Mailboxes

Room keys open mailboxes in Gage and Julia Sears. Mailbox combinations open mailboxes in Crawford and McElroy.

Only the following items may be placed in mailboxes:

- U.S. mail delivered by the Post Office
- Individually addressed campus mail
- Department of Residential Life approved announcements and notices

Facilities and Services

The following items will not be placed in mailboxes:

- Unaddressed advertising of any nature
- Items which are not personally addressed

Packages

When packages arrive, package delivery notifications are placed in mailboxes. Residents obtain packages by showing identification at the front desks.

Mail Forwarding

Mail and packages are not forwarded during break periods. Residents expecting mail during break periods should notify senders in advance of their temporary break address.

When residents leave a residence community, residents are responsible for notifying senders of their address change. Mail received for a former resident is forwarded to the resident's permanent address, as listed with the University. **Permanent addresses can be viewed/changed by going to www.mnsu.edu/campushub.**

- The United States postal Services will not accept change-of-address cards from on-campus students.
- You must notify businesses and individuals directly of your address change.
- Periodicals are forwarded for 60 days.
- Priority and first-class mail is forwarded for 365 days.

Motorized Vehicles

Motorized bicycles, mopeds, or other motorized vehicles are not allowed within the residence halls. A personal assistive mobility device (e.g. motorized wheelchair, Segway, etc.) may only be used in order to accommodate a disability or on University business or to be moved directly to and from storage or recharging areas. Outdoor parking is available on a limited basis in designated areas.

Parking

Motor vehicles may be parked in designated University parking areas after being officially registered with the University. Permits can be obtained at the Cashier's Office (128 Wigley Administration Center). Students are not permitted to plug in their automobile to any residence hall room or outside building outlet. Residents can purchase "Green" permits to park their cars in parking lots immediately adjacent to or near the residence halls based on availability of parking spaces. Overflow of green permit parking is located in a designated section of Lot 20a.

One-day visitor parking permits for guests who are not Minnesota State Mankato students are available from the front desks of each community.

Pest Control

Occasionally there is a problem with insects even in the cleanest of buildings. The Department of Residential Life contracts with a commercial pest control company to address this occasional problem. Students who see any insects in their room should complete a maintenance request at the front desk. Each student can help keep pest problems to a minimum by keeping all food in closed containers, not cooking in student rooms and keeping kitchens clean.

If service is required, it may be necessary for staff from the pest control company to enter your room. They will do so only if a resident is in the room or if a room entry waiver has been completed. The waiver form is available at your front desk. Please complete this waiver or there may be a delay in the service.

Practice Rooms

A music practice room with digital piano is available in both Gage and McElroy Residence Halls. Keys for these rooms may be obtained with an ID at the front desk. Hours of access are determined by the community. The Gage music practice room is located on the main level of A-Hall. The McElroy music practice room is in the I-Hall basement.

Public Phones

Pay telephones are located in Crawford, McElroy, and Gage.

Facilities and Services

Recycling

The Department of Residential Life is committed to encouraging residents to recycle in the residence halls. Recycling efforts include aluminum cans, tin cans, plastic, cardboard, glass, and paper (all types). Recycling containers are located throughout the resident communities.

Repair and Maintenance

Your assistance in reporting maintenance or custodial conditions in a room or common area is essential. **Concerns regarding maintenance or custodial conditions in a room or common area may be submitted online at www.mnsu.edu/reslife.** A student experiencing problems with this reporting procedure should contact the front desk for assistance. If a requested repair is not completed within seven days, contact an Area Director for assistance.

ResTech Services

Students living in the residence halls have access to help from ResTech Services. Located in both Gage and Carkoski Commons, ResTech Services staff are here to help you with computer problems of all sorts. Is your Internet access slow? Do you think your computer has a virus or is suffering from spyware problems? Maybe you can't get your Internet set up correctly.

Contact ResTech Services for help by calling ITS Help Desk at 507-389-6654.

Room Amenities

The personal touches you provide are what make your room unique. Room amenities include window blinds, a 36" x 80" bunk bed or loft, a dresser, a desk and desk chair, a closet and a sink.

Room Sizes

Please visit our website at www.mnsu.edu/reslife for detailed information about room sizes.

Storage

All residence hall furnishings must remain in student rooms. The only exception is the authorized removal of metal bed ends in McElroy and Gage. Residents will be financially responsible for any University items removed from student rooms without authorization. The Department of Residential Life reserves the right to refuse to store any item.

Telephone Services

Most students use cellular phones for their personal communication needs. Local (wired) phone service can be made available in rooms through the local telephone service company. For details and rates, please visit Hickory Tech's website at www.hickorytech.com and view the information about phone service under "Residential Services."

Televisions

There is a public area television located in each of the residence communities. Public area televisions are for the use of all students in the community. The public area television may be used for video/computer games when it is a part of a Community Council, RHA, or Residential Life sponsored event.

Vending Machines

Vending machines are located throughout the residence halls. Requests for refunds of money lost in these machines can be made at the Cashiers Office located in Wigley Administration Center. Beverage containers may be recycled in the residence halls. Recycling containers are located throughout the resident communities.

Wireless Network

A wireless network is available in the public areas of the residence halls as well as the rooms in most communities. Public areas where wireless connections are available include all floor lounges, kitchens, laundry rooms, front lobbies, dining halls, Chet's Place, and the 1872 Grill. Resident rooms in Crawford, McElroy, and Julia Sears also have wireless connections.

Policies and Procedures

In order for the residence communities to run smoothly, efficiently and safely, policies and procedures have been developed by students, staff members and state legislators for the purposes of safeguarding the rights and property of residents and of maintaining the condition of the residence halls. Living in a residential community requires the cooperation and understanding of every individual. It is important to recognize your rights and responsibilities as well as the rights of others.

Air Conditioners

Air conditioners are provided in Crawford A, B, and D Halls, McElroy H and I Halls, and Julia Sears has central air. In all other areas, air conditioners are permitted only for medical reasons with prior approval from the Department of Residential Life. In these situations residents must provide their own air conditioner and submit a maintenance request for installation. Installation in all halls must be performed by University staff. A \$50.00 fee will be added to the resident's University account upon approval to cover the cost of installation and removal during this academic year.

Alcohol and Other Drugs

Alcohol and other drug use potentially affects the safety, health, and quality of life of all students, staff, and faculty and restricts the ability of both Minnesota State Mankato and Residential Life to carry out its mission. The possession, use, consumption, and/or distribution of alcohol, drugs, or synthetic marijuana are prohibited in the Residence Halls on the Minnesota State Mankato campus (regardless of age).

Students must take note of their surroundings and immediately remove themselves from any situation in which a policy violation is occurring.

Alcohol-related violations include the following:

- Possessing or consuming alcohol on campus.
- Possessing empty alcohol containers on campus (this includes all alcohol bottles, cans, beer bongs or other containers).
- Hosting other people in your residence hall room with alcohol present or being consumed.
- Being in a residence hall room where alcohol or alcohol containers are present (regardless of whether you are consuming).
- Disrupting or disturbing others in the residence halls related to alcohol use on or off campus.
- Engaging in criminal activity in the residence halls related to alcohol use on or off campus. Examples include, but are not limited to theft or destruction of property, vandalism, physical assault, and sexual assault.

Drug-related violations include the following:

- Possession or use of illegal drugs on campus.
- Possession or use of drug paraphernalia on campus.
- Hosting other people in your residence hall room with illegal drugs.
- Being in a residence hall room where drug paraphernalia and/or illegal drugs are present or in use (regardless of whether you are using the drugs).
- Disrupting or disturbing others in the residence halls related to drug use on or off campus.
- Engaging in criminal activity in the residence halls related to drug use on or off campus. Examples include, but are not limited to, theft or destruction of property, vandalism, physical assault, and sexual assault.

Residential Life staff members are responsible for addressing alleged violations of these policies. Alcohol will be disposed of at the time of the incident. Kegs, taps, and beer bongs will be confiscated.

Incidents will be documented and the students involved will participate in a conduct hearing to determine responsibility. For students held responsible for a violation of the University's Statement of Student Responsibilities, University responses may include, but are not limited to, the following:

- Housing contract termination (removal from the residence halls). This sanction may result from a first offense that threatens personal safety, a second hosting offense, or repeated lesser offenses.
- Alcohol and drug education program mandated completion. See Sanctions for additional details.
- Suspension or expulsion from Minnesota State Mankato.

The following situations may result in police transport to a detoxification unit, hospital, or jail:

- a student's health or safety is at risk, as identified by police or emergency response personnel
- the student threatens the health and safety of others
- a crime is alleged

These procedures also apply to guests.

Policies and Procedures

Candles and Incense

Candles, incense, and open flames are not allowed in the Residence Halls.

Check-In Procedures

Upon moving into your room, you will be given a room condition report to complete. Be sure that any damages in your room are listed. The information listed on the form is the basis for determining if damages are to be charged to you at check out. **You should, therefore, make sure you are thorough in the completion of the form when you initially occupy your new room.** Students who have not turned in their room condition form 10 days after check-in are subject to a \$25 administrative fee, and a staff person will enter the room to complete the form.

Check-Out Procedures

If you are checking out of your room prior to the end of the contract year and are not moving to another residence hall room, you must come to the Office of Residential Life located at 111 Carkoski Commons to request the release of your contract. Even if you check out of your room, you are not released from your contractual obligations unless your request is approved by the Department of Residential Life.

When checking out of your room for contract termination, contract release, relocation or an approved room change, or at the end of a contract term, you must contact the appropriate staff member to arrange for an appointment to inspect your room in your presence. Your room key must also be returned before you leave the hall. **Students failing to follow the above procedures for proper check out will be charged an administrative fee of \$50. Students failing to return their key will be charged an additional \$50.** The return of a key after official check-out may result in a \$10 reduction of the \$50 charge, but will not negate the entire charge.

Community Bathrooms

Community Bathrooms are to be used by men only or women only as posted. Utilizing a bathroom of the opposite gender is considered misuse of University facilities. Public rest rooms are available in each lobby.

Community Standards

Students take an active role in determining certain floor standards, e.g., quiet hours, locking hours, religious solicitation, and community space usage. This process takes place at floor meetings where decisions are made. Community Advisors serve as facilitators.

Compliance With University Policies

Knowingly acting as an accessory or being present while any known violation of University policy is occurring is in violation of the Statement of Student Responsibilities. You are expected to remove yourself from situations where University policies are being violated. Failure to do so may result in disciplinary action.

Cooking

Residents using kitchen facilities are expected to clean these facilities after use. In addition, residents should clean and remove personal belongings (dishes, pans, etc.) from the floor kitchen after use. Failure to do so could lead to the facilities being closed or hours of operation limited. Residents shall not leave food unattended in the kitchens.

Cooperation With University Staff

Students are expected to comply with the directions of Residential Life staff and University staff acting in accordance with their duties. Failure to do so may result in disciplinary action.

Damages and Vandalism

Students are expected to treat University property with respect and care and to keep rooms and common areas at an acceptable level of cleanliness. Students can be held financially responsible for damages to University property and for unacceptable levels of cleanliness.

Charges for damages/unacceptable levels of cleanliness in student rooms will be the responsibility of those who accept responsibility, are found to be responsible, or if responsibility is unknown, will be equally divided among students assigned to the room or suite.

Charges for damages/unacceptable levels of cleanliness in common areas will be the responsibility of those who accept responsibility or are found to be responsible.

Students charged for damages/unacceptable levels of cleanliness in student rooms may appeal the charge to the Area Director within the time limit specified in the damage billing letter. A hold will be placed on a student's University record until payment is made or an appeal is granted.

Policies and Procedures

Data Privacy Policy

In accordance with Minnesota State Mankato's policy, a student's name, date and place of birth, field of study, attendance dates, degrees received, local address, local phone number, hometown, previous college/university attended, email address, awards and honors, height and weight for athletic participants, performance and participation in competitive events, and participation in officially recognized activities, sports, and organizations are public information and may be disclosed by the University without the student's prior consent. Students may request that directory information be kept private by contacting the Office of the Registrar, 132 Wigley Administration Center, 389-6266.

Copies of the complete university data privacy policy may be obtained from the Office of the Registrar.

Door Locking

Residents may not allow others to enter a residence community via any locked door, and are reminded door propping for any reason is a safety hazard. Tampering with a door lock makes for an unsafe living environment, is strictly prohibited, and will result in disciplinary action.

Room/Suite Doors

The primary responsibility for ensuring room doors are secure rests with residents. Residents are encouraged to lock their room doors when leaving for any reason and while sleeping.

Floor Bathroom Doors

Floor bathroom doors are to be closed and locked at all times (except when being cleaned by staff).

Floor Entrances

Floor entrances operated by card access are locked at all times. Floor entrances operated by room keys are locked each night before 10:30 p.m. and unlocked each morning by 9:30 a.m.

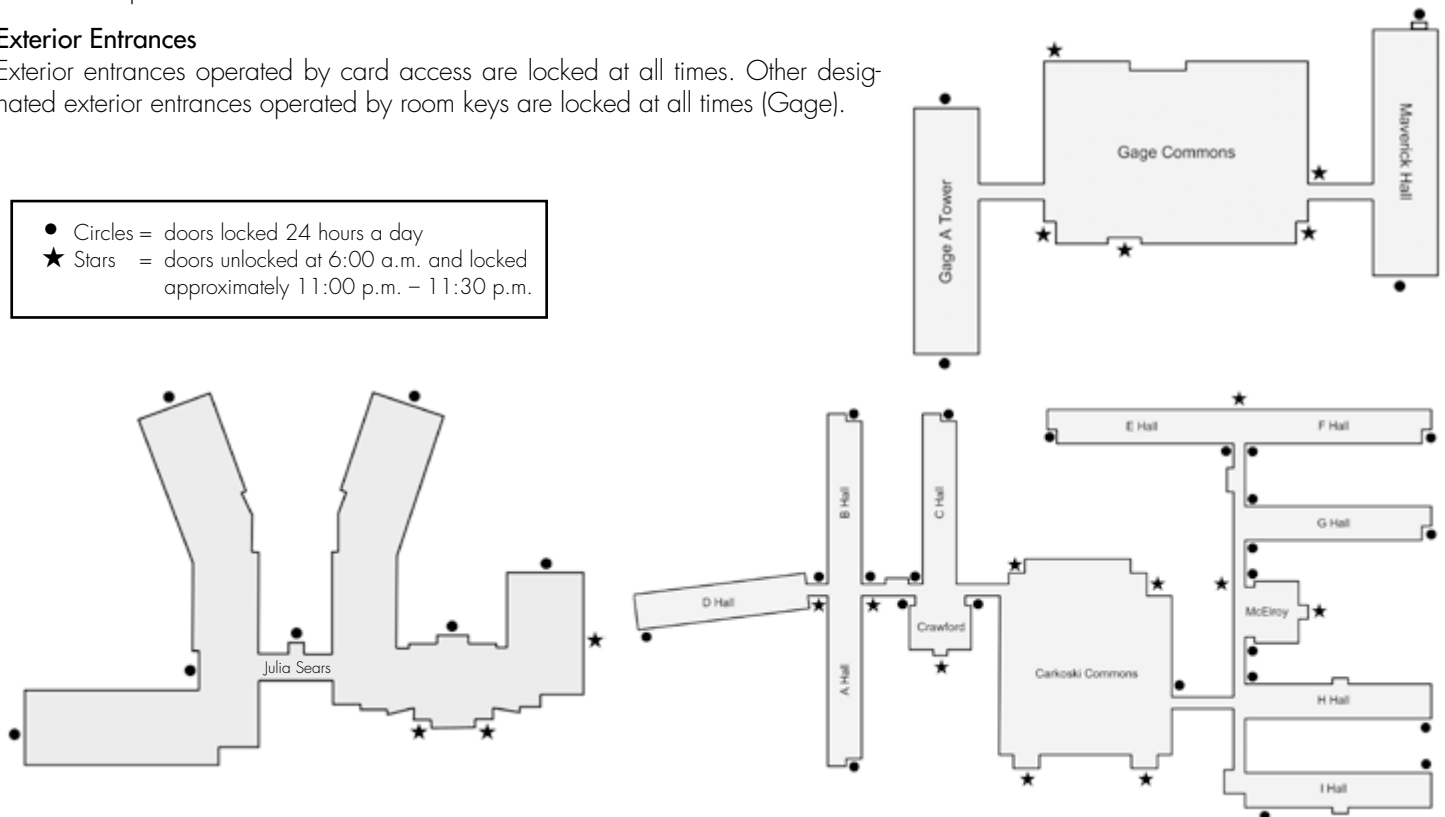
Crawford, Gage, Julia Sears, and McElroy Main Entrances

The main entrances of residence communities are unlocked each morning at 6:00 a.m. and locked each night between 11:00 p.m. and 11:30 p.m.

Exterior Entrances

Exterior entrances operated by card access are locked at all times. Other designated exterior entrances operated by room keys are locked at all times (Gage).

- Circles = doors locked 24 hours a day
- ★ Stars = doors unlocked at 6:00 a.m. and locked approximately 11:00 p.m. – 11:30 p.m.



Policies and Procedures

Electrical Appliances

The Department of Residential Life reserves the right to restrict appliances that pose a danger to the residence halls. Specifically, the following appliances are not allowed: halogen lamps, halogen bulbs, charcoal grills, gas grills, microwaves over 1000 watts (120 volts, 5 amps), refrigerators over 3.6 amps, toaster ovens, freezers, air conditioners (see Air Conditioners under Policies) and appliances with an open heating element or open flame.

Students who choose to use several appliances in their rooms are **strongly encouraged to purchase a power strip** (15 amp, UL approved, 3 wire, grounded).

Refrigerators must be in good working condition, must have a rated amperage of between 1.4 and 3.6, and are subject to inspection. Full-size refrigerators are not permitted.

Furnishings

Furnishings provided by the University must remain in the room/common area in which they are originally located. All furnishings must be returned to the original position in the room by the time the student checks out of the room. A student will be held financially responsible for furnishings removed from a room or common area.

Grilling

Open flame cooking devices such as barbecue/roasting grills, pits and camp fires are prohibited on University property unless used in conjunction with an approved University-sanctioned event.

Guests

A guest is defined as any individual who is not assigned to your room. It is your responsibility to inform your guests of the policies and procedures of Minnesota State Mankato and to follow the visitation policy determined by your community. Guests are expected to observe the same residence hall policies and procedures as their host. Guests who exhibit inappropriate behavior may be required to leave the residence halls. You are personally and financially responsible for the actions of your guests, whether or not they live on campus.

Guests who are not residents of the residence community they are visiting need to be escorted by their host resident from 10:30 p.m. until 9:00 a.m. Overnight guests are allowed for up to three consecutive nights only with the mutual agreement of your roommate. This limitation is designed to prevent abuse of roommate rights and the residence hall contract. Residents violating this policy and/or the spirit of this policy may be subject to disciplinary action. If an extension of the three day limit is needed, approval may be granted by your Graduate Hall Director.

Guests of the opposite gender may not use the floor community restrooms. Public restrooms are available on the main floor of each community.

Harassment and Fighting

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, status with regards to public assistance, or sexual orientation has no place in a learning or work environment. In addition, violence has no place in a learning or working environment. Hence, fighting, harassment or intimidation, whether verbal, physical, or sexual of another individual is not tolerated.

HIV

Students and employees infected with HIV (Human Immunodeficiency Virus) are permitted full access to the University, and the residence halls, as long as they are physically and mentally able to function in their roles. In addition, the University will attempt to facilitate appropriate counseling, administrative and other support to students or employees infected with HIV.

Because no two situations are identical, the University will respond to each case based upon its particular facts. Human rights, personal integrity and confidentiality will guide these considerations.

Indoor Sports

The main corridors, lobbies, hallways and other commons areas of the residence halls are designed specifically for access to student rooms and public areas. In order to ensure safe passage and to protect the buildings, hall sports of all types and the use of sports equipment are not permitted. As such, bicycles and like items (roller blades, skateboards, scooters, etc.) may not be ridden in any building due to safety and property concerns.

Policies and Procedures

Keys/Lock-Outs

Students are issued a room key upon check-in. Students are not to loan or share a room key at any time. Room keys are not to be duplicated. Room keys are the property of the University and must be returned when students check out of a room, or at the request of the University. Room keys perform different functions within communities:

Crawford A, B, and D: Room keys provide access to student rooms and community bathrooms.

Crawford C: Room keys provide access to student rooms, floor entrances, and community bathrooms.

McElroy E, F, and G: Room keys provide access to student rooms, floor entrances, community bathrooms, and mailboxes.

McElroy H and I: Room keys provide access to student rooms, community bathrooms, and mailboxes.

24-Hour Loaner Key

Students who are locked out of their room can obtain a 24-hour loaner key from the front desk. If the front desk is closed, students should contact the Community Advisor on duty. Students are required to provide proof of identity before a loaner key is issued. Students are charged a \$5 fee for a loaner key. If a loaner key is not returned within the 24-hour period, then a lock change is ordered. The cost of replacing locks and keys is incurred by the responsible student.

Lost or Stolen Keys

Students are responsible for reporting a lost or stolen key to the front desk so appropriate steps can be taken to protect property and prevent unauthorized entry. If the front desk is closed, students should contact the Community Advisor on duty. The cost of replacing locks and keys is incurred by the responsible student.

If your MavCARD will not allow you entry to your residence community (Crawford, McElroy, or Julia Sears)

During business hours (M-F 8:00 a.m.-4:30 p.m.) go to the Residential Life Office (111 Carkoski Commons). After business hours call 507-389-2111 from a cellular telephone.

Lost or Abandoned Property

During the year, lost property is turned into the front desk of the community in which the property was found. The property is then tagged and turned over to University Security. Any personal items discovered in the residence halls after a student has terminated his/her contract or left the residence halls are turned over to University Security.

MavCARD/Identification Card

Each student is provided with an identification card (MavCARD) upon enrolling at Minnesota State University, Mankato. This card is for official University identification purposes and must be shown to a staff member upon request. You should carry your MavCARD identification at all times.

If you lose your card during business hours, go to the MavCARD Office (117 Centennial Student Union) to obtain a replacement card. Replacement fees apply and a new card will be issued upon receipt of a replacement fee. Replacement card fees cannot be billed to a student account. Bring a driver's license, state ID, or passport for identification purposes.

Services such as building access will be activated with the new replacement card. Dining services will need to be updated by contacting University Dining Services (7 Centennial Student Union or 507-389-1165). Other services will not be activated until the next business day. Any MavCash stored on your MavCARD cannot be refunded if your card is lost, stolen or damaged.

After business hours, contact University Security (507-389-2111) to report your card as lost, stolen, or damaged. If you reside in Crawford, Julia Sears, or McElroy, University Security will notify Residential Life that your card is lost, stolen, or damaged and a temporary access card may be issued. Temporary access card fees apply and will be billed to your student account.

Missing Residence Hall Student Emergency Contact Information

Missing Residence Hall Student Emergency Contact Information forms are available in the Department of Residential Life Office at 111 Carkoski Commons. The purpose of this form is to allow residential students to register a confidential emergency contact to be used in the event they are reported missing. University Security is responsible for investigating reports of missing persons on campus and will use the information provided only in the event a residential student is reported missing under the policy. This information will be accessible to local law enforcement. No later than 24 hours after determining that a student is missing, the Dean of Students, or designee, will notify the emergency contact (for students 18 and over) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Policies and Procedures

You are not required to supply this information. If you do not supply the information, the University may be delayed or unable to make appropriate contacts if you are reported missing. If you prefer that the University contact your next of kin as entered in your University student record, completing this form is unnecessary. Next-of-kin and other address information can be viewed online through the Account Management menu in University E-services.

The information you provide will remain active until August 15 of the following year unless changed by you. To change your confidential emergency contact, please visit the Department of Residential Life office to register a different contact. For other questions on the use of the form, or the University's missing person policy, please contact University Security at 507-389-2111. Completed forms should be returned to the Department of Residential Life office.

Online Communication Guidelines

Students are encouraged to become actively engaged in the University community. Social networking websites, such as Facebook, MySpace and others provide additional means for students to connect with one another. Communication on these sites is considered a public forum and can be viewed by anyone. To support personal safety and guard against identity theft, students are cautioned against including class schedules, birth dates, cell phone numbers and addresses on their profiles. While the University does not monitor such sites, suspected violations of law or University policy posted online may be submitted to campus officials for investigation and used as evidence in a disciplinary proceeding.

Operation ID

Operation ID is a nationwide property identification system. You can have an identification number issued to you and borrow an engraver from University Security. You should then mark all your possessions with your identification number. When you return the engraver you will receive an Operation ID sticker. You should post this sticker on your door. Knowing that all of your possessions are marked serves as a deterrent to would-be thieves. Just remember to remove your sticker when you move out.

Painting Student Rooms

If the walls of your room are in poor condition, you may request that your room be painted by the University by submitting a maintenance request (MR) at www.mnsu.edu/reslife. Your request will be assessed by staff and you will be notified of what action will be taken.

Perishable Foods

Perishable foods may not be stored in student rooms unless they are kept refrigerated. Window sills are not considered proper storage areas. Any other food items kept in rooms must be stored in closed containers to avoid attracting insects.

Pets

For reasons of health and sanitation, pets are not permitted in the residence halls. Fish kept in an aquarium (one tank up to 30 gallons) and helping animals (i.e. guide dogs for the visually impaired) are the only exceptions to this regulation.

Policy Review

The Department of Residential Life reviews and updates policies throughout the year. Input is solicited through floor evaluations, Community Councils, the Residence Hall Association, Community Advisor, Area Directors and other committees and interested parties. Any resident(s) with concerns about any policy or interpretation of policy are encouraged to contact the Department of Residential Life (507-389-1011) or RHA (507-389-2212).

Posting/Advertising in the Residence Halls

Minnesota State Mankato residence halls are restricted access facilities open only to residents and their guests, individuals conducting University business, and those who are granted access for specific, limited purposes. University individuals or groups, non-profit organizations, and commercial enterprises may advertise in the residence halls in accordance with these guidelines. These guidelines reflect the commitment of Residential Life to assure their residents some degree of privacy by restricting access to student living areas.

Promoting an event in the Residence Halls at Minnesota State Mankato:

To advertise your event on the bulletin boards in the residence halls, bring up to eight (8) posters, flyers, or other printed material for each event to the Residential Life Office. After approval, these materials will be distributed to each residence community for posting. Only one posting per event is allowed.

Policies and Procedures

To advertise an event using a banner, bring up to four (4) banners to the Residential Life Office. After approval, Residential Life staff will hang the banner in the designated residence community. Banners have size limitations of 3' x 3', for Gage, Crawford and McElroy. Banners for Julia Sears may be no larger than 2' x 2'. Banners may only advertise activities that occur within seven (7) days.

To advertise an event using table tents in the Carkoski Commons and Gage Dining Centers, contact the Department of Residential Life to obtain table tent guidelines and to reserve a space.

In most instances, Residential Life staff will not post information for non-residence hall events and activities on residence hall floors. Residential Life staff will remove materials that do not meet these guidelines and items that promote the use of alcohol or other drugs or that discriminate on the basis of race, religion, color, veteran's status, national origin, gender, sexual orientation, age, marital status, disability, or status due to receipt of public assistance.

Property Loss

The university does not accept liability for the damage or theft of personal property or for the loss of money. Please be sure that you lock your room door. In the event that property is lost or stolen, notify University Security, at 507-389-2111, immediately.

It is recommended that students either carry their own personal property insurance or determine if property loss is covered by their guardians' insurance policy. Information about a commercial student insurance policy is available at the Department of Residential Life (111 Carkoski Commons).

Quiet and Courtesy Hours

Every attempt is made to provide you with an environment where you can sleep and study. As such, you are expected to be courteous of others by monitoring your noise level and by responding politely when asked to be more quiet. A student's right to sleep and study takes precedence over someone else's desire to make a lot of noise. During quiet hours, noise is to be contained within student rooms. If you can be heard outside your room, you are being too loud.

Prior to voting on community standards, Quiet Hours for all residence hall floors are from 10:00 p.m. to 8:00 a.m. Sunday through Thursday and from 11:00 p.m. to 8:00 a.m. on Friday and Saturday. Your floor community may vote to increase Quiet Hours. Courtesy hours are in effect during all times that quiet hours are not.

If after determining community standards you find the designated community quiet hours do not meet your needs, you may request a change through your Community Council.

Semester end 24-hour quiet hours start at 10:00 p.m. the Wednesday prior to finals week for both fall and spring semesters.

Receiving Devices

Receiving devices (antennae, satellite dishes, etc.) that must be fastened to the outside of the building are prohibited.

Restricted Access Areas

Access to maintenance and service areas within residence hall facilities (including roof areas and basements) is restricted to authorized staff and personnel at all times. In order to maintain the safety and security of the residence halls, students should refrain from entering non-residential, restricted access areas of all residence hall facilities. Students who enter or attempt to enter restricted areas are subject to disciplinary action.

Room Changes

Residents are first allowed to change rooms during Room Change Days each semester. During Room Change Days, room changes are processed in the Office of Residential Life (111 Carkoski Commons). After Room Change Days, residents who wish to change rooms or residence halls should pick up a Room Change Request form at any front desk. This includes moving from one room to another within the same suite in Julia Sears.

When your room change is approved and authorized you will receive written confirmation from Residential Life Staff. **No changes may be made without such approval.** Failure to properly check out of the room, including an improper room change, will result in the assessment of a \$50 charge in addition to any other damage charges. Room changes at the end of each semester may be limited since new students for the following semester must be assigned.

Policies and Procedures

Room Entry

Your room is your private domain, and you can be assured that it will not be entered without your permission, except for the following reasons:

1. If there is reason to believe that there exists a danger to health, safety and/or welfare of any persons or property.
2. To ensure proper maintenance of the facility.
3. Inspection and repair.
4. Preservation of quiet.
5. When there are reasonable grounds to suspect that laws or University policies are being violated.

Residents are expected to comply with the request of a University official (e.g., residence hall staff, University Security staff), a Mankato Police Department official or a Mankato Fire Department official in the performance of his/her duty when it necessitates entry into a room. If, in the normal course of repairs or service, the staff member observes a possible violation of University, or Departmental regulations or Federal, State or Local laws, such information shall be reported to the Area Director who shall forward the information to the appropriate law enforcement officials. Violations will not be ignored.

The telephone, Internet and cable equipment sometimes require the attention of the phone or cable company. When requesting this type of service, or pest control, you and your roommate(s) will be asked to sign a waiver form authorizing the company representative to enter your room. Unless you are in the room or the waiver form has been signed, the company will be denied access to your room. Waiver forms are available at each front desk.

Safety and Security

Safety and security entail certain responsibilities for all of us. The Department's activities in providing for your safety and security are described throughout this guide. Your responsibilities in supporting a safe and secure environment in the residence halls include:

1. making sure your belongings are covered by insurance, either under your guardians' policy or your own
2. locking your room door
3. being alert when walking around after dark, and using the Escort Service
4. reporting lost keys immediately to the front desk, and
5. cooperating with University personnel.

Sexual Harassment

Minnesota State Mankato has developed a clear set of guidelines dealing with sexual harassment and regards this type of behavior as reprehensible. If you would like more information about sexual harassment, the University's guidelines or if you would like assistance with a situation that you feel constitutes harassment, you are encouraged to contact the University's affirmative action officer (AH 112, 507-389-2986), Women's Center director (CSU 218, 507-389-6146) or Counseling Center director (CSU 245, 507-389-1455).

Sharps Containers

Syringes and other sharp objects must be placed in a rigid container for disposal. These items should never be placed in a plastic trash bag, which would permit the object to penetrate, resulting in the possibility of a puncture wound to another individual. Personal use syringes (e.g., insulin, medication, etc.) should be placed in a sharps disposal container. Containers are available for purchase at the pharmacy in Health Services.

Smoke-Free Residence Halls

A student's right to live, sleep, and study in a smoke-free environment takes precedence over someone's desire to smoke. As such, all residence halls and adjoining buildings are 100% smoke-free environments. In recognition of this primary responsibility, the following policy has been developed:

1. Persons who smoke, including guests of students living on campus, are expected to be courteous of others by monitoring both where they smoke and who might be affected by secondhand smoke, and by responding politely if asked to change their smoking location.
2. Smoking is not allowed within 15 feet of a building or along entryways. (Minnesota State Mankato campus-wide policies are subject to change.)
3. Smoking is defined as carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment, including electronic cigarettes.
4. Persons smoking outdoors are expected to dispose of cigarette butts appropriately.

Policies and Procedures

Solicitation

In order to assist in the provision of a residence hall environment conducive to personal safety and academic endeavors, the department has adopted the following guidelines for those individuals or groups who wish to engage in solicitation.

Commercial Solicitation

Commercial solicitation is defined as any activity which is based on the primary function of promoting any type of business, program or event which is conducted for profit.

- No commercial solicitation is permitted in the residence halls either by company representatives or students acting on their behalf.
- Advertising for commercial enterprises is restricted within the residence halls to a specific location, identified by Area Directors.
- Residents may invite a representative of a commercial enterprise to visit them in their room. Use of a public space for said activity is not allowed.

Non-Commercial Solicitation

Non-commercial solicitation is defined as any activity not conducted for profit which has as its primary function the promotion of a business, program, or event.

Examples include, but are not limited to:

- donations without products or services being rendered
- activities which raise funds through the direct sale of merchandise or services for the benefit of university or non-university charitable organizations
- door-to-door promotion of University related activities or events

Non-commercial solicitation may occur subject to the following regulations:

- Charities may have to verify their non-commercial standing to the satisfaction of the University.
- Solicitors must be members of a Minnesota State Mankato student government association, a recognized student organization or a university department.
- Solicitation must be limited to designated common areas of the residence halls.
- Approval must be granted by the Area Director at least 48 hours in advance.
- Solicitation is restricted to the hours of 8:00 a.m. - 11:00 p.m.

Religious Solicitation

During community standards discussions at floor meetings, each floor votes to determine if religious solicitation is allowed.

Political Campaigning

As a state institution, and in support of the Minnesota State Student Association (MSSA), specific guidelines are established for both MSSA elections and for the campaigning on behalf of candidates for local, county, state, and national offices. Residents can choose to post a "no campaigning" sign on their room door. Specific political campaigning guidelines are available at the Department Residential Life Office (111 Carkoski Commons or 507-389-1011).

Staff Member on Duty

Between 7:00 p.m. and 7:00 a.m. there are CAs on duty in each of the residence communities. One Graduate Hall Director is also on duty each night. These staff members are available if you need assistance, information, if there is an emergency or if you just need to talk to somebody.

The names of the CAs and Graduate Hall Director on duty are posted daily at the front desk of each community. For more information ask your CA or Graduate Hall Director.

Stereos and Other Audio Equipment

Stereos and other audio equipment are allowed in the residence halls. Students must be courteous when playing a stereo or other audio equipment. A stereo should be played at a volume that will not interfere with other residents' rights to study and sleep.

Any instrument, such as an electric guitar, which is heavily amplified and capable of producing penetrating sounds even at low volume may not be played within the floor community. Stereos or speakers played from windows will not be tolerated. Failure to comply with this responsibility could result in the required removal of audio equipment from a room or, if the problem persists, contract termination.

Policies and Procedures

Student Room Doors

Residents are not to detach the automatic door closer device from the door. Memo boards may be put on student room doors. All writing or marking on student room doors is prohibited. Residents are expected to maintain clean room doors.

Writing/markings shall be removed by the resident within three business days of occurrence. Cleaning materials are available at each residence hall front desk. Doors not cleaned by the room resident within three business days will be cleaned by Residential Life staff and room residents will be billed for the cleaning. If doors cannot be totally cleaned, residents may be billed for repainting the door. If requested in writing by a resident, General Maintenance Workers may clean a room door. In these cases, the residents will be billed for the cleaning, repair, etc. The Department of Residential Life reserves the right to waive cleaning and/or repainting charges. Continued writing or marking on doors may result in residence hall disciplinary sanctions.

Items posted on student room doors may cover only 20 percent of the door due to fire safety regulations. Additionally, students living in Julia Sears may post items on the wall-talker surface located in the hallway immediately surrounding their room door. The Department of Residential Life has the right to require the removal of signs or other inappropriate displays from the outside of room doors as this is considered part of the residence hall's public space.

University Security (507-389-2111 or 222 Wiecking Center)

University Security, a unit of Student Affairs, is responsible for the security of the entire campus. Specific responsibilities include:

1. locking all buildings except the residence halls
2. parking
3. responding to emergency situations (fire, alarms, injuries, tornadoes)
4. responding to incidents such as theft and assault
5. liaison with the Mankato Police and fire departments.

University Security personnel do respond to certain situations in the residence halls. University Security personnel will be easily identified by their gray and black or white and black uniforms. Residents are expected to respond appropriately to requests from University Security personnel.

Visitation

Until a floors' community standards are discussed and determined through floor meetings, visitation hours are in effect for all residence hall floors with the exception of the Upperclass student floors. Anyone not currently residing on the residence hall floor is considered a guest to that floor. Guests may visit after 9:00 a.m. each morning and must leave the floor no later than midnight Sunday through Thursday and 2:00 a.m. Friday and Saturday. During the first weeks of the Fall Semester, each floor is responsible for discussing and determining their visitation hours for the academic year. The floor community may stay with the pre-set schedule or increase or decrease their visitation hours. The implementation of any visitation policy is contingent upon roommate permission to allow guests, adherence to the escort policy and the Minnesota State Mankato Statement of Student Responsibilities.

Walls

Removable adhesives such as painter's tape and 3M Command Strips are recommended for hanging items on doors and walls.

Weapons and Explosives

Possession and/or use of items defined as dangerous weapons under Minnesota statute*, realistic replicas of such weapons, and "toy weapons" (e.g. paintball guns and Air Soft guns), is prohibited in the university's residence halls or on surrounding property or at activities sponsored or supervised by the Department of Residential Life. Any other article or substance used as a weapon is also prohibited. In addition, the possession of any type of explosives, hazardous chemicals (e.g. mace) and fireworks is strictly prohibited. Although the Department of Residential Life does not endorse the use of Pepper Spray as a reliable means of self-protection, students may opt to carry and/or have in their possession a one-ounce container of Pepper Spray. However, misuse of this chemical will result in severe disciplinary sanctions due to the temporary bodily harm caused by its discharge.

*Minnesota Statute 609.2, Subd. 6 "Dangerous weapon means any firearm, whether loaded or unloaded, or any device designed as a weapon and capable of producing death or great bodily harm, or any combustible or flammable liquid or other device or instrumentality that, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm, or any fire that is used to produce death or great bodily harm."

Policies and Procedures

Windows

Screens must be left on windows and there must be a screen covering all open windows. You may not open, lean, or reach out of windows where screens are not in place. If a screen is not present on a window, submit a maintenance request (MR) online at www.mnsu.edu/reslife.

Common sense use of windows is expected. Residents who throw or drop items from their window are engaging in a potentially life endangering situation. Students found responsible will be subject to disciplinary action, including a fine of \$100 per item.

The Department of Residential Life has the right to require the removal of signs or other inappropriate displays from residence hall windows.

Windows and screens are considered to be a part of a student room. Any damage to either item will result in a charge being assessed to the occupants of the room. In addition, there is a \$30 charge assessed to any student who removes a screen from the room window. If the screen is returned \$25 may be refunded.



Student Conduct Code

Statement of Student Responsibilities

The Statement of Student Responsibilities addresses all aspects of student behavior, including academic honesty and behavior in the residence halls. Student conduct procedures administered by the Department of Residential Life form one level of the entire student conduct process. At the discretion of the Department of Residential Life, students may be referred to the Director of Student Conduct in the Office of Student Conduct for action that may affect student status.

Listed below are the responsibilities of undergraduate and graduate students at Minnesota State Mankato. The Statement of Student Responsibilities is administered in accordance with established University and system-wide disciplinary procedures. The primary expectations of students are integrity and civility. Each student should approach academic endeavors, relationships and personal responsibilities with a vigorous commitment to the pursuit of free expression and inquiry, truth, justice, equality, compassion, courtesy, appreciation of differences, and a respect for self and others. In support of integrity and civility as core values, the following "Statement of Student Responsibilities" has been developed.

1. Individuals will fulfill their academic responsibilities in an honest and forthright manner.
2. Individuals will respect and foster the academic endeavors of others.
3. Individuals will respect the integrity of the University's academic and administrative records.
4. Individuals will adhere to all policies and regulations of Minnesota State Mankato and the MnSCU system along with federal, state, and local laws that govern individual actions and relationships among community members.
5. Individuals will protect and support the personal safety of self and others.
6. Individuals will demonstrate civility for others in all their interactions.
7. Individuals will show respect for personal and University property.
8. Individuals will contribute to a safe environment within the University community.
9. Individuals will comply with the University in enforcing its administrative responsibilities.

Please refer to www.mnsu.edu/conduct for complete and current policy information.

Residential Life Conduct Process

The Department of Residential Life bears responsibility for the initiation of disciplinary proceedings against a student living in a University residence hall for:

1. Alleged violation of University and/or residence hall policy, which may not result in suspension or expulsion from the University.
2. Alleged violation of the Residence Hall Contract.
3. Incidents of alleged misbehavior occurring in the dining hall.

Community Advisors and all other staff members must address every violation of which they become aware. Residents may also be referred to the Director of Student Conduct for disciplinary action.

Students' Rights and Responsibilities in the Conduct Process

Rights

1. To have written notice of behavioral expectations.
2. To have advance written notice of the discipline proceeding and the nature of all alleged misconduct.
3. To be given the opportunity for a hearing.
4. To have an advisor present during the hearing. The advisor may be anyone other than an individual who may be called to provide witness testimony. The advisor is not allowed to participate in questioning or presentation of information.
5. To testify on your behalf and to bring witnesses to testify on your behalf.
6. To be given the opportunity to hear all written reports concerning the alleged incident and to question all evidence against you.
7. To be notified of the results of the hearing.
8. To be given the opportunity to appeal the decision.

Responsibilities

1. To read and understand the information provided in the Residence Hall Student Guide, Residence Hall Contract and the Basic Stuff Handbook.
2. To read the information provided in the letter scheduling a hearing and respond as indicated.
3. To appear at the hearing and arrange to have the witnesses appear as well.
4. To hear and question all written reports and evidence presented.

Student Conduct Code

5. To read and follow the guidelines set forth in the "notice of sanction" letter.
6. To follow the procedures for filing appeals as set forth in the "notice of sanction" letter.
7. To tell the truth with the intent of clarifying the incident for the hearing officer so that a responsible decision is made.

Procedures

A violation of University or Department of Residential Life rules and regulations observed by a staff member will result in the student being informed that the behavior is inappropriate and that she/he should discontinue the behavior. Depending on the situation and the seriousness of the alleged behavior, the staff member may initiate the conduct process without previous warning.

When alleged misconduct is reported by staff or another student, and the Department of Residential Life determines cause to initiate disciplinary proceedings, the student is notified of the specific charge or charges in writing (**via the student's Minnesota State Mankato email account**) and of the requirement to arrange an administrative hearing with a specific representative of the Department of Residential Life. Any student involved in a disciplinary hearing may bring witnesses to testify on their behalf.

The responsibility for all decisions relative to a hearing, including the determining of responsibility and the imposition of a disciplinary penalty, if any, is the sole responsibility of the hearing officer. **Should the accused student fail to appear at a hearing, the hearing officer may consider the evidence in the absence of the accused and come to a decision.**

Repeated violations or violations occurring after a student has already received a disciplinary sanction will normally result in further, more serious disciplinary action. Sanctions may be carried into succeeding academic years.

The terms of the decision are conveyed by the hearing officer in a letter to the student. A copy of the letter is filed with the Area Director, Department of Residential Life and Office of Student Conduct. Notation of residence hall disciplinary sanction(s) is kept on file in the Department of Residential Life and is not released without written consent of the student. This notation and the student's conduct file will be destroyed after four years.

Sanctions

1. **Residence Hall Contract Termination** — This sanction involves removal from the University residence community for conduct that is a serious violation of residence hall rules or regulations. Termination may also result from less serious, but repeated, incidents of misconduct. Serious violations are generally considered those behaviors that are dangerous, highly disruptive and/or belligerent. Such separation may be permanent or for a specific number of semesters. In Residence Hall Contract Termination, the student will be given 24 hours to vacate the residence hall. Residence hall contracts are for the entire academic year. As a result, the student will be held accountable for 50 percent of the remaining room portion of the bill for the academic year. Students may mitigate their damages (see Mitigation of Damages policy).

Minnesota State Mankato reserves the right to terminate any student's residence hall contract, without refund of any monies, for failure to comply with the terms of the Residence Hall Contract, residence hall regulations, or if the student's actions are found to be detrimental to the mental or physical welfare of other students.

2. **Residence Hall Contract Suspension** — This involves temporary discontinuation of the residence hall contract for a period of time not to exceed 10 days. As in contract termination, the student will be given 24 hours to vacate the residence hall. No refund is made for the period of suspension.

3. **Residence Hall Relocation** — Residence Hall Relocation involves a mandatory change of room assignment within the University's residence hall community for inappropriate behavior in the University community. Further inappropriate behavior will likely result in more serious disciplinary action.

4. **University Disciplinary Probation** — Probation involves written notice of behavior that is unacceptable in the University community. Probation is imposed for a specific time period. Further unacceptable behavior while on probation will generally result in relocation or contract termination and may affect student status.

5. **University Disciplinary Warning** — A warning is given to inform the student that a specific behavior does not meet minimum expectations for residence hall living. It is generally imposed following isolated and less serious incidents of misconduct or contract violations. University Disciplinary Warning is not imposed for a specific length of time, but further misconduct may lead to probation, relocation, or contract termination.

In addition to the above sanctions, alcohol and drug education programs, restitution and/or counseling may apply, depending on the situation.

Student Conduct Code

Students who are held responsible for violating the alcohol and other drug policy may be sanctioned to participate in a variety of programs such as Under the Influence, Marijuana 101, CHOICES, or a chemical assessment.

Restitution is not a fine. It is monetary or work reimbursement for actual damage to, destruction of, or misappropriation of University property, or property of any person while on University premises or University-related premises. Restitution may involve paying for damages or community or educational service.

A student may be provided the option of seeking the aid of a counselor in lieu of contract termination in certain situations. Counseling may be utilized when a student is having difficulty adjusting to residence hall community life, but is interested in receiving assistance in making the adjustment. Counseling may also be encouraged in less serious incidents.

Temporary Pre-Hearing Suspension

Temporary Pre-hearing Suspension is not a sanction. If the health, safety or appropriate functioning of a member of the residence hall community is in serious question, immediate Temporary Pre-hearing Suspension can be initiated prior to a hearing, to be held within ten (10) calendar days. A prorated refund of room and/or board may be made for the period of suspension.

Appeals

Students found responsible for a violation of the Statement of Student Responsibilities may submit an appeal. An appeal must be based on an error in the disciplinary process that substantially impacted the outcome. If there is sufficient reason to believe that one or more of the grounds articulated in the student's appeal letter has merit, an appeal hearing will be scheduled.

Appeals must be filed within seven (7) calendar days of notification of the decision or in accordance with the appeal deadline indicated in the hearing outcome letter. Appeals of relocation, contract suspension, or contract termination will be considered only if presented before the onset of the sanction. Appeals must be in writing and include your name, address, telephone number in room or cell phone number, specific ground(s) of your appeal, and a detailed explanation of the particular ground(s) and argumentation in support of the appeal. Appeal forms are found at www.mnsu.edu/conduct. The following will be allowed as grounds for appeal:

1. New evidence not reasonably available at the time of the hearing.
2. Evidence of a procedural error in the student disciplinary process that substantially impacted the outcome.
3. Evidence that the sanction is excessively severe.

Grounds for appeal do not include the stress, expense, or inconvenience of relocation, contract termination or suspension; disruption to studies; cost of educational sanctions such as Under the Influence, Marijuana 101, CHOICES, or a chemical assessment; separation from friends; lack of familiarity with rules; good character; or a personal commitment to behaving better in the future. Sanctions are intended to have significant impact in order to effectively deter students from engaging in future misconduct.

A student who fails to appear for a hearing may appeal but not on the grounds of "new evidence not reasonably available at the time of the hearing."

Appeal letters will be reviewed upon receipt and the appeal officer will determine whether an appeal hearing will be scheduled based on the reasons cited in the letter and the quality of the materials submitted. Possible appeal outcomes include: 1) uphold the previous decision; 2) change or decrease the sanction; 3) change or increase the sanction; 4) refer the case back to the original hearing officer for a new hearing.

The decision of the Residential Life appeal officer is final.



Residence Hall Contractual Information

The Residence Hall Contract binds you to certain legal requirements. Very specific guidelines must be followed both in entering into and in terminating a contract. These guidelines are listed here and in the Residence Hall Contract. The terms and conditions of your contract should be understood and you should realize that **the contract is a binding legal document for the entire academic year.**

Break Housing

Residents may register to stay in their own room during the Thanksgiving and Spring break periods at no charge. For Winter Break, residents may register to stay in their rooms but there is an additional charge. Assigned staff will remain, however, the residence halls will be locked and no meals will be served.

Students staying in the residence halls at any time during a break period must register with the Department of Residential Life (111 Carkoski Commons or 507-389-1011) prior to the closing of the residence halls. Students who fail to register in advance, and are in the residence halls during a break period, will be held liable for the full break housing charge (for Winter Break) plus a \$50 administrative fee.

No meals are served during vacation periods. Specific information about vacation closings is listed under **Important Dates to Remember** (on the inside of the front cover).

Contract Duration

ALL RESIDENCE HALL CONTRACTS ARE IN EFFECT FOR ONE ACADEMIC YEAR OR THAT PORTION OF THE ACADEMIC YEAR REMAINING AT THE TIME OF OCCUPANCY. Once signed, a contract can be terminated only under the specific guidelines listed in the contract termination and contract release sections of the contract. Any contract changes (release, room changes, etc.) that affect billing will become effective the Saturday following the transaction.

Contract Limitations

Contracts are not transferable from student to student nor from year to year.

Contract Release

The term "contract release" refers to the process whereby a student wishes to void his/her contract after the cancellation deadline has passed. Contract release request forms are available from and granted by the Department of Residential Life (111 Carkoski Commons or 507-389-1011). Releases will be granted for the following reasons:

1. Non-admission, withdrawal, dismissal or graduation from the university.
2. Serious medical or health problem that impedes the student's ability to fulfill the terms of the residence hall contract.
3. Marriage during the academic semester.
4. Affiliation with Minnesota State Mankato academic programs away from the Mankato campus.

Checking out of your room with hall staff does not constitute a release of your contract. All releases must be approved by the Department of Residential Life. **Documentation in support of all potential releases is required; for example, a letter from your advisor verifying internship.** Unless other arrangements are made with the Department of Residential Life, residents are required to leave within 24 hours of withdrawal from the University or approval of the contract release. Releases granted for any of the reasons listed above may include the following charges:

1. A prorated weekly charge for the period of time that a room was assigned and available to the individual.
2. A charge for food service allotted and available to the individual.
3. A prorated weekly charge for TV cable.
4. A \$30 administrative charge.

If the individual granted a release for non-admission, withdrawal or dismissal is reinstated or re-enrolled during the term of this contract, he/she is required to fulfill the balance of the contract.

Release requests for the entire spring semester received less than 21 days prior to the end of fall semester may be subject to a late charge of \$20.

Minnesota State Mankato reserves the right to waive the \$30 administrative fee when a contract release occurs for reasons of death or psychological emergency.

Residence Hall Contractual Information

A “contract cancellation” refers to the process used to cancel the contract before a resident has checked into the residence halls. **Cancellations are accepted in writing only.** No cancellations are accepted by telephone. Deadlines for contract cancellation and charges are outlined in the Contract Cancellation section of the Residence Hall Contract.

Should there be a mid-semester waiting list, Minnesota State Mankato reserves the right to release from their contract students who have completed a Contract Release Request in the Residential Life Office. In this case contract releases will be evaluated based upon the date of the request and upon the category of room needed.

Maverick Flex Contracts

A limited number of Maverick Flex Plans are available. The limit is five percent of the residence hall population on the first day of fall semester classes, and once reached, the limitations remain in effect for the entire academic year. If no Maverick Flex contracts are available, students are required to accept assignment to a different room and board plan. Failure to honor an individual's request for a particular meal plan does not void the contract.

Mitigation of Damages

Residents sometimes choose to move out of the residence halls even though they have not been released from their contract. However, these students continue to be responsible for payment of their room and board charges. This policy allows students to be released from this obligation if they can fill the vacancy created in the residence hall system by their cancellation. Students must find their own non-resident replacement, subject to Department of Residential Life approval, under the following guidelines:

1. If there are no waiting lists, the student may use his/her own means to find a replacement. The replacement student may not be a student currently living in the residence halls.
2. When there is a mid-semester waiting list, the Department of Residential Life will attempt to replace the resident with a student of the same gender from the mid-semester waiting list. In order to be considered for a contract release under this scenario, the resident must have a completed Contract Release Request form on file at the Residential Life Office. Eligible residents will be contacted in writing through on-campus mail and by email to their Minnesota State Mankato email account.
3. Students in temporary housing are not considered to be on a waiting list and may not be considered as replacements.
4. The student who is leaving will be charged for his/her room and board until the replacement student takes occupancy.
5. The exiting student will be charged a \$30 administrative fee.
6. These procedures do not apply to Meals Only contracts, previously allowable residence hall contract releases, or to the \$250 prepayment.

Payment of Bills

The charges for residence hall accommodations are usually included with the tuition and fee bills that are initiated by the Office of Business Affairs. Billing statements will not be mailed to students. Students are to obtain account information and payment procedures by accessing the University's website at www.mnsu.edu. Click on “Pay Bill Online” under the “Quick Links” submenu. **Payment must be made by the due date.** The Department of Residential Life reserves the right to adjust your bill if an error was made.

If a resident's bill for residence hall accommodations becomes past due, the Department of Residential Life will place a “hold” on the resident's meal plan. During this time, the resident will be unable to use his/her MavCARD for meals in the University dining centers. Privileges will be reinstated when the account is made current. The resident retains financial responsibility for all meals missed as a result of failure to pay by established deadlines.

Crossing out the Room and Board portion of your bill or paying only tuition and fees does not constitute cancellation of your financial obligation.

Rates

Room rates are based on occupancy and are determined by the Minnesota State College and University (MnSCU) Board. Rooms may therefore differ somewhat in size, furnishings and configuration but are still assessed at the same rate.

Rates include cable and Internet access charges. The room rates are comprehensive in nature and cannot be subdivided because of lack of use.

All rates are subject to change due to decisions made by the Department of Residential Life, the MnSCU Board or the State Legislature at any time.

Summer housing information and rates are available by contacting the Department of Residential Life beginning in March at www.mnsu.edu/reslife.

Residence Hall Contractual Information

Room Types

Minnesota State Mankato offers the following types of rooms:

Double Rooms

Most rooms on campus house two people.

Located in Crawford C Hall, McElroy, and Gage

Superdouble Rooms

While these rooms have the same furnishings as a double room, superdouble rooms are somewhat larger.

Located in Crawford C Hall, McElroy, and Gage

Triple Rooms

A limited number of triple rooms are available, with furnishings for three people.

Located in Gage Maverick Hall

Suites

A limited number of suites are available on campus. Designed for two people, most suites have a bedroom/study, a sitting room, and a bathroom.

Full-bath suites have a full bathroom including a tub and/or shower, toilet, and sink.

Located in Crawford C Hall, McElroy, and Gage A Hall

Half-bath suites have a toilet and sink.

Located in Gage B Hall (Maverick Hall)

Renovated full-bath suites have a full bathroom including a shower, toilet, and sink.

Located in Crawford A, B, and D Halls

Single Rooms

Single rooms have just one set of furniture and they are the same size as a double room. Students requiring a single room for medical reasons should contact the Department of Residential Life.

Located in Crawford C Hall, McElroy, and Gage A

Economy Single Rooms

Economy single rooms have just one set of furniture and are considerably smaller than a double room. Students requiring an economy single room for medical reasons should contact the Department of Residential Life at 507-389-1011.

Located in McElroy

Maverick Hall Single Rooms

These rooms are the same as double rooms including two sets of furniture except that we assign only one student to the room.

Located in Gage B Hall (Maverick Hall)

Renovated Double, Superdouble, Single and Economy Single Rooms

These rooms, renovated in 2007 and 2008, have a brand new look and feel. The renovation including contemporary closets, modern room doors, and the ability to control the heat in each room, among many other changes. Students living on these floors also enjoy modern floor kitchens, stylish floor lounges, and updated hallway lighting. These rooms are the same size as other double, super double, single and economy single rooms.

Located in Crawford A, B, and D Halls

Double and Single Semi-Suites

Julia Sears semi-suites include two rooms plus a full compartmentalized bathroom (shower, toilet, and sinks). Double semi-suites house four students, and single semi-suites house two students. All floors in Julia Sears are co-ed and each semi-suite houses students of the same gender. Rooms are air-conditioned, have 10-foot ceilings, and sound resistant walls.

Located in Julia Sears

Residence Hall Contractual Information

Room Assignment Process

The Department of Residential Life reserves the right to limit assignments of new students to the residence halls and room changes of current students during the last three weeks of each semester. Further, the Department of Residential Life reserves the right to initiate a room change in order to house a student with a disability in a designated area.

The Department of Residential Life reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons caused by the resident; or for unresolvable incompatibility of roommates.

Room Selection Process

Students who attend Minnesota State University, Mankato spring semester are eligible to participate in the room selection process held each year. This enables them to reserve the room of their choice for the next fall semester. Residents must be currently enrolled students at the University and they must make a prepayment for fall semester before they select a space. Specific instructions are sent to each residence hall student prior to the beginning of the room selection process.

If predictions of the number of students returning to the residence halls warrants, a room allocation process may be used to further determine eligibility for the room selection process. Students will be notified should this situation arise. Further information about the room selection process is available upon request from the Department of Residential Life.

Room Use

Residents are required to live in the room to which they have been assigned and may not access (or allow guests to access) additional rooms (including adjoining semi-suite rooms and lounges) without the permission of the room resident or the Department of Residential Life.

Room Vacancies

The Department of Residential Life reserves the right to assign students, such as those who have signed a residence hall contract after the beginning of each semester or who are reassigned from another room in the residence halls, to any existing vacancy at any time during the semester. The Department of Residential Life also reserves the right to consolidate, by floor, vacancies that exist in the residence halls. This vacancy consolidation process attempts to ensure that students occupying similar spaces are charged a similar rate.

Vacancy consolidation is initiated by the Department of Residential Life at any time it appears unlikely new students will be entering the residence halls to fill vacant spaces. At this time students without a roommate will be informed of the vacancy consolidation process and their options.

If space is available and no other student has priority, the remaining student may ask to retain the room without a new roommate. Written permission from the Department of Residential Life is necessary. Once permission is granted, the student will be billed at the single room rate. If the remaining resident does not wish to retain the room as a single, he/she is subject to the vacancy consolidation procedures of the Department of Residential Life.

Expanded Housing

The Department of Residential Life may assign some students to temporary housing at the start of each academic semester. This temporary housing assignment is made in anticipation of the availability of permanent housing through attrition sometime during the academic semester. Temporary housing consists of converted floor lounges that are separated from other public areas on the floor and that will provide residents with privacy. Up to four students may be assigned to such a space. **Any student in a lounge must accept reassignment to any type of room, regardless of residence hall location, designated by the Department of Residential Life.** Students living in expanded housing are charged the basic double room rate for the time they live in that space.

The Department of Residential Life reserves the right to use floor lounges for temporary housing.

Appendix A: Residence Hall Rates

Minnesota State University, Mankato 2011-2012 Residence Hall Rates

All students living on campus pay the room rate corresponding to their assigned room type
AND
the board rate for the meal plan they choose.

Academic Year Room Rates

Basic Room Types Crawford C, McElroy E, F, G, and Gage

| | |
|------------------|---------|
| Double | \$4,281 |
| Superdouble | \$4,777 |
| Single | \$5,958 |
| Economy Single | \$5,557 |
| Full-Bath Suite | \$6,326 |
| Half-Bath Suite | \$5,749 |
| Double as Single | \$5,958 |
| Triple | \$3,557 |

Renovated Room Types Crawford A, B, D, and McElroy H

| | |
|---------------------------|---------|
| Renovated Double | \$4,736 |
| Renovated Superdouble | \$5,250 |
| Renovated Single | \$6,537 |
| Renovated Economy Single | \$6,299 |
| Renovated Full-Bath Suite | \$6,895 |

McElroy I Hall Discounted Rate Renovated McElroy I

| | |
|---------------------------|---------|
| Renovated Double | \$4,281 |
| Renovated Single | \$5,958 |
| Renovated Full-Bath Suite | \$6,326 |

Julia Sears Semi-Suites

| | |
|-------------------|---------|
| Double Semi-Suite | \$5,309 |
| Single Semi-Suite | \$7,543 |

Academic Year Meal Plan Rates

Maverick AnyTime \$2,189
65 Flex Dollars/Semester

Maverick 14 \$2,274
150 Flex Dollars/Semester

Maverick 160 \$2,024
Convert Meals to Flex Dollars

Maverick Flex \$400
200 Flex Dollars/Semester

Calculate Your Room and Board Rate

| | |
|--|-------|
| Academic Year Room Rate | _____ |
| + | |
| Academic Year Meal Plan Rate | _____ |
| = | |
| Total Room and Board Rate for the Academic Year | _____ |

Meal plans and room and board rates subject to change.

All rates are subject to change at any time due to decisions made by the Department of Residential Life, the MnSCU Board of Trustees, or the State Legislature.

Appendix B: Residence Hall Contract

2011-2012 Residence Hall Contract Department of Residential Life, Minnesota State University, Mankato

Notice: Read all provisions of this contract before signing. You are legally bound by these Contract terms. Any exceptions to provisions contained therein must be approved by the Department of Residential Life. All notices required under this Contract shall be sent to: Director of Residential Life; 111 Carkoski Commons, Mankato, MN 56001.

1. Parties:

This Contract is made by and between Minnesota State University, Mankato's Department of Residential Life and the student, referred to as Resident, signing the Contract. Minnesota State University, Mankato and Resident, in consideration of the rents, covenants, and considerations which follow, do hereby agree with each other as follows:

2. Eligibility:

Any person who is an enrolled student at Minnesota State University, Mankato may enter into this Contract. Resident agrees to vacate the assigned room within 24 hours upon loss of status as an enrolled student during this Contract period. Exceptions to this policy must be approved by the Director of Residential Life or his/her designee.

3. Duration:

- Subject to the provisions of Sections 9 and 10, this Contract is binding for the entire academic year (Fall Semester and Spring Semester) or that portion remaining at the time Resident begins occupancy.
- Charges under this contract for room and board are for the period from August 18, 2011, through May 4, 2012, except for the Winter Break period (December 10, 2011, through January 5, 2012).
- The University may immediately terminate this Contract, reenter and retake the premises upon Resident's failure to make payments as required under this Contract or for any other violations of the terms of this Contract or any violation of University or Departmental rules and regulations.
- Winter Break: An additional fee will be charged to Residents who wish to stay over Winter Break. Residents may stay in their assigned room during other break periods at no extra charge. If a continuing enrolled student, Resident may return to their spring semester room beginning January 6, 2012.
- If Resident is a continuing enrolled student, Resident may leave personal belongings in their assigned room during break periods at no charge, although the University is not responsible for loss, theft or damage.
- If Resident elects to remain in the residence halls during any of the break or interim periods, all policies and regulations as outlined in this Residence Hall Contract and the Residence Hall Student Guide will apply, and Resident will be held responsible for adhering to all such policies and regulations.

4. Premises and Services:

- The University agrees to assign housing and food service in one of the residence halls under the terms stated in this Contract and described in the Residence Hall Student Guide, which is, by reference, made a part of this document.
- The University further agrees that it will provide a residence hall staff in accordance with University policy to provide a living experience that complements the academic interest of Minnesota State University, Mankato.

5. Resident Agrees:

- Resident agrees to abide by the terms of this Contract.
- Resident agrees to observe all rules and regulations of Minnesota State University, Mankato, and the Department of Residential Life as listed in the Residence Hall Student Guide.
- Resident agrees to conduct himself/herself in a manner that allows the quiet enjoyment of the residence halls by other residents.
- Resident agrees to make payment of all fees as specified by the MnSCU Board of Trustees.

6. Rates and Payments:

- Payments are due when invoiced or, if necessary, payment in installments can be arranged with Student Financial Services. Account information is available online. Bills will not be mailed.
- Failure of Resident to satisfy the financial obligations stipulated under this Contract will result in denial of further meals (without refund), a hold on registration and official records, and/or eviction from the residence halls.
- If in default of payment, Resident is liable for all legal costs and collection fees which accrue in obtaining payment.
- The rates for 2011-2012 will be determined by the MnSCU Board of Trustees in Spring 2011 and published by the Department of Residential Life as soon as they are available. All rates are subject to change at any time due to decisions made by the Department of Residential Life, the MnSCU Board of Trustees or the State Legislature.

7. Prepayment:

- A prepayment of \$250 must be submitted prior to the first semester of occupancy. This prepayment will be applied to the room and board charges of the first semester of occupancy.
- The prepayment is refundable only under the provisions of Section 9 of this Contract.

8. Room Assignment:

- The University will not discriminate in room assignment on the basis of race, color, creed, national origin, disability or status with regard to public assistance.
- Room assignments will be made according to Departmental procedures and, when possible in accordance with preferences that the student request. No specific assignment based on Resident's request is guaranteed. Failure to honor preferences will not void this Contract.
- The University reserves the right to consolidate vacancies by requiring any Resident to move from single occupancy of double rooms to double accommodations in the same residence hall.
- The University reserves the right to change room assignments for reasons of health, safety, or repair services; for disciplinary reasons caused by the Resident; or for unresolvable incompatibility of roommates.
- Resident may be temporarily removed from a student room if resident is deemed a threat to him/herself or to the residence hall community. A resident so removed has recourse as described in the Residence Hall Student Guide.

9. Contract Cancellation:

- This Contract is binding for the entire academic year or that portion remaining at the time Resident begins occupancy, except as provided in this section and in Section 10.
- Resident may cancel the Contract only before the first semester of occupancy. Written notice of the cancellation must be provided to the Department of Residential Life according to the following schedule.
 - If first semester of occupancy is Fall Semester: \$200 refunded if cancellation is postmarked on or before July 1, 2011. No cancellations accepted after August 17, 2011.
 - If first semester of occupancy is Spring Semester: \$200 prepayment refunded if cancellation is postmarked on or before December 9, 2011. No cancellations accepted after January 5, 2012.
- All cancellations must be in writing to the Department of Residential Life. Notice of cancellation to the admissions, financial aid, business or registrar's office or to other University offices does not constitute notice of cancellation of this Contract to the Department of Residential Life.

10. Contract Release:

- Beginning the first day the halls are open each semester, Residents can request release from the Contract during the academic semesters. Such releases are subject to the approval of the director of Residential Life or his/her designee. Such releases will be considered for the following reasons:
 - Non-admission, withdrawal, dismissal or graduation from the University.
 - Serious medical or health problem which impedes Resident's ability to fulfill the terms of the Residence Hall Contract.
 - Marriage during the Contract term.
 - Affiliation with Minnesota State University, Mankato programs that are away from the Mankato campus, i.e. internships, practica.
- Written documentation for all of these releases is required by the Director of Residential Life or his/her designee.

Appendix B: Residence Hall Contract

- c. Release for the above reasons will include the following costs:
 - 1) A prorated weekly charge for the period of time that a room was assigned and available to Resident.
 - 2) A charge for food service assigned and available to Resident.
 - 3) A \$30 administrative charge.
- d. If Resident is reinstated or re-enrolled after release for non-admission, withdrawal or dismissal during the term of this Contract, Resident agrees to fulfill the balance of the Contract.
- e. Release request for the entire Spring Semester received less than 21 days prior to the end of Fall Semester may be subject to a late charge of \$20.

11. Contract Assignment

- a. Resident cannot transfer this Contract. Neither may Resident sublet any part of the rental premises or board. Resident may mitigate damages in case of contract non-release. (See Mitigation of Damages section in the Residence Hall Student Guide).
- b. Contracts are not transferable from one academic year to another.
- c. Residents are required to live in the room to which they have been assigned.

12. Food Service:

- a. All contracts include board unless arrangements have been made in writing with the Department of Residential Life. A limited number of room only contract are available to Resident. Assignment to a room and board contract of a student requesting a room only contract is the prerogative of the University and does not void this Contract.
- b. Food service will be provided every day of the week except during semester and/or other breaks in the University academic calendar.
- c. The University reserves the right to adjust meal hours and service locations.
- d. The University reserves the right to determine the time of the first and last meals offered before and after each break.
- e. Credit is not given for meals missed.
- f. Food contracts are not transferable.

13. Check-in and Check-out:

- a. Resident agrees to occupy his/her room no later than the first day of classes for each semester of this Contract unless prior written notification has been received by the Department of Residential Life. The registration status of Resident failing to claim his/her assigned room by the third day of classes will be checked. Resident who is not registered will lose the assigned space and forfeit the prepayment. Resident who is enrolled for classes will be financially obligated for the full portion of this Contract.
- b. Resident will, upon occupying a room, complete and sign a room condition form, which will be a record of the room condition. Any damages identified at the time of check-out which are not contained on the initial room condition form shall be attributed to Resident. Resident is financially responsible for any such damages.
- c. Resident must check-out and vacate the room within 24 hours after a loss of student status. In case of contract release, Resident must check-out and vacate the room within 24 hours of Contract release, last final examination or by the established hall closing time for the semester, whichever comes first. If Resident does not sign up and/or pay to stay on campus during the semester breaks Resident may be required to vacate the room by the established hall closing time for the semester.
- d. Failure to properly check-out of the room, including an improper room change, will result in the assessment of a \$50 charge in addition to any other damage charges.

14. Right of Entry:

The University, its officers, employees and agents shall have the right to enter upon said premises at reasonable times for the purpose of routine inspection and repair, preservation of health, safety and quietude, and when there are reasonable grounds to suspect that laws or University policies are being violated by Resident.

15. University Non-Liability:

The University is not responsible for damage or theft of Resident's personal property, including money. Residents are encouraged to carry appropriate personal property insurance.

16. Unavailability of Premises:

In the event that any of the premises which are the subject of this Contract, which for the purpose of this provision shall include any and all areas, in and about the residence hall, should be partially or totally lost, destroyed otherwise unavailable because of fires, strikes, acts of God, or other events so as to render them unfit or unavailable in whole or in part for the purposes of the Resident, then either the University or the Resident shall have the right to immediately terminate this agreement. The University shall not be liable to the Resident for any damage occurring as the result of such termination.

17. Limits of Reservation:

A Contract for a room in a residence hall does not indicate admission to the University. Conversely, admission to the University does not guarantee a Residence Hall Contract.

18. Complete Agreement:

This Contract and the Residence Hall Student Guide represent the entire agreement between the parties and no oral promises between the University and Resident are binding therein. In Witness whereof, the parties have caused this Contract to be duly executed intending to be bound thereby.

I understand that, if available, space will be reserved for me based on this application. I realize I can cancel my reservation in writing, online, or by email on or before July 1, 2011 (December 9, 2011, for spring semester applications), to receive a \$200 refund. I understand that if I send my application in after July 1 for fall semester (or December 9 for spring semester), I am not eligible for a refund.

I certify that I have read the terms and conditions of the Residence Hall Contract and agree to the conditions stated therein.

I UNDERSTAND THIS CONTRACT IS BINDING FOR THE ENTIRE ACADEMIC YEAR.

Name of Student (Please Print) _____
Last First MI

Student's Tech ID _____

Date _____ Signature of Student _____

Parent's Signature (if student is under 18) _____

Authorized University Official _____ Date _____

A copy of your signed Contract is available upon request.

Appendix C: Damage Price List

2011-2012 Price List For Common Residence Hall Damages

| | | | |
|---|-----------|--|-----------|
| Adhesive/Decal Removal from door (per 1.5 min.) | \$ 10.00 | Mattress | \$ 140.00 |
| Bed - Spring | \$ 100.00 | Medicine Cabinet | \$ 85.00 |
| Bed End - Wood | \$ 60.00 | Medicine Cabinet Door | \$ 50.00 |
| Blinds - Cord | \$ 20.00 | Medicine Cabinet Shelf | \$ 10.00 |
| Blinds - Headrail | \$ 16.00 | Mirror - Framed | \$ 62.00 |
| Blind - Pull Chain | \$ 10.00 | Moving (per box or item) | \$ 25.00 |
| Blind - Slat (per slat) | \$ 9.00 | Outlet Cover (cable, telephone, or electrical) | \$ 3.00 |
| Bulletin Board - Large | \$ 115.00 | Padlock Removal | \$ 40.00 |
| Bulletin Board - Plexiglass Cover | \$ 98.00 | Paint - Ceiling | \$ 50.00 |
| Bulletin Board - Small | \$ 45.00 | Paint - Complete Room | \$ 148.00 |
| Checkout - Improper | \$ 50.00 | Paint - Door (one side) | \$ 30.00 |
| Cleaning (labor per 1.5 minutes) | \$ 10.00 | Paint - Minimum Touch-Up | \$ 25.00 |
| Desk - Bulletin Board Replacement (per square foot) | \$ 12.00 | Paint - Room Number Replacement | \$ 15.00 |
| Desk - Cubby Shelf (Stationary Units) | \$ 5.00 | Paint - Wall | \$ 50.00 |
| Desk - Cubby Shelf Bracket (Stationary Units) | \$ 1.50 | Paper Towel Dispenser | \$ 60.00 |
| Desk - Drawer Replacement (Large) | \$ 30.00 | Peephole | \$ 6.00 |
| Desk - Drawer Replacement (Small) | \$ 25.00 | Reconnect Room Door Closer | \$ 18.00 |
| Desk - Hutch Replacement (Portable or Stationary Units) | \$ 150.00 | Resecuring Upper Room Window | \$ 18.00 |
| Desk - Replacement (Portable or Stationary Units) | \$ 300.00 | Sanitary Napkin Receptacle | \$ 31.00 |
| Desk - Surface Replacement (Stationary Units in E or G Hall) | \$ 450.00 | Screen | \$ 30.00 |
| Desk - Surface Replacement (Stationary Units in Gage) | \$ 200.00 | Screen - Repair per 1" hole | \$ 18.00 |
| Desk Chair - Stationary | \$ 150.00 | Sharps Container | \$ 6.00 |
| Desk Chair - Pneumatic | \$ 285.00 | Shower - Curtain | \$ 10.00 |
| Display Case | \$ 850.00 | Shower - Curtain Rod | \$ 27.00 |
| Door - Metal | \$ 250.00 | Sink | \$ 145.00 |
| Door - Wood | \$ 225.00 | Smoke Detector - Public Area | \$ 60.00 |
| Dresser - Drawer Replacement | \$ 35.00 | Smoke Detector - Resident's Room | \$ 30.00 |
| Dresser - Replacement (Portable Units) | \$ 300.00 | Smoke Detector Battery | \$ 1.50 |
| Drywall Damage (per wall, does not include paint charge) | \$ 25.00 | Soap Dispenser | \$ 20.00 |
| Exit Sign | \$ 110.00 | Tile - Color Ceramic 4" x 4" | \$ 16.00 |
| Faucet | \$ 100.00 | Tile - Floor (per square) | \$ 15.00 |
| Fire Extinguisher | \$ 50.00 | Tile - White Ceramic 4" x 4" | \$ 15.00 |
| Fire Extinguisher Cabinet | \$ 35.00 | Toilet | \$ 275.00 |
| Fire Extinguisher Cabinet Glass | \$ 10.00 | Toilet - Seat | \$ 16.00 |
| Fire Horn | \$ 150.00 | Toilet Paper Dispenser - Public Restroom | \$ 34.00 |
| Fire Pull Station Glass | \$ 8.00 | Toilet Paper Dispenser - Resident's Room | \$ 8.00 |
| Furniture - Relocation (per item) | \$ 24.00 | Towel Rack | \$ 10.00 |
| Furniture Top | \$ 100.00 | Wall-Talker Replacement Panel | \$ 96.00 |
| Graffiti Removal (labor per 1.5 minutes) | \$ 10.00 | Wardrobe - Cubby Door | \$ 25.00 |
| Hand Dryer | \$ 422.00 | Wardrobe - Door | \$ 125.00 |
| Light - Reattachment | \$ 17.00 | Wardrobe - Handle | \$ 8.00 |
| Light Cover - Ceiling | \$ 45.00 | Wardrobe - Handle Reattachment | \$ 6.00 |
| Light Cover - Desk | \$ 15.00 | Wardrobe - Hanging Rod | \$ 8.00 |
| Light Cover - Sink | \$ 15.00 | Wardrobe - Hanging Rod Reattachment | \$ 6.00 |
| Light Fixture - Ceiling | \$ 75.00 | Wardrobe - Portable Unit | \$ 900.00 |
| Light Fixture - Desk | \$ 20.00 | Wardrobe - Side | \$ 50.00 |
| Light Fixture - Sink | \$ 25.00 | Window - Interior Lounge | \$ 206.00 |
| Locking Mechanism - Mechanical Box | \$ 10.00 | Window - Lower Section Public Area | \$ 93.00 |
| Locking Mechanism - Public Area | \$ 150.00 | Window - Lower Section Resident's Room | \$ 77.00 |
| Locking Mechanism - Resident's Room | \$ 75.00 | Window - Upper Section Public Area | \$ 165.00 |
| Loft - Beam | \$ 15.00 | Window - Upper Section Resident's Room | \$ 98.00 |
| Loft - Bottom Metal End | \$ 175.00 | Window Hinge | \$ 41.00 |
| Loft - Guard | \$ 30.00 | Window Latch | \$ 12.00 |
| Loft - Improper Assembly | \$ 40.00 | | |
| Loft - Metal Cross Bar | \$ 5.00 | | |
| Loft - Metal End (Gage) | \$ 65.00 | | |
| Loft - Top Metal End | \$ 50.00 | | |
| Loft - Wood Cross Bar | \$ 20.00 | | |
| Lost Key (core and key replacement) | \$ 50.00 | | |

Notes:

1. Prices and items listed are subject to change without notice.
2. Some labor charges may be higher if the work involves overtime.
3. Items not included will be billed at the actual replacement cost and/or cost of labor required.

Appendix D: Important Telephone Numbers

| | |
|--|---|
| Department of Residential Life | Phone: 507-389-1011 |
| 111 Carkoski Commons | MRS/TTY: 800-627-3529 or 711 |
| | Email: reslife@mnsu.edu |
| | Website: www.mnsu.edu/reslife |
| Director | Cindy Janney |
| Associate Director | Torin Akey |
| Assistant Director for Environment | Richard Wheeler |
| Assistant Director for Operations | |
| Assistant Director for Administration and Information Systems | Cathy Hughes |
| Residential Communications Coordinator | Jenifer O'Donnell |
| Budget Officer | April Hornemann |
| Residence Hall Program Advisor and Summer Operations Coordinator | Matt Goff |
| Student Success Coordinator and Conduct Hearing Officer | Ana Hammerschmidt |
| Contract Administrative Assistant | Joyce Johnson |
| Department Administrative Assistant | Donna Schutt |
| Department Administrative Assistant | Melissa Chhoun |
| Building Maintenance Supervisor | Don Duehring |
| Building Services Foreman | Mark Parsley |
| Crawford Front Desk | 507-389-6711 |
| Crawford Area Director: Nicole Faust | 507-389-6090 |
| Gage Front Desk | 507-389-1021 |
| Gage Area Director: Kenney White | 507-389-1023 |
| Julia Sears Front Desk | 507-389-5620 |
| Julia Sears Area Director: Matt Burns | 507-389-5633 |
| McElroy Front Desk | 507-389-6717 |
| McElroy Area Director: Jamie Van Boxel | 507-389-6893 |
| University Security | 507-389-2111 |



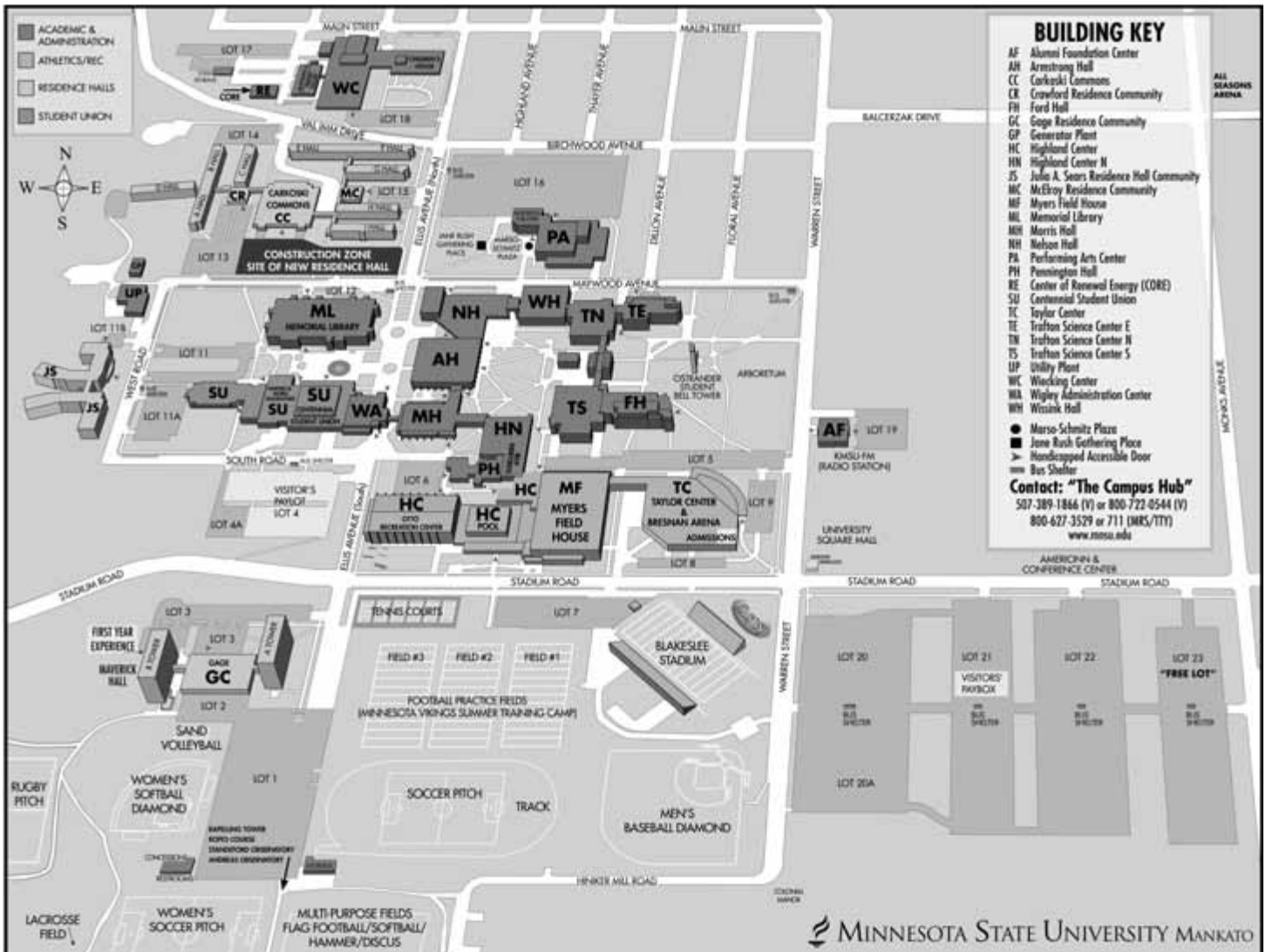
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Campus Map: Minnesota State University, Mankato



Service of process upon the University and/or state should be made according to Minnesota Statutes and Minnesota Rules of Court. The Director of Residential Life is authorized to receive and give receipt for notices of demands from tenants. Residence hall buildings on this campus are owned and managed by Minnesota State University, Mankato an agency of the State of Minnesota.

All provisions within this guide are subject to change without notice.

Equal Opportunity/Affirmative Action Statement

Minnesota State University, Mankato is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, sex, age, religion, marital status, affectional preference, national origin or status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law, including Title IX of the Education Amendment of 1972, Section 504 or the Rehabilitation Act of 1973 and Section 402 of the Vietnam Era Veterans Readjustment Assistance Act of 1974.

Inquiries concerning the application of Affirmative Action, Equal Opportunity, Title IX or Section 504 of the Rehabilitation Act of 1973 at Minnesota State University, Mankato should be referred to the Affirmative Action Officer, Title IX Coordinator and 504 Coordinator, phone 507-389-2986.

This document is available in alternative format to individuals with disabilities by calling the Department of Residential Life at 507-389-1011 (V), 800-627-3529 or 711 (MRS/TTY).

A member of the Minnesota State Colleges and Universities System and an Affirmative Action/Equal Opportunity University.

RESL34DO_0711



Residence Hall Cable TV Channels

- | | | |
|---|---------------------------------|-----------------------------|
| 2 . . . KTCA PBS (Minneapolis/St. Paul) | 34. . . Golf Channel | 57. . . History Channel |
| 3 . . . WFTC MY (Minneapolis/St. Paul) | 35. . . Versus | 58. . . Travel Channel |
| 4 . . . WCCO CBS(Minneapolis/St. Paul) | 36. . . Food Network | 59. . . National Geographic |
| 5 . . . KSTP ABC(St. Paul/Minneapolis) | 37. . . Oxygen | 60. . . Animal Planet |
| 6 . . . KAAL ABC (Austin/Albert Lea) | 38. . . Univision | 61. . . Hallmark Channel |
| 7 . . . MTV U | 39. . . TruTV | 62. . . Cartoon Network |
| 8 . . . KMSQ PBS (Austin) | 40. . . HGTV – Home & Garden | 63. . . Nickelodeon |
| 9 . . . KMSP FOX (Minneapolis/St. Paul) | 41. . . E! Entertainment | 64. . . Bravo |
| 10. . . KEYC CBS (Mankato) | 42. . . A & E | 65. . . Disney Channel |
| 11. . . KARE NBC(Minneapolis/St. Paul) | 43. . . BET | 66. . . ABC Family |
| 12. . . Government Access | 44. . . VH-1 | 67. . . The Weather Channel |
| 13. . . Public Access | 45. . . MTV | 68. . . FOX News Channel |
| 14. . . Charter Main Street Channel | 46. . . CMT | 69. . . CNN |
| 15. . . WGN CW Network (Chicago) | 47. . . Comedy Central | 70. . . CNN Headline News |
| 16. . . CSPAN | 48. . . American Movie Classics | 71. . . CNBC |
| 17. . . Educational Access | 49. . . TV Land | 76. . . MTV 2 |
| 18. . . CW Network (Mankato) | 50. . . Sci-Fi | 97. . . Showtime |
| 19. . . KEYC – DT2 FOX (Mankato) | 51. . . fx | |
| 20. . . Home Shopping Network | 52. . . TNT | |
| 23. . . HBO | 53. . . USA Network | |
| 26. . . Big Ten Network | 54. . . Spike TV | |
| 27. . . MSNBC | 55. . . The Learning Channel | |
| 28. . . Lifetime | 56. . . Discovery Channel | |
| 29. . . TBS | | |
| 30. . . Fox Sports Net North | | |
| 31. . . ESPN | | |
| 32. . . ESPN2 | | |
| 33. . . Speed Channel | | |

Changes to the cable channel lineup can be found at www.mnsu.edu/reslife, in the Residence Hall Student Guide menu.

 MINNESOTA STATE UNIVERSITY MANKATO

Residential | Life



**Need to enter a maintenance request (MR)?
Submit your request online at www.mnsu.edu/reslife**