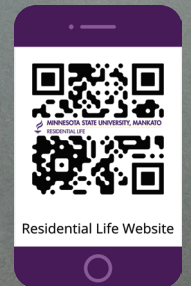




MINNESOTA STATE UNIVERSITY, MANKATO

RESIDENTIAL LIFE



Residential Life
Stadium Heights

2022-2023

Student Guide

Important Residential Life Dates

Fall Semester

August 18

Residence Communities open. Meal plans begin with dinner in the University Dining Center.

August 22

Single room waiting list begins.

September 2

Last day to change your meal plan for Fall Semester.

September 6-7

Room Change Days

September 8

Room changes begin at the Front Desk of each community (and Stadium Heights Office).

October 24-30

Same-room Contract Renewal.

October 31-March 31

Any room/suite/apartment Contract Renewal.

November 7

Thanksgiving Break registration opens

November 18

Contract release requests for Spring Semester received after 4:30 P.M. deadline subject to late charge.

Last day to change rooms for the Fall Semester.

November 22

Food service ends at 6 P.M.

November 23

Communities close at 9 A.M. for Thanksgiving Break.

November 27

Residence communities reopen at 12:00 noon.

Food service begins at 4 P.M. for evening meal.

November 30

Last day to convert meals to Dining Dollars on the 160 Meals per Semester Plan for Fall Semester.

24-hour Quiet Hours for semester finals begins at 10 P.M.

December 2

Early bird Winter Break registration deadline (register by this date to save \$50).

December 9

Deadline to register for Winter Break Housing.

Food service ends at 1:30 P.M.

Last day to use converted Fall Semester Dining Dollars associated with the 160 Plan.

24-hour Quiet Hours ends at 7 P.M.

Communities close at 7 P.M. for Winter Break.

Spring Semester

January 6

Residence Communities open.
Meal plans begin with lunch in the University Dining Center.

January 16

Residential Life Office closed in observance of MLK, Jr. Day.

January 20

Last day to change your meal plan for Spring Semester.

January 23-24

Room Change Days

January 25

Room changes begin at the Front Desk of each community (and Stadium Heights Office).

February 13

Spring Break registration opens

March 3

Food service ends at 6 P.M.

Communities close at 7 P.M. for Spring Break.

March 12

Residence communities reopen at 12:00 noon.

Food service begins at 4 P.M. for evening meal.

March 31

Deadline for current students to choose their own room for 2023-2024.

April 14

Last day to change rooms for the Spring Semester.

April 26

24-hour Quiet Hours for semester finals begins at 10 P.M.

April 30

Last day to convert meals to Dining Dollars on the 160 Meals per Semester Plan for Spring Semester.

May 5

Last day to use Dining Dollars on all meal plans.

Food service ends at 1:30 P.M.

24-hour Quiet Hours ends at 7 P.M.

Communities close at 7 P.M.

Department of Residential Life

111 Carkoski Commons

mnsu.edu/reslife

507-389-1011

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**MINNESOTA STATE
UNIVERSITY, MANKATO**

RESIDENTIAL LIFE

Our Mission

The Department of Residential Life provides convenient living spaces, intentional services, and actively engaged staff who strive to help all students build connections, get involved, and achieve success.

You and Your Apartment Mates

Sharing a living space 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 sibling around them. Some students are morning people, while others are night owls. Some are reality TV 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 their own likes and dislikes.

The key to making your roommate relationship work is to discuss these likes and dislikes and come to some agreement. 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 an Apartment Agreement to residents who live in each apartment. Each resident in the apartment is encouraged to discuss the items listed on the agreement. Thoughtful participation in the apartment agreement process will help each resident support the rights of the other. Sample Apartment Agreement forms are available on the Residential Life website.

Keep the lines of communication open as situations arise in your apartment relationships. Maintaining the ability to discuss issues as they arise is important, and doing so will make your relationship last throughout the year. There are many people in the residence communities who can help resolve roommate difficulties. Seek out a Community Advisor, Hall Director, or Assistant Director of Residential Education for assistance.

Roommate Rights and Responsibilities

As a member of the Minnesota State Mankato residence 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, study, and participate in online learning in your living unit free from unreasonable disruptions.
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 living environment.
5. The right to a safe and secure living environment.
6. The right to not be the target of intimidation, harassment, discrimination, and/or physical harm.
7. The right to a clean living unit and the responsibility to share equally in the work to keep your living unit 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 utilize online and digital content in a way that promotes civility and respects your roommate's privacy.
11. The right and responsibility to speak out when you believe your rights have been impacted.
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 in the residence community.

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



The Staff

FULL TIME STAFF

Assistant Director of Residential Education

The Assistant Director of Residential Education is responsible for all activities within the residence community. Specifically they direct, in conjunction with other Residential Life Staff, programming planning for residents, administrative duties within the community, and student experience and behavior issues. The Assistant Director of Residential Education is a general liaison with the rest of the University and has an office located in the Residential Life Office.

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 (RHA) and the National Residence Hall Honorary (NRHH). Additionally, they manage all aspects of the Residential Life summer conference, guest housing and pre-season 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 to student behaviors ranging from alleged policy violations to crisis interventions. Additionally, they manage all aspects of our academic support program in Residential Life. The Student Success Coordinator has an office located in the Residential Life Office.

Hall Director

The Hall Director is responsible for coordinating community development activities and functions, responding to student needs and behavior concerns, and connecting students to campus services. Additionally, they provide direct supervision to a team of Community Advisors (CAs). The Hall Director has an office located in Residential Life Office at Stadium Heights.

Stadium Heights Property Owners

The Property Owner assists students during normal business hours. They are responsible for responding to maintenance issues, facility checks, and lockouts. The Property Owner has an office located in the same building as the Residential Life Office at Stadium Heights.

STUDENT STAFF

Community Advisor

A Community Advisor (CA) helps students in their transition to campus, organizes activities, serves as a resource to campus, leads floor meetings, and helps communicate housing and campus information. Community Advisors live on each floor. Stadium Heights Community Advisors live in each building.

Stadium Heights Security Staff

Stadium Heights Security Staff assists residents of Stadium Heights from 7 P.M. to 7 A.M. daily. They monitor exterior doors, assist in lockouts, and report suspicious activity, vandalism and other safety concerns. Stadium Heights Security Staff partner with residents, Residential Life Staff, and University Security to foster a secure community.

Student Leadership

Residence Hall Association (RHA)

Residence Hall Association (RHA) is the campus-wide government for students living in the residence communities.

The mission of RHA includes the following purpose statements:

- Voice the opinions and concerns of the students living in the residence halls 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 communities, which contribute to the happiness and well-being of students.
- Support the academic success of residents.

All students living in the residence communities are automatically members of the Residence Hall Association. The Floor President from each floor community and Building President at Stadium Heights represents the views and opinions of their constituents as a voting member at RHA General Assembly Meetings. The Presidents make up the voting membership of the Residence Hall Association. The RHA General Assembly meets weekly on Mondays at 4 p.m. in Preska 126. 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 General Assembly. The RHA Executive Board Office is located in the Leadership Resource Center, Room 002 in Carkoski Commons. **For additional information, visit <https://www.mnsu.edu/university-life/housing/residential-life/student-leadership/residence-hall-association>.**

Community Councils

Each Stadium Heights building community has a Community Council, which provide activities for its residents. Community Council positions include, but are not limited to, the following: Building President and Event Coordinator(s).

National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary (NRHH) is an organization that provides recognition for those individuals living in the residence halls, including Stadium Heights Residence Community, who have demonstrated outstanding service to their residence community 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 (OTMs). **For additional information, visit <https://www.mnsu.edu/university-life/housing/residential-life/student-leadership/national-residence-hall-honorary>.**



Fire Equipment and Safety

Fire Equipment

Fire Alarms

In order to protect yourself, and possibly save your life and the lives of others, you must assume that there is a fire when an alarm sounds.

All students must evacuate the building when a fire alarm is sounded. If you are unable to evacuate the building, contact University Security at 507-389-2111. Failure to evacuate during a fire alarm will subject the student to University disciplinary action and/or civil action.

Pulling a false alarm is a violation of both University policy and civil law. Anyone found responsible for pulling a false fire alarm will be subject to a University sanction and/or civil action.

Fire Extinguishers

Fire extinguishers in Stadium Heights are located in each unit's kitchen. They are to be used only in the event of a fire.

Smoke Detectors

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

Residents are responsible for ensuring their smoke detectors are connected and operational at all times per Minnesota Law. Disabling or removing smoke detectors will result in disciplinary action. If your smoke detector is inoperable, submit a Maintenance Request (MR).

Tampering with Fire Equipment

Fire safety equipment that has been tampered with or covered 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

All residents are expected to observe the following fire safety regulations.

- **No candles, incense, open flame, e-cigs or other electronic smoking devices are allowed in the residence communities.**
- Appliances with an open coil or that can bring oil to a boil are not allowed.
- Smoke detectors are to be connected, uncovered, and operational at all times.
- Light fixtures, outlets, and switches are not to be altered or have items hung from their surfaces.
- Motorbikes or other motorized vehicles are not allowed in the residence communities.
- Access to windows, smoke detectors, or doorways is to be unobstructed.
- Excessive use of flammable substances on walls is not permitted.
- Residents are encouraged to use metal or flame-retardant wastebaskets.
- Items posted on room doors may cover only 20 percent of a door's surface.
- Residents are not to leave cooking food unattended.

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. Submit a Maintenance Request (MR) to 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.
- Keep all areas clear of trash.
- Use fire equipment for fire prevention only.
- Participate in fire drills.

Fire Equipment and Safety

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. Residents must evacuate during a fire drill. Residents who are unable to evacuate the building should call University Security at 507-389-2111.

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 (911).

When the Fire Alarm Sounds

- Always assume there is a fire. Don't ignore it.
- If time permits, take a jacket and shoes. Take 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/Apartment

- Close the door between you and the fire.
- Seal 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. 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 warnings. **The broadcast systems listed below carry weather information for the Mankato area.**

FM Radio	Television
KMSU 89.7	CBS KEYC-HD 12.1
KATO 93.1	FOX KEYC-HD 12.2
KXLP 94.1	
KDOG 96.7	
KEEZ 99.1	
KYSM 103.5	
KTOE 102.7	

Civil defense sirens are tested at 1 P.M. on the first Wednesday of every month. When the test sirens are sounded, do not be alarmed.

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, Star Alert, 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 weather is possible, including thunderstorms, tornadoes, blizzards, etc. You are alerted of a storm via broadcast media - public civil defense sirens are not sounded. During a storm alert, be alert for approaching weather.

Severe Weather Procedures

When a tornado warning begins, sirens will sound. You should:

1. Seek shelter in the lower level interior hallway.
2. Take a portable radio and flashlight with you.
3. Lowest floor residents should seek shelter in their apartment bathroom.
4. Do not go outside.
5. Remain in the shelter area until the warning has expired.

Tornado Shelter Areas

While no shelter area can be designed as entirely safe, the following areas are designated as severe weather shelter areas at Stadium Heights.

- The shelter areas are the restrooms located within each apartment and the lowest level hallway against the wall, away from the stairs.



MavCARD Access System

Every Stadium Heights resident will have access to every Stadium Heights building including the bus shelter. If you receive a new MavCARD, notify the Residential Life Office at Stadium Heights to have your new card programmed with access. This does not happen automatically when you receive a new card. It is important for all residents of a community to be considerate and cooperative and make sure that doors are closed.

Caring for Your MavCARD

MavCARDS contain an antenna coil that communicates to a proximity reader. Special care must be taken of your 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 MavCARD.

- Do not leave your MavCARD in direct sunlight or 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.

Help Keep 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:

- Do not prop doors open.
- Do not lend your MavCARD to someone else or borrow someone else's card.
- Do not 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 themselves 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.
- Do not expect or ask people entering or leaving a community to hold the door open for you. Use your MavCARD 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. Stadium Heights residents should report these concerns to the Stadium Heights Property Owner's Office.
- 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 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 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.) Contact the Property Owner's Office at 507-388-5167 for immediate access if the front and rear locks are not operational.

After business hours, call University Security at 507-389-2111.

MavCARD Access System

Card Replacement

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 the replacement fee. Replacement card fees can be paid by cash, check, or credit card. Make sure you bring a driver's license, state ID, or passport for identification purposes. Notify the Hall Director at Stadium Heights to have your new card programmed with access. This does not happen automatically when you receive a new card.

After business hours, contact University Security at 507-389-2111 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 in gaining access to the community.



University Dining Services

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 contact Residential Life.

University Dining Locations

University Dining Center

The University Dining Center is an all-you-care-to-eat dining establishment 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. Use your MavCARD to gain access to the dining center.

The Centennial Student Union (CSU) offers a wide variety of retail choices. Dining outlets accept cash, checks, credit card/debit, and Dining Dollars. Hours are posted in the CSU.

Chef'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
University Dining Center	Brunch: 10 A.M. to 2 P.M. Lite Dinner: 2 P.M. to 4 P.M. Dinner: 4 P.M. to 9 P.M.	Breakfast: 7 A.M. to 9:30 A.M. Lite Breakfast: 9:30 A.M. to 11 A.M. Lunch: 11 A.M. to 2 P.M. Lite Dinner: 2 P.M. to 4 P.M. Dinner: 4 P.M. to 9 P.M.	Breakfast: 7 A.M. to 9:30 A.M. Lite Breakfast: 9:30 A.M. to 11 A.M. Lunch: 11 A.M. to 2 P.M. Lite Dinner: 2 P.M. to 4 P.M. Dinner: 4 P.M. to 8 P.M.	Brunch: 10 A.M. to 2 P.M. Lite Dinner: 2 P.M. to 4 P.M. Dinner: 4 P.M. to 8 P.M.
Chef's Place	1 P.M. to 4 P.M. 7 P.M. to 12 A.M.	10 A.M. to 4 P.M. 7 P.M. to 12 A.M.	10 A.M. to 4 P.M. 7 P.M. to 12 A.M.	1 P.M. to 4 P.M. 7 P.M. to 12 A.M.
1872 Grill in Julia Sears	1 P.M. to 4 P.M. 7 P.M. to 12 A.M.	7 A.M. to 4 P.M. 7 P.M. to 12 A.M.	7 A.M. to 4 P.M. 7 P.M. to 12 A.M.	1 P.M. to 4 P.M. 7 P.M. to 12 A.M.

The Department of Residential Life reserves the right to change serving hours. Brunch and dinner (no lunch) are served on regularly scheduled "No School" days. See University academic calendar for dates.

Dining Dollars

All students with meal plans have Dining Dollars or meals that can be converted to Dining Dollars. Students on the Anytime Plan receive 100 Dining Dollars each semester, students on the 14 Meals Per Week Plan receive 200 Dining Dollars each semester, students on the 160 Plan receive 25 Dining Dollars each semester, and students on the 250 Dining Dollars Plan receive 250 Dining Dollars each semester. Students on the 160 Meals Per Semester Plan have the option to convert meals to Dining Dollars at a rate of \$6.27 Dining Dollars for one meal. Once converted, Dining Dollars may not be converted back to meals. (See the information under "Meal Plans" for the rules about converting meals to Dining Dollars.)

Using Dining 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. Students may also check their balance online at link.mnsu.edu/balance.

Whenever your balance runs low, you can add Dining Dollars to your account. Dining Dollar balances on the Anytime, 14 Meals Per Week, and Maverick 250 Dining Dollar 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. Converted Dining Dollar balances on the 160 Meals Per Semester 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 Dining Dollars to purchase a meal for friends, however, **you may not give your MavCARD to a friend to make purchases for you.** University Dining Services is not responsible for someone using a MavCARD that is lost or stolen.

Door Rates (University Dining Center)

- Breakfast: \$8.02
- Brunch (weekends only): \$8.76
- Lunch: \$8.76
- Dinner: \$10.42

University Dining Services

Guests

If you have a friend or relative visiting you, you may pay for their meals using your three complimentary guest meal passes (per semester on the 14 Meals Per Week, 160 Meals Per Week, and Anytime plans). You may also use Dining Dollars, cash, check, or credit/debit to pay for guest meals.

In-Room Meals

If you are sick and not able to go to the dining center, you may contact the Dining Services Manager to allow another student to obtain a To-Go meal for you. Please call (507) 389-1513 to make arrangements.

MavCARD Replacement

If your MavCARD is lost or stolen, contact the MavCARD Office immediately to obtain a replacement card. Contact University Dining Services at CSU 007 for a temporary meal pass.

Meal Periods

Meal periods are defined as:

Breakfast: Monday - Friday 7 A.M. - 9:30 A.M.

Brunch: Saturday - Sunday 10 A.M. - 2 P.M.

Lunch: Monday - Friday 11 A.M. - 2 P.M.

Dinner: Monday - Thursday 4 P.M. - 9 P.M.

Dinner: Friday - Saturday 4 P.M. - 8 P.M.

Dinner: Sunday 4 P.M. - 9 P.M.

Dining Dollars are not subject to meal period limitations and may be used at any dining venue any time.

Students on the 14 Meals Per Week, 160 Meals Per Week, or AnyTime plan may take one to-go meal out of the dining center during any one 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. Contact University Dining Services at 507-389-2613 for more information.

Meal Plans

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

Anytime

Unlimited Dine-In Access/Includes 100 Dining Dollars Per Semester.

This meal plan allows you unlimited access to the University Dining Center. The \$100 per semester in Dining Dollars can be utilized at any University Dining Services location on campus. These Dining Dollars carry over from Fall Semester to Spring Semester. Dining Dollars not used by the end of the Spring Semester will be forfeited.

The Anytime plan 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 a provided to-go container once per meal period. Students living on the main campus (Crawford, McElroy, Julia Sears, and Preska) who do not choose a meal plan by the deadline will default to the AnyTime plan.

14 Meals Per Week

Includes 200 Dining Dollars Per Semester /To-Go Option/ 3 Guest Meals per Semester

The plan begins with Saturday's breakfast of each week. The \$200 per semester in Dining Dollars can be utilized at any University Dining Services location on campus. Dining Dollars carry over from Fall Semester to Spring Semester. Dining Dollars not used by the end of the Spring Semester will be forfeited.

The 14 Meals Per Week plan 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 choose, instead, to bring your meal back to your room or class with a provided to-go container.

University Dining Services

160 Meals Per Semester

25 Dining Dollars Per Semester / Convert Meals to Dining Dollars / To-Go Option / 3 Guest Meals per Semester

This meal plan gives you 160 meals for the entire semester. Semesters are approximately 16 weeks long, resulting in an average of 10 meals per week. You may convert any of the 160 meals a semester into Dining Dollars at a rate of \$6.27 per meal, twice a semester (by November 30 for the Fall Semester and April 30 for Spring Semester). Your converted Dining Dollars can be utilized at any University Dining Services location on campus. Converted Dining Dollars do not carry over from Fall Semester to Spring Semester. Dining Dollars not used by the end of EACH SEMESTER will be forfeited.

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

Maverick 250 Dining Dollars Plan

250 Dining Dollars Per Semester / No Meals Included / To-Go Option

The \$250 per semester in Dining 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. Dining Dollars not used by the end of Spring Semester will be forfeited. Students are welcome to use their Dining Dollars to buy a meal in the dining center as no meals are included in this plan.

Residents may change their meal plan August 15 through September 2 using the Meal Plan Change Request form. This is the only time period that a student may change to the Maverick 250 Dining Dollars plan (we do not allow students to select this meal plan for the Spring Semester unless they are living at/moving to Stadium Heights). Students living at Stadium Heights who do not choose a meal plan by the deadline will default to the Maverick 250 Dining Dollars plan.

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. The fall semester meal plan change period is the only time period that a student may change to the Maverick 250 Dining Dollars plan.

Students moving to, from, or living in Stadium Heights wishing to change to the Maverick 250 Dining Dollars Plan after the meal plan change deadline may inquire at the Residential Life Office about options.

Please refer to the "Meal Plan Requirement" section (p.33) under "Housing Contract Information" for additional information about meal plan changes.

The Meal Plan Change Request form is available on Residential Life website. Students on the 160 Meals Per Semester Plan who use all of their meals prior to the end of the semester and are interested in purchasing an additional meal plan and/or Dining Dollars to use for the remainder of the semester should contact the Residential Life Office.

To-Go Options

To-Go meals from the University Dining Center are available to students on a meal plan whose classes, jobs, or athletic schedules do not enable them to eat during regular service hours. You can also use your Dining Dollars to purchase food items if you are unable to get to the dining center when it is open. To-Go meals are designed for students on-the-go, so students who take a To-Go container are not allowed to use it in the dining center.

Suggestions

We encourage you to share your suggestions and concerns regarding food service with the University Dining Center Manager at 507-389-1513.

University Dining Services Equipment and Serving Items

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



Streaming Live Television

The cost of streaming service is included in your room rate. Streaming is available through the Stream2 app and includes:

- 20 hours of recording ability through DVR.
- Trick play/pause, rewind, and auto-watch within 24 hours.
- SmartTVs require a Roku, Apple TV, Firestick, or Screen cast capabilities.

How Do I Use The System?

Set up your free Stream2 app on your devices to stream sports, shows, & movies anytime.

Login using your StarID/password.

Channels

1 MN State University	24 TNT	47 HGTV	70 Animal Planet
2 PBS TPT	25 TBS	48 Food Network	71 E! Entertainment
3 ABC KSTP	26 A&E	49 Cooking Channel	72 Comedy Central
4 NBC KMNF	27 USA Network	50 Syfy Channel	73 Cartoon
5 CW KEYC	28 BET	51 BBC America	74 Disney Channel
6 FOX KMSP	29 Tru-TV	52 Travel Channel	75 Disney Jr.
7 MNT WFTC	30 FX	53 TLC	76 Disney XD
8 CBS KEYC	31 FXX	54 National Geographic	77 Nickelodeon
9 NBC KARE	32 MTV Live	55 Discovery Channel	78 NickToons
10 ESPN	33 MTV	56 History Channel	79 TeenNick
11 ESPN2	34 MTV2	57 NASA TV	80 Freeform
12 ESPNNews	35 VH1	58 HLN	81 ION
13 ESPNU	36 Fuse	59 CNN	82 Hallmark Channel
14 FOX Sports 1	37 FM	60 MSNBC	83 Hallmark Movies & Mysteries
15 FOX Sports 2	38 AXS TV	61 Fox News Channel	84 TV Land
16 Investigation Discovery	39 CMT	62 Fox Business Network	85 ReelzChannel
17 Big Ten Network	40 Pursuit TV	63 CNBC	86 Paramount Network
18 SEC	41 The Weather Channel	64 CSPAN	87 POP
19 MLB Network	42 Lifetime	65 CSPAN2	88 IFC
20 NFL Network	43 We TV	66 Link TV	89 AMC
21 NBA TV	44 OWN	67 Free Speech TV	
22 NHL Network	45 Oxygen	68 TBN	
23 Golf Channel	46 Bravo	69 HITN	

What Do I Do If I Have A Problem With Streaming TV?

Support is available 24 hours a day, 7 days a week.

CALL: (833)-548-4743

TEXT: "ResNet" to 84700

CHAT: MyResNet.com

Facilities and Services

Bicycle Storage and Maintenance

Bicycle racks are located near every building at Stadium Heights. In addition, bicycles may be kept in student rooms. Bicycles may not be stored in hallways or laundry facilities. Students will be held responsible for any damage caused by their bicycles; therefore, exercise caution in bringing them into buildings. 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 the Stadium Heights Property Owners.

A bike repair station is located between Preska Residence Community and Carkoski Commons. It has tools needed for basic bicycle repair, including air pumps.

Bus Service and University Shuttles

Stadium Heights residents are served by University shuttles and City of Mankato bus service. These services use different bus shelters, despite the buses looking the same. All students can ride the bus and campus shuttles for free using their MavCARD. To view schedules and see the live bus tracker, visit mnsu.edu/about-the-university/maps-and-transportation/buses-and-shuttles.

University Shuttles

The Stadium Heights shuttle uses the bus shelter in the office building (Stadium Heights bus shelter). It takes students to and from the corner of Maywood and Ellis Avenue, near Preska Residence Community. It has morning and evening stops.

Cooking Facilities

Stadium Heights kitchens include a sink, stove/oven, refrigerator, dishwasher, and seating.

Common Space Reservation

To reserve common space such as the volleyball court or community room, contact the Stadium Heights Hall Director.

Stadium Heights Office (Front Desk)

The SH Office is open Monday – Friday from 8 a.m. – 7 p.m. with Property Owner staff or SH Desk Assistants. The office is open Saturday – Sunday from 12 p.m. – 7 p.m. with SH Desk Assistants. The office is open from 7 p.m. – 7 a.m. every night of the week with SH Security. Services available at the SH Office include administrative forms, guest parking permits, and snow shovels. Desk Assistants also provide information to visitors and offers residents assistance in emergency situations. Residents who have questions or need assistance and cannot determine to whom they should direct their inquiry should seek assistance at the SH Office. Staff offices are located in the SH Office.

- Stadium Heights Property Owner's Office - 507-388-5167

Furnishings

Stadium Heights single bedrooms include a full-size bed (54" x 75" mattress), dresser, writing desk and chair, and closet. Stadium Heights double rooms include a 36"x 80" mattress with a loft for reach resident. Apartment living rooms include a couch, two chairs, a coffee table, and an end table. Apartment kitchens include a full-size refrigerator/freezer, electric range, dishwasher, and seating. Furnishings must remain in the space in which they were originally located. Storage is not available.

Facilities and Services

Garbage

Garbage dumpsters and recycling cans are located throughout Stadium Heights Residence Community. It is each resident's responsibility to dispose of their own garbage and recycling at these locations.

Internet Connection

Residence hall rooms and common areas are equipped with WiFi and Ethernet. To connect to the wired network, plug your Ethernet cable into the wired jack in your room.

To connect to the residence hall internet, scan the QR code or visit mankato.apogee.us. 24/7 support is available through the methods below.

- CALL: (833)-548-4743
- TEXT: "ResNet" to 84700
- CHAT: MyResNet.com



INTERNET

Facilities and Services

Laundry

Washer and dryer use is included in your room rate and is for your personal use. Manufacturers recommend the use of liquid or pod detergent for best results. Washers and dryers are available in laundry rooms within each building (most located on the 3rd floor, except for Building 705 which is on the lower level).

If a washer or dryer is not working properly, report the problem to the Property Owner's Office.

Light Bulbs

Submit a maintenance request (MR) online at link.mnsu.edu/repair and a maintenance worker will bring a new bulb to your room and install it for you.

Lofts

The University provides adjustable lofts for beds in double rooms in Stadium Heights. Stadium Heights single rooms have full-sized mattresses that do not loft. The clearance under Stadium Height's full-size beds is 18". Tools to adjust your loft can be checked out at the Stadium Heights Office. Neither beds nor lofts may be removed from the room.

Lost and Found

Individuals who have lost an item should check with the Stadium Heights Office to see if the missing item has been found. To claim an item found on the Stadium Heights property, stop by the Property Owner's Office in person.

Mail

Addresses

In order to receive mail and packages, a resident's name (as listed in E-services) and complete address needs to appear on items being sent. Mail and packages not accurately addressed will be returned to sender. Brochures, flyers, etc. that are delivered to students through mailboxes must follow USPS guidelines.

Residence Community Addresses

Stadium Heights Residence Community

701 Building - 701 Heron Dr.	(Apt #)	56001
705 Building - 705 Heron Dr.	(Apt #)	56001
711 Building - 711 Heron Dr.	(Apt #)	56001
721 Building - 721 Heron Dr.	(Apt #)	56001
731 Building - 731 Heron Dr.	(Apt #)	56001
741 Building - 741 Heron Dr.	(Apt #)	56001
751 Building - 751 Heron Dr.	(Apt #)	56001
761 Building - 761 Heron Dr.	(Apt #)	56001

Example of complete address format:

Name of Resident
Stadium Heights Residence Community
705 Heron Drive, Apartment 103
Mankato, MN 56001-6008

Facilities and Services

Mailboxes

Stadium Heights residents are assigned a separate mailbox key. Use this key to access the secure mailbox located outside your building.

Packages

When a small package arrives via USPS, a package box key is placed in the resident's mailbox. Residents may obtain the package by using the key on the package door on the mailbox outside their building.

Large packages are delivered to the Stadium Heights Office and package delivery notifications are placed on apartment doors. Students should bring their notification and MavCARD to the Stadium Heights Office to retrieve the package.

Mail Forwarding

Residents are responsible for notifying businesses, individuals, and the University of their new address when moving from one location to another.

Mail and packages are delivered by the United States Postal Service. Forwarding address cards are available at any post office or online at www.usps.com. Mail is forwarded by the U.S. Postal Service to the address the resident has provided to the U.S. Postal Service. Mail is not retained or forwarded by the Department of Residential Life.

Facilities and Services

Mattresses

Full-size mattresses in Stadium Heights single rooms are 54" x 75" and require standard full-sized sheets. Twin-size mattresses in Stadium Heights double rooms are 36" x 80". These mattresses require extra-long twin sheets.

Motorized Vehicles

Motorized bicycles, mopeds, or other motorized vehicles are not allowed in the buildings. Additionally, electric mobility devices (such as hoverboards, electric skateboards and scooters, drones, remote control devices or other motorized and/or battery-powered devices) are not allowed in the buildings. 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.

Resident Parking

Residents receive a Stadium Heights parking permit at move-in free of charge (it is included in your room rate). This parking pass is valid in Stadium Heights parking lots and does not apply to University parking lots.

Guest Parking

Guest parking permits are given out by Stadium Heights Security and the Property Owner's Office. Guests staying longer than 24 hours must get a new parking pass each day or are subject to being towed at their own expense. Guests should park in the stalls closest to the Property Owner's Office or risk being towed at their own expense.

Personal Items

Students provide their own bedding, pillows, towels, lamps, wastebaskets, and other personal items.

Pest Control

Occasionally there is a problem with insects, even in the cleanest of buildings. Residential Life contracts with a commercial pest control company to address this occasional problem.

If you see any insects in your living unit, submit a maintenance request (MR) at link.mnsu.edu/repair. If service is required, it may be necessary for staff from the pest control company to enter your living unit. A room entry waiver is completed as part of your online maintenance request (MR).

Recycling

The Department of Residential Life recycles aluminum cans, tin cans, plastic, cardboard, glass, and paper (all types). Recycling containers are located next to Building 721, across from Building 731, and across from Building 751.



Facilities and Services

Repair and Maintenance

Your assistance in reporting maintenance or custodial conditions in a living unit or common area is essential. If you have concerns regarding maintenance or custodial conditions in a living unit or common area, submit a maintenance request (MR) at link.mnsu.edu/repair. Contact the SH Office or Property Owner's Office for assistance with any problems with this reporting procedure. If a requested repair is not completed within seven days, contact your Assistant Director of Residential Education for assistance.

- Submit emergency maintenance requests by calling the Property Owner at 507-388-5167 or 507-420-4773. Examples of emergencies include backed-up toilets, power outages, and flooded rooms. DO NOT submit emergency requests online.



MAINTENANCE

ResTech Services

Students living in the residence communities have access to support from ResTech Services. Located in Room 006 in the lower level of Caroski Commons, ResTech Services staff is able to help with computer problems. **For more information, visit <https://www.mnsu.edu/it-solutions/help-support/restech-services/>**

If that does not work for you, you can set up an appointment and a ResTech service member will travel to Stadium Heights and meet you in the bus shelter to address any issues you are having.

Room Sizes

Please visit our website at mnsu.edu/university-life/housing/residential-life/rooms for detailed information about room sizes.

Smoke Detector

If a smoke detector is beeping, new batteries can be requested at the Stadium Heights Office. Do not remove the battery without replacing it with a new one.

Snow Removal

Snow will be regularly removed from parking lots and sidewalks. If personal vehicles need to be moved, postings will be put up on exterior building doors at least 24 hours in advance.

Storage

Residential Life does not provide storage space. All University-owned furnishings must remain in the assigned student space.

Toilet Paper

At Stadium Heights, each unit is stocked with toilet paper to begin the semester. Residents in need of additional toilet paper should go to the Stadium Heights Office to pick up more.

University Security Services

University Security provides vehicle jump-start and unlock services to residents of Stadium Heights.

Wireless Network

A wireless network is available in living units and public areas of the residence community. Devices that use a wireless signal will need to connect to the network by following the instructions at the QR code. Connection instruction sheets may also be picked up at the Stadium Heights Office.



INTERNET

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 communities. 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. These policies and procedures apply to all residence communities: Crawford, Julia Sears, McElroy, Preska, and Stadium Heights.

Air Conditioners

Each Stadium Heights apartment has central air conditioning.

Alcohol and Other Drugs

The possession, use, consumption, and/or distribution of alcohol, drugs, or synthetic marijuana are prohibited in the residence communities on the Minnesota State Mankato campus (regardless of age).

Students are responsible for noting their surroundings and immediately removing 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 living unit with alcohol present or being consumed.
- Being in a living unit where alcohol or alcohol containers are present (regardless of whether you are consuming).
- Disrupting or disturbing others in the residence communities related to alcohol use on or off campus.
- Engaging in criminal activity in the residence communities 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 living unit with illegal drugs.
- Being in a living unit where drug paraphernalia and/or illegal drugs are present or in use (regardless of whether you are using the drugs).
- Being in a living unit that smells like marijuana as a result of either 1) use on or off campus or 2) being present around marijuana on or off campus. Marijuana odor can negatively impact the experience of others.
- Engaging in criminal activity in the residence communities 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 meeting 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 communities). 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

Audio Equipment

Students must be courteous when using audio equipment. Audio equipment should be played at a volume that will not interfere with other residents' reasonable right to study and sleep.

Equipment which is heavily amplified and capable of producing penetrating sounds even at low volume, must be used at a level consistent with courtesy and quiet hours. Speakers played from windows will not be tolerated. Failure to comply with this responsibility could result in the required removal of audio equipment or, if the problem persists, contract termination.

Candles and Incense

Candles, incense, and open flames are not allowed in the residence communities.

Check-In Procedures

Upon moving into your living unit, you will be given an Apartment Condition Report (ACR) to complete. Be sure that any damages in your living unit are listed. The information listed on the ACR 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 ACR when you initially occupy your new living unit. Students who have not turned in their ACR 10 days after check-in are subject to a \$25 administrative fee, and staff will enter the apartment to complete the ACR.

Check-Out Procedures

If you are checking out of your living unit prior to the end of the contract year and are not moving to another living unit, contact the Residential Life Office to request the release of your contract. Even if you check out of your living unit, you are not released from your contractual obligations unless your request is approved by the Residential Life.

When checking out of your living unit for contract termination, contract release, relocation, or an approved room change, or at the end of a contract term, contact the Stadium Heights Hall Director to arrange for an appointment to inspect your living unit in your presence. Your key(s) must also be returned before you leave the residence community. **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(s) will be charged an additional \$75 (\$50 for apartment key and \$25 for the mailbox key).** The return of a key after official check-out may result in a \$10 reduction of the charge, but will not negate the entire charge.

Compliance With University Policies

Knowingly acting as an accessory or being present while any 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. For safety reasons, do not leave food cooking and unattended in the kitchens.

Cooperation With University Staff

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

Policies and Procedures

Copyright Infringement Enforcement

The law requires all residence community residents to respect copyright holders materials that may be available through the Internet. Internet user agreements between Minnesota State Mankato, residents and the residence community Internet provider, Apogee, are included in this law. When downloading a copyrighted item (including music, videos, movies, books, art work, etc.) it is the responsibility of the downloader to make sure that they are legally downloaded, frequently requiring a fee.

Upon notification of a copyright infringement, Apogee will notify Residential Life. Residential Life will notify the resident and access to the residence community Internet system for that individual will be removed. Access will be restored to the affected resident when all copyright infringement notice requirements are met. Those requirements often require paying for the copyright, removing the item from the computer, and viewing a website with copyright information.

More information on the topic of copyrights is available at:

- www.riaa.com

Damages and Vandalism

Students are expected to treat residence communities with respect and care and to keep living units and common areas clean. 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 living units and common areas will be billed to the responsible student(s), or if responsibility is unknown, will be equally divided among students assigned to the space.

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

For Damage Price Lists see Appendix C.

Data Privacy Policy

In accordance with Minnesota State Mankato's policy, a student's name (legal and/or preferred name), field of study, attendance dates, degrees received, grade level classification, previous college/university attended, awards and honors, individual or group photos and videos, 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 Registration and Academic Records, 132 Wigley Administration Center, 507-389-6266, registrars-office@mnsu.edu.

Copies of the complete university data privacy policy may be obtained from the Registration and Academic Records office.

Door Locking

Residents may not allow others to enter a residence community via any locked door, and door propping for any reason is a safety hazard. Tampering with door hardware is strictly prohibited and will result in disciplinary action.

Living Unit Doors - The primary responsibility for ensuring living unit doors are secure rests with the residents. Residents are encouraged to keep their doors secured when leaving for any reason and while sleeping.

Exterior Doors - Stadium Heights exterior doors are locked at all times. Residents may enter their assigned residence communities with their MavCARD.

Doors

Residents are not to detach the automatic door closer device from any door. Students living in apartments should not use the deadbolt to prop open their door, as costly damage can result. Students who prop their room door open are responsible for damages caused to the door.

Memo boards may be put on living unit doors. All writing or marking on doors is prohibited. Residents are expected to maintain clean doors.

Items posted on doors may cover only 20 percent of the door due to fire safety regulations. Residential Life has the right to require the removal of signs or other inappropriate displays from the outside of living units.

Policies and Procedures

Electrical Appliances

The Department of Residential Life reserves the right to restrict appliances that pose a danger to the residence community. Specifically, the following personal appliances are not allowed: halogen lamps, halogen bulbs, charcoal grills, gas grills, freezers, air conditioners (see "Air Conditioners" under Policies) and appliances with an open heating element or open flame. While lava lamps are allowed, a halogen bulb is not allowed in the lava lamp.

Students are strongly encouraged to use a power strip (15 amp, UL approved, 3 wire, grounded). Residents who use electric blankets need to use 20 amp circuit breaker power strips to avoid knocking the power out. The Stadium Heights Office has them available for purchase.

Refrigerators must be in good working condition and are subject to inspection. Compact refrigerators should not exceed 4.3 cubic feet capacity. Students may not bring full-size refrigerators to campus. For information on appliances provided in Stadium Heights apartments, visit mnsu.edu/university-life/housing/residential-life/rooms/apartments.

Emotional Support Animals

An Emotional Support Animal (ESA) is an animal that provides comfort to an individual with a disability in their living environment and is a housing accommodation authorized by Section 504 of the Rehabilitation Act of 1973 and the federal Fair Housing Act. Applications for an ESA as an accommodation must be approved through Accessibility Resources and Residential Life prior to arrival on campus. Please contact Accessibility Resources at ar@mnsu.edu or 507-389-2825 for further information. A summary of the Residential Life process and the current ESA Agreement can be found on the Residential Life website.

Fire Equipment and Safety

For information on fire equipment and safety, see pages 4-5.

Furnishings

Furnishings provided by the University must remain in the space in which they are originally located. All furnishings must be returned to the original position in the living unit at the time the student checks out. Residents will be held financially responsible for furnishings removed from their living unit.

Grilling

Public grills are provided for Stadium Heights residents to use. Residents are allowed to have grilling supplies in their apartments such as charcoal and lighter fluid. Residents using the grills are responsible for cleaning up after each use. Dispose of cold coals after they have cooled off in a garbage dumpster.

Guests

A guest is defined as any individual who is not assigned to your living unit. It is your responsibility to inform your guests of the policies and procedures of Minnesota State Mankato. Guests are expected to observe the same residence community policies and procedures as their host. Guests who exhibit inappropriate behavior may be required to leave. You are personally and financially responsible for the actions of your guests.

Residents must escort guests, including residents from other floors, at all times. Overnight guests may be allowed for up to three consecutive nights with the mutual agreement of your roommate(s). This limitation is designed to prevent abuse of roommate rights and the Housing Contract. Residents violating this policy and/or the spirit of this policy may be subject to disciplinary action. Contact your Hall Director to request an extension of the three day limit.

Harassment and Assault

Harassment of an individual or group on the basis of race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation, or status with regard to public assistance has no place in a learning or work environment. Verbal, physical, and sexual harassment/assault are not tolerated.

Indoor Sports

The main corridors, lobbies, hallways, and other commons areas of the residence communities are designed specifically for access to student rooms and public areas. In order to ensure safe passage and to protect the buildings, indoor sports of all types (playing catch, bouncing a ball, a toy gun game, etc.) and the use of sports equipment are not permitted. Bicycles and like items (roller blades, skateboards, etc.) may not be ridden in any building due to safety and property concerns. Electric mobility devices (hoverboards, electric skateboards, electric scooters, drones, remote control devices, or other motorized and/or battery-powered devices) are not allowed to be used in the residence communities.

Policies and Procedures

Keys

Students are issued two keys upon check-in. The first key will grant the student access to the apartment and assigned bedroom; the second key accesses the mailbox. **Students are not to loan or share these keys at any time.** Keys are not to be duplicated. Keys are the property of Stadium Heights and must be returned when students check out of a living unit or at the request of the University.

Lock-Outs

Students who are locked out may obtain access to their living unit by calling the Property Owner's Office at 507-388-5167. Students are charged a \$5 fee for this service. Students may also obtain a temporary access card from the Property Owner's Office. If a temporary access card is not returned within a 24-hour period, the access on the card will be deactivated. The cost of replacing a temporary access card is incurred by the responsible student (\$25 charge).

Lost or Stolen Keys

Students are responsible for reporting a lost or stolen key to the Property Owner's Office at 507-388-5167. All locks in the affected unit will be replaced when the key loss is reported. The student who lost their room key will be billed \$50 to have the lock changed on the apartment door. Lost mailbox keys will result in a \$25 charge.

If your MavCARD will not allow you entry to your building, contact the Property Owner's Office at 507-388-5167.

Lost or Abandoned Property

During the year, found property is turned in to 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 communities after a student has terminated their contract or left the residence communities are turned over to University Security.

MavCARD/Identification Card

Each student is provided with an identification card (MavCARD) upon enrolling at Minnesota State Mankato. This card is for official University identification purposes and must be shown to a staff member upon request. You should carry your MavCARD 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 can be paid for with cash, check, or credit card. 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. Contact University Dining Services (7 Centennial Student Union or 507-389-1165) to inform them of your new card. Other services will not be activated until the next business day.

If you lose your card after business hours, contact University Security (507-389-2111) to report your card as lost, stolen, or damaged. 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.

For more MavCARD information see pages 8-9.

Policies and Procedures

Media Release

While attending a residence community event, your image, likeness and/or voice may be recorded for future use on a Residential Life media platform.

Missing Residence Community Student Emergency Contact Information

The Missing Residence Community Student Emergency Contact Information form is available on the Residential Life website. 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 Vice President for Student Affairs and Enrollment Management, 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.

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, Residential Life to register a different contact. For other questions on the use of the form, or the University's missing person policy, contact University Security at 507-389-2111.

Online Communication Guidelines

Students are encouraged to become actively engaged in the University community. Social media websites, such as Facebook, Twitter, Snapchat, Instagram, 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.

Painting Student Rooms

If the walls of your room are in poor condition, you may request that your room be painted. Submit a maintenance request (MR) at link.mnsu.edu/repair. 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 living units 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 communities. Fish kept in aquariums (one tank up to 30 gallons), and service animals are the only exception to this regulation. Emotional support animals (ESAs) need advance approval by Accessibility Resources before allowed in a residence hall facility.

Policy Review

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

Policies and Procedures

Posting/Advertising in the Residence Communities

Minnesota State Mankato residence communities 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 communities 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 Communities at Minnesota State Mankato:

To advertise your event on the bulletin boards in the residence communities, bring six posters, flyers, or other printed material for each event to the Residential Life Office. After approval, these materials will be posted in each residence community and Carkoski Commons. Only one posting per event is allowed and posters may only advertise activities that occur within fourteen (14) days).

Printing of pre-posted stamps will not be recognized as poster approval. If you wish to preserve the aesthetic quality of the poster, a 2 1/4" wide by 1 1/2" tall white space can be left at the bottom of the poster for visible placement of the approval stamp. Any poster not displaying the dated Residential Life approval stamp will not be permitted on Residential Life bulletin boards and will be removed by Residential Life Staff.

To advertise an event using table tents in the University Dining Center, select Table Tent Request from the Forms page on the Residential Life website.

In most instances, Residential Life Staff will not post information for non-residence community events and activities on residence community 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.

Unauthorized posting in the Residence Communities includes but is not limited to sliding publicity under resident doors, posting flyers on bulletin boards without approval, and leaving unapproved advertisements in floor lounges. Residential Life will follow up for unauthorized postings.

Property Loss

The University and Stadium Heights do not accept liability for the damage or theft of personal property or for the loss of money. Please be sure that your room/apartment doors are secured. In the event that property is lost or stolen, notify Mankato Department of Public Safety at 911 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.

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 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 should reasonably be contained within your apartment.

Quiet Hours for all residence communities 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.

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 and devices that broadcast standing WiFi signals (routers, repeaters, range extenders, etc.), are not permitted.

Restricted Access Areas

Access to maintenance and service areas within Residential Life 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 communities, students should refrain from entering non-residential, restricted access areas of all Residential Life facilities. Students who enter or attempt to enter restricted areas are subject to disciplinary action.

Policies and Procedures

Room Changes

Residents are allowed to change rooms during Room Change Days each semester approximately two weeks after the start of class. During Room Change Days, room changes are processed in the Residential Life Office (111 Carkoski Commons). After Room Change Days, residents who wish to change rooms or residence communities should pick up a Room Change Request form from the Stadium Heights Office. This includes moving from one room to another within the same apartment or moving between residence communities.

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.

Room and Apartment Entry/Use

Your living unit 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 required to live in the room to which they have been assigned and may not access (or allow guests to access) additional rooms (including additional resident rooms within their living unit) without the permission of the room resident or Residential Life.

Residents are expected to comply with the request of a University official (e.g. Residential Life Staff or designated staff, University Security staff), a Mankato Police Department official or a Mankato Fire Department official in the performance of their duty when it necessitates entry into a living unit. 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 Assistant Director of Residential Education who shall forward the information to the appropriate law enforcement officials. Violations will not be ignored.

The Internet and cable equipment sometimes require the attention of the phone or cable company. If service is required, it may be necessary for staff or the service provider to enter your living unit. A room entry waiver is completed as part of your online maintenance request (MR).

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 communities include:

1. Making sure your belongings are covered by insurance, either under your guardians' policy or your own.
2. Locking your room and/or apartment door.
3. Being alert when walking around after dark and using the Safe Walk service.
4. Reporting lost keys immediately.
5. Cooperating with University personnel and their designees.

Sexual Assault, Dating/Relationship Violence, Stalking, Sexual Harassment or Discrimination

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 assistance with a situation that you feel constitutes sexual assault, dating/relationship violence, stalking, sexual harassment, or discrimination, you are encouraged to contact the Office of Equal Opportunity and Title IX (AH 112, 507-389-2986), Women's Center Director (CSU 218, 507-389-6146) or Counseling Center Director (CSU 285, 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 Student Health Services (lower level of Carkoski Commons).

Policies and Procedures

Smoke Detector

Smoke detectors must remain connected and uncovered. Tampering with a smoke detector puts residents and the housing facilities at risk. Violations of this policy may result in contract termination. If a smoke detector is beeping, new batteries can be requested at the Stadium Heights Office. The smoke detector should not be removed from the ceiling and the battery should not be removed without replacing it with a new one.

Smoke and Vape-Free Residence Communities

A student's right to live, sleep, and study in a smoke and vape-free environment takes precedence over someone's desire to smoke or vape. As such, all residence communities and adjoining buildings are 100% smoke and vape-free environments. Smoking is defined as carrying a lighted cigar, cigarette, pipe, or any other lighted smoking equipment, including electronic cigarettes. Vaping is defined as using an electronic delivery device that generates aerosol or vapor for the purpose of inhaling.

Space Heaters

Space heaters or similar appliances are restricted from Stadium Heights due to the fire danger they pose to the residence community.

Solicitation

To support resident safety, the department has adopted the following guidelines for 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 a business, program, or event which is conducted for profit.

- No commercial solicitation is permitted in the residence communities either by company representatives or students acting on their behalf.
- Advertising for commercial enterprises is restricted within the residence communities.
- Residents may invite a representative of a commercial enterprise to visit them in their room or apartment. 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, or
- 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 student government, a recognized student organization, or a university department.
- Solicitation must be limited to designated common areas of the residence communities.
- Approval must be granted by the Assistant Director of Residential Education at least 48 hours in advance.
- Solicitation is restricted to the hours of 8 A.M. - 11 P.M.

Political Campaigning

As a state institution, and in support of the Student Government, specific guidelines are established for both Student Government 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 living unit door. Specific political campaigning guidelines are available on the Residential Life website.

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 Hall Director is also on duty 24-hours a day. These staff members are available if you need assistance, information, if there is an emergency, or if you just need to talk with someone.

Subleasing

Subleasing of Stadium Heights Apartments is strictly prohibited.

Policies and Procedures

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

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

1. Locking all buildings, except the residence communities.
2. Parking on campus.
3. Responding to emergency situations (fire, alarms, injuries, tornadoes) on campus.
4. Responding to incidents such as theft and assault on campus.
5. Working with the Mankato Police and fire department.

University Security personnel respond to certain situations in the residence communities. University Security personnel will be identified by their uniforms. Residents are expected to respond appropriately to requests from University Security personnel.

Stadium Heights Security works in partnership with University Security for the security functions in Stadium Heights. Contact Stadium Heights Security through the Property Owner's Office at 507-388-5167.

Thermostat

Tampering with the thermostat is not acceptable and is subject to adjudication in the student conduct process. For more information on how to operate your thermostat, see page 42.

Trans* Inclusive Statement

Residential Life is committed to providing a safe and comfortable living environment for all students, including those whose gender identity and/or expression differs from the sex assigned to them at birth. For trans* students looking for a supportive living arrangement in the residence halls and apartments, contact the Department of Residential Life. Residential Life respects and affirms a student's gender identity and/or expression, prioritizes our student's physical and emotional safety, and will find the best match between the student's needs and the options available. Students seeking additional support in the University environment are encouraged to contact the University's LGBT Center (194 Centennial Student Union or 507-389-5131).

Walls

Use finishing nails or pin tacks for hanging, as they cause the least amount of damage. Wall damage that requires repair will be billed to the responsible student.

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 communities, on surrounding property, or at activities sponsored or supervised by Residential Life. Any other article or substance used as a weapon is also prohibited, including tazers. In addition, the possession of any type of explosives, hazardous chemicals (e.g. mace) or fireworks is strictly prohibited. Although 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 609.02, 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."

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 link.mnsu.edu/repair.

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. Leaving windows open for extended periods of time when the temperature is below freezing may cause radiator pipes to freeze and burst. Students found responsible will be charged for damages.

Residential Life has the right to require the removal of signs or other inappropriate displays from residence community 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 communities. Student conduct procedures administered by the Department of Residential Life form one level of the 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 Minnesota State 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/student-conduct for complete and current policy information.

Students' Rights and Responsibilities in the Conduct Process

Rights

1. To have written notice of behavioral expectations.
2. To have written notice of the discipline proceeding and the nature of all alleged misconduct.
3. To be given the opportunity for a conduct meeting.
4. To have an advisor present during the conduct meeting. The advisor may be anyone other than an individual who may be called to provide witness information. The advisor is not allowed to participate in questioning or presentation of information.
5. To speak 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 conduct meeting.
8. To be given the opportunity to appeal the decision.

Responsibilities

1. To read and understand the information provided in the Residential Life Student Guide, Housing Contract and the Basic Stuff Handbook.
2. To read the information provided in the letter scheduling a conduct meeting and respond as indicated.
3. To appear at the conduct meeting and arrange to have the witnesses appear as well.
4. To hear and question all written reports and information presented.
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 conduct officer so that a responsible decision is made.

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 community for:

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

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.

Student Conduct Code

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 they 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 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 e-mail account) and of the requirement to arrange a conduct meeting with a specific representative of Residential Life. Any student involved in a conduct meeting may bring witnesses to speak on their behalf.

The responsibility for all decisions relative to a conduct meeting, including the determining of responsibility and the imposition of a disciplinary penalty, if any, is the sole responsibility of the conduct officer. Should the accused student choose not to attend the conduct meeting, the conduct officer may consider relevant information made available in the absence of the student 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 accessible to the Assistant Director of Residential Education, Residential Life, and Office of Student Conduct. Notation of residence community disciplinary sanction(s) is kept on file 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. **Housing Contract Termination** — This sanction involves removal from the University residence community for conduct that is a serious violation of residence community 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 Housing Contract Termination, the student will be given a minimum of 24 hours to vacate the residence community. Housing 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 housing contract, without refund of any monies, for failure to comply with the terms of the Housing Contract, residence community regulations, or if the student's actions are found to be detrimental to the mental or physical welfare of other students.

2. **Housing Relocation** — Housing Relocation involves a mandatory change of room assignment within the University's housing communities for inappropriate behavior in the University community.
3. **University Disciplinary Probation** — Probation involves written notice of behavior that is unacceptable in the University community. Probation is imposed for a specific time period.
4. **University Disciplinary Warning** — A warning is given to inform the student that a specific behavior does not meet minimum expectations for residence community 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.

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 use interview.

Restitution is not a fine. It is monetary or 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 involves paying for damages or community.

Student Conduct Code

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 community is in serious question, immediate Temporary Pre-hearing Suspension can be initiated prior to a conduct meeting, to be held within ten (10) calendar days. The initial conduct meeting should be held within 10 days, however, a decision is not required within this 10 day period. A prorated refund of room and/or board may be made for the period of suspension. Matters involving allegations of discrimination/harassment based on a person's protected class under the 1B.1 Policy, or sexual assault, dating/relationship violence, stalking, non-forcible sex offenses, and aiding acts of sexual violence under the 1B.3 Policy, will be referred to the Office of Equal Opportunity & Title IX for investigation and resolution. The 1B.1.1 and/or 1B.3.1 Procedures will apply to those matters; therefore, the 10-day period for conducting the initial meeting may not apply. More information regarding these policies, procedures and process can be found at <http://www.mnsu.edu/eotitleix/>.

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 meeting will be scheduled.

Appeals must be filed in accordance with the appeal deadline indicated in the conduct 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, campus address, phone number, the name of the appeal officer, 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/student-conduct. The following will be allowed as grounds for appeal:

1. New evidence not reasonably available at the time of the conduct meeting,
2. Evidence of a procedural error in the student disciplinary process that substantially impacted the outcome, or
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 use interview; 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 conduct meeting may appeal but not on the grounds of "new evidence not reasonably available at the time of the meeting."

Appeal letters will be reviewed upon receipt, and the appeal officer will determine whether an appeal meeting 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 for a new conduct meeting. The decision of the Residential Life Appeal Officer is final.



Housing Contract Information

The Housing Contract is a binding legal document for the entire academic year. Very specific guidelines must be followed both in entering into and in terminating a contract. These guidelines are listed here and in the Housing Contract.

Break Housing

Residents living at Stadium Heights Residence Community may register to stay in their own room during Thanksgiving, Winter, and Spring Break periods for no charge as long as they register in advance. Assigned staff will remain in the residence communities, however, buildings will be locked and meals will not be served in the University Dining Center.

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

Specific information about break closings is listed under Important Residential Life Dates located on the inside of the front cover of this Student Guide.

Contract Duration

ALL HOUSING 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 their contract after the cancellation deadline has passed. Contract release request are available on the Residential Life website and in the office, and are considered 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 from all classes, 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 campus, i.e. internships, practicum, study abroad.

A student who does not meet the contract release criteria established above can submit a written appeal to the Residential Life Office.

Appeals must include your name, address, cell phone number, and a detailed explanation of the grounds for appeal. Grounds for appeal do not include signing an off campus lease or wanting to reduce expenses.

Appeal letters will be reviewed upon receipt, and the appeal officer will determine whether an appeal meeting will be scheduled based on the reasons cited in the letter and the quality of materials submitted.

The decision of the Residential Life Appeal Officer is final.

Checking out of your living unit with Residential Life 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 \$30 administrative charge.

If the individual who is granted a release for non-admission, withdrawal, or dismissal is reinstated or re-enrolled during the term of this contract, they are 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.

A "contract cancellation" refers to the process used to cancel the contract before a resident has checked into the residence communities.

Cancellations are accepted in writing only. Cancellations are not accepted by telephone. Deadlines for contract cancellation and charges are outlined in the Contract Cancellation section of the Housing 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.

Housing Contract Information

Meal Plan Requirement

All residents are required to have a meal plan. Failure to honor an individual's request for a particular meal plan does not void the contract. If no Maverick 250 Dining Dollars meal plans are available, students are required to accept assignment to a different meal plan. Students moving to, from, or living in Stadium Heights, wishing to change to the Maverick 250 Dining Dollars Plan after the meal plan change deadline should inquire at the Residential Life Office about options.

Mitigation of Damages

Sometimes, a resident moves out of the residence communities even though they have not been released from their contract. Students who make this choice continue to be responsible for payment of their room and meal charges. The mitigation of damages policy allows students to be released from this obligation if they can fill the vacancy created in the residence community 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 their own means to find a replacement. The replacement student may not be a student currently living in the residence communities.
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 their room and meals 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 housing contract releases, or to the \$250 prepayment.

Payment of Bills

The charges for Residential Life accommodations are usually included with the tuition and fee bills that are initiated by Student Financial Services. Billing statements are not mailed to students. Students are to obtain account information and payment procedures by accessing the University's website at www.mnsu.edu/eservices. **Payment must be made by the due date.** Residential Life reserves the right to adjust your bill if an error was made.

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 communities.

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

Rates

Room rates are determined by the Minnesota State Board. All rates are subject to change due to decisions made by Residential Life, the Minnesota State Board or the State Legislature at any time.

Room Assignment Process

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

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.

Housing Contract Information

Contract Renewal Process

A process for current students to reserve a room for the following year is announced during the Fall Semester. Eligibility may be limited based on demand. Specific instructions are sent to each resident prior to the beginning of the contract renewal process.

Room Vacancies

Residential Life reserves the right to assign students to any existing vacancy at any time during the semester. Residential Life also reserves the right to consolidate vacancies. This vacancy consolidation process attempts to ensure that students occupying similar spaces are charged a similar rate.

Vacancy consolidation is initiated by Residential Life at any time it appears unlikely new students will be entering the residence communities 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 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, they are subject to the vacancy consolidation procedures of Residential Life.



Appendix A: Residence Hall Rates

Minnesota State University, Mankato

2022-2023 Residence Hall Rates

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

Academic Year Room Rates

Basic Room Types Crawford C, McElroy G

Triple	\$5,895
Double	\$6,545
Single	\$8,685
Full-Bath Double 3-Person Suite	\$6,875
Full-Bath Single 3-Person Suite	\$9,120

Renovated Room Types Crawford A, B, D, McElroy E, F, H, and Preska I

Renovated Triple	\$6,485
Renovated Double	\$7,200
Renovated Economy Single	\$9,130
Renovated Single	\$9,505
Ren Full-Bath Double - 3-Person Suite	\$7,560
Ren Full-Bath Single - 3-Person Suite	\$10,030

Semi-Suite Room Types Julia Sears and Preska J, K, and L

Double Semi-Suite	\$8,315
Single Semi-Suite	\$10,315

Stadium Heights Apartments

Double Room in a 4 or 5-Person Apt	\$7,200
Single Room in a 4 or 5-Person Apt	\$7,920
Single Room in a 3-Person Apt	\$8,755

Academic Year Meal Plan Rates

AnyTime	\$3,064
100 Dining Dollars/Semester	
14 Meals Per Semester	\$3,154
200 Dining Dollars/Semester	
160 Meals Per Semester	\$2,860
25 Dining Dollars/Semester and	
Convert Meals to Dining Dollars	
Maverick 250 Dining Dollars	\$500
250 Dining Dollars/Semester	

Calculate Your Room and Meal Plan Rate

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

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

Appendix B: Housing Contract

2022-2023 Housing 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. All Housing Contracts are in effect for one academic year or that portion of the academic year remaining at the time occupancy begins. Once signed, a contract can be terminated only under the specific guidelines listed in the contract cancellation and contract release sections of the Contract. 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. You may also email it to reslife@mnsu.edu.

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 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 their 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 meal plan are for the period from August 18, 2022, through May 5, 2023, except for the Winter Break period (December 10, 2022, through January 5, 2023). Resident will depart by December 9, 2022 and may return January 6, 2023. If a newly admitted student for the spring 2023 semester, Resident may move in January 5, 2023.
- 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.
- The University may deny an application for University housing or terminate an existing housing agreement if it determines an individual's conduct and/or criminal convictions indicate an actual or perceived threat to the University community, including students, faculty, staff and guests.
- 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, 2023.
- 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 or apartments during any of the break or interim periods, all policies and regulations as outlined in this Housing Contract and the Residential Life 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 in one of the residence communities and food service under the terms stated in this Contract and described in the Residential Life Student Guide, which are, by reference, made a part of this document.
- The University further agrees that it will provide a housing 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 Residential Life Student Guide.
- Resident agrees to conduct themselves in a manner that allows the quiet enjoyment of the residence halls and apartments by other residents.
- Resident agrees to make payment of all fees as specified by the Minnesota State Colleges and Universities Board of Trustees.
- Resident agrees to receive notices of housing reservations, changes, housing facility information, emergency notices, and other Residential Life information via telephone or text message to the telephone number provided in the housing application.

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 may result in denial of further meals (without refund), suspension of services, a hold on registration and official records, and/or eviction from the residence communities.
- If in default of payment, Resident is liable for all legal costs and collection fees which accrue in obtaining payment.
- The rates for 2022-2023 will be determined by the Minnesota State Colleges and Universities Board of Trustees in spring 2022 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 Minnesota State Colleges and Universities 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 meal plan 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 based on 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 requests. 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 community.
- 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 community. A resident so removed has recourse as described in the Residential Life 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, 2022. No cancellations accepted after August 17, 2022, or after an approved early check-in, whichever comes first.
 - If first semester of occupancy is Spring Semester: \$200 prepayment refunded if cancellation is postmarked on or before December 9, 2022. No cancellations accepted after January 5, 2023, or after an approved early check-in, whichever comes first.
- All cancellations must be in writing to the Department of Residential Life. Notice of cancellation to the Admissions, Financial Aid, Business, Registration and Academic Records, or to other University offices does not constitute notice of cancellation of this Contract to the Department of Residential Life.

Appendix B: Housing Contract

10. Contract Release:

- Resident can request release from the Contract beginning the first day resident checks in for the semester. Such releases are subject to the approval of the Director of Residential Life or their designee. Such releases will be considered for the following reasons:
 - Non-admission, withdrawal from all classes, dismissal, or graduation from the University.
 - Serious medical or health problem which impedes Resident's ability to fulfill the terms of the Housing Contract.
 - Marriage during the Contract term.
 - Affiliation with Minnesota State University, Mankato programs that are away from the Mankato campus, i.e., internships, practicum, study abroad.
- Written documentation for all these releases is required by the Director of Residential Life or their designee.
- Release for the above reasons will include the following costs:
 - A prorated weekly charge for the period that a room was assigned and available to Resident.
 - A charge for food service assigned and available to Resident.
 - A \$30 administrative charge.
- If Resident re-enrolls after declining to participate in a MSU program away from campus for which a contract release was granted, i.e., internships, practicum, or study abroad, or after withdrawal or dismissal during the term of this Contract, Resident agrees 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.

11. Contract Assignment:

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

12. Food Service:

- All contracts include a meal plan unless arrangements have been made in writing with the Department of Residential Life. A limited number of Maverick 250 Dining Dollar contracts are available. Assignment to a room and meal plan of a student requesting a room with Maverick 250 Dining Dollars contract is the prerogative of the University and does not void this Contract.
- Food service will be provided every day of the week except during semester breaks and other breaks in the University academic calendar.
- The University reserves the right to adjust meal hours and service locations.
- The University reserves the right to determine the time of the first and last meals offered before and after each break.
- Credit is not given for meals missed.
- Food contracts are not transferable.

13. Check-in and Check-out:

- Resident agrees to occupy their 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 their 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.
- Resident will, upon occupying a room, complete and sign a room condition report 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 report shall be attributed to Resident. Resident is financially responsible for any such damages.
- Resident must check-out and vacate the room within 24 hours after a loss of student status. 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 pay to stay on campus during the semester break, Resident will be required to vacate the room by the established hall closing time for the semester.
- 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 community, should be partially or totally lost, destroyed, or 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 or apartment does not indicate admission to the University. Conversely, admission to the University does not guarantee a Housing Contract.

18. Complete Agreement:

This Contract and the Residential Life 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, 2022 (or December 9, 2022, for Spring Semester applications), to receive a \$200 refund..

I understand that if I submit my application 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 Housing Contract and agree to the conditions stated therein.

I understand this contract is binding for the entire academic year.

Name of Student (Please Print) _____
First Last Middle

Student's StarID/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.

Please return this Contract to Residential Life, 111 Carkosi Commons, Mankato, MN 56001. You may also email it to reslife@mnsu.edu.

Appendix C: Damage Price List

Bed (Full Size).....	\$ 350.00
Bed - Spring	\$ 220.00
Blinds - Bedroom	\$ 115.00
Blinds - Family Room	\$ 125.00
Cabinet - Drawer/Door.....	\$ 150.00
Cabinet-Shelf.....	\$ 100.00
Carbon Monoxide Detector	\$ 145.00
Checkout - Improper	\$ 50.00
Closet Door - Bedroom.....	\$ 160.00
Closet Shelf.....	\$ 85.00
Coffee Table	\$ 200.00
Counter Stool	\$ 175.00
Counter Top Replacement.....	\$ 2000.00
Counter Top Repair	\$ 25 -250
Deadbolt /handles.....	\$ 215/325
Desk	\$ 150.00
Desk Chair (wooden)	\$ 110.00
Desk Chair (rolling).....	\$ 235.00
Dining Chair	\$ 220.00
Dining Table	\$ 650.00
Drip Pans (set of 2)	\$ 30.00
Drip Pans (set of 4)	\$ 60.00
Dishwasher	\$ 550.00
Door - Apt. Fire	\$ 600.00
Door - Bed/Bath	\$ 210.00
Door Handle	\$ 275.00
Door Viewer.....	\$ 40.00
Dresser	\$ 250.00
End Table	\$ 200.00
Faucet.....	\$ 150.00
Fire Extinguisher	\$ 80.00
Furniture - Relocation (per item).....	\$ 25.00
Light Bulb.....	\$ 6.00
Light Fixture - Bedroom	\$ 70.00
Light Fixture - Hallway	\$ 45.00
Light Fixture - Kitchen/Family Room.....	\$ 85.00
Light Fixture/Medicine Cabinet - Bathroom	\$ 315.00
Loft - Spring	\$ 200.00
Loft - Bed	\$ 325.00
Loft - End.....	\$ 50.00
Loft - Guard.....	\$ 25.00
Loft - Metal Cross Bar.....	\$ 25.00
Loft - End Cap	\$ 5.00
Lost Key..... Up to	\$ 75.00
Mattress Cover	\$ 25.00
Mattress - Full-size.....	\$ 200.00
Mattress - Twin Extra-Long	\$ 150.00
Mirror	\$ 50/pane
Moving (per box or item)	\$ 25.00
Outlet Cover (cable, telephone, or electrical).....	\$ 25.00
Refrigerator	\$ 900.00
Refrigerator Shelf.....	\$ 65.00
Recore (change lock)	\$ 50.00
Screen	\$ 70.00
Shower - Curtain	\$ 20.00
Shower - Curtain Rod.....	\$ 25.00
Sink Stopper.....	\$ 25.00
Shelf: Lazy Susan	\$ 225.00
Smoke Detector	\$ 125.00

Sofa	\$ 519.00
Sofa Chair.....	\$ 378.00
Stove	\$ 750.00
Stove Hood	\$ 415.00
Stove Vent/Screen	\$ 40.00
Thermostat	\$ 150.00
Toilet.....	\$ 400.00
Toilet Paper Holder.....	\$ 40.00
Toilet Plunging	\$ 40.00
Toilet - Seat.....	\$ 50.00
Towel Rack.....	\$ 50.00
Trim (per 5 ft.).....	\$ 80.00
Wall Repair (per sq. foot)	\$ 250.00
Window Glass.....	\$ 150.00
Wireless Access Point	\$ 600.00

Cleaning Costs

Appliances (each)	\$ 30.00
Cabinets (each)	\$ 25.00
Countertops (each)	\$ 20.00
Dusting/General Cleaning (per 15 minutes)	\$ 20.00
Sinks (each).....	\$ 20.00
Shower/Bathtub	\$ 30.00
Spot Cleaning - Carpet or Vinyl (per stain)	\$ 50.00
Vacuuming (per room)	\$ 25.00
Windows/Mirrors (each).....	\$ 20.00

Floor Replacement

Carpet - Bedroom	\$ 685.00
Carpet - Bedroom with Pad.....	\$ 845.00
Carpet - Family Room.....	\$ 715.00
Carpet - Family Room with Pad	\$ 1055.00
Carpet - Hallway	\$ 375.00
Carpet - Hallway with Pad	\$ 525.00
Gravity Tile (per item).....	\$ 20.00
Vinyl - Bathroom.....	\$ 450.00
Vinyl - Kitchen	\$ 615.00
Vinyl - Small Repair.....	\$ 125.00

Painting

Repainting (per room).....	\$ 150.00
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Notes:

Actual charges will be determined upon inspection.
Repair Costs for Labor: \$85 per hour.

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Your Apartment

Apartment Temperature

Cooling your Apartment: Your apartment has been set to cool down to 72°F.

When the cooling season is over, all air conditioners in the community will be turned off.

Before attempting to cool your apartment temperature, first ensure you have made other efforts to keep cool.

Consider the following:

- Make sure your windows are shut.
- Close your bathroom and kitchen vents to help cool the rest of the apartment.
- Remove extra layers of clothing.
- Wear light colors.
- Close your binds.

Once you have considered the above, adjust your apartment thermostat.

To do so complete the following steps:

1. Adjust apartment vents to meet your needs. Close the kitchen and bathroom vents to ensure the most consistent temperature apartment wide.
2. Ensure the fan is set to AUTO (See Image 1). If you set the fan to ON this will continually pull in the outside air and will result in a warmer and more humid environment in your apartment.
3. Ensure the system is set to COOL (See Image 1). If the system display reads HEAT, push the button below the display until it says COOL.
4. Adjust the temperature to your desired level by pushing the arrows on the right side of the thermostat (See Image 1). The up arrow will raise the temperature and the down arrow will lower the temperature. The lowest temperature to which you are able to set your apartment is 72°F.



Image 1

The thermostat is controlled to limit heating and cooling. To discuss concerns related to the heating or cooling in your apartment, contact the Stadium Heights Hall Director. Tampering with the thermostat, or removal thereof, is not acceptable and is subject to adjudication in the student conduct process.

Heating your Apartment: Your apartment has been set to warm up to 70°F.

Before attempting to warm your apartment temperature first ensure you have made other efforts to keep warm. Consider the following:

- Put on extra layers of clothing.
- Close your bathroom and kitchen vents to help warm the rest of the apartment.
- Wrap up in a blanket.
- Make sure your windows are shut and locked.

Once you have considered the above, adjust your apartment thermostat.

To do so complete the following steps:

1. Adjust apartment vents to meet your needs. Close kitchen and bathroom vents to ensure the most consistent temperature apartment wide.
2. Ensure the fan is set to AUTO (See Image 2). If you set the fan to ON this will continually pull in the outside air and will result in a cooler environment in your apartment in the colder months.
3. Ensure the system is set to HEAT (See Image 2). If the system display reads COOL, push the button below the display until it says HEAT.
4. Adjust the temperature to your desired level by pushing the arrows on the right side of the thermostat (See Image 2). The up arrow will raise the temperature and the down arrow will lower the temperature. **The highest temperature to which you are able to heat your apartment is 70°F.**



Image 2

The thermostat is controlled to limit heating and cooling. To discuss concerns related to the heating or cooling in your apartment, contact the Stadium Heights Hall Director. Tampering with the thermostat, or removal thereof, is not acceptable and is subject to adjudication in the student conduct process.

How to Operate the Stove and Oven: (Stove/Oven models may vary.)

Stove Top

1. Locate the stove top burner you would like to use.
2. Find the dial associated with the burner.
3. Turn burner on to desired cooking temperature.
4. Turn burner to the off position when cooking is finished.

Your Apartment

Oven

To Bake

1. Press the BAKE button.
2. Select the desired baking temperature using the plus and minus sign buttons.
3. Once desired temperature is selected press the START/ON button.
4. Once baking is finished press the CLEAR/OFF button.

To Broil

1. Press the BROIL button (pressing the button once will set the broil temperature to high).
2. To select a lower broil temperature press the BROIL button a second time.
3. Press the start button.
4. Turn on the oven vent fan because broiling tends to create smoke.
5. When broiling, keep the oven door open slightly to vent smoke away.
6. When broiling is finished press the CLEAR/OFF button to turn the oven off.

How to operate a dishwasher: (Dishwasher models may vary.)

1. First, make sure the item you plan to wash is dishwasher safe! Many items made from wood, crystal, china, cast iron and other types of material are not dishwasher safe.
2. Discard excess food from the item to the garbage.
3. Load the dishwasher.
4. Use the recommended amount of dishwasher detergent. (Do not use regular dish soap! This may not clean your dishes and could damage your dishwasher and result in repair charges).
5. Select the appropriate cycle.
6. Move Dial to START.
7. If your dishwasher does not work correctly, please submit a maintenance request ASAP.

Do Not Do the Following:

1. Do not put pans full of grease in the dishwasher. This will result in a repair charge. Pour grease into a can, let it cool, and dispose of it in the trash.
2. Do not run half loads. This is a waste of electricity and water.
3. Do not use regular dish soap. Only use dishwasher detergent.

Don't put down the drain or toilet:

Item:	What to do with it:
Cooking grease	Allow grease to cool and then scoop grease into the garbage.
Large food pieces	Scoop large food pieces into garbage.
Hygiene products	Throw hygiene products away.
Paper towels	Throw paper towel into garbage.
Aquarium supplies	Unneeded aquariums supplies should be thrown into the garbage.

This list serves as an example and is not all-encompassing.

Electricity

Each apartment has a circuit breaker box. If the breaker trips:

1. Unplug unnecessary electronics in affected area.
2. Open the circuit breaker panel.
3. Look at the list of the back on the cover panel to find which breaker is associated with the affected area.
4. Find the breaker that is associated with the affected area.
5. Check to see if the breaker is turned ON for the affected area.
6. If breaker is OFF flip breaker switch to ON.

Each outlet also has a reset safety feature that could turn off power to that individual outlet. Due to certain appliances or use of too many appliances the outlet could trip. To reset the outlet unplug all appliances and push the button labeled RESET on the outlet until you hear a click.

Cleaning your Apartment

To avoid damage charges make sure you regularly clean your apartment. We recommend that you talk with your roommates about the responsibilities of who will clean what and when.

General Cleaning

Floor

- Vacuum carpets in all rooms. Don't forget to vacuum around the edges!
- Sweep and mop vinyl floors-make sure you get the corners really well.

Cabinets

- Dust and wash the inside and outside of all kitchen and bathroom cabinets.

Furniture

- Dust and wipe down all furniture.
- Any dressers placed in closets must be removed and placed in their original spots. Any chairs from the desks or from the living room must be placed in their original spots as per move-in.
- Wipe down all furniture.

Bathrooms/Sink Area

- Clean the inside and outside of the toilet: including the base and around the bottom.
- Clean the inside and outside of the cabinets.
- Clean the mirror, sink, tub, shower, and shower rod.
- Clean the walls around the toilet.
- Clean the floor. Pay special attention to the base of the toilet.
- Wipe down any other surfaces.

Walls

- Remove all tape, poster putty, and other adhesives.
- Wipe down walls in all rooms.

Windows

- Remove any window clings, decals, or adhesives on the windows.
- Clean the windows with glass cleaner.
- Close and lock all windows.
- Dust the blinds and wipe down the window sill on each window.

Doors and Closets/Trim in All Rooms

- Wipe down inside/outside of all closet doors and bedroom doors.
- Wipe down inside/outside of front entrance door.
- Wipe down all trim work.

Furnace Vents and Air Returns

- Wipe down the vent covers in apartment rooms (living room/hallway/bedrooms).

Cleaning your Apartment

Appliance Cleaning

Oven

The oven has a self-cleaning option that takes 4 hours to complete.

To Start the Self-Cleaning Cycle:

- Close the oven door and slide the lock to the right.
- Press the control that says SELF-CLEAN.
- Push START and "4:00" will appear on the display. (The oven will automatically program a 4 hour clean.)
- If you want a 2 hour cleaning cycle, press the "—" and "2:00" will appear on the display.
- If the door is left open, the "Lock" indicator lights will flash and "dr" will glow in the display, but the lock motor and clean cycle will not start. As soon as the controls are set and the door is closed, the motor driven lock will begin to close automatically and the "lock" indicator will flash "CLN" will appear and remain in the display until the cleaning cycle is completed or cancelled. DO NOT open the door while the light is flashing. It takes about 1.5 seconds for the lock to close.
- Press START at any time during the self-clean cycle to view remaining cleaning time.
- If you need to stop or interrupt the self-cleaning cycle, press the CLEAR/OFF button.

After the Self-Cleaning Cycle Ends

The time of the day will appear in the display window and the "lock" indicator light will continue to glow.

- Once the oven has cooled down for about one hour and the "lock" indicator light is not flashing and has gone completely out, the oven door can be opened.
- Once the oven has cooled off, take a clean, damp cloth or paper towels and wipe the residue from the walls and bottom of the oven.

Stove Top

Drip Pans

- Lift the burner up carefully. Don't force it.
- Remove the drip pans and soak in the sink with dish detergent. Allow to soak and use a bristle pad to clean.
- Dry the pans, replace them, and slowly lower the burner.
- Stove top lifts up for cleaning underneath. Lift the top up until it clicks.

Range and Vent Hood

- Wipe down the range top and sides with all-purpose cleaner.
- Wipe down the vent hood top, sides, and under the hood with all-purpose cleaner.

Refrigerator

- Pull the refrigerator straight forward and clean behind and underneath it.
- Turn off the refrigerator. It is easier to clean a refrigerator and freezer when they are turned off and have warmed up.
- Remove all items from the refrigerator and clean the shelving, drawers, and sides of the unit.
- Remove all items from the freezer and once it has warmed up, wipe down the sides and bottom of the freezer.
- Clean the front, sides, and top of the refrigerator.
- Plug in and turn refrigerator back on.

Dishwasher

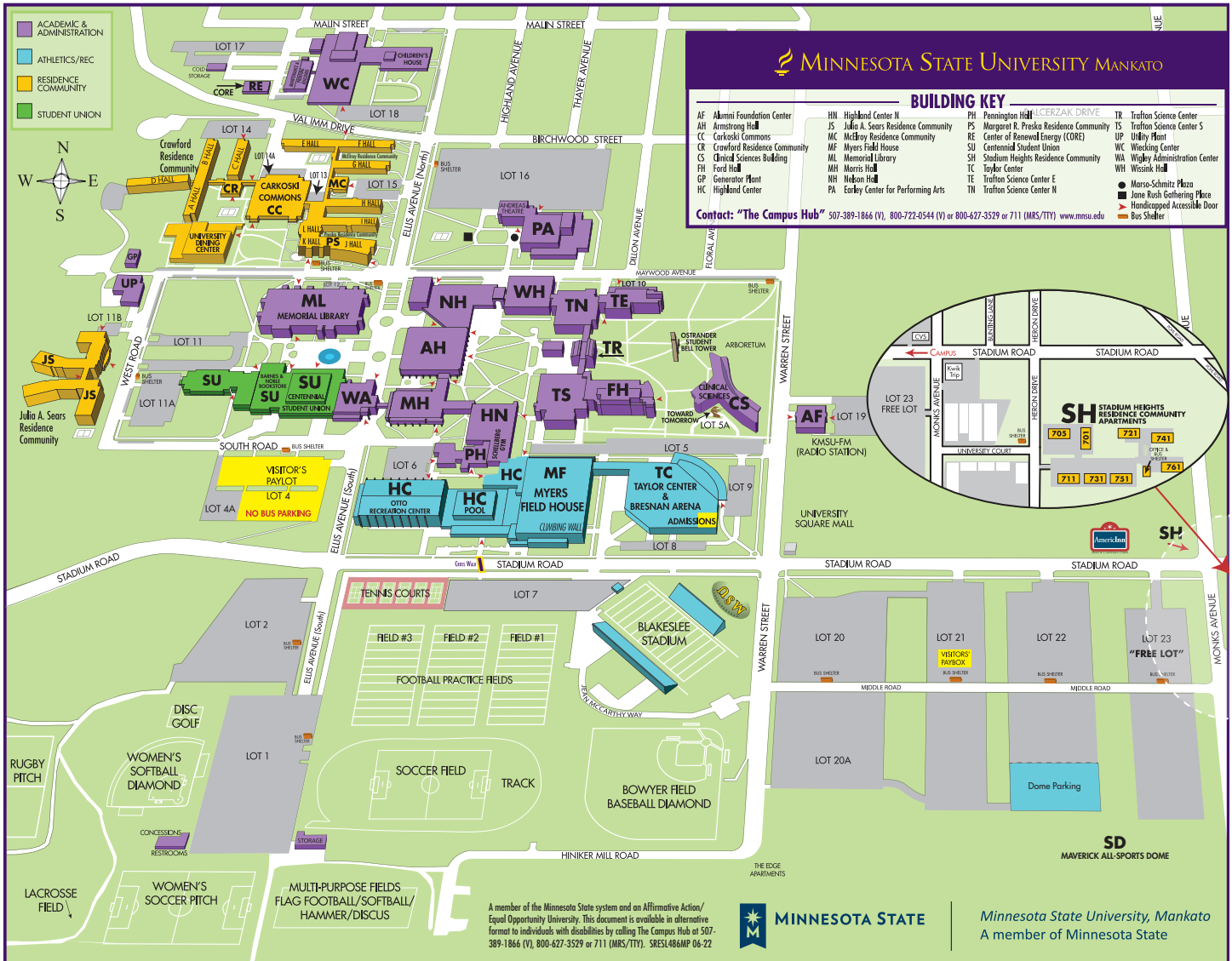
- Add dishwasher detergent and run a normal wash with no dishes in the washer.
- Wipe down the outside/front of the dishwasher.

Streaming Channels

IPTV - Stream2 Channel Matrix

1	MN State University	24	TNT	47	HGTV	70	Animal Planet
2	PBS TPT	25	TBS	48	Food Network	71	E! Entertainment
3	ABC KSTP	26	A&E	49	Cooking Channel	72	Comedy Central
4	NBC KMNF	27	USA Network	50	Syfy Channel	73	Cartoon
5	CW KEYC	28	BET	51	BBC America	74	Disney Channel
6	FOX KMSP	29	Tru-TV	52	Travel Channel	75	Disney Jr.
7	MNT WFTC	30	FX	53	TLC	76	Disney XD
8	CBS KEYC	31	FXX	54	National Geographic	77	Nickelodeon
9	NBC KARE	32	MTV Live	55	Discovery Channel	78	NickToons
10	ESPN	33	MTV	56	History Channel	79	TeenNick
11	ESPN2	34	MTV2	57	NASA TV	80	Freeform
12	ESPNNews	35	VH1	58	HLN	81	ION
13	ESPNU	36	Fuse	59	CNN	82	Hallmark Channel
14	FOX Sports 1	37	FM	60	MSNBC	83	Hallmark Movies & Mysteries
15	FOX Sports 2	38	AXS TV	61	Fox News Channel	84	TV Land
16	Investigation Discovery	39	CMT	62	Fox Business Network	85	ReelzChannel
17	Big Ten Network	40	Pursuit TV	63	CNBC	86	Paramount Network
18	SEC	41	The Weather Channel	64	CSPAN	87	POP
19	MLB Network	42	Lifetime	65	CSPAN2	88	IFC
20	NFL Network	43	We TV	66	Link TV	89	AMC
21	NBA TV	44	OWN	67	Free Speech TV		
22	NHL Network	45	Oxygen	68	TBN		
23	Golf Channel	46	Bravo	69	HITN		

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.

A member of the Minnesota State system and an Affirmative Action/Equal Opportunity University. 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).

Important Contact Numbers

Department of Residential Life	Phone: 507-389-1011
111 Carkoski Commons	MRS/TTY: 800-627-3529 or 711
	Email: reslife@mnsu.edu
	Website: mnsu.edu/reslife
Director	Cindy Janney
Associate Director	Torin Akey
Assistant Director for Environment	Julie Phelps
Safety and Services Specialist	Matt Burns
Residential Data Support Specialist	Alan "Press" Werden
Assistant Director for Planning, Marketing, & Administration	Nicole Faust
Budget Officer	April Hornemann
Residence Hall Program Advisor and Summer Operations Coordinator	Beekah Madia Russell
Student Success Coordinator and Conduct Hearing Officer	Rachel Maccabee
Administrative Assistant	Cyndi Morrison
Administrative Assistant	Jana Pestka
Administrative Assistant	Misty Como
Building Services Foreman	Perry Conrad
Crawford Front Desk	507-389-6711
Crawford Assistant Director of Residential Education: Hannah Konrad-Huttner	507-389-6090
Crawford A and B Hall Director	507-389-2732
Crawford C and D Hall Director	507-389-5246
Julia Sears Front Desk	507-389-5620
Julia Sears Assistant Director of Residential Education: Hannah Konrad-Huttner	507-389-6090
Julia Sears North Hall Director	507-389-5629
Julia Sears South Hall Director	507-389-5614
McElroy Front Desk	507-389-6717
McElroy Assistant Director of Residential Education: Peter Hausladen	507-389-2693
McElroy E and F Hall Director	507-389-5631
McElroy G and H Hall Director	507-389-6893
Preska Front Desk	507-389-1021
Preska Assistant Director of Residential Education: Peter Hausladen	507-389-2693
Preska I and L Hall Director	507-389-2730
Preska J and K Hall Director	507-389-2731
Stadium Heights Property Owner's Office	507-388-5167
Stadium Heights Hall Director	507-389-2739
Stadium Heights Assistant Director of Residential Education: Emily Ender	507-389-2987
University Security	507-389-2111

The Department of Residential Life reserves the right to modify floor designations and descriptions based on demand.

We value diversity within our residence communities and staff, bringing together people of different backgrounds—including but not limited to race, ethnicity, gender, sexual orientation, religion, ability, and age—in order to work toward inclusive communities based on respect and meaningful interactions.