



ST. CLOUD STATE UNIVERSITY

DEPARTMENT OF RESIDENTIAL LIFE

2022-23 Student Handbook

WELCOME

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

In order to create a successful community, it is important that you know and understand your rights and responsibilities as a student living on campus. We ask that you take some time to familiarize yourself with these materials which supplement your Residential Life Housing Agreement. It is also important that you know the resources and services available to you. As a residential student, you have several staff members, from your Community Advisor to your Residence Hall Director, as well as various administrative, facilities and technology staff, who are looking forward to helping you succeed. We encourage you to reach out to these individuals and get to know them. They have a wealth of knowledge about our campus community and have a strong desire to help you make the most of your residence hall experience.

Whether you're new to the St. Cloud State University (SCSU) residence halls and apartments or returning for another year on campus, we hope you'll realize that this is more than a place to eat and sleep. Our residence halls provide many opportunities for you to create lifelong friendships, build leadership skills, work, play, and get academic support to keep you on the road to graduation and success.

Vision Statement

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

Mission Statement

The Department of Residential Life works to provide a dynamic living, learning environment that assists students in achieving a successful academic career, attaining life skills, fostering leadership growth and development, and instilling an understanding of diversity, equity, and inclusion. We focus on providing residence hall students with growth and development opportunities along the dimensions of [Our Husky Compact](#):

- Think creatively and critically
- Seek and apply knowledge
- Communicate effectively
- Integrate Existing and evolving technologies
- Engage as a member of a diverse and multicultural world
- Act with personal integrity and civic responsibility

Core Values

Learning
Leadership
Collaboration
Inclusivity
Innovation
Transformation

Inclusiveness Statement

SCSU is committed to providing equal education and employment opportunities to all persons regardless of race, color, creed, gender presentation, sex, age, religion, marital status, sexual orientation/affectional preference, national origin, mental or physical disability,

status with regard to public assistance or physical disability or any other group or class against which discrimination is prohibited by State or Federal law. Further, the University will not tolerate acts of sexual harassment/assault within its area of jurisdiction. SCSU will continue to remain in full compliance with: Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, The Americans with Disabilities Act of 1990, and the 1992 Crime Bill.

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

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

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

- Office for Institutional Equity & Access (320) 308-5123
- Office for Community Standards (302) 308-2998
- Student Life & Development (320) 308-3111
- Residential Life (320) 308-2166
- Public Safety Department (320) 308-3333
- SCSU Women's Center (320) 308-4958
- Multicultural Student Services (320) 308-3003
- American Indian Center (320) 308-5449
- Center for International Studies (320) 308-4287
- Student Accessibility Services (320) 308-4080
- LGBT Resource Center (320) 308-5166
- Refer to the [Campus Directory](#) for office locations and contact personnel

COVID-19 Notice, Policies, and Guidelines

COVID-19 Notice, Policies, and Guidelines

St. Cloud State University aims to deliver its mission while protecting the health and safety of our students and minimizing the potential spread of disease within our community. As a resident, the 2019 Novel Coronavirus ('COVID-19') or similar public health concern ("COVID-19") may impact your housing experience as the University and the Department of Residential Life continue to make public health-informed decisions. The below policies and guidelines are incorporated into the *2022-2023 St. Cloud State University, Department of Residential Life Student Handbook* and are applicable to all residents. As always, we plan to update you with timely information about specific health and safety guidance important for our residents.

Acknowledgement of Risk

St. Cloud State University holds as paramount the health, safety and welfare of every member of its community. St. Cloud State University, however, cannot guarantee a COVID-19-free environment. Our goal is to mitigate the potential transmission of COVID-19; therefore, we strongly encourage residence hall students who have not already been vaccinated to do so. Unfortunately, the risk of COVID-19 exposure exists in all public places where people are present. Students, faculty and staff who are present on the physical campus of St Cloud State University, may contract COVID-19; illness, injury or death is a possible result. St. Cloud State University is taking all recommended steps to mitigate this risk, but we cannot categorically guarantee you will not get sick. Minimizing the risk of COVID-19 infections (or any other spread of disease) at St. Cloud State University is a shared responsibility. As outlined below, every member of our community – **including you** – must do their part.

Health and Safety

We expect that all members of the residence hall community—residents, staff and visitors—act in a manner that demonstrates respect and consideration for those around them, including respect and consideration for the health and safety of all community members. All residents are prohibited from creating a health or safety hazard and St. Cloud State University may request or require a resident to leave the residence halls if their continued presence in the housing community poses a health or safety risk for community members. Residents are required to comply with health and safety laws, orders, ordinances, regulations and health and safety guidance adopted by St. Cloud State University and the Department of Residential Life as it relates to public health concerns, including COVID-19. This

guidance may evolve as the public health situation evolves and may include, but is not limited to, physical distancing, limitations on mass gatherings, wearing a face covering, COVID-19 diagnostic and surveillance testing (including before or upon/after arrival to campus), contact tracing, disinfection protocols, limitations on guests into residence halls, and quarantine / isolation requirements (including before or upon/after arrival to campus). Adherence to health and safety requirements applies to all residents, staff, and visitors and extends to all aspects of residential life, including bedrooms, bathrooms, community kitchens, lounges, study rooms, courtyards and other common spaces.

Quarantine / Isolation / Separation

Residential Life and St. Cloud State University holds paramount the health, safety and welfare of every member of our community, and we encourage students and staff to take the steps necessary to protect themselves and others. Not all resident rooms or halls are appropriate for quarantine or isolation, for example, and in those situations where a resident is recommended to quarantine or isolate, residents may be directed to an alternate space by Residential Life. Residential students are required to comply with requests from Residential Life to leave their assigned space due to COVID-19 or other public health issue. Failure to do so may subject a student to administrative removal from their assigned space. Relocation to isolate or quarantine does not constitute a termination of a resident's housing contract. Limited cleaning, meal, and personal support will be provided for students in Isolation or Quarantine.

Campus Dining

Dining services, including where and how it will be offered to residents, is subject to the discretion of the St. Cloud State University and is subject to modification to address public health concerns. Due to health and safety guidance adopted by the St. Cloud State University, University Dining Services may limit the occupancy of dining venues, limit the amount of time students may reside within dining venues, or make other operational adjustments needed to address health and safety concerns.

Cleaning

St. Cloud State University and the Department of Residential Life will continue to implement and modify its cleaning protocols to address COVID-19 or other public health emergency in the interest of minimizing the spread of disease. Residential Life will educate and inform residents on appropriate cleaning protocols within their assigned spaces to reduce the spread of COVID-19 within residence halls.

Termination

Upon reasonable notice, Residential Life reserves the right to terminate housing contracts due to public health emergency needs, including COVID-19. In the event Residential Life terminates housing contracts due to public health concerns, St. Cloud State University will offer fair and reasonable reimbursements for impacted students as appropriate and based on information available at that time.

2022-2023 Academic Year

St. Cloud State will continue our current mitigation measures for the 2022-2023 academic year. COVID-19 conditions continue to evolve. While we do not anticipate changes to our current safety protocols and plans, adjustments will be made if COVID conditions change drastically and threaten the safety of members of our campus and the community.

Community Living Requirement

Living on campus in your first year provides a significant advantage that contributes to your overall student success. Campus residency gives you opportunities to be part of a supportive community where you can more easily make connections with other students, faculty and staff members.

It also connects you to resources and services that help with the transition to college life. Research shows that living on campus positively impacts your engagement, academic achievement, social connectedness and other factors.

For the 2022-2023 academic year, all first-year students are required to live on campus and carry a residential meal plan for two semesters.

On-Campus Living Eligibility

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

Contact Information

COVID-19 Questions/Help: Please visit [Bring Huskies Home Website](#)

Residential Administration

For information regarding your housing agreement, room assignment, room and board billing or meal plan, call the Residential Life Central Office, (320) 308-2166

Residential Facilities

To submit a maintenance or repair request use the online request button located at: www.stcloudstate.edu/reslife/services.aspx

Residential Technology

If you have any questions or concerns, please contact HuskyTech at huskytech@stcloudstate.edu or (320) 308-7000. Alternatively, you can use the online request button located at: www.stcloudstate.edu/reslife/services.aspx

Residential Communities

For information on being involved on campus, to discuss transition concerns, if you need help locating something on campus or want to talk about leadership opportunities contact your Community Advisor or Residence Hall Director.

Residence Hall Numbers

Each of the residence halls have a main reception desk. Each residence hall will post their respective community desk hours. The reception desks aid with service and information for each residential community. When desks are closed, students are able to reach their on-call Community Advisor for assistance.

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

Services

Campus Card

This is your official University form of identification. It's your access to your residential community, Learning Resources Center, recreational facilities, Garvey Commons (for meal plans) and athletic events.

Campus Cash

Campus Cash provides a cashless way to pay for purchases on campus. To use it, simply deposit money onto your SCSU Campus Card at the various locations across campus, and the balance will decline with each purchase you make. To learn more about Campus Cash, contact the Campus Card Office at (320) 308-1683. This is not the same as Husky Bucks, which is connected to residential dining plans.

Cable Television and Hook Up

University residential communities have cable television service provided through Spectrum/Charter Communications. You may download the complete channel listing (PDF) at <https://www.stcloudstate.edu/reslife/files/documents/utvs-spectrum-channel-lineup.pdf>.

It is the students' responsibility to purchase and connect their coaxial cable cord into the jack and the opposite end of this cable into the TV. Students may need to program their remote control to accept our current cable channel listings. It is very important you do so, especially if you have a brand new television. Once this is completed, you should receive reception and all the cable channels. If you experience problems at this point and have two cable jacks in your room, try the other jack and repeat the process. Analog television sets no longer work in our system. Residents need a digital TV with a QAM tuner to receive high-definition channels. Problems and service interruptions should be reported through the work order system www.stcloudstate.edu/reslife/tv.aspx.

Laundry Facilities

Laundry facilities are available in all residential communities. The service is included as part of your housing agreement. There is no additional charge for use of the laundry machines. Please contact a Residential Life staff member if you have questions about how to use the machines or refer to the directions provided in each laundry facility.

In order to accommodate physical distancing in the laundry rooms, we encourage you to use our [Laundryview](#) monitoring service to see if machines are in use and how much time is left.

Mail Services

Each residential community has a separate key-operated mailbox, which is located near the reception desk. Mailboxes are shared between roommates of an assigned residential community. In accordance with postal service guidelines, mail may not be handed over

the counter, unless it is a registered piece that requires a signature. Deliveries are made in accordance with scheduled U.S. Postal Service.

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

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

Student Name
Street Address
Hall Name, Room #
St. Cloud, MN 56301

Building Addresses

Mitchell Hall

566 1st Ave South St Cloud, MN 56301-4591

Stearns Hall

410 3rd Ave South St Cloud, MN 56301-4490

Case-Hill Hall

550 3rd Ave South St Cloud, MN 56301-4486

Shoemaker Hall

915 1st Ave South St. Cloud, MN 56301-4497

Lawrence Hall

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

Stateview North Apartments

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

Stateview South Apartments

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

Mail Forwarding

From Hall to Hall

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

From Hall to Off Campus Address

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

SCSU Internet Network (HuskyNet)

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

Reception Desk

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

Vending Machines

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

Rental Insurance

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

Room Information

Accommodations

- Students who may require a service or therapy animal, as defined by the Americans with Disabilities Act, while living on campus should contact [Student Accessibility Services](#) at (320) 308-4080 or by e-mail at sas@stcloudstate.edu to coordinate accommodation needs.
- Students who may need to burn sage, sweet grass, cedar, copal or incense for religious purposes need to provide prior notification to their Residence Hall Director via e-mail and/or in-person. This notification can be made at the beginning of each semester with a request to last the duration of that semester. An acknowledgement of the resident notification should occur within one business day from the Residence Hall Director. Any other burning of incense, cedar, copal, sweet grass or sage is prohibited.

Break Housing

The Department of Residential Life provides break housing during the academic year, at no additional expense, in all residential communities. Students who wish to stay over break periods must register online with the Department of Residential Life prior to the start of each break period. More detailed information about break housing processes are published and distributed to students prior to breaks via Huskynet e-mail.

Damages

While living in the residential community, students are financially responsible for all aspects of their behavior that might result in damage, whether intentional or accidental, to the structure or the provided furnishings. Specifically, their obligation covers the following issues:

1. Students are financially responsible for the condition of their room, furnishings, sprinkler heads and/or fire safety equipment and all University property and keeping them clean and free from damage.
2. Students who cause damage to or create an unclean environment in the public areas will be held financially responsible for restitution and repairs.
3. Students may not modify or allow the modification of the room or other parts of the building without prior written approval from the Department of Residential Life. This includes painting.
4. Students may not duplicate a room or entrance key. If a key is lost, the student must pay the charge for a new key, duplicate key(s) and lock core replacement.
5. Nails may not be used on residential community room walls. Refrain from using duct tape or double-sided tape, as it may remove the paint from the walls.

Students will be charged either when the damage/loss occurs or at the time of check-out. In instances where responsibility for damages cannot be ascertained, the damage charge(s) will be assessed equally among the students involved. When possible, students will be notified of damages and applicable charges. Students may appeal damage charges in writing to the Department of Residential Life. A hold is placed on University records until all bills are paid or until an appeal results in the charge being dropped. Damage billing information, and right to appeal, is provided to students as a part of end of the year closing information.

Decorating Rooms

Students are encouraged to decorate their rooms to make them unique and feel like home. Before adding personal touches, students should be aware of the following guidelines:

- Use 3M Command Strips or painter's tape to hang items on walls.
- Painting, drawing or writing on any surface in the room, with any type of marker, including but not limited to dry erase markers, crayon, pen, pencil or charcoal, are not allowed.
- No live trees, branches or wreaths may be used to decorate rooms or hallways
- Microwave ovens, popcorn poppers, toasters, coffee pots or other such devices should not be used under lofts and/or near flammable materials.
- Light bulbs should be used in approved lamps or holders and be of proper wattage for the device; excessive wattage may result in a fire.
- Light fixtures must not be tampered with in any way, any items which might serve as conductors of electricity should not be hung from them.
- When arranging furniture, consideration must be taken so that if tipped over items do not block the door.
- Power strips/surge protectors should not be placed under carpet or attached to, woven through or touching metal in any manner.
- Alcoholic beverage containers, devices designed or intended to be used for the rapid consumption of alcohol and drug paraphernalia are not allowed in the residence halls/apartments.
- The outside of the room door and the window facing outward are considered public display areas. Public displays may be monitored to ensure that inappropriate materials/messages are not visible. Students displaying any item(s) that are in violation of policy will be asked to remove the item(s) from their door/window.

Hall/Room Changes

If you would like to request a room change or move to another residential community you can complete the room/hall change form via the [Housing/Dining Portal on e-services](#) or e-mail your request to reslife@stcloudstate.edu.

Involuntary Housing Agreement Termination

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

1. A full room charge for the entire academic year.
2. A prorated weekly charge for meal plan provided the student notifies the Department of Residential Life of intent to cancel their meal plan.
3. Charges for room damages, if incurred, will be assessed during checkout.
4. Failure to follow checkout procedures may result in an improper checkout charge.

Keys

When you move into your residential community, you will be given a key to your room, your mailbox, and the building's main entrance door if living in Stateview (students in all other buildings use their SCSU ID to swipe in). For personal safety, and the safety of others, doors are set to automatically lock when a student leaves. Students are always expected to carry their keys with them. Students are responsible for reporting any lost or stolen keys immediately to their residential community staff. A student who has lost their room key will be charged a fee for a new key, duplicate key(s) and lock core replacement (when applicable) because a new key and lock core will be issued for the room to prevent possible property loss. If a student needs a new room key for reasons other than loss or theft, they must turn in their old room key to their residential community staff. If a student finds their original key (at a later date), they will not be granted a refund. Charges for replacing keys/locks are placed on the student's account once the work is completed. Please consult with your Residence Hall Director for specific costs. Duplication of any Residential Life key is a violation of University policy and state law. For any student swipe/card access assignments in a system controlled by Public Safety, authorized Residential Life staff will advise Public Safety in writing of any access requests/changes for specific students. Public Safety will then complete the access requests or changes in the system".

Lofts

Students may not construct a loft with self-purchased materials. Loftable furniture is provided in Shoemaker, Lawrence and Case-Hill Halls. The Department of Residential Life does have a limited number of metal lofts available for rent for students in other communities. Please contact us at 320-308-2166 or via email reslife@stcloudstate.edu to inquire.

Prohibited Items

- Alcohol and other drugs.
- Candles cannot be burned in the residence halls. New, unlit candles are permitted for decorative purposes only.
- Flammable items such as charcoal, lighter fluid, propane, firewood, hookah charcoal, gas, etc.
- Portable heaters, combustible engines, and hoverboards.
- Open flame/coil cooking devices such as grills, toaster ovens, and hot plates.
- Firearms, ammunition, fireworks, explosives, or other dangerous weapons or materials.
- Tasers and stun guns of any type, knives, switch blades, razors, metal knuckles, bow and arrows, nunchakus, or any instrument used to threaten or inflict injury upon another person, or anything that appears to be a real weapon.
- Pets are prohibited. Students may have fish in aquariums no larger than 10 gallons. For more information about service or therapy animals, students should contact Student Accessibility Services at (320) 308-4080 or by email at sas@stcloudstate.edu.
- Dry erase boards are not allowed in common spaces. Students may use them in their private living space.

Refrigerators

Refrigerators are allowed but may not exceed 4.3 cubic feet. A rental program of refrigerators and microwave/refrigerator/freezer combination units is provided. Rental refrigerators are available to students on a semester or academic year basis. Additional information: <https://www.stcloudstate.edu/reslife/services.aspx>

Request for Cancellation

Cancellation requests must be in writing and submitted to the Department of Residential Life by posted deadlines noted on the Housing Agreement. Cancellation requests submitted after established deadlines are subject to financial penalties noted in the Housing Agreement. Requests for cancellation are subject to the approval of the Director of Residential Life, Housing Appeals Committee, or designee. Cancellation requests in order to move off campus are generally not accepted. Reasons for contract cancellation include:

1. Non-admission, withdrawal, or academic dismissal from the University.
2. Serious medical or health issues that prohibit living in a residential community, accompanied with medical provider documentation.
3. Affiliation with SCSU academic programs away from the SCSU campus (graduation, student teaching/internship of 40 miles or greater, or study abroad).
4. Other reasons with approval of Director of Residential Life, Housing Appeals Committee, or designee.

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

1. A prorated charge based upon the University refund schedule for the period of time that the room was assigned to the individual.

2. A prorated weekly charge for any dining/meal plan usage.
3. A \$200 administrative service charge, if the cancellation request was made after the deadline for the applicable semester.
4. Charges for room damages, if incurred, will be assessed during the check-out procedure.

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

Room Assignment

Room assignments are made based on the preferences selected on the housing application, and in the order the applications are received. An assignment will only be made for a student who has both completed their housing application and submitted their prepayment. Once you have a housing assignment, requests for changes can be made by emailing reslife@stcloudstate.edu. Students who do not get their first choice in housing assignment can contact Residential Life and place their name on a wait list. Refer to items 14-16 on your Housing Agreement for more information.

Room Condition Report (RCR)

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

Room/Furniture Modification Guidelines

As students arrange their rooms to make it suitable for their living style, they should remember the following guidelines:

- Furniture provided by Residential Life must stay in the room.
- All built-in furniture or fixtures must remain intact.

Dining Information

Meal Plans

All students admitted as New Entering Freshman (NEF), regardless of transfer credit standing, are required to select a residential meal plan for two semesters. New Entering Freshman is defined as a student attending any institution for the first time at the undergraduate level. This includes any student who entered with advanced standing (college credits earned through PSEO or Advanced Placement programs). Meal plans may be changed at the start of each semester, in accordance with published dates, procedures and deadlines.

Meal Plan Use

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

Dining Services Hours

Garvey Commons is open for meal service Monday through Friday*:

Monday-Thursday

Breakfast 7:30AM – 10:00PM
Continental: 10:00AM- 11:00AM
Lunch: 11:00AM – 2:00PM
Late Lunch: 2:00PM- 4:00PM
Dinner: 4:30PM – 8:00PM

Friday

Breakfast: 7:30AM-10:00PM
Continental: 10:00AM-11:00AM
Lunch: 11:00AM-2:00PM
Late Lunch: 2:00PM-4:00PM
Dinner: 4:30PM- 7:00PM

Saturday

Brunch: 10:00AM- 2:00PM
Closed: 2:00PM-4:30PM
Dinner: 4:30PM-7:00PM

Sunday:

Brunch: 10:00AM – 2:00PM

Closed: 2:00PM-4:30PM

Dinner: 4:30PM – 8:00PM

*Hours are subject to change

Dining Services Food Removal Policy

You may take the following out of the dining hall:

- 1 piece of whole fruit
- 1 dessert
- 1 cup of coffee or tea in an Armada disposable cup

You may not remove silverware, plates, cups, bowls, etc., from Garvey

If you wish to take a meal to go from Garvey, you can request a reusable Garvey to-go container. More information on this program is available in Garvey.

Huskies Food Pantry

The Huskies Food Pantry supports learning, wellness, and student retention by providing nutritious options for St. Cloud State University students who are experiencing food insecurity. We know it is hard to concentrate when you're in a financial pinch and wondering how you are going to meet your basic needs. The Huskies food Pantry is here to reduce your worries by providing you with food assistance so that you can focus on meeting your academic goals. All current St. Cloud State students are welcome at the Huskies Food Pantry. While the Huskies Food Pantry is not able to serve as a grocery store or supply all of your daily/weekly nutrition, we are here to assist students in meeting their dietary needs in order to be best able to study, live, work and contribute to the campus and community to the fullest. The Huskies Food Pantry is located in Hill Hall 109 and students can visit once per week to select up to 12 food items and 4 self-care items per week. For current hours visit: <https://www.stcloudstate.edu/huskiesfoodpantry/>

Residential Life Policies to support Community Living

The residence halls and apartments are home to many students, and it is important to create a welcoming environment for all. Living in a diverse community offers many opportunities to meet new people and learn from a variety of experiences. To help ensure that all students may exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration.

Alcohol and Other Drugs

The possession, use, sale or distribution of alcoholic beverages is prohibited in the residence halls (regardless of age). The SCSU Alcohol and Other Drugs (AOD) policy prohibits the illegal or disruptive use, possession, production, manufacture, distribution, promotion, advertising, sale, or even being in the presence of alcohol, other drugs and controlled substances, and drug paraphernalia on property owned or operated by St Cloud State University.

Disruptive use of alcohol and other drugs is prohibited. Disruptive use of alcohol and other drugs, regardless of where consumed or ingested, includes behavior that disrupts the University community, endangers the health or safety of self or others, results in damage to University or personal property, or requires the intervention of University or community resources. Examples of disruptive use include, but are not limited to, disorderly conduct, excessive noise, violence, threats, vandalism, or intoxication (regardless of age), that leads to intervention by University personnel, law enforcement personnel or medical personnel.

Although the Minnesota medical cannabis law and program allows seriously ill Minnesotans to use medical marijuana to treat certain conditions, the possession and use of marijuana remains illegal under federal law, including the drug-free schools and communities act, the controlled substances act, the campus security Act, and Board Policy 5.18. Therefore, the use, possession, production, manufacture, and/or distribution of marijuana continues to be prohibited while a student is on University owned or controlled property or at any event authorized or controlled by the University.

Under the AOD policy the public display of advertising or promotion of alcoholic beverages or illegal drugs, in University buildings or any other University owned or controlled area including all University-owned or controlled housing areas is prohibited. This includes, but is not limited to displaying alcohol or illegal drug related containers, banners, "trophies," lighted signs, large inflatable advertising, or devices intended for rapid consumption of alcohol on University property. Possessing or displaying any of these materials may be considered evidence of use, consumption, or distribution.

Students will be referred to the process outlined within the Student Code of Conduct for any violations or apparent violations of the Alcohol and Other Drugs policy and local ordinances or state or federal laws may subject student(s) whether the violation occurs on or off campus. Based on the nature of the alleged violation a student

AOD Good Samaritan Exception: A "good Samaritan" exception for violations will be recognized and honored when a person in violation of this policy comes to the aid of another in seeking professional help or in reporting the occurrence of a crime or more serious Student Code of Conduct violation.

Bathroom Facilities

All community restroom facilities are locked for personal safety and privacy. We also take seriously and restrict any entry (by residents or guests) into opposite sex bathrooms. Please know that we have gender inclusive bathrooms in each residence hall. Only one

person is allowed in a shower stall at a time. Students found violating any of these restrictions may be subject to Code of Community Standards action. Please familiarize yourself with the location of appropriate facilities.

Bicycle Storage

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

Campaigning

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

Complicity Policy (a.k.a. Passive Participation)

Being in a location where a policy violation is occurring, indicates acceptance of this behavior. Students are expected to remove themselves from these situations, report policy violations to Residential Life staff, or make an effort to stop the behavior.

Common Area Damages

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

Destruction of State Property/Vandalism

Intentional or malicious damage, destruction, or defacement of Residential Life or University property is a violation of state law and University policy. Any student determined to have been involved in the intentional damage or destruction of University property will be referred for Student Code of Conduct action and may result in an outcome resolution up to and including termination of your housing agreement. Additionally, depending on the severity of the action, the matter could be referred to law enforcement or other authorities. Students are also responsible for accidental damage to University property, including furnishings provided for student use, and will be charged accordingly.

Door/Window Displays

Items, posters and photos on students' hallway room doors or windows must not contain any language and/or images that threaten or violate standards outlined in Minnesota State Board Policy 1.B1. Students displaying any item(s) that are a violation of policy will be asked to remove the item(s) from their door/ window, (i.e. alcohol advertisements). Failure to comply or repeated offenses will be handled through the Student Code of Conduct procedures.

Dry Erase Board Surfaces and Chalkboards

In an effort to decrease the use of language and/or images that threaten others or violate standards outlined in Minnesota State Board Policy 1.B1, the Department of Residential Life prohibits the use of dry erase board surfaces and chalkboards in the public areas of residential floors. Public areas on residential floors includes the exterior of student room doors, hallways, bathrooms, floor lounges, and any other residential floor space accessible to others within the residential communities.

Elevators

Several residential communities are equipped with elevators. Tampering with or misuse of elevators is strictly prohibited, including jumping or wrestling. Student Code of Conduct action, including possible removal from the residential community and/or filing of criminal charges may result, including financial restitution for repairs and labor associated with damages to the elevator. Should you become aware that someone is stranded in an elevator, do not attempt to get them out. Contact the reception desk or a staff member for assistance. If you become stranded in an elevator, do not attempt to open the elevator doors or to get out. Ring the emergency bell for assistance from staff and accept assistance only from University personnel. Malfunctions of elevators should be reported to the reception desk immediately.

Gambling

No gambling or betting, as commonly understood and/or defined in Minnesota Statutes, Chapter 609.75-609.76, is allowed on university or system property.

Guests and Guest Policies

All Residential Life communities will be locked 24/7. Students must accompany their guest at all times once they enter the building. The University reserves the right to immediately notify the parents/guardians of guests under the age of 18, who are involved in a serious incident/injury or violate the established policies and expectations of SCSU and the Department of Residential Life.

You are responsible for your guest's behavior. It is your responsibility to make sure guests are familiar with and abide by University and Residential Life policies. If you or your guest are found to be in violation of a University or Residential Life policy, Student Code of Conduct action could occur. Guests in violation may be immediately removed and/or restricted from entering the residence halls. In addition, you may face Student Code of Conduct action relevant to the behavior of your guest(s). The Department of Residential Life assumes no responsibility for providing accommodations for guest who have been asked to leave the premises.

Guest Escort Policy

The purpose of the guest escort policy is to ensure the safety of the students. Non-residents, who seek entrance to the residence halls, must be escorted by a resident host.

The following procedures will apply:

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

Guest Removal from Room Removal of Guests from Room

University policy provides Residential Life staff with the authority to request that a room be cleared of all persons except the room's assigned occupants when a violation of University policy is occurring therein. Failure to comply with the directions of University officials or law enforcement officers acting in performance of their duties will result in Code of Community Standards action.

Health Standards

Students are required to maintain their room in a clean, habitable and sanitary manner. Living conditions that could adversely affect residents' health and safety are prohibited. Students are responsible for maintaining reasonable standards of cleanliness and safety in their rooms and apartments. Students are also expected to contribute to the cleanliness and safety of hallways, lounges, bathrooms, lobby areas and other common spaces by disposing of trash properly and by refraining from creating unclean or unsafe conditions. Students not meeting these standards and/or Health Department standards may be removed from the Residential Life program.

Impersonating University Staff

Impersonating a University official or staff member is a violation of University policy and may result in a Student Code of Conduct action.

Indecent Exposure

Public displays of nudity are not permitted. Likewise, casual or partial nudity in areas not within a student's room or designated showers/restrooms is prohibited. Public nudity as well as sexual activity in public areas are prohibited and may result in a Student Code of Conduct action.

Mailbox Stuffing Policy

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

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

Final decision regarding materials being placed in Residence Hall student mailboxes rests with the Associate Director of Residential Life for Operations and Facilities or designee. Any advertising including alcohol, drugs or items in conflict with University or Residential Life policies will not be placed in PO boxes. Departments and recognized University organizations are responsible for delivering approved materials to the Department of Residential Life, Hill Hall. The following materials will not be placed in PO boxes, but a limited number of copies may be placed in a centralized lobby location in each residential community:

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

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

Quiet Hours/Disturbances

Quiet Hours means no disturbing noise should be heard outside a room or apartment door, through walls, ceilings, or floors, such that it may disturb other residents. Monitoring the noise volume in the residential community is everyone's responsibility and is necessary to provide an environment which is conducive to studying and sleeping. Students are expected to monitor their own volume and to comply with reasonable request from any community member, or staff member. Students who consistently cause disruptions during quiet hours may be referred to the Student Code of Conduct.

Quiet Hours:

- Sunday-Thursday 10 pm until 8 am
- Friday and Saturday Midnight until 8 am
- Courtesy Hours: 24/7

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

Extended Quiet Hours: The week before finals and finals week each semester are extended quiet hours, meaning quiet hours are 24 hours until the last final exam block.

Solicitation Policy

Commercial transactions, which include commercial presentations, door-to-door and other uninvited commercial solicitation, and the making of sales agreements, are prohibited in the common areas of all residential communities. The common areas are defined as all areas of the residential community other than the interior of the students' private rooms. Commercial transactions that are legal and otherwise comply with all relevant federal and state laws may take place in a student's private room only under the following conditions:

- Salespersons and any other guests present in a student's room for a commercial transaction must be invited to the room for that purpose in advance by the student occupant of the room. In rooms other than single rooms, all roommates must consent to such an invitation.
- Students may use their private rooms for infrequent commercial transactions, but they may not schedule such transactions on a regular or continuous basis. Students may not operate ongoing businesses from their private rooms.
- A student inviting non-resident guests to their room for a commercial transaction must follow the established Residential Life guest policy.
- Announcements concerning commercial transactions in a student's private room may not be advertised or posted either in the commons area or outside of the residential community.
- The number of guests in a student's room for a commercial transaction shall not violate fire code regulations of occupancy limits, nor shall the number be more than the room can comfortably hold. Those present in a student's room for a commercial transaction shall not at any time during that transaction move any or all of the group into the common areas of the residential community.
- These regulations do not permit any door-to-door activity in the residential communities either to obtain guests for a commercial transaction being held in a student's room or to consummate sales following such a transaction.

Posting Promotional Posters Policy for Residential Life

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

All promotional posters must meet the following guidelines:

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

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

Sleeping in the Common Areas

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

Sports in the Hallway

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

Tobacco and E-Cigarette Use Policy

The use, sale, free distribution, or advertising of tobacco (smoking or smokeless) products or any electronic delivery devices used for inhaling or exhaling vapor (e-cigarettes) is prohibited within all University owned, leased or controlled buildings, walkways, arenas, playing fields, in university owned vehicles/motorized equipment and on University owned, leased or controlled property. Tobacco use will be permitted inside private motor vehicles on University property as long as tobacco users demonstrate respect for individuals and the environment. This policy applies to all employees, students, faculty, vendors, contractors, visitors, and guests.

Tobacco use within the residence halls may result in a warning letter or meeting with the Office of Community Standards or a Residence hall Director. Tobacco use within the residence halls that result in a fire alarm will require a meeting with the Office of Community Standards consistent with the procedures of the Code of Student Conduct.

Trash Removal

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

Resolution of University and Residential Life Policy Violations

Residential Life staff works closely with the Office of Community Standards to address behaviors that violate both University and Residential Life policies. Residential Life staff members are responsible for responding to incidents that may violate the Student Code of Conduct. Incidents are documented and referred for resolution under the procedures of the Student Code of Conduct.

St. Cloud State University Student Code of Conduct

The St. Cloud State University Student Code of Conduct documents our commitment to upholding these standards and expectations. It ensures both fair and educational processes for determining responsibility when student behavior may have deviated from these expectations and provides appropriate educational sanctions when a student, student organization, or club has not met these standards as set forth in the Student Code of Conduct. Every effort will be made to balance student, student organization, or club needs and rights with the welfare of the University community.

A complete copy of the Student Code of Conduct procedures may be found at: www.stcloudstate.edu/studenthandbook/code/. Printed copies may be obtained at the Office of Community Standards.

Housing Resolutions to Policy Violations

In order to provide a living environment in which all students can achieve their learning goals, some behaviors must be prohibited. When students and/or their guests violate Residential Life policies or the Student Code of Conduct, they can expect to be held accountable in a way that is educational, informs future decision making, and helps them to repair any harm to the community. In addition to University sanctions or outcomes consistent with the Student Code of Conduct, residential students may also receive one of the following Housing related outcomes:

Written Warning

The written warning advises the student of a violation of policy and warns the student that future violations will result in additional referrals to the Student Code of Conduct.

Residence Hall Probation

Students are placed on Residence Hall Probation for a specific period of time. Future violations of Residential Life policy may result in suspension or removal from the residential community. Probation serves as an opportunity for the student to reflect on their roles and responsibilities within the residential community.

Administrative Change of Assignment

Moving a student from one residential community to another may be the outcome of a community standard process. In certain cases, this may also include restriction from entering certain residence halls and/or apartments. Students facing this community standards outcome must follow check in and check out process within 72 hours of move out notification.

Involuntary Housing Agreement Termination/Removal

A student whose housing agreement is cancelled as part of a policy violation resolution must permanently vacate their housing assignment and residence hall within 72 hours after the appeal deadline has passed, or 72 hours after notification of the appeal outcome, or within 24 hours of their last final, whichever is first. Removals are considered permanent. However, a student may request a review of their removal status after one year. Removal includes the permanent loss of visitation privileges within the entire residential community. As a part of a housing agreement termination, a student is responsible for the room and board fees for the remainder of the academic year. Students can receive a prorated weekly refund for food service, upon request. Students who are removed and want to make changes to their meal plan must contact the Department of Residential Life. Charges for room damages, if incurred, will be assessed during the check-out procedure.

In addition to the above outcomes, students may be asked to complete alcohol and drug education programs. Residential Life may also refer incidents to the Office of Community Standards to consider University outcomes including suspension and expulsion under the Student Code of Conduct.

Serious Offenses

There are some behaviors that are sufficiently serious and damaging to students and the living community that termination of the residence hall agreement may be considered on a first offense. These behaviors include but are not limited to:

1. Behavior threatening the safety or well-being of others, including fighting, physical abuse, possession of firearms or other dangerous weapons.
2. Sexual Violence as defined in Minnesota State policy 1B.3.
3. Possessing, using, or selling narcotics or other dangerous drugs, including marijuana.
4. Violations of the Residential Life Agreement and/or University Code of Community Standards which are motivated by bias. An offense motivated by bias is any offense wherein the accused intentionally targets the alleged victim because of a student's race, creed, disability, color, religion, national origin, gender, age, marital status, sexual orientation, public assistance status, or inclusion in any group or class protected by state or federal law.
5. Hosting a keg or large party in the residential community.
6. Misusing or tampering with fire equipment (fire alarms, hoses, extinguishers, sprinkler systems, etc.).
7. Intentional damage or destruction of university property/vandalism.
8. Use of fireworks within the Residential Life community.
9. Throwing or dropping objects out of windows.

Right of Appeal

Students may appeal any outcome assigned to the student in response to a University or Residential Life policy violation. Students may appeal the decision by following the directions and adhering to the timeline stated in the written notification informing the student of the outcome (the days to appeal is 3-5 days, depending on the type of hearing held). Decisions of the appeal officer are final. The written appeal from the student must be based on one or more of the following grounds:

1. New or newly discovered information is of a nature which may substantially affect the outcome.
2. There was a procedural error which substantially affected the outcome of the hearing.
3. There was a conflict of interest or bias on the part of staff involved in the case which affected the outcome.

IMPACT

These classes are assigned as a part of resolutions to violations of University and Residential Life for policies involving alcohol and/or controlled substances. The classes include:

- IMPACT-I: one 90-minute alcohol class and online e-CHUG program, an alcohol intervention and personalized feedback tool; a link to an online survey is sent 90 days after completion of the course;
- IMPACT-II: one 90-minute alcohol class and online e-CHUG program, an alcohol intervention and personalized feedback tool; a link to an online survey is sent 90 days after completion of the course; IMPACT-II builds upon the content of IMPACT-I and attempts to help participants understand what behaviors are contributing to additional policy violations; students may only be referred to IMPACT-II if they have completed IMPACT-I;
- IMPACT-III: one 60-minute individual alcohol sessions and online e-CHUG program; a link to an online survey is sent 90 days after completion of the course; students may only be referred to IMPACT-III if they have completed IMPACT-II;
- IMPACT IV: one 60-minute individual alcohol sessions and online e-chug program; a link on an online survey is sent 90 days after the completion of the course; student may only be referred to IMPACT IV if they have completed IMPACT III.
- IMPACT-M: one 90-minute marijuana class and online e-TOKE program, a marijuana-specific assessment and feedback tool designed to reduce marijuana use among college students; a link to an online survey is sent 90 days after completion of the course;
- IMPACT-M2: one 60-minute individual marijuana sessions and online e-TOKE program, a marijuana-specific assessment and feedback tool designed to reduce marijuana use among college students; a link to an online survey is sent 90 days after completion of the course; students may only be referred to IMPACT-M2 if they have completed IMPACT-M.
- IMPACT-T: one 30-minute class on tobacco use.

Family Educational Rights and Privacy Act (FERPA)

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

Safety & Security

Balconies and Roofs

Students are not allowed to climb on balconies, railings or on any of the residential community roofs. Personal safety and proper maintenance of the building is a concern. Personal grills are not allowed to be used on campus. Students may not place, use, keep, store, or maintain any flammable materials in their residence room. Furniture owned by Residential Life is not allowed outside of Residence Halls.

BBQ Grilling Guidelines

In compliance with city ordinances, BBQ grilling is allowed on the property of the Department of Residential Life community under the following conditions:

1. People who choose to grill using the grills provided by Residential Life assume complete responsibility for damages or injuries that result from grilling.
2. Grills must always be attended.
3. Grills must be extinguished, and coals must be properly disposed. Coals must be cold and may not be placed in garbage cans or dumpsters.
4. Homemade grills and grilling devices are not allowed.
5. Grilling after 10 pm is prohibited.
6. Students may not store flammable items (charcoal, lighter fluid, propane, etc.) in rooms/apartment or on balcony.
7. Student will be required to wear a facemask while using the grill
8. Student must clean off the grill and wipe down handles with soap and warm water.

Star Alert

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

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

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

Fire Safety Equipment

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

Fire Safety

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

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

Fire Alarms

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

If you hear an alarm:

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

If you see a fire:

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

Fire Drills

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

Key-in(s)/Lock Outs

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

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

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

Lights

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

Missing Student Policy

The University has adopted specific procedures to respond to reports of a missing student. You can review the policy and procedures at the following websites:

Missing Student Policy & Procedure: www5.stcloudstate.edu/Policies/SCSU/Viewer.aspx?id=78

Propping Doors

All fire doors, lounge doors and interior/exterior doors in all residential communities must remain closed and not propped open. Door-propping can lead to problems with safety, pest control and climate control. Students found responsible for propping doors may be referred to the Student Code of Conduct.

Room Entry

Department of Residential Life and University staff have the right to enter student rooms/apartments for the purpose of inspection and repair, preservation of health, safety and quietude, recovery of University-owned property, enforcement of rules and regulations, and ensuring building safety during break periods. Such entry will not be conducted arbitrarily or maliciously. In non-life-threatening situations, Residential Life staff members are required to knock, announce their presence, and wait a reasonable amount of time before entry. Staff members will document policy violations found in the room and may confiscate items that violate laws or University policy. Residential Life staff will leave written notification when student room entry is necessary and assigned occupants are not present. Refer to section 8 of the Housing Agreement for more information.

Room Capacity

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

Screens (Window)

Screens must remain attached to the window and must not be tampered with. Students will be charged for replacing, repairing and re-hanging screens.

Special Health and Safety Concerns and Responses

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

Tornado Procedures

Tornado detections are classified into two categories:

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

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

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

Video Surveillance

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