



**Eastern Oklahoma State College
Residential Life Handbook**

2022-2023

Welcome to Eastern Oklahoma State College’s Residence Life program. Eastern is committed to providing students with a safe and comfortable living and learning environment that will enhance academic success. Living on campus provides students with an opportunity to live in an environment comprised of individuals with diverse academic interests, backgrounds, cultures, races and experiences. The Residence Life Handbook will help you become acquainted with Eastern’s Residence Life program and provide important information regarding your new home.

Residence Life Staff

The Office of Student Services employs trained personnel to ensure a comfortable and positive living experience. The Office of Student Services is located on the second floor of the E.E. Tourtellotte Student Center, in Room 208. The office is open Monday through Friday from 8 a.m. to 5 p.m. Student Services can also be reached by calling 918.465.1818.

Director of Student Life: Oversees all aspects of student housing, activities, health and safety programs, and disciplinary issues.

Student Services Coordinator: Responsible for overall Residence Life program, including supervising building staff members, making housing assignments, training staff and Resident Assistants, coordinating maintenance requests, and giving disciplinary referrals and fines when necessary.

Residence Hall Coordinator: A live-in professional who is responsible for the smooth operation of each residential facility. He/she supervises the student Resident Assistants (RA), manages the check in/check out process, coordinates hall meetings and activities, and performs room checks.

Resident Assistant (RA): Most floors of each residence hall has designated Resident Assistants who serve as the primary resource to the student residents for information and assistance. They help in planning activities and work with the Office of Student Services to create and to maintain an environment conducive to academic, personal and social growth. RA’s are selected on the basis of academic achievement, leadership ability and commitment to the benefits of on-campus living. A portion of their responsibilities include staffing the front desk of each residence hall during scheduled hours. During this time, they are responsible for assisting visitors and guests, communicating emergency maintenance requests, performing room checks and other tasks that may arise.

Contact Information

Office of Student Services	Student Center Room 208	918.465.1818
Director of Student Life	Student Center Room 208	918.465.1818
Student Services Coordinator	Student Center Room 208	918.465.1876
Campus Police	Student Center Room 208	918.465.1718

Terms and Conditions of Student Housing

The EOSC Housing Application is a binding agreement between Eastern Oklahoma State College and the resident for campus housing and meals. A \$50 application fee is required for housing applications to be complete. The security deposit for Regents Court apartments and the Family Student Housing apartments is \$200. Housing assignments are made on a first-come, first-serve basis according to the date of application.

Students applying to live in campus housing must submit the following for the Housing Application to be considered complete:

- Completed Residence Hall Application
- Documentation of Meningococcal Vaccine or Waiver
- \$50 non-refundable application fee
- \$200 security deposit for Regents Court and Family Student Housing apartments

Term of Agreement

Eligibility - Residents must be admitted students and currently enrolled as full-time students at Eastern. Acceptance of this contract by the College does not constitute admission to the college.

Incorporation of Rules and Regulations – All rules and regulations appearing in the most recent Residence Life Handbook and Student Handbook are made part of this contract. All residents are responsible for their knowledge of the handbooks, which are available in the Student Services Office, and online at eoscedu.

Period of Contract – The Housing contract begins the first day of the academic semester and terminates at 3 p.m. on the last day of finals for each semester. The student agrees to vacate the assigned room within 24 hours after his/her last final or examination, or 3 p.m. of the last day of finals, whichever occurs first. Residents must submit a new Housing Application each academic year.

Medical Requirements - Oklahoma Statutes Title 70 §3243 requires that students in any public or private postsecondary educational institution who reside in on-campus student housing shall be vaccinated against meningococcal disease or sign a written waiver stating the student has received and reviewed the information provided on the risks associated with meningococcal disease and has opted not to be vaccinated.

Contract Falsification - Convicted felons and those convicted of misdemeanors involving violence or drug abuse are not permitted to stay in campus housing. Falsified responses to these questions will result in disciplinary actions, including termination of this agreement.

Cancellation of Agreement

The \$50 Student Housing Application fee is a yearly, non-refundable fee. For a refund of the security deposit (Quads and Apartments), a cancellation request must be received in writing at the Office of Student Services by August 1 for the fall semester and January 1 for the spring semester.

Once a resident officially checks into their residence, he/she is bound to fulfill the full term of the agreement. Additionally, residents are responsible for room and meal plans. A refund of the remaining funds will be issued, if move out occurs before the drop/add date, once all room and meal, penalty fees, and other outstanding debt owed to Eastern have been collected. Special conditions apply to cancellations due to military service call up, fall graduation, or medical reasons for which reasonable accommodations are not possible and may be eligible for a full refund. Residents will receive a full refund of the security deposit assuming there is no damage, and all checkout procedures were properly followed.

Meal Plans

All residents residing in residence halls and Regents Court apartments are required to purchase a meal plan to be used on campus. Students must present their Mountaineer Card (campus ID) at The Coal Mine and Cyber Café. Each meal plan includes \$60 per semester of Mountaineer Bucks that can be used for snacks and drinks at the Cyber Café between meals. Students can also use their Mountaineer Bucks to purchase a meal for guests.

All meal plans and original Mountaineer Bucks associated with a meal plan expire at the end of each semester and will not be refunded or carried over to the following semester. Visit eosc.edu/dining for more information about pricing, menus, and hours of operation, etc.

Payment of Accounts

Students must pay all room and meal fees in accordance with Eastern's schedule. Students who are habitually late or become more than one payment behind are subject to removal from campus housing and all cancellation fees.

Limitation of Liability

Although reasonable precautions are taken to maintain adequate security, the College cannot guarantee the safety of and does not assume any legal obligation to pay for injury to persons (including death) or loss or damage to items of personal property, which occurs in its buildings or, on its grounds prior to, during, or subsequent to the period of the contract. The student and his/her Guarantor are encouraged to carry appropriate insurance to cover such losses. Refunds are not made for unused Mountaineer Bucks or meals; or mechanical, heating, air conditioning, plumbing, or electrical malfunctions, natural disasters, illness or for any other reason.

Rights of the College

Residents must abide by the rules and regulations in the Residence Life Handbook, the Student

Handbook and other College policies, as well as local, state, and federal laws. Eastern reserves the right to: inspect rooms for damages, health and safety issues, and infractions of College, State and Federal regulations; consolidate or close entire or partial buildings, floors, and rooms due to safety considerations, renovation, or energy conservation; refuse admission or readmission to College housing; or cancel the housing agreement during the term due to student's failure to meet College requirements, policies, or regulations.

Eastern reserves the right to administratively remove a resident from campus housing who poses a danger to the health, safety, or welfare of any student, employee, and guest of the College and/or any of its property.

Campus Housing Policies and Procedures

Room Assignments

Eastern Housing reserves the right to place all residents and make all assignments. Assignment of a room does not guarantee college admission. Assignments are based on room availability and determined on the basis of the dated receipt of application, fee and deposit. The Office of Student Services cannot guarantee preference, but requests will be honored when possible. If all preferences are unavailable due to facility capacity, residents will be placed on a waiting list in the order that they are received. Housing assignments will be made by mid-July. Students not occupying their assigned spaces by the first day of classes will still be bound by the agreement but may lose their assigned space and be reassigned to other accommodations. The Office of Student Services assigns roommates without regard to race, color, national origin, religion, age or other categories as may be applicable under state or federal requirements.

Gender Neutral Housing

Eastern strives to provide a safe, inclusive, comfortable, and supportive environment for all students. The College offers the option of gender-neutral housing for students who, because of gender identity or gender expression, prefer this option. This allows students who identify as transgender and gender non-confirming the ability to choose a roommate of any gender. Housing assignments for transgender students are guided by the following values:

- Respect for the student's gender identity and/or expression
- Prioritized attention to the student's physical safety and emotional health
- Enhance the student's opportunity for success by finding the best match between the student's needs and the options available

If a student is interested in a gender-neutral room assignment, contact the Office of Student Services to discuss the options available in a personal and confidential manner. It is important to make contact early in the application process, due to in the available housing options, there is no guarantee that all of a student's preferences can be met, but Eastern is highly committed to working with the student to find the best accommodations possible. If the Office of Student Services is not able to accommodate a student's request, an assignment will be made based on the gender identification the student listed on their admissions application.

Single Occupancy

Residents may request a single room by completing the Single Room Request Form and submitting it with the Housing Application. Single rooms are available on a limited basis and cannot be guaranteed. The cost of a single occupancy room is higher than a double occupancy room and these fees cannot be waived.

If a resident is occupying a double room without a roommate, the resident must keep the unoccupied half of the room in a condition that would allow another resident to move into the room on short notice. The College reserves the right to periodically inspect half-filled rooms.

Room Consolidation

The College reserves the right to reassign student rooms at any time to make effective use of available space, to consolidate students, and to use unoccupied space in any residential facility. During the semester or between the fall and spring semesters, if a resident moves out of a double occupancy room and the remaining students is not assigned a roommate, the remaining resident may be asked to select one of the following options:

- Elect to pay the single occupancy room rate and retain the room privately. This option is only available when space is available. Students will be required to sign a Single Room Request Form and the single occupancy room rates will be calculated on the remaining pro-rated portion of the housing contract.
- Choose to move into another half-filled room in the residence hall.
- Find another resident in a half-filled room who is willing to move into the current resident's room.
- Be prepared to accept a new roommate at any time by:
 - Keeping the unoccupied half of the room in such condition that would allow another resident to move into the room on short notice.
 - Displaying an attitude of cooperation and acceptance toward any resident who may examine the room while considering occupancy.
 - Agreeing to accept a roommate assigned by the Office of Student Services.

This consolidation policy does not require an individual to move out of his/her campus housing, but rather could require residents to pay for a single occupancy room or consolidate with another individual who is living alone in a double occupancy room.

Room or Roommate Changes

A room or roommate change may be requested in writing to the Student Services Coordinator in circumstances that warrant a room change. All roommate changes must be approved by the Student Services Coordinator. One room change request per academic year may be granted at no cost. There will be a \$50 room change fee for each additional move. Additional room changes may result in additional fees.

Room Keys

Upon check-in, residents are issued a room key. Under no circumstances should residents loan out or give their keys to another person. Residents will be held responsible for all loss and actions resulting from such. Students cannot have College keys duplicated or locks altered. Any evidence of such will result in immediate disciplinary action. Residents must immediately report the loss of keys to their Residence Hall Coordinator or to the Office of Student Affairs from 8 a.m. to 5 p.m. Monday through Friday. A key replacement fee of \$150 per key will be charged to the resident's account, and a new key issued. All residents, when checking-out permanently, must turn keys into the Office of Student Services or be assessed a penalty.

Check-In Process

The Office of Student Services will announce a move-in schedule prior to the beginning of the fall semester. Typically, sophomore move-in day is Saturday and freshman move-in day is Sunday prior to the first day of the fall semester. In order to move in, residents will need to report to the front desk of the building to which they have been assigned. Upon checking in, residents will receive a room key and Residence Hall Inventory Checklist. Residents are responsible for completing the Residence Hall Inventory Checklist which will be signed by both the resident and a Residence Life staff member during the check-in and check-out process. It is important to accurately complete the checklist because it will serve as the basis for any fines and charges related to the damage of any furnishings and facilities.

Check-Out Process

In order to check-out properly, residents should remove all personal belongings and thoroughly clean all areas. Residents must schedule an appointment to meet with the Residence Hall Coordinator or Student Services Coordinator to check out. Staff will use the Residence Hall Inventory Checklist that was completed upon check in to inventory the room, assess any damages, and collect keys. If a resident is not returning to campus housing for the next semester, have completed all of the terms of the contract, and there is no damage to the room upon check out, the security deposit will be refunded where applicable. Residents who fail to check out properly will forfeit their deposit and be responsible for any damage or loss in their residence.

Abandoned Property/Confiscated Property

Personal effects and other property of value that has been abandoned at the end of the semester or after a student has checked out and not claimed within 48 hours shall be considered abandoned property and may be retained by the College as its property or may be disposed of through sales, donations, or in such a manner as the Student Services Office determines. All confiscated items left uncollected after 30 days will be considered as abandoned property.

Solicitation and Postings

To protect residents from unnecessary disturbances, soliciting in and around all residential facilities is prohibited. Unauthorized sales/solicitation activity or use of residential space/service to conduct a private business enterprise, whether legal or illegal, is expressly prohibited. Residents are not permitted to use rooms for any commercial purposes. All postings and advertisements must be approved by the Director of Student Life, are limited to designated areas, and must be posted by Residence Life staff members only.

Damages and Cleaning

Any damage to the room other than what is noted on the Residence Hall Inventory Checklist at the time of checkout will be assessed accordingly to the student(s). Either residents (double occupancy) or a single resident of each room will be responsible for the condition of the room and all furnishings. Residents share equal responsibility for reimbursing the college for any damage(s). Charges for damage and/or cleaning will be assessed against the student(s) by the College and must be paid promptly. Eastern, at its sole discretion, shall make the determination of the amount of such loss or damage. Any damage to common areas, i.e., lounge, restrooms, hallways, elevators, stairwells, lighting units, etc., will be charged to the individual(s) responsible. If the party responsible is not determined or reported, the charges will be assessed to each resident of the floor, apartment, wing, or the entire complex, whichever is appropriate.

Furniture

No college property, including room and lounge furnishings, may be moved from its original place within the building (room to room) or taken without the written authorization of the Student Services Coordinator or Director of Student Life. In addition, furniture is not allowed in any walkway/hallway. Small chairs, excluding lawn furniture, recliners, etc., are allowed to be added to the rooms, if they are not taken from other areas of the residence hall.

Room Care and Room/Apartment Decorations

Residents are responsible for the care and good/safe order of their rooms and residence hall facilities.

Residents may not make alterations to rooms or halls without permission of the Student Services Coordinator or Director of Student Life. Decorations are encouraged as long as they do not create hazards or cause damage to the room. The use of tape or nails is not allowed because of the damage to surface materials and finishes. Adhesive wall hangers are the only means by which you may hang items. **Wall hangers are limited to one per wall.** The use of nails and tape will result in forfeiture of the deposit and the resident may be charged additional fees depending on the level of damage. Students may not remove any furniture that is assigned to their rooms.

- All decorations should be temporary in nature so as not to permanently deface or damage the room's finish.
- No nails, tacks, or screws may be used in the rooms. Permanent stickers should not be placed on doors, mirrors, walls, or furniture. Adhesive wall hangers are allowed, but

students assume full responsibility for cleaning and removing all marks left by adhesive wall hangers. Wall hangers are limited to two per wall.

- Residents are not allowed to paint their own rooms. In addition, students are prohibited from removing or altering portions of any College furnishings assigned to a room, such as bed frames, desks, dressers, etc.

- Banners, bedding, flags, and aluminum foil are not permitted on windows.
- Obscene material, including but not limited to, pornographic literature X-rated movies, and displays of profanity or language that is offensive to others may not be displayed.
- Appliances are limited to those with closed coil elements. Each room is allowed a microwave oven (under 600watts) and a small refrigerator (equal to or less than 5 cubic feet).
- AC units, camp stoves, ceiling fans, halogen lamps, space heaters, power tools, electric skillets, bread makers, griddles, hot plates, oven broilers, indoor grills, toasters or toaster ovens, and hot oil poppers are prohibited. George Foreman Grills are allowed.
- Candles, wax warmers, potpourri burners, and incense are considered fire hazards and are prohibited. Strong air fresheners or unapproved air freshening devices such as hanging car devices or dryer sheets placed into air vents are not allowed.
- Electronic scooters, skateboards, hover boards are prohibited.
- Carpet may be placed on the floor, but carpet tape or other adhesive cannot be used to hold the carpet down.

Courtesy Hours

Students are expected to respect the rights of other students to be able to study and sleep in their rooms. Excessive noise or rude disorderly conduct is unacceptable at any time. If students are asked to be quiet by a student, resident assistant, or staff member, they are expected to cooperate and meet the request. Quiet hours begin at 11:00 p.m. to 8:00 a.m., Sunday through Wednesday and 1:00 a.m. to 8:00 a.m. Thursday through Saturday.

Visitation

Residents that are visiting another residence hall must adhere to the visitation hours of 8:00 a.m. to 11:00 p.m. Sunday through Wednesday and 8:00 a.m. to 1:00 a.m. Thursday through Saturday. If the visitor does not live in that, or any residence hall, they must also adhere to these visitation hours. Students are responsible for making sure that their guests abide by these policies.

Curfews

There are no required hours to be in your assigned room; residents are free to come and go. At all times the volume on radios, stereos, TV's, etc. must be turned down to a level such that it does

not interfere with the rights of others to study and sleep. The athletic department may choose to implement team or individual curfews.

Overnight Guests

No guests (including significant others such as spouses, boyfriends, or girlfriends, etc.) are allowed to stay overnight in campus housing except under extraordinary circumstances and with the permission of the Student Services Coordinator or Director of Student Life. Students may request permission in writing (24 hours in advance of arrival) to have an off-campus guest(s) stay in their room or apartment. A fee of \$10 per guest, per night will be assessed to the host/hostess. Permission for overnight guests must be granted by the Student Services Coordinator or Director of Student Life. Guests and visitors will be responsible for adhering to the same policies and regulations as residents. In addition, hosts/hostesses of guests will be held responsible for the behavior of their guests and visitors. Guests must be registered with the Office of Student Services and may not stay longer than two continuous nights with the host student. After this period, an individual's guest privilege will expire, and the guest must leave the residential facility.

Mandatory Meetings

Mandatory Residence Life meetings are conducted at various times throughout the academic year. Meetings will be announced and posted in advance. Attendance is required and students who are absent may be subject to a disciplinary fine. Residents who are absent from mandatory meetings are still responsible for the information discussed. Residents who are unable to attend the meetings must notify the Student Services Coordinator at least 24 hours in advance.

Smoking/Tobacco Use

Eastern is a tobacco-free environment. Smoking and the use of all tobacco products (including, but not limited to, cigarettes, pipes, smokeless tobacco, e-cigarettes, vapes, and other tobacco products) are prohibited throughout all indoor and outdoor areas owned or under control of Eastern, including all land, buildings, parking lots, athletic facilities and college-owned vehicles. This also includes students, guests or employees using tobacco products in their personal vehicle while parked on Eastern property.

Drugs and Alcohol

The possession of or use of illicit drugs, including marijuana with or without a prescription, are not permitted in residential facilities or in any other campus buildings. Students are prohibited from possessing, consuming, transporting, dealing, being in the presence of, or exhibiting disruptive behavior influenced by the use of such substances. Residents found in violation of this policy will be subject to having his/her housing contract terminated and, in addition, may be subject to College disciplinary action and possible arrest, imprisonment, or fine according to State and Federal laws. Residents are responsible for items, including drugs and/or alcohol, found in their room. Regents Court residents are responsible for not only their room, but the

common area as well. Students are to report any drugs and/or alcohol found in their living area immediately to their Housing Coordinator or Campus Police.

Additional Treatment and Information Resources:

- Center for Substance Abuse Treatment & Information Referral Line 1.800.662.HELP (4357)
- National Council on Alcoholism and Drug Dependence Hope Line 1.800.622.2255
24 hours a day
- National Institute on Drug Abuse and National Institute of Health 1.800.729.6686, 1.800.437.4889 (TDY)
- Reach-Out Hotline (alcohol, drug, domestic violence, sexual assault, rape crisis intervention and mental health referral) 1.800.522.9054

Firearms/Weapons

Firearms (including air soft, BB, paint ball guns, or pellet guns), firecrackers, and explosives of any kind are not permitted on campus. (Campus Security Law 1990 and Oklahoma State Law). If you bring a firearm on to campus, it must be immediately checked in with Campus Police. Any device which fires a projectile (bow, crossbow, slingshot, etc.), or any other type of weapon, must also be checked in with Campus Police. Residents are also prohibited from possession or use of flammable or hazardous materials. Collegiate Officer Program (C.O.P.) students are exempt from this policy during summer skills training.

Room Entry

The College reserves the right to allow authorized college personnel to enter a student's room for an institutional-purpose search, such as:

- In the interest of the welfare, health, and safety of the resident or residential community
- To conduct periodic general room inspections for overall cleanliness and maintenance of acceptable standards
- To provide maintenance, perform repairs or other related activities
- To address a possible policy violation or law that has or is being broken
- Emergency events

A preventative safety inspection for each resident's room will take place at least once during the semester. The emphasis of these inspections is the verification that students are not actively contributing to any condition that would put their health or safety at risk. During these inspections, Residence Life staff will enter rooms and look for items or conditions that might possibly pose a health or safety hazard to students or to campus housing. Areas to be addressed are:

- Water Leaks/Mold/Mildew
- Sanitary Conditions/Cleanliness Standards
- Alcohol/Drugs/Illegal Weapons
- Smoke Detectors/Air Vents

- Guest/Pets/Lease Violations
- Candles/Open Flames/Overloaded Electrical Outlets, etc.

Room Care

Residents are responsible for the care and good/safe order of their rooms and residence hall facilities. Residents may not make alterations to rooms or halls without permission of the Residence Life Coordinator or Director of Student Life. Decorations are encouraged if they do not create hazards or cause damage to the room. The use of tape or nails is not allowed because of the damage to surface materials and finishes. Adhesive wall hangers are the only means by which you may hang items. The use of nails and tape will result in forfeiture of the deposit and may be the resident may be charged additional fees depending on the level of damage. Students may not remove any furniture that is assigned to their rooms.

Pets

No pets of any kind are permitted in campus housing. Residents found in possession of pets will face disciplinary action and/or loss of security deposit, as well as the immediate removal of the pet by college staff or animal control personnel. The college is not responsible or liable for any pet while on Eastern property or entities in possession of the pet following removal. Students residing in apartments may be eligible to receive a waiver for service animals. Necessary forms, evaluation and authorization will need to be completed with the Student Services Coordinator or Director of Student Life prior to the animal's arrival on campus. Visit the Office of Student Affairs for more information on this process.

Room Condition Contract

This contract is a checklist of room furnishings and signed by each resident and a Residence Life Staff Member during check-in/check-out. Either resident (double occupancy) or a single resident of each room will be responsible for the condition of the room and all furnishings. Residents share equal responsibility for reimbursing the college for any damage(s). Residents may also be required to share the expense of repair or replacement of any property in areas commonly used by residents and their guests, such as outside walkways, equipment in the laundry room, etc. Upon checking into a room, each student has a responsibility to complete a Room Condition Contract with a Residence Life Staff Member. When students check out of their room, charges will be assessed for any damages to the room which have occurred during occupancy.

Room or Roommate Changes

A room or roommate change may be requested in writing to the Residential Life Coordinator in circumstances that warrant a room change. All roommate changes must be approved by the Residential Life Coordinator. One room change request may be granted at no cost. There will be a \$50 room change fee for each additional move.

Room Keys

You are responsible for each key issued to you. Residents are required to report lost keys from 8:00 a.m. to 4:00 p.m. Monday-Thursday at the Housing Office, located in E.E. Tourtellotte Student Center on 2nd floor office 208 as soon as possible. Students are only issued keys for their assigned room/hall/apartment. There is a \$150 per key charge for a residence hall key.

Lockout

Check to see if your roommate is around first! Between the hours of 9 p.m. and 7 a.m., students who are locked out should contact their roommate first, then the Residential Assistant on duty. If the RA on duty is not available, then campus police should be notified as a last resort. During the daytime, 8 a.m. to 4 p.m. Monday through Thursday, students should seek their roommate, then the RA, if they are not available the Student Services Coordinator or, again as a last resort, campus police. Keep in mind, RAs may be in class. If locked out and students cannot find their roommate, RA or the Student Services Coordinator, they should call the housing office at 918.465.1818 and allow up to thirty minutes for someone to respond. There will be a \$5 fee for every unlocked door after the first incident.

Single Occupancy

If a resident occupies a double occupancy room as a single, the college reserves the right to bill at a higher, single occupancy rate. Students who wish to avoid the higher rate should contact a Residence Life Staff Member to arrange for a roommate. Students wishing to occupy a single room must sign a single room contract.

Housing During School Breaks

Students must vacate campus housing during certain holidays and breaks (Thanksgiving break, winter break, spring break, etc.). Residents are allowed to leave items in their dorm room during breaks, the room should be cleaned, and trash taken out before leaving. Residents may request permission in writing (a minimum of 7 days in advance) for housing during campus breaks. Permission must be granted by the Student Services Coordinator or Director of Student Life. Additional policies are in effect during break times and will be communicated when students request to remain. Meal plans are not active during break periods.

Campus Housing Services

Parking

Students must register for a parking permit in the Office of Student Services, located on the second floor of the E.E. Tourtellotte Student Center in Room 208. Parking permits are \$20 (charged to account) and are valid for one year. Replacement permits are \$5 each.

Students are not permitted to drive their cars across campus to attend class in buildings, they are expected to walk unless there is a physical reason for them to be transported (physician's note required) in this manner.

Mail

There is no general delivery mail service at Eastern. Students may purchase a mailbox for \$20 per six months from the Post Office located on the first floor of the E.E. Tourtellotte Student Center across from the Bookstore. The Post Office is open Monday through Thursday from 10 a.m. to 1 p.m. and Friday from 10 a.m. to 12 p.m. All items that are shipped to the Eastern campus will be delivered to either the post office or to the physical plant building on the west side of campus. You will be notified when the package is delivered to the physical plant and are expected to pick it up in a timely manner. Eastern is not responsible for lost or stolen packages.

Laundry

Laundry facilities are available in each residence hall. Students are assessed a \$50 laundry fee each semester. The washers and dryers can be used as needed with no additional cost. Residence Hall washers and dryers are not for use by individuals living outside of residence halls unless permission has been given by the Student Services Coordinator or the Director of Student Life. Any other resident who wishes to use these facilities will be assessed a \$15 fee (per month). Do not leave laundry unattended. Eastern is not responsible for items left unattended.

Cable TV

Cable TV through Vyve is available in each room, in each residence hall and apartment. A remote control is required for the cable box and may be purchased at the Bookstore for \$10.

Internet

Eastern's entire campus has free wireless internet services, and a password is not required.

Maintenance

Eastern's Physical Plant and Maintenance Office is responsible for basic and general preventative maintenance of the facilities. It is important that residents take responsibility in reporting maintenance issues that they may have experienced, witnessed, or caused. Visit eosc.edu/housing to complete an online Campus Housing Maintenance Order Form to report non-emergency general maintenance and repairs. Non-emergency maintenance requests will typically be addressed in 2-3 days during normal working hours (Monday-Friday, 8 a.m. to 5 p.m.). Please be aware maintenance and repairs may take longer to address during holidays and move-in/move-out times due to an increased number of requests. In the event of an emergency maintenance issue, please contact the Residence Hall Coordinator in your building or the Student Services Coordinator at 918.465.1876. After hours, please contact Campus Police at 918.465.1718.

Maintenance issues that would be considered an emergency include:

- No heat
- Power outages that impact an entire apartment, floor, or building
- Flooding

- Vandalism that requires the securing of an area
- Windows that are completely broken out
- Alarms that are associated with fires or other disasters

Custodial Services

Custodians are responsible for cleaning public areas of the facilities. However, a large part of the upkeep is the residents' responsibility. Custodians are not required to clean messes that are the result of resident acts. Residents may be assessed costs of extra cleaning performed by custodial personnel resulting from unnecessary disorder.

Trash and Recycling

Trash is to be disposed of properly in the receptacles located at various points around the residence halls for resident use. A recycling trailer for paper, plastic and cardboard is available for student use. It is in the parking lot north of Baker Hall.

Front Desk

Each residence hall has a reception desk that is staffed by RAs during scheduled hours of the day. They are there to assist residents with information and concerns. They also have recreation equipment and games that can be checked out using a student ID. Visitors may be required to sign in and out during hours when the front desk is in use.

Safety and Security

Illness or Injury

If you are ill or sustain an injury, you are encouraged to contact Campus Police, or a member of the Residence Life staff for assistance. Some Clinical services are provided for eligible EOSC students through a contractual agreement with Wilburton's Health and Wellness Center. All currently enrolled, full-time Eastern students are eligible for health services provided free of charge for students without health insurance. Costs will be charged to private insurance for students who have coverage. All appointments must be scheduled through the Office of Student Services at 918.465.1818.

Fire Safety

Fire drills are conducted periodically, and residents must follow the emergency procedures and evacuation plans as posted. According to state and federal law, residents must participate and evacuate in the event of a fire drill. Failure to evacuate residential facilities during a fire drill or once a fire alarm has sounded may result in disciplinary action and/or a fine. Residents are required to clear all facilities in a timely manner, while practicing safe exit procedures. Rooms in residence halls are equipped with an evacuation route map located on the back of each room door.

Storm Shelters

Storm shelters are provided for students in the event of severe weather. When necessary to take cover, residents should make their way to the following areas once the City of Wilburton sirens sound:

- Miller Hall – First floor interior hallway
- Johnston Hall – First floor interior hallway
- Choctaw Hall – First floor, laundry, and storage area
- Regent Courts and Family Student Housing – Gunning Hall basement

In addition to the City of Wilburton sirens, student should also sign up to receive Rave alerts from EOSC. To verify your cell phone number is registered to receive Rave alerts please contact Student Services at 918.465.1818

Campus Police Coverage

Eastern Campus Police provides coverage seven days a week on the Wilburton campus. Officers can be reached at 918.465.1718. Residence Hall Coordinators and Resident Assistants will also be on duty during the evenings and on weekends. Campus police officers will periodically walk-through residence halls and check exterior door locks to help ensure the safety of residents. All students are required to comply with instructions provided by campus police personnel.

Residence Halls are equipped with security cameras at multiple points in the buildings. This camera footage is reviewed as necessary by Campus Police and Residence Life staff to ensure a secure environment for students. Any student found relocating, removing, disabling, tampering with, or destroying security or safety equipment will face serious disciplinary actions that may result in the termination of the housing contract.

Eastern does not assume any liability or responsibility for the loss, theft, or damage to any student's personal property while in our residential facilities. The following is suggested:

- Keep doors and windows locked at all times
- Do not prop open interior or exterior doors at any time
- Carry insurance on all valuables
- Mark all personal property with your name, including books
- Report lost keys and broken locks to the Residence Life staff immediately
- Do not leave laundry or valuables unattended

Unauthorized Entry/Door Use

Certain areas around or within residential facilities are off limits to residents. Restricted areas include mechanical rooms, custodial closets, roofs, attics, ledges, unoccupied buildings, and locked areas. Other prohibited entry points include balconies, ledges, and windows. Furthermore, residents are prohibited from propping open or impeding the proper function of exit doors.

Residence Life Disciplinary Fine Schedule

- Alcohol Violation
 - 1st Offense - \$150 fine and one alcohol counseling session
 - 2nd Offense - \$300 fine and two alcohol counseling session
 - 3rd Offense – Automatic dismissal from campus housing
- Animals in campus housing
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$150 fine and possible dismissal from campus housing
- Bullying, harassment, or sexual misconduct
 - \$250 fine and automatic dismissal from campus housing
- Destruction, defacement, or tampering with college property
 - 1st Offense – \$100 fine plus cost of repairs/replacement
 - 2nd Offense - \$200 fine plus cost of repairs/replacement
 - 3rd Offense – Cost of repairs/replacement and automatic dismissal from campus housing
- Disorderly Conduct (hazing, fighting, etc.)
 - 1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$200 fine and possible dismissal from campus housing
- Misuse, sharing or duplication of housing keys
 - 1st Offense - \$100 fine
 - 2nd Offense - \$200 fine
 - 3rd Offense - \$250 fine and possible dismissal from campus housing
- Open Flame (candles, incense, oil burning lamps, etc.)
 - 1st Offense – \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$200 fine and possible dismissal from campus housing
- Possession and/or use of firearms, and/or weapons, pyrotechnics, and fireworks
 - \$250 fine and referral to Campus Police
- Possession and/or use of drugs
 - 1st Offense (no arrest) - \$250 fine and dismissal from campus housing
 - 2nd Offense (arrest) - \$350 fine and dismissal from campus housing
- Tobacco, E-Cigarettes, E-Vapes
 - 1st Offense - \$100 fine

- 2nd Offense - \$150 fine
- 3rd Offense - \$300 fine and possible dismissal from campus housing
- Unauthorized appliances
 - 1st Offense – \$50 fine
 - 2nd offense - \$100 fine
 - 3rd Offense - \$150 fine and possible dismissal from campus housing
- Unclean/unsanitary conditions (inside or outside)
 - 1ST Offense - \$50 fine
 - 2nd Offense – \$100 fine
 - 3rd Offense - \$150 fine and possible dismissal from campus housing
- Visitation Violation
 - \$1st Offense - \$50 fine
 - 2nd Offense - \$100 fine
 - 3rd Offense - \$200 fine and possible dismissal from campus housing

***In addition to the disciplinary/fines listed above, community service hours may also be assigned if deemed appropriate.**

If a student violates a Residence Life Policy, the student will be required to meet with the Director of Student Life on the next working day after the violation. If the student is unable to meet the next workday, the student must contact Student Services at 918.465.1818 to schedule an appointment. If the student fails to meet with the Director of Student Life within 3 days, **the violation will automatically be assessed to the student's account. The student will be fined according to the list above.** Payment must be made to the EOSC Business Office.

Residence Hall Damage Fees Schedule

- Bathroom
 - Faucet - \$100 fine plus cost to repair/replace
 - Mirror - \$100 fine plus cost to repair/replace
 - Sink - \$100 fine plus cost to repair/replace
- Ceiling Tiles
 - \$50 plus cost to repair/replace
- Cleaning Fine
 - General Cleaning - \$50
 - Deep Cleaning - \$100
- Entry Door
 - \$100 plus cost to repair/replace
- Lockset/Doorknob
 - \$100 plus cost to repair/replace
- Flooring Cover
 - \$100 plus cost to repair/replace

- Interior Door
 - \$100 plus cost to repair/replace
- Kitchen
 - Faucet - \$100 plus cost to repair/replace
 - Countertop - \$100 plus cost to repair/replace
 - Cabinet - \$100 plus cost to repair/replace
- Light Fixture
 - \$25 plus cost to repair/replace
- Furniture
 - Bed Frame - \$350
 - Mattress - \$250
 - Desk - \$300
 - Wardrobe Closet - \$450
- Safety System
 - Fire Extinguisher - \$75 (discharged); \$125 (replace)
 - Smoke Detector - \$50
- Walls
 - Bathroom Repaint - \$150
 - Bedroom Repaint - \$200
 - Hole/Dent Repair - \$75 each
 - Windows - \$100 plus cost to repair/replace

NOTE: These charges are minimums. Depending on the type and extent of damages, a given charge can be increased to the appropriate level. Any item not listed above will have charges assessed on an individual basis

- Bathroom
 - Faucet - \$100 fine plus cost to repair/replace
 - Mirror - \$100 fine plus cost to repair/replace
 - Sink - \$100 fine plus cost to repair/replace
- Ceiling Tiles
 - \$50 plus cost to repair/replace
- Cleaning Fine
 - General Cleaning - \$50
 - Deep Cleaning - \$100
- Entry Door
 - \$100 plus cost to repair/replace
- Lockset/Doorknob
 - \$100 plus cost to repair/replace
- Flooring Cover
 - \$100 plus cost to repair/replace
- Interior Door
 - \$100 plus cost to repair/replace
- Kitchen
 - Faucet - \$100 plus cost to repair/replace
 - Countertop - \$100 plus cost to repair/replace
 - Cabinet - \$100 plus cost to repair/replace
- Light Fixture
 - \$25 plus cost to repair/replace
- Furniture
 - Bed Frame - \$350
 - Mattress - \$250
 - Desk - \$300
 - Wardrobe Closet - \$450
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NOTE: These charges are minimums. Depending on the type and extent of damages, a given charge can be increased to the appropriate level. Any item not listed above will have charges assessed on an individual basis