



USAO HOUSING & RES LIFE

2019-2020 Guide

QUICK REFERENCE GUIDE

Security: 405-222-8066

Emergency: 911

Director of Housing and Residence Life

Bobbie Shores

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Director of Student Involvement and Housing Coordinator of Sparks and Robertson

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**For any questions, comments, or concerns, please use the Housing Contact Form:
usao.edu/forms/housing-contact-form**

Sparks:

RA Desk: 405-574-1305

RA Cell: 405-320-1871

Lawson:

RA Desk: 405-574-3187

RA Cell: 405-320-0378

Robertson:

RA Cell: 405-320-0653

Lawson, Sparks and Robertson RA Desk Times

Sunday thru Thursday – 7:00pm to 12:00am

Friday and Saturday – 8:00pm to 1:00am

Cafeteria: 405-574-1371

Dusty's: 405-574-1255

IT: 405-574-1245

Student Services: 405-574-1278

USAO Operator: 405-224-3140

Nash Library: 405-574-1343

Mailboxes are accessible 7 AM – 12 AM daily.

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WELCOME

Welcome to USAO Housing! We are excited to begin this new year. The housing staff has worked hard over the summer. We have made some changes and cannot wait to get the year started.

Our goal in housing is to provide you with a safe and healthy living environment. Your well-being is our priority. If you are having a bad day, we are here for you. If you have something exciting to share, we will listen. If you need someone to be a sounding board, let us know! We want this to be your home away from home.

Some are you are new to housing, some on your 3rd or 4th year. Whatever your status is, we welcome you with open arms and hope you find your place at USAO!

Sincerely,
Bobbie Shores
Director of Housing & Residence Life

MISSION STATEMENT

The department of Housing and Residence Life fosters an inclusive, safe and healthy learning environment. We are devoted to academic success through interpersonal growth and student engagement opportunities.

HOUSING AND RESIDENCE LIFE STAFF

Housing and Residence Life staff are members of the Student Services team at USAO, supervised by the Dean of Students. The Housing and Residence Life staff have the overall responsibility for residence halls, apartments, housing programs, and services. Each residential area is staffed by trained professionals who are available to help you make the most of your on-campus living experience.

All staff members are trained to provide you with leadership, assistance, and support. The roles are as follows:

Resident Assistants

RAs are students of the University and living in campus housing. Prior to beginning this position, each resident assistant (RA) receives special training in all aspects of residence hall living, which includes programming, advising, and safety and security measures. As the main point of contact for residents, RAs are an excellent source of campus and community information. RAs will have designated on-duty hours each evening within the residence halls.

Housing Coordinators

These professional staff members live in their designated residence halls. They are responsible for the administrative and managerial operation of the residence halls, which includes supervising the RAs and ensuring timely follow-through with all issues, maintenance-related or otherwise. The Housing Coordinator also facilitates social, cultural, educational, and recreational activities and community service programs throughout the residence halls to help create an atmosphere conducive to both the academic and social learning of a diverse student population.

Director of Housing and Residence Life

The Director of Housing and Residence Life oversees all of housing and strives to create a healthy and safe living environment for residents with the assistance of the Housing Coordinators and RAs. All housing judicial issues are handled by the Director of Housing.

Other Housing-Affiliated Departments

Building Services/Custodial Services

Staff are assigned to each residential community, providing care and upkeep only for the common areas—not the residents' personal spaces.

Security

USAO officers routinely patrol the residence halls, apartments, and parking areas. They are dedicated to aiding residents and staff, while maintaining law and order in and around these areas.

RIGHTS AND RESPONSIBILITIES

Living in a Community

Housing staff works jointly with residents to provide a pleasant and safe community for all. As a member of the USAO community, you have a responsibility to be courteous and respectful, keep campus and your personal areas clean, and observe basic safety practices. If you feel community expectations are not being met, please make those concerns known to your Housing Coordinator.

You are expected to be aware of and adhere to the rules, for your own wellbeing as well as that of the residential community as a whole. You, your roommate(s), and any guests are fully responsible for all activities that occur in your room or apartment. The rules and regulations of the University and your specific residence hall are clearly explained in this handbook.

You are also expected to take pride in the housing community by cleaning up after yourself in common areas and by discarding trash in appropriate receptacles. If common areas are unclean or unsanitary, please let your Housing Coordinator know immediately.

Involvement in the Community

Treat People Well

In a community where people are respectful, kind, and interested in one another, a sense of pride builds naturally. Treat people as you would like to be treated, and your actions will come full-circle.

As a student and a member of the USAO residence hall community, you are free to be yourself. However, issues of human dignity, equality, and safety are nonnegotiable. Refrain from and discourage behaviors that threaten the safety, freedom, and comfort of others.

USAO promises both academic and personal growth. Take pride in the housing community and the USAO campus. Get involved wherever and whenever the opportunity arises.

Help Us to Keep USAO Beautiful

Simple, positive actions—like picking up litter when you see it and recycling your waste—can be contagious. Our communities and campus will look better, and you will be doing something important for the environment.

Speak Up

When you see something in need of repair or improvement, inform your RA or Housing Coordinator. Do not expect or wait for someone else to take care of it.

Report Problems

If something is not working properly, report it. Help campus staff by reporting all things, no matter how small you might think an issue is.

Diversity

Residence Life is committed to fostering diversity among its students. The community is expected to demonstrate consideration for other students and their values at all times.

Courtesy and Quiet Hours

As a member of the community, you are expected to constructively confront noise that is considered disruptive prior to contacting a Residence Life staff member for assistance. If you have a problem with the noise level with a neighbor, talk to them first and try to work it out.

Sparks, Lawson, and Robertson Quiet Hours:

Sunday – Thursday:	10:00 PM – 10:00 AM
Friday – Saturday:	12:00 AM – 10:00 AM
Finals Week:	24-Hour Quiet Hours

Privacy

As a resident, you have certain rights to privacy. Entry to your room is authorized only:

- By your permission
- By your roommate's permission
- For repairs, room inspections, or maintenance after reasonable notice has been given or you requested the service
- To turn off unattended music, persistently sounding alarms or telephones, or other noise-producing devices, after unsuccessfully attempting to contact you
- During fire drills or alarms
- During emergencies
- Where danger to life, safety, health, or property is reasonably feared
- Upon authority of a search warrant issued by a university official pursuant to the Student Code of Conduct or by a court jurisdiction
- For inspection during all closings

FERPA

The Family Educational Rights and Privacy Act of 1974 (also referred to as the Buckley Amendment) grants you the right of privacy toward your records, both academic and disciplinary. For further information, please visit <https://usao.edu/about-usao/family-educational-rights-and-privacy-act-ferpa-and-student-right-know-disclosures>.

Title IX

USAO does not discriminate in its educational or employment benefits, activities, or programs on the basis of gender pursuant to Title IX of the Education Amendments Act of 1972. Please familiarize yourself with the policies and procedures of the University's Sexual Assault, Discrimination, and Harassment Policy located in the Student Handbook. Should you experience any sexual assault, harassment, or discrimination, please contact Student Services at 405-574-1278 to file a complaint.

Communications from the University

You are responsible for checking your mailbox and USAO email account frequently. This is how Housing will contact you for official business throughout the academic year. Failure to check these university-issued communication sites does not exempt you from any information delivered to you.

Furthermore, mandatory floor and hall meetings may be held at the beginning of each semester and periodically throughout the year. These meetings are for your benefit, and as a member of the community, you are responsible for any and all information discussed at these meetings.

Complaints

You are responsible for contacting your RA with any concerns, questions, or complaints. The RA may decide that it is necessary for a Housing Coordinator to intervene. In situations where you feel uncomfortable approaching your RA, you may take your concerns directly to your Housing Coordinator by making an appointment via email or phone. If you are still dissatisfied after that point, you may make an appointment with the Director of Housing. When making an appointment, you will need to briefly describe the nature of your concern.

HOUSING CONTRACTS AND ASSIGNMENTS

Contracts

The Housing and Food Services contracts are for the academic year and/or summer. The University retains the right to terminate the housing contract or reassign residents to different rooms or centers upon violation of the terms of the contract or when it is in the best interest of the student and/or the University. Violation of the terms of the signed contract includes—but is not limited to—violations in this guide and the University Student Code of Conduct. If you would like to appeal a decision, you may do so through Student Services, located on the third floor of the Student Center.

Financial Responsibilities

Room and board payments must be made one at a time for each semester, or as arranged through the University Business Office. Payment in full for each semester or the first installment payment must be received by the due date as designated on the University Billing Statement. You are responsible for paying all room and board charges for the entire term of the contract. Payment of room and board charges are not contingent upon whether or not you receive financial aid or loans. If you choose not to be reassigned to a different room or building during the consolidation period, you will be charged the full room rate starting with the date that reassignment was made by the Housing staff. If your bill is not fully paid with the Business Office, you will not be allowed to refuse reassignment, and you may be removed from housing.

All payments for housing are made in the Business Office, located on the second floor of Troutt Hall. Please be sure to include your name and student ID number on all payments made to the Business Office. If you have any questions regarding your contract, please contact Student Services at 405-574-1278. Failure to pay room and board may result in a hold placed on your account and the inability to enroll in future classes. Payment is due on the first day of classes.

Deposit

If you check out of student housing properly at the end of the contract period, you may be eligible for a refund of your security deposit; please allow the University 6 to 8 weeks to process your refund.

However, if damages are found in your housing assignment, the appropriate University housing charge may be deducted from this security deposit. If you break your housing contract, you forfeit your security deposit. In the case of an outstanding balance with the University, your housing deposit will be applied to your bill.

Leaving Residence Housing

You will be held to your contract for the duration of the contract period.

If you are contractually eligible to move off campus or if you are withdrawing from school, you have 24 hours to complete a proper checkout with the RA on duty. Specific details on checkout procedures will be available near the end of each semester. Please refer to your contract for specific move-out deadlines. Failure to complete a proper checkout will result in charges and forfeiture of your deposit, as outlined above.

Contract Termination

Under certain circumstances, Student Services may grant you the right to terminate your housing contract. To have your case considered, you must obtain a Contract Cancellation Request Form from Student Services and submit it in writing to the same office. This form is only an application for potential release from the academic year contractual requirement—you should never assume your request has been approved until receiving written notification of such approval from Student Services. Phone-call requests for cancellation are not accepted.

Upon reasonable notice and for good cause, the University reserves the right to terminate this contract at any time. Examples of good cause include, but are not limited to:

1. Failure to make payment of required charges by announced deadlines
2. A change in student status, including academic or disciplinary suspension
3. Failure to attend classes
4. Failure to comply with:
 - a. state or federal law
 - b. residential facility policies and regulations
 - c. rules and regulations as described in the most current issues of the Student Handbook and Residence Life Guide
 - d. your housing contract and its terms
 - e. any other published rule and regulation of the University
5. Failure to admit an officer or agent for reasonable inspection of your room for health, safety, or sanitation standards
6. Failure to comply with the direction or order issued by and with the authority of any officer of the University
7. Possession, sale, or use of drugs*
8. Weapons possession*
9. Tampering with life safety equipment or otherwise endangering the safety and/or security of other residents
10. Failure to occupy the assigned space before the established deadlines for each semester
11. Failure to stay enrolled

*If you use and/or possess illegal drugs or weapons in any residential facility, you will have your room contract terminated without financial refund.

Should the contract be terminated, if you are in good standing, you will have 24 hours to vacate your residential facility. If you fail to vacate within the allowed time period, the room lock will be changed at your expense, and any of your property remaining in the University room or building will be treated as abandoned property. All charges for removal and disposal will be assessed to you.

If the contract is terminated and you are not in good standing, you will be required to vacate immediately.

Check-In and Checkout

Procedures: Instructions given by Housing at the beginning and ending of each term must be followed.

Check-In

With an RA, complete a check-in form for your assigned room, noting the original condition and inventory for your room at the time of move-in. Pick up your key from the RA.

Checkout

Return your living area to its original state, including the removal of all personal items and cleaning of all areas and appliances. Then schedule a checkout appointment with your RA. The room will be checked for cleanliness and/or damages. If damages are noted additional charges or fines may be applied; not signing the checkout form does not cancel the damage charges. Your room or apartment keys are to be returned at the time of checkout. Please note that mail keys must be returned to the Student Services office during regular business hours.

Express Checkout

Express checkout is an option that allows you to turn in your key(s) and properly check out without an appointment with or the assistance of an RA. By selecting the express checkout option, you are committing to:

- Follow all checkout and cleaning instructions
- Decline the benefit of having an RA present to conduct a formal checkout prior to your departure
- Wave your right to appeal any checkout charges, including those related to damages or cleaning

Property Abandonment

If you leave your personal property behind—in a room, apartment, or storage area, whether by proper or improper checkout—a written notice will be sent to the forwarding address and/or

email address on file for you. You will be given 14 days thereafter to claim your items.

If you do not respond within the 14-day deadline, the personal property left behind will be deemed to have been abandoned and will become the property of the University and the state of Oklahoma. It may be removed and disposed of at your expense.

The University shall not be responsible or liable for any losses or damages to any abandoned property. USAO assumes no responsibility or liability, in any way or manner, for maintenance, protection, or safekeeping of abandoned personal property or any personal property on University premises.

Room Transfers

If you wish to change rooms voluntarily, contact your Housing Coordinator to determine if an arrangement can be made. Once you have approval for a room change, you may consult the RA on duty or your Coordinator for assistance checking out of your current room and into your new one.

The University reserves the right to make and alter the Student Assignment and roommate assignments, to consolidate vacancies, and to require a you to move from one room or residential facility to another. Race, national origin, disability, religion, or any other basis prohibited by federal or state law shall not be considered in making roommate assignments. Student Services will attempt to recognize mutual roommate preferences insofar as regular residential facility space is available.

When necessary, the University reserves the right to assign you to alternate housing (whether short-term or long-term) at either an on-campus or off-campus location. The University further reserves the right to require you to vacate the residential facilities on a temporary or permanent basis for failure to meet financial obligation to the University, exhibiting behavior not conducive to the living-learning environment established in the residential facilities, or failure to remain in good standing with the University.

If you are assigned a double room but do not have a roommate, you may be assigned one at any time. If you withdraw from the University, you will be required to vacate the residential facilities and must complete a proper checkout with the Housing Coordinator or designee within 24 hours of your withdrawal.

POLICIES AND PROCEDURES

The following information consists of important policies, procedures, and information that will be helpful to you as a resident in University housing. Please review the information and continue to use it as a resource throughout the academic year.

The policies contained in this guide have been written in an effort to provide a living environment that is supportive of your academic pursuits. The policies also reflect a need to be supportive of local, state, and federal laws. The residential living experience is designed to enhance academic success, provide a general feeling of satisfaction, and create a total residential experience that balances comfortable facilities, comprehensive programs, and services.

While structured policies are part of community living, the ideal community will be governed by behavior that considers respect for yourself, the people around you, facilities, and the community as a whole. In addition to knowing the USAO Housing and Residence Life policies and procedures, you are encouraged to become familiar with the USAO Student Handbook. Disregard for others or USAO policies procedures, or regulations may result in a referral to the Dean of Students.

Following is a list of Housing and Residence Life policies and procedures, sorted in alphabetical order for your convenient reference:

Alcohol & Drug Policy

Illegal use of drugs and alcohol is in direct violation of local, state, and federal laws, as well as University policies included in this handbook and the Student Code of Conduct. University policy strictly prohibits the illegal use, possession, manufacture, and dispensing or distribution of alcohol, drugs, or controlled substances in the workplace, on its premises, or as part of any University-sponsored activities.

Following is the set of rules that comprise USAO's alcohol policy:

- Residents and their guests who are under the age of 21 may not possess or consume alcohol.
- No resident or their guests, regardless of age, may possess or consume hard alcohol in the residence halls. Hard alcohol is defined as alcohol that is equal or greater than 15 percent alcohol by volume or 30 proof.
- Residents of the age of 21 or older are permitted to consume alcohol in the presence of those under 21.
- It is a violation of any resident to provide alcohol to any under the age of 21.

- It is a violation of housing policy to provide alcohol to anyone who is visibly intoxicated, regardless of their age.
- It is a violation of housing policy to be publicly intoxicated in the residence halls. Students 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.
- Open containers of alcohol are not permitted in public or common areas, either inside or outside of the residential buildings. Common areas include, but are not limited to: outside entry or adjacent sidewalk areas, all lounges, Lawson Clubhouse, the Lawson pool, community kitchens, recreation rooms, entertainment areas, hallways, lobby restrooms, stairways, fire exits, and laundry rooms.
- Residents' entry doors must remain closed while alcohol is being consumed.
- Any activities that induce, encourage, or result in the rapid consumption of alcohol are prohibited. Items used for drinking games or other activities that encourage the excessive or rapid consumption of alcohol (e.g. key, beer pong tables, beer bong, funnels, etc.) are prohibited.

University officials will ask individuals who violate the alcohol policy to dispose of all alcohol in their possession. If you violate the alcohol policy, you may be referred for disciplinary action. University officials have discretion to call the police.

There are several actions that are permissible in University housing in dealing with alcohol violations:

- Names and photo ID will be taken from all residents in a room or apartment where a staff member believes a violation has taken place. Serving alcohol to underage persons on University housing premises would be one such violation.
- Under federal legislation adopted in 1998, the University may notify your parents or guardians if you are under the age of 21 and have been found guilty of an alcohol or other drug violation. Notification of parents may occur when the Residence Life staff believes it will help you. When practical, conversations may be held with you before contact is made with your parents to determine whether such contact is the best course of action.

Medical Marijuana

It is illegal to use, be under the influence, manufacture, possess, cultivate, distribute purchase, or sell any alcohol and/or drugs (illegal and/or dangerous or controlled substance, including marijuana) and/or any drug paraphernalia while on college owned or college-controlled property, and/or at any function authorized or supervised by the college and/or in state owned or leased vehicles. Although Oklahoma state law permits the use of medical marijuana, i.e., use by persons possessing 57 Last Review: 7-17-19 lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. The use, possession or cultivation of

marijuana for medical purposes is therefore not allowed in any USAO housing or any other USAO property, nor is it allowed at any University sponsored event or activity off campus. Students with prescriptions for medical marijuana may contact the Dean of Students office and submit a letter requesting to be released from their university housing and dining contract. USAO will make accommodations for students who are registered to use medical marijuana under state law by waiving the requirement for them to live on campus or by allowing them to end their housing contract and move off campus. In such situations, students will be released from their contracts with no financial penalty. Any payments made to the university for dining services or housing facilities will be returned to the student in proportion to the remainder of their time on a university meal plan or in university residence halls.

Assistance Animals in University Housing

Federal law allows individuals with disabilities the presence of a broader range of animals ("assistance animals") in University housing as compared with the campus as a whole. By law, an assistance animal means any service animal, as defined above, as well as an animal needed for emotional support (an "emotional support animal," or ESA).

You may keep an assistance animal as accommodation in University housing if:

- You have a disability
- The animal is necessary to afford you an equal opportunity to use and enjoy a dwelling
- There is an identifiable relationship between the disability and the assistance your animal provides
- The accommodation has been approved by Disability Services

Requests regarding the presence of service animals or ESAs for students with disabilities on campus is coordinated, reviewed, and maintained by the Office of Disability Services. If you are seeking use of a service animal or ESA within housing, you must submit an Accommodation Animal Request Form to Disability Services for review and evaluation. Disability Services may require you to submit additional supporting documentation to process this request.

Disability Services will inform Housing of your eligibility for requested assistance of accommodation. Until your service animal or ESA has been approved, it is not allowed in University housing. If you are seen hosting unauthorized animals (other than service animals or ESAs), however temporary the visit, you may incur a cleaning/room recovery charge for every occasion the animal is seen, billed to your account.

If you do receive permission to keep your support animal on campus, you must be in full control of the animal at all times. The animal must be up to date on all necessary vaccinations, and you are responsible for submitting current vaccination records to Student Services as required. The care and supervision of your service animal is solely your responsibility. It must be contained

within your private residential area—your room—at all times, except when transported outside your room in an animal carrier or controlled by leash or harness.

As the owner, you are responsible for properly containing and disposing of all animal fecal waste. Indoor animal waste, such as cat litter, must be placed in a sturdy bag and tied securely before being disposed of in outside trash dumpsters. Outdoor animal waste, such as dog feces, must be immediately retrieved, placed in a plastic bag, and securely tied before being disposed of in outside trash dumpsters. Mutt Mittens are located on the south side of Shafer and the north side of Lewis; you may use these freely to pick up any animal waste.

Bicycles

If you intend to have a bike on campus, here are some things to keep in mind:

- All bicycles on campus (whether owned by student, faculty, or staff) are required to have a permit. You may obtain one at Student Services at no cost.
- Bicycle racks are located outside of each residence hall. Do not secure a bicycle to a tree, sign post, or handrail; you also must not allow your bicycle to block stairways, breezeways, stairwells, ramps, or other pedestrian or emergency access. If you do, your bike will be subject to impoundment, and you may be fined.
- Always lock your bicycle when leaving it unattended.
- Annually, any unregistered bicycle left around the residence halls without a permit will be considered abandoned property and will be confiscated by USAO Security. The University will not reimburse owners for locks or chains removed during this operation.
- All motor vehicles, except mopeds, are prohibited from parking in bicycle racks.

Commercial Use of Room

You are not allowed to use your room—or permit it to be used—for any commercial purposes, except for incidental commercial use such as receipt of telephone solicitations of sales orders. Commercial soliciting in the building or on the grounds is forbidden.

Conduct and Behavior

Even if you are not actively involved in a violation, you may be held responsible if present while one occurs, or if you have given others access to the room. It is your responsibility to put an end to any violation that occurs in the room, and to call Housing staff and/or Security. You should always lock your doors when leaving your room or apartment.

You are responsible for acquainting yourself with the information contained in this handbook and educating yourself on the Student Code of Conduct, and for abiding by campus behavior

standards. The rules and regulations encourage a standard of conduct that is necessary for academic growth and personal development. Should you violate any policy, you may be issued a fine, referred for judicial proceedings, and/or referred to criminal prosecution if the incident violates University standards or the law. As a student and member of the USAO community, you are responsible and accountable for your actions.

Commercial soliciting in the building or on the grounds is forbidden.

Dean of Students

The Dean of Students is responsible for the oversight of the University discipline system. This includes handling all violations of the Student Code of Conduct (including disciplinary referrals) that occur on-campus, off-campus, and in the residence halls. The Dean of Students may be reached at 405-574-1330. The office of the Dean of Students is located on the third floor of the Student Center in Student Services.

Disciplinary Procedures

The responsibility for enforcement of the provisions of the Student Code of Conduct within and surrounding the residence halls lies with you, as well as the residence hall staff. Any member of the University community may report violations of the Student Code of Conduct for review. Judicial referrals and/or citations may be issued for violations of the Student Code of Conduct or policies outlined in this guide that occur inside the residence halls, at residence hall-sponsored activities, the dining locations, and/or surrounding residence hall properties and residences (including but not limited to parking lots, sidewalks, laundry facilities, volleyball courts, etc.).

Charges of alleged violations of the Student Code of Conduct should be reported immediately to an RA, Housing Coordinator, Housing Director, or the Dean of Students. If disciplinary charges are initiated against you, you will receive notification via your assigned USAO email account, mailbox, or telephone from the Student Services office within 7 class days. You will be required to schedule an appointment within 2 class days of the date that the notification was sent. At your scheduled meeting, you will have the opportunity to discuss the incident with the judicial officer.

If you are contacted by the judicial officer or designee, you should respond immediately by following the directions specified in the personal conversation, voicemail, email, and/or post letter that you receive, and schedule a meeting by the deadline identified within the notice. Failure to comply with these directions can be considered a violation of University policy, and the proceedings will continue with the information being presented and considered in your absence. A decision will be made without the benefit of your personal input, unless a documented emergency can be verified to account for your absence. Upon completion of the investigation, sanctions will be issued. You will have 3 days to appeal the decision. Upon review of the appeal, the Dean of Students will either support the charges and confirm the sanctions,

modify the sanctions, or dismiss the charges, depending on the totality of the information available.

Damage

You will be held liable for any damages and/or lost property you cause in either public or private areas of student housing, whether it is by accident, neglect, or intent. Damages must be reported within 24 hours of the occurrence to the Housing Coordinator. If the damage is to a room or living area occupied by you and other residents, if the University cannot ascertain who is responsible for damage or loss in the room, the cost will be divided equally among you and the rest of your roommates. Non-payment of debts may result in the withholding of academic records.

Defacement

Writing, drawing, or marking of any kind upon any of the following is prohibited:

- Permanent interior or exterior walls
- Signs or similar vertical surfaces
- Furniture
- Hallways
- Sidewalks
- Malls
- Patios
- Terraces
- Streets

Defacement also includes the spitting of saliva or any tobacco products, etc., on the aforementioned items.

Electrical Appliances

All appliances must meet Underwriters Laboratory Safety Standards. Appliances with fully enclosed heating elements and/or electrical wiring are permitted. Hot plates, halogen lamps, open-coil appliances, electric space heaters, air conditioners, and appliances that could melt or overheat if left unattended all constitute fire hazards and are prohibited. Use of multiple socket plugs, running cords under carpeting, and direct splicing in the electrical outlet is prohibited.

The use of surge protection strips is acceptable and recommended. Microwaves 1200 watts or less and refrigerators 5 cubic feet or less are allowed in student housing. Please note that USAO does not reimburse for spoiled food or damages to personal property due to appliance issues or power outages. Instead, you should purchase renter's insurance (see *Insurance*).

Failure to Comply

Failure to comply is defined as not cooperating with lawful directions of University officials acting in performance of their duties. Violations include failure to provide ID or a legitimate form of identification to a University official upon request. These officials can include but are not limited to: University Security officials, RAs, Housing Staff, Food Staff, and Custodial staff. Providing false information to a University official acting in performance of duties may result in additional disciplinary charges.

Guests

Non-residents are expected to abide by the stipulated visitation policies governing the residence halls. You are responsible for your guests and their actions. You must escort your guests at all times and must not leave them unattended. The University reserves the right to restrict the number of nights any non-resident may spend as an overnight guest in any University housing facility.

As your guests' host, you should make them aware of University and residence hall policies. You and your guest will be held accountable and liable for any University infractions or building damage done by your guest. University Housing reserves the right to restrict access by guests who have violated University policy and/or present a threat to the safety or security of residents. Disregard for University regulations will result in the eviction of the guests from the premises and possible permanent banning from campus housing.

See *Residence Halls* section for building-specific guest policies.

Hoverboards

Hoverboards are not allowed in University housing and residential facilities. They cannot be recharged in any USAO-owned/leased facility or building. If you choose to ride a hoverboard on campus, you must follow all traffic and pedestrian laws.

Insurance

USAO assumes no financial responsibility for damages to, or loss of, your personal property. USAO recommends that you check your parents' homeowner's insurance policy to see if your personal items would be covered in the event of damage while living in a residence hall or an on-campus apartment.

If you are not covered by your parents' homeowner's insurance or if you wish to purchase your own additional coverage, you may check with any general insurance agency for details on securing such insurance. Some options are listed below in no particular order and without any implied recommendation by USAO; we have no "preferred" vendor.

Arthur J. Gallagher & Co.
316 Maxwell Road, Suite 100
Alpharetta, GA 30009
1-888-411-4911
www.collegestudentinsurance.com

Haylor, Freyer & Coon, Inc.
231 Salina Meadows Parkway
Syracuse, NY 13212-4743
1-800-289-1501
www.haylor.com/student

Next Generation Insurance
5080 N. 40th Street, Suite 105
Phoenix, AZ 85018
1-602-314-3415
<http://nextgenins.com>

National Student Services, Inc.
P.O. Box 2137
Stillwater, OK 74076
1-800-256-6774
www.nssi.com

Items Subject to Confiscation

The following items are strictly prohibited in University housing and residence halls, and are subject to confiscation:

- Candles, incense, or anything else you would burn (even if you do not intend to burn them)
- Animals, except small fish
- Hoverboards
- Wireless routers and printers
- Toasters / toaster ovens / hot plates / open-coiled appliances
- Alcohol / decorated alcohol containers (even if empty)
- The use or possession of firearms (including BB, air, paint, and pellet guns)
- Explosives, firecrackers, ammunition, and other dangerous weapons
- Water balloons, unless prior approval is granted from Student Services

Keys and Campus Access

Drover Card

The University issues you a Drover Card. This card is your campus ID, your access to your meal plan, and your access to the residence halls, campus events, and various on-campus facilities. For Drover Card questions, contact Student Services at 405-574-1278.

If you lose your Drover Card, please pay \$25 at the Business Office prior to visiting Student

Services to get your replacement card; you must bring your receipt from the Business Office and present it before the new Drover Card will be made. Student Services is located on the third floor in the Student Center, Monday – Friday, 8:00 AM – 5:00 PM.

Keys

When you check into your assigned residence hall, you will be issued a key for your room or apartment. Keys are the property of the University and may not be duplicated or shared. You are responsible for any and all keys issued to you. Any tampering with or propping open of doors or locking mechanisms is strictly prohibited. Upon a proper checkout, any and all keys are returned to Housing.

Lost or Stolen Key

A missing room key—whether lost, stolen, or misplaced—should be reported to your Housing Coordinator immediately. If your room key has been stolen, report the theft to Security as well as your Coordinator. Failure to report the loss or theft of a key promptly, or loaning your key to an individual not on the contract for your room, is a violation of Housing regulations and may result in Housing declaring you in breach of contract or other disciplinary action. Loss of apartment or room key will result in an automatic charge for lock, re-coring, and replacement.

Lock-Outs

If you find yourself locked out of your room or apartment at any time, call Security first; you will need to state your name, apartment number, and room. Please be prepared to show identification for security purposes.

Maintenance

Regular upkeep and maintenance of your room or apartment is your responsibility. A maintenance request should be submitted only when an item in your room, suite, or apartment requires repairs or maintenance work; please report the problem directly to the Residence Life staff by completing the maintenance request form available on the USAO website. The University reserves the right to allow staff members to enter residences to examine, inspect, and maintain all of the facilities. You are not allowed to perform your own repair work or to hire an outside contractor.

Maintenance requests can be submitted online at <https://usao.edu/current-students/maintenance-requests>. Please complete the required information. In the event of a maintenance emergency, contact Security at 405-222-8066. You will need to provide your name, a clear description of the problem, and the location of the emergency (including floor and room). A maintenance emergency includes but is not limited to the following:

- Overflowing water from water heater, sink, shower/tub, or toilet

- Smoking or sparking appliances
- Unsecured or broken entry door, or completely broken window, depending upon extent and location of damage

Note: Please be aware that the Maintenance staff will enter your room/apartment to address the work order.

Damages that arise from a failure to submit maintenance issues will be your financial responsibility. Please contact your Housing Coordinator with any concerns.

Noise Complaints

Sound carries easily through residence hall rooms. Voices, stereos, televisions, and bouncing balls in your room can often be heard in other rooms on your floor and the floors above and below you. Remember that while you have a right to listen to music of your choice, other residents have a right to sleep, study, or listen to their own music without disturbance.

University Housing is committed to creating and maintaining an environment within the residence halls which allows for a reasonable degree of order and a maximum degree of personal freedom and privacy. You may be asked at times by other residents or staff to compromise by adjusting the sound/noise level in your room to reduce the disturbance to others around you. Please be considerate and flexible. Failure to comply when notified by the Residence Life staff may result in disciplinary actions.

Parking

If you have a motor vehicle, motorcycle, or bicycle on campus, you are required to obtain a parking permit. Permits must be displayed in the proper location on each vehicle for all motor vehicles, motorcycles, and bicycles. Parking is permitted only in designated areas. You are not permitted to park in visitor or Director spaces.

You may register for a parking permit at <https://usao.edu/forms/student-parking-permits>. After registering, you may pick up your permit at Student Services. Motorcycles may be parked in any parking space and require a parking permit. The issue of a parking permit does not guarantee a parking space; USAO cannot and does not assume the obligation of providing parking space for all vehicles. It is up to you, as the operator of the vehicle, to find a legal parking space. Lack of space is never an excuse for illegal parking.

Please also note the following:

- USAO does not assume responsibility for the care and protection of any vehicle or its

contents while said vehicle is operated or parked on the campus or land controlled by the University.

- “Junker” automobiles are not permitted on campus at any time. Disabled and derelict vehicles may be turned over to the police for disposal according to law.
- Mechanical work other than engine tune-up and tire changing is not permitted on the University campus.
- It is the responsibility of any driver of a disabled vehicle (i.e., dead battery, out of gas, etc.) to immediately notify Security of the problem and the location of the disabled vehicle. Failure to make notification may result in the vehicle’s being either towed or issued a ticket. Abandoned vehicles will be towed at the owner’s expense.
- Flagrant disregard of campus parking and traffic regulations—including not obtaining a parking permit—may result in the vehicle’s being towed to storage and the owner’s driving/parking privileges on campus being revoked.

Handicap Parking

Handicap parking is only for vehicles with state-issued handicap plates or tags. Tickets may be issued by the University and by city/county/state officials for misuse of handicap parking.

Visitor Parking

Parking is provided for visitors without USAO permits. Visitor vehicles may park in the designated areas for no more than a 24-hour period. Vehicles displaying a USAO permit are not permitted in this area.

Fire Lanes

Loading, unloading, or parking for any amount of time on fire lanes or sidewalks is prohibited. These lanes are only to be used in emergency situations by emergency professionals, or for approved University operational use.

Pest Control

Pest Control is scheduled for the second Tuesday of every month and as needed in order to spray the buildings. You must have floors and surfaces cleared in preparation for these visits.

Pets

Except as required by law, all pets (for example: dogs, cats, birds, rodents, reptiles) are prohibited from University housing facilities. Small, harmless fish are permitted, but these must be removed from the facility during breaks and at the end of the contract period. Guests may not bring cats, dogs, or other pets to the area while visiting. Strays should not be encouraged to remain in the area. Any animal found in the area will be presumed to be a stray and may be

removed. Failure to adhere to this provision will result in judicial sanctions and may result in immediate termination of the housing contract. A \$50 fine may also be implemented per animal, per offense.

Public Areas

Public areas are defined as areas within residence halls that are open and available to all residents (i.e., hallways, lounges, theater rooms, and lobbies). Please keep public areas clean. Personal belongings are not to be left in public areas due to health and safety regulations. Any personal items found in these areas shall be removed. The University is not responsible for any items left in public areas.

Commercial soliciting in the building or on the grounds is forbidden.

Room Decorations

Room decorations are allowed, but please consider the following:

1. You are prohibited from painting any surface in your room, including the walls, any wooden or metal surfaces, the ceiling, room and bathroom doors, and air conditioning/heating units.
2. The use of nails, Command Strips, 3M products, adhesive tape, double-sided tape, glue, fasteners, contact paper, etc., on doors, windows, ceilings, walls, dressers, desks, and shelves is strictly prohibited. Using any item that damages surface finishes will result in charges at the end of the year for damages to the permanent furnishings.
 - a. Size 3d nails and thumbtacks are allowed on walls.
3. If you have special needs for personal items, please apply for special accommodations through the Dean of Students.
4. Due to fire code, hanging paper, fabric, or other flammable substances on the outside of your room door or your room ceiling is strictly prohibited. Please limit door decorations to 20% of the surface area of your door; wall decorations must be limited to 50% of wall surface area.
5. Glow-in-the-dark stars and similar adhesive decorations are not permitted on ceilings, walls, or other surfaces.
6. Light strands hung in hallways or from the ceiling in your room are prohibited. You may only use battery-operated fairy lights.
7. Your room must be returned to its original condition upon vacating.
8. Spray-painting is not permitted in the residence halls, even for class projects. If you need a location to spray paint, please contact your Housing Coordinator.
9. Commercial soliciting in the building or on the grounds is forbidden.

Roommates

Roommate relationships are the foundations for community development. It is not necessary to be best friends with your roommate or share every aspect of college life together, but it is important that you respect each other's rights. Developing a positive relationship is a process; it does not happen overnight and requires effort on both sides. Listed below are some proactive steps that can help develop a successful roommate relationship:

- Get to know your roommate
- Begin communicating right away
- Talk about expectations
- Ask questions
- Set some guidelines for living in the same room or apartment
- Be open with your needs and willing to compromise

Roommate Conflicts

If you and your roommate cannot resolve a conflict on your own, the next step is to request assistance from an RA. If the problem is still not resolved, the next step is to ask your Housing Coordinator for help or mediation. Moving a resident is only used after other methods of resolving conflicts have been attempted. Moves are granted at the discretion of the Coordinators and are based on space availability.

Subletting

As the contracted recipient of your housing assignment, you may not transfer or assign that housing placement to anyone else. It is hereby mutually agreed that all provisions and policies of the Student Handbook, Housing and Residence Life Guide, Housing and Food Services, and all federal, state, and local laws are binding upon the housing contract.

Tobacco/Vaping Policy

Absolutely *no* tobacco or vaping use is allowed on campus. Fines and disciplinary action will be taken if seen in violation. For further information, USAO's policy is publicly available online at <https://usao.edu/about-usao/tobacco-free-campus-policy>.

Trash and Recycling

Your trash and recycling is your responsibility to dispose of properly as often as needed. Trash creates odor and attracts bugs. Trash is prohibited on the balconies, even for a short period of time. Trash and recycling receptacles are located in the southeast parking lot behind Lawson and behind the Student Center. Trash and recycling must be placed in a receptacle; leaving items next to receptacles is prohibited.

Bags of trash or recycling from your room or apartment are not to be placed in the small receptacles in the courtyard or in the buildings. If you place these items in the wrong area, you will be subject to a fine. Trash is not allowed to be stored in your room or apartment. Once your trash receptacle is full, it must be discarded properly.

Littering

Throwing or depositing refuse in public or private areas, rather than disposing of trash in appropriately designated trash receptacles, is prohibited and may result in disciplinary action. These prohibited areas include but are not limited to: back stairwells, hallways, lounges, exterior grounds, etc.

Unauthorized Entry

Entry into any room and/or community other than your own past established visiting hours is prohibited. This includes entering or residing in a room not officially contracted to your, or allowing others access to an empty room or suite. In addition, you are not to allow another individual not contracted to the room to remain in your room unattended. It also is a violation to avoid a visitation violation by hiding in a suitemate's room. Lending someone else your room key is strictly prohibited and may result in disciplinary action.

Unauthorized entry also includes—but is not limited to—access to restricted areas, ledges, and roofs.

Wireless Access

Wireless access points have been deployed by USAO to various rooms and apartments in Sparks Hall, Lawson Hall, and Robertson Hall. These devices provide internet access through the University's wi-fi network. They may not be removed or altered in any way. If you do not adhere to this policy, you are subject to disciplinary sanctions and/or fines. The replacement cost for a single access point is \$500; if you damage an access point, it will be charged to your account.

Use of personal wireless routers or wireless printers is not allowed on campus. Students found to be using personal wireless routers are also subject to disciplinary sanctions and/or fines. For help disabling the wireless function on your printer, please email IT for assistance:

ithelpdesk@usao.edu.

SERVICES AND AMENITIES

USAO is proud to offer you a variety of services and amenities. The following is an overview of some of these offerings, listed in alphabetical order for your convenience:

Cable

Standard cable is provided to your residential area. Cable cords and televisions are not provided.

Food Services

USAO offers an all-you-can-eat cafeteria, in addition to a cooked-to-order restaurant called Dusty's. These dining options can be found on the first and second floors of the Student Center, respectively; the University's own convenience store, the C-Store, is stocked with snacks, drinks, and toiletries in the Student Center basement. The Starbucks coffee shop on campus, The Daily Grind, is located in the Lawson Clubhouse.

Each semester, food service will begin with dinner on the evening before classes start and end with dinner on the last day of final exams. Food service will not be available during Memorial Day weekend, Independence Day, the Thanksgiving break, Winter Break, Spring Break, and during certain University closures. Any other change to the food services schedule will be announced and posted.

Meal Plans

Meal plans are personal, non-transferable, and non-assignable; they are accessed with your Drover Card. All residents are required to have a meal plan, regardless of your housing assignment. If you do not mark a meal plan on your housing application, you will be assigned the least expensive meal plan for which you are eligible. There is no refund for missed meals or carry-overs during the meal contract period; this includes meals missed because of late move-in, special diets, religious beliefs, and schedule conflicts with activities, employment, or classes. However, resident meal plans are refunded on a prorated basis to students who do not stay in housing the entire semester.

For a medical disability or employment meal reduction, contact Student Services to find out required documentation. Special dietary needs will also be considered.

FLEX Dollars

FLEX dollars add flexibility to your dining options. Various dollar amounts are incorporated into

each dining plan and are spent like money linked to a debit card. FLEX dollars can be used in the cafeteria, Dusty's, the Daily Grind, or the C-Store. Your total FLEX dollar "cash balance" will decrease by the amount you spend with each purchase.

IT

For issues related to technology and/or internet connections, you may contact the IT department for assistance. Send an email describing your problem to ithelpdesk@usao.edu.

Laundry Facilities

The University contracts with CSC ServiceWorks to provide laundry service in the residence halls. Washers and dryers are available in the residence halls for your personal use only. The cost of laundry is already built into your student fees.

Policies and Procedures

- Follow all manufacturer instructions on machines.
- Do not overload the washers and dryers.
- Powder detergent is not allowed to be used in campus washing machines.
- Use only proper amounts of liquid detergent.
- Do not put objects other than clothing in washers and dryers.
- Clean up after use. This includes removing lint from the lint trap of dryers.
- Report any maintenance or malfunction issues to the company by following the instructions provided by the signs located in each laundry area. Alternatively, you can contact an RA or Housing Coordinator.
 - If it is a non-emergency, complete a Maintenance Request form.
 - In case of emergency, notify Security at 405-222-8066.
- Do not prop open the door to the laundry room at the Lawson Clubhouse. Doing so is strictly prohibited and subject to fines and/or disciplinary action.

Failure to comply with laundry room policies and procedures may result in disciplinary action and/or fines. Any questions related to laundry room policies should be directed to your Housing Coordinator. The University is not responsible for the theft or destruction of personal items.

Laundry Room Etiquette

- Removing other students' items from the laundry room is strictly prohibited. Laundry rooms are monitored by security cameras.
- It is your responsibility to remove your items from machines in a timely fashion at the end of your laundry cycle.
- Do not remove another student's laundry from a machine while its cycle is still in

progress.

- If a laundry cycle is complete, another student's laundry is in the machine, and all other machines are in use, you may gently remove that load of laundry from the machine and carefully relocate it for the owner to find.

Unclaimed Items

Report any unclaimed items left in the laundry room longer than 24 hours to the RA on duty or to your Housing Coordinator. The Coordinator will attempt to make contact with the student who left the items. If the items are not claimed and collected within 14 days, they will become abandoned property and are dealt with accordingly.

Mail

Mailbox location: First floor of Lawson Clubhouse

Package pickup and mailroom management: Student Services

All students living on campus are eligible for campus mailboxes. However, if you move off campus for any reason, you will not be able to keep your campus mailbox. In order to be assigned a mailbox, you must complete the USAO rental agreement.

USAO's mailroom receives and processes mail and packages delivered by the US Post Office for all resident students. Mail is delivered and posted daily, except on Sunday and legal holidays. You may check your mail any time between 7:00 AM and 12:00 AM.

Packages delivered by the US Post Office will be available for pickup at the Student Services office, located on the third floor of the Student Center. Packages delivered by FedEx and UPS are delivered to the Physical Plant, located at 2108 S 19th Street. Both offices are open Monday through Friday from 8:00 AM to 5:00 PM. You will be notified by email of the location of the package available for pickup.

You must present your Drover Card when retrieving up a package from either campus pickup location. You may not pick up another student's mail unless prior arrangements have been made, involving permission from the other student given in writing.

When leaving University housing, it is your responsibility to check out through the US Post Office and complete a forwarding form; this can be done online at usps.com. USAO will not be responsible for forwarding mail. You must also return your mail key to Student Services—Housing staff is not responsible for the return of mail keys. Failure to check out properly and return your key will result in charges to your account.

When mail is addressed to you, it is not necessary to use mailbox numbers in the address. Instead, use only your name and the address of the school:

Your Name
1727 W Alabama Ave
Chickasha, OK 73018

Theater Rooms

Sparks Hall and the Lawson Clubhouse each feature a movie theater room. You may request to reserve your residence hall's movie theater by submitting a theater request form on the USAO website; Robertson residents may request to use the Lawson theater. If your request has been approved, you will receive a confirmation email from your Housing Coordinator. When your reservation time arrives, call the RA cell phone to have the room unlocked for you. Instructions for equipment use can be found in both theaters rooms, but you may also contact the RA for assistance if needed.

It is your responsibility to ensure the theater door is locked when you leave. The theater will be inspected by an RA before the next reservation, and any damages that have occurred will be your financial responsibility. Please do not make any adjustments to our systems without the assistance of an RA. Theaters are monitored by security cameras.

Summer Storage

Summer storage on campus is not guaranteed and will be evaluated on an annual basis. It will depend on availability as determined by the appropriate Housing Coordinator. There will be a \$30 fee for the 3-month period of summer break, which will be charged to your student account upon approval of your storage request.

In order to be eligible for summer storage, you must meet the following criteria:

- Be enrolled in the upcoming fall semester
- Have completed a housing contract for the upcoming fall semester
- Be in good financial standing with the University

The allowable storage space is a 3' x 3' square with a maximum height of 4'. Allowable storage items:

- Items in boxes or rubber containers
- Mini-fridge
- Microwave

Storage Procedure

It is up to the Housing Coordinator to determine the storage schedule with regard to when items will begin to be accepted for storage, when items will no longer be accepted, and when the housing staff will be available to unlock the storage area.

All items must be enclosed in boxes or rubber containers. Each box or container placed in storage must be labeled with the following information:

- Full name
- Permanent home address and phone number
- Summer address and phone number (if different from permanent/home address)
- Month/year you will return to campus
- Email address

If you wish to store items over the summer, you should complete a Summer Storage Policy and Agreement form and return it to Student Services. The appropriate Housing Coordinator will sign the storage agreement and provide you with a copy.

Storage Liability

The University will not be responsible for articles lost, stolen, or damaged while in storage. Therefore, if you do not already have coverage through an insurance policy, you should carry your own insurance on the items you choose to store. Items of special value to you should not be stored with Housing during the summer. Storage is not temperature-controlled; electronic items are not recommended to be stored.

Claiming Storage Items

You should claim your storage items after fall check-in by contacting the appropriate Housing Coordinator. You must reclaim your storage items by no later than 5:00 PM on the second Monday of classes. Items not claimed by 5:00 PM on the *third* Monday of classes will be declared abandoned property. At that point, they will become USAO property, and you may be charged a disposal fee.

Late Storage Requests

Storage requests must be made and approved before the day of checkout. Any storage requests made and approved after the deadline set forth by the appropriate Housing Coordinator will be assessed a \$100.00 late fee. This fee will be charged to your student account. The Housing Coordinator and the Housing Director are the only agents who can approve of or reject late storage requests.

SAFETY AND SECURITY

Security

USAO Security is located in Sparks Hall and can be contacted at 405-222-8066. The Security staff is available 24 hours per day, 7 days per week, and also provides escorts.

General Safety Tips

Tips for keeping yourself and your belongings safe:

- Use the marked crosswalks when walking across campus.
- Keep your room door and car doors locked at all times.
- If you see something, say something. Report all suspicious activity to Security.
- Keep windows locked.
- Report all windows and doors that do not lock properly.
- Do not store valuables in your car.
- Be aware of your surroundings. Avoid texting and walking at the same time.
- There is safety in numbers—walk in pairs or groups. Contact Security if you would prefer an escort.
- If you suspect a break-in, do not enter your apartment—call Security immediately.

Crime Reporting Techniques

All crimes should be reported to Security immediately. If you are the victim of a crime, call Security, stop by the Security office at Sparks, or go to Student Services to initiate a written report of the incident.

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is a federal law that requires colleges and universities to disclose information about campus crime activity and security policies in an annual report. USAO's Annual Security Report can be found at https://usao.edu/sites/usao.edu/files/Annual%20Security%20Report%202018_0.pdf.

Surveillance

Security cameras have been installed in several locations throughout residence housing. These cameras—which are monitored by Security, Housing staff, the Housing Coordinators, the Housing Director, and the Dean of Students—are assigned to deter theft, vandals, and other crimes. Video surveillance footage may only be viewed by USAO-approved personnel and may be shared with the proper legal authorities to aid in any ongoing investigations.

Missing Persons

In compliance with the Missing Student Procedures 20 USC 1092 (j) (Section 488 of the Higher Education Opportunity Act of 2008), it is the policy of USAO to investigate any report of a missing student who resides on-campus. As a student living in an on-campus student housing facility, you have the option to identify an individual to be contacted by the University in the event that the student is determined to be missing for a period of more than 24 hours. Only authorized campus officials and law enforcement officers may have access to this information.

No later than 24 hours after determining that a student is missing, the Dean of Students or designee will notify the emergency contact (for students 18 and older) or the parent/guardian (for students under the age of 18) that the student is believed to be missing.

Liability

Although security precautions are taken, the University does not provide security or protection services as part of the Housing contract. The University, any agent of USAO, or any designee are not responsible for and will not reimburse you for damage to or loss of personal effects resulting from third-party misconduct, weather-related disturbances or other natural conditions, or malfunction of plumbing, appliances, or other facility-related systems.

The University shall not be held responsible or liable for any personal injury, loss, theft, or damage incurred or sustained by you or your guests. You are responsible for insuring and securing your individual person and property, and it is strongly encouraged to secure personal renter's insurance or sufficient coverage under a parent's applicable homeowner's or renter's policy. Such policy coverage should be in continuous effect during the full period of on-campus residency, including breaks when you may not be physically on campus. University parking facilities are used at your (or your guests') risk.

Room Inspection and Entry

You are guaranteed the rights of any citizen and therefore will not be subject to unreasonable searches and seizures. The courts, however, have recognized the right of the University to conduct reasonable inspections, searches, and seizures within limits of the law. University housing facilities and rooms may be entered by University officials or staff in cases of emergency, for maintenance, pest control, safety inspection, or when University officials have reasonable grounds to believe that you may be violating University policy, regulations, or the law.

In order to provide better health standards in University housing facilities, the University takes periodic pest control measures. You will be notified when regular spraying, fogging, or other treatment of your room or apartment will occur, and the University reserves the right to

exercise its Right of Entry in such cases.

If you request maintenance for work or repairs in your room or apartment, you grant University personnel the Right of Entry without notification to you, the resident. Rooms and apartments may be periodically inspected for health and safety violations. Violations may result in administrative charges, conduct action, and/or the termination of your University housing contract.

Health and Safety Checks

Residence Life staff will conduct Health and Safety room inspections of each student room once a month. This is to address any safety issues, such as overloaded electrical outlets, extension cords, major electrical appliances, and other health and safety concerns or violations. Residence Life staff will notify you of any safety issues within the room, suite, or apartment. Health and Safety checks will include visual checks of the entire room and/or suite.

If violations are found, you will be given a written Official Request/Warning describing the violation and requesting that it be removed or corrected within 24 hours. Your room will then be rechecked after 24 hours. At that time, if your room does not pass, the violation will be reported and disciplinary action will be taken.

When performing Health and Safety checks, staff will:

- Notify the housing community
- Knock and announce themselves before entering
- Look for unsafe cord placement (over doors, across door jams), unclean environment (rotting food, mold, offensive odors), doorway obstruction, electrical outlet overloading, maintenance concerns, pests, and paper covering more than 1/3 of doors or walls
- Document any policy violations

Safety Equipment

Each room and apartment is equipped with smoke detectors and sprinkler heads. Additionally, Lawson apartments have CO² detectors. The kitchen area of each Lawson apartment is equipped with a fire extinguisher; Sparks Hall has fire extinguishers located throughout the building. AED devices (portable defibrillators) are located in the Lawson Clubhouse, the lobby of Sparks Hall, and the entryway of Robertson Hall.

Fire Safety

Fire drills will be conducted biannually. In the event of a fire drill, all residents are required to participate and follow evacuation procedures. Do not tamper with smoke detectors or sprinkler heads; this will result in fines and disciplinary action.

If your smoke detector is beeping, contact an RA to have the battery replaced. Knowingly submitting a false fire alarm, including any intentional activation of a fire alarm for malicious purposes, is a felony and may be prosecuted as such.

See *Evacuation Procedures* for more information.

Fire Hazards

Portable grills, candles, incense, open-flame decorations, and propane/butane torches are fire hazards and therefore prohibited. All appliances used in your room or apartment must meet Underwriters Laboratories' safety standards and/or have a Factory Mutual Label. Due to fire code, hanging paper, fabric, or other flammable substances on the outside of your room door is strictly prohibited.

Evacuation Procedures

Please review the Emergency Quick Reference Guide located in your room. If you do not have such a guide, please notify an RA or your Housing Coordinator.

Shelter Locations:

- Sparks Hall residents will shelter in Station 82, located in the basement of the Student Center.
- Lawson and Robertson Hall residents will shelter in the Nash Library basement.

Fire Evacuation:

- Sparks Hall residents will gather in the Oval.
- Lawson Hall residents will gather in the Oval.
- Robertson Hall residents will gather near the Greek Theater.

RESIDENCE HALLS

Room Maintenance Expectations

Furniture, including mattresses, may not be moved from any room and must remain indoors at all times. Any damage beyond normal wear and tear will be billed to you. It is your responsibility to report damage when it occurs. Due to safety concerns, if furniture is moved around within a room, access to the front door and bathroom door must always be maintained.

Bed Risers

You may use commercial bed risers to raise bed frames. These risers may not exceed 12 inches in height. Only commercial bed risers are permitted; cinder blocks and other homemade devices are prohibited.

Sparks Hall

Sparks Hall closes for winter and summer break. If you are a Sparks resident, you will be required to turn in your room key during these times.

In Sparks Hall, the University may provide the following:

- A single twin-sized bed with an extra-long mattress and mattress cover
- Dresser
- Desk
- Desk chair
- Room key
 - Each resident of Sparks receives one room key. If the room key is lost during the year, you must pay for the re-coring of the room lock and new keys. Keys must not be duplicated other than by University officials. All keys must be surrendered to Housing or designated area upon termination of your Housing contract
- Other amenities exist for your use within the residence facilities
- Any other furnishings must be approved by your Housing Coordinator

Computer Lab

The computer lab is located in the west wing of the second floor. It provides computer resources for residents of Sparks. It is monitored 24/7 by a security camera. You may use a computer there to access your shared drive, work on assignments, conduct research, or send your work to any of the printing stations on campus for pickup.

Conference Room

The conference room is located in the south wing of the third floor. You may use the

conference room for meetings, study groups, or homework. It has a conference table and chairs that you may use to congregate with other residents for a variety of purposes.

Kitchen Use

Kitchen use is open to all residents of Sparks. You must clean up after yourself or lose kitchen privileges. You may use your own kitchen equipment, or you may borrow equipment during RA hours in the evenings by visiting the RA desk. When borrowing kitchen equipment, you must leave your ID with the RA.

Laundry Room

The laundry room is located in the north wing of the first floor. For policies and procedures related to the laundry room, see the *Services and Amenities* section of this guide.

Movie Lounge

Located in the west wing of the first floor, the movie lounge is open only to Sparks residents. See *Services and Amenities* for instructions on how to reserve the lounge and your rights and responsibilities when using the lounge.

RA Desk

The RA desk is staffed nightly. During the fall and spring terms, it operates under the following hours:

Sunday – Thursday: 7:00 PM – 12:00 AM

Friday and Saturday: 8:00 PM – 1:00 AM

The above hours are subject to change. If they do, you will be notified.

Social Lounge

The social lounge is located in the west wing of the third floor. It provides a quieter social space than the main lobby. You are free to relax here or hang out. You are responsible for any damages, trash, food, and drink.

Temperature Control

Your thermostat controls the temperature of the heat and the A/C when the heat or A/C is on. The fan controls the speed of the air. You do not control when the heat or A/C is turned on. If you decide to open your window, you must turn off the fan.

Visitation Policy

- You must email your Housing Coordinator (housing@usao.edu) to request permission for any and all overnight guests. Overnight guest requests must be submitted 5 business days prior to your guest's visit. Requests will then be reviewed by your Housing

Coordinator, who will contact you regarding your request.

- When you get permission from your Coordinator, you will also need to get permission from your roommates; the Coordinator will follow up with them on this.
- Guests may not stay for more than 2 consecutive days, and no guest may stay for more than 4 nights in any one semester. Abuse of the visitation policy will result in fines and administrative action.
- Due to laws governing fire occupancy, a single resident may have a maximum of two guests in their room at any given time.
- Guests must be 18 years of age, even for short visits. (Some exceptions may apply; please contact your Housing Coordinator for details.)
- You are responsible for your guest.
- Your guest must be escorted throughout the building at all times. Guests are not permitted in the building without resident accompaniment.
- Any damages or violations that your guest is involved in will be your responsibility.
- Your guest is not allowed in Sparks Hall without you.
- All guests are to enter and exit the building through the main entrance.
- After 7:00 PM, guests must check in at the front desk. Your ID and your guest's ID must be handed to the Housing staff member at the desk.
- Your guest must be escorted out of the building by 12:00 AM Monday – Thursday, and by 1:00 AM Friday – Saturday.
- No guests are allowed in Sparks Hall during the following breaks:
 - Fall Break
 - Thanksgiving Break
 - Winter Break
 - Spring Break

Vacuum Rental

You may also borrow vacuums during RA shifts, but only between the hours of 7:00 PM and 10:00 PM. You must leave your ID with the RA in order to borrow a vacuum, and must return the vacuum on the same night of use.

Winter Break

As a Sparks resident, you are required to vacate the residence hall during Winter Break. You will not be required to completely move out, but you will need to turn in your key, and you will not be allowed back into your room until the break is over. You will receive more detailed information about this closer to Winter Break.

- Move-out Deadline: December 7th by 5:00 PM
- Day to move back in: January 8th

Lawson Hall Apartments

Lawson residents are not required to move off-campus or turn in keys for University breaks while under contract.

In Lawson Hall, the University may provide the following:

4- or 2-Bedroom Apartments:

- A full-sized bed with a mattress and mattress cover
- Dresser
- Desk
- Desk chair
- Sofa
- Chair
- Dining table and 4 chairs
- Keys: Each Lawson resident receives one room key and one apartment key
 - If the room key is lost during the year, you must pay for the re-coring of the room lock and new keys. Keys must not be duplicated other than by University officials. All keys must be surrendered to Housing or designated area upon termination of your Housing contract
- Other amenities exist for your use within the residence facilities

Twinned-Room Apartments:

- A twin-sized bed with an extra-long mattress and mattress cover
 - Beds are not to be bunked or pushed together for safety reasons
- Dresser
- Sofa
- Chair
- Dining table with 4 chairs
- Keys: Each Lawson resident receives one room key and one apartment key
 - If the room key is lost during the year, you must pay for the re-coring of the room lock and new keys. Keys must not be duplicated other than by University officials. All keys must be surrendered to Housing or designated area upon termination of your Housing contract
- Other amenities exist for your use within the residence facilities
- Any other furnishings must be approved by your Housing Coordinator

Conference Room

The conference room is located on the second floor of the Lawson Clubhouse. It is furnished with tables and chairs, and is available to Lawson residents only. To reserve the conference

room, please contact your Housing Coordinator at housing@usao.edu.

Game Room

The game room is located on the second floor of the Lawson Clubhouse. It is open to Lawson residents only. It is equipped with TVs, which you may use to hook your gaming consoles up to. In order to access the game room, please contact Security or the RA on duty.

General Maintenance of Apartments

You are responsible for certain maintenance tasks in your apartment. These tasks include:

- Changing the lightbulbs in the living area, vanity, bedroom, and closet
 - Colored lightbulbs are prohibited, as are bulbs over 100 watts
- Plunging your toilet if there is a clog. If plunging does not remedy the problem, then you may report the maintenance issue
- Unclogging drains
 - You may use Zip-Its to unclog shower and sink drains. Zip-Its can be checked out through an RA between the hours of 7:00 PM and 10:00 PM. You will need to leave your ID with the RA when checking out a Zip-It, and the Zip-It must be returned that same night
 - You may also purchase and use general liquid clog removers

Do not put any non-food item in the garbage disposal. This includes fish tank rocks, discarded bones, plastic, or any inorganic food material that cannot be broken down by the disposal.

Outdoor grills, smokers, and fire puts are not permitted to be used or stored inside of or outside of your apartment. A charcoal grill is available for your use at the pool; you are responsible for supplying charcoal.

Laundry Room

The laundry room is located on the ground floor of the Lawson Clubhouse. For more information regarding its policies and procedures, please see the *Services and Amenities* section of this guide.

Mailboxes

Mailboxes are located on the ground floor of the Lawson Clubhouse. For more information on mail policies, please see the *Services and Amenities* section of this guide.

Movie Theater

The movie theater is located on the second floor of the Clubhouse, and is available to Lawson and Robertson residents only. Please see the *Services and Amenities* section of this guide for more information on theater reservations and policies.

RA Desk

The RA desk is staffed nightly. During the fall and spring terms, it operates under the following hours:

Sunday – Thursday: 7:00 PM – 12:00 AM

Friday and Saturday: 8:00 PM – 1:00 AM

Study Lounge

The study lounge is located on the second floor of the Lawson Clubhouse. It is equipped with a conference table and chairs as well as couches, to accommodate different study styles and types of group projects. It is available to Lawson residents only.

Swimming Pool

When you swim in the pool, you swim at your own risk. University Housing does not provide lifeguards for its pool facilities. You are required to act in a manner that will not disturb or violate the rights of others when using the pool facilities.

The pool is open from 9:00 AM – 11:00 PM. You are required to follow the policies and procedures listed below:

- The pool is to be used by Lawson residents only.
- You are only permitted to bring two guests, who must be 18 years of age or older. Children are not permitted without the appropriate Housing Coordinator's prior consent.
- You must accompany your guests at all times.
- No animals are allowed in the pool area.
- All pool furniture must remain in the pool area.
- No diving or unruly behavior is allowed in the confines of the pool.
- Glass containers are not permitted in pool areas.
- Tobacco use and alcoholic beverages are not permitted.
- If lightning is sighted, evacuation of the pool area is mandatory.
- Use of pool outside of the posted designated hours is subject to disciplinary action.
- It is your responsibility to read all posted signs.
- Damages, vandalism, or failure to maintain the facilities may result in the closing of the pool and surrounding area for all students, and may result in community damage charges.
- The pool cannot be reserved by groups or organizations.

Thermostat

Do not set your thermostat below 72 degrees. Any lower setting will cause the unit to freeze,

which will prevent you from having air conditioning for an extended period of time. Leaving apartment windows and doors open while the unit is running will also cause the unit to freeze.

Visitation Policy

- You must email your Housing Coordinator (housing@usao.edu) to request permission for any and all overnight guests. Overnight guest requests must be submitted 5 business days prior to your guest's visit. Requests will then be reviewed by your Housing Coordinator, who will contact you regarding your request.
 - When you get permission from your Coordinator, you will also need to get permission from your roommates; the Coordinator will follow up with them on this.
- Guests may not stay for more than 2 consecutive days, and no guest may stay for more than 4 nights in any one semester. Abuse of the visitation policy will result in fines and administrative action.
- Due to laws governing fire occupancy, the following is the maximum number of people that may be in an apartment at any one time:
 - 2-bedroom apartments may have a total of 8 people in the apartment.
 - 4-bedroom apartments may have a total of 12 people in the apartment.
- Guests must be 18 years of age, even for short visits. (Some exceptions may apply; please contact your Housing Coordinator for details.)
- You are responsible for your guests.
- Any damages or violations that your guests are involved in will be your responsibility.
- Your guests are not permitted in your apartment or the Clubhouse without you.

Volleyball Court

The volleyball court is open from 9:00 AM to 11:00 PM, and is available on a first-come, first-serve basis. Reservations cannot be made without the approval of your Housing Coordinator.

Robertson Hall

In Robertson Hall, the University may provide the following:

- A single twin-sized bed with an extra-long mattress and mattress cover
- Room key
 - Each resident of Sparks receives one room key. If the room key is lost during the year, you must pay for the re-coring of the room lock and new keys. Keys must not be duplicated other than by University officials. All keys must be surrendered to Housing or designated area upon termination of your Housing contract
- Other amenities exist for your use within the residence facilities
- Any other furnishings must be approved by your Housing Coordinator

Kitchen Use

Use of the kitchen is open to all residents of Robertson. You must clean up after yourself or lose kitchen privileges. You may use your own kitchen equipment, or you may borrow equipment during RA hours in the evenings by visiting the RA desk. When borrowing kitchen equipment, you must leave your ID with the RA.

Laundry Room

The laundry room is located on the first floor. For policies and procedures related to the laundry room, see the *Services and Amenities* section of this guide.

RA Desk

The RA desk is staffed nightly. During the fall and spring terms, it operates under the following hours:

Sunday – Thursday: 7:00 PM – 12:00 AM

Friday and Saturday: 8:00 PM – 1:00 AM

Social Spaces

The social spaces are located on the first and second floors. You are free to relax here or hang out. You are responsible for any damages and must pick up trash, food, and drink after yourself.

Temperature Control

Your thermostat controls the temperature of the heat and the A/C when the heat or A/C is on. The fan controls the speed of the air. You do not control when the heat or A/C is turned on. If you decide to open your window, you must turn off the fan.

Visitation Policy

- You must email your Housing Coordinator (housing@usao.edu) to request permission for any and all overnight guests. Overnight guest requests must be submitted 5 business days prior to your guest's visit. Requests will then be reviewed by your Housing Coordinator, who will contact you regarding your request.
 - When you get permission from your Coordinator, you will also need to get permission from your roommates; the Coordinator will follow up with them on this.
- Guests may not stay for more than 2 consecutive days, and no guest may stay for more than 4 nights in any one semester. Abuse of the visitation policy will result in fines and administrative action.
- Due to laws governing fire occupancy, a single resident may have a maximum of two guests in their room at any given time.
- Guests must be 18 years of age, even for short visits. (Some exceptions may apply;

please contact your Housing Coordinator for details.)

- You are responsible for your guest.
- Your guest must be escorted throughout the building at all times. Guests are not permitted in the building without resident accompaniment.
- Any damages or violations that your guest is involved in will be your responsibility.
- Your guest is not allowed in Sparks Hall without you.
- All guests are to enter and exit the building through the main entrance.
- After 7:00 PM, guests must check in at the front desk. Your ID and your guest's ID must be handed to the Housing staff member at the desk.
- Your guest must be escorted out of the building by 12:00 AM Monday – Thursday, and by 1:00 AM Friday – Saturday.