



University of
**SCIENCE
& ARTS**
of Oklahoma



2024-2025

USAO

Housing Guide

Table of Contents

HOUSING AND RESIDENCE LIFE STAFF.....	5
Other Housing-Affiliated Departments.....	6
RIGHTS AND RESPONSIBILITIES.....	7
Living in a Community	7
Involvement in the Community	7
Courtesy and Quiet Hours	8
Room Entry.....	8
FERPA.....	9
Title IX.....	9
Communications from the University.....	10
Complaints.....	10
HOUSING CONTRACTS AND ASSIGNMENTS	11
Contracts	11
Check-In and Check-Out	13
Room Transfers	14
POLICIES AND PROCEDURES.....	16
Alcohol & Drug Policy	16
Medical Marijuana.....	17
Assistance Animals in University Housing.....	18
Bicycles	19
Commercial Use of Room	19
Conduct and Behavior	20
Damage	21
Electrical Appliances	21
Failure to Comply	22
Guests.....	22
Hoverboards/Drones	23
Insurance	23
Items Subject to Removal.....	23
Keys and Campus Access	24
Drover Card	24

Keys/Card Access.....	24
Lost or Stolen Key	24
Maintenance	25
Quiet and Courtesy Hours	26
Parking.....	26
Pest Control	28
Pets.....	29
Community Spaces	29
Room Decorations	29
Roommates	31
Subletting	31
Tobacco/Vaping Policy	31
Trash.....	31
Unauthorized Entry	32
Wireless Access	32
SERVICES AND AMENITIES	33
IT.....	34
Laundry Facilities	34
Mail.....	35
Theater Rooms	36
Summer Storage	36
SAFETY AND SECURITY.....	38
General Safety Tips	38
Crime Reporting Techniques	38
Surveillance	38
Missing Persons.....	39
Liability	39
Room Inspection and Entry	39
Health and Safety Checks	40
Safety Equipment	40
Fire Safety.....	41
Fire Hazards.....	41
Evacuation Procedures	41

RESIDENCE HALLS	42
Sparks Hall	42
Lawson Hall Apartments.....	44
Robertson Hall	47

HOUSING AND RESIDENCE LIFE STAFF

Housing and Residence Life staff are members of the Student Services team at USAO, under the direct supervision of the Director of Student Life and Housing and under the leadership of the Associate Vice President for Student Services and Human Resources. 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 residents make the most of residents on-campus living experience.

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

Resident Assistants

RAs are students of the University and living in campus housing. Students in this position receive training in maintenance, mental health, crisis management, engagement, outreach, and safety, and security measures. RAs will have designated on-duty hours throughout the day within the residence halls.

Both RAs are the first point of contact for those in housing and can provide support and direction as needed.

Housing Facilities Coordinator

This professional staff member lives in a designated residence hall. They manage all maintenance requests for Housing, along with any renovations, ordering of furniture, and other housing projects.

Student Life Events and Housing Coordinator

This professional staff member lives in a designated residence hall. 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. They also facilitate social, cultural, educational, and recreational activities and community service programs throughout campus to help create an atmosphere conducive to both the academic and social learning of a diverse student population.

Residential Outreach and Housing Coordinator

This professional staff member lives in a designated residence hall. 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. This staff plays a key role in student support and outreach as well as student engagement. They will manage and coordinate ongoing relationships with students in need of resources to support holistic student wellness.

Housing Operations Director

The Housing Operations Director oversees all operational aspects of the Residence Life and Housing program and strives to create a healthy and safe living environment for residents with the assistance of the professional staff, and RAs. They serve as an administrative hearing officer to address residential behavioral concerns.

Other Housing-Affiliated Departments

Building Services/Custodial Services

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

Maintenance

Maintenance staff responds to all maintenance issues in housing along with issues across campus.

Security

USAO officers routinely patrol the residence halls, apartments, and parking areas. They are dedicated to aiding residents and staff, while maintaining a safe and secure environment in these areas. Contact: 405-222-8066

Student Services Specialist

The Student Services Specialist assists with IDs, parking permits, meal plans, mailboxes, and other housing needs. Contact: 405-574-1278 or studentservices@usao.edu

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, residents have a responsibility to be courteous and respectful, keep campus and personal areas clean, and observe basic safety practices. If residents feel community expectations are not being met, please make those concerns known to the Housing Coordinator.

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

Residents are also expected to take pride in the housing community by cleaning up after themselves in common areas and by discarding trash in appropriate receptacles. If common areas are unclean or unsanitary, please let the 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 residents would like to be treated, and residents' actions will come full circle.

As a student and a member of the USAO residence hall community, residents are free to be themselves. 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 residents see it and recycling residents waste—can be contagious. Our communities and campus will look better, and residents will be doing something important for the environment.

Speak Up

When residents see something in need of repair or improvement, inform a 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 residents 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, residents are expected to constructively confront noise that is considered disruptive prior to contacting a Residence Life staff member for assistance. If residents 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

Room Entry

University officials are allowed to enter a resident's room under the following conditions:

- By resident's permission
- For repairs, room inspections, or maintenance after reasonable notice has been given or residents requested the service
- To turn off unattended music, persistently sounding alarms or telephones, or other noise-producing devices, after unsuccessfully attempting to contact residents
- 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 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 residents the right of privacy toward student records, both academic and disciplinary. For further information, please visit <https://usao.edu/about/ferpa.html>.

Title IX

EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION FOR ALL FACULTY, STUDENTS, EMPLOYEES, AND THIRD-PARTIES

The University of Science & Arts of Oklahoma adheres to all federal, state, and local civil rights laws prohibiting discrimination in employment and education. USAO does not discriminate in its admissions practices [except as permitted by law], in its employment practices, or in its educational programs or activities on the basis of sex/gender. As a recipient of federal financial assistance for education activities, USAO is required by Title IX of the Education Amendments of 1972 to ensure that all of its education programs and activities do not discriminate on the basis of sex/gender. Sex includes [sex, sex stereotypes, gender identity, gender expression, sexual orientation, and pregnancy or parenting status].

Title IX Policy Statement Policy Questions regarding Title IX, including its application and/or concerns about noncompliance, should be directed to the Title IX Coordinator. For a complete copy of the policy or for more information, please visit <https://usao.edu/about/title-ix.html> or contact the Title IX Coordinator.

Individuals who believe they have experienced sex discrimination, harassment, and/or retaliation in violation of the USAO policy should contact the following:

Angela Harris

Director of Human Resources and Title IX Coordinator
(405) 574-1350 (office)
aharris@usao.edu

Communications from the University

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

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

Complaints

Residents are responsible for contacting RAs with any concerns, questions, or complaints. The RAs will assist as needed and report the concern to a housing professional. In situations where residents feel uncomfortable approaching an RA, residents may take their concerns directly to the Student Life and Housing Coordinator or the Residential Outreach and Housing Coordinator by making an appointment. If residents are still dissatisfied after that point, residents may make an appointment with the Director of Student Life and Housing. When making an appointment, residents will need to briefly describe the nature of their 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 residents would like to appeal a decision, residents may do so through Student Services, located on the third floor of the Student Center.

Financial Responsibilities

Room and board payments must be paid 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. Residents 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 residents receive financial aid or loans. If residents choose not to be reassigned to a different room or building during the consolidation period, residents will be charged the full room rate starting with the date that reassignment was made by the Housing staff. If residents bill is not fully paid with the Business Office, residents will not be allowed to refuse reassignment, and residents 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 residents name and student ID number on all payments made to the Business Office. If residents have any questions regarding the housing contract, please contact Student Services at 405-574-1278. Failure to pay room and board may result in a hold placed on residents account and the inability to enroll in future classes. Payment is due on the first day of classes.

Deposit

A \$200 deposit is due prior to moving into university. Once residents check out of student housing properly at the end of the contract period, they may be eligible for a refund of the \$200 security deposit; please allow the University 6 to 8 weeks to process residents refund.

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

Leaving Residence Housing

Residents will be held to the housing contract for the duration of the contract period.

If residents are contractually eligible to move off campus or if residents are withdrawing from school, residents have 48 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. Residents can refer to the housing contract for specific move-out deadlines. Failure to complete a proper checkout will result in charges and forfeiture of resident's deposit, as outlined above.

Contract Termination

Under certain circumstances, Student Services may grant residents the right to terminate residents housing contract. To have residents case considered, residents must complete a Contract Cancellation Request Form located on their eRezLife portal. This form is only an application for potential release from the academic year contractual requirement—residents should never assume residents 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. residents 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 resident's 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 residents use and/or possess illegal drugs or weapons in any residential facility, residents will have residents room contract terminated without financial refund.

Should the contract be terminated, if resident is in good standing, they will have 48 hours to vacate the residential facility. If the resident fails to vacate within the allowed time, the room lock will be changed at resident's expense, and any of resident's property remaining in the University room or building will be treated as abandoned property. All charges for removal and disposal will be assessed to residents.

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

Check-In and Check-Out

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

Check-In

Housing will complete room condition reports prior to a resident moving in. When it is time for the resident to move in, a member of the Housing staff will meet the resident to check in and issue keys. Residents will be able to review their room condition reports on eRezLife. Residents will need to email housing@usao.edu if they notice any issues with their room 24 hours upon check in.

Check-Out

Each resident should return their living area to its original state, including the removal of all personal items and cleaning of all areas and appliances. Residents should schedule a time to check out by emailing housing@usao.edu. Residents can also return their key(s) to an RA of their building. A member of the Housing staff will conduct a room condition report and check for cleanliness and/or damages. If resident fails to clean, leave personal items, or if damages are noted additional charges or fines may be applied.

Mail keys must be returned to the Student Life Specialist, Lawson Clubhouse 205, during regular business hours.

Illegal Check-Out

Failure to complete room/apartment cleaning checklist, return their living area to its original state (including the removal of all personal items), and turn in room/apartment keys to the RA desk in their building will be deemed an illegal check out. Fines and/or charges may accrue when proper procedures are not taken.

Express Check-Out

Express checkout is an option that allows residents to turn in residents key(s) and properly check out without an appointment with or the assistance of an RA. Express check out should only be done by the approval of a housing coordinator. By selecting the express checkout option, residents are committing to:

- Follow all checkout and cleaning instructions
- Decline the benefit of having an RA present to conduct a formal checkout prior to resident's departure
- Waive residents 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.

Failure to respond within the designated timeframe and claim personal property left behind will be reason to have it deemed abandoned and the items 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

Room transfers will not be granted until after 2 weeks of move-in. If residents wish to change rooms, contact housing@usao.edu to determine if an arrangement can be made. A Housing Coordinator will give residents instructions on what steps to take to ensure a proper move, if available.

The University reserves the right to make and alter the Student Assignment and roommate assignments, to consolidate vacancies, and to require a resident 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. Housing will attempt to recognize mutual roommate preferences insofar as regular residential facility space is available.

When necessary, the University reserves the right to assign residents 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 residents 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 residents are assigned a double room but do not have a roommate, residents may be assigned one at any time or moved to another room for consolidation purposes. If residents withdraw from the University, residents will be required to vacate the residential facilities and must complete a proper checkout with the Housing Coordinator or designee within 48 hours of resident's withdrawal.

POLICIES AND PROCEDURES

The following information consists of important policies, procedures, and information that will be helpful to residents 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 to provide a living environment that is supportive of resident's 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 residents, the people around them, facilities, and the USAO community. In addition to knowing the Housing and Residence Life policies and procedures, residents 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 Associate Vice President for Student Services and Human Resources Associate Vice President for Student Services and Human Resources.

Following is a list of Housing and Residence Life policies and procedures, sorted in alphabetical order for resident's 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 not permitted to consume alcohol in the presence of those under 21.

- It is a violation if any resident to provide alcohol to any under the age of 21.
- It is a violation to provide alcohol to anyone who is visibly intoxicated, regardless of their age.
- It is a violation 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. keg, 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 residents violate the alcohol policy, residents 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 residents parents or guardians if residents 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 residents. When practical, conversations may be held with residents before contact is made with resident's 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 Associate Vice President for Student Services and Human Resources 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).

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

- Residents have a disability
- The animal is necessary to afford residents an equal opportunity to use and enjoy a dwelling
- There is an identifiable relationship between the disability and the assistance their 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 Student Wellness and Accommodations. If residents are seeking use of a service animal or ESA within housing, residents must submit an Accommodation Animal Request Form to the Coordinator of Student Wellness and Accommodations for review and evaluation. The Coordinator of Student Wellness and Accommodations may require residents to submit additional supporting documentation to process this request.

The office of Student Wellness and Accommodations will inform Housing of resident’s eligibility for requested assistance of accommodation. Until the service animal or ESA has been approved, it is not allowed in University housing. If residents are seen hosting unauthorized animals (other than service animals or ESAs), however temporary the visit, residents may incur a cleaning/room recovery charge for every occasion the animal is seen, billed to residents account.

If residents do receive permission to keep a support animal on campus, residents must be in full control of the animal at all times. The animal must be up to date on all necessary vaccinations, and residents are responsible for submitting current vaccination records to Student Services as required. The care and supervision of the service animal is solely the resident's responsibility. It must be contained within the private residential area—resident's room—at all times, except when transported outside residents' room in an animal carrier or controlled by leash or harness.

As the owner, residents 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; residents may use these freely to pick up any animal waste.

Bicycles

If residents 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. Residents 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, signpost, or handrail; residents also must not allow residents bicycle to block stairways, breezeways, stairwells, ramps, or other pedestrian or emergency access. If residents do, the bike will be subject to impoundment, and residents may be fined.
- Always lock the 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

Residents are not allowed to use residents 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

Residents are responsible for knowing the information contained in this handbook and educating themselves 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 residents violate any policy, residents 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, residents are responsible and accountable for their actions.

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

The Vice President for Enrollment Management and Student Life 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 Vice President for Enrollment Management and Student Life is located in Troutt 225.

Disciplinary Procedures

The responsibility for enforcement of the provisions of the Student Code of Conduct within and surrounding the residence halls lies with residents, 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, or Director of Student Life and Housing. If disciplinary charges are initiated against residents, residents will receive notification through their assigned USAO email account from Housing within 7 class days. Residents will be required to schedule an appointment within 2 class days of the date that the notification was sent. At the scheduled meeting, residents will have the opportunity to discuss the incident with the judicial officer.

If residents are contacted by the judicial officer or designee, residents should respond immediately by following the directions specified in the personal conversation, voicemail, email, and/or post letter that is received, 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 resident's absence. A decision will be made without the benefit of the resident's personal input, unless a documented emergency can be verified to account for their absence. Upon completion of the investigation, sanctions will be issued. Residents will have 3 days to appeal the decision. Upon review of the appeal, the Associate Vice President for Student Services and Human Resources 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

Residents will be held liable for any damages and/or lost property residents 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 common area and the University cannot ascertain who is responsible for damage or loss in the room, the cost will be divided equally among residents sharing the living space. 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
- Balconies
- Walls
- 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, residents should purchase renter's insurance (see *Insurance*).

Extension Cords:

- Extension cords are permitted to use in rooms but they must be UL Certified.
- Extension cords must not be used in succession, or in conjunction with, power strips. Extension cords shall not be used as a substitute for permanent wiring.
- Space heaters, window unit/portable air conditioners, ceiling fans, and similar items not issued by the University of Science and Arts of Oklahoma are not permitted. Students violating this policy are subject to fines and/or disciplinary action.

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 Services 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 on campus are expected to abide by the stipulated visitation policies governing the residence halls. This also applies to on campus residents visiting other residence halls. Residents are responsible for their guests and the actions of guests. Residents must escort their 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 the guests' host, residents should make them aware of University and residence hall policies. Residents and their guest will be held accountable and liable for any University infractions or building damage done by the 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.

Hoverboards/Drones

Hoverboards are not allowed on university property.

Drones are not to be used around or near the residence halls. Only designated university officials are allowed to operate drones on campus.

Insurance

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

If residents are not covered by family's homeowner's insurance or if residents wish to purchase their own additional coverage, residents 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 Removal

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

- Candles, incense, or anything else residents would burn (even if residents do not intend to burn them)
- Propane or charcoal grills
- Butane torches
- Darts and dart board

- Animals, except small fish
- Hoverboards
- Drones
- Wireless routers and printers
- Toasters / toaster ovens / hot plates / open-coiled appliances
- Alcohol / bongs/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 all students a Drover Card and serves as your campus ID. The Drover Card gives residents access to their meal plan and access to the residence halls, campus events, and various on-campus facilities. For Drover Card questions, contact the Student Life Specialist at 405-574-1278.

If students lose their Drover Card, they must pay a replacement fee of \$25 at the Business office prior to getting a new card made. Proof payment to Troutt 218, the Student Services Specialist, in order for the new card to be made.

[Keys/Card Access](#)

When residents check into the Lawson Apartments, they will be issued two keys, one apartment key and one room key.

Residents of Sparks Hall and Robertson Hall will be given card access to enter the building that they are assigned to live in. They will also be issued a key to their individual room.

Keys are the property of the University and may not be duplicated or shared. Residents are responsible for any and all keys issued to them. Any tampering with or propping open of doors or locking mechanisms is strictly prohibited. Upon a proper checkout, all keys are returned to Housing.

[Lost or Stolen Key](#)

A missing room key—whether lost, stolen, or misplaced—should be reported to a Housing Coordinator immediately. If a resident’s room key has been stolen, report the theft to Security

as well as a Housing Coordinator. Failure to report the loss or theft of a key promptly or loaning a key to an individual not on the contract for resident's room, is a violation of Housing regulations and may result in Housing declaring residents 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.

Lockouts

If you are locked out of your room:

- Please proceed to your nearest RA desk for assistance.
- An RA will verify your identity and issue you with a spare key to access your living space.
- **Please return the spare key within 48 hours to the RA desk.**

Lockout Fees:

- Please note that there will be a **fee** associated with lockouts occurring **after hours (12:00 AM - 8:00 AM)**.
- Additionally, if a spare key is **not returned within 48 hours**, you will be charged for the cost of **re-coring the lock and replacing the key**.

Maintenance

Residents are responsible for reporting maintenance issues or upkeep that is noticed. A maintenance request should be submitted only when an item in a resident's room, suite, or apartment requires repairs or maintenance work; please report the problem 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 facilities. Residents are not allowed to perform their own repair work or to hire an outside contractor.

Maintenance requests can be submitted online at https://usao-gcgxy.formstack.com/forms/maintenance_requests. Please complete the required information. In the event of a maintenance emergency, contact Security at 405-222-8066. Residents will need to provide 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 residents' room/apartment to

address the work order. Please allow maintenance a minimum of 48 business day hours to complete the maintenance request.

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

Quiet and Courtesy Hours

Sound carries easily through residence hall rooms. Voices, stereos, televisions, and bouncing balls in a resident's room can often be heard in other rooms down, above, and below.

Remember that while residents have a right to listen to music of their 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. Residents may be asked at times by other residents or staff to compromise by adjusting the sound/noise level in the room to reduce the disturbance to others around residents. Please be considerate and flexible. Failure to comply when notified by the Residence Life staff may result in disciplinary actions.

Parking

If residents have a motor vehicle, motorcycle, or bicycle on campus, residents are required to obtain a parking permit. Permits must be displayed in the proper location on each vehicle. Parking is permitted only in designated areas. Residents are not permitted to park in visitor or Director spaces. Motorcycles may be parked in any parking space and require a parking permit.

Residents may register for a parking permit at https://usao-gcgxy.formstack.com/forms/parking_permits. After registering, residents may pick up their permit at Lawson Clubhouse 205. 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 residents, 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. Vehicles may also be towed at the owner’s expense for repeated unauthorized parking in the handicap spots.

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. Students who have failed to obtain a USAO permit will be ticketed and/or towed if found to be using visitor parking.

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.

University Official Parking

Specific spots are indicated for university officials. Parking in these areas is prohibited.

Pest Control

Pest Control is scheduled for the second Tuesday of every month and as needed in order to spray the buildings. Residents must have floors and surfaces cleared in preparation for these visits. Reminders will be sent to your student email in advance of the monthly treatment.

Students must allow Housing staff and our pest control professionals access to the room/apartment at reasonable times to inspect for or treat pest/bed bugs. You and your family members, occupants, guests, and invitees must cooperate and must not interfere with inspections or treatments. We have the right to select any licensed pest control professional to treat the apartment and building. We can select the method of treating the apartment, building, and common areas for bed bugs. You are responsible for and must, at your own expense, have your own personal property, furniture, clothing, and possessions treated according to accepted treatment methods established by a licensed pest control technician.

You must report any signs of pest/bed bugs within 48 hours of discovery to your RA, Housing Coordinator, or to the Residence Life Office, or you may submit a maintenance request. Do not wait to report evidence of pests/bed bugs. Even a few bugs can rapidly multiply to create a major infestation. When an infestation is caught early, treatment is often much quicker and less disruptive than when the infestation is more advanced.

Successful treatment of a pest/bed bug infestation is dependent on your full cooperation. If we confirm the presence of pest/bed bugs, you must cooperate and coordinate with us and our pest control professionals to treat and eliminate the pest/bed bugs. You must follow all directions from us and our agents to clean and treat the apartment or building that is infested. Follow-up treatments or inspections may also be necessary. You shall not treat the apartment for pest/bed bug infestation on your own. You must remove or treat personal property that cannot be treated or cleaned before we treat the dwelling.

If we confirm the presence or infestation of pest/bed bugs in your dwelling, we have the right to require you to temporarily vacate the dwelling and remove all furniture, clothing, and personal belongings so we perform pest control services.

If you do not comply with the preparation of the apartment as required by the pest control professional or the treatment is unsuccessful because of lack of cooperation, you will also be responsible for subsequent treatments to the apartment and for any treatment to adjoining units that are infested with pests/bed bugs.

If you are required to pay for any pest control services, it will be clearly communicated to you through the student's USAO email address. The charges will be applied to the student's Bursar account.

If for any reason the student brings in any pest/bed bugs into the room/apartment they need to follow pest/bed bug policy set out in the housing policies and be charged a treatment/cleaning fine along with any furniture or materials that need to be discarded that is property of the University of Science and Arts of Oklahoma.

Neither Owner nor Owner's agents and employees shall be responsible to you for any losses, damages, or expenses including special, consequential, or punitive arising out of a bed bug infestation, inspection, or treatment. Failure to promptly report bed bugs, failure to comply with treatment instructions or any other violation of any other policy are grounds for eviction. The student will remain liable for any costs and damages incurred.

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 \$100 fine may also be implemented per animal, per offense.

Community Spaces

Community Spaces 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.

Room Decorations

Room decorations are allowed, but please consider the following:

1. Residents are prohibited from painting any surface in residents' room, including the walls, any wooden or metal surfaces, the ceiling, room and bathroom doors, on balconies, in breezeways, and air conditioning/heating units.
2. The use of 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 residents have special needs for personal items, please apply for special accommodations through the Coordinator for Student Wellness and Accommodations.
4. Due to fire code, hanging paper, fabric, or other flammable substances on the outside of resident's room door or residents room ceiling is strictly prohibited. Please limit door decorations to 20% of the surface area of the door; wall decorations must be limited to 50% of wall surface area.
5. Glow-in-the-dark stars, stickers, and similar adhesive decorations are not permitted on ceilings, walls, or other surfaces.
6. Decorative Lights:
 - a. Only LED decorative electric lights are permitted or non-LED battery powered.
 - b. Decorative light sets should not be anchored/taped or allowed to touch metal items such as window or door frames.
 - c. Cords may not be run through doorways, under doors, or across hallways.
7. Rooms and common areas must be returned to its original condition upon vacating.
8. Spray-painting is not permitted in the residence halls, even for class projects. If residents need a location to spray paint, please contact a Housing Coordinator.

Roommates

Roommate relationships are the foundations for community development. It is not necessary for roommates to be best friends or share every aspect of college life together, but it is important that they 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:

- Roommates are encouraged to get to know each other
- Begin communicating right away
- Expectations should be discussed
- Ask questions
- Set guidelines
- Roommates should be able to compromise

Roommate Conflicts

If residents and their roommate(s) cannot resolve a conflict on their own, the next step is to request assistance from a RA. If the problem is still not resolved, the next step is to ask a 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 Housing Coordinator and are based on space availability.

Subletting

As the contracted recipient of residents housing assignment, residents 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, university policy is publicly available online at <https://usao.edu/about/tobacco-free-campus-policy.html>.

Trash

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

Bags of trash from residents' room or apartment are not to be placed in the small receptacles in the courtyard or in the buildings. If residents place these items in the wrong area, residents will be subject to a fine. Trash is not allowed to be stored in resident's room or apartment.

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 resident's own is prohibited. This includes entering or residing in a room not officially contracted to residents or allowing others access to an empty room or suite. In addition, residents are not to allow another individual not contracted to the room to remain in residents room unattended. It also is a violation to avoid a visitation violation by hiding in a suitemate's room. Lending someone else resident's 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 residents do not adhere to this policy, residents are subject to disciplinary sanctions and/or fines. The replacement cost for a single access point is \$500; if residents damage an access point, it will be charged to resident's 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 the printer, please email IT for assistance:

ithelpdesk@usao.edu.

SERVICES AND AMENITIES

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

Food Services

USAO offers an all-residents-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.

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 the Drover Card. All residents are required to have a meal plan, regardless of resident's housing assignment. If residents do not mark a meal plan on the housing application, residents will be assigned the least expensive meal plan for which they 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 may be refunded on a prorated basis to students who do not stay in housing the entire semester.

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

FLEX Dollars

FLEX dollars add flexibility to residents 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. Residents total FLEX dollar "cash balance" will decrease by the amount residents spend with each purchase.

IT

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

Laundry Facilities

The University contracts with Jetz Services to provide laundry service in the residence halls. Washers and dryers are available in the residence halls for resident's personal use only. The cost of laundry is already built into housing 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, residents can contact an RA or Housing Coordinator.
 - In case of emergency, notify Security at 405-222-8066.

Do not prop open the door to the laundry room at the Lawson Clubhouse.

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 the 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 resident's responsibility to remove their items from machines in a timely fashion at the end of the 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, residents may gently remove that load of laundry from the machine and carefully relocate it for the owner to find.
- Do not place laundry on the floor.

Unclaimed Items

Report any unclaimed items left in the laundry room longer than 24 hours to the RA on duty or to Housing Coordinator. After 2 weeks, unclaimed laundry items become property of the university.

Mail

Mailbox location: First floor of Lawson Clubhouse

Package pickup and mailroom management: Package Lockers

All students living on campus are eligible for campus mailboxes. However, if residents move off campus for any reason, residents will not be able to keep their campus mailbox. To be assigned a mailbox, residents must complete the USAO rental agreement: https://usao-gcgxy.formstack.com/forms/usao_mailroom_form. Students only leaving for the summer and will be back for the fall may keep their mailbox key.

USAO' 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. Residents may check residents mail any time between 7:00 AM and 12:00 AM. All other carriers (UPS, FedEx, Amazon, etc.) put the packages in the Package Lockers.

Packages are delivered to the package lockers, located in the courtyard between Sparks Hall and the Student Center. These lockers are available 24/7 for students' convenience. An email and/or a text will be sent with a code to open the locker. Oversized packages will need to be picked up from the Mailroom in Lawson Clubhouse. **Residents will be notified by email of the location of the package available for pickup.**

Residents must present their Drover Card when retrieving a package from the Mailroom. Residents may not pick up another student's mail unless prior arrangements have been made, involving permission from the other student given in writing.

The university will not be responsible for forwarding mail. Residents must also return their mail key to Student Life—**Housing staff is not responsible for the return of mail keys.** Failure to check out properly and return mail key will result in charges to resident's account.

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

Flat Mail:

	Residents Name
	1727 W Alabama Ave
	Chickasha, OK 73018

Shipping Address:

Residents Name
USAO Package Lockers
1728 S 17th St Chickasha, OK 73018

Theater Rooms

Sparks Hall and the Lawson Clubhouse each feature a movie theater room. Residents may request to reserve residence hall's movie theater by submitting a theater request form on the housing portion of the university website: <https://usao.edu/student-life/living-on-campus/housing/housing-facilities.html> ; Robertson residents may request to use the Lawson theater. If residents request has been approved, residents will receive a confirmation email from residents Housing Coordinator. When the reservation time arrives, call the RA cell phone to have the room unlocked for residents. Instructions for equipment use can be found in both theater rooms, but residents may also contact the RA for assistance if needed.

Reservations must be made 72 hours in advance. You must receive approval before using the space; a request does not equal an approval.

It is resident's responsibility to ensure the theater door is locked when leaving the theater. The theater will be inspected by an RA before the next reservation, and any damages that have occurred will be resident's financial responsibility. Please do not make any adjustments to our tech 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 resident's student account upon approval of the storage request. Requests can be made using the summer storage request form found on the housing portion of the USAO website: https://usao-gcgxy.formstack.com/forms/summer_storage_form.

In order to be eligible for summer storage, residents 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 regarding 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 residents will return to campus
- Email address

If residents wish to store items over the summer, residents 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 residents with a copy.

Storage Liability

The University will not be responsible for articles lost, stolen, or damaged while in storage. Therefore, if residents do not already have coverage through an insurance policy, residents should carry residents own insurance on the items residents choose to store. Items of special value to residents 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

Residents should claim storage items after fall check-in by contacting the appropriate Housing Coordinator. Residents must reclaim 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 residents 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 resident's 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. . Officers perform routine patrols of all residence hall living areas, classrooms and office areas on campus as well as provide escorts on campus.

General Safety Tips

Tips for keeping residents and their belongings safe:

- Use the marked crosswalks when walking across campus.
- Keep residents room door and car doors locked at **all** times.
- If residents 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 vehicles.
- Be aware of surroundings. Avoid texting and walking at the same time.
- There is safety in numbers—walk in pairs or groups. Contact Security if residents would prefer an escort.
- If a resident suspects a break-in, do not enter the residence —call Security immediately.

Crime Reporting Techniques

All crimes should be reported to Security immediately. If residents 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 Annual Security Report can be found at <https://usao.edu/student-life/living-on-campus/campus-safety/statistics-reporting.html>

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 Associate Vice President for Student Services and Human Resources—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, residents should 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 Vice President of Enrollment Management and Student Life 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 residents 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 residents or resident guests. Residents are responsible for insuring and securing residents 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 residents may not be physically on campus. University parking facilities are used at the resident's (or resident guests') risk.

Room Inspection and Entry

Residents 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 residents 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. Residents will be notified when regular spraying, fogging, or other treatment of resident's room or apartment will occur, and the University reserves the right to exercise its Right of Entry in such cases.

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

Health and Safety Checks

Residence Life staff will conduct Health and Safety room inspections of each student room twice a semester or as needed. 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 residents 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, residents will be given a written Official Request/Warning describing the violation and requesting that it be removed or corrected within 24 hours. Residents room will then be rechecked after 24 hours. At that time, if a resident's 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 residence hall is equipped with smoke detectors, sprinkler heads and fire extinguishers. Additionally, Lawson apartments have CO² detectors. The kitchen area of each Lawson apartment is equipped with a fire extinguisher; Sparks and Robertson Hall have fire extinguishers located throughout the building. AED devices (portable defibrillators) are in the Lawson Clubhouse, the lobby of Sparks Hall, and the entryway of Robertson Hall.

Fire Safety

Fire drills will be conducted each semester. 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 residents smoke detector is beeping, a maintenance request can be made or the resident can 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.

Evacuation of University buildings is mandatory when a fire alarm sounds. Sounding of false fire alarms or tampering with firefighting or safety equipment to include extinguishers, fire sprinklers, and connecting pipes, EXIT signs, and the alarm system is prohibited. Those suspected of such offenses are subject to criminal prosecution, eviction from University housing, and/or suspension from the University, and may be required to pay fines and/or restitution.

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 resident's 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 room doors is strictly prohibited.

Evacuation Procedures

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 on the bottom floor of Nash Library. Entrance to the bottom floor is on the south side of the library.

Fire Evacuation:

- Sparks Hall residents will gather in the Oval.
- Lawson Hall residents
 - Shafer residents will gather near the library.
 - Shackleford residents will gather in northeast corner of the back parking lot.
 - Lewis residents will gather in front of Canning.
- 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 always remain in the rooms. Any damage beyond normal wear and tear will be billed to residents. It is resident's 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

Residents 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. Stacking bed risers is also prohibited.

Sparks Hall

Sparks Hall closes for winter and summer break. Residents will be required to turn in their 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, residents 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 residents Housing contract
- Other amenities exist for residents use within the residence facilities
- Any other furnishings must be approved by residents Housing Coordinator

Computer Lab

The computer lab is 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. Residents may use a computer there to access residents shared drive, work on assignments, conduct research, or send residents work to any of the printing stations on campus for pickup.

Kitchen Use

Kitchen use is open to all residents of Sparks. Residents must clean up after residents' self or lose kitchen privileges. Residents may use residents own kitchen equipment, or residents may borrow equipment during RA hours in the evenings by visiting the RA desk. When borrowing kitchen equipment, residents must leave residents ID with the RA and return equipment before the end of RA shift.

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 resident's 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: 4pm – 10 pm at Sparks Hall
3pm – 12 am at Lawson Clubhouse

The above hours are subject to change. If they do, residents 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. Residents are free to relax here or hang out. Residents are responsible for any damages, trash, food, and drink.

Temperature Control

Thermostat controls the temperature when the heat or A/C is on. The fan controls the speed of the air. Residents do not control when the heat or A/C is turned on. If residents decide to open residents window, residents must turn off the fan.

Visitation Policy

- Residents must email the Housing Coordinator (housing@usao.edu) and roommates to request permission for all overnight guests. Overnight guest requests must be submitted 5 business days prior to guest's visit. Requests will then be reviewed by Housing Coordinator, who will contact resident regarding the request.
- Resident requesting the overnight guest must have approval from roommates.

- Guests may not stay for more than 2 consecutive days, and no guest may stay for more than 6 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 residents Housing Coordinator for details.)
- Residents are responsible for their guest.
- Guests should never be left alone in the resident's room.
- Resident's guest must be escorted throughout the building. Guests are not permitted in the building without resident accompaniment.
- Any damages or violations that resident's guest is involved in will be the responsibility of the resident.
- All guests are to enter and exit the building through the main entrance.
- No guests are allowed in Sparks Hall during the following breaks:
 - Fall Break
 - Thanksgiving Break
 - Winter Break
 - Spring Break

Vacuum Rental

Residents may also borrow vacuums during RA shifts, but no later than 9 pm. Residents must leave residents ID with the RA to borrow a vacuum and must return the vacuum on the same night of use.

Winter Break

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

[Lawson Hall Apartments](#)

Lawson residents are not required to move off-campus or turn in keys for University breaks while under contract but must be enrolled for the following semester.

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
- End table
- Coffee table
- 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, residents 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 residents Housing contract
- Other amenities exist for residents use within the residence facilities

General Maintenance of Apartments

Residents are responsible for certain maintenance tasks in resident's 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 resident's toilet if there is a clog. If plunging does not remedy the problem, then residents may report the maintenance issue
- Unclogging drains
 - Residents may also purchase and use general liquid clog removers.
 - If the clog does not improve, residents may submit a maintenance request.

Outdoor grills, smokers, and fire pits are not permitted to be used or stored inside of or outside of the apartment. A charcoal grill is available for residents use at the pool; residents 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 for Lawson

and Robertson residents only to reserve. Please reserve using the following link:
<https://usao.edu/student-life/living-on-campus/housing/housing-facilities.html>.

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 only for Lawson residents to reserve. Please reserve using the following link: <https://usao.edu/student-life/living-on-campus/housing/housing-facilities.html>.

RA Desk

The RA desk is staffed nightly. During the fall and spring terms, it operates under the following hours: 3 pm – 12 am

Swimming Pool

When residents swim in the pool, residents swim at their own risk. University Housing does not provide lifeguards for its pool facilities. Residents 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 10:00 AM – 11:00 PM. Residents are required to follow the policies and procedures listed below:

- The pool is to be used by Lawson residents only.
- Residents must have their student ID with them at the pool.
- Residents 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.
- Residents must accompany their 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 the resident's 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 residents thermostat below 72 degrees. Any lower setting will cause the unit to freeze, which will prevent residents 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 – Please see *Changes in Housing* for updated policy

- Residents must email residents Housing Coordinator (housing@usao.edu) to request permission for all overnight guests. Overnight guest requests must be submitted 5 business days prior to resident's guest's visit. Requests will then be reviewed by residents Housing Coordinator, who will contact residents regarding residents' request.
 - When residents get permission from residents Coordinator, residents will also need to get permission from residents' 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 6 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 residents Housing Coordinator for details.)
- Guests should never be left alone in the apartment.
- Residents are responsible for their guests.
- Any damages or violations that resident's guests are involved in will be the responsibility of the resident.
- Guests are not permitted in the Clubhouse without a resident.

Volleyball Court

The volleyball court is open from 10:00 AM to 11:00 PM, and is available on a first-come, first-serve basis. Reservations cannot be made without the approval of residents 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 Robertson receives one room key. If the room key is lost during the year, residents 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 residents Housing contract

- Other amenities exist for residents use within the residence facilities
- Any other furnishings must be approved by residents Housing Coordinator

Kitchen Use

Use of the kitchen is open to all residents of Robertson. Residents must clean up after themselves or lose kitchen privileges. Residents may use residents own kitchen equipment, or residents may borrow equipment during RA hours in the evenings by visiting the RA desk or calling the RA phone. When borrowing kitchen equipment, residents must leave residents 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.

Social Spaces

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

Temperature Control

Thermostat controls the temperature when the heat or A/C is on. The fan controls the speed of the air. Residents do not control when the heat or A/C is turned on. If residents decide to open residents window, residents must turn off the fan.

Visitation Policy

- Residents must email residents 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 guest's visit. Requests will then be reviewed by Housing Coordinator, who will contact residents regarding their request.
 - When residents get permission from the Housing Coordinator, residents will also need to get permission from residents' 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 6 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 residents Housing Coordinator for details.)
- Residents are responsible for their guest.
- Guests must be escorted throughout the building at all times. Guests are not permitted in the building without resident accompaniment.
- Any damages or violations that guests are involved in will be the resident's responsibility.
- Guests are not allowed in Robertson Hall without their resident host.
- All guests are to enter and exit the building through the main entrance.