Welcome to Housing and Resident Life at Dixie State University! Significant opportunities and experiences await you as you pursue your educational goals at Dixie State, many of which will occur in the setting where you live. My staff and I are excited to have you staying with us and hope to become a meaningful part of your college experience. Our goal is to serve our residents, and in doing so, we strive to create a safe, clean, fun, and educational environment conducive to higher learning and student development. Our Resident Life program is structured to promote safety, resident interaction, community building, and student success. We invite you to take advantage of our services, amenities, and programs to ensure an enjoyable experience.

In addition to our efforts to enhance your collegiate experience, there is much you can do as well. I am confident that the following recommendations, if followed, will contribute to the quality and level of success you achieve as a college student:

**Practice Healthy Living** — Getting adequate sleep, eating healthy, and exercising regularly will vastly improve your ability to meet the rigorous academic demands inherent to higher education.

**Maintain An Academic Focus** — Attend your classes, get to know your professors, and aim high with your academic goals. Support is abundant at Dixie State to help students succeed in the classroom.

**Get Involved** — Scholarly research reveals that students who become “involved” in campus life are happier, acquire higher grade point averages, and are more satisfied with their college experience.

**Become Acquainted With Your Community** — Get to know those around you. As you go out of your way to meet other residents living in Housing and Resident Life, your experience will be much more rewarding as you make meaningful connections with those living in your community.

We are excited for the “college adventure” that awaits you! Again, we are here to serve our residents. If you identify an area we can improve on, please talk to one of our staff members or stop by the Housing Office. We always appreciate feedback from residents who want to improve the quality of their communities. Let’s have a great year in Housing and Resident life!

*Go Trailblazers!*

**Seth Gubler**  
*Director of Housing and Resident Life*
DEFINITION OF TERMS

HOUSING AND RESIDENT LIFE
Housing and Resident Life is the department that manages and facilitates the on-campus student housing program at Dixie State University. Housing and Resident Life oversees and executes both on-campus student housing facilities management and resident life activities.

RESIDENT ASSISTANT (RA)
A Resident Assistant, commonly referred to as a “RA”, is a student staff member who has responsibility over a community of students living in on-campus housing.

RESIDENT MANAGER (RM)
A Resident Manager, commonly referred to as a “RM”, is a staff member responsible for the management of on-campus housing facilities. RMs supervise RAs and assist the Housing Office in maintaining a successful Resident Life program and environment.

ON-CAMPUS HOUSING
On-campus housing is the student housing facilities and programs that are owned and operated by the University. There are some student housing facilities surrounding the University that are privately owned and managed – these are referred to as off-campus housing.

HOUSING AND RESIDENT LIFE
housing.dixie.edu
YOUR LIVING SPACE

CAMPUS VIEW SUITES
DSU's newest on-campus housing option
USE OF ROOM/APARTMENT

The Resident Life Department grants you the right to use and occupy the living space assigned to you upon move-in. You may also use other public areas (e.g., laundry rooms, computer lab, lounges, basketball court, etc.) within the Resident Life area. You accept your room/apartment “As is” and acknowledge that the room/apartment and its furnishings are in good condition, except as otherwise specified on the room/apartment online inventory form, which is to be completed at move-in and move-out. When you move into your room/apartment, survey your room and its furnishings and indicate on the online form anything you find that is not in good condition. It is important that you are thorough as you examine your room. You will be responsible for any damages that were not indicated on the inventory form you completed at check-in.

KEYS

You will be issued a key and key card during check-in. Carry your room/apartment key and key card with you at all times. Make sure that you keep your room/apartment door(s) locked. Keys may only be issued by the Housing Office. You are not allowed to duplicate or lend your key to someone else.

Keys and key cards must be returned when students move out. If a key or key card is not returned at check-out, or a temporary key is not returned, the door lock(s) may be changed and new keys will be made at the student’s expense.

If a room/apartment key is lost, the privacy and security of occupants and their belongings cannot be assured. Notify your RM or the Housing Office right away if you have lost or misplaced your room/apartment key. Residents are charged a $25 replacement fee for lost keys. If a lost key is later found and returned, $20 will be refunded. If a lock needs to be changed, a $75 charge will be added to your student account.

Lockouts: students who are locked out of their room/apartment during the first two weeks of the semester may be let back into their room/apartment for free. After the first two weeks, students will be charged $15 every time they are locked out. The $15 charge will be put on the student’s account.

If you lose your key card, please notify the Housing Office. You will be charged a $3 replacement fee for lost or damaged key cards.

PERSONALIZING YOUR ROOM

We want your room to be your (and your roommate’s) home away from home. We encourage you to personalize your space. Many students have lived in your room before you arrived, and there will be many more living there after you leave; therefore, we’ve developed several guidelines for you to follow as you personalize your room:

- Do not remove any furniture from the room/apartment, although, feel free to rearrange the furniture as you like.
- You may decorate your walls, but only use materials that will not cause damage to the walls. You will be billed for any damages resulting from your room decorations. Do not use tacks, nails, tape (scotch tape is okay to use), contact paper, or wall paper.
Cooking

Nisson Towers and Shiloh Hall  The ability to cook and prepare food in Nisson Towers and Shiloh Hall is limited since students living in these units have meal plans. Cooking/preparing food at Nisson Towers and Shiloh Hall is limited to what can be prepared with a mini-refrigerator and/or microwave. A resident in Nisson Towers or Shiloh Hall possessing any cooking device other than a microwave will be required to remove the device.

Abby, Chancellor, and Campus View Suites  Most normal kitchen appliances may be used in apartment kitchens, including George Forman Grills, Panini presses, slow cookers and toasters (toaster ovens and hot plates are not allowed).

Grills, gas tanks, charcoal and/or grill supplies of any kind cannot be stored, inside or outside, housing facilities.

Altering the Room/Apartment

Changing the appearance of any Housing and Resident Life building (including rooms and apartments) is prohibited; this includes, but is not limited to painting, adding shelves or partitions, alteration of furniture, plumbing, heating, or other structural changes (both interior and exterior).

Vandalism & Damages

You are liable for any damage or defacing of University property resulting from either your, and/or your guests'/visitors’, actions and/or neglect.

Cable

Cable comes free of charge to each living room (bedroom for Nisson and Shiloh); however, TVs are only provided at Campus View. Service is through TDS. Contact the Housing Office if you are experiencing difficulties with your cable service.

Internet

Shiloh Hall  Each room includes internet service free of charge. Your computer will need to be connected to a jack on the wall with a CAT-5 ethernet networking cable. The University Wi-Fi network is not currently available at Shiloh; however, you may bring your own Wi-Fi device if you secure it with WPA-PSK or better security. If you need assistance setting up your Wi-Fi devices, contact the Computer Center Help Desk at 435-879-4357.

Abby, Campus View, Chancellor and Nisson  Each living unit includes wireless internet service free of charge. To connect to the University Wi-Fi network, you must open a web browser and enter your DSU username and password (this is the same username and password that you will use to log into campus computer labs, wireless networks, and Dmail). Some living units may have access points (APs) and/or other internet equipment mounted in closets and other areas of your apartment. Access points cost over $600. You are not permitted to handle this equipment and will be responsible for any missing or damaged equipment discovered at check-out. Personal wireless routers are not permitted at Abby, Chancellor, or Nisson.

Gaming Consoles  Most gaming consoles work with the network, but Xboxes and some others have to be registered before they will
work correctly. The Computer Center Help Desk can assist you in registering your console. The Computer Center Help Desk can be reached at 435-879-4357.

**TRASH**
You are required to carry your own trash to the dumpster or trash chute. Do not leave trash outside your room/apartment, or any other common area. Failure to dispose of trash properly will result in a disposal and/or cleaning fee.

**STORAGE AND PERSONAL PROPERTY**
Housing and Resident Life does not have storage facilities. Housing and Resident Life and the University are not responsible for loss or damages from fire, theft, or other causes to clothing, valuables, or other personal property, including money. If your property is stolen, please report it to Campus Security and a Resident Life staff member.

The University and Housing Office do not provide insurance for damage or theft of your personal property. You may purchase your own renter’s insurance or verify coverage by an applicable homeowner’s policy.

Items left in any public or common space in or around the Resident Life area can be deemed a potential fire hazard, safety risk, and/or unsightly obstruction. You will have 24 hours, upon receiving either verbal or written notification, to relocate or remove the item(s); otherwise, the item(s) will be removed, impounded, and considered abandoned property by the Housing Office. After 15 days, Housing and Resident Life will dispose of the abandoned property at your expense. Relocation and/or storage costs may be assessed.

**CONDITION OF ROOM AND UNIVERSITY PROPERTY DAMAGE**
All residents are required to keep their rooms and apartments in a clean, sanitary and orderly condition. Residents are not allowed to make any repairs or alterations to their rooms, apartments, room/apartment furnishings, fixtures, or any other Resident Life building without prior written consent from the Housing Office.

Promptly report any damage and/or facility deficiencies to your RA, RM, and/or the Housing Office. The Housing Office will either send University maintenance staff or a contracted individual/business to make repairs.

**MAINTENANCE REQUESTS**
If something in your room, apartment or the building needs to be repaired or fixed, you may submit a maintenance request online through the Housing Portal (where you completed your Housing application). University maintenance staff or a contracted individual/business will be sent to make repairs. If you have an emergency after hours or on a weekend, please contact either the RAs or RM on duty.

**RESOLVING ISSUES AND CONCERNS**
Residents are encouraged to try and resolve concerns regarding living conditions and roommate issues first with their Resident Assistant. If they are unable to resolve their concern with the Resident Assistant, or if their concern is regarding their Resident Assistant, they should contact either the Resident Manager or Resident Life Coordinator over their living area. If they are unable to resolve the issue with the Resident Manager or Resident Life Coordinator, or if their concern is regarding the Resident Manager/Resident Life Coordinator, then they should discuss the con-
cern with either the Resident Life Specialist or Director of Housing, both of whom are located in the Housing Office area. If the issue is still not resolved, or if the concern is regarding Housing Administration, residents may contact the Assistant Vice President/Dean of Students located in the Student Gardner Center.

OVERNIGHT GUESTS
You may host a guest (must be at least 18 years of age) for no more than three (3) consecutive nights, or six (6) nights total, per semester. Roommate/suitemate approval must be given. All overnight guests in the residence halls must be properly checked in with the Housing Office; you may pick up an overnight visitor form from the Housing Office. If after hours, overnight guests may be checked in with a RM. You are not permitted to host an overnight guest of the opposite sex. Overnight visitor/guest policies to remember are:

- You are responsible for the actions and behavior of your visitor(s)/guest(s) and may be held accountable under the University’s student conduct procedures for your visitor’s/guest’s behavior.
- Resident Life staff may require a guest to leave if the staff member finds the visitor’s/guest’s behavior not in accordance with University and/or Resident Life policies. Visitors/Guests may be issued a “no trespass” order if their actions or behavior is deemed inappropriate.
- The Housing Office, or a RM, reserves the right to determine if the number of visitors/guests per resident is disruptive, and may ask all or some of the visitors/guests to vacate the facilities.

ROOM CHECKS
You are responsible for keeping your living space clean. This includes bedrooms, bathrooms, living rooms and kitchens where applicable. Cleaning and Safety Inspections will be conducted on a monthly basis. You will be notified at the beginning of each semester the dates these inspections will occur. Your living spaces will be inspected to make sure that they are clean, the trash is emptied, and the floors are vacuumed/mopped, etc. Rooms will also be inspected for safety hazards and/or rule violations. After inspections, your room/apartment doors will be locked (even if they were not locked when our staff arrived).

You will be notified if your room/apartment does not pass inspection. If your shared spaces (e.g., bathroom, kitchen, etc.) does not pass the monthly inspection, you will be charged a cleaning fee and the Housing Office will hire someone to clean the failed locations. Residents have 48 hours to dispute a failed inspection.

Vacuums, mops, and brooms are available to you. If you would like to use any of these items, contact either your Resident Assistant or Resident Manager. You must provide all other cleaning supplies that you would like to use.

NOTICES
Notices and/or memorandums may be periodically placed on your room/apartment door by Resident Life staff to announce upcoming events, maintenance work, important mail for you in the Housing Office, etc. Such notices will be considered delivered when posted on your room/apartment door. Information will also be sent to you via email (we will use the email address that you put on your housing contract). We recommend that you check your email regularly.
ROOM ENTRY BY UNIVERSITY PERSONNEL

Housing and Resident Life staff and University officials may enter your room/apartment for the purposes, and under the procedures, detailed below:

• By authorized University personnel conducting regularly scheduled inspections of health, safety equipment, and standards.

• By authorized University personnel when making improvements, repairs, or to provide routine maintenance services.

• By authorized University personnel when there is reasonable cause to believe a student’s health or well-being is in jeopardy, or in the case of emergency and/or extraordinary situations to protect the health and welfare of students, or to make emergency repairs to prevent damages to your property or the University’s property.

• By authorized University personnel, with reasonable cause, to remove any personal property that creates a nuisance, is hazardous, or is otherwise prohibited by Housing and Resident Life policies.

• By authorized University personnel when there is reasonable cause to believe there has been a violation of University policy, Housing and Resident Life policies or rules and regulations, or federal, state, or local laws and ordinances. Observed alleged contraband will be confiscated and alleged violations will be forwarded to the appropriate University official or law enforcement agency.

• By Law Enforcement Officers in the performance of statutory duties and in accordance with legally defined procedures.

If a member of the Resident Life staff enters your room/apartment, the staff member will lock your room and/or apartment door(s) upon leaving, regardless as to whether or not your door(s) was locked upon entry.

ROOM CHANGES

Sharing a room may be a new experience for some students. The ability to communicate and come to an agreement with diverse individuals is a useful skill in life and will likely be necessary when discussing living space expectations with your roommate. If needed, your Resident Assistant (RA) is available to assist in directing and mediating your discussion.

If you are experiencing a disruptive environment in your living space, involve your RA in addressing the situation. The RA will work with you and your roommate(s) to complete a Roommate Agreement. If issues and/or concerns ensue the completion of a Roommate Agreement, then the RA will involve a Resident Manager to see if a solution can be found.

If a disruptive situation continues, a room change may be addressed through the Housing Office.

The Housing Office must approve all room changes. The resident wanting a room change will be the one who moves — he/she cannot force his/her roommate to move. Room changes are subject to several rules:

• Room changes are not allowed to occur during the first two weeks of the semester, which is deemed a room “freeze period”. The Housing Office determines occupancy during this time.

• All rent and/or fees/charges (if applicable) must be paid in full before a room change will be allowed.

• If you are granted a room that is charged a higher rate, you must pay the difference before you can move into the new living space.

• Unauthorized room changes will incur a $50 fine and you may be required to move back to your original space.

• You may only change rooms once per semester.
• If a student under contract to purchase a meal plan moves to a facility not requiring a meal plan, that student will still be responsible for either a full or partial meal plan until his/her contract expires.

CONSOLIDATION
Consolidation is the process of combining residents living in different rooms, who are paying shared-room rates, into the same shared-room. If you have moved into a shared-room and do not have a roommate, one will be consolidated to your room, or you to his/her room. Housing and Resident Life reserves the right to reassign rooms in the interest of order, safety, health, discipline, disaster or best use of the facilities for the good of the Resident Life community.

Any resident who remains as a single occupant of a shared-room after being directed to consolidate will automatically be charged a single-room fee, and/or be subject to disciplinary procedures.

CHECKING OUT
When moving out of your room or apartment, you need to coordinate one of two types of check-outs with the Housing Office. Failure to complete a check-out may result in a $50 fine. There are two types of check-outs:

STANDARD CHECK-OUT
• Contact your RA or RM to make an appointment to check-out.
• Remove all personal articles and belongings from your room.
• Clean your room and assigned cleaning areas thoroughly. Rooms and assigned cleaning areas not cleaned thoroughly will incur a fee(s). For a copy of cleaning fees, please contact the Housing Office.
• Have your room/apartment checked and inventoried by your RA or RM.
• Turn in your key(s), key card, and any University equipment.

EXPRESS CHECK-OUT
• Request an express check-out form from the Housing Office.
• Remove all personal articles and belongings from your room.
• Clean your room and assigned cleaning areas thoroughly. Rooms and assigned cleaning areas not cleaned thoroughly will incur a fee(s). For a copy of cleaning fees, please contact the Housing Office.
• Turn in your key(s), key card, express check-out form, and any University equipment to your RA, RM, or the Housing Office.
• Your room will be checked and inventoried after you have left. You will be responsible for any cleaning or damage charges assessed by staff.

Unless all of these steps are completed satisfactorily, a proper check-out has not been executed. Additional rent or penalties may continue to be assessed and your deposit will be forfeited in consequence of an improper check-out.

Any personal property that remains in your room/apartment – or in some other area of Resident Life – after you have moved-out, shall be deemed abandoned. After 15 days, Housing and Resident Life will dispose of abandoned property at your expense. Relocation and/or storage costs may be assessed.
Resident Life staff

Resident assistants (RAs) are students who are staff members for Housing and Resident Life. RAs are here to assist you. They have been selected based on their maturity, social skills, enthusiasm, and desire to serve the campus community. RAs are responsible for creating and maintaining an environment where you have the greatest potential to succeed while living in on-campus student housing. RAs are trained to help students enjoy a safe and fun environment conducive to the mission of DSU. They can help you resolve issues or concerns, inform you of campus events, and are an excellent source of information regarding the campus. RAs maintain an open-door atmosphere and encourage residents to drop by. They are here for you, and we encourage you to get to know your RA.

Resident Managers (RMs) have been hired by Housing and Resident Life to live in and manage the Resident Halls. RMs supervise the RAs and are here to help you make the transition to college life. They perform a variety of administrative tasks and help all on-campus community members uphold the community standards. Stop by and become acquainted with the RMs – they are here for you and are on call for your assistance.

Housing Office staff

Resident Life Services Specialist is here to help you with any questions you might have regarding your student account charges, maintenance requests, mail, room changes, or any other assistance you may be in need of. The Resident Life Services Specialist coordinates with other campus departments/offices on a regular basis. If you’re looking for information, chances are our Resident Life Services Specialist will either have the information or know the right person to call.
**DIRECTOR** The Director is available to discuss any issue that you might be facing. The Director can help you resolve conflicts in your living environment, answer questions regarding Housing and Resident life policies, direct you to campus resources, or offer a listening ear if you have recommendations or concerns regarding on-campus housing.

**MAIL**
For Campus View, Nisson and Shiloh residents, mail can be picked up from the mailboxes next to the Housing Office located in the Campus View building. There is no mail service in the Housing Office on weekends, national holidays or on days the campus is closed. Mail and packages may be picked up during regular office hours, 8:00 a.m. to 5:00 p.m. Monday through Friday. All packages must be signed for and cannot be given out to anyone else. You must notify the Housing Office if you would like someone else to retrieve your package(s).

We recommend that you check your mail at least once a week, even if you are not expecting anything. Letters from the University, or Resident Life, will be sent to the Housing Office. Important letters and/or notices will be considered delivered when placed in your mailbox.

If you move out and leave a forwarding address with the Housing Office, your mail will be forwarded to you up to 30 days. After that time, your mail will be returned to sender. If you do not leave a forwarding address, your mail will be returned to sender.

**LAUNDRY ROOMS**
Laundry rooms are located at Abby (basement on parking lot side of middle building), Campus View (on every floor), Nisson (basement of building A) and Shiloh (southeast end of building). At Chancellor there are washers and dryers inside every apartment. Washers and dryers are free-use, but students must purchase their own detergent and dryer sheets. Please be respectful and remove items promptly after the cycle is finished. Do not put others’ laundry on the floor, in other washers/dryers, or in the sinks. Please dispose of all dryer sheets and lint in the trashcans. Any abandoned clothes will be disposed of after one week.

**LOUNGES**
Lounges are located on every floor at Campus View, and in the Resident Life building in between Nisson and Shiloh. The lounges are available for the residents who live in these areas to relax, socialize and study. Clothing and shoes must be worn in all lounges. Sleeping in lounges is not permitted. Removing furniture from lounges is not permitted.

**COMMUNITY KITCHENS**
Community kitchens are located on every floor at Campus View Suites. Residents who use the kitchens are responsible to clean up after themselves, including preparing, cooking, and eating areas. If a particular kitchen is constantly messy and unkempt, all residents of that floor may be charged a cleaning fee every week until improvement occurs. Residents should take extra care to ensure that refrigerators are closed, and that stove tops and ovens are turned off when not in use.

**COMPUTER AREAS**
Computer areas are available on every floor at Campus View and in room D6 at Nisson Towers. They are equipped with computers and printers to aid students in completing their coursework. To be able to print, students need to have previously purchased paper on their print...
accounts. To purchase paper, they may do so online (go to print.dixie.edu) or in person at the Help Desk located on the main floor of the Holland Building.

The computer areas are primarily intended for class assignments and projects. If a student needs access to a computer to complete his/her work, that student will have priority over another student using the computer for recreational purposes.

**PARKING**

If you have a vehicle, and would like to park it in any parking lot on campus, you must purchase a parking permit from the Cashier’s Office. Parking permits are required in all on-campus housing parking lots. Parking permits are good for one school year, including the summer semester. Vehicles parked in campus parking lots without permits may be ticketed, including parking in reserved Faculty/Staff spaces without an appropriate permit.
CORE OBJECTIVES

- Responsibility
- Involvement
- Leadership
- Academic Success

OBJECTIVE: RESPONSIBILITY
DEFINITION: Authority to make decisions independently.
EXPECTATION: Respect others, yourself, and the property of others.
SKILLS: Multi-Task Effectively, Time Management, Mentoring, Problem Solving

OBJECTIVE: INVOLVEMENT
DEFINITION: To make somebody part of, or make somebody take part in, an event or ongoing process.
EXPECTATION: Be an active member of DSU and Resident Life. Welcome Diversity.
SKILLS: Collaboration, Detail Oriented, Group Work, and Communication Skills

OBJECTIVE: LEADERSHIP
DEFINITION: The ability to guide, direct, or influence people.
EXPECTATION: Create opportunities for you to lead.
SKILLS: Decision Making, Delegation, Motivating Others, Critical Thinking, Empathy, Community Service

OBJECTIVE: ACADEMIC SUCCESS
DEFINITION: The achievement of something planned or attempted — education.
EXPECTATION: Understand resources, give helpful and accurate advice, Promote academic success among other students, maintain conducive atmosphere for learning
SKILLS: Self-Management, Goal Setting, Evaluating Resources

STUDENT SUCCESS

- Responsibility
- Involvement
- Leadership
- Academic Success

- Responsibility
- Involvement
- Leadership
- Academic Success
Housing and Resident Life’s mission is student success. To this end, RAs are expected to develop meaningful relationships with each resident in their communities. RAs plan events and participate in our student mentor program that supports responsibility, involvement, leadership, and academic success.

THE STUDENT SUCCESS INITIATIVE
Twice a semester, the RAs will have a discussion with you regarding your goals, expectations, and your experience with on-campus housing and college life at DSU. These discussions will be helpful to you as you discuss these topics with your RA and formulate action plans for your success. Your RA will help you find resources across campus and point you in the right direction for assistance and opportunities to get involved at DSU.

GET INVOLVED
“GET IN WHERE YOU FIT IN” – This advice is valuable for all students. Find a campus organization you would like to participate in. This could be intramurals, a student club related to your major, student government, a church group, or simply attending campus events. Your college experience will be greatly enhanced through campus involvement. Students who are involved enjoy a higher rate of success.

LEADERSHIP OPPORTUNITIES
RESIDENT ASSISTANT SELECTION If you think you might be interested in becoming a RA for the next academic year, the selection process begins in March of Spring semester. RAs are awarded scholarships through the Housing Office for single-room housing accommodations, and in some cases, meal expenses. We suggest that residents interested in becoming a RA get involved in Resident Life activities, including RHA, to gain some leadership experience prior to the RA selection process. If you have any questions regarding the RA position, contact either the Housing Office or your RA. Your RA is your most valuable source in learning about the RA position.

RESIDENT HALL ASSOCIATION (RHA) RHA is the student organization for on-campus single student housing. RHA focuses on improving the on-campus single student housing community based on the needs and expectations of residents. They accomplish this through activities, student advocacy, and representation for on-campus residents at campus events. Members of the Executive Council for RHA receive housing scholarships through the Housing Office. If you are interested in participating in RHA (e.g., planning events, creating posters/flyers, becoming a member of the Executive Council, etc.), we invite you to attend their regularly scheduled meetings. The Housing Office will be able to provide you with the RHA meeting schedule.
One of the biggest mistakes roommates make is to not discuss problems as they develop.

ROOMATE AGREEMENT

1. Agree that your communications with your roommate are confidential.
2. You must be willing to answer the same questions you ask.
3. Ask questions in the following areas to avoid future misunderstandings:

   **Background Questions:**
   - Family life?
   - Reason for coming to DSU?
   - Hobbies?
   - Interests?
   - Academic major?

   **Study Style:**
   - What time of day/night do you study?
   - Where?
   - With or without noise?

   **Emotional Style:**
   - Do you enjoy being alone?
   - Dating?
   - Social atmosphere?
   - Moods?
   - How will I know when you are upset?
   - How do you handle problems?

   **Lifestyle:**
   - Attitudes about religion?
   - Politics?
   - Drugs?
   - Alcohol?
   - Night owl, or day person?
   - Organized?
   - Wherever it lands?
   - Borrow each other’s stuff?
   - Cars?
   - Money?

   **Housekeeping:**
   - How will you divide room cleaning responsibilities?
   - Sloppy?
   - Neat?

   **Guests:**
   - What hours?
   - How many at a time?
   - Use my stuff?
   - Sit on my bed?

   **Telephone/Computer:**
   - Use each others’?
   - How long spent on phone?
   - Online?
**ROOMMATE RELATIONS**

Sharing a room/apartment with someone you have never met before may be a new and challenging experience. Everyone comes to college with a different background, set of expectations, personality traits, and mannerisms that may or may not match perfectly with others in their living environment. Lifestyle differences may easily engender conflict if concerns are not quickly, openly and tactfully communicated. We encourage each resident to complete a roommate agreement with others in their living space. Roommate agreements cover a variety of topics typical of shared living space issues. If you would like a roommate agreement worksheet, contact your RA. If you are experiencing conflict in your living space, we encourage you to first speak openly to your roommate(s). If you would like assistance in resolving roommate(s) issues, your RA will be able to help either mediate a discussion or complete a roommate agreement.

**HOW TO BUILD THE ROOMMATE RELATIONSHIP**

Get to know your roommate. The better you and your roommate understand one another the easier it will be to share your living space. Talk about your living expectations early on and complete a roommate agreement. If a concern/issue develops, talk to your roommate about it and try to understand his/her perspective. If you are struggling to make a connection with your roommate(s), ask your RA for advice.

**STUDENTS’ BILL OF RIGHTS**

The Students’ Bill of Rights is a reminder to each resident of his/her responsibility to his/her roommate(s) and to others in the Resident Life community. Living in a community requires consideration, agreement and understanding.

Each student living in on-campus housing has:

1. The right to read and study free from unreasonable interference in his/her room.
2. The right to sleep without unreasonable disturbance from noise, guest(s) of roommate(s), etc.
3. The right to expect that his/her roommate(s) will respect his/her personal belongings.
4. The right to a clean living environment.
5. The right to free access to his/her room/apartment and other on-campus housing facilities and amenities.
6. The right to privacy.
7. The right to host guests with the expectation that guests are to respect the rights of the host’s roommate(s) and other residents.
8. The right to address grievances.
9. The right to be free from fear of intimidation, or physical and/or emotional harm.
10. The right to expect reasonable cooperation and use of shared room/apartment appliances and furnishings.
ROUNDS
Two RAs will be “on duty” every night Fall and Spring semesters. The RAs on duty will be available to respond to calls or disturbances. They will also perform two sets of rounds during the late evening/early morning hours. During rounds the RAs walk around all the Resident Life buildings pertaining to the on-campus single student housing areas. Rounds are performed with the intent to maintain a safe and secure environment. RAs are trained to report and respond to suspicious activity and/or individuals while on duty. If you need assistance after hours, call the Resident Life duty phone at 435-632-0166.

CAMPUS SECURITY
The Security and Campus Police Department employs officers to patrol the campus and surrounding areas. Campus Police patrols the Resident Life areas each day and night and often assist the RAs during rounds. If you need to contact the Security and Campus Police Department, you may reach them by phone during regular business hours at 435-652-7515, or after hours on their duty phone at 435-619-1144. We encourage you to report any criminal or suspicious activity you observe to Campus Police or the Resident Life staff.

MISSING STUDENT
When a student applies for on-campus housing, that student may indicate an emergency contact person, and accompanying contact information for that person, on the housing application. This person’s identity and contact information will be kept confidential, be accessible only to University personnel, and only be disclosed to law enforcement personnel when conducting a missing person investigation.
Dixie State University must notify a custodial parent or guardian of non-emancipated students under 18 years of age within 24 hours of the determination that the student is missing.

If an individual would like to report a missing student who has been missing for 24 hours, that person should contact the Security and Campus Police Department (435-652-7515) or a member of the Housing and Resident Life department staff, such as:
• Resident Assistant
• Resident Manager
• Office Manager
• Director

If a staff member is notified, the staff member will contact the Dixie State University Campus Police, or St. George Police Department, unless either entity originally declared the student missing. The staff member, if not the Director of Housing, will then contact the Director. The Director will contact the student’s designated emergency contact person within 24 hours of the determination that the student is missing. If the student is under 18 years of age and not emancipated, the Director of Housing will notify the student’s custodial parent or guardian within 24 hours that the student is missing.

**FIRE SAFETY**

Open flames of any kind are not allowed in rooms/apartments. Candles, incense, and/or actions that may cause a flame or smoke are not allowed in rooms/apartments.

Fire extinguishers can be found: in kitchens and on the exterior of buildings at Abby and Chancellor; in the hallways at Campus View; and, on the exterior of buildings at Nisson and Shiloh. Fire extinguishers are for emergency use only. Rooms and bathrooms in the dorms have smoke/heat alarms, which are very sensitive and can easily be set off by smoke, heat, and excessive moisture in the air. Likewise, the apartments also have smoke detectors. Please be aware that spraying air fresheners or pointing hair dryers directly at the alarms may set them off.

If your smoke detectors begin to make an intermittent chirping sound, this means that the battery is about to die. Please contact the Housing Office, or a RA/RM, if you hear your detector making noises.

Tampering with, dismantling, or covering fire safety equipment, or setting off a false alarm is a misdemeanor and a violation of State law and University policy. Fire safety equipment includes, but is not limited to smoke/heat detectors, fire extinguishers, fire sprinklers and connecting pipes, EXIT signs and the alarm system. Disciplinary action in response to tampering with fire safety equipment, or setting off a false alarm, may include eviction, a $350 fine, financial charges to replace damaged, broken, or missing equipment, and up to six months jail time (if cited).

**FIRE EVACUATION**

You are required by state law to immediately evacuate a building in an orderly fashion whenever a fire alarm sounds – failure to do so may result in disciplinary action and/or state prosecution. Your safety and the safety of the Resident Life community depends on your cooperation.
Fire safety/evacuation guidelines for residents:
1. If you hear a fire alarm in your room/building, or see smoke/flames in your room/building, leave quickly if it is safe to exit:
   a. If there is smoke in your room/apartment, keep low to the floor.
   b. Close all doors as you leave.
   c. Leave your door(s) unlocked.
   d. If possible and safe to do so, take your room/apartment key and ID with you.
2. Know where the fire extinguishers are located on your floor and building.
3. Know where the evacuation area is for your building. The evacuation areas are as follows:
   a. Campus View, Nisson and Shiloh – the basketball court outside the Housing Office.
   b. Chancellor – the St. George Community Church parking lot, which is located one block directly south of Chancellor.
   c. Abby – the empty street behind the grass area in front of Abby.

MEDICAL EMERGENCIES
In the event of a medical emergency, call 911 and please notify a RA or RM immediately. If you need to go to the emergency room, please notify someone from the Resident Life staff or have someone notify them for you.

HEALTH SERVICES
The Health and Counseling Center provides low-cost acute medical services to students through a nurse practitioner staff and a local family practice physician. Students may utilize medical and/or mental health services for $20 per visit. Contact the Health and Counseling Center at 435.652.7755 for medical staff office hours.

HYGIENE AND SANITATION
In the interest of promoting healthy habits and personal wellness, residents are expected to practice personal hygiene and maintain a sanitary living environment and community. Everyone has their own expectations and practices regarding cleanliness, bathing, washing clothes, deodorant use, etc. Residents should consider how their cleanliness and personal hygiene might affect others in their living area. Bathing regularly and using antiperspirant/deodorant helps combat body odor. Room/apartment conditions remain sanitary when food is properly stored and disposed of, clothes, linens, and bath towels are washed often, and trash is removed in a timely manner. A Resident Life staff member may address conflicts or concerns that arise from poor hygiene practices or unsanitary conditions. If noticeable progress is not made to improve unsanitary conditions or poor hygiene practices, a room change may be implemented.

SAFETY TIPS
MOVING IN  If someone offers to help you move into your room, make sure you know who he/she is. Keep your room/apartment and car locked each time you go in and out.

SECURING DOORS  Crimes can occur in seconds. Always lock your door(s), even when you are in your room/apartment. Do not give others the opportunity to take your things by leaving your door(s) unlocked. Residents at Nisson and Shiloh should lock their bathroom doors. The main entry doors to Campus View and the Resident Life building should never be propped open when locked. They are locked to enhance security and safety.
SECURING VALUABLES  If possible, do not publicize valuable items to others. Place valuable items (e.g., cash, jewelry, checkbooks, etc.) out of sight and in a safe place known only to you.

STOLEN PROPERTY  Report stolen and missing property immediately to Campus Security, and a RA/RM or the Housing Office. The sooner a theft is reported the better the chances of recovery.

KEYS  Do not loan your key(s) to others. Report all lost/stolen keys to the Housing Office immediately. If you are missing your key, but are not sure whether or not it’s lost, report it.

LIVING SPACE  Keep all prohibited items (listed in the Rules section of the Handbook) out of your room/apartment.

SUSPICIOUS PERSON, EVENT, OR CONDITION  If you notice or encounter someone or something suspicious or unusual, report it to a Resident Life staff member and Campus Security immediately – you may be witnessing a crime and your notification may help stop or solve it. Avoid confronting a suspicious person, and do not give suspicious individuals information about yourself or anyone else.

OBScene/Threatening PhonE CallS, Messages, or Persons  Record the times and dates of such events. Report the first and subsequent incidents immediately to the Housing Office or a RA/RM.

VeHicles  Always keep your vehicle locked and the windows of your car rolled up. Avoid keeping valuable items in plain sight. Report any break-ins, accidents, or vandalism immediately.

CaMPUs at niGHt  Avoid walking alone at night, especially in low-lit areas. If a friend or roommate/suitmate is unable to walk across campus with you at night, call the Campus Security duty phone and an officer may be able to escort you to your destination.

ALWays STay ALERT  Know your surroundings. Do not be afraid to ask for help.
ELIGIBILITY REQUIREMENTS
To be eligible for on-campus housing, you must be a student currently enrolled in a minimum of nine (9) credit hours at Dixie State University. Any exceptions need to be approved by the Director of Housing and Resident Life. If you fall beneath the nine (9) credit hour requirement, you will be notified to either enroll in more credits or move out within 72 hours. Please contact the Housing Office for summer eligibility requirements.

TERM OF CONTRACT
The contractual agreement is for the academic year, beginning four days prior to the start of Fall semester classes and ending 48 hours after your last Spring semester final, or by noon on Saturday, whichever comes first. If you are involved with commencement activities, including graduation, your check-out deadline is noon on Saturday. If you do not move out before noon on Saturday without approval from the Housing Office to stay longer than then, you will be charged $25 an hour until you check-out.

EV ICTION
Eviction may result from violation of University and/or Housing and Resident Life policies, rules, and regulations. Eviction may also ensue the failure to uphold contractual obligations, or to maintain the safety and/or well being of yourself or other residents. If you are evicted, you will still be responsible to pay 100% of both Fall and Spring semester rents, your deposit will be forfeited, and you will have 72 hours to move out of your room/apartment. If you engage in further misconduct – or create a disturbance for residents – during the 72-hour move-out period, you will be required to leave immediately. The Housing Office may also serve a trespass order for the Resident Life area, including all on-campus Housing facilities.

CONTRACT RELEASE
Once a bed/room assignment has been made, you may cancel your contract up until August 10 with financial penalties as outlined in your room assignment notification email. After August 9, unless you are released from your contract for one of the reasons indicated in the next paragraph, you are responsible for 100% of both Fall and Spring semester rent even if you are no longer enrolled at Dixie State University.

You may be released from your contract in the event of one of the following occurring during your contract term: Medical/Health; Military Service; Graduation; Full-time Ecclesiastical Calling; or, Marriage. Contract releases are not granted for individuals to save money or to prepare for life events occurring outside the contract term. If you would like to request a contract release for one of those reasons, you may appeal to the Housing Contract Appeals Committee for a release from your contract with reduced or no penalties. An appeal form must be submitted to
Committee requesting an exemption and release from the terms of the contract. Your appeal form should include an explanatory letter and/or other relevant documentation supporting your request for an appeal.

The Committee will convene, review your submitted materials, and then either make a determination or request for more documentation. When the Committee reaches a decision, you will be notified in writing. The Committee’s decision will be final. If an exemption is not made for your contract release you will be held to the full term of your contract, meaning responsibility for both the full amounts of Fall and Spring semester rents, and meal plan charges if applicable.

OTHER
If your room/apartment becomes uninhabitable due to fire or other calamity, and if alternate housing arrangements are not available, any unused rent will be refunded along with your deposit.
**STUDENT CONDUCT**

Students living in on-campus housing are required to abide by all federal, state, and local laws, as well as all Housing and Resident Life and University rules and regulations, and the Student Rights and Responsibilities Code. Additionally, residents of on-campus student housing are required to abide by such standards of conduct as may be adopted by the student organization representing the community in which they reside. Housing and Resident Life’s rules and regulations have been established to ensure student safety, protect individuals’ rights, safeguard Housing facilities and property, and maintain DSU standards. Residents are responsible for their personal conduct and the conduct of their guest(s). The violation of University policies, Housing and Resident Life rules and regulations, and/or federal, state, and local laws may initiate student conduct disciplinary procedures. All Housing and Resident Life rules and regulations are in effect during the entire school year, including all vacations and breaks.

**RULES AND REGULATIONS**

**ALCOHOL AND/OR OTHER DRUGS** Use, possession, or distribution of alcoholic beverages, and/or controlled substances (except for legal, personal use of prescribed medications) in the Resident Life areas, or on Dixie State University premises, is a violation of University regulations and State law. Possession, storage, or display of full or empty alcohol containers/receptacles is prohibited. The Housing & Resident Life Department prohibits the possession of items characterized as drug paraphernalia (i.e., bongs, scales, clips, etc.) whose appearance in Housing facilities would indicate the presence of drugs or drug use. A resident in violation of this rule may be evicted.

**ALTERING ROOM/APARTMENT** Changing the appearance of any Housing and Resident Life building (including rooms and apartments) is prohibited; this includes, but is not limited to painting, adding shelves or partitions, alteration of furniture, plumbing, heating, or other structural changes (both interior and exterior). Residents may not hang anything from the ceiling.

**ASSAULT/THREAT** Physical assault, sexual assault, sexual harassment, hazing, threats, intimidation, coercion, or any other behavior which threatens or endangers the health or safety of any member of the University community, or any other person while on University premises, at University activities, or on premises over which the University has supervisory responsibility pursuant to state statute or local ordinance is prohibited.

**BICYCLES** Bicycles must be stored at bicycle racks or the bike storage room at Campus View Suites. Bicycles are not permitted inside rooms/apartments at Abby, Chancellor or Campus View. Bicycles may be stored in rooms at Nisson or Shiloh provided that one’s roommate(s) has no objections, and that extra care is taken when transporting the bicycle inside and out. Students may be charged for carpet, wall, furniture or other damages resulting from bicycles being brought into buildings. Bicycles may not be chained to railings, and may not be stored on balconies or walkways. Bikes left more than 30 days past checkout will be considered abandoned and will be discarded by the University.

**BUILDING DOORS** Building doors at Campus View and the Resident Life Building are not allowed to be propped open.

**COMPUTERS** Misuse of computers or computing resources is not allowed. Misuse of computers/computing resources includes, but are
not limited to: accessing or attempting to access computing resources or computer-based information without proper authorization; disrupting the intended use of computers or computer networks; damaging or destroying computer equipment or computer based information; using a computer for unauthorized purposes; violating copyright laws or license restrictions; and unauthorized use of another person’s identification and/or password.

COOKING  Cooking and the use of heating element, coil resistance or open flame appliances (e.g., hot plates, toasters, coffee makers, rice cookers, electric grills, etc.) are not permitted at Nisson or Shiloh. Microwaves are allowed in all buildings. Cooking is allowed at Abby, Campus View, and Chancellor. Please see the COOKING section on page 4 of the Handbook for more information.

DANGEROUS BEHAVIOR  Conduct that is unreasonably dangerous to the health or safety of oneself or other individuals is not permitted.

DISHONESTY  Furnishing false or misleading information to any University official is a violation of Housing and Resident Life rules (RAs and RMs are considered University officials). You may not forge, alter, or otherwise falsify any Housing and/or University record or document.

DRONES  Drones are not permitted for use in housing facilities.

ELECTRICAL EQUIPMENT  Residents are not permitted to alter or repair electrical equipment or fixture(s) provided by the University. Electrical issues should be reported to the Housing & Resident Life Department.

Extension cords are not permitted. Grounded power strips with overload shut-off switches are allowed, but must be plugged directly into a wall outlet. A power strip may not be plugged into another power strip. Space heaters, window air conditioning units, ceiling fans and similar items are prohibited.

FIRE SAFETY  Open flames, candles/incense (even if not lit), fuel and/or lighter fluid are not permitted in Housing facilities. Halogen/lava lamps, candle warmers, and/or extension cords are not allowed in rooms/apartments. Reporting a false fire alarm, including setting off a fire alarm when there is no threat of fire, is a violation of University policy. Residents are not allowed to tamper with fire safety equipment/devices, including smoke/heat detectors. Please see the Fire Safety section of the Handbook.

FURNITURE  Moving furniture out of your room/apartment, or out of other areas (e.g., kitchens, lounges, game rooms, etc.) is prohibited. Residents are not allowed to trade furnishings. Residents must receive permission before bringing additional furniture items to their living space(s).

HANGING ITEMS  Pictures or other items may not be hung on walls with anything that will cause damage (e.g., nails, screws, tacks, tape (scotch tape is okay), contact or wall paper, etc.). Residents are not allowed to hang anything from the ceiling.

HOVERBOARDS  Hoverboards or similar devices (e.g., Swagways, IO Hawks, Skywalkers, etc.) are not allowed to be inside, stored, operated, or charged in housing facilities.

INDECENT BEHAVIOR  Lewdness, indecent behavior, public nudity or public exposure of the naked body or private body parts by residents or guests is prohibited in or around the Resident Life areas.
KEYS You are not allowed to give/lend your room/apartment key(s), or key card, to other individuals. Copying or replicating room/apartment keys is not permitted.

PARKING Non-functioning cars, motorcycles, and/or other mediums of conveyance that are not functioning are not allowed to be kept/stored in on-campus student housing parking lots.

PETS Pets or unapproved animals are not allowed in rooms, apartments, or housing facilities. If a pet/unapproved animal is discovered in a room/apartment, the responsible resident will be charged $100 per day until the animal is removed. A service or assistance animal (e.g., emotional support animal) is not considered a pet and may be allowed if approved by the Disability Resource Center and Housing and Resident Life Department. Students with a service or assistance animal need to have their animal approved prior to bringing the animal inside a housing facility.

PROHIBITED ITEMS Grills, gas tanks, charcoal or grill supplies, fuel, lighter fluid, halogen (lava) lamps, candles, incense, candle warmers, extension cords, water furnishings, toaster ovens, hot plates, space heaters, window air conditioning units, ceiling fans, hoverboards, firearms (unless authorized by law), ammunition, BB or pellet guns, paint ball guns, airsoft guns, hunting bows, knives with blades that exceed 2-1/2 inches, fireworks, incendiaries, hazardous/dangerous chemicals, explosives, or other potentially dangerous weapons/items are prohibited unless otherwise authorized by law.

QUIET HOURS During Quiet Hours all sounds (e.g., music, TVs, voices, etc.) must be at a volume low enough to be inaudible in adjoining rooms or floors. Quiet hours are in effect from 10:00 p.m. to 10:00 a.m. Sunday through Thursday, and from 11:00 p.m. to 10:00 a.m. Fridays, Saturdays, and evenings preceding no-school days. During Finals Week, Resident Life observes 24-hour quiet hours.

Even though quiet hours do not begin until 10:00/11:00 p.m., other residents’ right to sleep and study undisturbed should be respected at all times. To ensure a quality experience for all residents, Resident Life observes Courtesy Hours 24 hours a day, supplemented by Quiet Hours. Good neighbors respect the rights and privileges of others. Residents agree to refrain, at all times, from creating loud noises and other disturbances that may adversely affect other residents, or disturb the peace and quiet of any person or group of persons. Any resident who is affected by noise or disruption has the right to request that another resident, or group of individuals, lower an effecting noise level at any time.

RESTRICTED AREAS Roofs, ledges, mechanical/electrical rooms are prohibited to residents. If you throw an object onto the roof, and would like to have it retrieved, notify the Housing Office.

ROOM OCCUPANCY If a resident paying for a shared room does not have a roommate, that resident is not permitted to occupy the other side of the room. The resident must maintain the living space in a manner that would allow another student to move in immediately and without prior notice. Failure to do so may result in the resident being charged a private room rate.

The Housing and Resident Life Department may require a resident to move to a different living assignment when deemed necessary for reasons such as, but not limited to, maintenance or closure of an area,
safety or emergency situations, misconduct and/or rule violations, or occupancy management needs.

**SALES/SOLICITATION** Sales and solicitations are prohibited unless authorized by the Dean of Students, or the Housing Office.

**SIGNS/NOTICES/POSTERS** As per University policy, signs, notices, and posters may not be attached to trees, buildings, walls or other structures unless otherwise expressly authorized. Signs, notices or posters may be prohibited from being attached to walls and other surfaces in order to prevent damage. University maintenance personnel or officials may remove any signs, notices or posters not containing a visible expiration date.

**SMOKING/TOBACCO** As part of an effort to provide and promote a healthy and productive working and learning environment, Dixie State University (DSU) prohibits all forms of smoking and other tobacco use on its campus. Campus is defined as all DSU owned, leased, or controlled buildings and outdoor spaces, including but not limited to campus walkways, sidewalks, parking areas, recreational and sports facilities, University-owned and operated vehicles, and in private vehicles located on campus. Smoking is defined as inhaling, exhaling, burning, carrying, or possessing any lighted product. This includes but is not limited to cigarettes, cigars, pipes, water pipes, and hookahs containing any substance, including but not limited to tobacco and cloves. All forms of smoking are prohibited on the DSU campus. The use, sale, distribution, or advertising of any regulated or unregulated item containing tobacco, tobacco products, or tobacco flavoring is prohibited on the DSU campus. This includes but is not limited to: tobacco, cigarettes, electronic cigarettes, cigars, oral or smokeless tobacco, and nasal tobacco.

**SPORTS** Sports are not permitted in rooms/apartments, hallways, lobbies, balconies or on walkways, including but not limited to: darts; throwing balls, and water balloons. All sports should be played in areas designated for athletic activities (e.g., volleyball court, basketball court, grass areas, etc.). Skateboarding or longboarding is not allowed in the middle of Nisson Towers, or on walkways above rooms/apartments. If students utilizing the basketball or sand volleyball courts at night are creating a disturbance that prevents others from sleeping, Resident Life personnel may ask them to leave the area. Students may utilize the basketball or sand volley ball courts between the hours of 6:00 AM and 1:00 AM.

**STUDENT RIGHTS AND RESPONSIBILITIES CODE** You are also responsible for knowing and observing the University’s Student Rights and Responsibilities Code, which can be found on the University’s Human Resources website.

**SUBLETTING** You are not allowed to sublet your room/apartment.

**THEFT** Theft, or attempted theft, of any property is not permitted.

**TRASH** Residents are required to carry room/apartment trash to the dumpster. Trash should not be left outside rooms/apartments, or any other common area. Failure to dispose of trash properly will result in a disposal and/or cleaning fee.

**TRESPASSING** Anyone, other than a University official, who enters a room without the permission of its registered occupants may be charged with trespassing or illegal entry.
**Unauthorized Use of Property** Unauthorized use of Housing and Resident Life property, facilities, equipment, and/or materials is not permitted.

**Vandalism/Damages** Damaging, attempting to damage, or defacing the property of the University or another individual is prohibited. Residents are liable for any damages or defacing of University property whether from their own or their guests’ actions and/or neglect. Writing or drawing on University property (e.g., buildings, sidewalks/cement areas, walls, etc.), regardless of the medium used (including chalk) is prohibited.

Residents are responsible for the condition of their assigned spaces and shall reimburse the University for all damages to those spaces, fixtures, and/or furnishings. Residents are responsible for reporting all maintenance issues immediately.

Each resident is expected to complete an online inventory within several days of moving into his/her living space. Failure to complete an inventory constitutes a waiver of rights to dispute damages.

**Visitors** Visiting hours are from 9:00 a.m. to 2:00 a.m. Overnight visitors must be at least 18 years of age. Residents wanting to host an overnight guest must receive consent from their roommate(s)/suitemate(s), and fill out a Visitor Pass in the Housing Office. A roommate’s expectation of privacy, sleep and study takes precedence over the privilege of having a guest. The resident must accompany his/her guest while in the room/apartment. Residents are responsible for the conduct of their guests, and may be subject to disciplinary procedures consequent to guests’ behavior conflicting with Housing and Resident Life rules and regulations. If the number of guests in a room/apartment creates a noise issue for the surrounding community, Resident Life staff may direct guests to leave. Cohabitation with non-residents is prohibited — only residents assigned to a living space are allowed to live in that space. Cohabitation is defined as living together or sharing the same space for longer than three (3) consecutive days, or multiple overnight visits occurring regularly.

**Walkways** Items are not allowed to be stored on walkways since walkways must be kept clear at all times due to fire code.

**Windows** In an effort to create an aesthetic, clean and orderly living community, items may not be posted, displayed or attached to windows in a fashion such that they are visible through the window. This includes, but not limited to, signs, cans, bottles, flags and posters. Residents are not permitted to write, draw or color on windows.
DISCIPLINARY PROCEDURES

If you are alleged to have violated any University policy, Housing and Resident Life policy, rules and regulations, and/or federal, state, and local laws, whether on or off campus, you may be subject to disciplinary action including immediate eviction from Housing facilities. Alleged violations will be handled as follows:

• You have the right to be notified of the specific violations alleged. If you dispute these allegations, you may request a student conduct hearing to discuss and/or refute the allegations. You will receive notice in writing of the date and time of the hearing at least five (5) business days prior to.

• The Director of Housing and Resident Life, or designee, will conduct the hearing, or the Director may refer the case to the Dean of Students or Student Conduct Committee. The focus of the student conduct hearing is to make a determination concerning your responsibility for the alleged violation(s). If it is determined that it is more likely than not that you are responsible for the alleged violation(s), the Director (or designee) may impose sanctions.

• If you do not attend the hearing, the Director (or designee) may consider the available information and make a decision regarding your responsibility for the alleged violation(s), and subsequently impose sanctions in your absence.

• Upon deciding to impose sanctions, the Director (or designee) will make a written statement of which violations were found to have occurred and the resulting sanctions.

• The Director (or designee) may assign a sanction viewed as appropriate in light of the severity of the conduct. Sanctions may include, but are not limited to: warnings, conduct probation, eviction, alcohol/drug education program attendance, community service hours, fines, essays/papers, letters of apology, confiscation of dangerous weapons/items, restitution, and/or other educational sanctions as deemed appropriate.

APPEALS PROCESS

If sanctions are imposed you have the right to an appeal. You may initiate the appeals process by submitting an appeal letter. In order to be considered, appeals must be submitted in writing within ten (10) business days from the date the sanctions were imposed, and must be based on at least one of three criteria: the sanction was disproportionate to the charge; a procedural irregularity in the process substantially impacted the decision; and/or, new evidence (that was not reasonably available at the time sanctions were imposed) has since become available. The appeals process will be handled as follows:

• Appeals for violations that are more serious in nature (e.g., alcohol, drugs, etc.) will be sent to the Dean of Students, or designee.

• Appeals for minor violations (e.g., Quiet Hours, Visitors, Trash, etc.)
will be sent to a student peer conduct board comprised of the Resident Hall Association Executive Council.

- A student peer conduct board facilitating an appeal hearing must be comprised of three or more Executive Council members.

- After receiving an appeal letter, the Dean of Students, or student peer conduct board, will review the request and the Director’s (or designee’s) findings and sanctions.

- The Dean of Students or student peer conduct committee may find:
  - That the sanctions are justified, and may recommend imposing greater sanctions.
  - That the sanctions are not justified, and for what reasons, referring their questions or concerns back to the Director (or designee) for further consideration.

- After further consideration, the Director (or designee) may alter the sanctions or impose them as originally determined. The decision of the Director (or designee) will then be final.

**NON-COMPLIANCE**

You will be considered non-compliant if you fail to perform and comply with the conditions of your contract, or:

- Fail to pay rent or other charges when due.
- Fail to comply with the policies, rules and regulations of Housing and Resident Life, federal state or local laws, or University policies where applicable.
- Fail to respect the rights of other residents, create disturbances affecting other residents’ right to sleep and study free of unreasonable noise, or exhibit behavior constituting a detriment to the orderly living and learning community of on-campus residents, students, and Resident Life staff.

- Fail to comply with student conduct disciplinary procedures.

In the event of non-compliance, the Director of Housing, or designee, may take one or more of the following actions:

- Cancel your contract within 72 hours with either written and/or verbal notice to you, serve notice, and evict.
- Take action for any damages caused by you, in addition to those which may otherwise be provided for by law or other University policies.
- Pursue further disciplinary procedures, including a referral to the Dean of Students.
- Place a hold on your registration and/or transcript.
- Serve a no-trespass order for the Resident Life area, including all on-campus Housing facilities.
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<tr>
<th><strong>HOUSING OFFICE</strong> (8am-5pm, M-F)</th>
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<td><strong>RESIDENT LIFE COORDINATOR AND MANAGERS</strong></td>
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<td>Abby &amp; Chancellor</td>
<td>435-879-4289</td>
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<td>Campus View Suites</td>
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<td>Nisson Towers</td>
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<td>Shiloh</td>
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<td>Abby Apartments Female RA</td>
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<td>Abby Apartments Male RA</td>
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<td>Chancellor Apts, 3rd Floor</td>
<td>435-879-4299</td>
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<td>Nisson A Tower</td>
<td>435-879-4233</td>
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<tr>
<td><strong>RESIDENT LIFE DUTY PHONE</strong> (After Hours)</td>
<td>435-632-0166</td>
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<td><strong>CAMPUS SECURITY</strong></td>
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<td><strong>CAMPUS DINING SERVICES</strong></td>
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<td><strong>HEALTH &amp; WELLNESS CENTER</strong></td>
<td>435-652-7756</td>
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<td><strong>COMPUTER CENTER HELP DESK</strong></td>
<td>435-652-7951</td>
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