

# Residential Life Resident Handbook

## Who We Are

OSU Institute of Technology is a residential campus, offering modern, clean and comfortable accommodations for single students and families. Miller-Kamm North and Miller-Kamm South are co-ed 316-room residence halls which provide private furnished rooms with semi-private baths in three different suite configurations. Each room has local telephone service, cable, and internet connection. When all the suites in Miller-Kamm North & South are completely assigned then students are assigned to Hannigan and England Halls which feature shared rooms and a shared bath. Lackey Hall is available to accommodate first time OSUIT male students when England and Hannigan Halls have been filled. Full time (minimum 12 hours) freshmen students are required to live on campus for two semesters unless they have dependents, are 21 years of age or over, married, or graduated from high school within 50 drivable miles of the OSUIT campus.

Alexander Halls North & South are residence halls that consist of 48 two-bedroom apartment style residences designed for married couples, single parents with children and non-traditional students. Features of these fully furnished facilities include paid utilities, local telephone service, cable, Internet connections, and a washer and dryer in each unit.

## People Who Are Here to Help

A number of professional and paraprofessional staff work and/or live in your residence halls. They work to make living in the residence halls a pleasant and educational experience. These individuals work in a variety of capacities, and we strongly encourage you to get to know them. In addition to the Director of Residential Life, the Residential Life staff includes:

**Residence Coordinators** – Residence Coordinators are full-time professional staff members who manage the residence halls and are on call 24 hours per day, 7 days a week when the university is in session. You are encouraged to visit with the Residence Coordinators regarding ideas, suggestions and/or any concerns you may have regarding living in the residence halls. These staff members are chosen for their interest in students and experience in residence hall living. Their primary responsibilities include working with program development, advising students, supervising and training student workers, helping with running of the residence halls, and working with individuals who have violated housing policies and procedures.

**Community Facilitators** - The Community Facilitators are full-time employees who manage the hall office and front desk during normal business hours, and assist in making your residential hall a pleasant place to live. Your front desk areas serve as an information and communication center for residents and visitors as well as a place to help you with lost keys, maintenance repairs, mail and packages, and reporting emergencies.

**Desk Clerk** – These are full-time employees who work between the hours of 4:00pm to Midnight and 12:00am to 8am. These individuals help serve as information and communication centers for residents. These personnel also help ensure the smooth running of the halls and help maintain them

**Community Assistants and Resident Advisors** - Community Assistants (CAs) and Resident Advisors (RAs) are student employees assigned to specific areas within the residence halls. These student workers have been selected because of their leadership, enthusiasm, sensitivity, ability to relate to others, knowledge about OSU Institute of Technology, and ability to accept responsibility. The CAs and RAs are your primary resource for information and assistance with any residential concerns. The CAs and RAs go through a selection process and attend training throughout the semester. They have chosen a job that is sometimes difficult or demanding but is rewarding and fun. CAs and RAs are responsible for enforcing departmental and University policies as well as state and federal laws. Enforcing rules is a tough part of their job, but is a part that all CA and RAs are expected to fulfill fairly and consistently. They help do this to ensure a safe and healthy living and learning environment.

CA and RAs are not expected to police the halls, but they do deserve the resident's respect and cooperation. The most important part of the CA and RAs job is helping residents. They have been trained to answer questions, and be of assistance in any way. Often the CA or RA may just be someone to talk to.

Residents are required to follow the requests and instructions of the CA and RA on duty. CA and RAs are OSU Institute of Technology employees. CA and RAs must maintain a minimum grade point average and are rehired each semester. They report to the Residence Coordinator who lives in the residence hall facility.

**Desk Attendants** - The Desk Attendants are student employees and full-time/temporary staff assigned, to hall front desks and offices in the various residence halls, to provide support to staff and students.

## **Getting Involved**

### **The Residence Halls Association (RHA)**

Many students choose to get involved in various leadership roles that are designed to provide better programs and services for all residents. All students who live in campus housing have a voice in student government, cultural programming, and environmental improvement. The Residence Halls Association (RHA) serves as the unifying body for all residence halls on campus and promotes positive change in residence hall policies and lifestyle options. Portions of the fees you pay are used to help fund RHA activities. Many students choose to get involved in various leadership roles that are designed to provide better programs and services for all residents. RHA serves all hall residents through a central executive branch which are positions held by fellow on-campus students.

By taking advantage of the programs in RHA, you gain personal strength and confidence. Your overall college education is enhanced in many ways by becoming involved in RHA. First, by participating in many different experiences you will gain insight into your own personal strengths and begin to match these strengths and skills with academic and extracurricular areas. Second, involvement allows you to learn how to utilize free time in a variety of activities and events which you can pursue on your own and integrate into your own lifestyle. Finally, programming for groups is one way to build communities and to develop personal support within a group setting.

If you wish to become involved in RHA ask your Community Assistant (CA), Resident Assistant (RA), or Residence Coordinator and/or watch out for info about meetings and activities. You're encouraged to become active in the group, which represents you.

## **Student Conduct**

### **Residents Rights and Responsibilities**

The students and staff of Residential Life are a multi-cultural community of individuals. We are of diverse national, racial, ethnic, sexual orientation, and socio-economic origins. We are unique in that we strive to live

and work together. People living in University Housing have an opportunity to live in this community environment and accept the responsibility for being a member of such a group. When you live with several hundred students, you come to recognize the ways in which their behavior affects your life and vice-versa. To help ensure that students can exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, certain basic policies have been established to facilitate mutual respect and consideration among residents.

Within the community environment of a residence hall, certain guidelines are necessary to help ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to each student/resident. Each resident has the responsibility as a citizen in the residence hall community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, a safe environment, and a positive academic learning environment remain important to the residence life program. Residents must work with the residence hall staff as well as peers to ensure the protection of those rights by following the policies and procedures outlined in this handbook.

The Association of College and University Housing Officers International (ACUHOI) represents 800-plus institutional members and housing officers employed by colleges and universities globally. The Oklahoma State University Institute of Technology Department of Residence Life subscribes to and supports the ACUHOI Statement of Student Rights and Responsibilities as adapted below.

Residential students have the right:

- To have free access to their living accommodations.
- To live in a clean and secure environment.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To written copies of university housing rules and regulations or individual building policies, which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves creatively within established guidelines.
- To expect enforcement of the housing agreement/contract.
- To direct access of staff that provides assistance, guidance, and support as needed.
- To host guests within established guidelines
- To equitable treatment when behavior is in question.
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation, or political affiliation.
- To participate in student governmental bodies and Residential Life committees.
- To individual and group educational and developmental opportunities in their living community.

Students have the responsibility:

- To know and adhere to rules and regulations of the University and Residential Life.
- To abide by all local, state, and federal laws and ordinances.
- To comply with reasonable requests made by staff or university officials.
- To meet expected room and meal plan payment schedules.
- To uphold building security.
- To monitor and accept responsibility for the behavior of guests.
- To report violations of rules and regulations to appropriate staff.

- To respect the rights of others, as stated above.
- Search for solutions to problems. Start with your CA or RA, and then if necessary, bring residence hall problems to the attention of your Residence Coordinator.
- To participate actively in self-governance.
- To participate in Residential Life committees as requested.
- To express themselves individually or by association with groups.
- To participate in conduct proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

\*Refer to the OSU Institute of Technology Student Rights and Responsibilities for due discipline process.

### **Living with roommates and neighbors**

Policies for the residential communities were developed to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. All residents accept the responsibility involved with living in a community situation and should make an effort to be aware of how their actions affect their neighbors and roommates.

Successful residence hall living depends on the understanding of different lifestyles and respect for the rights of others. Here follows the “Resident’s Bill of Rights:”

Each resident has the right to:

- Study and learn free from undue interference, unreasonable noise, and other distractions.
- Sleep without undue disturbance from noise, roommate, roommate’s guests, and neighbors.
- Personal privacy in his/her own unique interests and values.
- Live in a clean environment.
- Expect that a roommate will respect the personal property of others.
- Host guests within the rules while taking responsibility for the guest’s behavior.
- Be free from physical intimidation and physical or emotional harm.
- Expect reasonable cooperation in the use of the room, its facilities, and its utilities.
- Free access to his/her room and hall facilities.
- Redress of grievances with the assistance of hall staff.
- Some hints to follow for a healthy residence hall living experience include:
- Respect of fellow residents
- Open mindedness in regard to other residents.
- Active participation in the care of your residence hall.
- Actively taking responsibility for you.
- Helping others.

**Conflicts:** Should conflict with your roommate or another resident develop, the best advice is to:

- Talk to your roommate when neither of you are angry or upset.
- Carefully explain what the difficulty is and why it causes problems for you.
- Be specific and tactful.
- Do not arouse or threaten. (e.g. “You never...” or “If you don’t I’ll...”)
- Be prepared to compromise on the issue.
- If efforts to solve a problem with your roommate fail, talk to your CA or RA next. Often he or she can provide insight into a problem or will mediate a conflict.
- Keep in mind that it is usually the person who requests a roommate change who is the person who moves.

## **Incident Reports**

Incidents requiring the attention or intervention by Residential Life Staff Members are regularly reported to the appropriate University Official. Violations of University Policies, medical and emergency situations, and instances of property loss or damage are documented on Incident Report Forms and forwarded to the appropriate University Official for appropriate follow-up and/or referral. You can report this online at [osuit.edu/incident](https://osuit.edu/incident).

## **Student Conduct Hearings**

The community judicial system has proven to be an effective method of establishing an environment in which residents recognize the rights of fellow residents. Such an environment, however, requires the cooperation of all participants in accepting the responsibility of how their actions affect their neighbors. When an infraction of policy is believed to have occurred it is necessary for it to be reported using the Incident Report Form at [osuit.edu/incident](https://osuit.edu/incident). The student will be contacted concerning a hearing date by e-mail which will time of the scheduled hearing and charges. After the hearing, a decision will be made concerning the student's involvement, and if necessary, corrective measures to be taken. If you receive a request to appear in a hearing, you should be aware that failure to appear will be considered permission for the hearing officer to review and make a decision concerning your case without your input. Therefore, if you elect not to appear for your hearing, notify the hearing officer directly at least 24 hours before the scheduled hearing.

**In all hearings, each resident has the right to request an appeal which.**

## **Use of OSUIT ID**

**You must carry your OSU Institute of Technology ID with you at all times on campus.** Any OSU Institute of Technology official, including Campus Police and Residential Life staff, may request that you show your ID at any time. All students are required to comply. Failure to comply may result in student conduct hearing.

## **Insurance Coverage**

The University cannot be responsible for any damage or loss of property due to fire, facility failure, severe weather, or theft. In addition, the University cannot be responsible for injuries suffered in classes, during intramural activities or anywhere on campus, unless the University has been found negligent in some manner. The University does not insure students or their property. All students are therefore encouraged to carry their own life, health and personal property insurance. Information on insurance providers is provided at the Wilson Commons front desk. The University does not endorse the use of any specific insurance company over another.

## **Housing Contract**

Your housing contract is legally binding for the duration of the term specified: two consecutive semesters or as indicated on your Room Reservation form which is an addendum to your housing contract. *Please read the terms of your contract.* The Room Reservation form is located within the Cowboy Housing portal found on-line [here](#). To be released from, or to break your contract, you must always obtain permission from the Director of Residential Life. If you have lived in OSU Institute of Technology residence halls for two consecutive semesters and need to be released from your contract, your first step is to come by the nearest Residential Life Office and receive instructions for moving out. If you have not lived in OSU Institute of Technology residence halls for two full semesters, your first step should also be to come by the Main Residential Life Office to discuss your situation with the Director of Residential Life (you should be aware that your request might be denied). If you are withdrawing from OSU Institute of Technology or under the required 12 hours (dropping all your classes for the semester), you will still need to come by the Main Residential Life Office to make arrangements to be released from your contract. Any resident who is granted permission to be released from his/her contract will still be held liable for all penalties and charges per contract terms.

## **Breaking Your Contract/Deposit Refund**

Breaking your contract with Residential Life will result in the forfeiture of your \$150.00 deposit (\$500 for family housing), as well as charges to buy out the remainder of your contract. **REFER TO THE TERMS AND** 5

**CONDITIONS OF YOUR CONTRACT IF YOU ARE CANCELLING YOUR CONTRACT OR ROOM RESERVATION.** If you are eligible for a refund on your deposit please allow 6-8 weeks to receive it.

**Housing Payment Requirements**

- All charges are due by the first day of class each semester. Accounts not paid by the beginning of class will be considered delinquent. A late payment penalty of 1% per month will be assessed on delinquent accounts.
- If the student has not paid his/her bill in full, on the final day of the semester he/she will be **REQUIRED** to move out and turn in the key. Please note that debt incurred by **married** couples living in family housing will be considered the responsibility of both partners.
- You may also set up a payment plan [here](#) with the Bursar office.

**Room Keys/Lock-Out/Lost Keys**

Each resident is issued a key to his/her residence. Once you have checked into housing and picked up your key, your responsibility for the upkeep, contents and behavior within your residence begins. This responsibility continues until you officially check out of your residence and your key is returned. A resident must never give his/her key to anyone at any time. If you are locked out of your residence, bring your I.D. card to the nearest Residential Life desk and after you are confirmed as a resident authorized staff will assist you in gaining access to your verified residence. You may be charged \$5.00 per lock out to be let back into your room. If a student is repeatedly locked out of his/her residence then the charge can be increased, but will not to exceed \$25.00 for each entry. If you lose your key or it is stolen, you should immediately report it to your hall office (and to OSUIT Police in case of theft). The lock on your room will be changed and you will be issued a new key. You will be charged \$50.00 for the service of changing lock(s) on a residence.

**Room Transfers**

Room changes can be made after the first two weeks of the semester. To transfer to another room, submit a Request for Room Change form online [here](#) to the Residential Life office for approval and every effort will be made to accommodate your room preference based on availability. When a room transfer is approved you will be notified by Residential Life Staff and you will have 4 days to complete your move. If your move is not completed within 4 days, you can be required to pay for both rooms. When you have completed your move, your old room must be cleaned thoroughly:

- swept and mopped;
- windows and window ledges cleaned;
- shades/blinds dusted;
- all furniture cleaned and dusted;
- have previous room checked by Residential Life staff and turn in key

Students may not switch or reassign themselves to another residence. If a student is found to have moved to another residence the student will be required to move back to the originally assigned residence, and may be subject to disciplinary action.

**Room Use**

Students are not permitted to sublet or assign their rooms or to use their rooms for commercial purposes. Residents are not permitted to remove equipment or furnishings from any room in University Housing.

**Room Cleaning (Housekeeping)**

Residents are responsible for keeping their own rooms in a reasonably clean condition and emptying wastebaskets into trash dumpsters located outside each residential facility. If a student disposes of their room trash in another place besides the designated dumpsters it will result in disciplinary action. The custodial staff cleans all public

areas (lobbies, corridors and community bathrooms) on a regular basis. Students in rooms with bathrooms are responsible for cleaning their own bathrooms. For health reasons, if there is trash removed from a resident's room there will be a charge assessed to the student's account. The charge will be calculated based on the amount of trash and the labor hours required.

### **Trash Violations**

For health and safety concerns, all residents must empty their trash into the designated dumpsters located outside the residence Halls. Any student, who is in violation of placing trash any other place besides designated trash receptacles, will face disciplinary action.

### **Mold/Mildew**

Residents must acknowledge that it is necessary to keep the thermostat control at an appropriate level so the apartment/room humidity is kept low. Residents must keep the air handler and intake grate clean of dust and lint, and take other measures to retard and prevent mold and mildew from accumulating within the residence. Residents must clean and dust the residence on a regular basis and to remove visible moisture accumulation on windows, walls and other surfaces. You must not block or cover any of the heating, ventilation or air-handling ducts. Residents in Hannigan and England should keep your door closed at all times to prevent the AC unit from producing excess condensation. You must immediately report to the Residential Life Offices any evidence of a water leaks, excessive moisture, evidence of mold- or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area. It is the residents' responsibility to clean windows, bathrooms, floors, and all other areas in the room to prevent the growth of mold. Further, any failure or malfunction in the heating, ventilation or air-conditioning system must be reported immediately.

### **BABYSITTING**

Because of liability, legal issues, and the inconvenience to other residents, babysitting is not permitted in the residence hall facilities.

### **CHECK-IN PROCEDURES**

Once you accept the key to your residence, you begin the responsibility of the upkeep of your residence. You will be presented with a Room Damage Report Form upon check-in, you will be required to complete this form. This form is used to indicate the condition of your room and inventory prior to your occupancy. Please review this form thoroughly and make any needed notes before you return it. If you need assistance with this form, do not hesitate to ask the staff, as any damages not indicated on the Damage Report will be billed to your account.

When you return your Room Damage Report Form to the front desk of your hall, the hall staff will inform you of your telephone number and give you your mailbox combination. If the student fails to turn in a Room Damage Report Form for their residence within 72 hours of picking up their key the Residential Life Staff will create a blank Room Damage Report Form to the student's record and the student may be responsible for any damage not reported.

### **CHECK-OUT PROCEDURES**

In order to properly move out of a room, the student must first begin their request to move out at the nearest Residential Life Office or Desk. Students are encouraged to sign up for a check out time with the Residential Life staff at least 24 hours in advance. Staff will provide residents with available times to sign-up for during both mid-term and finals week check out days. These appointments are necessary for the convenience of residents and in order to allow Residence Life Staff to plan in advance should a scheduling conflict require the assistance of another staff member in the check-out procedure. The resident must remove all of their personal belongings and clean the room **before** they can be checked out. During check out, a staff member will inspect the residence, record any damages on the check-out form noting the date of check out.

Failure to do any of the above constitutes an improper check out and may result in additional charges against the student's housing account. Should a student wish to check out of a room during a vacation period, they must make arrangements with a Residential Life full-time staff member to do so during normal business office hours, which are Monday through Friday from 7:30 a.m. to 4:30 p.m. A 24-hour advance notice must be given in order to ensure that staff is available to check the student out. The cost of any damages to the residence will be assessed at the time of check out and billed to the student, and/or deducted from any deposit refund paid to the student. Charges for lost keys are itemized in the "keys" section of this guide.

### **Surveillance Cameras**

For your protection, closed circuit video surveillance cameras are installed in some public places of the Residence Halls. This is to help eliminate vandalism and to protect the rights of the residents that reside in the residence halls. These cameras are not monitored in real time.

### **Maintenance**

Routine maintenance in the residence halls is provided as needed. Needed repairs may be reported to your hall office. If you have a problem or need to have repairs made in your residence, lounge or building, contact the nearest Residential Life desk or office and be as specific as possible about the problem. You may also report maintenance issue within your housing self-service area [here](#). Every effort will be made to expedite the work. If you have an emergency maintenance need such as a water leak, contact your hall Residential Life desk or office, or 918-293-4928. After hours, contact the Wilson Commons desk at 918-293-4928 for help from the Residence Coordinator on duty. Please allow reasonable response time for repairs, but also let the Residential Life staff know if your problem does not get fixed.

### **Room Entry/Access**

The Residential Life staff, its agents and employees, shall have the right to enter any room or apartment by pass key or otherwise at all reasonable and necessary times to inspect the residence for purposes connected with the maintenance, housekeeping and security of the room, or for purposes connected with the Residential Life Department's interest in the residence. This includes but not limited to entering to turn off a constant ringing alarm, phone, or loud music left unattended, checking in closets, drawers, storage containers, and refrigerators.

An entrance to your residence may be authorized by (1) the resident's permission; (2) for repairs and room inspections (room checks); (3) to shut off loud stereos, TVs, radios, persistently ringing alarm clocks, telephones, etc.; (4) during emergencies when danger to life, safety, health and/or property is feared; (5) by search warrant issued by a city, state or federal court; (6) if Residential Life or OSUIT Police have reasonable cause to enter a resident's room, and (7) during break periods to provide room maintenance, repair service, safety inspections, or pest control. Room checks for health and safety are done on a regular basis in residence halls.

**NOTE: Residential Life staff will not permit anyone but the assigned resident(s) to enter the resident's room (except for reasons previously stated).**

### **Room Security**

Security of the individual residences is the responsibility of the residents who live there. Residents are urged to keep their rooms locked whenever they are sleeping and whenever they leave. You should carry your key with you at all times. **NEVER LEAVE YOUR DOOR UNLOCKED OR AJAR AT ANY TIME!** The University cannot be responsible for any damage or loss of personal property for any cause. It is recommended strongly that you carry your own personal property insurance. Theft or vandalism should be reported to the staff immediately. This will allow them to help contact OSUIT Police so that they may assist in the situation. Loss of room key should be reported as well and a \$50.00 charge will be assessed to your account. In compliance with the state fire code, your front door cannot be propped open.



## Alcohol

The possession or consumption of beer or intoxicating liquors anywhere in the residence halls, on the campus grounds, or in the campus buildings is forbidden by state law and university policy. Any beer, including 3.2 beers, wine, or liquor found in your room or in your possession anywhere on the OSU Institute of Technology campus will be confiscated and will result in disciplinary action. Students are expected to comply with state and local laws regarding the use of alcohol as well.

Irresponsible behavior while under the influence of alcohol or any other drug is not tolerated and any student violating this policy will be subject to disciplinary and/or legal action. No decorative alcohol bottles, alcohol cans or alcohol bottle caps are allowed within a residence or other areas of the halls at any time.

Below is a chart indicating some common prohibited problems and possible discipline sanctions for an Alcohol Violation.

| Alcohol Related Behavior  | 1 <sup>st</sup> Incident  | 2 <sup>nd</sup> Incident  | 3 <sup>rd</sup> Incident  |
|---|---|---|---|
| Possession and/or consumption; In the presence of a violation of policy and/or state or federal law | Semester (6 month) housing probation, paper, poster, alcohol abuse evaluation, community service, parental notification if under 21, counseling, and \$100.00 fine. | University Probation, removal from community, research paper, community service, alcohol abuse evaluation, parental notification if under 21, counseling, and \$200.00 fine | University suspension, removal from housing, parental notification if under 21, counseling                    |
| Providing   | 1 year housing probation/suspension, poster, alcohol abuse evaluation, community service, parental notification if under 21, counseling, and \$200.00 fine          | University probation, removal from housing, research paper, alcohol abuse evaluation, parental notification if under 21, counseling, and \$300.00 fine                      | University suspension, parental notification if under 21, counseling  |
| Intoxication  | Counseling, parental notification if under 21, and up to \$100.00 fine.   | Counseling, counseling evaluation, parental notification if under 21, and up to \$200.00 fine   | Counseling, counseling evaluation, parental notification if under 21, and University suspension.              |
| Incapacitation  | 1 year housing probation, counseling, program, research paper, alcohol abuse evaluation, community service, parental notification if under 21                       | University probation, fine, counseling, program, research paper, alcohol abuse evaluation, parental notification if under 21, and University suspension                     | University suspension, removal from housing, counseling, community service, parental notification if under 21 |

## **Drugs**

Students are expected to comply with all local, state, and federal laws regarding the use and possession of drugs. The possession, manufacture, purchase, sale or use of narcotics, drugs, stimulants or any other substances for illicit purposes on campus, or in the residence halls, or in your room is forbidden and is prohibited by state and federal law. Possession of a prescription that is not specifically prescribed to the person who has the medication is considered a violation of the University drug policy as it is also against Oklahoma State law. Violators may face criminal charges, disciplinary action, removal from housing, loss of Student Financial Aid and even suspension from OSU Institute of Technology. OSU Institute of Technology Campus Police is typically involved in all drug related issues. Violations will be considered the most serious of matters, and may lead to equally serious consequences, even University suspension.

### **Oklahoma State Question 788 and Marijuana on Campus**

As an institution that receives federal funds, Oklahoma State University Institute of Technology (OSUIT) is legally bound to comply with the Federal Drug-Free Schools and Communities Act (DFSCA), which mandates the implementation of drug prevention programs and prohibits the use of illegal drugs on campus or at university-sponsored events and activities. Furthermore, the supremacy of federal law means OSUIT must also comply with the Federal Controlled Substances Act (FCSA), which criminalizes the growth and use of marijuana.

Despite the recent passage of State Question 788, the DFSCA requires OSUIT to adopt and adhere to policies prohibiting the unlawful use, possession or distribution of illegal drugs, including marijuana. Moving forward, OSUIT will adhere to federal law prohibiting the use, possession, distribution or cultivation of marijuana for any reason on its campus in Okmulgee or at any facility operated by OSUIT. Additionally, federal law also prohibits the use and distribution of marijuana for any reason at events authorized or supervised by OSUIT. Even with the evolving state law permitting marijuana use for medical reasons, it is important for students and employees to know they cannot consume, smoke or possess marijuana on campus even though they might have a card or prescription permitting them to do so.

*OSU Institute of Technology is a drug free campus*

## **Visitation Policy**

Residents are allowed to have guests in their room/suite.

- Overnight guests must be the same gender and approval must be granted by the Director of Residential Life. Request may be submitted online.
- Guests are not allowed to stay over for more than two nights. Resident's are charged \$10 a night.
- Non-student visitors and guests under the age of 18 are not permitted within the Residence Halls.
- Non-resident students or guests are not allowed in the residence halls during the following times on:

Monday from 12 a.m. to 10 a.m.

Tuesday from 12 a.m. to 10 a.m.

Wednesday from 12 a.m. to 10 a.m.

Thursday from 12 a.m. to 10 a.m.

Friday from 12 a.m. to 10 a.m.

Saturday from 2 a.m. to 10 a.m.

Sunday from 2 a.m. to 10 a.m.

- **Residents also may not visit other resident rooms during non-visitation hours**
- **Residents are responsible for their guests and must accompany them at all times while within the Residence Halls.**

- **Leaving any guest unattended in your residence will result in disciplinary action.**

### **Lackey Hall North Visitation**

To help ensure the safety and concern for all students and visitors at Lackey Hall North the following procedures need to be followed:

- The resident must greet their visitor(s) at the Lackey Hall front desk and must accompany their visitors at all times during their visit.
- The visitors may be asked for identification upon entering Lackey Hall by front desk personnel to confirm age of the visitor or if individual is student.
- Female visitors are NOT allowed to use the men's restroom on ANY floor.
- Visitors may stay in the common lobby area by the front desk area to wait on residents.
- Visitors who attempt to go directly to a residence without being escorted may be asked to leave the building.

Residents and visitors are on the honor system in all Residence Halls to abide by the aforementioned policies. However, all students and visitors should be aware any infraction of the visitation policy during these hours will result in disciplinary action.

### **Noise Disturbance**

Residents must be considerate of other residents at all times, respecting others' rights to sleep, study or not to be disturbed. The noise level of all activities must be confined within one's own room. The rule for determining whether volume levels are too loud is as follows: *any noise, music or voices that can be heard outside of a resident's room/suite is too loud*. All residents are entitled to quiet enjoyment of the residence hall. If the noise level is not sustained at an acceptable level, removal of the object making the noise or other disciplinary action may occur.

*All resident halls are 24-hour quiet.*

### **Verbal Abuse/Harassment**

As an equal opportunity institution, OSU Institute of Technology endeavors to assure that individuals are treated fairly without regard to race, national origin, religion, sexual orientation or physical limitation. In keeping with this policy, the use of racial or ethnic epithets or slurs or sexual harassment directed at any individual on campus will not be tolerated. Violators will be subject to disciplinary action.

Occasionally staff members, must confront residents to remind them of various policies. Unfortunately, residents sometimes respond by shouting or making rude, vulgar, indecent or obscene comments to the staff member. Anytime this is done within earshot of the staff member, it will be considered verbal abuse. An incident report will be written and referred to the Residence Coordinator or Director of Residential Life, regardless of how minor the policy violation. Disciplinary action could result.

### **Telephone Harassment**

Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. Such harassment is in violation of University and Residential Life policy. Students found responsible for or associated with the harassment of a resident are subject to University and Residential Life disciplinary action, including the removal of telephone service and/or other sanctions. If a resident should receive a harassing telephone call, he/she should notify Campus Police or a Residential Life staff member immediately.

### **Reporting Suspicious Persons**

If you see an unescorted non-resident or suspicious person ask them to leave, if you feeling doing so does not endanger you. Contact the Wilson Commons at 293-4928. Make a mental note regarding the behavior and appearance of the person (race, facial hair, scars, clothing, etc.)

### **Tobacco Policy/Smoking**

OSU Institute of Technology is a tobacco free campus. OSUIT Policy #1-008, Tobacco Free Campus, prohibits the use of tobacco on all non-leased buildings and grounds owned or under the control of OSUIT. Smoking and the use of all tobacco products is prohibited on the OSUIT campus and in parked and moving vehicles while on grounds owned or under the control of OSUIT. If a vehicle is on university property, then the OSUIT Tobacco Free policy applies. Residential Life may designate a limited number of areas that will be exempt from this policy.

"It is the intent of Oklahoma State University Institute of Technology to promote the health, well-being and safety of all students, faculty, staff and visitors. OSUIT is designated as a tobacco-free environment (both indoors and outdoors). Smoking and the use of all tobacco products is prohibited."

- Tobacco use is prohibited on all University property, including but not limited to: parking lots, common areas, buildings and in personal vehicles, when on University property.
- Further, the OSU Institute of Technology tobacco policy also includes chewing and dipping tobacco products as well as e-cigarettes.

- Spit containers are prohibited in all campus buildings.
- Please note that students who throw cigarette butts on the ground or spit chew in public spaces and non-designated places, will face disciplinary action for littering
- Residential Life will designate a limited number of areas that will be exempt from this policy. Exempt areas (designated on a temporary basis) are located on the campus map on the official OSUIT website ([www.osuit.edu/tobaccofree](http://www.osuit.edu/tobaccofree)).
- Any student in violation will be subject to a \$50.00 fine and 3-hours of community service for the first offense;
- \$100.00 fine and a 3-page written paper or an appropriate anti-tobacco use poster on the effects of smoking on the second offense;
- Removal from housing on third offense.

### **Weapons and Fireworks**

All fireworks, firearms, and dangerous weapons (including knives), swords, explosives, ammunition (including blanks and hand-load components), bull whips, bow and arrows, darts, metal knuckles, clubs, blackjacks, air guns, paint ball guns, BB guns, or any other offensive or defensive weapons are prohibited from all the residence hall facilities and the entire OSU Institute of Technology campus. Guns are not allowed. Violators are subject to appropriate criminal and civil courts as well as University disciplinary action. Any such items will be confiscated and/or may be turned over University Police, and may not be returned at the University discretion. Weapons do not include devices used solely for defensive purposes, such as Tasers, pepper spray, mace and electronic control devices, and do not include common pocket or kitchen knives and other similar devices. Defensive weapons used inappropriately or in a non-defensive manner can result in University disciplinary action. (See OSU Institute of Technology Policy and Procedure Letter 1-017, entitled “Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals”.)

### **Bicycles**

Bicycle racks are provided outside every residence hall and at the University Commons for the students’ convenience. When keeping a bicycle in one of these racks, the student should always keep it securely locked. At no time are motorbikes permitted anywhere inside the residence hall facilities. You may keep your bicycle in your room as long as you and your roommate agree and it is not parked by or blocking your room door. Riding or “straddle-riding” bicycles in any building is prohibited. Bicycles or motorbikes may not be left on inner or outer stairs, entry walkways, breezeways, ramps, porches or balconies in or around any building/complex. In other words, all residents must park their bicycles in the bike racks that are available in the various locations around each building. Bicycles may NOT be left if you are not currently enrolled. Bicycles abandoned in this manner or determined to not be functioning will be removed by University staff and will be stored for 30 days before being disposed of.

### **Skate-Boarding, Roller-Blades, Skating, and Ambulatory Aids (e.g. wheel chairs)**

The use of these vehicles are prohibited inside the residence halls, breezeways, porches, balconies, or on any entry walkways, unless needed for a documented disability.

### **Remote Control Vehicles and Unmanned Aircraft Vehicles**

Remote Control Vehicles are prohibited from use inside the residence halls, breezeways, courtyard, porches, balconies, entry ways, courtyards, and residence hall parking lots. Unmanned Aircraft Vehicles includes but not limited to anything that is able to fly or hover. Unmanned Aircraft Vehicles are prohibited from use in any residential life area.

### **Hoverboards and rechargeable scooters**

Hoverboards or similar electronic self-balancing skateboards or scooters are defined as a type of portable, rechargeable battery-powered scooter. They typically consist but are not limited to two wheels arranged side-by-side, with two small platforms between the wheels, on which the rider stands, and the device is controlled by the rider’s feet. The use, charging, and/or storage of a hoverboard is prohibited in any of our on campus Residence Halls, breezeways, covered walkways, and sidewalks. Devices identified in the residence halls will be removed and the user/owner will be referred to student conduct for a violation of university policy.

## **Fire Safety**

Fire evacuation routes are posted near every exit in all halls. Please familiarize yourself with all routes on your hall.

### **Fire Alarms**

The fire alarm is a continuous sounding of a bell, horn or buzzer alarm and all halls are equipped with smoke or heat detectors and/or manual pull alarms. When a smoke detector or manual pull alarm is activated, it will sound an alarm over the entire building and all persons in the building (except designated staff) must evacuate the building. Upon hearing the alarm, residents and guests must do the following if able:

- Close windows and raise window blinds/shades
- Close your room door to keep fire contained.
- If there is smoke in the hall, get on your hands and knees and crawl to the nearest exit. If hall is too smoky to use, stay in your room, block all space around door and vents, and go to the window and attract attention.
- Leave the building by the closest exit as quickly as possible and do not return until receiving the all-clear message from hall staff, Fire Department or University Police officials. (Never use the elevator during a fire. You could become trapped.).
- Once you have exited the building, gather with members from your floor at least 50' away from the building and out of the way of any possible flows of traffic so that a "head count" can be taken if needed.
- All students, non-essential personnel, and guest may not hangout or stand in streets or parking lots during the sounding of alarms.

If you should discover a fire, immediately notify a staff member, telephone University Police, the front desk of your hall or the Fire Department, or activate the manual pull alarm in that area. Do not attempt to extinguish a fire by yourself. If a resident is found responsible for improperly activating a fire alarm, he/she could face severe disciplinary action. Failure to properly evacuate or follow University personnel's instructions will result in disciplinary action.

### **Fire Drills**

OSU Institute of Technology is required to facilitate at least one fire drill a semester. Fire drills will occur within the first two weeks of school. All students have to exit the building within two minutes. The drills will occur in the evening hours to ensure contact with the most students. This required safety precaution would be conducted as a real life situation. Residential Life staff members in your areas will be verifying the evacuation of the building. If this does not occur, regulations require for a fire drill to be administered every night until successfully completed. Non-compliance with these drills will result in disciplinary action.

### **Fire Extinguishers and Equipment**

Smoke detectors, sprinkler heads, and fire extinguishers are located on residence hall floors. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of many people. False reporting of fires, misuse or tampering with fire and safety equipment is a violation of the law and violators will be prosecuted. Also, any person who maliciously burns any property of any description shall be guilty of arson under Title 21 of the Oklahoma State Statutes, Section 1401 through 1405. Arson is a felony and carries a maximum penalty of \$25, 000 fine, 35 years in the penitentiary, or both. Each residence hall room is equipped with a smoke detector. The smoke detector in your room has been inspected prior to your arrival, and should be in good working order. Regulations are in effect regarding the tampering of any kind with the smoke detector and equipment located in your room. This includes, but not limited to, covering the detector, disabling the detector, hanging things from the detector, removing the battery, etc. All smoke detectors and batteries are checked on a regular basis during unannounced visits. These checks will be conducted by a representative from Residential Life.

**NOTE: OSU Institute of Technology and the State of Oklahoma take fire safety very seriously. Any violations of OSU Institute of Technology or the State of Oklahoma Fire Safety Code will not be treated as a prank and violators may be assessed up to a \$200 fine for the first offence, and up to \$500 fine for the second offence, and suspension for a third offense.**

### **Explosives and Flammable fluids/chemicals**

Use or storage of explosives and flammable fluids/chemicals is prohibited. **NO SPRAY PAINTING IS ALLOWED IN OR AROUND THE RESIDENCE HALLS.** Violations of this policy will result in disciplinary action.

### **Candles/Incense/Flammable Materials**

Residents are not allowed to have candles, incense, or flammable materials. The burning of candles or incense is strictly prohibited in the residence halls due to the potential fire and safety hazards they create. Residents will be charged \$50.00 for any infraction associated with possessing or burning candles, incense, or flammable materials. The material will also be removed. In addition, all flammable materials are prohibited, which will include, but not be limited to, the use of kerosene lamps, camp lanterns, stoves or any other flammable device. No candle wax, decorative candles, or room deodorizer candles are allowed. Items not allowed may be confiscated by Residential Life staff and may be returned at the discretion of Residential Life.

### **Vandalism**

We encourage you to report any vandalism. Residents who vandalize any residential life or campus area may expect disciplinary action and to be charged for the damages from the vandalism. *You should be aware that Oklahoma State law permits the University to charge up to 3 times the amount for damages done on or to State property.* If staff is unable to determine the individuals responsible for damages in common areas, all residents in that area may be billed for the damages.

### **Roofs**

Due to potential structural damage and safety concerns, residents are not allowed on any roofs. Violations will result in disciplinary action.

### **Theft**

If you believe something has been stolen from your room or car, please follow these important steps: contact Campus Police immediately and make a report (also notify hall staff through the WILSON COMMONS DESK at 918-293-4928); do not touch anything in the area of the theft so that proper investigation may be made.

### **Solicitation**

Selling and soliciting of any kind is prohibited unless the Director of Residential Life has authorized the activity.

### **Cooking/Electrical Appliances**

Cooking is not permitted for health and safety reasons in residents' rooms. The following appliances are approved: popcorn poppers (hot air), irons, coffee pots (drip-through type only), small refrigerator (1 amp and less than 6.0 cu ft), microwave oven (maximum wattage permitted, 700 watts), blenders, micro fridges, CD players, stereos, clocks, hair dryers, radio, TVs, DVD/Blue Ray, game consoles, tablets, and personal computers. Strip/surge protector must be used when more than two appliances are in use. Stereos, TVs and refrigerators should be plugged directly into an electrical outlet or surge protector instead of an extension cord. Window fans, space heaters, and portable AC units are not permitted. Residents who possess appliances that are not approved will be asked to remove them and will be subject to a \$25.00 charge for violation of University Fire Safety codes. A \$25.00 charge will also be levied against residents for each cooking infraction. Items not allowed may be confiscated by Residential Life staff and may be returned at the discretion of Residential Life.

### **Pets**

Due to health and sanitation reasons, fish in aquariums no larger than 10 gallons are the only pets allowed in the Residence Halls. Residents should not feed or pet stray animals. Any other organisms (including birds, reptiles, spiders, insects, and mammals) are prohibited.

### **Moving Furniture**

For inventory and maintenance reasons, all lounge furniture, lobby furniture, or residence furniture may not be traded or removed from the previously mentioned areas. Mattresses should be left on the bed frames to help keep mattresses and box springs in good condition. Lounge furniture, furniture from any public or common area may not be removed or relocated to a resident's room. Doing so constitutes theft of state property and disciplinary and/or legal action may result. You should also be aware that **a \$50 charge per item would be levied if lounge/lobby furniture were found in a resident's room.** Beds found off the frames and/or bed frames found disassembled can result in charges to the resident of a minimum of \$25 plus any damages and/or labor to reassemble bed frames.

### **Room Decorating**

Residents are allowed to decorate their rooms as long as fixatives used do not harm walls, woodwork, floors, windows, or ceiling surfaces. Glue, gummed hooks, nails, thumbtacks, sticky tape or anything that may take paint off may not be used. It is advised that you check with the Residential Life Office and verify what items may be used. Items may not block windows nor be hung over the windows and/or the blinds due to fire code. Writing is not permitted on windows or walls. Do not hang anything on sprinkler systems or smoke detectors. Residents should also be aware that they would be charged up to three times the amount for the cost of repairing damages to room or door surfaces from the use of fixatives that chip the paint, make holes or other assorted items damage or contribute to the damaging of the residence.

### **Room Damages**

Residents assume full responsibility for furnished items and agree to be responsible for all loss, breakage and other damage to the room and furnished items. Damage to 'commons' area will be the responsibility of all residents. When a student moves in, he/she is responsible for completing a room damage report to indicate the condition of the room to protect the liability of the student.

### **Water Fights**

Water fights are prohibited due to the potential for personal injury and property damage. Student clubs and organizations can participate in approved and organized water activities as long as they have been approved through the Residential Life Director and/or OSUIT Police Chief office.

### **Recreational Activities (Ball Playing)**

Due to the likelihood of property damage and the potential for personal injury, the use of any sporting equipment and recreational activities are not permitted in and around the residence hall facilities and parking lots where damages can occur. Students, who damage any window, any portion thereof to any buildings, or personal property will be responsible for replacement and/or repair costs.

### **Building Exterior**

Screens must not be removed from windows. For safety reasons, students are not allowed on roofs or ledges and may not place or hang anything from roofs or ledges. Residents are not allowed to throw items from windows, or lean out window. Students will be held liable for damages to property or personal injury resulting from items being thrown from windows, roofs, and ledges. Residents should not, for any reason other than emergency procedures, be found entering and exiting through the window to any building. Removal of the screen will result in a minimum reinstallation charge of \$25.00. Additional sanctions may result depending on the actions of the individual(s) and/or the consequences of these actions.



## Waterbeds

Waterbeds are prohibited in the residence halls.

## Posting of Information in Housing Facilities

All items to be posted must be brought to the main Residential Life office for approval. Off-campus events can be distributed on the informational table in the Wilson Commons area. On-campus events can be hung on bulletin boards and put in mailboxes. The person or organization will be responsible for making the copies to be distributed. Any unapproved posters will be removed immediately.

## Other Emergency/Health/Safety/Security Procedures

The OSU Institute of Technology *University Police Department* is responsible for the safety of all persons and the protection of state and personal property on the OSU Institute of Technology campus. For your security and safety, University Police Officers are on duty 24 hours per day. If you desire an escort to or from any building, or for such emergencies as illness, injury, theft or suspicious activity, call OSUIT Police (dial 919-293-5000) or the Residential Life WILSON COMMONS DESK (918-293-4928) to request an Officer's assistance. Remember to stay as calm as possible when reporting an emergency and give the dispatcher or officer all details as to the exact location and type of emergency.

## Parking Lots

To assist in the safety of students and vehicles, loitering, gathering of groups, and/or any type of recreational activity is strictly prohibited in all Residential Life parking lots.

## Severe Weather/Tornadoes

In the event of severe weather, you should stay tuned to a local radio or TV station for the latest report on conditions. If it becomes necessary to take cover, campus police will turn on their sirens, the fire alarms will sound, or you will hear the intermittent sounding of city sirens. When this happens, residents should move in an orderly manner to the designated shelter area. After reaching the shelter area, **do not leave the area for any reason**. Follow all instructions given by the hall staff and/or University Police. Wait for the "all clear" signal. If time does not permit you to seek shelter, stay in your apartment and take cover in the central portion of your apartment or in a closet or bathroom, covering yourself and family members with a mattress if you are able.

### ***Residence Hall:***

### ***Shelter Area:***

|                   |  |
|-------------------|--|
| Miller/Kamm       | Outside just south of the Wilson Commons |
| Alexander Hall    | Covelle Hall                             |
| Garden Apartments | Covelle Hall                             |
| England Hall      | Daycare basement                         |
| Hannigan Hall     | Daycare basement                         |
| Lackey Hall       | Lackey or Daycare basement               |
| GOPO              | Locations indicate inside the building   |

**NOTE: You are responsible for heeding all emergency warnings. Become familiar with information posted regarding such warnings and make sure you know how to get to shelter areas.**

## Injuries/Accidents

If residents become injured on campus, OSUIT Police and Residential Life staff should be notified immediately

even if the injury does not seem to be serious. If necessary, OSUIT Police will call an ambulance or transport the student to Okmulgee Memorial Hospital. The university will not be liable for any costs incurred for ambulance or hospital service. Students are strongly encouraged to carry health insurance.

### **Student Health Services (Student Union)**

OSU Institute of Technology has retained the services of a local physician who has office hours in the Student Union. Call 918-293-4678 for current hours. Any qualified student may obtain medical advice without charge from the physician during his daily visit to the campus. The student's spouse and/or minor children may also use the services of the Infirmary. The doctor can write a prescription to the pharmacy of your choice, but the student is responsible for payment. Students who need hospitalization, X-rays or laboratory work are sent to the Okmulgee Memorial Hospital and must pay for the cost of the services received. It is strongly advised that a student be covered by a health policy while in school.

### **Counseling Services**

The Counseling Center provides confidential short-term personal counseling and crisis intervention and is available to students, spouses, dependent children and OSU Institute of Technology employees. We encourage students to use counseling services available on campus. Call telephone 918-293-4988 to make an appointment.

### **Accommodations for Students with Disabilities**

OSU Institute of Technology is prepared to provide reasonable accommodations for students with disabilities when a written request for such accommodation is submitted in advance to the Residential Life Office

### **Meningitis Compliance Act**

Section 3243 of Oklahoma Statute Title 70 requires all new students living in campus housing to comply with either being immunized for meningococcal disease; or after having reviewed information about meningitis provided by OSU Institute of Technology, decline the vaccination based on medical, religious, or personal objection. These choices will be provided by the OSU Institute of Technology Residential Life Office and must have been completed prior to moving into campus housing.

### **Measles, Mumps, Rubella, and Hepatitis B Vaccine Requirements**

Section 3244 of Oklahoma Statute Title 70 requires all new students to comply with the law by completing the OSU INSTITUTE OF TECHNOLOGY Immunization form and returning it with the necessary documentation to the Campus Health Services Office. All students born after 1957 are required to provide documentation of having received two vaccinations for measles, mumps and rubella. All new students are required to have completed a Hepatitis B series. Students who have a medical, religious or personal objection to these vaccinations must complete the Certificate of Exemption to the Campus Health Services Office. **Please note, in the case of a public health emergency, students claiming this exemption may be barred from campus and from attending classes.**

### **Residential Life Services**

#### **Computer Usage**

OSU Institute of Technology provides the Internet free of charge to each resident student within their residence. To connect to the network, each computer must have an Ethernet card installed and you must bring an Ethernet or CAT-5 or higher rated cable to connect to the jack provided. Users must abide by the policies and procedures of the university with respect to computer use, as stated in the OSU Institute of Technology

Appropriate Computer Use Policy and Use of Electronic Mail Policy. Users must also follow the OSU-Stillwater World Wide Web Publishing Policy and Network Policy. The policies may be viewed on-line: <https://osuit.edu/policies-procedures/it.php>

**Any student in violation of the copyright laws or any other policy or procedure related to the Internet, will be referred to the Office of Student Conduct and could face serious sanctions. Also, student will loss internet/network connection at least until the issue is resolved.**

Only students who are currently enrolled and a current resident in the Residence Halls are allowed on the computers in the Wilson Commons Lab during non-visitation hours.

#### **Network Devices**

The Data Communications Network is a mission critical strategic University resource. In order to protect the Data Communications Network, devices other than computers, servers, and workstations, must not be plugged into any network port. This includes, but is not limited to hubs, switches, repeaters, network modems and wireless access points. These devices may be incorrectly configured or incompatible with the Oklahoma State University Institute of Technology network causing outages and reliability problems to all or part of the network. As of the Spring 2019 semester OSUIT Technology Services has expanded the OSUIT student wireless network into the residence halls. As such personal routers will not longer be allowed within the residence halls and must be removed from the residence halls by January 26th 2019.

#### **Telephones**

Local telephone access is available in every room. You will need to bring your own touch-tone telephone. Telephone problems should be reported to ext. 4928. For emergencies, **CALL “0” from a campus phone or dial 918-293-4928**. To place a call on campus: dial the four-digit extension; to place a local call: dial 9+ the seven-digit number; long distance calls: dial 9, enter your calling card number, and enter the 10-digit telephone number or dial your International telephone number; toll-free calls: dial 9+1+800+the rest of the number.

#### **Telephone, Internet, Voice Mail Services**

Due to the nature of our connections here on the OSU Institute of Technology campus, establishing voice mail services and Internet services that are already not pre-existing, is prohibited.

#### **Cable TV**

Residential Life provides extended basic cable television for every room. You will need to bring your own cable TV cord to connect your TV to the outlet provided. Should you experience difficulties, please contact the nearest hall desk or office.

#### **Mail**

A United States Postal Service Post Office Box will be provided for each student in the Commons of MILLER-KAMM, ENGLAND, HANNIGAN, and LACKEY HALLS. Residents who reside in ALEXANDER NORTH, ALEXANDER SOUTH, and GARDEN HALLS must need to purchase a PO Box at OSUIT Post Office to receive mail. The PO Box is available for a small fee each semester. Boxes are serviced Monday through Friday throughout the year except for holidays. The postal facility is located on the south end of the Student Union. Wide ranges of postal services are also available to meet your mailing needs. It is important to check your mailbox on a consistent basis to remain updated on the latest announcements and events.

### **Staying On Campus During Break Times**

Permission to stay on campus during break times must be obtained from the Residential Life Office at least seven days prior to the break. Since room rates are based on the periods when classes are in session, there is an additional charge (a flat rate) for housing during breaks times. Submit a request to the Residential Life Office for approval. Please be advised that space is limited over breaks and only residents with a dire need will be permitted to stay on campus. **Student's that do not turn in the break request by the deadline will be charged a late fee of \$25. If you are a resident in Hannigan/England Halls and you do not turn in your key, you will be charged for the break and/or a key/core charge of \$50.00 and/or a non-compliance fee. Students not out of any Traditional Student housing hall be the time of closing can be charged \$50.** Meal service is not offered during these times and mail may not be delivered to mailboxes on a consistent basis.

These break periods are:

- Thanksgiving Break,
- Christmas Break between the Fall and Spring semesters,
- One week Spring Break in March,
- Two-week Summer Break (generally the last two weeks in June and includes the 4<sup>th</sup> of July holiday).
- One week between the Summer and Fall semester,
- Some specified University holidays.

Residents, who choose to stay over any break and need assistance may call OSUIT Police at 918-293-5000 when the Wilson Commons is not open for normal business hours. If a resident has an emergency, are instructed to call

Okmulgee Police Department's non-emergency number at 918-756-3511 and they will dispatch OSUIT Campus Police.

***If residents enter the residence halls improperly over any break, the student will be trespassing and disciplinary action will result.***

### **Employment**

Student employment is encouraged in the residence facilities with a variety of positions offered. These jobs enable you to adjust your work schedule to your class schedule and study requirements. All student employees are expected to work through the end of the semester. Contact any Residential Life office for more information on job opportunities. Residential Life applications are located online.

### **Laundry Rooms**

Laundry rooms for Miller-Kamm are located on the first floors of both the North and South Halls. The Laundry facilities for Hannigan, England and Lackey are located in the Hannigan/England Laundry and Lounge building. Laundry rooms accept both coins, credit and debit cards. See appendices for more information.

### **Grilling**

All BBQ grills, smokers and hibachis are not allowed anywhere except in designated areas. For your convenience, BBQ grills are provided outside the University Housing. Please use courtesy while grilling. All messes, including charcoal, must be cleaned up or the use of the grills may be taken away.

### **University Apartment Halls**

University Apartment Halls are available for married students and single parents with dependent children as well as adult "non-traditional" students over the age of 25. Family units in the University Apartments are limited to two children and must be twelve years or younger. All non-traditional students are required to go through a background check and may be subject to an interview with the Residential Life Administration in order to gain

residence into non-traditional housing. Students in family housing are responsible for the actions of their spouse and children. Any spouse or child found responsible for a violation of University rules, regulations, and/or policies may result in the suspension of the resident student from Housing. All policies previously stated apply to University Apartments unless otherwise stated here or in the contract.

### **Alcohol**

University apartment residents may possess and/or consume alcohol inside their apartment if of legal drinking age (21). At no time are residents allowed outside of their apartment while drinking or intoxicated. If a resident is found doing so, it will result in disciplinary action. A legal age person may not allow anyone under the age of 21 in their apartment where alcohol is present. All residents are required to abide by all local, state and federal ordinances regarding this matter. Large gatherings and/or parties are not allowed.

### **Visitation Policy**

Residents are allowed to have guests in their room/suite. Non-student visitors and guests under the age of 18 are not permitted. Prior approval from the Residential Life office is required for a guest to spend the night, and a \$10.00 per night charge will be assessed. Guests are not allowed to stay over more than two nights.

Non-resident students or guests are not allowed in the residence halls during the following times on:

Monday from 12 a.m. to 10 a.m.

Tuesday from 12 a.m. to 10 a.m.

Wednesday from 12 a.m. to 10 a.m.

Thursday from 12 a.m. to 10 a.m.

Friday from 12 a.m. to 10 a.m.

Saturday from 2 a.m. to 10 a.m.

Sunday from 2 a.m. to 10 a.m.

Residents are not allowed to have any guests under the age of 18 years old visit their residence.

***Residents are responsible for their guests and must accompany them at all times.***

***Residents may not leave guest unattended for any amount of time.***

### **Cooking/Electrical Appliances**

The following are approved appliances that may be used in the university apartments: blenders, toasters, toaster ovens, mixers, coffee makers, microwave ovens, popcorn poppers, food processors, juicers, irons, hairdryers, etc. Strip/surge protector must be used when more than two appliances are in use. Stereos, TVs and refrigerators should be plugged directly into an electrical outlet or surge protector instead of an extension cord.

### **Meal Plans**

Non-traditional students residing in Alexander Halls North & South have the option to choose a meal plan. Families residing in Alexander Halls North & South, may only get a meal plan for the resident who is the holder of the residence. A spouse enrolled as a student who living with a resident may ask for permission to obtain a meal plan.

### **Mold/Mildew**

Residents must acknowledge that it is necessary to keep the thermostat control at an appropriate level so the apartment humidity is kept low. Residents must keep the air handler and intake grate clean of dust and lint, and take other measures to retard and prevent mold and mildew from accumulating in the Unit. Residents must clean

and dust the Unit on a regular basis and to remove visible moisture accumulation on windows, walls and other surfaces. You must not block or cover any of the heating, ventilation or air-handling ducts. You must immediately report to the Residential Life Offices any evidence of a water leaks, excessive moisture, evidence of mold- or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area. Further, any failure or malfunction in the heating, ventilation or air-conditioning system must be reported. Failure to report can result in disciplinary action.

### **Trash/Housekeeping**

For health and safety concerns, all residents must empty their trash into the designated dumpsters located outside family housing. Should trash be found outside your apartment, the resident will be charged for removal as well as face disciplinary action. Should a residence be found not in compliance with health and safety codes, the student will be responsible for all cleaning charges and disciplinary action will be taken. All residences are exterminated on a regular basis to keep pests out. Should the exterminator be needed in your apartment other than the designated times due to un-cleanliness, the resident will be responsible for the charges incurred. Students in family housing may not store any item{s} outside their apartment. This includes, but is not limited to: furniture, boxes, toys, bicycles... In addition no pools are allowed to be set up inside or outside the apartments, or on the grounds around the residence halls. Residences found responsible for any item(s) stored outside the apartments will face disciplinary action.

### **Laundry Closet**

The room containing the washer and dryer within the apartment is not a storage space. The only items allowed to be placed into the room for storage are items used to do laundry within reason. This means laundry items that are stored inside cannot be stored in such a way that can cause concern for the equipment inside. Storing other in that room is can cause a Health and Safety issue which can be cause a variety of concerns for yourself and your neighbors within your hall. At no time may any item be placed on or against the hot water tank.

### **Grilling**

All BBQ grills, smokers and hibachis are not allowed anywhere except in designated areas. For your convenience, BBQ grills are provided outside the University Housing. Please use courtesy while grilling. All messes, including charcoal, must be cleaned up or the use of the grills may be taken away.

*Unless specifically stated family and nontraditional resident students are expected to follow all resident handbook rules and policies not limited to the University Apartment section.*

### **Staying On Campus During Break Times**

Family Housing and Non-traditional residents may stay on campus without prior approval as long as the resident will be living on campus after the break and is not a graduate. If the resident is moving off campus or a graduate and needs more time past the normal move out days and times. Residents may fill out the check-out extension form online.

*All policies and rules are subject to change and are supersede by any policy published on the OSUIT website.*

### **GOPO Hall**

GOPO Halls are available for single students over the age of 21. All students for this hall are required to go through a background check and may be subject to an interview with the Residential Life Administration in order to gain residence into GOPO housing. All policies previously stated apply to GOPO Hall unless otherwise

stated here or in the contract.

### **Alcohol**

University apartment residents may possess and/or consume alcohol inside their apartment if of legal drinking age (21). At no time are residents allowed outside of their apartment while drinking or intoxicated. If a resident is found doing so, it will result in disciplinary action. Residents may not allow anyone under the age of 21 in their apartment where alcohol is present. All residents are required to abide by all local, state and federal ordinances regarding this matter. Large gatherings and/or parties are not allowed.

### **Visitation Policy**

Residents are allowed to have guests in their room/suite. There is no visitation hour restrictions. Non-student visitors and guests under the age of 18 are not permitted. Prior approval from the Residential Life office is required for a guest to spend the night, and a \$10.00 per night charge will be assessed. Guests are not allowed to stay over more than two nights.

Residents are not allowed to have any guests under the age of 18 years old visit their residence.

***Residents are responsible for their guests and must accompany them at all times.***

***Residents may not leave guest unattended for any amount of time.***

### **Cooking/Electrical Appliances**

The following are approved appliances that may be used in the university apartments: blenders, toasters, toaster ovens, mixers, coffee makers, microwave ovens, popcorn poppers, food processors, juicers, irons, hairdryers, etc. Strip/surge protector must be used when more than two appliances are in use. Stereos, TVs and refrigerators should be plugged directly into an electrical outlet or surge protector instead of an extension cord.

### **Meal Plans**

GOPO students residing have the option to choose a meal plan.

### **Mold/Mildew**

Residents must acknowledge that it is necessary to keep the thermostat control at an appropriate level so the apartment humidity is kept low. Residents must keep the air handler and intake grate clean of dust and lint, and take other measures to retard and prevent mold and mildew from accumulating in the Unit. Residents must clean and dust the Unit on a regular basis and to remove visible moisture accumulation on windows, walls and other surfaces. You must not block or cover any of the heating, ventilation or air-handling ducts. You must immediately report to the Residential Life Offices any evidence of a water leaks, excessive moisture, evidence of mold- or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area. Further, any failure or malfunction in the heating, ventilation or air-conditioning system must be reported. Failure to report can result in disciplinary action.

### **Trash/Housekeeping**

For health and safety concerns, all residents must empty their trash into the designated dumpsters located outside the GOPO. Should trash be found outside your apartment, the resident will be charged for removal as well as face disciplinary action. Should a residence be found not in compliance with health and safety codes, the student will be responsible for all cleaning charges and disciplinary action will be taken. All residences are exterminated on a regular basis to keep pests out. Should the exterminator be needed in your apartment other than the designated times due to un-cleanliness, the resident will be responsible for the charges incurred. Students may not store any item{s} outside their apartment. This includes, but is not limited to: furniture, boxes, bicycles... Residences found responsible for any item(s) stored outside the apartments will face disciplinary action.

### **Staying On Campus During Break Times**

GOPO residents may stay on campus without prior approval as long as the resident will be living on campus after the break and is not a graduate. If the resident is moving off campus or a graduate and needs more time past the normal move out days and times. Residents may fill out the check-out extension form online.

*All policies and rules are subject to change and are superseded by any policy published on the OSUIT website.*



# Appendices

## OSUIT RESIDENTIAL LIFE STANDARD CHARGES ACKNOWLEDGEMENT

OSU Institute of Technology requests that upon vacating your assigned room that you will leave it in a good clean condition. Normal wear and tear will be taken into consideration when inspecting your room. The room must be cleaned and all trash removed upon checking out. Carpet must be vacuumed and tile floors swept and mopped. The vacant condition of the room will be compared to the condition listed on the Room Damage Report attached to your housing card. Your attendance at the inspection is required and can be coordinated with a Residential Life Employee.

### SINGLE STUDENT HOUSING

| <b><u>REPLACEMENT</u></b>             | <b><u>COST</u></b> |
|---------------------------------------|--------------------|
| Key                                   | \$50               |
| Exterior Entry Door                   | \$190              |
| Interior Door - Bedroom               | \$150              |
| Closet Door - Wood                    | \$135              |
| Closet Door - Mirrored Sliding / Each | \$190              |
| Lock - Exterior                       | \$185              |
| Lock - Bedroom                        | \$125              |
| Room Signage / Each                   | \$40               |
| Light Fixture Globes                  | \$20               |
| Light Fixtures Bathroom               | \$20               |
| Light Fixtures Track Lights           | \$200              |
| Light Switch Plates                   | \$5                |
| Telecommunication / CVT Plates        | \$15               |
| Window Blinds / Each                  | \$35               |
| Ceiling Tile / Each                   | \$12               |
| Window Screen / Each                  | \$25               |
| Windows / Each Pane                   | \$155              |
| Light Bulb                            | \$5                |
| HVAC Registers                        | \$20               |
| Thermostats                           | \$75               |
| Sink-Vanity                           | 75                 |
| Vanity                                | \$110              |
| Toilet                                | \$210              |
| Faucets – Bathroom                    | \$110              |
| Shower Head                           | \$41               |
| Shower Head Flexible                  | \$95               |
| Storage Rack - Bathroom / Each        | \$35               |

**REPLACEMENT****COST**

|                              |       |
|------------------------------|-------|
| Storage Rack - Closet / Each | \$35  |
| Towel Bar                    | \$25  |
| Bathroom Tub and Enclosure   | \$400 |
| Shower Enclosure with Door   | \$375 |
| Bathroom Vanity Mirror       | \$113 |
| Cabinet Doors                | \$35  |
| Toilet Seat                  | \$10  |
| Tissue Holder                | \$10  |
| Smoke Detector               | \$75  |

\* Note Laws Governing Smoke Detectors & Fire Extinguishers

**FURNITURE REPLACEMENT****COST**

|                           |                   |       |
|---------------------------|-------------------|-------|
| Sofa                      | (Repair \$262.50) | \$525 |
| End Table                 |                   | \$105 |
| Wood Study Desk           |                   | \$280 |
| Two Position Desk Chair   |                   | \$150 |
| Three Drawer Chest        |                   | \$275 |
| Casual Chairs             | (Repair \$200)    | \$400 |
| Eight Drawer Chest        |                   | \$380 |
| Entertainment Center      |                   | \$180 |
| Twin Long Bed and Frame   |                   | \$190 |
| Jr. Loft and Frame        |                   | \$269 |
| Mattress Only             |                   | \$100 |
| Platform Bed/with drawers |                   | \$600 |
| Wardrobe Closet           |                   | \$500 |

\* Tampering with any fire safety equipment (smoke detectors, sprinkler system, fire alarm, extinguishers, etc.) will result in fines and possible disciplinary actions.

Resident acknowledges the above charges.

## **OSUIT RESIDENTIAL LIFE STANDARD CHARGES ACKNOWLEDGEMENT FOR ALEXANDER HALL APARTMENTS**

OSU Institute of Technology requests that upon vacating your assigned apartment that you will leave it in a good clean condition. Normal wear and tear will be taken into consideration when inspecting your room. The room must be cleaned and all trash removed upon checking out. Carpet must be vacuumed and tile floors swept and mopped. The vacant condition of the room

will be compared to the condition listed on the Room Damage Report in your file. Your attendance at the inspection is welcomed and can be coordinated with the Residential Life Office.

## **FAMILY APARTMENT / SINGLE STUDENT APARTMENT**

| <b><u>CLEANING</u></b> | <b><u>COST</u></b> |
|------------------------|--------------------|
| Oven                   | \$50               |
| Range Top              | \$10               |
| Vent Hood              | \$20               |
| Refrigerator           | \$30               |
| Kitchen Floor          | \$10               |
| Counters               | \$10               |
| Cabinets               | \$10               |
| Light Fixtures / Each  | \$10               |
| Sink                   | \$10               |
| Dishwasher             | \$10               |
| Windows / Each         | \$5                |
| Toilet                 | \$10               |
| Bathtub and Enclosure  | \$25               |
| Bathroom Sink          | \$10               |
| Washer                 | \$5                |
| Dryer                  | \$5                |

| <b><u>REPLACEMENT</u></b>             | <b><u>COST</u></b> |
|---------------------------------------|--------------------|
| Oven Racks                            | \$25               |
| Boiler Pan                            | \$20               |
| Stove Burner 8"                       | \$40               |
| Stove Burner 6"                       | \$35               |
| Drip Pan 8"                           | \$8                |
| Drip Pan 6"                           | \$7                |
| Stove Burner Ring 8"                  | \$4                |
| Stove Burner Ring 6"                  | \$3                |
| Refrigerator Rack / Each              | \$25               |
| Crisper Tray / Each                   | \$35               |
| Key                                   | \$50               |
| Exterior Entry Door                   | \$190              |
| Interior Door - Bedroom               | \$150              |
| Closet Door - Wood                    | \$135              |
| Closet Door - Mirrored Sliding / Each | \$190              |

|                                |       |
|--------------------------------|-------|
| Lock - Exterior                | \$185 |
| Lock - Bedroom                 | \$125 |
| Room Signage/Each              | \$35  |
| Light Fixture Globes           | \$20  |
| Light Fixtures Bathroom        | \$20  |
| Light Fixtures Track Lights    | \$200 |
| Light Switch Plates            | \$5   |
| Telecommunication / CVT Plates | \$15  |
| Window Blinds / Each           | \$75  |
| Ceiling Tile / Each            | \$12  |
| Window Screen / Each           | \$25  |
| Windows / Each Pane            | \$175 |
| Light Bulbs                    | \$5   |
| HVAC Registers                 | \$20  |
| Thermostats                    | \$75  |
| Sink                           | \$75  |
| Vanity                         | \$110 |
| Toilet                         | \$210 |
| Faucets – Bathroom             | \$110 |
| Faucets - Kitchen              | \$130 |
| Shower Head                    | \$41  |
| Shower Head Flexible           | \$95  |
| Storage Rack - Bathroom / Each | \$35  |
| Storage Rack - Closet / Each   | \$35  |
| Towel Bar                      | \$25  |
| Bathroom Tub and Enclosure     | \$400 |
| Bathroom Vanity Mirror         | \$45  |
| Kitchen Cabinet Doors          | \$35  |
| Kitchen Bar                    | \$175 |
| Kitchen Drawers                | \$30  |
| Toilet Seat                    | \$10  |
| Tissue Holder                  | \$10  |
| Smoke Detector                 | \$75  |
| Fire Alarm Signals             | \$50  |
| Fire Extinguishers             | \$40  |

\*Note Laws Governing Smoke Detectors and Fire Extinguishers

| <b><u>APPLIANCES</u></b> | <b><u>COST</u></b> |
|--------------------------|--------------------|
| Washer / Dryer           | \$980              |
| Range                    | \$750              |
| Refrigerator             | \$450              |

Dishwasher \$275

**FURNITURE REPLACEMENT**

**COST**

|                         |                   |       |
|-------------------------|-------------------|-------|
| Sofa                    | (Repair \$262.50) | \$525 |
| End Table-Each          |                   | \$105 |
| Casual Chairs           | (Repair \$200)    | \$400 |
| Entertainment Center    |                   | \$180 |
| Bar Stools - Each       |                   | \$135 |
| Full Size Bed and Frame |                   | \$220 |
| Twin Size Bed and Frame |                   | \$190 |
| Mattress Only           |                   | \$125 |
| Two Position Desk Chair |                   | \$150 |
| Wood Three Drawer Chest |                   | \$275 |
| Wood Study Desk         |                   | \$280 |

**Tampering with any fire safety equipment (smoke detectors, sprinkler systems, fire alarms, extinguishers etc.) will result in fines and possible disciplinary actions.**

Resident acknowledges the above charges.

**OSUIT RESIDENTIAL LIFE STANDARD CHARGES  
ACKNOWLEDGEMENT FOR GRAND OLD POST OFFICE APARTMENTS**

OSU Institute of Technology requests that upon vacating your assigned apartment that you will leave it in a good clean condition. Normal wear and tear will be taken into consideration when inspecting your room. The room must be cleaned and all trash removed upon checking out. Carpet must be vacuumed and floors swept and mopped. The vacant condition of the room will be compared to the condition listed on the Room Damage Report in your file.

**CLEANING**

**COST**

|                       |      |
|-----------------------|------|
| Oven                  | \$75 |
| Range Top             | \$15 |
| Vent Hood             | \$30 |
| Refrigerator          | \$40 |
| Kitchen Floor         | \$10 |
| Counters              | \$10 |
| Cabinets              | \$10 |
| Light Fixtures / Each | \$10 |
| Kitchen Sink          | \$10 |

|                  |      |
|------------------|------|
| Windows / Each   | \$10 |
| Toilet           | \$10 |
| Shower Enclosure | \$25 |
| Bathroom Sink    | \$10 |

**REPLACEMENT**

**COST**

|                                |       |
|--------------------------------|-------|
| Oven Racks                     | \$25  |
| Boiler Pan                     | \$20  |
| Stove Burner 8"                | \$45  |
| Stove Burner 6"                | \$40  |
| Drip Pan 8"                    | \$12  |
| Drip Pan 6"                    | \$10  |
| Stove Burner Ring 8"           | \$8   |
| Stove Burner Ring 6"           | \$6   |
| Refrigerator Rack / Each       | \$45  |
| Crisper Tray / Each            | \$65  |
| Key                            | \$50  |
| Apartment Entry Door           | \$300 |
| Bedroom Door                   | \$175 |
| Lock – Entry Door              | \$250 |
| Lock - Bedroom                 | \$125 |
| Room Signage/Each              | \$50  |
| Light Fixture Globes           | \$30  |
| Light Bar Fixtures             | \$100 |
| Light Switch Plates            | \$15  |
| Large Light Switch Plates      | \$20  |
| Telecommunication / CVT Plates | \$10  |
| Outlet Plates                  | \$10  |
| Metal Window Blind             | \$125 |
| Small Roller Blind             | \$150 |
| Medium Roller Blind            | \$250 |
| Large Store Roller Blind       | \$450 |
| Small Windows                  | \$175 |
| Medium Windows                 | \$350 |
| Large Store Front Windows      | \$800 |
| Light Bulbs                    | \$15  |
| HVAC Registers                 | \$35  |
| Thermostats                    | \$100 |
| Storage Shelf - Closet / Each  | \$75  |
| Closet Rod                     | \$60  |
| Bathroom Vanity Mirror         | \$75  |

|                         |       |
|-------------------------|-------|
| Vanity Sink             | \$100 |
| Vanity                  | \$150 |
| Toilet                  | \$225 |
| Faucets – Bathroom      | \$125 |
| Light Fixtures Bathroom | \$30  |
| Shower Head             | \$75  |
| Shower Head Flexible    | \$105 |
| Towel Bar/Hangars       | \$45  |
| Shower Enclosure        | \$500 |
| Kitchen Sink            | \$100 |
| Kitchen Drawers         | \$75  |
| Kitchen Cabinet Doors   | \$50  |
| Kitchen Pendant Light   | \$150 |
| Faucets - Kitchen       | \$175 |
| Toilet Seat             | \$20  |
| Tissue Holder           | \$20  |
| Smoke Detector          | \$200 |
| Fire Alarm Signals      | \$75  |

\*Note Laws Governing Smoke Detectors and Fire Extinguishers


| <b><u>APPLIANCES</u></b> | <b><u>COST</u></b> |
|--------------------------|--------------------|
| Range                    | \$950              |
| Refrigerator             | \$750              |


| <b><u>FURNITURE REPLACEMENT</u></b> | <b><u>COST</u></b> |
|-------------------------------------|--------------------|
| Twin Size Bed and Frame             | \$200              |
| Mattress Only                       | \$150              |

**Tampering with any fire safety equipment (smoke detectors, sprinkler systems, fire alarms, extinguishers etc.) will result in fines and possible disciplinary actions.**

# Laundry 101

## Easy Wash

1. **Add** 2 tablespoons of  detergent or one pod directly into washtub.

**HINT:** Use manufacturer-recommended dose of  detergent for best results. Too much detergent can damage washers.

2. **Load** clothes into washer loosely.
3. **Close** the washer lid securely, without slamming.
4. **Select** desired wash settings (i.e. hot, cold, etc).
5. **Swipe** payment card, if applicable.
6. **Push** start.

**HINT:** Upon cycle completion, leave the washer lid open to help the drum dry quickly and prevent odor.

## Simple Dry

1. **Clean** lint screen to keep the dryers running efficiently and save energy.
2. **Load** clothing. Make sure clothes can move freely to dry efficiently.  
**One wash load = One dryer load**
3. **Select** desired dry settings (i.e. permanent press, low heat, high heat, etc).
4. **Swipe** payment card, if applicable.
5. **Push** start.

**HINT:** Do not dry wool, rubber, or plastic items.




## Laundry Room Etiquette

- Remove your clothes promptly so others can use the machines.
- Report service issues to ensure the machines get fixed and returned to service quickly.
- Leave the washer door open after use to help the drum dry quickly.

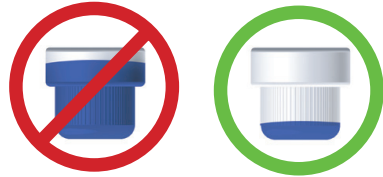


# Laundry 101

## Easy Wash

1. **Add** 2 tablespoons of  detergent or one pod directly into washtub.

Using too much detergent can leave a residue on your clothing.



2. **Load** clothes into washer loosely.
3. **Close** the washer lid/door securely, without slamming.
4. **Select** desired wash settings (i.e. hot, cold, etc).
5. **Swipe** payment card (if applicable).
6. **Push** start.

**HINT:** Upon cycle completion, leave the washer lid/door open to help the drum dry quickly and prevent odor.

## Simple Dry

1. **Clean** lint screen to keep the dryers running efficiently and save energy.
2. **Load** clothing. Make sure clothes can move freely to dry efficiently.  
**One wash load = One dryer load**
3. **Select** desired dry settings (i.e. permanent press, low heat, high heat, etc).
4. **Swipe** payment card, (if applicable).
5. **Push** start.

**HINT:** Do not dry wool, rubber, or plastic items.



## Requesting Service

1. **Download** the CSC Service Works Service Request App
2. **Use** the app to scan the license plate located on the front of the machine, or enter the machine number & submit.
3. **Indicate** the machine's problem, fill in your email address, and hit submit.



## Quick videos on how to operate the washers on campus:

