

ON-CAMPUS HOUSING HANDBOOK:

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**TERMS AND CONDITIONS**

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MICHIGAN STATE UNIVERSITY



**THE ON-CAMPUS HOUSING HANDBOOK: TERMS AND CONDITIONS  
CONTAINS IMPORTANT INFORMATION AND RULES RELATED  
TO CAMPUS LIVING AT MICHIGAN STATE UNIVERSITY.**

**AS ALWAYS, THANK YOU FOR LIVING ON!**



## **TABLE OF CONTENTS**

### **PART I: RESIDENTIAL TERMS AND CONDITIONS**

RESIDENCE EDUCATION AND HOUSING SERVICES.....	6
REHS Mission	
REHS Values	
RESIDENTIAL AND HOSPITALITY SERVICES.....	6
RHS Values	
ON-CAMPUS HOUSING REQUIREMENT.....	7
RESIDENT RIGHTS AND RESPONSIBILITIES.....	7
Resident Rights	
Resident Responsibilities	
UNIVERSITY RESPONSIBILITIES.....	8
Changes by Michigan State University	
Emergencies and Maintenance	
ON-CAMPUS HOUSING REGULATIONS.....	8
GENERAL RESIDENCE HALL RULES.....	11
Air Conditioners	
Animals/Pets	
Appliances and Electrical Items	
Conducting Business in Housing Units	
Gambling	
Grilling Equipment	
Guests	
Noise	
Posting	
Rough Play	
Skates	
Smoking	
Windows	
SAFETY.....	13
Controlled Substances	
Diversity and Inclusion	
Drills	
Equipment Misuse	
Explosive Materials and Weapons	
Fire Safety	
Helpful Numbers	
Identification	
Intimidation and Harassment	
Keys	
STUDENT CONDUCT.....	16
Contract Violations	
Procedures for Contract Violations	
Sanctions	
Appeals	
Restorative Justice	

NON-ADULT RESIDENTS .....	18
ROOM ASSIGNMENTS .....	18
Room Assignments	
Transitional Housing	
Open Space in Under-assigned Housing Units	
Open Space at the End of the Semester	
STUDENT ROOMS .....	19
Room Furnishings and Decorations	
Room Maintenance and Cleaning	
Damages	
Removal and Modifications of Furnishings from Resident Rooms	
Room Entry Policy	
COMMON AREAS .....	20
Lounge Usage	
Laundry Facilities	
Responsibility for Common Areas	
VACATING .....	21
Closed Periods	
Holiday Periods and Between Semester Housing	
Checking Out	
Room Conditions at Check Out	
Common Room Damage Charges	
Other Charges that May be Assessed	
LOST AND FOUND .....	23
CONTRACT ENDING PROCESS .....	23
Temporary Suspension of Contract	
Contract Cancellation	
Contract Buyout	
Contract Release	
Contract Termination	
INFORMATION TECHNOLOGY RESOURCES .....	24
CULINARY SERVICES .....	24
Entrance to Dining Facilities	
Dining Service Behavior and Dress Standards	
Meals for Residents Confined to Rooms	
CHANGES IN INFORMATION .....	25

## PART II: RESIDENTIAL RESOURCES

GET TO KNOW OUR STAFF .....	26
Resident Assistant	
Community Coordinator	
Intercultural Aid	
Residence Hall Staff	
Housing Assignments Office	
Facilities Staff	
RESIDENCE HALLS ASSOCIATION .....	27
NEIGHBORHOODS AT MICHIGAN STATE UNIVERSITY .....	27
ACADEMIC LIVING-LEARNING COMMUNITIES .....	28
Degree-Granting Residential Programs	
Residential Communities	
ENVIRONMENTAL PREFERENCES .....	30
Quiet Area Living	
Alcohol-Free Living	
ROOMMATE CONFLICTS .....	31
ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY .....	32
CULINARY SERVICES .....	34
Eat at State	
Combo-X-Change	
Dietary Restrictions	
ACADEMIC AND RESIDENTIAL CALENDAR .....	36
STUDENT LIFE .....	36

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## **PART I: RESIDENTIAL TERMS AND CONDITIONS**

### **RESIDENCE EDUCATION AND HOUSING SERVICES**

Residence Education and Housing Services (REHS) is a department of the Division of Residential and Hospitality Services at Michigan State University. REHS focuses on a variety of areas impacting students' overall on-campus living experience at MSU, including: residence education, housing assignments, housing operations, facilities and maintenance. REHS manages 27 residence halls and two apartment communities, housing nearly 15,000 annually. REHS team members are committed to continually creating the world's premier residential experience at MSU. The organization is one of learning, development, accountability, stewardship and communication.

#### **REHS Mission**

We are dedicated to creating a safe, sustainable and inclusive residential environment that enhances the MSU experience and inspires our community to: Live. Learn. Lead. Impact the World.

#### **REHS Values**

- Student learning, engagement and development through the neighborhood model
- Intercultural learning and inclusion
- Safety and security of residents, staff and guests
- Sustainable practices

### **RESIDENTIAL AND HOSPITALITY SERVICES**

The Division of Residential and Hospitality Services provides quality support and auxiliary services to Michigan State University students, the campus

community and the general public. Operating and maintaining one of the nation's largest single-campus residence hall system, a full-service, award-winning hotel and restaurant, interior design services, golf courses, and much more, the Division touches nearly every aspect of MSU's campus. The Division of Residential and Hospitality Services includes six departments (Residence Education and Housing Services, Culinary Services, Human Resources, Information Services, Planning and Projects Office, and Spartan Hospitality Group) along with the offices of Strategic Initiatives, the vice president for auxiliary enterprises and the chief financial officer.

#### **RHS Values**

Our vision and mission will be realized by adhering to the following values:

#### **Purpose**

- **Commitment to Student and Guest Experience:** We exist simply to exceed their expectations.
- **Quality Throughout:** In everything we do – from beginning to end – we will be passionate about delivering an outstanding customer experience.
- **Social Responsibility:** We will care today about those things that will define this world's future.

#### **Practice**

- **Strategic Thinking:** As individuals and as teams, we will pursue excellence in strategic thought.
- **A Mindset of Innovation:** We will be an organization that appreciates and learns from the past, while keeping our focus on the future.

- **Fiscal Responsibility:** Smart decisions for future success, based on quality information, will guide the actions of our entire organization.

#### **People**

- **Spirit of Partnership:** Within our division and in the university community, we commit to a spirit of collaboration.
- **Teamwork and Inclusion:** We will succeed individually only when we are passionate about prospering as a team.
- **Staff Development:** We will be an organization dedicated to continuous learning and the development of staff. We will provide and support quality-learning opportunities and encourage all staff to take advantage of them.
- **Effective Communication:** We will strive for organizational clarity through honest, open, accurate and timely two-way communication.

### **ON-CAMPUS HOUSING REQUIREMENT**

All freshmen and sophomores (0-55 credits), including transfer students, must live in on-campus housing.\* Students are automatically exempted from this policy if they are:

- Married
- Twenty years or older by the first day of fall classes
- U.S. armed services veteran with at least one year of active service
- Living with parent(s) or legal guardian
- Taking six or fewer credits during the semester in question

\*The sophomore student (28-55 credits accumulated) requirement may be waived by administrative action on a yearly basis. The housing requirement is currently waived for sophomores.

### **RESIDENT RIGHTS AND RESPONSIBILITIES**

#### **Resident Rights**

Each resident has the right to engage in those physical, educational and social pursuits that are a necessary part of their university life. However, these rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights for other residents.

Residents have the right to: access hall and room facilities, a clean environment, study and sleep without interference, freedom from intimidation or harm, host guests, have personal belongings and involve staff to resolve grievances. See Residence Hall Bill

of Rights in Spartan Life Online for complete information at [splife.studentlife.msu.edu](http://splife.studentlife.msu.edu).

#### **Resident Responsibilities**

Each resident is responsible for arranging financial support prior to entering and signing a contract with the University. The resident will pay for room and board charges and any other fees as provided in the Contract. Failure to satisfy the financial obligations accrued under the Contract may result in any or all of the following: denial of further meals and services, denial of reassignment, termination of the Contract and eviction.

Residents must obtain written consent from REHS prior to moving into a housing unit earlier than the scheduled move-in date. Arrival prior to the move-in date set by REHS may result in an additional daily charge to the student. The charge may be waived at the discretion of REHS.

Residents are required to comply with all rules, regulations, ordinances, housing policies and administrative rulings of Michigan State University, the housing unit staff, the hall student government, federal, state and local laws, and the terms and conditions stated in the Contract.

Residents accept responsibility for the actions or omissions of themselves and others in the resident's room. Residents release the university, its trustees, employees and agents from any liability for damages sustained by themselves or others as a result of such actions or omissions.

The university is not liable for the theft or loss of money, property or valuables, damages to any resident's property or personal injury sustained in the housing unit.

## UNIVERSITY RESPONSIBILITIES

### Changes by Michigan State University

Michigan State University may change or alter the living arrangements or options in the residence hall when it deems appropriate.

### Emergencies and Maintenance

Michigan State University may terminate or temporarily suspend the Contract or any part of it, without notice, in case of an emergency that would make continued operation of resident housing impossible. Michigan State University may also terminate or temporarily suspend this Contract for renovation, maintenance and construction projects.

## ON-CAMPUS HOUSING REGULATIONS

The following regulations are established to govern the conduct of individuals living and visiting in residence halls. They shall apply to all students regardless of class level, place of residence or group affiliation when they are in or around any residence hall.

### 1.0 Individual Responsibilities and Community Rights

The Residence Hall Bill of Rights provides a clear statement of each individual's rights within the residence hall community. These rights are best secured through clear statements of each individual's responsibilities.

1.1 No person shall cause or otherwise contribute to unreasonable noise in residence halls or areas immediately surrounding residence halls (unreasonable noise is that which interferes with, or has the potential for interfering with, the legitimate rights of others).

1.2 No person shall interfere with attempts of others to study.

1.3 No person shall interfere with attempts of others to sleep during reasonable and / or posted consideration hours.

1.4 No person shall interfere with the free access of another to and from their own room, suite, apartment, work area or office in a residence hall.

1.5 No person shall play any athletic games in a common area of a residence hall without proper authorization.

1.6 No person shall interfere with the safe or clean environment of others.

1.7 No person shall allow an animal, bird or other pet to enter a residence hall (fish and guide dogs are exceptions).

1.8 No person shall fail to make an effort to discourage another person from violating a regulation and / or to report a violation of which one has knowledge.

(See also: General Student Regulation 2.00 and 3.00.)

### 2.0 Safety of the Individual and Community

Fundamental to the protection of the individual is the maintenance of an environment that is physically safe and predictable. As members of a group, each individual has a special responsibility to ensure that safety hazards are eliminated, fire equipment is maintained and established fire procedures are followed.

2.1 No person shall create or help to create a safety hazard.

2.2 No person shall throw or drop anything out of a residence hall window.

2.3 No person shall possess or use firecrackers, fireworks, firearms or other dangerous weapons or explosives (NOTE: legal weapons must be stored at the Department of Police and Public Safety).

2.4 No person shall possess or use in a residence hall, without proper authorization, any chemical or other dangerous substance, compound or container of such substances, which may injure, molest or cause damage.

2.5 No person shall set a fire in residence halls or areas immediately associated with residence halls.

2.6 No person shall falsely report a fire, interfere in any way with emergency services or procedures, or fail to conform to established safety regulations.

2.7 No person shall tamper with fire equipment or use such equipment for purposes other than the prevention or control of fire (fire equipment shall include, but not be limited to, thermal detectors, fire alarms, fire extinguishers, fire extinguisher boxes, fire hoses and any other fire-fighting devices).

(See also: General Student Regulation 2.00, 3.00 and 4.00.)

### 3.0 Harassment and Intimidation

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. Physical or emotional harassment will not be tolerated in a residence hall community.

3.1 No person shall harass or abuse any other person (this shall include, but is not limited to, harassment or abuse based on race, creed, ethnic origin, sex, age, political persuasion, sexual orientation or disability).

3.2 No person shall exhibit behavior which harms or threatens to harm another person or another person's property.

3.3 No person shall abuse, threaten or harass any residence hall employee.

3.4 No person shall abuse, threaten, harass or exhibit behavior that intimidates any complainant, respondent, counsel, witness or judiciary member prior to, during and after a judicial hearing.

(See also: General Student Regulation 2.00 and 3.00.)

### 4.0 Personal and Community Property

The protection of personal property is important to the well being of the individual. Protection of community property protects the investment all residents make through the payment of their room and board.

4.1 No person shall tamper with or borrow without permission the personal property of others.

4.2 No person shall, without proper authorization, remove any property from its assigned place in a residence hall.

4.3 No person shall damage, deface or destroy any property.

(See also: General Student Regulation 4.00.)

### 5.0 Alcohol

The residence hall community is part of a larger community, and as such, is not only governed by its own regulations, but by university policies and state law. The State of Michigan establishes the age at which alcohol consumption is legal. Furthermore, alcohol may not be consumed on state land, except by special exception of the body governing the land, which in this case is the Michigan State University Board of Trustees. Because the majority of hall residents are under age, the privilege of drinking alcohol is extended only to those of legal age in their private rooms, suites or apartments.

5.1 No person shall possess open alcoholic beverages within a residence hall, except within the confines of student rooms, suites or apartments, or at social events approved by the Office of the Vice President for Student Affairs and Services.

5.2 No person shall organize or participate in a student group event where alcohol is consumed but not approved for consumption (e.g., floor party).

5.3 No person shall allow the presence of more than five times the normal occupancy (excludes over or under assignment) in a student room, suite or apartment where alcohol is being consumed.

5.4 No person shall possess or use a common source of alcohol (e.g., keg, trash can, etc.) or participate in an event where a common source is present.

(See also: General Student Regulation 2.00.)

### **6.0 Identification of Individuals**

Certain privileges are extended to individuals by virtue of their membership in the residence hall community. In order to protect the community's welfare, the integrity of this identification must be maintained.

6.1 No person shall permit others to use his or her Michigan State University ID card, including a meal card or room key, for the purpose of improperly gaining access to a residence hall, a residence hall dining room, an RHA or hall sponsored event or use of RHA or hall equipment.

6.2 No person shall use the Michigan State University ID card of another, including a meal card or room key, for the purpose of improperly gaining access to a residence hall, a residence hall dining room or an RHA or hall sponsored event or use of RHA or hall equipment.

6.3 No person shall refuse to provide his or her name and show appropriate identification to a staff member performing his or her duty, upon request.

(See also: General Student Regulation 3.00, 4.00 and 5.00.)

### **7.0 Food Service**

Meal times should be an opportunity for residents and their visitors to dine in a sociable manner without the fear of inappropriate distractions or interference. The misuse of meal IDs or removal of food from the dining room increases the cost of food service for all residents.

7.1 No person shall initiate or otherwise engage in throwing of food, utensils or other objects in any residence hall dining room or housing facility.

7.2 No person shall, without authorization, remove any food or utensils from a residence hall dining room.

7.3 No person shall enter a residence hall dining room without proper authorization.

(See also: General Student Regulation 2.00, 4.00 and 5.00.)

### **8.0 Visitors**

All members of the residence hall community have some responsibility to help secure the community's welfare by communicating to visitors the expectations established through these regulations.

8.1 No person shall permit a non-resident visitor to remain in or use the facilities of a residence hall, including one's residence hall room, for more than three continuous days during any given week.

8.2 No person shall fail to take responsibility for his or her visitor.

8.3 No person, if a non-resident, shall be a visitor in any residence hall between the official closing and opening hours without a resident escort.

8.4 No person shall interfere with the entertaining of a visitor by another, unless the visitor is infringing upon his or her rights.

## **GENERAL RESIDENCE HALL RULES**

### **Air Conditioners**

Air conditioners are permitted for medical reasons only, and requests must be coordinated through REHS, with final approval from the university physician. Equipment is provided by REHS and installation is completed by MSU-authorized maintenance personnel. There is a rental fee of \$175 for approved air conditioner requests, which includes installation, removal and energy costs.

### **Animals / Pets**

University ordinance 23 prohibits animals in residence halls. A copy of the ordinance is printed in Spartan Life Online.

Residents are not to keep pets other than fish (excludes carnivorous or poisonous varieties; tank cannot exceed 10 gallons) in housing units; however, exceptions are made for service animals for students with disabilities. Questions regarding service animals should be referred to the Michigan State University's Resource Center for Persons with Disabilities.

### **Appliances and Electrical Items**

Radios, televisions, computers, video games and music sound systems are permitted, but each resident is responsible for keeping the volume low enough to avoid disturbing others. No antennas may be installed inside or outside of a residence hall.

Residents may use mini-refrigerators of five cubic feet or less, compact microwaves, coffee makers and fans in their rooms. Appliances must carry the UL-listing mark. The university strongly recommends the use of appliances with the Energy Star®-rating.

Voltages can fluctuate within the system, so residents with stereos and personal computers should invest in a multi-rated surge suppressor. Michigan State University is not liable for damage to electrical equipment.

Cooking is permitted only in designated kitchen facilities. Use of electrical equipment (other than items listed above), such as toasters, frying pans, George Foreman®-type grills, hot plates, waffle irons and toaster ovens is prohibited except in designated kitchen facilities. Space heaters are not permitted. Residents may not plug one extension cord into another. All extension cords used must be a minimum of 16-gauge. The university may remove all unauthorized or potentially dangerous electrical appliances.

Hoverboards are prohibited on MSU's campus and in the residence halls and apartment communities.

### **Conducting Business in Housing Units**

Residents shall not use their room, Ethernet lines, wireless internet (where applicable) or any part of a residence hall to advertise, sell, solicit, conduct or serve as an agent for a business, except as defined in the policies regarding fund raising, campaigning, canvassing, petition drives and revenue producing events. See Spartan Life Online.

### **Gambling**

Gambling or participating in games of chance for money or other items of value is prohibited.

### **Grilling Equipment**

Charcoal grills, lighters and propane gas tanks cannot be used or stored on campus, except by Michigan State University personnel.

## Guests

Michigan State University respects the rights of residents to host guests within their living environments. However, the University also expects that roommates talk with each other and agree on guests, overnight stays and other visitor issues. The REHS staff is available to assist residents with these conversations and to support residents in maintaining their rights.

Residents living in buildings with night receptionists are required to register their guests after hours. A maximum of three guests are allowed per resident per visit. Residents must know their guests; visitors must present picture identification at registration. While in a residence hall, guests must comply with the rules of conduct applicable to residents.

Residents are responsible for the conduct of their guests and will be subject to financial and other sanctions through the university judiciary or the legal system, for any acts by such guests which result in:

- physical or emotional harm to residents, other guests or staff members
- thefts
- violations of university policies, regulations, ordinances or federal, state or local laws
- damages to university property

Guests may stay a maximum of three consecutive days and nights.

Residents are not permitted to sublet open space in a room or have permanent guests living in their rooms.

## Noise

Noise standards are in place to maximize each resident's opportunity for academic success. Residents are not to create noise or amplified sound that disturbs other residents or classes, or, if directed out of windows, disturbs people outdoors or in other buildings. Upon request, the

resident will reduce the noise. Under university disciplinary action, repeated violations will result in the removal of the stereos, instruments or any type of amplifying equipment.

Living in a community is about respecting those around you. As a result, courtesy hours are in place at all times. If a resident believes noise from another person / room is impacting their ability to sleep or study, they can ask that community member to minimize the noise. If the noise continues to disrupt the other person, REHS staff may be contacted to help facilitate the conversation and address the issue.

Finals weeks are an important part of all students' academic success. As a result, quiet hours may be implemented in each community to support the overall success of the community members. Finals week quiet hours will be posted throughout the community leading up to and throughout finals week.

## Posting

The posting of signs, handbills and flyers in the residence halls is limited to Michigan State University staff, registered student organizations and other groups as approved by REHS staff. Please see your community director for approval.

## Rough Play

Running, water fights, snowball fights and other rough play often results in serious injuries to participants and bystanders. Those responsible for damages caused by rough play will be held accountable, including cost for damages and injuries, and may face disciplinary action.

## Mopeds

Mopeds must be stored outside of the residence halls and apartments at all times. Storage of gasoline for mopeds is prohibited (see explosive materials and weapons).

## Skates

Roller skates, in-line skates, skateboards bicycles or similar devices are not to be used in campus buildings.

## Smoking

Michigan State University's Board of Trustees approved a tobacco-free ordinance in 2015, a move that went into effect Aug. 15, 2016, as part of an ongoing effort to ensure the MSU community enjoys a healthy campus.

The new ordinance applies to all property governed by the Board of Trustees and includes not only main campus but also all MSU sites across the state, nation and globe.

In addition to traditional tobacco products such as cigarettes and chewing tobacco, the ordinance also prohibits e-cigarettes and vaporizers. All FDA-approved nicotine replacement therapy products are permitted for cessation use. For more information, visit [tobaccofree.msu.edu](http://tobaccofree.msu.edu).

## Windows

Residents are prohibited from removing window screens or suspending items from windows, such as crates, boxes, bags, clotheslines, wires, ropes or antennas.

Window screens are to be left in at all times. The residents will be charged if the screen must be reinstalled or is damaged or missing.

Objects are not to be thrown into or dropped out of windows.

## SAFETY

The safety and security of residents, their guests and staff is a shared responsibility. Residents agree to assist in maintaining the safety and security of the housing community.

The university provides safety devices in residence halls, including room door viewers (peepholes), fire-resistant doors,

fire alarms, hard-wired smoke detectors, emergency lighting, emergency phones, electronic door access and illuminated exit signs. Many halls also feature sprinkler systems for fire suppression. Regulations and procedures are developed by administrative offices to aid in maintaining a safe and secure environment.

Residents shall not allow access to the residence hall by others except as permitted by the guest policy. Propping open doors or allowing non-residents who are not your guests to enter locked buildings is strictly prohibited.

Residents are required to lock the room door and are strongly encouraged to identify visitors by using the door viewer (peephole) prior to admitting anyone to the room.

Residents must alert residence hall staff to potential security breaches (e.g., propped doors, disabled door latches, malfunctioning safety equipment and lost room keys). Failure to report a security breach or the creation of a security breach through a willful act or through negligence is grounds for possible termination of the Contract.

## SAFETY AT MSU

Michigan State University takes safety and security very seriously. It is recommended that students:

- Always lock their room doors
- Never prop or hold exterior doors open
- Walk in groups on campus at night
- Always make sure someone knows where they are going and when they will be back if they are going to be away

In the event of an emergency, dial 911.

## Helpful Numbers

MSU Police – 517-355-2221

Olin Health Center – 517-884-6546

Sparrow Hospital – 517-364-1000

Lansing Urgent Care – 517-333-9200

## Controlled Substances

The resident will not possess, consume, sell or deliver alcoholic beverages except as expressly permitted by federal or state laws or Michigan State University ordinances, regulations and administrative rulings. Alcoholic beverages, including beer and wine, subject to these restrictions, are permitted in housing facilities for residents 21 years of age or older in their rooms, suites or apartments or at social events approved by the Office of the Vice President for Student Affairs and Services. Alcoholic beverages are not permitted in designated alcohol-free rooms, floors or halls. Use of large-volume alcoholic beverage containers such as kegs are prohibited. See Alcohol Policy in Spartan Life Online for information.

The possession, use, sale or delivery of other controlled substances, such as illegal drugs, is prohibited. Anyone who violates restrictions or laws concerning alcohol or other controlled substances is subject to disciplinary action, including Contract termination. Misuse of other potentially harmful chemicals or products including Bath Salts and K2 herbal incense is strictly prohibited.

The university's rules prohibiting the possession or use of illegal drugs include medical marijuana, which remains an illegal drug under federal law. Pursuant to the university's obligations under the federal Drug-free Schools and Communities Act Amendment of 1989, students may not use or possess marijuana anywhere on campus.

## Diversity and Inclusion

At Michigan State University, community members are more than the sum of their parts. The diverse community challenges individuals to share their own ideas

while considering other points of view.

At Michigan State University, differences are assets; they make for better learners, teachers, scholars, employees and community members.

Michigan State University's roots as a land-grant university have created a culture that encourages all people to contribute their special talents and reach their full potential. This inclusive culture extends far beyond the perimeter of campus. Through its global research and outreach efforts, Michigan State University focuses its vast capabilities on society's most pressing challenges and enhances the quality of life for individuals and communities worldwide.

Students are invited to learn about Michigan State University's rich heritage and to read and listen to stories from students, faculty and staff who are part of the Michigan State University community.

To further explore resources at Michigan State University that foster and promote an inclusive campus community, visit the website of the Office for Inclusion and Intercultural Initiatives at: [inclusion.msu.edu](http://inclusion.msu.edu).

## Drills

Residents are required to cooperate with staff and participate in fire, tornado and other emergency drills. Residents should tour their floor and the hall to know the location of all fire exits and alarm boxes.

## Equipment Misuse

Residents are not to tamper with or misuse any mechanical or electrical equipment. Tampering with elevators and their controls is also prohibited. Violators will be billed for any damages and related service costs and are subject to disciplinary action.

## Explosive Materials and Weapons

Residents are not permitted to have weapons or devices that resemble or could reasonably be mistaken for weapons in the residence halls.

A weapon is defined as a device or instrument designed to injure, kill or destroy. Examples of weapons include, but are not limited to, firearms, ammunition, gasoline, explosives (including fireworks), air guns, pellet guns, BB guns, crossbows, long bows, arrows, spears, swords, hunting and fishing knives, brass knuckles, and any device or instrument that is prohibited by Michigan law.

Except as otherwise provided by university ordinances, all weapons brought to the university must be stored with the Michigan State University Police Department. See Spartan Life Online for complete information.

## Fire Safety

Pulling false alarms, causing a fire, tampering with or misusing safety devices, interfering with firefighters, and tampering with or removing firefighting equipment is a violation of the Contract, student group regulations, university ordinances and state law. This includes, but is not limited to, covering or tampering with smoke detectors and sprinkler heads. Offenders will be removed from on-campus housing, prosecuted to the full extent of the law, referred through the university judicial process and face the loss of student status. Many candle warmers do not meet minimum fire safety requirements and, as a result, are not permitted in our residence halls and apartments.

Each corridor entrance is protected by a special fire door that, in the event of a fire, will help prevent the fire and smoke from spreading. Do not prop these doors open. Fire and safety regulations require that corridors be kept clear and unobstructed at all times.

**Lighted candles are prohibited: they are one of the major causes of fires.**

No incense of any kind may be burned in the housing unit, except in special circumstances with prior approval from the REHS staff.

Room decorations are to be limited to non-flammable materials. Wooden or fake board paneling is highly combustible and is not allowed as decoration in student rooms. Residents may individualize the outside of their doors, but they must take responsibility for the safety of other residents and will be held accountable for damages that may be caused by any decorations, including damages to the finish of the door. No paper materials may be attached to the door unless covered by a clear, self-adhesive plastic. Loose, flammable materials may be maliciously ignited, and the resulting fire may cut off the exit. Combustible items should not be attached to doors or in doorways (e.g. memo boards, cork boards, dry erase boards, chalkboards).

## Identification

The Michigan State University ID card is used for a variety of purposes, including admission to the housing and dining facilities, payroll time clock, desk services, Spartan Cash purchases, recreational facility privileges, and entertainment and athletic events. The card is non-transferable and may not be used by anyone other than the one to whom it was issued. Otherwise, it will be confiscated and the violator will be subject to disciplinary action and possible prosecution to the fullest possible extent permitted by law.

As outlined in university policy, students are required to present their MSU ID to staff when requested to do so. For more information, see the Spartan Life Student Handbook. If a student is unable to present ID at that moment, REHS staff may call MSUPD to confirm the student's identity and appropriate level of access.

Michigan State University ID cards are as valuable as cash and should be treated as such. The cardholders are responsible for reporting the card lost or stolen as soon



as it is not in their possession. This can be done online through the Spartan Cash website at [spartancash.com](http://spartancash.com). Residents also have the option to notify REHS staff of the lost / stolen Michigan State University ID card in person during office hours. Please consult [spartancash.com](http://spartancash.com) for the rules that are applicable.

In the event a student Michigan State University ID card is lost, stolen or damaged, residents may obtain a temporary meal pass from the Culinary Services staff and a temporary hall access pass from the REHS staff. Charges and procedures will be explained at the time of issuance.

### **Intimidation and Harassment**

Residents are not to interfere with the use and enjoyment of the premises by others and must refrain from intimidating, harassing or disruptive behavior in resident rooms, dining rooms, classrooms or other residence hall facilities.

Behavior, including intimidation or harassment that attempts to force a roommate to move out of a room or prevent a new roommate from moving into the room, may result in reassigning the offended resident and / or disciplinary action to the offender. Additionally, a resident who exhibits such behavior may be responsible for the offended resident's additional room and board charges less the raw food cost.

### **Keys**

Residents may borrow a lockout key from their hall's Service Center for up to 15 minutes if they have been locked out or temporarily misplaced a key. The resident must be identifiable within the housing system. If the original key has been lost, the locks will be replaced and parts and labor will be charged to the resident. If a lock change is required, the resident will be issued a temporary lock change key to use until the lock is changed. Locks may only be installed by authorized university

personnel. Loaner / temporary keys are not intended for resident's guests and may not be checked out for this purpose. Keys may not be replaced by any outside source.

If a resident misplaces a key to a common area (e.g., bike room, weight room, community restroom, etc.), REHS staff should be notified immediately.

Theft of keys and tampering with or altering keys and locks is prohibited.

## **STUDENT CONDUCT**

### **Contract Violations**

Michigan State University may elect to cancel the Contract if the resident violates any of its provisions, university ordinances, regulations, housing policies, administrative rulings, or federal, state or local laws.

### **Procedures for Contract Violations**

In situations involving a violation of terms of the Contract, the following procedures may apply:

- REHS staff is responsible for investigating cases in which a resident allegedly violates the terms and conditions of the Contract and for informing the resident, in writing, of the alleged violation.
- The resident has up to 24 hours to respond.
- Based on the information gathered, the resident will be given written notice of the university's action.

### **Sanctions**

Michigan State University may impose the following sanctions:

- letter of warning
- reassignment to another on-campus housing location
- refusal to grant a new Contract, or the cancellation of an existing Contract or lease for the current or future academic semester

- restitution for damages or payment of charges due
- required participation in an educational activity appropriate to the violation
- required removal of items from room or hall (e.g., flammable liquid, pet or amplified equipment)
- termination of the Contract and / or immediate removal (Interim Removal from Housing) The resident shall generally have a minimum of seven days notice of termination; however, Michigan State University staff is empowered to decide that a 24-hours-or-fewer notice of termination is sufficient in situations that may cause loss of life or harm to a person or to property

Some examples are:

- sale or purchase of illegal drugs.
- physical acts or verbal threats of violence, intimidation, coercion or harassment of other people
- damage, destruction or theft of University property or the property of another resident.
- tampering with or misusing elevators
- tampering with or misusing fire suppression or warning equipment
- use or possession of firearms, explosives, fireworks or dangerous weapons
- use or storage of flammable liquids or other dangerous substances
- setting fires
- other sanctions that the university deems appropriate (including a combination of any of the above)

### **Appeals**

Residents may request an appeal of the decision by contacting the REHS community director, or their designee, within 24 hours of receipt of the decision.

To be considered, the request must be in writing and must contain new information discovered or made available after the hearing or procedural violation(s) to justify the appeal.

Appeals of matters decided by the Office of Student Conduct and Conflict Resolution will be handled separately through Student Life.

### **Restorative Justice**

Restorative Justice provides a foundation for how members of the Michigan State University community are encouraged to interact with one another. All members of the Michigan State University community are interconnected and the actions of one affect the entire community. Restorative Justice embodies a philosophy that acknowledges that when a person causes harm, it affects the person they hurt, the community and themselves. This philosophy is highlighted in the university's approach to conflict resolution and student conduct on campus.

Michigan State University has policies in place which outline standards for student conduct. Even though these policies exist, conflict and misconduct occur in residence halls and throughout the campus community. These conflicts present opportunities for learning and the nature of the residence hall and apartment environment enables community members to take advantage of these opportunities. The university offers Restorative Justice tools when working to resolve conflict and misconduct in the campus community to promote the participation of all affected parties.

This approach brings students together to have a dialogue about the conflict, identify who has been harmed and how, and what needs to be done to make the situation right. This process engages students in shaping their residential community and addresses individual and community needs.

This philosophy supports other university documents, including:

- Spartan Life Residence Hall Regulations outlines standards for student conduct.
- The Liberal Learning Goals for Undergraduate Education provide a framework for active engagement in learning both in and out of the classroom. The goals include analytical thinking, cultural understanding, effective communication, effective citizenship and integrated reasoning.
- The Michigan State University neighborhoods provide supportive, residential spaces for students to learn and live on campus. The Pillars of the neighborhoods are residential support, academic success, intercultural engagement and health and wellness.

While Michigan State University REHS embraces a restorative approach to student conduct, residents in violation of standards for student conduct and also of the law will be accountable to both legal authorities and the university.

## NON-ADULT RESIDENTS

When a student under the age of 18 applies for on-campus housing, the parents/legal guardian must sign the housing agreement. When possible, the parents should meet with the REHS staff to gain understanding of campus living. The student should be housed in close proximity of the RA or CC, either as suitemate or in a nearby room in a predominantly freshmen area. REHS staff will periodically check in on these students to be sure they are adjusting well.

## ROOM ASSIGNMENTS

### Room Assignments

Michigan State University reserves the right to make all hall and room assignments and to make any subsequent changes considered advisable or necessary. Once a contract is offered and signed, the university guarantees students a space (not a particular room or residence hall) on campus. During all semesters, the university reserves the right to require single occupants of rooms (except those who have reserved their rooms as a designated or permanent single) to move in together.

### Transitional Housing

Residents may be temporarily assigned to transitional housing-rooms that have been converted to house one additional student. Residents assigned to transitional housing will be reassigned to another room as quickly as space becomes available. In determining which resident will be relocated to another room, the unit housing staff consults with all residents of the room, and in the event that no one volunteers to move, the staff will relocate the resident whose contract was signed last. Those roommates who initially requested each other by the May 1 roommate request deadline would be excluded from this process and not be required to move.

### Open Space in Under-assigned Housing Unit

When an open space in a room becomes available, the residence hall staff will notify the current residents of that room of their options in writing. The resident has three business days to notify the HAO of their selection of one of the following options:

- Keep the room voluntarily under-assigned and pay a pro-rated single room rate for the remainder of the academic year. This option is only available when transitional housing

is not in effect or at the end of the semester when space is needed for incoming students.

- Select a roommate by moving into another room or having another resident move into the room. This move must be properly completed with in-hall staff.
- Request the unit housing staff find a roommate for the resident by either relocating the resident to another room or assigning a roommate to move into the room.

Residents will not be permitted to terminate this Contract or relieve themselves of Contract obligations due to claims of conflict or incompatibility with resident(s). Moving expenses are the responsibility of the residents. If the resident does not respond to the housing options letter by the designated deadline, the room will be considered voluntarily under-assigned, and the resident will be charged the designated single room rate for the remainder of the academic year.

In the University Village Apartments, when one or more bedrooms become unoccupied in an apartment, REHS may place residents in unoccupied bedrooms within the apartment or relocate residents to other unoccupied premises throughout University Village. If new residents are to be assigned to vacant bedrooms, occupants of the other bedrooms within the apartment will be provided a minimum of three days prior notice.

### Open Space at the End of the Semester

During the last two weeks of the semester, staff will use any open space in the housing unit to assign new residents for the upcoming semester, accommodate room and housing unit transfer requests, and resolve issues. Some living areas are reserved for residents in a designated living-learning community and/or those requiring accessible housing. If space is

underutilized, other residents may be assigned to these living areas with the university reserving the right to relocate residents if the need for space arises.

## STUDENT ROOMS

### Room Furnishings and Decorations

Residents assume responsibility for damages they cause to their room and to the room furnishings. Residents may not paint their rooms. Residents may not drill holes or permanently attach any object to walls, floors, ceilings or doors. Combustible items should not be attached to doors or in doorways (e.g. memo boards, cork boards, dry erase boards, chalkboards). If residents decorate their room windows or doors, they should give consideration to the uniqueness and diversity of the university and the public it serves. Many times, language and objects acceptable within the university community are objectionable to visitors. Unit housing staff will contact residents regarding inappropriate objects or decorations in the windows and/or on doors.

### Room Maintenance and Cleaning

The resident assumes responsibility for the care and cleaning of their room. The residence halls provide vacuum cleaners, trash bags, dustpans and brooms at the service centers. University Village also provides vacuum cleaners, dustpans and brooms.

Residents are also responsible for removing waste and recyclable materials to specific disposal or collection areas regularly as well as for maintaining sanitation and safety conditions acceptable to the university.

### Damages

Residents shall comply with and be bound by the residence hall and apartment community damage policy. Persons responsible for causing damage should

notify the REHS staff as soon as possible and pay the damages.

If the damage is deliberate, those responsible are subject to disciplinary action by the university.

Residents are expected to complete and return a Room / Apartment Furnishing Inventory Checklist upon move-in. If the room or its furnishings, including both sides of the door, are damaged, unless those responsible assume the full charge, the costs will be divided equally among the room's last residents of record. The residents will have 10 days to discuss the charges with REHS staff, after which time the charges become final and payable.

Before a resident changes to a different room / hall or moves off campus, each student must participate in the room checkout process to determine whether the resident is responsible for existing damages. The resident responsible for the damage must accept responsibility by signing the form or contacting the REHS staff.

### Removal and Modifications of Furnishings from Resident Rooms

Residents may not substitute or remove furnishings from their rooms. Provided room furnishings are to remain in the student rooms. Furniture or equipment permanently attached to floors or walls may not be modified or removed.

Residents have the responsibility to clean and return the room to its original condition when they vacate the room. Service costs to reassemble or replace furniture will be charged to the residents.

### Room Entry Policy

Michigan State University respects the residents' privacy and control over their environments. The university is also responsible for providing quality facilities at reasonable costs to present and future residents.

Therefore, university staff may enter rooms and apartments to ensure they are maintained in safe and sanitary conditions and to make necessary repairs, whether the resident is present or not. A notice will be left if the room or apartment was entered and maintenance was completed.

The university reserves the right to enter a resident's room or apartment at any time including but not limited to the following reasons:

- to ensure sanitary conditions
- to inventory university property
- to silence unattended alarms and music
- if danger to life, health or property exists
- if reasonable cause to believe violations of university or housing policy exists
- to search for missing university property
- to provide requested maintenance services

No room will be searched except by appropriate legal agencies with a warrant or with the resident's permission, except as set forth in the Room Entry Policy.

## COMMON AREAS

### Lounge Usage

Lounges are community spaces and considered public areas. Lounges provide space for residents to study, work on class assignments, visit with friends, watch TV and hold community events. Lounges are not intended to be reserved for club meetings.

### Laundry Facilities

Laundry facilities are located in each residence hall, including the University Village Apartments. A common laundry room is available for Van Hoosen Hall residents in a central building. There are two laundromats located in Spartan Village with costs varying depending

on the style of washer / dryer used. Free, unlimited laundry service is provided for students living in residence halls and University Village apartments. Laundry machines in Spartan Village accept both coins and Spartan Cash.

### Responsibility for Common Areas

Furnishings, wall treatments and equipment in the common areas such as study lounges, corridors and storage rooms are for the use of all residents. Residents assume collective responsibility for damage to common areas unless individual responsibility can be assigned. Residents should provide any knowledge they have regarding damages or theft to avoid the collective charges. Individual halls may enact further common-area damage guidelines. The removal of any of these items deprives others of their use and will be considered theft and prosecuted as such.

## VACATING

### Closed Periods

Residents agree to vacate the residence hall by the announced hall closing time for the semester. The right to use residence halls for other purposes during these periods is reserved by REHS.

### Holiday Periods and Between Semester Housing

Residents may not occupy their rooms at the conclusion of the fall semester and before the spring semester commences without prior approval, except in Owen Hall, Van Hoosen Hall, University Village Apartments and Spartan Village Apartments. All residents may stay in their assigned rooms during the Thanksgiving recess and during spring break.

In select residence halls, Between-Semester Housing is available at an additional cost. Only students with a permanent assignment in a hall designated for Between-Semester Housing may apply. Information on Between-Semester

Housing is available on iLiveOn and at [liveon.msu.edu](http://liveon.msu.edu). Services will be reduced during breaks. Housing is also available for students between fall and winter semesters at the Kellogg Hotel and Conference Center at a reduced rate. Information and rates are available at [kelloggcenter.com](http://kelloggcenter.com).

Student athletes living in halls not designated for Between-Semester Housing will be directed to the Kellogg Center or will need to find their own off-campus housing accommodations.

No guests are allowed in residence halls during winter break. REHS reserves the right to open additional buildings during winter break as needs arise.

All university policies and procedures, including those outlined in the On-Campus Housing Handbook: Terms and Conditions and Spartan Life, are in effect throughout students' on-campus stay. Residence hall staff and MSU Police

## WHAT'S PROVIDED?

The following services are provided by Residence Education and Housing Services in all residence halls:

- bed
- mattress
- dresser
- desk
- chair
- bookshelf
- overhead lights
- window blinds
- weekly exchange of university provided linen packet of two white sheets, a pillowcase, and two towels.

Owen Hall provides weekly bathroom cleaning for all rooms.

Furnished apartments are also available to students. Residence Education and Housing Services provides overhead lights and window blinds in all apartments.

will manage violations of expectations through established university procedures.

### Checking Out

At the end of the Contract period, all residents must check out in a manner consistent with applicable hall rules. If the Contract is terminated prior to the expiration of its term, residents will be notified of the time frame during which they must check out.

Residents who are still enrolled at Michigan State University and leave their housing unit during the Contract period continue to be liable for room and board charges that accrue until they have properly checked out of the hall and their Contract has been released or terminated.

No resident may remain in the halls without Michigan State University's prior written consent after termination of this Contract.

Fall residents who do not enroll at Michigan State University for spring semester must properly check out of the hall by removing all personal belongings and returning their keys at check-out by 8 p.m. the Friday of Fall Finals Week.

Spring or summer semester residents without a Contract for the next semester must check out of the hall properly by removing all personal belongings and returning their keys at check-out by 8 p.m. the Friday of Spring Finals Week.

Students are encouraged to check out within 24 hours of their last final. To support the academic success of the community, students found to be disrupting the community more than 24 hours after their last final may be asked to vacate their room prior to the Friday of Finals Week at 8 p.m.

### Room Conditions at Check Out

All residents are responsible for cleaning the room and returning it to its original

condition prior to moving out regardless of the time of year the vacancy occurs. Room and board charges will continue to accrue until keys are returned and personal belongings removed.

Staying past the move out date set by REHS may result in an additional daily charge to the student. The charge may be waived at the discretion of REHS. All late-stays must be applied for and approved.

At the end of fall, spring and summer semesters, REHS staff inspects each vacant resident room. Anything needing repair or replacement will be charged as "damage" unless caused by normal wear or previously noted on the room inventory checklist at move in. All charges will be divided equally among the last residents of a room unless the person causing the damage accepts full responsibility.

### Common Room Damage Charges

- bathroom cleaning \$80
- broken light fixture replacement \$80
- window screen replacement \$40
- mirror re-hang \$15
- window blinds cleaning \$40
- removal of carpet \$50
- removal of tape / residue \$10+
- painting of wall(s) / ceiling \$50 each
- trash can replacement \$25
- window screen repair \$15
- mirror replacement \$35
- window / blinds replacement \$340
- general room cleaning \$100
- cleaning soot off walls \$40

### Other Charges that may be Assessed

- lost key / lock change \$75
- lost linen pack \$42
- lost mattress pad \$20
- lost temporary meal card \$20
- lost temporary access card \$20

When one or more occupants move out of the room, the individual vacating the room and the remaining residents are

responsible for: 1) Cleaning the room, setting up furniture, clearing drawer and closet space, and cleaning the bathroom (suite style halls); and 2) Creating space within the room so that new residents may move into a clean and properly set up room. Charges will be assessed if all of the above expectations are not met and the REHS staff has to clean the room and arrange space.

At the end of the Contract period, residents must thoroughly clean the room and return it to its original condition so that new residents or conference guests may occupy it. Summer operation of the housing unit contributes significantly to keeping room and board rates low. Conferences begin right after spring semester ends. Residents must reassemble all furniture, remove materials from walls, doors and ceiling, empty wastebaskets, place all trash in waste bags provided and deliver them to the designated areas, sweep floors and insuite arrangements and clean the bathrooms.

Move-out details, reminders and instructions will be included in the end-of-year checkout information. Charges will be assessed for extra work and costs caused by dirty rooms, unassembled, missing or damaged furniture, and wall, ceiling or door damage.

### LOST AND FOUND

All items found in and around residence halls and on-campus apartment communities will be transferred to the MSU Police by university ordinance. Items to be sent to MSU Police include, but are not limited to:

- wallets
- eye glasses
- electronics
- usb drives
- jewelry
- coats / jackets

Only items having significant value will be held to be claimed (i.e., a pencil has no value but a box of pencils has value.)

To claim lost items, please visit the MSU Police Department, located at:

1120 Red Cedar Road  
East Lansing, MI 48824-1219  
Phone: 517-355-2221

## CONTRACT ENDING PROCESS

### Temporary Suspension of Contract

Upon application, the Contract will be temporarily suspended for a resident in field experience training, enrolled in a Study Abroad program or student teaching away from campus. The Contract is binding and the resident must return to a residence hall or apartment community the following semester of that same academic year when the field experience training, Study Abroad program or student teaching is completed. If a resident withdraws from Michigan State University for one semester or drops to part-time student status (an undergraduate taking six credits or fewer, or a graduate student taking three credits or fewer) and, the following semester, enrolls as a full-time student, the Contract will be reinstated and the resident must return to a residence hall or apartment community. Reassignment to the same residence hall is not guaranteed.

### Contract Cancellation

The Contract may be canceled by a student, within 14 days of the date signed, if the student has not moved into the residence hall or apartment community for any reason without having to pay a cancellation fee.

### Contract Buyout

After 14 days of signing the contract, or once a student moves in, the Contract is considered binding for the entire academic year. Students may obtain relief from the obligations of the contract upon payment

of 60 percent of the remaining room and board fees for the remaining duration of the year. The student should notify the HAO in writing of their intent to exercise the buyout, and will continue to accrue 100 percent of the room and board charges until they have properly checked out of the residence hall or apartment community. The buyout option is not available the last two weeks of the spring semester.

### **Contract Release**

If a student cannot comply with the terms of the Contract, they may apply for a Contract Release. Residents who experience significant changes in circumstances beyond their control, which would prevent them from fulfilling the Contract, may apply for a Contract Release, by completing the application found at: [liveon.msu.edu/pdf/09204002%20Contract%20Release%20App.pdf](https://liveon.msu.edu/pdf/09204002%20Contract%20Release%20App.pdf).

Applying for a Contract Release does not automatically result in termination of the Contract. The Contract Release application will be reviewed by a committee and REHS staff will first seek to provide other accommodations within the university to meet the resident's needs by moving the student to a more suitable housing assignment. Residents are required to provide supporting documentation. Applicants should expect this process to take a minimum of two weeks.

Residents are advised not to sign other housing contracts or leases until they have been notified in writing of the outcome of their contract release request. Residents who are still enrolled and leave the hall during the school year without a release from the Contract continue to be required to pay full room and board charges as a cancellation fee.

### **Contract Termination**

The Contract may be terminated when a resident does not complete enrollment or registration, withdraws from all classes, graduates and does not re-enroll, or for Contract violations.

### **INFORMATION TECHNOLOGY RESOURCES**

Access to and usage of Michigan State University information technology resources entails certain expectations and responsibilities for our users. The array of institutional electronic business systems, computing services, networks, databases, and other resources Michigan State University owns and provides are intended primarily to support the mission and business functions of the University. Any other use should be incidental in nature. To view the Acceptable Use Policy for Michigan State University Information Technology Resources visit: [vplits.msu.edu/guidelines-policies/aup.html](https://vplits.msu.edu/guidelines-policies/aup.html).

### **CULINARY SERVICES**

#### **Entrance to Dining Facilities**

Students with dining plans use their Michigan State University IDs to enter the dining facilities. The dining host electronically scans the ID to ensure the student is authorized to purchase a meal.

A student with a dining plan may eat in any dining hall. Entrance to dining facilities is limited to students with dining plans and to visitors who have purchased entry at the host station, a valid guest dining plan or guest meal ticket as well as those who are scanned as a guest of a student with guest meals available (Platinum or Gold dining plans only). Students and guests can also pay cash at the register.

Students are not to allow any other person to use their Michigan State University ID to access dining services. A violation of the dining entrance provision by a resident or their guest could result in disciplinary action through the university conduct system and / or the university exercising remedies under this Contract.

Owen residents may use the DineOn Owen plan to dine at Riverwalk Market at Owen Hall, Sparty's, the MSU Union Food Court, UP Pizzeria at Crossroads or the Eat at State ON-THE-GO food truck using a declining balance account. The DineOn Owen plan also has assigned accesses for all residential dining halls and the Combo-X-Change program. The dining credit is not intended to last an entire semester; any credit balance at the end of a semester may not be carried into future semesters or be refunded. Account balances are furnished on each transaction receipt or upon request at the Owen Accounting Office.

#### **Dining Service Behavior and Dress Standards**

Each resident agrees not to engage in behavior that disrupts the operation or interferes with the use of the dining room by other people. Residents and their guests must be appropriately dressed to enter the dining facilities, including wearing shirts and shoes. Dining customers are prohibited from filling personal food or beverages containers in the dining room. Food may not be removed from the dining facilities without prior authorization or the use of Combo-X-Change takeout.

### **Meals for Residents Confined to Rooms**

The dining rooms have meals available for residents confined to their rooms because of illness. A friend or roommate shall deliver the health care provider's note with the patient's Michigan State University ID card to a dining services manager. In the event that a doctor's note is not available, the dining services manager will investigate through the REHS staff to determine the nature of infirmity. A single service tray will be prepared for the friend or roommate to deliver.

### **CHANGES IN INFORMATION**

Although the information in this booklet is up-to-date when it is published, changes may occur. REHS may change the information without notice to the residents. Any updates to the text of this publication are accessible at [liveon.msu.edu](https://liveon.msu.edu).

## PART II: RESIDENTIAL RESOURCES

### GET TO KNOW OUR STAFF

Getting to know the supporting team in residence halls is important for student residents. Unit housing staff may refer to REHS and / or Culinary Services staff. REHS staff provides student development opportunities and world-class service in the residence hall system to promote student academic success at Michigan State University.

#### Resident Assistant

A resident assistant (RA) is a student staff member who lives in the residence hall and apartment communities and is assigned to a floor or wing. As a peer, an RA serves as a basic source of information and referral help, and assists residents in adjusting to campus life. The overall responsibility of an RA is to provide leadership and support to individual residents and the residence hall and apartment communities.

#### Intercultural Aides and Multi-Racial Unity Living Experience Leaders

Intercultural aides (ICAs) and Multi-Racial Unity Living Experience (M-RULE) leaders work in residence halls to unite students across differences to develop genuine relationships, build community and promote academic success supported by the Division of Student Affairs and Services, they implement and support a range of engaged learning opportunities throughout the neighborhoods with the vision of creating a campus climate where globally integrated intercultural engagement is valued and practiced on a daily basis.

#### Residence Hall Staff

A community director (CD) or an assistant community director (ACD) has overall responsibility for their assigned residence hall(s). A CD is a full-time staff member and an ACD is a graduate student staff member. The CDs and ACDs work to establish a supportive and positive

learning environment in the hall and provide leadership for the staff. They are responsible for the supervision of all residence hall and apartment staff and the enforcement of regulations and policies. Residents should feel free to talk to them about any personal or school problems as well as ideas or suggestions to improve the residence hall or apartment community. Operations coordinators and community support staff also help facilitate students' stay in the residence halls and apartment communities.

#### Operations Coordinator

An operations coordinator (OC) works within the residence hall(s) to manage the service centers and the logistical operations of the building. They oversee keys, mail, card swipe access and other assorted operational tasks.

#### Community Support Staff

A community support staff (CSS) works within the residence hall(s) to manage administrative tasks for the community. The CSS also manages information distribution and helps residents, campus partners and guests find answers to questions.

#### Housing Assignments Office

The Housing Assignments Office (HAO) is responsible for distributing and processing housing applications for students living on-campus. The office maintains housing waiting lists, oversees and coordinates the current residents' contract renewal process, coordinates new room and hall changes, coordinates billing procedures, and coordinates written communications with students who have questions or concerns regarding on-campus housing. HAO is located at C101 Wilson Hall, and can be reached by phone at: 517-884-LIVE or 877-9LIVEON.

### Facilities Staff

The facilities staff consists of full-time building services and maintenance personnel assigned to each residence hall and apartment community. The building services personnel are responsible for normal cleaning duties in public common areas, public restrooms and community style bathrooms on the living wings. Residents are responsible for cleaning their own room and bathrooms in suite style halls. The maintenance staff is responsible for making repairs in the residence halls and apartment communities.

Work orders to request building services or maintenance work can be submitted to the service center inside each residence hall or by using the online service request system at [liveon.msu.edu/myhousing](https://liveon.msu.edu/myhousing). Apartment residents can submit online maintenance requests by visiting [liveon.msu.edu/apartments](https://liveon.msu.edu/apartments).

Residents should contact an REHS staff member in their building in the event of an emergency or safety situation.

### RESIDENCE HALLS ASSOCIATION

The Michigan State University Residence Halls Association (RHA) is the on-campus student government at Michigan State University. Representing more than 14,000 students, Michigan State University RHA is one of the largest Residence Halls Association in the country. Michigan State University RHA remains dedicated to improving the on-campus living experience and providing services to students.

The mission of the Michigan State University RHA is to represent the residents of the university objectively and to provide a voice for the concerns of residents. Michigan State University RHA strives to achieve this by assisting hall organizations with publicity, legislation,

funding and also by providing valuable services and opportunities through its programs. Through these initiatives, Michigan State University RHA is committed to continuously improving the on-campus experience at the University.

#### Contact or visit the RHA office:

By Phone: 517-355-8285  
In Person: G7 Holden Hall  
Online: [rha.msu.edu](https://rha.msu.edu)

### NEIGHBORHOODS AT MICHIGAN STATE UNIVERSITY

Michigan State University neighborhoods are designed to foster residential support, academic success, intercultural engagement and health and wellness. The engagement center in each neighborhood is where students go to find assistance, inspiration and opportunities. The engagement centers are unique spaces located in each neighborhood and serve as main access points to important resources such as tutors, academic advisors, health practitioners, and other consultants that can help students navigate their college career.

From everyday questions about college life and course assignments to more complex questions about international engagement and career planning, there is someone in the neighborhood who can help students find answers. With so many students from all over the world, each neighborhood at Michigan State University will be shaped by the people who live there and by the needs that they present.

To learn more about Michigan State University neighborhoods, visit the website at: [neighborhoods.msu.edu](https://neighborhoods.msu.edu).

## EAST NEIGHBORHOOD

Akers Hall  
Holmes Hall  
Hubbard Hall

## RIVER TRAIL NEIGHBORHOOD

McDonel Hall  
Owen Hall  
Shaw Hall  
Van Hoosen Hall

## NORTH NEIGHBORHOOD

Abbot Hall  
Campbell Hall  
Gilchrist Hall  
Landon Hall  
Mason Hall  
Mayo Hall  
Phillips Hall  
Snyder Hall  
Williams Hall  
Yakeley Hall

## SOUTH NEIGHBORHOOD

Case Hall  
Holden Hall  
Wilson Hall  
Wonders Hall

## BRODY NEIGHBORHOOD

Armstrong Hall  
Bailey Hall  
Bryan Hall  
Butterfield Hall  
Emmons Hall  
Rather Hall

## APARTMENTS

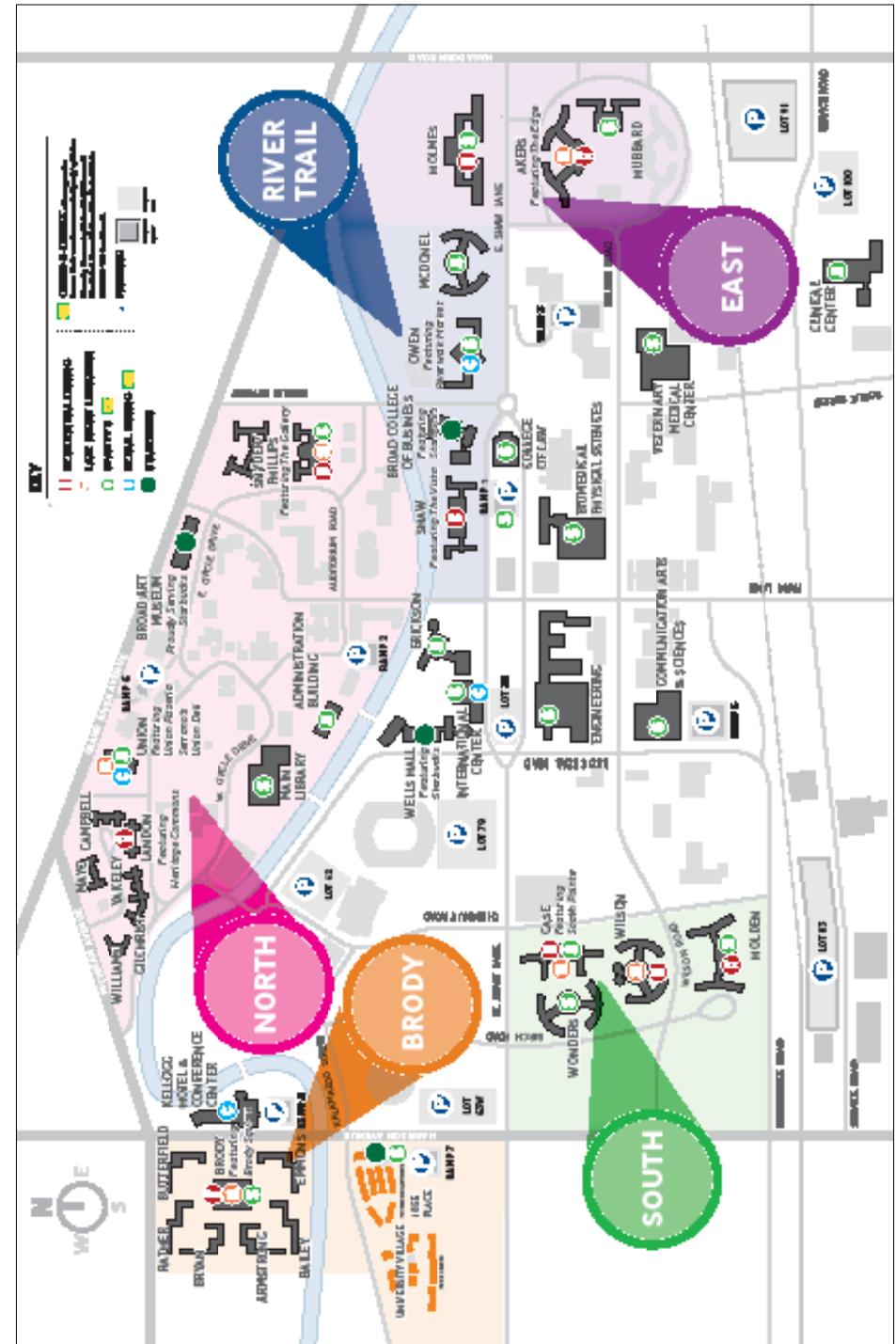
1855 Place  
- Apartments and townhouses  
- Family apartments  
University Village

## ACADEMIC LIVING-LEARNING COMMUNITIES

Michigan State University's living-learning residential programs allow students who share similar academic interests, or an interest in a multi-cultural living experience, to live together in designated residence halls or on particular residence hall floors. Many of the living-learning options allow students to attend classes with the same group of peers in their residence hall, and some of the programs have faculty and academic advisor offices within the same residence hall. Living-learning residential programs available at MSU include:

### Degree-granting Residential Programs

- James Madison College — for students studying politics, law and social issues
- Lyman Briggs College — for students interested in the natural sciences
- Residential College for the Arts and Humanities — for students interested in the arts and humanities



## Residential Communities

- Academic Scholars Program — by invitation only, based on academic performance
- Business Residential Option for Academic Distinction (BROAD) — for students interested in Business
- Drew Science Enrichment Laboratory — by invitation only, for students interested in science, technology, engineering and math
- Honors College — by invitation only, based on academic performance
- Multi-Racial Unity Living Experience (M-RULE) — for students interested in meeting people from all backgrounds
- College of Engineering Cornerstone and Residential Experience — for students interested in engineering
- Residential Initiative for the Study of the Environment (RISE) — for students interested in environmental studies

For more information, visit:

[admissions.msu.edu/academics/learningcommunities.asp](https://admissions.msu.edu/academics/learningcommunities.asp).

## ENVIRONMENTAL PREFERENCES

Residents are assigned to rooms based on the environmental housing preferences they selected (e.g., quiet, alcohol-free) and the availability of space. By giving residents the opportunity to request housing preferences, the university is committed to promoting academic success, personal growth and development and positive experiences. Residents who are assigned to a living space that is designated as quiet or alcohol-free must adhere to the terms of that living environment or transfer to another on-campus housing unit without that distinction.

## Quiet Area Living

The main purpose of a quiet hall or floor is for its residents to have the right to sleep, study and otherwise engage in activities, free from the noise of others. Guidelines establishing quiet areas include, but are not necessarily limited to, the following:

- Quiet hours are in effect from 8 p.m. on all days immediately preceding classes or final examinations until 10 a.m. the days of the classes or final examinations. Friday and Saturday nights, the beginning time is postponed four hours to midnight, with ending time still 10 a.m. the next day.
- Individual areas may elect, by a majority vote, to extend these quiet hours. In no case, however, may shorter hours be established than those listed above.

During quiet hours:

- No noise or other amplified sound shall be heard beyond the confines of an individual's room.
- No noise or other activities that can disturb others shall take place in corridors or hallways.
- No social events shall be held in the quiet area lounge or study room.
- The residents who live in the quiet areas should report violations of the quiet hour provision to REHS staff.

Residents who are assigned to a quiet area must adhere to the terms of that living arrangement or transfer to other on-campus housing without a quiet area, if space is available. Until they move, residents must continue to follow the terms of that living environment.

## Alcohol-free Living

Alcohol-free halls, floors or rooms are spaces in which residents agree that alcoholic beverages will not be brought into the area. Guidelines establishing alcohol-free areas include:

- The resident, even if 21 or older, will keep designated areas free of alcoholic beverages.
- The resident will ensure that no guest, even if 21 or older, brings alcoholic beverages into the alcohol-free area.
- If a resident or their guest violates this provision, the resident may be removed from the alcohol-free space.

All students and their guests must comply with university ordinances, policies and state or local laws governing the possession and consumption of alcohol on the Michigan State University campus.

Residents who are assigned to an alcohol-free area must abide by this provision. They may transfer to other on-campus housing that permits alcohol for those over 21 if space is available. Until they move, they must continue to follow the alcohol-free provision.

## ROOMMATE CONFLICTS

Michigan State University strongly encourages roommates to resolve any conflict themselves. If needed, assistance can be given by the residence hall staff. Roommates are also encouraged to use a Roommate Agreement form as a means of communication and compromise regarding potential personality and lifestyle conflicts that need to be discussed and resolved. The residence hall staff can provide students with a copy of the Roommate Agreement.

If conflicts cannot be resolved between roommates, it is the responsibility of the students to contact a REHS staff member to issue a formal complaint for additional staff follow-up and intervention to occur. In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the CD, ACD and / or neighborhood assistant director of

residence education to relocate one or both residents to other available residence hall spaces. This alternative is considered only after residents have already tried to resolve the conflict between themselves, with staff intervention and the conflict remains unresolved. Relocation will be considered when both roommates are violating each other's rights or when one of the roommates is violating her / his roommates' rights. In situations where one roommate ends up living in a double room alone, the student may be charged double the rent if the remaining roommate seems determined to be unwilling to accept a new roommate and / or resolve a roommate conflict. The neighborhood assistant director of residence education will make this determination on an individual basis. In the event that problems arise with a roommate or a guest during a student's time as a resident at Michigan State University, these suggestions may be helpful in resolving concerns:

- Address concerns directly with the individual(s) involved. Residents should be specific about what they want to happen or change as a result of their concern and their expectations for the future.

## BE A GOOD ROOMMATE

Whether roommates are best friends or students who have just met, the best way to have a successful relationship is through open, honest and respectful communication.

If students have concerns or are struggling with a roommate, their Resident Assistant (RA) is there to help. RAs have received significant training in communication, mediation and conflict management. They will work with student residents to build open communication and ultimately a mutually agreed upon set of standards in the room for all roommates to follow.



- If they do not get the results or change they desire, residents should take their concerns to their RA. They should explain the steps they have taken to resolve their concern and be specific about what action they want their RA to take. RAs have a variety of tools at their disposal to help residents.
- If they are still not satisfied, residents should take their concerns to their CD or ACD. They should be specific about what action they want them to take.
- If residents have concerns that are of a sensitive nature and do not feel comfortable sharing their concerns directly with their residence hall staff, they should call or send a note marked “personal and confidential” to:  
Residence Education and Housing Services  
Housing Assignments Office  
C101 Wilson Hall
- Concerns will be addressed in the proper manner. Residents should understand that some things they share (i.e., hazing, suicide threat, criminal act, etc.) may not be held confidential and must be acted upon.

While this section speaks to roommate conflicts, the same process applies to suitemate conflicts.

## ENVIRONMENTAL STEWARDSHIP AND SUSTAINABILITY

Members of the Michigan State University Community are not just green, they are Spartan Green. Environmental stewardship is part of Michigan State University’s identity. The Michigan State University community works together to make a significant impact on campus and around the world.

The university is finding new ways to be more environmentally friendly and to share ideas with those who want to do more for the environment. The university has set clear goals to reduce energy use by 15 percent, reduce greenhouse gas emissions by 15 percent and reduce landfill waste by 30 percent by 2020. All members of the university community are encouraged and expected to participate in collaborative sustainability measures, including but not limited to recycling, food waste reduction and energy and water conservation.

To lessen the impact during move-in, RHS makes a concerted effort to recycle cardboard, boxboard, carpet tubes,

### BEING SPARTAN GREEN

Michigan State University offers a comprehensive recycling program in all residence halls. Material collected include:

- office, mixed paper, and newspaper
- cardboard and boxboard
- magazines, books, catalogs, directories and junk mail
- all plastics
- household metal

Recycling centers are generally found in building lobbies. For more information on recycling, visit [recycle.msu.edu](https://recycle.msu.edu).



plastics, metals and polystyrene through its Pack Up. Pitch In. program. Look for recycling signs during move-in.

Upon check-in, each resident will receive a mesh recycling bag for each student room to bring down recycled materials to the recycling stations setup in our residence hall and apartment community lobbies and classroom areas. We collect office paper, mixed paper, newspaper, all plastics, household metals and cardboard / boxboard.

All residents are also given a free BPA plastic Be Spartan Green refillable water bottle that may be refilled at our filtered water stations located in each residence hall. Residences can also get free water refills at any Sparty's locations. This is one more way to lessen the impact on the environment and planet.

At the end of each semester, RHS collaborates with many university units and off-campus nonprofit agencies to collect and reuse or recycle items such as non-perishable food, clothing, shoes, carpet, electronics, household items, bikes and recyclables. The program is called Pack Up. Pitch In. Help Out.

All members of the community are expected to do their part to reduce, reuse, recycle, rethink and, most important of all, Be Spartan Green. To become more involved with the Be Spartan Green initiatives, please visit [bespartangreen.msu.edu](http://bespartangreen.msu.edu). Students interested in becoming Eco Rep in their residence halls should contact Carla Iansiti at [iansiti@msu.edu](mailto:iansiti@msu.edu) for more information.

## CULINARY SERVICES

### Eat at State

For dining locations, hours and menus, visit [eatatstate.com](http://eatatstate.com). Each semester's first day of meal service is announced in advance. The last meal of the semester is lunch on the Friday of final exam week. No meals are served during Thanksgiving break. Meal service ends after lunch the Wednesday before Thanksgiving Day and resumes with breakfast the Monday after Thanksgiving. On weekends, halls consolidate food services with a minimum of one dining location open in each neighborhood. Meal hours may be shortened and dining locations consolidated during periods of low occupancy, including but not limited to, Labor Day weekend, Martin Luther King, Jr. weekend, spring break, Easter weekend and during final exam weeks.

### Combo-X-Change

Combo-X-Change allows dining plan holders to use a meal access as a combo at Sparty's locations, Union Pizzeria, Serrano's and Union Deli (located in the MSU Union), UP Pizzeria at Crossroads Food Court, Riverwalk Market at Owen Hall, the Eat at State ON-THE-GO food truck or for takeout from the dining halls. On-campus students can use Combo-X-Change once per day, Monday through Friday during normal operating hours.

### Dietary Restrictions

Because of the wide variety of foods offered, most students will find it easy to select meals. Students with dietary restrictions due to health concerns, food allergies or religious observances should discuss menu options with the culinary services registered dietitian. Students are also encouraged to meet with neighborhood executive chefs and dining managers.



## ACADEMIC AND RESIDENTIAL CALENDAR

### Academic Calendar: 2017-18

For a complete up to date academic calendar visit: [reg.msu.edu/ROInfo/Calendar/Academic.asp](http://reg.msu.edu/ROInfo/Calendar/Academic.asp).

### Residential Calendar: 2017-18

#### FALL SEMESTER 2017

##### August

1 -1855 Place Move-In  
30 - Classes Begin

##### September

4 - Holiday / University Closed

##### November

23-24 - Holiday / University Closed

##### December

15 - Residence Hall Move Out  
25-26 - Holiday / University Closed

#### SPRING SEMESTER 2018

##### January

1-2 - Holiday/University Holiday  
8 - Classes Begin

##### March

5-9 - Spring Break

##### May

4 - Residence Halls Move-Out

## STUDENT LIFE

The Department of Student Life within the Division of Student Affairs and Services is a partner in the educational process and mission of Michigan State University, a pioneer land grant institution. Student Life:

- engages students in active learning and encourages scholarship;
- prepares students for leadership roles within the university and future work / community settings;
- enhances the educational environment by promoting, educating and facilitating campus-wide understanding of students' rights responsibilities, and freedoms;
- conducts research studies to further knowledge of current and future college students for disseminations through outreach relationships.

Student Life creates opportunities for students to clarify and challenge their values, potentials, roles, and relationships within the university, the greater communities and the global society.

For more information and to view the Spartan Life Handbook, please visit: [studentlife.msu.edu/?s=spartan+life+handbook](http://studentlife.msu.edu/?s=spartan+life+handbook).

