

Southeast Technical Institute

Student Housing Handbook

2011-2012



IMPORTANT NUMBERS

Housing Contacts

Housing Manager – Andy VanZanten 367-5769 (office)
andrew.vanzanten@southeasttech.edu 940-2781 (cell - emergencies)

Housing Assistant – Carly Benson 367-5769 (office)
carly.benson@southeasttech.edu 201-2878 (cell - emergencies)

Housing Maintenance – Gary Woessner 367-3267 (office)
gary.woessner@southeasttech.edu

Housing Security – Terry Persing 323-9052 (cell)
terry.persing@southeasttech.edu

Emergency Telephone Number 911

- Ambulance
- Fire
- Police

Student Services (M-F 7:30-5:00) 367-7766

HELP!Line Center of Sioux Falls 211
Crisis Intervention
Financial Assistance
Helping a Friend in Need
Rape Victim Assistance
Substance Abuse
Suicide Prevention

STI Help and Assistance on Campus

Campus Security 941-9003 (cell)
Confidential Counseling Services 367-4821
Rape/Victim Assistance 367-4821
Student Services 367-7766
STI Vice President – Student Affairs 310-1817 (cell)

Other Community Numbers

Medical

Avera McKennan Hospital Emergency Room	322-2000
Sanford Hospital Emergency Room	333-6688
Poison Control Center	800-764-7661
Ask-a-Nurse	322-8000

Road Conditions

For road condition information:

SOUTH DAKOTA, IOWA, MINNESOTA, NEBRASKA, NORTH DAKOTA 511

You may want to check on road conditions before making any trips outside of the Sioux Falls area.

This automated system asks you to identify your state, highway and mileage marker, and then provides a weather forecast and short-term forecast for your location. If you like, you can also request weather information for your destination. Charges for these calls vary with cellular providers. Contact your cell phone provider for details.

[You can also find road conditions online at www.safetravelusa.com](http://www.safetravelusa.com)

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WELCOME

Welcome to Southeast Technical Institute Student Housing

An important part of any student's education is the environment in which he or she lives. A student's living experience can be one of the most important learning experiences in their lives. Southeast Technical Institute Housing understands the importance of a positive living environment, and works collaboratively with students to ensure that the student's living experience is a positive one.

Our goal is to provide our student residents with a clean, safe, and healthy environment that will help students meet their educational and career goals.

This handbook will provide you the information you need for a successful residential experience at Southeast. **It is the responsibility of each resident to read through this handbook and to understand the expectations of all residents.** If you should have questions on any section of the handbook, please contact Housing Staff (605) 367-5769 or Student Services (605) 367-7766.

Please keep this handbook as a reference while you are residing in Southeast Technical Institute Housing.

Have a great year!

Tracy Noldner
Vice President/Student Affairs

Andrew VanZanten
Housing Manager

~~Carly Benson~~ Anna Peterson
Assistant Housing Manager

AMENDMENTS

These guidelines and policies may be amended from time to time without notice. Southeast staff will advise you of these amendments or additions as quickly as possible. Revisions become effective the day residents of the housing units are notified, unless otherwise dated.

ROOM AND BOARD CONTRACT

Violation of any of the provisions in this Student Housing Handbook may result in the student's immediate removal and dismissal from on-campus housing and may lead to other disciplinary measures.

How to Apply

Applications are automatically sent to students once the student is accepted into a program. Applications may also be requested by writing to Southeast Housing, 2320 N Career Ave., Sioux Falls, SD 57107 or by calling Student Services at 605-367-7624. Online applications are also available for accepted students through STI Housing's website (www.southeasttech.edu/housing).

Housing Eligibility

Full-time Southeast Technical Institute students, (students taking 12 or more credits during the Fall and Spring semesters), are eligible for student housing. Students dropping below the required 12 credits may be removed from the housing complex. (You do not need to be enrolled during the summer semester.)

Students are required to maintain satisfactory academic progress and a 2.0 cumulative grade point average (GPA). Students not maintaining the required GPA may be removed from the housing complex.

Damage Deposit

A \$350.00 damage deposit is required of all residents and due prior to the student moving into student housing (see contract for damage deposit due dates). The damage deposit will not be used to pay damages or fines incurred for the duration of this contract. **Damage charges and fines will be assessed at the time they occur with payment required within two weeks. Late charges will be assessed for late payments.** When the student vacates student housing, any damages that have occurred will be charged to the student. The deposit, minus any damage charges, will be refunded at the completion of the contract. Residents failing to complete an official check-out with an STI housing official automatically forfeit the entire damage deposit.

Southeast reserves the right to apply the damage deposit, minus any damage charges, to the student's account if the student has any unpaid fees, fines and/or charges.

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Release from Contract

If a resident drops out of enrollment at Southeast Technical Institute, decides to leave student housing, or is asked to leave STI or STI's student housing, the student forfeits the rent paid and remains responsible for the balance of the rent due for the duration of the contract.

The resident will be charged for the full term of the contract until an acceptable replacement is found, as determined by STI.

It is the resident's responsibility to find an acceptable replacement. The replacement must be acceptable to the housing manager, may not have already applied for student housing, and may not currently have a signed contract for housing with Southeast Technical Institute.

In some instances, Southeast Technical Institute may assist in finding a replacement for students leaving housing. Students are replaced in the order of the date STI was notified by the student in writing that the student was leaving housing. (If the student finds his/her own replacement, as stated above, that replacement goes directly for that student.)

Note: Because Southeast Technical Institute reserves the right to assign student replacements to any housing location, a new student living in a specific apartment does not indicate that this student has replaced the previous student who left that specific apartment. Therefore, a new student living in a vacated apartment is not automatically a replacement for the student vacating the apartment.

Upon acceptance of a replacement for the resident's contract, the resident will be charged up to a \$700 cancellation fee and then be refunded all prorated rent and any unused portion of the damage deposit.

Students leaving the housing facility who would like to return at a later date will not receive preferential status and will be processed with all other housing requests.

In case of **military activation**, students will be released from their contract upon official check-out from the housing facility. Any pre-paid rent for time beyond the date of official check-out from housing will be reimbursed to the student. The damage deposit will be refunded once final damages have been determined and the amount owed deducted.

Disclosure of Felony/Sex Offender Records

Each student who applies to reside in STI student housing shall disclose on the application form whether the student is required or has ever been required to register as a sex offender pursuant to law. No person who is required by law to register as a sex offender may reside in any housing facility operated by the Institute. Students will be required to notify STI immediately if, after signing a housing contract, the student is convicted of an offense which requires registration as a sex offender and will be required to vacate student housing within 48 hours.

Each student who applies to reside in STI housing shall also disclose on the application whether any such person has a criminal history that includes conviction, guilty plea, no contest plea or suspended imposition of sentence involving a felony offense, together with details identifying

the jurisdiction, date of the offense, circumstances of the offense, the sentence or parole conditions and other facts or circumstances that the student believes to be relevant.

Where the circumstances of the felony offense reasonably suggests that placement within STI student housing may place the individual into settings that are similar to those in which the original offense occurred, or increase the likelihood of an additional offense, or involve the use or sale of illegal drugs or involvement in a crime of violence which did or could have resulted in injury to a person, the institution may deny the individual the privilege of residing in any of its housing facilities.

Any person, other than a registered sex offender, who has been denied residence in STI student housing may request a review of the determination and shall be provided an opportunity to submit such writings as the person deems necessary and helpful to explain why the institution should permit the person to reside in its student housing facilities.

Individuals who pose a clear and present danger to other residents are not eligible to live in STI housing. If STI becomes aware that a student has a criminal conviction(s) or other actions indicating behavior that could pose a risk to person or property and/or could be injurious or disruptive to the STI residential community, STI may immediately terminate the lease. Persons registered as sex offenders pursuant to state or federal law are deemed to represent a clear and present danger within the meaning of the preceding sentence, and, as such, may not live in STI student housing.

Housing Fees

Contracts for housing begin the Saturday before the start of each semester. Students leaving housing at the end of a contract must do so by the ending date of their contract. Students who sign a contract for an additional year may continue to live in the housing facility to the end of that contract year. Continuation of contracts for an additional year must be signed by April 15 for the following year to be guaranteed a spot in housing. Payments for room and board are to be made at the Southeast Business Office, Mickelson Center, Room 204.

There are several contract options available to students (contract rent amounts and contract dates will appear on the contract):

Option 1: Nine month contract – available to all students

Option 2: Fall semester contract – available to students in their final year and graduating in December or completing required clinical in the spring semester.

Option 3: Summer contract – available to all students including recent May high school graduates

Option 4: Spring semester contract – available to first year students beginning their program in the spring semester and second year students wanting to move into housing

Preference for housing is first given to students returning to student housing for an additional year, then to new students choosing the nine-month contract option.

Housing fees are paid per semester and are not refundable. Fees for the semester are due on the fee payment/financial aid delivery date and will be deducted from the student's financial aid funds. Any remaining fees must be paid immediately unless arrangements have been made with the STI Business Office. Late fees will be assessed as indicated in the Southeast Catalog.

Services included in housing fees are: heat and air conditioning, electricity, water, basic cable, garbage pickup and wireless internet access. Students may request phone service from STI for local phone calls. A service charge will be added to the student's account.

Long distance phone service is not available.

Renter's Insurance

Students living in student housing are strongly encouraged to purchase renter's insurance to cover all of their personal belongings. In addition, students in laptop programs are encouraged to purchase an additional rider on their renter's insurance policy to cover the laptop. Renter's insurance and the rider are inexpensive ways for students to protect their belongings.

Subleasing of Housing Units/Operating a Business

Subleasing of housing units to other students or other individuals is prohibited. Any non-STI housing resident found living in a student apartment will be removed immediately. STI housing tenants responsible for permitting non-STI housing tenants to live in their apartment will be subject to appropriate disciplinary action, which can include removal from STI housing or additional rental payment.

Operation of a business from student housing is prohibited.

Roommate Assignments

Housing personnel will make roommate assignments each year. Roommate preferences may be requested on the [housing](#) application. Students will also be asked to fill out a Roommate Preference Sheet to assist in the roommate selection process.

Students are encouraged to request their own roommates. Every effort will be made to honor student requests, but the final decision will be made by the Housing staff.

Once mutual roommate requests have been considered, housing personnel will assign current residents to available spaces before new residents are assigned. Room assignments will be made approximately one month prior to the start of school.

Should vacancies occur within a housing unit or complex during the semester, Southeast reserves the right to assign new roommates or consolidate students as needed. When possible, housing personnel will work with students in making these arrangements.

Check-In Procedure

Check-in procedures consist of completing a STI Contract for Housing, paying the damage deposit, receiving room keys and completing an Apartment Inspection Report. Students continuing in student housing will repeat the check in/inspection each time a new residence is occupied.

In the check-in process, the Apartment Inspection Report is especially important. This report will be checked against the condition of your room/apartment when a tenant vacates the apartment, and **tenants will be financially responsible for any damage not cited on the form.** Students who do not complete the Inspection Report will be responsible for all damage found in his or her room/apartment. Please report any maintenance or other problems with your room to housing staff as soon as possible so repairs can be made. Maintenance requests can also be completed on the STI Housing website.

STI Identification and Vehicle Information Requirement

Students must have a valid STI identification card and have registered their vehicle information with STI Student Services and housing staff within one week of moving into STI housing. Housing staff will request vehicle information at the time of move-in.

Room Changes

Room changes are granted on a space available basis. Residents who want a room change must contact housing staff concerning the reason for the change. A legitimate effort must be made by the roommates to solve conflicts/problems. Housing staff are there to help you work through roommate conflicts and will assist with resolving issues when needed. No room changes are to be made without the approval of housing staff.

If a student has difficulty living with others and getting along with roommates, the student may be required to vacate STI's student housing facilities without release from rent obligations.

If a bedroom in housing is vacant, the other residents in the apartment are not permitted to use the vacated room. If students are found using the vacated room, these students will be charged the monthly rental fee for the use of the room.

Check-Out Procedure

Below you will find the procedure for checking out of your room:

Checkout procedures are as follows:

- 1) If you are vacating your apartment at a time other than the conclusion of the academic year, please notify STI housing staff two days in advance of your anticipated departure.
 - 2) Remove all personal belongings.
 - 3) Clean your room and the common living area, and vacuum and shampoo your carpets. For a small fee, housing staff will shampoo carpets for the tenants. Vacuum cleaners are available for students to use upon request. Clean your desk and dresser drawers, and close and lock all windows. A minimum of a \$50 fine will be charged for any cleaning completed by STI housing staff or the staff's designee.
 - 4) Bag all garbage and take it to the dumpsters on either end of the housing complex. Please recycle appropriate materials.
 - 5) Ensure that all STI-owned furnishings are returned to their original position ~~(bed should be at its highest settings to allow for additional carpet cleaning if it is needed.)~~
 - 6) Check your mail and notify appropriate business/individuals of your address change.
 - 7) **COMPLETE A CHANGE OF ADDRESS CARD FOR THE POST OFFICE.** These cards can be found at your local Post Office or online at www.usps.com.
 - 8) Make an appointment with an STI Housing staff member to check out. At the agreed upon time, you will complete the check-out portion of your Apartment Inventory and turn in your key/keycard (a \$40 fee will be assessed ~~if your key(s) are~~ **for each key that is** not returned.)
Residents are not considered officially checked out until the Apartment Inspection Report has been signed by a Housing staff member and the tenants.
- Disposal of Furniture and ~~o~~Other Large Items: Students wishing to dispose of furniture or other large items are required to haul these to the local landfill or arrange for the disposal of these items. For more details, please contact STI housing staff. Large dumpsters will be provided at the end of the spring semester to accommodate any large items that need to be discarded before a student checks out of his or her apartment.

If the above items are not completed, the tenant's \$350.00 damage deposit will be forfeited. If necessary, the student may also face additional fees or disciplinary measures. Rooms should be clean and in good condition.

Student items left in the housing complex after the resident vacates the apartment will be held for 30 days and then will be discarded or given to charity.

Inspection of Housing Units

Southeast Technical Institute personnel, safety officers, and STI-authorized service professionals are allowed to enter the housing units to inspect, take inventory, and make repairs or alterations as needed. Personnel may enter the housing units for the following reasons:

- Sufficient reason to believe a violation of STI housing policies has occurred or is taking place
- Emergencies
- Routine room inspections, inventory, and assessment of furnishings
- Non-emergency maintenance purposes
- Reasonable suspicion that an occupant of the room may be physically harmed or endangered
- When a staff member knocks and is invited in
- Out of consideration for roommates and neighboring residents when an unattended alarm clock is ringing, unattended stereo is playing, etc.
- Holidays/Official Breaks

Fire/Life/Safety Inspection

During the first semester Housing Staff will make announced inspections of student rooms. These inspections usually occur over Christmas break and are intended to ensure that your room is safe from specific fire/life threatening situations. An additional inspection may also take place later during the course of the academic year.

What to Bring

Living with others in a limited space means that not all of your belongings should make the trip. Some of the basics that shouldn't be forgotten and that most students bring include:

Appropriate clothing - the weather ranges from warm and sunny at the beginning of the fall semester to cold, and snowy, by the end. Bring an umbrella or raincoat for spring and fall rain, and boots, hat and gloves for winter snow.

Laundry Supplies – laundry bag or basket, detergent and fabric softener, hangers, an iron and mini ironing board, needles, thread, and scissors.

School Supplies - pens, pencils, pencil sharpener, paper, stapler, ruler, scissors, computer, calculator, calendar, dictionary, notebooks, binders, stationery, desk lamp.

Room Supplies – microwave, towels, alarm clock, radio, toaster, television, headphones, vacuum cleaner, salt and pepper shakers, dishes, glasses, mugs, silverware, pots and pans, cooking utensils, dish towels, cleaning supplies, and dishwashing liquid or dishwasher detergent.

Bedding – sheets (twin extra-long mattress), pillowcases, pillow, blankets, and bedspread.

Items that are **NOT PERMITTED** include:

- Alcohol
- Illegal drugs
- Pets (other than fish)
- Personal Air conditioners
- Candles or incense (no open flames allowed – candle warmers are acceptable)
- Fireworks or explosives
- Any type of firearm, or items resembling firearms, including air soft pistols and paintball guns
- Lofts
- Beds – STI housing provides a bed for each tenant. Only students providing a doctor's statement indicating their need for a different bed will be allowed.
- Halogen lamps
- Combustible liquids (gasoline, kerosene, etc.)
- Natural Christmas trees – other natural trees must be approved by the housing manager
- Grills (indoor or outdoor) – George Foreman or similar grills are acceptable
- Space heaters
- Street/Traffic Signs of any type

Lost and Found

If you find or lose items, please contact housing staff.

STUDENT CONDUCT

Students are expected to conduct themselves in a responsible and mature manner, taking into consideration the rights and welfare of other tenants in the housing complex. A resident may face disciplinary action, including suspension or expulsion when appropriate, for improper conduct.

Notification of fines, student disciplinary measures, and other conduct and communication issues may be done through the STI e-mail system using the STI student e-mail account. Students are reminded to check their STI e-mail account frequently to make sure no communication is missed.

Residents are required to observe the regulations of Southeast Technical Institute and all city, state, and federal statutes.

Note: All roommates within an apartment may be held responsible for any infraction(s) that occurs in their apartment. Therefore, all roommates may be fined or face disciplinary action. In addition, all housing residents and STI students who are found in an apartment during a disciplinary action may be fined or face disciplinary action.

Room Maintenance

Residents are responsible not only for cleanliness of their own rooms but also are expected to cooperate in the maintenance of living rooms, kitchens, and bathrooms. **Periodically Housing staff will check housing units for cleanliness and overall maintenance.** Residents must comply with any directives regarding bedroom, living room, kitchen and bathroom maintenance. Only thumbtacks or small nails may be used on the walls of the rooms. Plasti-tac only should be used to hang items on doors or closets. No tape, large nails, hooks, or contact paper can be used.

Writing or painting on the walls is prohibited.

Students are responsible for providing their own light bulbs.

Walls may be spot-cleaned with a damp cloth and mild soap. Doors and woodwork should be cleaned with furniture polish. Sinks should be cleaned with mild detergents. Strong soaking detergents should not be used on fixtures.

Carpet stains should be removed promptly. If a carpet stain cannot be removed, damage charges will be assessed.

All garbage should be removed on a regular basis.

To conserve energy, keep windows and doors closed when the heat or air conditioning is in use.

Mini-blinds are provided for all bedroom and living room windows. Tenants are not permitted to make holes in the window sills to hang draperies or valances. Tension rods may be used if the student wishes to have curtains.

Windows and all potential fire escape routes must remain unblocked at all times.

Furniture

[Southeast-STI Housing](#) provides basic furnishings. Residents may not remove [Southeast-STI Housing](#) furniture, nor shall any furnishings or equipment from general purpose areas be moved to the resident's room. Residents may bring additional furniture excluding those prohibited in this handbook.

Repairs

When repairs are needed, please contact an STI Housing staff member as soon as possible. Maintenance requests can also be completed online through STI Housing's website. Please be specific with the location of needed repairs (building, apartment number, bedroom location, etc.), as well as a general description of what needs to be repaired. STI Housing staff will notify the appropriate individuals and will ensure that the repairs are completed in a timely manner.

When tenants make a request for repair work, they automatically give authorization for STI Housing personnel and/or repair technicians to enter their apartment, whether or not tenants are present, to complete the repairs.

Behavioral Guidelines

In any residential community, policies are provided as guidelines to promote an environment conducive to community living where cooperation, responsibility and protection of individual rights are ensured. Like any community, each resident must be accountable for any infractions against the residential community. Incidents that violate the guidelines developed by [Southeast-STI Housing](#) may result in immediate dismissal from on-campus housing. [Southeast-STI Housing](#) staff may determine that immediate dismissal is necessary to protect persons violating the policies, impeding the rights of other residents, destroying Southeast or [Southeast-STI Housing](#) property, or to maintain an environment conducive to continued social and academic growth.

[Southeast-STI Housing](#) reserves the right to immediately dismiss any resident without notice for violations of these guidelines. If a student desires reinstatement into housing, the student may request a hearing with the STI President. Because the resident has been dismissed from housing, the hearing will take place and resolution made within 24 hours, whenever possible.

Policy Enforcement

Students are required to show proper STI identification or other identification when requested by Southeast-STI staff members.

Fines may be levied by the housing staff for infractions of the policies. When a fine is levied, the student has two weeks to pay the fine to the STI business office. **If the fine is not paid in that two-week period or payment arrangements are not made, the fine may doubleadditional late fees may be assessed.** If the fine is not paid by the end of the semester, the student will not receive grades for that term nor be allowed to register for the following term, nor be able to have records transferred to another school or to an employer.

The following are some of the infractions for which discipline, up to and including immediate eviction, may be imposed upon students:

1. Possession or use of any firearm, explosive, dangerous chemical, or other weapon;
2. Keeping pets (other than fish) in the residence halls;
3. Possession of, sale or use of alcohol or a controlled substance and/or their containers;
4. Tampering with the mail service;
5. Tampering with the fire alarm and other safety equipment, including smoke detectors and security cameras;
6. Thievery, breaking and entering or vandalism;
7. Removing furniture;
8. Removing screens from the windows;
9. Entering prohibited areas;
10. Assault and battery or any physical harm to another individual;
11. Activities prohibited within the building include: throwing Frisbee, rollerblading, riding scooters, bikes, etc., and playing such games as soccer, football, softball, basketball, golf, etc.
12. Failure to comply with the request or directive of any Southeast staff member, including all housing staff;
13. Situations in which the resident's misconduct is of such a nature that continuation of the student in housing would clearly be detrimental to the physical safety, education, or welfare of the resident or other housing residents.
14. Violation of any of the laws of the municipality of the city of Sioux Falls, state of South Dakota, or the United States of America;
15. Violation of any other policies or guidelines established by this manual, the housing contract, or the Southeast Catalog.

The Housing Manager, designee in the absence of the Housing Manager, Southeast security officer, or any Southeast administrator has the authority to immediately remove a student from student housing for violations of housing rules, regulations, or policies. Any student removed from housing may appeal that decision to the Southeast President. A hearing with the President will be held as soon as possible, preferably within 24 hours; however, the student is still removed from the housing facility until the hearing is held and a final decision is made.

Pets

For ~~reasons of health and sanitation~~, health and sanitary reasons, pets/animals of any type, except fish, are NOT permitted in ~~housing~~ the student apartments. Fish tank capacity may not exceed 10 gallons per room and must be approved by the Housing Manager prior to operating.

Guest and Visitation Policy

Southeast has an Open Visitation Policy. Guests are expected to observe the same policies as residents, and residents are responsible for the behavior of their guests. Students may be visited by guests (male or female) at any time; however, visitation to the extent of cohabitation is not allowed.

Guests may be removed from the housing facility by the housing manager or housing staff as needed. Guests may be issued a “Notice of Trespass” and permanently denied entrance to student housing.

Non-resident STI students who break STI housing policies may face disciplinary actions including fines.

All overnight guests must be approved by all roommates. Guests may be approved for a maximum stay of three nights within a seven (7) day period.

Cohabitation

Cohabitation is defined as any circumstance which would prompt a reasonable person to believe a guest has a continuous presence in a room or apartment. Cohabitation is not permitted at STI-owned or STI-controlled facilities. Any person receiving mail, regular phone calls, keeping personal effects (clothes, etc.) in the apartment or using the apartment’s facilities (bathroom, shower, etc.) more than three days out of any seven day period is considered to be in violation of the cohabitation policy.

In addition, any “consistent pattern of presence” by the guest may also be considered a violation of the cohabitation policy. Examples of a “consistent pattern of presence” include, but are not limited to:

- 1) A guest residing in housing three days out of ANY seven day period.
- 2) A guest staying in one apartment for a three-day period, then residing in a different apartment for an additional three-day period.
- 3) A guest residing in housing every weekend.

Complaints from parents, roommates, or other students in the assigned living area will also prompt investigation.

A first-time violation of the cohabitation policy will result in a \$50 fine for every night exceeding the allowable time period (three nights within a seven day period).

A second-time violation will result in a \$100 fine for every night exceeding the allowable time period and the guest will no longer be allowed to enter the STI Housing complex.

Students who have questions regarding the enforcement of the cohabitation policy should contact housing staff prior to allowing their guests to stay in housing for an extended period of time. In some instances, an emergency situation may arise in which housing staff will grant an extension to allowable time period for overnight guests. Residents must receive permission from all roommates and housing staff prior to any extended stay.

Extended Absences

Each student should keep roommates, friends, and the housing staff advised of any extended absence from the apartment. Any student leaving the apartments overnight or for a weekend is urged to leave a telephone number with roommates. Any student leaving for longer than a week is urged to leave a telephone number with the housing staff as well in case of an emergency. Students who are missing for more than 24 hours without any written, verbal, or electronic verification of his or her whereabouts will be reported to the Sioux Falls Police Department.

Postings

The hanging or posting of signs and notices is prohibited unless approved, initialed, and dated by STI Housing Staff. It is against the law to have a public road sign in your possession; therefore, these types of signs are not permitted in the housing units. Electric advertising signs or posters should not be hung so as to be visible from outside the complex.

The public display of any obscene, profane, or sexually-explicit materials, graphics, or photographs, or alcoholic products is strictly prohibited, including displays in living rooms and bedrooms.

Postings are permitted on hall doors; however, all posting are subject to approval/removal by housing staff.

Electronic Equipment

Residents may have television sets, stereos, and other small appliances. Items not permitted include electric/space heaters, portable dishwashers, -and clothes washers or dryers.

Keys/Lost or Locked Out Of Building

Each resident is provided with his/her own key and/or keycard. Lock your door at all times. Residents should keep their key/key card in their possession at all times. A lost key/keycard should be reported to a Housing staff member **as soon as possible**. To receive another key/key card or mail key, residents will be assessed a fee of \$40.00.

Residents who are locked out of their room should contact a housing staff member to gain admittance to their room. STI Housing staff reserve the right to ask for identification before granting entrance to an apartment. STI Housing staff will not allow entrance into an apartment by anyone other than the occupants of the apartments.

STI Housing residents will be given one “free pass” during normal business hours (8:00 a.m. to 5:00 p.m. Monday through Friday) and will be charged \$10 for any additional lockouts during

that time. Any lockout occurring after 5:00 p.m. Monday through Friday or any time during weekends and holidays will result in a \$20 charge. Lockout fines will be totaled and assessed to student accounts on a regular basis.

Residents are not to share their keys/keycards with other individuals. Residents responsible for giving their keys to non-tenants may face disciplinary action, including removal from student housing.

Keys/keycards are not to be duplicated.

Theft or Damage

STI Housing accepts no responsibility for the theft or loss of money, valuables or personal property of the tenants for any cause whatsoever. However, any theft or loss of money or property should be reported to housing staff immediately. It is strongly advised that residents purchase renter's insurance to protect possessions. It is also important to have possessions marked and recorded so that they can be identified.

Theft, embezzlement, misappropriation, possession, or attempt to do same of property owned or maintained by Southeast, by any person on the campus, or by any person attending a Southeast-sponsored event is prohibited. Theft by a student is a basis for disciplinary action, suspension, or expulsion as well as removal from the housing facility.

Damage/Room Alterations

All residents will be required to sign an Apartment Inventory form. At the time a resident moves out, he or she will be checked out by a housing staff member. The resident is responsible for the condition of his or her housing unit when vacating an apartment. If no resident accepts responsibility for the damage, the charges will be equally assessed to all the residents of the housing unit.

- The resident shall permit no damage to be done to his or her room, the apartment complex, or any equipment, fixture, or furnishing located therein, and shall return in as good condition as at the beginning of the contract, excluding normal wear and tear. Room damages of undetermined origin will be assessed to the occupants currently assigned. However, the resident will not be responsible for and STI Housing waives all right of recovery against the resident for, damage for which STI Housing is reimbursed under any fire and extended coverage insurance policy in effect at the time of loss.
- The resident shall make no room alterations, including painting or construction.

Damages beyond the expected wear and tear of facilities, furnishings, or equipment will be assessed. Residents are responsible for such damages. These damages include, but are not limited to, the following examples:

- Burns on room furnishings, counters, or floors, etc.
- Damage to walls by nails, screws, tape, etc.
- Broken windows, damaged or removed screens
- Stains on walls, floors, countertops, furniture, etc.
- Removal of broiler pan, window blinds, etc.
- Broken equipment (light fixtures, mirrors, etc.)
- Damaged appliances
- Trash left in student housing
- Missing building, room and/or mail keys
- Failure to leave housing unit clean, including stove, refrigerator, dishwasher, bathroom, cupboards, closets, floors, ceilings, and windows

Alcohol/Drug Policy

Southeast Technical Institute Housing is committed to maintaining an academic and social environment conducive to the intellectual and personal development of students and to the safety and welfare of members of the institute's community. Accordingly, the possession of, distribution of, or consumption of alcoholic beverages in any form is strictly prohibited anywhere on campus, including the housing complex and areas surrounding the complex.

If alcohol is found in a housing unit, all residents in that unit, whether present or absent, may be held responsible. Guests determined to have been present for any or all of the violation may also be held responsible. Empty alcohol containers are not allowed in the housing units or elsewhere on campus and will be considered a violation of the alcohol/drug policy.

The unlawful use, possession, sale, manufacture, or distribution of narcotics or controlled substances or the paraphernalia for use of same as defined by existing South Dakota statutes is prohibited. Students violating this prohibition will be reported to the police.

Any resident found consuming or found in possession of alcohol or illegal drugs or drug paraphernalia will be disciplined according to policy (see Policy Enforcement and Disciplinary Sanctions in the Housing Handbook and Student Discipline and Grounds for Suspension or Termination in the STI Catalog). This may include immediate dismissal from housing without advanced notice. **This prohibition covers all residents and all guests, including residents or guests who are of legal drinking age.**

In an effort to maintain a drug-free environment, STI administrators and housing staff are authorized to make searches of housing units without student notice or consent, and without a search warrant, when there is reason to believe that a student is in possession of illegal, unauthorized, or contraband items. Illegal, unauthorized or contraband items discovered during general maintenance inspections will be confiscated and the matter will be addressed through the STI housing disciplinary process. General maintenance inspection of housing units may be conducted by housing staff without student notice or consent, and without a search warrant.

STI reserves the right to conduct routine patrols of all parking lots, including the housing complex lot, and inspections of the exterior of vehicles. The interior of a student's vehicle on the school premises may be searched by an administrator or housing staff if the administration or housing staff have reasonable suspicion to believe that illegal, unauthorized, or contraband items are contained inside.

Southeast reserves the right to utilize a drug dog in surveying the housing area along with parking areas near housing. Designation of specific housing units or vehicles by the dog will provide reasonable suspicion to allow the search of that unit or vehicle for the illegal substance by STI administration or housing staff.

Tobacco Policy

Southeast Technical Institute is a smoke-free campus. Smoking is not allowed inside or outside STI-operated buildings and grounds. Smoking is permitted outside of the STI Housing complex in designated smoking areas.

Weapons

Possession or use of firearms, archery equipment, ammunition, fireworks, explosives, incendiary devices, or other dangerous weapons, substances, chemicals or materials on campus is prohibited. Students are to find safe storage off campus for the above items, as well as knives, martial arts weapons, soft-pellet air guns, paintball guns, slingshots, hunting bows and arrows, etc. These items are not to be stored on campus, either in student housing or vehicles.

Solicitation Policy

Solicitation of any type, including Internet and door-to-door sales in the housing complex, are prohibited. Students may not operate a commercial business from the housing complex.

A commercial business is classified as any of the following:

1. A showplace or advertising headquarters for a product.
2. A place for producing a product.
3. A storage area for a product to be sold.
4. A facility for child care.

Solicitation is defined as the sale, or offer for sale, of any property or service. Solicitation also includes the recruitment of a person for any organization or business.

Vandalism/Respect for Facilities

- Residents must report any vandalism to the Housing Staff within 24 hours of its discovery. If not reported within 24 hours, the residents of the unit will be charged for the repairs.
- Unauthorized entry, occupation, or use of Southeast facilities is prohibited.
- Unauthorized use or possession of keys or key codes is prohibited.
- Destruction of property or the attempt to destroy property belonging to Southeast or a member of the Southeast community, or on-campus guest of Southeast is prohibited. Southeast property includes not only equipment rented, leased, or otherwise placed on the campus by Southeast, but also Southeast-owned equipment not located on campus.

Respect for Others

The following actions or behaviors committed against a student, staff or faculty member, or a visitor are prohibited:

- Abuse: An unwarranted verbal or written exchange including profane, insulting, or offensive language or behavior directed toward another person. These may include racial, ethnic, or sexual comments that demean or defame others.
- Assault: Conduct which threatens or endangers the health or safety of another person.
- Assault and Injury: An act intended to cause, and which does cause, injury to another person.
- Harassment or Hazing: An act which intimidates, annoys alarms, embarrasses, ridicules, or produces psychological or physical discomfort. (See the Harassment Policy in the Southeast Catalog.)
- Sexual Harassment: An attempt to coerce a person into a sexual relationship, or to subject a person to unwanted sexual attention or demands, or to punish or retaliate for refusal to comply with sexual demands. (See the Harassment Policy in the Southeast Catalog.)
- Sexual Offences: Any sexual act directed against another person, forcibly and/or against that person's will; or not forcibly or against the person's will where the victim is incapable of giving consent.
- Obscene Conduct: Any indecent exposure or action of an obscene, lewd, or indecent nature.
- Disorderly Conduct: Any conduct, including but not limited to drunkenness, which disturbs the peace and tranquility of the campus, and reckless endangerment. Excessive noise or public nuisance disruptive to the campus and surrounding neighborhoods is prohibited.
- Pornographic Materials: Possession of sexually exploitive material, including sexually explicit videos or use of web-sites, is banned on Southeast-owned property.

Candles/Potpourri/Incense

Burning of candles (as indicated by burnt wicks) and burning/simmering of potpourri and incense is prohibited in student rooms due to the danger of fire. These items will be confiscated if found and the student will be subject to judicial action. Candle warmers may be used as an alternative to burning candles. STI housing encourages the use of alternatives to candles and potpourri, such as Glade Plug-Ins. Decorative candles that have clearly never been lit are acceptable.

Common Areas

Your help in keeping common areas such as hallways, community rooms, and common areas clean and in good repair is both expected and necessary. Community room and common area furnishings may NOT be removed from their location. Any student found with community room or common area furnishings in their -apartment will be subject to judicial action. Individual floors will be held responsible for any damage to Southeast property or common areas on their floor.

Controlled Access

For the safety and security of all residents, housing access doors are locked 24 hours a day. Residents should use their key card to gain access to the building. **Residents are not allowed to give their key card to a friend.** Anyone found to be gaining access with your room key will be escorted out of the building, your key card will be confiscated, and you will be subject to judicial action.

Tampering with, propping open, continual knocking, or pounding on entrance doors is prohibited and will result in judicial action.

All deliveries, including pizza, are to be picked up at the main entrances.

Students are not allowed to tape apartment doors open or alter the function of the door's locking mechanism.

Students are not allowed access to the roof of the building for any reason.

Disciplinary Sanctions

The following options for action are a part of the disciplinary procedures. However, disciplinary action may begin at any level and does not have to follow sanctions sequentially.

Disciplinary Warning – An official sanction given verbally, in writing, or both, notifying the student of his/her misconduct, and warning that subsequent infractions must not occur.

Disciplinary Probation – An official sanction in writing that places the student in a position that any subsequent misconduct during the period of probation will result in additional discipline, including but not limited to, suspension or dismissal from Southeast or the housing facility. The term of the probation is determined by the Vice President of Student Affairs. Parents/guardians may be notified of this decision.

Disciplinary Dismissal – An official determination canceling the student's registration at Southeast from school, student housing, or both for at least the remainder of the semester in which the offense occurred, and additional semesters as the sanction warrants. In the instance of dismissal all academic grades will revert to 'F' grades and monetary reimbursements will be made according to the reimbursement policy outlined in the Southeast Catalog, but when appropriate, no monetary reimbursements will be made. Parents and guardians may be notified of this decision as well as other Southeast personnel. Students who wish to return to Southeast after the dismissal period has ended must submit a written request to the Vice President of Student Affairs, or designee, prior to registering for the semester in which they hope to re-enroll. Failure to do so may result in delayed admission.

Disciplinary Expulsion – An official determination permanently prohibiting the student from attendance at Southeast. Parents or guardians may be notified of this decision.

Requirements and Conditions – Southeast reserves the right to impose additional or alternative requirements or conditions at its discretion in the disciplinary or judicial process. Such requirements may include, but are not limited to:

- Fines or restitution (Housing fines double during student class breaks such as Christmas Break and Spring Break. Housing fines are to be paid within two weeks after which late fees may be assessed.)
- Work or community service projects
- Counseling evaluation sessions by Southeast or off-campus professionals
- Attendance at educational program sessions
- Letter of reprimand
- Restrictions from participation in campus activities
- Eviction from on-campus housing
- Intervention from local, state, and federal agencies

- Relocation to alternative on-campus housing location
- Verbal/written reports or presentation/activities

Southeast reserves the right to impose emergency removal from student housing when it becomes evident that the student's actions or behaviors pose an immediate danger to self or others.

Appeals

Students may appeal the disciplinary decision and should discuss this with the Housing Manager or the Vice President of Student Affairs. Appeals must be made within 10 days of the disciplinary action.

STUDENT SAFETY

Security

Do not open your apartment door unless you know the person who is requesting entrance. STI housing staff and security carry ID badges. If you are unsure if an individual is part of the STI housing staff or security, ask to see their identification.

Medical Emergencies

As part of the check-in procedure, students are required to submit an Emergency Information Form to housing staff before moving into the housing unit. The form is useful in emergency situations and can help identify specific health care needs. This information is considered confidential. Students may request access to their files through the Housing Manager or the Vice President of Student Affairs.

Residents needing help should contact a Housing Staff member.

Storm Protection - Tornado Procedure

In the case of a tornado or severe storm, residents will proceed to the first floor hallway. Stay away from windows and sit as quietly as possible. It is the responsibility of the tenant to make themselves aware of dangerous weather conditions and evacuate when necessary.

Tornado Watch

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographic area. Although a tornado watch does not represent imminent danger, it should not be treated lightly. Residents should monitor television and radio weather bulletins and begin taking precautionary measures.

Tornado Warning

A tornado warning means that a tornado has actually been sighted in the immediate area. City sirens will sound at a steady blast and tone for three to five minutes. All residents should proceed to the first floor hallway immediately. A person found not proceeding to the first floor during a tornado warning will face disciplinary action.

Fire Safety

In case of fire:

1. The signal is a continuous sounding alarm
2. When the fire alarm sounds, evacuate immediately
Feel the door first, top to bottom. If it is hot, do not proceed; go back. If the door is cool, crouch low and open the door slowly. Close the door quickly if smoke is present so you don't inhale smoke and fumes.
3. Turn on lights, and close doors as you leave.
4. Each resident should have a coat, hard-soled shoes, and carry a towel for smoke inhalation prevention.
5. **WALK, DO NOT RUN**, to the appropriate exit.
6. Never use the elevator. (If you are in the elevator when the fire alarm sounds, the elevator will proceed to the first floor. Carefully exit the elevator around the fire shield, which will come down during a fire alarm. Gently push against the shield to exit. Any damage to the fire shield will be charged to the student damaging it.)
7. If you encounter heavy smoke in a stairwell, go to the other stairwell.
8. Continue outside the building until you are clear from the building. All residents will meet in the parking lot.
9. Do not re-enter the building until the all-clear signal has been given by the appropriate authorities.

If you are trapped in your room, do the following:

- a. Stuff wet towels or clothing under the door to keep the smoke out.
- b. Open windows. Wave something out of the window and yell for help.
- c. If possible, call the housing manager and/or campus security.
- d. Keep a soaked towel over your head.
- e. Stay low; breathe fresh air near the window.

Fire Alarms and Equipment Abuse

Fire alarms and smoke detectors are required by state law for the safety and protection of the residents. If the alarm is sounded, residents **MUST** vacate the building immediately. A person found not leaving the building during an alarm will face disciplinary action.

Tampering with fire alarm systems and equipment is a violation of state law. Students unnecessarily setting off or tampering with the fire alarm system will be subject to the laws of the city and state, a fine and severe disciplinary action, including immediate dismissal from the residence halls and likely expulsion from Southeast.

Campus Security

Southeast Technical Institute provides a part time security officer to monitor on-campus activities and works closely with the Sioux Falls Police Department. This officer is on-call at 323-9052 or 941-9003 for emergency situations.

STUDENT HOUSING LIVING

Courtesy Hours

As STI housing is an academic environment, **Courtesy Hours** are in effect 24-hours a day. Residents are expected to be aware that their actions and behaviors do affect other community residents, regardless of established quiet hours. At no time should there be loud talking, loud music, or TV that could be disruptive to other residents. If a resident is disturbed by your actions and asks you to quiet down, it is expected that you will immediately comply with the request.

Mandatory Courtesy Hours are in effect Sunday through Thursday, 10:00 p.m. to 10:00 a.m. and Friday and Saturday from Midnight to 10:00 a.m. During the mandatory courtesy hours noise should not be heard outside your apartment door.

Speakers are not to be placed in open windows, doorways, or outside the building. Housing staff reserve the right to determine if a resident is creating excessively loud noise.

Mail Service

U.S. mail is delivered Monday through Saturday. Outgoing mail service is also provided. The U.S. Postal Service has requested that street numbers, zip code, and apartment number be put on all incoming mail.

If a package or oversized piece of mail comes for you, the mail worker will place the package into the PACKAGE box and will leave a key in your mailbox that will access the PACKAGE box. Once the key is used it will NOT be able to be removed.

Each housing unit is provided a mailbox and key. A fine of \$40 will be assessed to each tenant in the apartment if a mail key is lost.

Addresses for the complex are:

For Hummel-Nicolay Hall:

Student Name
2221 N Career Ave. Apt #
Sioux Falls, SD 57107

For Andera Hall:

Student Name
2209 N Career Ave. Apt #
Sioux Falls, SD 57107

Do not include the name of the hall when sending mail to a student.

All mail that is addressed to residents who have left Southeast will be returned to the post office. It is then readdressed if a forwarding address has been filed with the post office. It is returned to the sender if no forwarding address is available.

Telephone Service

Students can request that local phone access be activated in their apartment by contacting STI housing staff. A service charge will be added to the student's account. Long-distance phone service is not available in the STI Housing complex.

Residents supply their own telephone instruments (touch tone, cordless, answering machines, caller ID, etc.). All equipment, however, must be of a touch tone variety rather than pulse or rotary dial. Only 900 Mghz cordless phones may be used in the apartments. Cordless phones of 2.4 Gig or higher are not allowed due to interference with the wireless data network.

Laundry Facilities

Coin-operated laundry facilities are available in the complex for the use of residents only. Southeast is not responsible for articles stolen or damaged. Please do not leave clothes in washer or dryers after the cycle has completed.

A change machine is located in the Link if students need quarters for the laundry and/or vending machines.

Vacuum Cleaners

Residents are required to bring their own vacuum cleaners.

Parking

Parking is available in the lot adjacent to student housing. Students are responsible for all items left in their cars. Southeast reserves the right to have authorized personnel make periodic checks of all vehicles.

Your cooperation in moving all cars to the designated areas when snow accumulates and/or upon request is most important. Notices will be posted and verbal notification will be given. Any vehicle which violates the notices will be towed away at the owner's expense.

Do not park in handicapped parking without the proper handicapped identification.

All students are required to provide vehicle license plate number to the housing manager for security and parking lot maintenance reasons.

Bicycles

Bikes can be stored in the bike racks outside of the apartments. No storage is available in the hallways, stairwells, or apartments.

Lofts

Lofting of beds is not permitted. Students may not bring their own beds without a letter from a doctor which documents the medical need for an alternative bed.

Sanitary Sewer

Do not place food waste, rags, refuse, coffee grounds, tissues, sanitary napkins, or other such material in the sanitary sewer system, as it may cause it to become plugged. Residents will be charged to unplug the sewer if it is determined that one of the above mentioned items caused the problem.

Internet

Wireless internet access is available to all residents at **no charge**. However, residents will need to purchase any necessary hardware to connect to Southeast's wireless network for access.

Southeast Technical Institute Housing uses an internet filter to block certain inappropriate/harmful websites from being accessed by residents. If you have questions about the Internet service, contact the Computer Help Desk at (605) 367-4461.

Cable

Cable TV access is available in the main living area and in each bedroom. If you wish to add premium channels or digital cable to your room (at additional cost to you) contact Midcontinent (800-888-1300) directly.

Recycling

In adherence to the law, and to preserve our environment, recycling containers have been placed next to the trash dumpsters for your convenience. You are responsible to place recyclables in the appropriate container.

Pest Control

The best way to avoid having a problem with pests is to keep your room clean. Avoid leaving open food containers, garbage, etc. in your room, as these attract insects, rodents, or both.

Tenants may request pest control measures for their apartment by contacting the Housing Manager. Please identify the type of pest and if possible collect a sample in a plastic bag to help with extermination. Pest control personnel will service the tenants' apartment on their next scheduled visit.

STI personnel may schedule apartments for pest control preventative measures, if deemed necessary. When a problem exists with such pests, it may be necessary to service every apartment in the area. Tenants will be given a minimum of 12 hours advance notice prior to any scheduled control service.

10 Ways to be a Good Roommate

1. Do your share of the work in keeping the complex clean and orderly.
2. Promptly pay your share of the grocery, cleaning supplies, and other bills.
3. Do not borrow any possessions of your roommates without asking them first.
4. Be considerate of those who wish to study or sleep.
5. Be interested but not nosy in your roommates' pursuits, welfare, friends, and family.
6. Do not gossip about your roommates with others.
7. Control your own emotions, desires, and actions.
8. Respect the privacy of your roommates' telephone conversations, personal letters, or pursuits.
9. Do not take offense where none is intended nor bear a grudge that clouds your relationships with others.
10. Be cheerful and kind, always being lavish in praise and sparing in criticism.

Roommate Bill Of Rights

1. The right to read, study or sleep free from undue interference.
2. The right to expect that roommates will respect one's personal belongings.
3. The right to a clean, healthy, and safe environment in which to live.
4. The right to come and go freely without pressure from a roommate.
5. The right to privacy concerning telephone conversations, personal letters, or pursuits away from the complex.
6. The right to expect reasonable cooperation in the use of shared equipment, such as the telephone, TV, stove, refrigerator, and anything brought to be used by all roommates.
7. The right for remedy of grievances within the housing facility. Residence staff is available for assistance in settling conflicts.
8. The right to expect everyone to do his or her share of the daily and weekly cleaning.
9. The right to choose his or her own lifestyle, unless it interferes with roommate rights.

Remember: To be a mature adult you must accept the responsibility of your own actions and be concerned about the rights and welfare of your roommates and other housing residents.

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