

UNIVERSITY HOUSING
**STUDENT
HANDBOOK**

2016-17

**OAKLAND
UNIVERSITY**



WELCOME TO LIVING ON CAMPUS

You can now enjoy the privileges, rights and responsibilities shared by everyone in our living and learning community. Many opportunities and challenges are available to you that will enhance your academic, personal and social development. The extent to which you choose to participate in our community with your peers will determine how meaningful and positive the experience is for you.

The University Housing staff invites you to share in the development of our community. Our staff and programs are dedicated to creating a balanced environment in which the learning process, interpersonal communication and the understanding of cultural and lifestyle differences are valued and encouraged.

We are committed to making this year exciting, productive, stimulating and memorable for you. The housing staff and administration look forward to assisting and supporting you this academic year.

IT IS YOUR RESPONSIBILITY TO READ THIS HANDBOOK AND UNDERSTAND THE POLICIES AND PROCEDURES IT CONTAINS. THE INFORMATION IN THIS HANDBOOK REFLECTS THE UNIVERSITY HOUSING COMMUNITY STANDARDS OF BEHAVIOR, WHICH YOU ARE REQUIRED TO UPHOLD.

UNIVERSITY HOUSING MISSION STATEMENT

Oakland University Housing vision

University Housing will be recognized as an integral part of the university, in which academics and residential living work together to cultivate learning, personal well-being and social experiences that enhance student life on campus.

Oakland University Housing mission

The mission of University Housing is to provide a safe living and learning experience that promotes a sense of community, civic responsibility and an appreciation for individual differences.

Oakland University Housing core values

In order to cultivate learning, personal well-being and social experiences, University Housing subscribes to the following core values: academic achievement; ethical conduct; civility/citizenship; financial responsibility; personal wellness; and multicultural understanding.

UNIVERSITY HOUSING CONTACT INFORMATION

University Housing Office

448 Hamlin Hall
(248) 370-3570 | housing@oakland.edu

University Student Apartments (USA) Office

4000 Meadow Brook Road
(248) 370-2581 | apts@oakland.edu

Maintenance 24-Hour Trouble Line

(248) 370-2954

University Housing Technology Help Desk

423 Hamlin Hall
(248) 370-2534 | wireless@oakland.edu

Residence Halls Contact Information

Hamlin Hall	(248) 370-2992
Oak View Hall	(248) 370-4493
Small Halls	(248) 370-4439
University Student Apartments	(248) 370-2582
Vandenberg Hall	(248) 370-2976

RESIDENCE LIFE STAFF

The apartments and residence halls each have a residence director (RD), a graduate residence director (GRD), and resident assistants (RAs).

The residence director (RD) is a full-time professional staff member who is responsible for the daily operations of the building(s) under his/her jurisdiction and overall supervision of the building(s)'s staff.

The graduate residence director (GRD) is a graduate student who is responsible for creating and maintaining a community environment that allows residents to develop a successful academic environment, a sense of self responsibility for their behaviors, leadership and social skills, and maturity.

Resident assistants (RA) live with residents on every floor of every residence hall building. RAs also live in each building of the Ann V. Nicholson apartments. In the George T. Matthews apartments, there are two resident assistants. RAs are upper division students who provide an appropriate atmosphere for successful academic achievement and interpersonal relationships.

Academic peer mentors (APMs) also live in each Housing building. APMs support the academic endeavor of all residents by hosting tutor nights, planning academically focused programs and serving as a general academic support and resource.

Nightwatch (NW) staff members serve our residence hall communities by staffing a security check-in desk between the hours of 8 p.m. and 5 a.m. every day of the week. For the convenience of residents, NW staff also answer questions and serve as a community resource at the Nightwatch desk.

Desk receptionists staff our four reception desks and serve our community by providing various services, including mail distribution and answering general questions of residents.

Wireless technicians provide services at the University Housing Network Help Desk and can assist residents with their technology and connectivity needs.

Maintenance assistants (MAs) serve our community by providing after-hours maintenance assistance.

All housing staff members enforce the policies and procedures covered in this handbook, and ensure that community standards of behavior are maintained and individual rights and responsibilities are enjoyed.

RESIDENCE HALLS STUDENT GOVERNMENT

The Residence Halls Association (RHA) is the governing body for all residence hall students. RHA offers residents the opportunity to influence residential programs, policies and procedures. Through the association, students have access to all facets of residence hall life.

CONTACTING RESIDENCE LIFE STAFF

There is a residence director and a graduate residence director on duty from 5 p.m. until 8 a.m. daily. RAs are also on duty in each building from 7 p.m. until 7 a.m., Monday through Friday. On weekends, there is an RA on duty 24 hours a day. On-duty residence hall staff members are available to assist students when they are locked out of their rooms, have maintenance problems, or experience personal difficulties during the evening when the University Housing Office is closed. A list of on-duty staff members is posted in the main lobby of every residence hall.

Duty Phone Numbers

These numbers are to be called ONLY by residents of University Housing during “after hours” periods (7 p.m. until 7 a.m., Monday through Friday, and all day and night on Saturday and Sunday).

Hamlin Hall

North: (248) 866-2243

South: (248) 343-0061

Vandenberg Hall

East: (248) 866-7384

West: (248) 343-0103

Fitzgerald House, Hill House and Van Wagoner House

(248) 866-8160 | (248) 866-4110

University Student Apartments

(248) 343-0419

Oak View Hall

(248) 259-1345 | (248) 259-6760

Each floor selects one RHA representative. These representatives bring floor member concerns to RHA for discussion and resolution. It is the responsibility of each representative to keep his/her floor informed of all RHA plans and decisions. Each representative also serves as a link to RHA committee chairpersons so interested floor members may become involved in committees.

In addition to the representatives, the other RHA voting members include house council presidents, or their designees, and the RHA executive board. The RHA meets weekly to make decisions and receive committee reports. **RHA meetings are open to any interested student.** Meetings are held each Thursday at 7 p.m. in Oak View Hall.

In addition to the RHA, each building (or in the case of the small halls and apartment buildings) has its own hall council that plans social and educational activities for the building and addresses hall concerns. Hall councils consist of an elected executive board and floor representatives. Membership is open to any interested students.

Housing student government is funded by on-campus residents. The amount of \$10 per semester is included in the room cost; \$7 per semester is allotted to the Residence Halls Association; \$2 to the student's house council; and \$1 to the student's floor (for residence halls) or building (for apartments).

Residents do not have to be elected to attend Residence Halls Association or house council meetings and activities. Residents who participate in student government gain valuable leadership skills while promoting the community concept within the residence halls.

University Housing policies and procedures are reviewed yearly. They are consistent with Oakland University policies and procedures, and may be subject to review by the university administration and/or Board of Trustees. An individual resident or group of residents may present their concerns about University Housing policies and procedures to the University Housing Office, or submit them to the association in writing. The administration will review all concerns and notify the resident or group of its decision at the earliest possible date.

The Residence Halls Association can be reached at rha@oakland.edu.

UNIVERSITY HOUSING SERVICES AND PROCEDURES

THIS SECTION IS MEANT AS A SUPPLEMENTAL INFORMATION GUIDE AS IT EXPANDS ON THE TERMS AND CONDITIONS OUTLINED IN THE OAKLAND UNIVERSITY HOUSING CONTRACT. SERVICES PROVIDED BY UNIVERSITY HOUSING, ROOM OCCUPANCY AND CHANGE PROCEDURES AS WELL AS FOOD SERVICE INFORMATION ARE OUTLINED IN MORE DETAIL IN THIS SECTION.

Conditions of occupancy

Residents must be currently enrolled in a degree-seeking program (registered for at least 8 credits for the fall and winter semesters, or 4 credits for the summer semester; see contract for details) at Oakland University during the duration of the University Housing contract. A student's university account must be current before an assignment is made. After an assignment has been made, the resident's account must remain current.

Contract release procedures (Termination of contract)

Students requesting termination of their University Housing contract must complete and submit a Contract Release Form. Contract Release Forms are available in the University Housing Office, 448 Hamlin, in the University Student Apartments office, 4000 Ann V. Nicholson, and online at oakland.edu/housing. If a student moves out of University Housing without completing a contract release, charges will continue until the contract release has been processed or the contract expires. Room and board charges do not officially stop until your keys, sealed in a checkout envelope, signed and dated by you has been turned in to the Housing Office, 448 Hamlin Hall, or the University Student Apartments Office, 4000 Ann V. Nicholson. You must follow the proper checkout procedures for contract releases. This signifies termination of your University Housing contract.

Emergency closings

The university reserves the right to close any or all University Housing buildings and to discontinue food service for the duration of any bona fide emergency caused by weather, power failures, strikes, riots, fires, disasters or other conditions beyond the control of the university that make it temporarily impossible or imprudent to maintain University Housing facilities or food service.

The university shall be under no obligation to abate fees or charges or to pay any damages (of any nature) as a result of any emergency closing for a period of one week or less.

Entering student apartments/rooms

Normally, staff may enter student residences only with permission of the student(s) or other legal authority. However, staff may enter student residences when there is reason to suspect imminent danger to health, safety or property of a resident or if there are violations of any university or housing policy; to take inventory of university-owned equipment; to inspect the room for damage and physical maintenance; during fire drill procedures; and to check rooms for holiday recesses and semester/session break closings.

Staff members, when entering student rooms for reasons listed above, will report any visible or suspicious contraband or violations of University Housing and/or university policies.

Food service program description

All University Housing meal programs (board plans) give students the opportunity to eat at any time at any Chartwells food service operation on campus. Those operations include:

Vandenberg Dining Center

This cafeteria-style dining facility features an all-you-can-eat menu in a comfortable, contemporary and convenient location on the second floor of East Vandenberg Hall.

Pioneer Food Court

The food court is located in the Oakland Center. Subway, Panda Express, Moe's Southwest Grill, crEATe and Chick-Fil-A are among the shops available to students in this food service facility.

Tilly's Convenience Store

Tilly's is located on the second floor of Oak View Hall and features a convenience store as well as sandwiches, soups and coffee.

Au Bon Pain Coffee Shop

This coffee shop is located in the Oakland Center's main hallway and offers an extensive line of coffee, espresso and other gourmet drinks, including smoothies. Au Bon Pain also offers à la carte breakfast and lunch options.

Einstein Brothers Bagels

This shop is located in the Engineering Center and features bagels, sandwiches, salads, coffee and smoothies.

Grizz Express

This convenience store is located in the Oakland Center, across from the Pioneer Food Court, and is open until 11 p.m. Here you can grab a quick snack, as well as other essential supplies and spirit gear.

Bear Cave

Located on the lower level of the Oakland Center, the Bear Cave offers pizza, sliders, fries and other delicious fast food options.

For current facility hours, visit oakland.edu/housing/dining.

Food service meal plans

Every student living in the residence halls must select a meal plan. The Vandenberg Dining Center is the primary food facility for residence hall students. It is also open to faculty, staff, guests and non-board students on a cash basis or through a voluntary meal plan. Meal plans are designed to provide various levels of flexibility. The meal plan is combined with the housing contract, and charges for food plans are included in the housing bill. Each plan includes eight guest meals students can use for friends, family members or other guests.

All University Housing Meal Programs (board plans) give students the opportunity to eat at any Chartwells food service operation on campus. Satellite operations may be found in Elliot Hall, the Human Health Building, Kresge Library, Oak View Hall, the Engineering Center and Pawley Hall. Main dining operations are located in the Oakland Center's Pioneer Food Court and the Vandenberg Dining Center.

Block 285 Plus 50

Students selecting this plan may eat 285 meals during the semester in the Vandenberg Dining Center. This plan also allows for seven meal transfers per week in the Pioneer Food Court. This plan includes 50 declining balance points (meal dollars) per semester to use to purchase food in any Chartwells food facility on the basis provided for in the agreement.

Block 210 Plus 100

Students selecting this plan may eat 210 meals during the semester in the Vandenberg Dining Center. This plan also allows for seven meal transfers per week in the Pioneer Food Court. This plan includes 100 declining balance points (meal dollars) per semester to use to purchase food in any Chartwells food facility on the basis provided for in the agreement.

Block 150 Plus 250

Students selecting this plan may eat 150 meals during the semester in the Vandenberg Dining Center. This plan also allows for seven meal transfers per week in the Pioneer Food Court. This plan includes 250 declining balance points (meal dollars) per semester to use to purchase food in any Chartwells food facility on the basis provided for in the agreement.

Meal transfer options are available at Subway, Moe's Southwest Grill, crEATe and Panda Express, Monday through Friday. Up to seven meals per week may be transferred.

A late night period extends the meal service hours in Vandenberg to 8 - 11 p.m., Monday through Thursday. Late night is all you care to eat, and students will have multiple choices of food items.

Residents of the student apartments and cottages are not required to purchase a meal plan, but may purchase a voluntary meal plan, if they desire. Meal plans can be purchased at check-in, or through the Chartwell's office in the Oakland Center.

Students are permitted a maximum of four meals per day.

Food service — missed meals and sick trays

The university agrees to provide three different meal plan options for residents on room and board contracts, depending on the type of contract a student signs. The university is not required to make allowances for meals missed during the semester. Sick trays are available to residents who cannot go to the dining center because of illness. Sick tray forms are available in the University Housing Office, online and from your RA or residence director.

Liability

Oakland University is not liable for loss of money or valuables or damage to any property belonging to residents or their guests in or around the residences. Residents are liable for damages to university property. We recommend securing coverage through your parents' or guardian's policy, or securing your own renter's insurance.

Mail services

Mail service to the residence halls, apartments and cottages will be most efficient if incoming correspondence is addressed in the manner described on the University Housing website at oakland.edu/housing/services.

Mail service is not available during weekends, holiday breaks or university closings. Students must pick up their mail from their mailbox using their room key. Desk receptionists will not distribute mail over the counter, nor will they accept CODs.

Packages will be delivered to the Hamlin, Oak View and Vandenberg front desks, and the University Student Apartments office. When picking up your package, please bring a photo ID.

The desk receptionists handle forwarding U.S. mail. To ensure your mail will be forwarded after you check out, you need to fill out a change-of-address card and place it in your checkout envelope. First-class mail will be forwarded for a period of two years. Magazines and newspapers will not be forwarded. To continue to receive these publications, you should change your address with the publisher at least four weeks before moving.

Over-assignments

University Housing may assign a third occupant to a residence hall double room when the need arises. Normally, the third occupant in a double room will be reassigned within the first two weeks of class. If after the third week of class the third occupant has not been reassigned, all residents of the over-assigned room will receive a prorated partial refund* back to the first day of housing charges for the time spent in over-assignment.

**Proration does not apply to rooms designated to be structural triples.*

Parking

Students may park their automobiles in any designated parking area on campus. Between 2 and 6 a.m., cars must be parked in designated overnight parking areas only. Overnight spaces are denoted with green asphalt lines.

If you do not use your car on a daily or regular basis, it is strongly encouraged by your peers that you do not park your car in the prime parking spaces closest to University Housing. This allows those students who must use their cars on a daily or regular basis more personal safety and security while walking to and from their cars and University Housing. Recommended parking lots for those who do not require consistent access to their cars are P-29 and P-32.

Personal safety (Oakland University Police Department)

Students are strongly encouraged to exercise sound judgment when making decisions regarding their personal safety. Students are not encouraged to travel alone on campus after dark and should park their cars in well-lighted and well-traveled areas. It is always good practice for residents to tell their roommates/suitemates when they are going out and when they will be back. Do not let strangers or suspicious characters into any University Housing building or leave doors propped open.

If you are concerned about your safety, the safety of others or your property, or if you need any other kind of police assistance, you can contact the OUPD. They are a certified police department and available 24 hours a day. For emergencies, call 911; for non-emergencies, call (248) 370-3331; for the hearing impaired, call (248) 370-3337 (TDD).

Pest control

All pest problems should be reported to University Maintenance online via the My Housing portal or the trouble hotline at (248) 370-2954 as soon as detected. The university contracts the services of an exterminator for pest control. Bug bombs are not permitted.

Psychological and medical emergencies

Residents who try to physically harm themselves with the intent to kill themselves, or verbalize their intent to kill themselves, or display irrational, uncontrollable or destructive behavior that is a threat to self and/or the welfare of others, may see immediate action from University Housing. They will not be allowed to return to University Housing until they provide proof of discharge from a medical professional. Once cleared by a medical professional, the resident will be required to meet with the Dean of Students and complete a psychological evaluation by the OU Counseling Center. Together, the dean of students and director of the OU Counseling Center will decide whether, and under which conditions, the student is stable enough to return to University Housing.

In case of medical emergencies, Oakland University Police Department will be contacted to determine how seriously ill or injured the student is and will call EMS for medical assistance. University employees, including University Housing staff, are not permitted to transport residents to hospitals, doctor's offices or clinics for medical assistance. Medical assistance can be obtained on campus at Graham Health Center Monday through Friday. Call (248) 370-2341 for clinic hours or for an appointment. When Graham Health Center is closed, after-hours medical and emergency care can be obtained at Pontiac Osteopathic Hospital, (248) 338-5000; St. Joseph Mercy Hospital, (248) 858-3000; or Crittenton Hospital, (248) 652-5000. The Dean of Students Office can be reached at (248) 370-3352.

Any questions or concerns about the procedures used in handling psychological and medical emergencies can be answered or addressed by the assistant director of residence life in the University Housing Office, 448 Hamlin, (248) 370-3570.

Rates

Rates for university housing shall be established and revised annually by the Oakland University Board of Trustees. Rates are available online at [**oakland.edu/housingrates**](http://oakland.edu/housingrates).

Reception desks

The Hamlin Reception Desk is located on the fourth floor of Hamlin Hall in the main lobby area. The phone number for Hamlin Desk is (248) 370-2953. The Hamlin Desk is open during fall, winter and summer semesters.

The Vandenberg Reception Desk is located on the first floor of Vandenberg Hall between the two towers. The phone number for Vandenberg Desk is (248) 370-2886. The Vandenberg Desk is open during fall and winter semesters.

The Oak View Reception Desk is located inside the main entrance of the building, near the main lounge. The phone number for Oak View Desk is (248) 370-4491. The Oak View Desk is open during fall, winter and summer semesters.

The University Student Apartments desk is located in building 4000 of the Ann V. Nicholson Apartments. The phone number is (248) 370-2581. The Apartment Desk is open during fall, winter and summer semesters.

Hours of operation for all desks are: Monday – Friday, 8 a.m. – midnight; and Saturday – Sunday, 10 a.m. – 10 p.m.

Recreation areas

Hours: 10 a.m. to 11 p.m.**

The recreation areas are in the courtyard near the community house of the student apartments as well as a sand volleyball court behind Hamlin Hall. These areas are for resident use and enjoyment. Alcoholic beverages may not be taken to the recreational areas at any time. The recreation areas are not supervised; you use them at your own risk. However, the areas are inspected. Residents are asked to report any damage to the central office. In case of a building-wide event or program, the recreational areas will be reserved for the purpose of the event.

**Please note that quiet hours should also be observed in the recreation areas.

University Housing Technology Help Desk

The University Housing Technology Help Desk is a service offered by University Housing to all students living on campus. The Help Desk exists to assist students with any technological problems that they might encounter while using the university's network or their own personal computing devices.

The Help Desk provides the following services:

- Assistance with connecting personal computers, gaming devices, smartphones, e-readers and other network-enabled devices to both the wired and wireless networks in the residence halls and student apartments
- Attempted removal of viruses and malware from student computers
- Assistance with syncing Oakland University email to smartphones or iPods
- Advice on technology purchases
- Technical support for the Hamlin Hall Computer Lab
- Minor hardware installations and repairs
- Desktop support for Department of Housing auxiliary offices

*Contact Information: 423 Hamlin Hall, (248) 370-2534 or **wireless@oakland.edu**.*

Resident computer lab

The computer lab in Hamlin Hall is for use by students who live on campus only. The computers in the lab are designed to erase all new data and changes upon rebooting. Therefore, saving to the computer is not advised. Housing is not responsible for any lost student data.

Printing is provided by the campus WEPA system. Kiosks are located in the Hamlin computer lab, Oak View lobby and East Vandenberg near the main entrance to the dining center. For more information on printing, visit oakland.edu/grizzcard/print-stations.

In addition to the Hamlin Hall Computer Lab, there are three public computers available for student use in Building 4000 in the Ann V. Nicholson apartment complex and in the main lobby of Oak View Hall. These work stations are available according to the hours of the building in which they reside. If you have problems with any technology in Building 4000 or the Oak View Hall lobby, please contact the University Housing Technology Help Desk.

Room change procedure

1. During designated room change periods, come to the University Housing Office in 448 Hamlin or the University Student Apartments Office in building 4000 of the Ann V. Nicholson apartments to find out which spaces are available.

2. If you are uncertain as to which room you want, take the time to look at the room(s) you are interested in and meet the roommate(s) before you make your final selection.
3. If you are certain of the room and roommate you want, you must show your student ID to request a room change for that room. The paperwork then will be processed in the Housing Office by a staff member. Only one room change is allowed during each room change period.
4. You must move from your old room into your new room within 24 hours. After you have moved into your new room, the key and inventory sheet to your old room must be returned to the Housing Office. If the key and inventory sheet are not returned within the 24-hour time limit, you may be subject to a \$25 key recore charge.
5. If you are the sole occupant of a room and do not have a guaranteed single, you should attempt to get a new roommate or change rooms during the room change period. If you do not participate in the room change process, a new roommate will be assigned to your room by University Housing.

Room consolidation

Room consolidation refers to a partially vacated room where a student is the sole occupant in a double room and does not have a guaranteed single. Between the third and 12th week of class, any student who becomes the sole occupant of a room will receive a written notice from the Housing Office indicating the student must do one of the following:

1. Find a new roommate. The Housing Office will provide a list of students looking for roommates.
2. Be reassigned a new room or roommate.

Students who do not respond to the written notification will, at the discretion of the Housing Office, either be:

1. Reassigned a different room on the floor which they live, or
2. Be assigned a new roommate.

Preference for being reassigned a different room or roommate will be given to the student with the higher academic class standing as determined by the Office of the Registrar. Students who fail to cooperate with the room consolidation procedure may receive judicial documentation. University Housing retains the right to move students or terminate contracts of students who violate the terms of their contract agreement.

Room inventory

During check-in and room changes, you should review the condition of your assigned room or apartment and write it down on the room inventory sheet. Be as detailed as possible. Each resident of the room is responsible for completing an inventory sheet and returning it to your resident assistant within 24 hours. The inventory sheet will be used during checkout to assess charges for damages or missing university property. Make sure both you and a resident assistant have signed the completed inventory sheet during check-in and checkout.

Sexual misconduct

Students are expected to familiarize themselves with, and adhere to, Oakland University's policy on sexual misconduct. This policy can be found at oakland.edu/deanofstudents/student-code-of-conduct/sexual-misconduct.

Single rooms

All residence hall rooms are intended to have a minimum of two occupants. When less than full occupancy exists, students may be assigned a double room by themselves if their name is on the single room waiting list. In that circumstance, and at the discretion of the Housing Office, the room assignment may be designated as a single and the occupant will be charged a premium as established by the Board of Trustees. Single assignments will not be made in rooms designed to accommodate three students. Students wishing to retain their guaranteed single must sign an Accommodation Rider to Contract for University Housing Services form for a single-room accommodation.

Single rooms, when available, are located in the small halls: Hill, Van Wagoner and Fitzgerald. These will be granted on a first-come, first-served basis from the single-room waiting list for upper-class students only. Upper-class students who submit a valid residence hall contract may request to be placed on the single room waiting list.

An exception to this policy will be granted for students with certified medical problems who require a single accommodation (i.e., extreme allergies, mobility or visual impairment). These individuals may request that the director of University Housing place them on a separate priority list. This list supersedes the regular single room waiting list.

To whatever extent possible, assignments for physical limitations or impairments are on a first-come, first-served basis. Students requesting special accommodations must provide medical documentation with their request. However, in consultation with the university physician, the director may grant higher priority based on need for accommodation. Further, certified impairments take precedence over relieving over-assignments. Students with special accommodations are encouraged to register with the Office of Disability Support Services. Lastly, if it is necessary to create a single room accommodation for impaired individuals, the director will abridge the consolidation procedure to include requiring individuals in half vacancies to move from one floor or building to another.

Student records

Any student resident who wishes to review his/her personal records may request a review in person to the associate director for University Housing. These records must be reviewed in the University Housing Office. Students may obtain copies at their own expense.

Summer sessions

Students who will be enrolled in classes during summer sessions and have submitted a summer housing contract will not have to move their belongings out of their old rooms until they check into their new rooms. Before the end of winter semester and the start of summer semester, and between summer to fall semesters, students will receive detailed information regarding their new room assignments and the proper check-in procedures for summer sessions. All residence hall policies and procedures listed in this handbook are enforced during summer sessions.

Tornado warnings

The Oakland University Police Department and/or University Housing staff will notify residents when there is a tornado warning. Tornado sirens also will be heard around campus. A warning means a tornado actually has been sighted, and you are to take cover immediately. Staff will direct you to the safest place in your building (usually the first floor or basement, away from any windows), or you should follow the instructions posted on each floor. Everyone should take shelter until an all-clear is issued by the Oakland University Police Department.

If you are caught outside during a warning and do not have time to reach a building, seek shelter in a low area or ditch. Lie face down and cover your face with your forearm to protect against flying debris.

University Housing contract

The contract between the student (resident) and the Department of University Housing (university) is for residence hall or apartment occupancy by the student. It begins on the date specified in the assignment letter and terminates at the end of the academic year, or in the case of summer contracts, the end of the summer semester. Signing the contract will immediately constitute legal obligations on both parties (the resident and the university). Both parties are required to live up to the terms and conditions of the contract unless the resident terminates his/her contract or the expiration date of the contract has passed.

Vacating rooms

At the end of each semester, residents are expected to vacate their rooms within 24 hours after their last final exam or by the designated time on the last day of final exams, whichever comes first. Residents with late examinations or special problems that prevent them from leaving on time should make arrangements in advance. Last minute requests may not be honored. Residents may leave their belongings in their room between fall and winter semesters if they are returning to the same room. Residents must move all their belongings out of their assigned room at the end of fall semester if they are not returning for winter semester. Residents must move all their belongings out of their assigned rooms at the end of winter semester if they are not returning for the summer session. Storage for personal belongings is not available on campus.

Vending

Most residence halls have vending machine areas. Continuation of vending machine services is wholly dependent upon nonabusive treatment of the machines. Money lost in vending machines may be claimed at the Student Affairs Office or the Hamlin, Oak View or Vandenberg desks.

Wired network

In some residence halls and in the student apartments, University Housing provides wired network ports for student use. Students will need a wired network adapter for whatever device they wish to connect to the wired port, as well as a Cat5e network cable. The wired ports are the fastest and most reliable form of connectivity; as such, it is recommended that students who have access to wired ports take advantage of them as often as possible.

University Housing provides wired network ports in the following areas:

Hamlin Hall

Vandenberg Hall

*Ann V. Nicholson Apartments**

George T. Matthews Apartments

Oak View Hall

Hill House

Van Wagoner House

**The student apartments offer wired ports in both the bedrooms and the living room.*

Wireless network

All of the residence halls and student apartments have access to the University Housing wireless network. In Fitzgerald House, the wireless system is the only way students can access the network. All of our Aruba wireless access points are 802.11ac capable and broadcast in both the 2.4Ghz and 5Ghz frequencies.

The network name (SSID) for all of the University Housing Wireless Network is: grizzlies

If you are living in a room that contains wireless network equipment (i.e., a wireless access point) please be advised you are prohibited from tampering with the device in any way. Students who are found to be tampering with wireless equipment will be held responsible for any damage to the unit, and will face disciplinary action.

Wireless streaming from “device to device” for most multimedia services (such as Chromecast and Apple AirPlay) is unavailable over the wireless network. If you are unsure whether your device will stream on the wireless network, please contact the Housing Network Help Desk for more information.

1 and 2 mbps data rates are disabled on the University Housing wireless network to promote faster network speeds for all users. Any devices that require these data rates to connect to a wireless network will be unable to do so. This includes the Nintendo Wii; however, there are several inexpensive adapters for the Wii system that will allow the Wii to connect to the networks wired ports, where available.

If at any time you are experiencing trouble with your network connection in the residence halls or student apartments, please contact the Housing Technology Help Desk. The Help Desk is located in 445 Hamlin Hall and can be reached at (248) 370-2534 or **wireless@oakland.edu**.

UNIVERSITY HOUSING SERVICE CHARGES

University Housing service charges

Failure to bus tray/table.....	\$5
Failure to return Comcast Cable remote	\$10
Fire extinguisher/water (discharged)	\$10
Beds, desks not reassembled	\$25
Excessively dirty bathroom	\$25
Excessively dirty floor.....	\$25
Excessively dirty foyer	\$25
Excessively dirty room	\$25
Failure to return loaner key/holiday core key	\$25
Fire extinguisher/chemical (discharged).....	\$25
Improper checkout	\$25
Improper room preparation at recess and break closings	\$20
Late checkout	\$25
Minor damage to walls, doors, other surfaces	\$25
Posting of unapproved signs/banners	\$25
Recore	\$25
Removal of room window screens	\$25
University Housing furniture/property found in student room	\$25
Unauthorized room change	\$25
Altering of room fixtures (lights, closets, etc.)	\$50
Contact paper with adhesive backing found in room.....	\$50
Major damage to walls, doors, other surfaces	\$50
Damage to the Comcast Cable box.....	\$60
Failure to unloft furniture	\$75
Murals or writing on walls and doors	\$75
Unapproved room/floor lounge/hallway paint job	\$75

Appeals for recess and break closing service charges

There is a formal appeal structure for all service charges associated with holiday recesses and semester/session breaks. All charges can be appealed within 10 business days of the mailing date of the written notification of the charge(s). The appeal must be submitted in writing to the assistant director of residence life. Any questions may be directed to the assistant director of residence life.

Appeals for other University Housing service charges

There is a formal appeal structure for all service charges associated with damages to university property and/or assessment of repair and replacement costs to individual residents, floors or buildings. All charges can be appealed within 10 business days of the mailing date of the written notification of the charge(s). The appeal must be submitted in writing to the assistant director of residence life. Any questions may be directed to the director of University Housing.



UNIVERSITY HOUSING CONDUCT SYSTEM

The purpose of the University Housing conduct system is to protect and preserve the University Housing community standards established by both students and staff. Through this joint partnership, both students and staff share equally in determining the kind of living environment that is most conducive to student growth and development. The conduct system provides a timely and orderly process for the investigation and adjudication of alleged violations of these community standards. Violations of University Housing policies may be adjudicated in one of the following manners:

- A. A formal hearing with a residence director or graduate residence director
- B. A formal hearing with the associate director for University Housing
- C. Students may be referred to the Dean of Students Office for any and all violations, which may result in a university sanction.

Student rights in the judicial process

An accused student has the right to:

- A. Select a student, faculty or administrative staff member of Oakland University to advise him/her throughout the hearing process
- B. Be notified in writing of the date, time and place of the hearing; specific charge(s); nature of the evidence; and names of the witnesses to be presented at least 72 hours prior to the hearing
- C. Receive substantive and procedural due process
- D. Refuse to attend a hearing (a hearing may be held, and sanctions assigned, in a student's absence)
- E. Refuse to make self-incriminating statements
- F. Make a statement on his/her behalf and use witnesses to present his/her case
- G. Obtain written notification of the decision reached during the hearing
- H. Appeal the decision to the associate director of University Housing
- I. Waive any of the above rights

Disciplinary sanctions

The conduct system used by University Housing and the university is exercised as a part of the total learning process in the academic community. It is based on the premise that all individuals be held accountable for their behavior and operates based on a preponderance of evidence. The intention of the University Housing conduct system is to educate, not to punish. The goal in all conduct sanctions is to facilitate positive, responsible and constructive behavior changes.

Before disciplinary sanctions are issued, a student may receive a documented verbal warning from a University Housing staff member. The purpose of a documented verbal warning is to record that a conversation took place between a staff member and a student regarding a policy violation. An accumulation of three documented verbal warnings will be reviewed and may result in further disciplinary action. A record of the documented verbal warning is kept on file.

If a student receives a referral, a hearing is held. If he or she is found responsible for violating a University Housing policy or policies, any one or more of the following disciplinary sanctions may be issued:

University Housing written reprimand – The purpose of a written reprimand is to point out the responsibility to meet certain minimum behavior standards. If the same action or any other violation of the policies and procedures of University Housing is repeated, further disciplinary action will be taken. A record of the written reprimand is kept on file.

University Housing disciplinary warning – This is a strong written warning indicating the resident can expect more severe disciplinary action if the same action or any other violation of the policies and procedures of University Housing is repeated. A record of the disciplinary warning is kept on file.

University Housing probation – A resident placed on probation is not considered to be in good standing in University Housing, and any further violation may lead to suspension or dismissal from housing. A record of the probation status is kept on file.

Suspension from University Housing – A resident is suspended from University Housing for a specific period of time during which all visitation privileges also are suspended. A written request must be submitted to the associate director for University Housing before readmission to housing can be officially approved.

Dismissal from University Housing – A resident is dismissed permanently from University Housing, and all visitation privileges are revoked.

Loss of privileges – Residents may be denied specific privileges for a designated period of time depending on the nature of the violation.

Educational class – A resident may have to attend an educational class as part of his/her sanction.

Educational sanction – Residents may be given an educational sanction which can include, but is not limited to, writing a paper, conducting an interview, making a bulletin board or poster, social media sanction, and/or creating a presentation.

Assessments – Residents may be assessed for any damage they cause to University Housing property. If the identity of residents responsible for damage is unknown, members of the appropriate room, floor or building will share equally for damage charges. University Housing service charges also may be levied against students who violate University Housing policies and procedures.

Additional sanctions – Additional sanctions, such as community service, work assignments, reading assignments as well as sanctions not expressly listed in this handbook, also may be issued.

A student's current disciplinary standing will be reviewed prior to issuing a disciplinary sanction. Conduct sanctions are progressive. For example, if you are already on a University Housing warning and you are found responsible for violating another housing policy, the sanction issued may be the next level above the warning – either probation or suspension.

Appeals process

A student may appeal their conduct hearing outcome under the following grounds:

- A procedural error or omission occurred that significantly impacted the outcome of the hearing (e.g. substantiated bias, material deviation from established procedures, etc.)
- To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included.

A request for appeal must be submitted in writing within ten (10) business days of the notification of the conduct hearing outcome. The appeal must be submitted to the person identified in the written notification of the decision, usually the housing or university staff member in the position one level above the individual who issued the sanction. Any questions regarding appeals for conduct sanctions may be directed to the associate director of University Housing.



UNIVERSITY HOUSING POLICIES

FAILURE TO ABIDE BY UNIVERSITY HOUSING POLICIES MAY RESULT IN DISCIPLINARY ACTION AND STUDENTS ALLEGED OF POLICY VIOLATION(S) WILL BE REFERRED THROUGH THE UNIVERSITY HOUSING CONDUCT PROCESS. FOR MORE INFORMATION PLEASE REFER TO THE PREVIOUS SECTION TITLED "UNIVERSITY HOUSING CONDUCT SYSTEM."

Advertising

University Housing groups may advertise programs, activities and events through fliers, posters, banners and table tents. All advertisements must be pre-approved at least 24 hours in advance by the University Housing Office prior to posting or distribution.

Posting is not permitted on front door entrances or glass surfaces of any building. Non-residence hall groups are not allowed to distribute any kinds of advertisement. Exceptions to this policy can only be made by the assistant director of enrollment and marketing.

All student groups must follow the university's posting policy, as well as its solicitation and distribution policy. The posting policy is available at the Center for Student Activities, 49 Oakland Center. The solicitation and distribution policy is available at the Dean of Students Office, 144 Oakland Center. Student organizations registered through the Center for Student Activities, as well as any office or department on campus that wants to advertise Oakland University-sponsored programs, activities or events within University Housing, must obtain approval from the assistant director of enrollment and marketing in the University Housing Office, 448 Hamlin Hall. The only off-campus programs, activities and events that can be advertised in the residence halls are those sponsored by Oakland University.

Violators of the advertising policy may lose their opportunity to advertise future events. They also may face disciplinary action and services charges.

Alcohol

Only people 21 years and older may possess and consume alcoholic beverages. Any individual possessing, and/or consuming, and/or found to be in the presence of alcohol who is not of legal age, or possessing, and/or consuming alcohol in a public area within University Housing, may be issued an appearance ticket (MIP – minor in possession) by the Oakland University police. Alcohol may be possessed and consumed only in student rooms where the occupant is 21 years or older. When consuming alcohol in student rooms, apartments or cottages, the room and/or suite and/or apartment or cottage door must be closed and occupants must be in no violation of other policies. Students should be aware of the legal liability inherent in supplying alcohol to anyone not of legal age.

Neither possession (including open cans, bottles, cups, squeeze bottles, etc.) nor consumption of alcohol is allowed in any public area within University Housing, including balconies, hallways, lounges, study rooms and community bathrooms. It is not permitted outdoors. Alcohol containers and returnables must be wrapped or contained in a bag or other packaging so the contents are not visible. It is not acceptable to hide alcohol containers in pockets or under coats and shirts. Alcohol bottles and containers may not be used as decorative items in residences.

“Common source” distribution, defined as any individual or group of students sharing or supplying alcoholic beverages, is prohibited. Kegs and consumption paraphernalia are not permitted in the residence halls. Students violating the alcohol policy may be required to attend an alcohol education class.

Balconies

Balconies are to be used only by residents, their guests and visitors who have direct access (via a door) to them. Balconies are considered part of the residence hall. Balconies will be closed and cleared if inappropriate behavior (i.e., yelling or other violations of the quiet hour policy, throwing anything off a balcony, spitting off a balcony, possessing and/or consuming alcohol, overcrowding, smoking, etc.) is displayed by residents, their guests or visitors. For health and safety reasons, furniture and other personal belongings are not permitted on balconies, nor can anything hang from the rails or be displayed on the balconies, except outdoor holiday lights.

Violations of this policy will result in disciplinary action, which may include restricted access for the remainder of the semester or academic year.

Barbecuing

Barbecuing is prohibited in residences, on balconies and outside of all University Housing buildings. Flammable liquids of any kind also are prohibited. Barbecuing is permitted in designated safe areas on campus with the approval of the Center for Student Activities. Flammable liquids, such as lighter fluid, gasoline and kerosene, are not permitted within 25 feet of University Housing.

Bicycles/motorcycles

All bicycles should be parked in the racks located near each building. They cannot be parked or stored in or under any stairwell or along railings. Mopeds, motorcycles or any type of engine-operated device are not to be parked or stored inside any building, nor within 25 feet of buildings. In-line skating, biking and skateboarding are not permitted in any University Housing buildings.

Cable

Basic cable is included in the cost of your housing contract through Comcast Cable. The cable network can be accessed via traditional coaxial connections or an HDMI port located on a wall-mounted cable box; however, only the HDMI connection can receive high definition channels. A room-specific remote is provided with each cable box, and must remain in the room after the student moves out, or they may be charged for a replacement remote. Students are not permitted to install alternative forms of cable TV access; however, they may upgrade their Comcast cable package. Please note that any agreement with Comcast for services above and beyond what is provided by University Housing is a contract between Comcast Cable and the student who orders the services. University Housing and Oakland University have no responsibility for any additional charges or equipment. Students may not change the existing Internet service package by purchasing and installing any of Comcast's broadband Internet services in their rooms as it violates Oakland University's network usage policies. Violation of this policy will result in judicial action. Residents who experience trouble with their cable can contact the University Housing Office at (248) 370-3570 to make an appointment with Comcast Cable. All other questions regarding cable service can be directed to Comcast Cable.

Cafeteria

Residents are required to present their university identification card each time they enter the cafeteria. Residents may be subject to disciplinary action as well as assessed a service charge if they fail to present identification; throw food; remove food, beverages, dishes, silverware or other food service equipment from the dining room; leave trays on tables; or cut in line.

Cleaning, room check and maintenance

Residents are responsible for what occurs in their rooms and for keeping their living quarters free of safety and sanitary hazards for congenial group living. Reasonable sanitary conditions must be maintained. Vacuum cleaners and other cleaning equipment may be checked out at the reception desks in Hamlin, Oak View, and Vandenberg halls, and the University Student Apartments Office.

The university reserves the right to inspect, maintain and repair all rooms and buildings at any time. If the inspection reveals objects that constitute safety or sanitary hazards, the owners will be required to remove them. Residents will be assessed service charges and/or repair costs whenever masking tape, adhesive picture holders, nails, thumbtacks, decals, etc., cause damage to walls and doors as well as other wood and metal surfaces in student rooms and public areas. In the event that room repairs are needed, students should leave a message on the 24-hour Trouble Line, (248) 370-2954, or submit a request online through the My Housing portal. When making a maintenance request, students should be very specific as to the location and nature of the problem. The maintenance staff will exercise reasonable care while cleaning and repairing rooms, but the university is not responsible for personal items that are lost, damaged or stolen.

Communicable diseases

Students diagnosed by their doctor or the staff at Graham Health Center with chicken pox, measles, mumps, mononucleosis, SARS or any other communicable disease that poses a health threat to the University Housing community must leave University Housing until they no longer are contagious as determined by the staff at Graham Health Center or by a licensed doctor.

Community bathrooms

Community bathroom living arrangements are located in Fitzgerald, Hill and Van Wagoner Houses. They are designated for single-gender use only, depending on the floor's occupancy as male or female. Also, showers are to be taken individually (i.e., one person per shower).

Complicity

Attempting, aiding, abetting, being an accessory to, or failing to report any act prohibited by University Housing shall be considered the same as a completed violation. Students who anticipate or observe a violation of University Housing policies are expected to remove themselves from association or participation and are encouraged to report the violation to a University Housing staff member. Students who allow others to violate University Housing policy in their assigned space will also be in violation of this policy.

Cooperation and compliance with staff

Residents and guests are required to comply or cooperate with any university staff member's reasonable request. A university staff member is defined as any university employee, including all University Housing staff. Any behavior viewed as interfering with a university staff member while in the performance of his/her duty also may result in disciplinary action.

Damage of university property

Residents can be held responsible for damages to University Housing property, which have been incurred by them or their guests in an individual room, on the floor, in the building, or any public area within University Housing. Destruction, tampering with or misuse of University Housing property, and/or any behavior that results in excessive

cleaning will be viewed as a violation of this policy. Such behavior may result in service charges and/or assessment of repair and replacement costs to individual residents, floor or building members, along with disciplinary and/or legal action.

Decoration of rooms, halls, apartments and cottages

- All hanging decorations in student rooms or corridors must be of fire resistant or fireproof materials and may not hang from the ceiling.
- Student room doors may be decorated as long as materials are not draped or hung so as to create an imminent fire possibility.
- Decorations of flame resistant materials are allowed in the University Housing lounge areas.
- Miniature lights that are UL approved and do not generate noticeable heat are permissible in student rooms, but no lights of any type are to be used in the decoration of student room doors or in hallways.
- No decorations may be placed so as to obstruct access to halls, stairwells or exits.
- Light fixtures may not be decorated.
- No extension cords are to be used from student rooms into the corridors or hallways at any time.
- All decorations should be removed from public areas and floor corridors prior to the semester break and winter closings.
- The cost of having decorations removed by custodial staff will be prorated to all floor members.
- Any decorations used as part of a floor/hall decorating contest must be removed within 24 hours of the event.
- Residences may not be painted.
- Room/suite murals and writing on walls are not allowed.
- Contact paper with adhesive backing, markers, crayons, chalk and spray paint are not allowed to be used for decorating.

Disorderly conduct

Residents engaging in disruptive behavior (i.e., physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the hallways, pranks, other rough play, etc.) that could endanger their own health and safety and/or the health, safety or educational environment of other residents and guests will be subject to disciplinary action that could include immediate suspension from University Housing.

Drugs

As a state supported institution, Oakland University expects its students to observe federal and state laws regarding the use or possession of illegal drugs. The university does not permit the sale, distribution, use or possession of illegal drugs on campus, nor the use or possession of drug paraphernalia (i.e. bongs, rolling papers, hookah pipes, scales, roach clips, etc.). The possession of a Michigan marijuana registry identification card does not exempt students from this prohibition. The use and possession of marijuana remains illegal under federal law and, as a recipient of federal funds, Oakland University is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and could lose federal funding for any violations of those acts that require Oakland University to take measures to combat the use of drugs and alcohol. Prescription drugs are only to be used by the person to whom they are prescribed and as directed.

Students and guests who are found to be smelling of, in the presence of, or under the influence of illegal drugs are subject to disciplinary action, which could include immediate suspension or expulsion from University Housing and/or the university, as well as legal action. Students violating this policy also may be required to attend a drug education class.

Electrical appliances

The electrical system is not designed to carry heavy loads of electrical equipment. Electrical appliances, including air conditioners, sun lamps, space heaters, lava lamps and appliances requiring halogen light bulbs are not permitted within University Housing. Additionally, cooking appliances such as hot plates, electric frying pans, toasters, toaster ovens and slow cookers are not permitted within the residence halls. Grills (including George Foreman Grills) are not permitted in any university housing facility. Check electrical cords and appliances to ensure they are in proper working order. Do not run extension cords under rugs. When purchasing approved electrical appliances, look for the UL (Underwriters Laboratories) seal on both cords and appliances. Check electrical outlets and bar plugs to ensure they are not overloaded. Surge protectors with internal breakers are recommended. University Housing reserves the right to unplug any electrical outlet or bar plug for health and safety reasons.

The electrical system is checked regularly to ensure the stress on the system is safe. If at any time it is determined that the electrical pull on the system is becoming unsafe, students may be required to remove some of their electrical appliances and take them home.

Questions regarding the appropriateness of any given electrical appliance can be directed to the Housing Office, 448 Hamlin.

Elevators

State law prohibits smoking in elevators. Anyone found tampering with (i.e., prying open elevator doors) or overcrowding the elevators with people or furniture may face disciplinary action along with service charges. Residence hall staff may, for reasons of health and safety, shut down elevators for an indefinite period of time.

Elevators in the residence halls have the following maximum capacity: Hamlin can hold a maximum of 1,500 pounds; Vandenberg can hold a maximum 1,750 pounds; Hill and Van Wagoner can hold a maximum of 1,500 pounds; Oak View Hall can hold a maximum of 4,500 pounds.

Firearms

Firearms are prohibited in Oakland University Housing residences. A firearm is permitted on campus only if a student registers and stores it with the Oakland University Police Department (OUPD). Any and all persons with a state approved concealed weapons permit are also required to register and store the firearm with the OUPD. Any resident in possession of a firearm may be subject to immediate suspension from University Housing and/or Oakland University, as well as legal action.

Fire alarms

Once a fire alarm sounds, all residents must vacate the building immediately. Failure to exit in a prompt and orderly fashion and evacuate to the parking lots may result in disciplinary action. Staff may check rooms during fire alarms. When leaving your room, please remember to lock your door and take your key and OU ID. Students who have registered a disability with Disability Support Services, or who have a disability that impairs their ability to leave the building under their own will, should notify their residence director at move-in so that an exit plan may be identified.

Fire hazard

Candles, oil lamps, incense burners, open flame or continuous burning objects or devices, flammable liquids, and other items that present a fire hazard are prohibited in University Housing. The only permissible forms of incense are aerosol cans, electric potpourri pots and plug-ins. Flammable liquids such as lighter fluid, gasoline, kerosene or gas engines are not permitted within 25 feet of University Housing.

Live trees and wreaths are not permitted. All imitation trees and wreaths must be removed from lounges and rooms prior to departure for holiday recess. Floor, hallway or lounge decorating must pass fire code inspection. Paper products or flammable materials should not hang from ceilings nor cover walls. Light fixtures should not be covered.

Students may not place or store bed parts, loft pieces, furniture, trash or personal belongings in the hallways. Stairwell, hallway and fire doors should never be propped open.

Fire safety equipment

Tampering with or misuse of the fire alarm systems, fire extinguishers or any other fire safety equipment is prohibited and subject to prosecution under state law. The action of tampering with such equipment places the lives of everyone residing and working in the residence in danger. Any student found tampering with any fire safety equipment, including fire extinguishers, smoke detectors, thermal detectors, fire alarms, fire extinguishers, and fire hoses may be immediately suspended from University Housing and/or Oakland University and may be subject to legal action and service charges. Do not hang anything from the sprinkler heads, or from any other fire safety equipment, as they may discharge, causing a flood.

Furniture

University furniture and equipment are to remain in designated public areas. University furniture and equipment must not be taken from its original location without authorization. Students found removing lounge furniture, study room furniture or any other university property will be assessed a \$25 service charge and face disciplinary action.

Guest policy

A resident is allowed a maximum of two (2) guests per day or evening. Guests are defined as any non-resident of Oakland University Housing. Residents also are allowed visitors at any time. Visitors are defined as Oakland University Housing residents not assigned to the room they are visiting. All guests and visitors must have picture identification available upon request. Picture identification may include: driver's license, state identification card, military identification card, passport or Oakland University identification card. The total number of visitors, guests and assigned room occupants cannot exceed three times the assigned occupancy of a space, i.e., a maximum of three (3) persons in a single room, six (6) persons in a double room, etc.

Residents assume financial and behavioral responsibility of their guests. Guests may stay free of charge, but their stay is limited to two (2) days. This includes and is not limited to: parents, siblings, children, spouses, friends and significant others. Guests must remain with their host at all times, and may not be left alone in an apartment, room or suite. For situations where you may need or want to have a guest for longer than this, you must obtain advance permission from your residence director. The consent of your roommate(s)/suite mate(s) is required for all overnight guests. All members of University Housing are responsible for securing the community's welfare by communicating to visitors the expectations established through these policies and procedures.

Residents accept full responsibility for the behavior of their guests or visitors.

A resident whose guests violate University Housing or Oakland University policies may lose their privilege to sign in guests for a minimum of one semester or session. University Housing staff can require, when the situation warrants, all but the assigned occupants of a room to leave.

Guests of residents living in the residence halls (not apartments) must be signed in at Nightwatch between the hours of 8 p.m. and 5 a.m. Guests who visit the residence halls prior to 8 p.m. must return to the Nightwatch station with their resident host at 8 p.m. to officially sign in. Residents must escort their guests at all times during their stay. Guests found anywhere in University Housing without a host may be required to leave, and the resident host will be subject to disciplinary action. Anyone who attempts to gain improper access to any University Housing unit will be considered a trespasser, and may be subject to legal action (see trespassing policy).

Guests are not permitted during holiday recesses or semester/session breaks. University Housing reserves the right to limit guest passes during specific times, such as move-in week, final exams and other times as posted.

This policy provides the opportunity for residents to entertain guests in their rooms. This policy does not sanction cohabitation or sexual activity. Overnight guests are not allowed for first-year students during the first weekend of the fall semester.

Hall closings/Exception to stay requests

All residents of the residence halls are required to leave the residence halls during holiday recesses and semester/session breaks by the last day of final exams. Holiday recesses and semester/session breaks are not included in room and board fees. Residents of the apartments and cottages are permitted to stay over breaks (except summer break) at no additional cost.

Housing will be provided for individuals who demonstrate an exceptional need to stay late, overnight or during an entire holiday recess or semester/session break after the halls close. Exceptional need is based on the traveling distance from your home or permanent place of residence to the residence halls. An exception may be granted depending on whether you live out of town (beyond the Southeast Michigan area), out of state, out of country, and/or are employed on or near campus. In case of employment, you must submit a letter from your employer verifying employment and your schedule during the recess or break. Requests to stay late will not be approved after the deadline. Forms are picked up from the University Housing Office and returned for review. \$10 per night in cash will be due when picking up your holiday key.

Guests are not permitted during any holiday recess or semester/session break.

Propping open entrance doors and other actions that allow other students or strangers to gain access to any University Housing facility are not permitted. If this policy is violated, you will be asked to leave, and disciplinary action will result. In the event that a "holiday" key is issued, failure to return the "holiday" key by the first business day after the halls re-open will result in a \$25 charge. Exception to Stay request forms are required for students who wish to leave their belongings in their room between winter and summer sessions.

Harassment

Harassment of a university employee or university student is defined as any behavior, including gestures or swearing, that is directed at or in the presence of a staff person or student and is meant to intimidate or be combative.

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. University Housing does not tolerate intimidation, invasion of privacy, or any threat to the well-being of another or their property that is communicated verbally, in writing or over any communication (phone, computer, etc.). No person shall threaten to harm or exhibit behavior that threatens to harm another person. No person shall physically or verbally assault, harass, batter or intimidate another. No person shall abuse or threaten any University Housing staff member. This includes the use of profane language and slamming of doors.

Hoverboards

Hoverboards, also known as self-balancing scooters, are not permitted within University Housing buildings or on surrounding University Housing grounds.

Identification of individuals

Certain privileges are extended to individuals by virtue of their membership in the University Housing community. In order to protect the community's welfare, the integrity of this identification must be maintained. No person shall permit another to use his or her identification, including a student identification card or key, for the purpose of improperly gaining access to a student residence and/or its facilities, including offices, lounges, laundry rooms, the community center, computer lab or mailboxes. No person shall permit use of, share or sublet their residence. No person shall fail to take responsibility of his or her visitors or guests, which includes informing them of policies and being responsible for their behavior within University Housing residences and while on university grounds or at university functions.

Students and guests are required to present university or picture identification to university staff members upon reasonable request. University staff members are defined as all university employees, including all University Housing staff.

Illegal downloading

Illegal downloading of any kind, including the use of programs such as LimeWire or BitTorrent, is prohibited on campus, and a conduct process that includes a temporary ban from the network will be carried out if you are caught by any governing body. Please visit the university's website on downloading for more information.

Keys and lockouts

Room/building keys are distributed to residents at check-in. Residents should be protective of their key(s). Residents may not loan, duplicate or possess keys other than the one signed out to them at check-in.

When residents are locked out of their room, apartment or cottage between 8 a.m. and 5 p.m., Monday through Friday, they can check out a loaner key for 24 hours at the Housing Office, 448 Hamlin Hall, or the Student Apartments Office in the 4000 building of the Ann V. Nicholson Apartments. Residents must present picture identification or be identified by a University Housing staff member to obtain a loaner key. If the loaner key is not returned after 48 hours, the resident may be charged \$25 for recoring his or her room door lock. When residents lose their room key, they must report it to the Housing Office and will be charged \$25 for recoring their room door lock. The recore is necessary to ensure the safety of residents and their property.

If residents are locked out of their room after 5 p.m. on weekdays or any time on weekends, they should contact an available University Housing staff member in their building to unlock their room door. Between 5-7 p.m., if a building staff member is not available, they may stop in at any reception desk to have a staff member contacted. The RA on duty starts their shift at 7 p.m. The names and telephone numbers of RAs on duty

are posted on the main floor of each residence hall building and at the entrance of every apartment building.

An accumulation of three lockouts within any given semester will be reviewed and may result in disciplinary action.

Laundry

Laundry machines are available for resident use only. Money or tokens are not needed to operate the machines. Mechanical difficulties with washers and dryers should be reported to University Maintenance using the My Housing portal or to the maintenance trouble line at (248) 370-2954. Never leave your belongings and/or clothes unattended in the laundry room.

Lofts

Hamlin Hall, Hill House, Oak View Hall, Vandenberg Hall, Van Wagoner House provide loftable furniture. In these rooms, personally built lofts are prohibited. Personal lofts are permitted in student rooms in Fitzgerald House, and must be freestanding. Platform lofts (i.e., false floors) are not permitted. All lofts must be registered. Registration forms are available on the University Housing website or from a University Housing staff member. A copy of the completed registration form, with the signatures of all owners and appropriate staff members, must be attached to the loft in a visible location. Suggested guidelines and specifications are available in the Housing Office, 448 Hamlin.

Lofts must be disassembled the weekend prior to final exams. No loft construction or removal may be done during final exams. Residents who fail to disassemble their lofts will be charged a \$75 service charge.

Misrepresentation

No person shall misrepresent himself or herself to any other person as a student, resident, or employee of the university. No person shall misrepresent his or her identity for an improper or unlawful purpose.

Nightwatch

Nightwatch operates seven days a week during the academic year, from 8 p.m. until 5 a.m. in all halls.

During 8 p.m. and 5 a.m., all persons must enter residence hall buildings (except for the apartments and cottages) through the Nightwatch station and show proper identification. Proper identification for residents is their university identification card. Proper identification for guests is picture identification. Acceptable pieces of identification are a valid driver's license, state identification card, military identification card, passport or current Oakland University identification card. Failure by residents to present ID when entering the residence halls after 8 p.m. may result in a documented verbal warning. An accumulation of three documented verbal warnings will result in further disciplinary action. Guests who do not possess the proper identification listed above, or are under the age of 16, must email the graduate residence director at nightwatch@oakland.edu 24 hours in advance of 8 p.m. for sign-in approval. In cases where the resident host is the parent/guardian/host of the minor guest, the name and phone number of the person with whom the child resides at his or her permanent address is required so that an emergency contact is available if the host is incapacitated.

Parents, legal guardians and family members are also required to be signed in, with the exception of move-in, move-out periods. In the halls with the Nightwatch program, each resident is permitted to sign in up to two (2) guests per evening. All guests who enter the

building must show proper identification and must be signed in by a resident of that building. Guests will receive a Nightwatch pass that must be in their possession at all times.

Residents and their signed-in guests may visit other buildings together. However, resident hosts are required to show their IDs, and their guests are required to show their Nightwatch passes and picture ID, which must be in their possession at all times. Resident hosts also are required to sign a guest log at the Nightwatch station. Guests must accompany their resident hosts at all times. Hosts must travel from building to building with their guests.

A guest may not be signed into more than one building during an evening. Guests who are involved in any inappropriate behavior and/or violate any policies or procedures will not be allowed to sign into another building during the same night. Residents assume full responsibility for the behavior of their guests and visitors. Guests must be accompanied by their resident hosts at all times during their stay. Guests may stay overnight, but may not stay on campus for more than two (2) consecutive days/nights (see Guest policy). Anyone who attempts to gain improper access to any University Housing building will be considered a trespasser and treated as such (see Trespassing policy).

Please note: During the time period between move-in and the official start of classes, no guests are permitted.

Non-discrimination policy

Oakland University is committed to providing equality of opportunity to all persons. In a society that relies on an informed, educated citizenry, no one should be denied the opportunity to attain his or her fullest potential. The university shall strive to build a community that welcomes and honors all persons and that provides equal opportunity in education and employment. The university complies with state and federal laws, including Title IX, that prohibit discrimination. To carry out these commitments, the university has adopted the following administrative policies: (1) 710 — Administrative Guidelines Prohibiting Discrimination; and (2) 711 — Guidelines for Handling Discrimination Complaints.

To lodge a complaint, contact the Dean of Students Office at (248) 370-3352.

For more information, please visit oakland.edu/policies and review Policy 710 and Policy 711.

Painting and decorating

Painting is prohibited. Wallpaper, paneling, mirror tiles and other decorative items that deface walls, ceilings or floors also are prohibited. Installation of bookcases and other similar items is permitted if the units are freestanding. Affixing such units to the walls, ceilings, floors, etc., is prohibited.

Personal electronic equipment use

Use of any device capable of broadcasting a wireless signal in any manner is PROHIBITED in all University Housing buildings. This includes, but is not limited to, wireless routers, wireless printers and cell phone hot spots.

Desktop hubs and switches are not permitted on the Oakland University network per University Policy #850.

Pets

Students are not permitted to have cats, dogs, birds, rodents and other fur-bearing animals, reptiles and amphibians, living or non-living, in University Housing. Fish are the only pets allowed and only with roommate approval. Fish must be confined to a bowl or aquarium (not to exceed 10 gallons). For service and therapeutic animals, please contact Disability Support Services.

Protection of personal property

The university expects students to take reasonable precautions against theft of personal property by locking their doors whenever they leave their rooms. Because it is difficult to trace and identify stolen property, residents should keep a written record of the descriptions and serial numbers of all valuables as well as mark them permanently. Records of these items should be kept in a location known only to the owner, but readily accessible and available to police officers in the event of theft. All losses should be reported to the housing staff and the police. The Oakland University police will take a statement from you and file a report of the theft (insurance companies require the loss be reported to the proper authorities before they will honor a claim).

The Department of University Housing strongly recommends all residents carry property insurance. Check your parent's or legal guardian's homeowner's insurance to see if your personal property is covered.

Quiet hours

Quiet hours provide an environment that promotes academic success. **The rights to study and sleep take precedence over the right to engage in any activity that disturbs others.**

Quiet hours in every building are:

Sunday – Thursday	11 p.m. – 7 a.m.
Friday – Saturday	1 a.m. – 7 a.m.

All other times are considered “courtesy hours.” At the end of each semester, 24-hour quiet hours are instituted on all floors beginning at 11 p.m. on the last day of classes and continuing throughout final examination week. If behavior is continually disruptive, students may be required to vacate University Housing one hour after their last exam or immediately as designated by University Housing. When students are required to leave, they may not return to the halls, apartments or cottages, except by appointment and escorted by a staff member, and then only for purposes of moving and checking out of their rooms.

It is expected that students be considerate of their peers and mindful that everyone is operating under a different schedule. It also is important to remember the University Housing community is structured to provide an active and energized living environment. This is accomplished through many planned and spontaneous interactions and programs. In planning all programs and activities, strict attention is given to scheduling activities that encourage maximum participation and reduce disruptions to the environment and residents.

In most cases, a resident violating the quiet hours policy will receive a documented verbal warning. An accumulation of three documented verbal warnings will be reviewed and may result in further disciplinary action. During 24-hour quiet periods, more serious disciplinary action may result, including removal from University Housing.

The following behaviors are considered violations of the quiet hours policy:

- A. The use of any musical instruments or electronic and/or sound equipment at a volume that interferes with the study or sleep of any resident at any time
- B. Participation in horseplay or sports, such as football or Frisbee, in the hallways
- C. Shouting or playing music out windows
- D. Loud, disruptive parties
- E. Loud conversations in lounges, hallways and rooms that disturb others, or which occur during quiet hours
- F. Amplifiers and subwoofers are not permitted in residences.

Quiet hours also should be observed outside University Housing, particularly in the parking circles. If there is a noise problem, contact a University Housing staff member or Oakland University police for assistance. Disciplinary action may result if a resident is found violating the quiet hours policy or courtesy hours requests outdoors within 25 feet of University Housing.

Refrigerators

Portable refrigerators are permitted in residence hall rooms under the following conditions:

- 1. The refrigerator must not exceed the following specifications: 4 cubic feet maximum capacity.
- 2. The refrigerator must operate in full compliance with all sanitation and safety standards set forth by the university.
- 3. There is a limit of one portable refrigerator per person or two per room.
- 4. Refrigerators must be emptied, defrosted and unplugged before departure for semester break.

Room changes

Room changes are scheduled during the second weeks of September, October and January. Students will receive notification via email of room change dates. Room changes after these dates are granted only through a special exception made by the residence director and the assistant director of residence life. Disciplinary action and a \$25 service charge will be assessed for any unauthorized (illegal) room changes. You must follow the proper check-out procedures for room changes (see "checkout procedures for between semesters and sessions," "contract releases" and "room changes policy").

Students who live in rooms with an open space can be assigned a new roommate(s) or be assigned to a new space at any time. University Housing retains the right to move students or terminate contracts of students who violate the terms of their contract agreement.

Room occupancy and use

As an assigned occupant of the room, you are responsible for the behavior of guests and visitors in your room. You can only occupy and place belongings in your assigned room.

Residents may not use their rooms or mailing addresses for the purpose of conducting business where money or services are transacted.

To ensure sanitary and congenial living conditions, periodic checks may be made during and between semesters or sessions. Rooms found in unsatisfactory condition must be cleaned immediately by the room occupants or they will be assessed charges for excessive cleaning done by the housing maintenance staff. Reasonable sanitary conditions must prevail.

Security

Building security is a concern and responsibility for all residents. Residents must avoid taking actions that jeopardize building security and must report security concerns and violations immediately to the housing staff and/or university police. It is your responsibility and that of your guest(s) to comply with building security procedures and policies.

Smoking

Oakland University is a smoke-free campus. Smoking is defined as having a lit cigar, cigarette, pipe, electronic cigarette, vaporizer or matter or substance that contains tobacco. In accordance with the Oakland University smoking policy, smoking is not permitted on any Oakland University property. Complaints involving smoking by housing students and their guests can be made to the assistant directors or director in the Department of University Housing, 448 Hamlin, (248) 370-3570; the residence director, 4000 Ann V. Nicholson Apts., (248) 370-2581; or to the Dean of Students Office, 144 Oakland Center, (248) 370-3352.

Students and their guests violating this policy may be subject to University Housing and university disciplinary action. State law also provides for a civil fine of not more than \$100 for a first violation and a fine of not more than \$500 for a second or subsequent violation of the Michigan Indoor Clean Air Act (MCLA 33.12601 et. seq.).

Smoke detectors

Each student apartment and residence hall room comes equipped with a smoke detector. Please report to the 24-hour maintenance line, extension (248) 370-2954, if you suspect your smoke detector needs servicing. Disabling smoke detectors is a punishable act subject to disciplinary action.

Solicitation and distribution

The university has a policy for solicitation and distribution, which is available at the Dean of Students Office, 144 Oakland Center. Students are prohibited from operating a business out of their room. Door-to-door solicitation and distribution is prohibited in the residence halls, apartments and university parking lots. If you encounter an individual or group soliciting and distributing in University Housing residences, contact a University Housing staff member immediately).

Toilet paper

You may not stockpile rolls of toilet paper in your room or suite. The limit is two rolls per room or four rolls per suite.

Trespassing

To ensure the health and safety of all residents and staff, access to any University Housing building is governed by the following:

USE OF THIS FACILITY IS RESTRICTED TO RESIDENTS OF THIS BUILDING, UNIVERSITY EMPLOYEES AND BONA FIDE GUESTS OF RESIDENTS. UNAUTHORIZED ACCESS WILL SUBJECT VIOLATORS TO CRIMINAL PROSECUTION FOR TRESPASS, PURSUANT TO MCLA 750.552.

If you encounter an unauthorized person in a residence, immediately contact a University Housing staff member or the Oakland University Police Department. Propping open entrance doors and other actions that allow other students or strangers to gain improper access to any University Housing facility are not permitted.

Unauthorized entry

There are areas in and around University Housing residence buildings where students are not permitted for reasons of health and safety. Those areas include, but are not limited to, the roofs of all buildings, window ledges, mechanical maintenance rooms, custodial closets, steam tunnels and elevator shafts. Residents are not allowed to enter other resident rooms without the expressed permission of the occupants of the room. Residents also are not allowed to enter or store their belongings in unoccupied rooms.

University ordinances

Students are expected to familiarize themselves, and act in accordance, with university ordinances. These ordinances can be found at oakland.edu/deanofstudents/student-code-of-conduct/university-ordinances-and-regulations.

Weapons

Devices that can be used as weapons (knives, nunchuks, firearms, air rifles, BB guns, switchblades, Mace, pepper spray and other chemicals, etc.) or resemble weapons (water pistols, super soaker squirt guns, etc.) as well as any explosive devices (firecrackers, etc.) are prohibited in University Housing.

Windows and outside walls

Students cannot place objects, such as stereos or speakers; throw objects, such as bottles, food, paper or clothing items; and/or spit from open windows. Students cannot lean out of, sit in, or walk in and out of open windows. Window screens must not be removed from windows. A \$25 service charge may be assessed for replacing your window screen.

For health and safety reasons, as well as for the appearance of the buildings, banners, fliers, posters and other forms of advertisement are not allowed to hang on or outside from balconies, lounge windows or individual room windows. Outside walls cannot be defaced by chalk, any form of spray paint or food. For more appropriate suggestions on advertising a program or event, please contact the Housing Office, 448 Hamlin, (248) 370-3570.

UNIVERSITY HOUSING OTHER RESOURCES

UNIVERSITY ORDINANCES

University Student Code of Conduct

University Housing residents are also subject to the Student Code of Conduct as published by the dean of students office. To review the Student Code of Conduct, please visit oakland.edu/studentcodeofconduct.

University Ordinances

University Ordinances as upheld by the Oakland University Police Department can be found at oakland.edu/police/campus-safety/ordinances.

RESOURCES

Oakland University

Oakland University Police Department

emergency calls

911

non-emergency calls

(248) 370-3331

Oakland University Counseling Center

(248) 370-3465

Office of the Dean of Students

(248) 370-3352

Hospitals

Crittenton Hospital, Rochester

(248)-652-5311

Pontiac Osteopathic Hospital

(248) 338-5332

St. Joseph Mercy Hospital, Pontiac

(248) 758-7000

Crisis Lines

HAVEN, Pontiac (sexual assault, domestic violence)

(248) 334-1274

24 Hour Facility

Havenwick Hospital, Auburn Hills (Mental Health)

(248) 373-9200

Common Ground 24-Hour Crisis Line

(800) 231-1127 or

(248) 456-0909

Suicide Hotline

(800)-SUICIDE

(800) 784-2433

Crisis Hotline

(800) 273-TALK

(800) 273-8255

Toll-Free Crisis Line

(877) 922-1274

APPENDIX

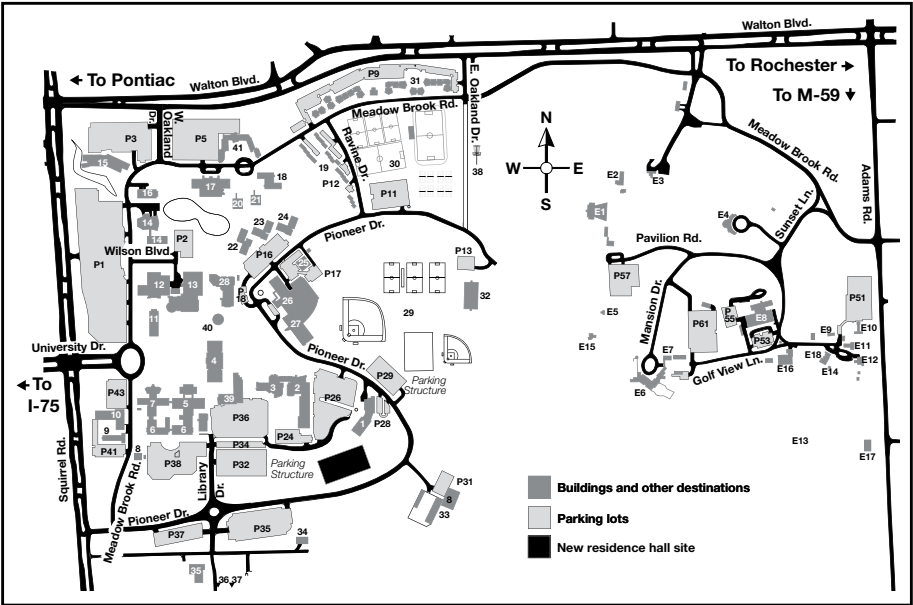
RESIDENT STUDENT BILL OF RIGHTS

Each resident student possesses certain individual rights and responsibilities that must be held in high regard. Each resident also must respect the rights of other students. This document defines the rights and responsibilities of resident students, in actualizing their freedoms without placing constraints upon such rights of other residents. The basic rights of a resident student include:

1. The right to read, study and sleep in one's room as well as utilize any residence hall or apartment area for its intended purpose, free from undue interference (i.e., unreasonable noise and other distractions) that inhibits the exercise of this right
2. The right to expect that a roommate will respect one's personal belongings
3. The right to a clean environment in which to live
4. The right to free access to one's room and facilities without pressure from a roommate
5. The right to privacy
6. The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other residence hall students
7. The right to redress grievances free from fear of intimidation, physical harm and/or emotional harm, including the right to due process
8. The right to expect reasonable cooperation in the use of "room-shared" appliances
9. The right to expect properly functioning facilities and equipment within the residence halls that have been provided for residence halls usage, as well as timely maintenance of these facilities and equipment when problems arise

These rights are subject to review by University Housing. Process of mediation involving students and residence hall staff is the primary process by which conflicts are resolved. Nothing in the Residence Hall Student Bill of Rights and/or its implementation shall deny any individual her/his basic rights guaranteed under the United States Constitution nor deny other alternatives for redress of grievances that are available under the individual's status as a student and as a citizen of the state of Michigan.

Oakland University House Policy Committee Residence Halls Association.



MAIN CAMPUS

Anibal House (ANI)	23
Ann V. Nicholson Student Apts (AVN)	31
Athletics Center (ATH)	26
• Aquatics Center	
• O'rena	
Belgian Barn	9
Buildings and Grounds	33
Central Heating Plant	25
Dodge Hall (DH)	5
Electrical Substation	35
Elliott Carillon Tower	40
Elliott Hall (EH)	3
Engineering Center	39
Facilities Management (FM) (Future Site)	8
Fitzgerald House (FTZ)	22
George T. Matthews Apartments	19
Graham Health Center (GHC)	16
Grizzly Oaks Disc Golf Course	38
Hamlin Hall (HAM)	18
Hannah Hall of Science (HHS)	7
Hill House (HIL)	20
Human Health Building (HHB)	15
Kettering Magnetics Lab (KML) off map	36
Kresge Library (KL)	4
Lower Fields	29
Mathematics and Science Center (MSC)	6
North Foundation Hall (NFH)	12
• Admissions	
• Student Services	
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O'Dowd Hall (ODH)	28
• Registrar	
Pawley Hall (PH)	1
• Lowry Center for Early Childhood Education	
Police and Support Services Building (PSS)	10
Pryale House (PRY)	24

Recreation Center (REC)	27
South Foundation Hall (SFH)	11
Sports Bubble	32
Storage Facility (GUS)	34
Oak View Hall	41
Van Wagoner House (VWH)	21
Vandenberg Hall (VBH)	17
Varner Hall (VAR)	2
• Varner Recital Hall	
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• Oakland University Art Gallery	
Upper Fields – playing fields enhancements	30

MEADOW BROOK ESTATE

Baldwin Pavilion (BP)	E1
Carriage House	E7
Danny's Cabin	E15
Dr. Berton London Practice Area	E9
Golf Cart Storage Building	E16
Golf & Learning Center (GLC)	E12
John Dodge House (JDH)	E11
Katke-Cousins and R&S Sharf Golf Courses	E13
Knole Cottage	E5
Meadow Brook Greenhouse	E10
Meadow Brook Hall (MBH)	E6
Meadow Brook Music Festival	E3
Shotwell-Gustafson Pavilion	E8
• Clean Energy Research Center	
• OU INCubator	
Starter Shack	E14
Steve Sharf Clubhouse	E18
• Patti Finnegan's Pub & Grille	
Sunset Terrace (SST)	E4
Trumbull Terrace	E2
Varner House	E17

