

 MONTANA STATE UNIVERSITY BILLINGS

2010 / 2011

Housing Handbook





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WELCOME

Welcome to the Residence Life program at Montana State University Billings. We are excited you have chosen to live on campus and believe your decision will help you be successful as a student at this University. Living on campus provides you with the opportunity to meet new people; quick access to campus facilities; and opportunities to get involved in campus life and programs. We hope you make the most of this experience.

UNIVERSITY HOUSING

This handbook is provided to help you maximize your residence hall experience. The information contained here can help:

- Enable you to become more familiar with our residence hall system-its services, programs, facilities, staff, policies, and procedures.
- Acquaint you with the philosophy and goals of Residence life at MSU Billings.
- Inform you of many of your rights and responsibilities as a residence hall community member.
- Serve as a reference guide.

It is important that you have an overall understanding of the MSU Billings residence hall program. This handbook may answer many of your questions. Please take the time to thoroughly read it and become familiar with your campus home.

In addition, your residence hall staff members are valuable resources who can provide clarification and information about the residence hall and campus communities. Please feel free to address any questions to hall staff.



DORM vs. RESIDENCE HALL

It has been a long, long time since the days of “dorm” mothers and 10pm curfews. For the next nine months, your residence hall will be your home and should be treated as such. It will be a place in which you will learn much about yourself, grow tremendously, and have a lot of fun!

- Dorm (dorm) n. 1. place for sleeping 2. building or part of one with sleeping rooms.
- Residence Hall (rez idenz hol) n. 1. where college Students develop personally or mature 2. a college building in which experiences and programs result in positive growth.

LIFE IN YOUR RESIDENCE HALL

In your new home, you will find:

RESIDENCE HALL DIRECTORS

- A full-time professional with a bachelor’s or masters degree.
- Responsible for the administration of your halls.
- Available for addressing concerns, counseling students, facilitating community living.
- Can be reached by calling their office or visiting their office in the main lobby.

RESIDENT ASSISTANTS

- Are students just like you!
- Answer your questions.
- Help you with your academic, social, or personal concerns.
- Plan programs and enforce policies and procedures.
- Help facilitate community living and floor community.
- Are a valuable resource, get to know your RA!



CUSTODIAL STAFF

- Are a part of your floor community and deserve respect and consideration.
- Work diligently to clean your lobbies, kitchens, bathrooms, and much more!
- Will clean your hallways, but not your rooms!

HOUSING STAFF

- Director of Housing
- Assistant Director of Housing
- Petro and Rimrock Hall Directors
- Operations Manager

All of the staff in your residence hall or in the housing office are specially trained staff who are here for you. Please treat them with respect at all times!

RESIDENCE HALL PROGRAMMING

WHAT ARE PROGRAMS?

A program is an event designed to enhance your learning and development or help facilitate floor community. You'll learn something new and have fun at the same time. Sometimes these activities will happen spontaneously on your floor, and other times, your RA will plan an activity for your floor or hall.

Throughout the semester, programs will be presented on your individual floors, in the main lobbies, and in the Student Union. Keep an eye out for program announcements in your community!

WHY SHOULD I ATTEND PROGRAMS?

You'll spend a great deal of time on your floor or in your residence hall, so it is important to become involved and connected. By attending programs, you will get to know the students in your hall.



RESIDENCE HALL ASSOCIATION

The Residence Hall Association (RHA) is a student organization for all students living in the residence hall. RHA also provides education and social activities for residence hall students. Students are encouraged to get involved in leadership positions in RHA and also participate in the social activities and program presented by RHA. Simply by living in your hall you are a member of RHA, so take advantage of all that is available.

COMMUNITY LIVING

Living in a residence hall means becoming part of a community of students. This community is a dynamic place, composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another in an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

RESIDENCE HALL COMMUNITIES INCORPORATE THE FOLLOWING:

- Education: to ensure that teaching and learning Takes place outside the classroom.
- Openness: so ideas and thoughts can be discussed freely.
- Respect: to ensure that the individual accepts Obligations to the community and is held accountable for individual actions.
- Involvement: so that all individuals have a voice in decisions concerning their community.
- Ownership: to ensure all individuals care for their building facilities and adjacent property.



YOUR RIGHTS IN THE COMMUNITY INCLUDE:

To socialize in your hall; to sleep and study without disturbance; to live in a supportive and stimulating community; to live in a safe, secure, healthy, and clean environment; to enjoy access to a variety of programs, services, and facilities; and to involve yourself and others in promoting an educational, open, respectful, caring, involving, and celebrative community.

YOUR RESPONSIBILITIES WITHIN THE COMMUNITY INCLUDE:

To consider the needs of other students in the community and balance them with your own needs; to promote care of the physical facilities, equipment, and services; to communicate with other residents and staff members to let others know when they are disturbing you; to demonstrate a commitment to the community by getting involved; to promote campus and individual safety; and to demonstrate dignity and respect for all individuals.

All residents are expected to keep their room in a good sanitary condition and maintain proper personal hygiene.

Living on campus at MSU Billings affords you many opportunities to face challenges head on, achieve in a variety of areas and grow as an individual. However, these things only happen when you actively participate and support the community ideals stated here.

Adapted from In Search of Community, Ernest Boyer, Carnegie Foundation for the Advancement of Teaching.

YOU AND YOUR ROOMMATE

This section was prepared to assist roommates in learning about one another so they may be able to live together harmoniously. The variety of topics attempts to provide a broad cross-section of the potential encounters you will have when sharing living space. Your roommate needs to know your general personal background, your attitude and emotions, your values (feelings, attitudes, opinions), and personal preference.

The term “sharing” is most important here because residence hall living requires a concept of cooperation, whether it is with your roommate or with other residents on your floor.



You can begin with a willingness to share some of yourself with your roommate. Open and honest communication usually ensures a satisfactory roommate relationship.

The questions outlined below are provided to help you get started. Take each question separately — be open, be honest, and be complete. If you have difficulty talking about an issue or subject, make note of it and tell your roommate that you would like to come back to it.

PERSONAL BACKGROUND:

You should start by using the questions below to give your roommate some basic information about yourself — the place where you have grown up, information about your schooling, your family, your hobbies, your interests, etc. Try to offer more than “I’m from Austin and I’m interested in the outdoors.”

Members of my family include:

I am glad to be away from home because:

I was not glad to leave home because:

I chose Montana State University Billings because:

PERSONAL VALUES:

In this section, you are being challenged to communicate — try and share ideas, issues, and values. Learn what you should know about each other. This is the most crucial portion of you and your roommate section, because it will help establish the basis for your living arrangements.

How do I want our room to be utilized?

I expect our room to be...

Who will clean what and when?

How about friends and visitors in our room?

How about overnight guests?

My feelings about my personal belongings are...

My feelings about smoking are...

Grades and studying are...

I prefer to study...



ATTITUDES AND EMOTIONS:

Attitudes and emotions (our feelings and how we express them) are an important part of us. We convey feelings both verbally and non-verbally. This portion of you and your roommate encourages you to clarify the emotions and attitudes that you express.

I am generally (reserved, outgoing, etc.)...

My pet peeves are...

When I am:

...angry, I generally...

...frustrated, I generally...

...sad, I generally...

...concerned, I generally...

...excited, I generally...

...happy, I generally...

It is (easy, hard) to talk about my feelings. Why?

OUR REACTIONS TO EACH OTHER:

Last but not least, you are at the point of drawing some conclusions and identifying positive and negative factors in your living situation with your roommate.

Some things that I have learned from this discussion are...

An important difference between us is...

And we will work on this by...

My roommate and I agree that we will do the following, if conflict occurs between us...

ROOMMATE AGREEMENT

Successful roommates stick things out by helping one another through the good times and the bad times. Don't quit on your roommate. We, the residents of room____ in _____ Hall agree to the following on this ___ day in the month of _____ in 20____.



1. We have completed the You and Your Roommate section and discussed each item with one another.
2. The You and Your Roommate section is a tool to assist us in being responsible and courteous roommates.
3. We expect one another to:
 3. We will do the following, if conflict occurs between us:

Roommate #1

Roommate #2

FINANCES

Handling finances is an educational experience. Avoid your expenses exceeding your income. Establish a budget. Know what's coming in and what's going out

INCOMING

MONEY FROM HOME
PART TIME WORK
SCHOLARSHIPS
FINANCIAL AID
WORK STUDY

OUTGOING

TUITION
BOOKS
ROOM AND BOARD
SNACKS AND FOOD
SUPPLIES
TRAVEL AND GAS
SHOPPING
ENTERTAINMENT

We also caution you to use credit cards wisely. Many companies send offers to college students and this is an essential piece of financial management and planning.

You are also responsible to take care of your student account and residence hall room and board payments.



This is essentially the first time you are “renting” your own living space and need to handle your account responsibly. If you do not pay your installment payments on time, our office will be contacting you. We encourage students to take responsibility and be proactive in communicating your financial situation. If you are going to be late on a payment, are waiting for financial aid, or have extenuating circumstances, communicate those concerns with us prior to receiving a late payment notice from the office.

GET INVOLVED!

Students who get involved in the total college experience are more likely to be successful as students at MSU Billings. We strongly encourage you to consider a leadership position in RHA, invite you to attend hall and floor programs, and offer your RA assistance in helping with floor programs or community events.

The Student Union and Activities office also offers over 40 student clubs and organizations to get involved in. Each week they publish a full calendar of student events and activities for students to participate in.

Take advantage of the leadership opportunities available to you.





Residence Hall Policies and Procedures

1. Contract Information

A. Housing Contract:

Residents who sign their Housing Contracts have entered into a legally binding agreement with MSU Billings for the purchase of housing for the eight-month academic year. Once a student has moved into the residence halls, he/she is bound to the contract, and may only be released for the following reasons (upon completion of a contract release form):

1. Withdrawal from MSU Billings
2. Graduation from MSU Billings
3. Internship or student teaching assignment out of the area
4. Medical condition
5. Extreme financial circumstances
6. Marriage
7. Academic suspension
8. Misconduct suspension
9. Dropping below 12 credits (if not approved through the Credit Exemption Request form for dropping)

B. Room Deposits:

All residents must submit a Room Damage Deposit in order to reserve a room on campus. This deposit reserves room space and serves as a returnable damage deposit.

The Room Damage Deposit is kept in a resident's account until such time that the resident leaves the residence halls. The Room Damage Deposit may carry over from one year to the next as a resident reserves a room on campus for the following year.

C. Refund Policy:

1. If a resident submits an application and deposit to reserve a room in the MSU Billings residence halls, but cancels the reservation in writing at least 2 weeks prior to the beginning of the first semester of the contract, the room deposit will be refunded.



Cancellation less than 2 weeks prior to the start or 2 weeks into the semester will result in forfeiture of the room damage deposit. Room cancellation requests must be submitted in writing.

2. Any resident accepting and/or signing for a room key will be financially obligated by the contract for the entire semester. Cost of key replacement is \$45.00.
3. Residents who wish to cancel their housing contracts and move out of the residence halls should arrange to be granted a release from the Office of Housing and Residential Life. Students who are no longer registered are required to arrange contractual release with the Office of Housing and Residential Life and must vacate their rooms within 48 hours of withdrawal.
 - a. Residents who wish to cancel their current housing contracts during the current academic semester must complete a Contract Release Form with the Housing Office. Please **keep** in mind the residency requirements stated in section 6. The student will be billed according to the schedule set forth by the Office of Housing and Residential Life. The resident's room deposit and/or room refund will be applied against any and all outstanding charges to MSU Billings before any refunds are granted. If a resident fails to complete a Contract Release Form and submit it to the Housing Office for approval, a \$50.00 fee will be assessed on that student's account for failure to follow proper procedure.
 - b. At a specified time in November, all residents will have an opportunity to change their room assignment and meal plan for the upcoming spring semester.



Failure to make any changes by the date required will result in automatic room and board charges for the next semester. Changes after that date may result in additional fees.

- c. Residents who cancel their housing contracts for the spring semester prior to the end of the fall semester must properly check out of their rooms with a Resident Assistant by 12:00 noon on the day following the end of final exams unless they have written permission to stay from the Office of Housing and Residential Life. If the room is not vacated prior to the check-out date and proper check-out procedures are not followed, the resident will be charged for an improper check-out and required to remove his/her belongings. If a resident leaves items in his/her room without properly checking out, the resident will be charged storage for up to 30 days, after which time belongings will be disposed of as abandoned property. Storage will be charged at \$5.00 per day beginning the night the halls officially close for the semester.
- d. Residents who have signed a contract for the academic year and decide to cancel their room during the break (see Section 1, G of the Residence Halls Policies and Procedures) will be required to:
- Submit a written cancellation
 - Pay a \$50.00 contract cancellation fee and
 - Forfeit their \$100.00 room damage deposit. Residents who signed an Interim Break Contract will also be charged for the nights they indicated on their housing interim break contract.



- e. Residents who have signed a contract for the academic year and decide to cancel their contracts within the first 2 weeks of the semester, and have NOT made a payment on their account for that semester housing charges will be subject to:
- A \$50.00 cancellation fee,
 - Forfeiture of their \$100.00 damage deposit and
 - Daily rate charges for the nights they stayed in their rooms during the semester, as well as the dates indicated on their interim break contracts.

- f. Residents who have signed a contract for the academic year and decide to cancel their contract within the first 2 weeks of the semester, and HAVE made a payment of $\frac{1}{4}$ of their housing charges for that semester will:
- Receive a room refund according to the schedule set forth by the housing department,
 - Be charged a \$50.00 cancellation fee but,
 - Will NOT forfeit their room deposits.

These refund, break charges, and room deposit refunds are in effect regardless of the reason for the cancellation. Exceptions are NOT made for students who have lost their financial aid or been suspended from the University for academic or misconduct reasons. Students who are notified in writing by the University during the break period that they have been suspended for academic reasons are no longer eligible to stay in the residence halls during the break period



and must properly check-out of their rooms within 48 hours of notification of academic suspension and will be subject to the charges outlined in the Student Affairs Handbook.

4. Prorated refunds are given through the first eight (8) weeks of the semester.
5. Room Damage Deposit refunds will first apply to any outstanding charges on the student's account. The remaining credit will be sent in the form of a check to the resident's forwarding address. If there are no outstanding charges on the account, then a check for the full deposit will be mailed.
 - Fulfills the current Housing Contract.
 - Properly checks out of his/her room with a Staff member.
 - Has no outstanding balance or room damages.

OR

- Cancels housing reservation at least two (2) weeks prior to the beginning of the first semester of the contract. Room cancellation requests must be submitted in writing.

A Room Damage Deposit will NOT be refunded if a resident:

- Cancels housing reservation within two (2) Weeks prior to the beginning or within the first two (2) weeks of the semester of his/her current reservation.
- Is suspended from the residence halls or Institution for misconduct reasons.

It takes approximately 5-6 weeks from the date of checkout to receive a refund of the Room Damage Deposit. The resident's accounting records are reviewed by several offices on campus prior to the check being printed and mailed. At the end of the semester or academic year, there is a larger volume of student records to review. This is the reason for the 5-6 week time frame.



D. Installment Plans:

Installment Plans may be arranged with the Business Office (McMullen Hall B-4, phone 657-2301) to allow students to pay for their expenses in four (4) payments throughout the semester. All residents must pay their first installment of a fourth of their total charges by the second day of classes unless fees have been arranged by the Business Office. If a resident fails to make this payment or any of the subsequent installment payments, he/she will be subject to eviction from the residence halls with a 48-hour notice for failure to meet his/her financial obligations.

E. Check-In:

Resident students will be expected to complete a Housing Application and Contract before checking into a room in a residence hall. Upon checking into a room, a student is financially bound to the contract. Proper check in procedures include:

1. Complete Application. A Room Damage Deposit must be included with the application.
2. Complete a Housing Contract.
3. Complete Room Inventory and sign for room key. Signing the inventory sheet verifies the condition of the room and its contents at the time of check-in. All damages should be listed on the sheet at that time.
4. Complete Student Information Card and return to Resident Assistant.
5. Complete the ResNet Contract.
6. Complete the Phone Contract.
7. Get your mail combination.
8. Move in.
9. Pay fees.
10. Join a student organization! Get involved! Enjoy the year!

F. Check-Out:

Residents will be billed for their rooms until such time that they properly check-out of their rooms. At the end of the year or at the time of check-out all residents must complete the following procedures:



1. Arrange a time with the Resident Assistant to check-out. At the end of spring semester, residents will be given the option of completing an Express Check-out. The Express Check-out packet outlines all the procedures a student is required to complete in order to properly check-out using this method. Complete and sign the room inventory sheet verifying the condition of the room when moving out.
2. When the resident signs the check-out sheet, all charges will be listed on the sheet at that time. By signing the sheet, the resident is agreeing to the conditions and charges listed on the inventory sheet.
3. Clean room and move out. All original furniture must be in the room and in the same arrangement as when the resident moved in. All contact paper must be removed and all surfaces must be cleaned.
4. Complete Change of Address Card.
5. Turn in room key.

See Section **1, B** on Room Deposit and **Section 1, C** on **Refund Policy of the Residence Halls Policies and Procedures** for additional information regarding charges that may be assessed as a part of the Check-Out process. A \$25.00 Improper Check-Out Fee will be assessed if Check-Out procedures are not followed.

G. Holiday/Break Housing:

In this policy and in all policies to follow, regarding this issue, the term “break” shall refer to the time period between the closing of the residence halls at the end of Fall semester and the opening of the residence halls at the beginning of Spring semester, as well as the time period from the last day of the second or third summer session to the opening of the residence hall at the beginning of Fall semester.

Students who are living on campus during the semester preceding the break and have signed a contract for the academic year may stay in the residence halls during the break for a minimal charge based on number of dates indicated on their break contract. The interim break contract contains a specific list of interim break contract policies and procedures and must be signed by the resident



wishing to stay over the break. Students who are involved in misconduct situations during the semester or owe money on their accounts may be denied housing during break periods. Students must contact the Office of Housing and Residential Life prior to the Friday before the end of the semester to make arrangements to stay during the break and complete an Interim Break Contract. A \$25.00 late charge will be assessed for all Interim Break Contracts received after this deadline.

H. Room Assignments:

Residents applying to live on campus are able to request a specific room and/or roommate, or indicate a preference for type of floor and roommate they would like. Returning students have the first opportunity to request specific rooms. Room assignments for all students are confirmed beginning in mid July. At that time, notices are sent to all students who have applied indicating where to find their hall, room and roommate assignment information. Residential Life and Housing reserves the right to deny an application from a former residence hall student who was evicted, has a history of delinquent room and board payment, caused physical damage to the facility or violated other contract terms during their previous term.

I. Room Changes:

All room changes must be arranged through the Office of Housing and Residential Life. If you are requesting a room change during the semester for roommate problems, please see the Hall Director first. Students wishing to make a room change must come to the Housing Office, SUB 221, and obtain a Room Change Authorization Form. This form is then routed to the Hall Director and Resident Assistant to ensure all proper check-out procedures are followed. Failure to properly check out of one room before moving to another will result in a \$25.00 Improper Check-Out fee.

J. Room Consolidation Procedure:

If a resident is living in a double room and his/her roommate moves out, the housing office will contact the student with the name of a



new roommate, a list of names they can contact, or give them the option to keep the room as a single room if space is available. This may require the student to move rooms in order to match up with another student in a double room. The student must accept the new roommate that has been assigned to his/her room or move to the reassigned open double room by the specified date. If the resident fails to complete the necessary move, he/she can be charged the single room rate if space is available.

All Petro end rooms must have two residents and they will not be assigned as single rooms.

There are times when a student has a double occupancy contract, but may live alone in a double room. It is a requirement for students to be prepared to have a student move into that space at any time. This means the bed is not being used, the closets are empty and available, and the room is generally available for occupancy at any time. If the space is not available upon entry for a student, you will be required to make that space available for a student to be assigned into that space and you will be assessed a single room fee for the period the space was unavailable or until a new roommate is assigned whichever is greater. This does **NOT** grant you a single room.

K. Room Damages:

Residents will be financially responsible for all damages, which exceed normal wear and tear. Residents found vandalizing any university property will be charged for the damages and will be subject to misconduct action.

L. Single Rooms:

A limited number of single rooms are made available at the beginning of the year to be reserved as “guaranteed singles.” Residents may request a single room when they apply to live on campus, and these requests will be honored if space is available in the residence halls. All single rooms are made available on a first come/first served basis. An additional charge of \$395.00 per semester is assessed for single room rate.



***NOTE: All Petro end rooms must have two residents and they will not be assigned as single rooms.**

M. Credit Requirements:

Students living in the residence halls must be actively pursuing a full-time class load (this is defined as attending classes on a regular basis). Full-time status for graduate students is 9 or more credits; full-time status for undergraduate students is 12 or more credits. Exemptions to this policy must be approved in advance by the Director of Housing and Student Life. A credit requirement exemption form must be completed and returned to the Office of Housing and Residential Life for approval. Resident students who fail to fulfill this requirement may be subject to eviction from the residence halls.

N. Felony Conviction:

Any student applying for Housing or Family Housing that has a felony conviction, or any student who is convicted of a felony while living on campus will be reviewed on an individual basis to determine if the individual will be allowed to reside in the Montana State University Billings residence halls or a family housing complex.

2. General Residence Hall Policies

A. Appliances:

Avoid overloading outlets with too many cords and do not use extension cords with frayed wiring or poor connections. Check the wiring and casing on appliances. Residents may have radios, stereos, and televisions in their rooms if they keep the volume at a level that does not disturb others. If a resident's stereo speakers are large enough that they cause a noise disturbance for other residents, the Hall Director and Resident Assistants may request that the speakers be removed from the room. Use of electrical appliances for the preparation or storage of food other than coffee pots or refrigerators (4 cubic feet or smaller) is not allowed. Microwaves are specifically prohibited. The wiring system is NOT intended for items that place a heavy load on the system, such as microwave ovens.



B. Building Entrances:

All residents must follow the building entrance policies as posted at the entrance of each building. The buildings are secured 24 hours a day and residents must show their ID to enter or follow the technology systems available to identify their status as a resident. All guests must be checked in before entering the building. Petro Hall guests must check in at the window and Rimrock Hall guests must check in at the front desk.

C. Ceiling Tile Removal:

Removal of ceiling tiles for any reason (ie: storing items in ceiling) is not allowed.

D. Combustible Materials:

Combustible materials such as propane, gasoline, kerosene, and items containing combustible materials (i.e. lanterns) are not permitted in residence halls.

E. Cooking:

Kitchens are provided on every floor. No appliances with exposed elements may be used in student rooms. Misuse of kitchens may result in the facilities being closed. Residents are responsible for keeping kitchens clean and removing their dishes. All items left in the kitchen area are subject to removal. If students living on the floor wish to leave cooking items in the cupboards and drawers, please notify the Resident Assistant and custodian on the floor. Housing staff is NOT responsible for these items.

F. Desk Storage:

Desks may not be put in storage unless the resident is living in a designated single room and has two desks in the room.

G. Laundry:

Free laundry facilities are provided on each floor for resident use only. Residents must clean out washers and dryer lint traps after each use. Non-resident's laundry is prohibited and will be removed. Residents are responsible for watching their own clothes, and the



Housing department assumes no responsibility for theft. Misuse or consistent damage to the laundry equipment may result in the loss/closing of services.

H. Lost Keys:

A fee of \$45.00 will be assessed for any lost key. A \$15.00 fee will be assessed for lost outdoor keys if you were issued one. Security of the resident rooms is of primary importance; therefore, locks are changed and new keys are made whenever a key is lost. Keys may not be duplicated.

I. Lounges and Balconies:

These areas are provided for the residents as an informal gathering place. Quiet/courtesy hours apply to these areas at all times. Balcony doors will be locked at 10:00pm. All padded furniture must remain in the lounges. Throwing objects off the balcony is prohibited and will result in misconduct action. MSU Billings is not responsible for any personal items left in lounges, lobby areas, laundry rooms, or kitchens – and items left are subject to removal. Smoking is prohibited on the balconies.

Anyone found with lobby furniture in their room will be charged a \$25.00 fine and must return the furniture immediately to the appropriate place.

Common areas in residence halls (lounges and lobbies) are for the use of the building's residents and their registered guests. Only groups or individuals invited by residents or staff may make informative or educational presentations in the hall lobbies. The residence hall staff will monitor and schedule all presentations or events.

No group or individuals may schedule residence hall common space for regular meetings or activities (ie. Campus club meetings, bible studies, political groups, etc.) except for activities directly sponsored by the hall staff and made available to all students. Presentations or activities may not include the sale of product or services, nor may residence hall facilities be used for personal profit or gain.



J. Maintenance Requests:

All maintenance requests must be turned in to the Hall Director or to the Maintenance Requests drop box located on the main floor of each residence hall. Maintenance requests are NOT to be called directly to Facility Services or to the student maintenance worker. Questions or concerns regarding maintenance requests may be directed to a Hall Director. If you have an emergency situation (sink flooding, lock broken) that needs immediate attention, please phone it in to the Hall Director, Housing Office or contact your front desk. Light bulb change request forms are located at the Maintenance Drop box in each lobby. If you have submitted a request and you want to follow up on the status, please contact your Hall Director or the Office of Housing and Residential Life. By submitting a maintenance request you are granting permission to enter your room, unless otherwise specified.

The response time will depend on the nature and severity of the maintenance problem, but we will respond to all problems in a timely manner.

Each room is equipped with its own steam radiator that is controlled by adjusting the thermostat mounted on the wall of the room. During freezing weather, NEVER COMPLETELY TURN RADIATORS OFF! Doing so may cause the radiator to freeze and result in extensive water damage. The cost of repair is the RESIDENT'S responsibility.

K. Moving Furniture:

All furniture in residents' rooms must remain in the rooms unless arrangements are made with a Resident Assistant to make changes. Desk storage is only allowed if the resident is living in a designated single room and has two desks in the room. A charge of \$25.00 will be assessed for bed storage. Furniture in floor lounges must remain in the proper area. Residents found with lounge furniture in their rooms will be charged a fine for removal of the furniture (\$25.00 per item) and be asked to remove the furniture immediately. Fire codes state that no more than two beds and no more than two desks are allowed in the rooms.



L. Personal Property:

MSU Billings is not responsible for the personal belongings and property of students living in the residence halls, regardless of how the damage is caused. Students are encouraged to carry appropriate personal property insurance. Students are also expected to lock their doors and carry their keys with them at all times.

M. Phones:

The new phone service works with voice over the internet and not traditional phone lines, so you will need to use the phone that is checked out to you when you sign up for the phone service. You will be unable to use your own phone. You will be given a phone information sheet and the fee will be assessed to your student account. If you damage this phone charges will be assessed. There is no voicemail on the University's phones.

N. Posters:

Residents may decorate their residence hall rooms with posters and other similar decorations as long as they do not cause damage to the room (nails, hooks, screws, etc. are not permitted). You must have your room number visible on your room door at all times. Residents are financially responsible for all damage or loss in designated rooms. Placing signs in windows and on the exterior of room doors in university residence halls is considered a resident's privilege. Any resident who chooses to express his/her creativity, via his/her window or door assumes the responsibility for balancing his/her personal tastes with the image of the total community. Controversial, antagonistic, or pornographic materials may draw personal confrontations from others within the community who may be offended by the content. Posters of an offensive nature cannot be placed in public view; i.e. windows, showers, outside doors, etc.

***Helpful Hint—When placing posters on walls, use poster putty. Masking tape pulls paint off walls and the surface off the ceiling tiles (use pins in tiles). Please do not use nails in the walls.**





O. Refrigerators:

Residents may bring refrigerators into their rooms at no additional charge. Size is limited to residence hall models (4 cubic feet or smaller). **NO FULL-SIZE REFRIGERATORS ALLOWED.** Refrigerators are to be empty and unplugged during the break periods if the resident is not staying in his/her room.

P. ResNet:

Each room has internet access. Residents must log any problems with their connection at the front desk of their respective hall for the RTA to check and activate the port for their room. Each student is responsible for their own port and internet connection. Each resident will sign a ResNet contract during check-in, outlining the policies of MSU Billings internet usage. As stated in the ResNet Contract, the MSU Billings Information Technology Department has the right to disconnect the internet port for improper usage. There are limited services the RTA and IT department have to help with your computer. You may be responsible for taking your computer off campus to have it looked at.

Q. Room Lock-outs:

If a resident is locked out of his/her room, a key may be checked out at the hall desk by showing a valid MSU Billings ID or driver's license. The key must be returned within one week or the resident will be billed and a lock change will be processed. Contact the RA or Hall Director to retrieve an ID from a residence hall room in order to check-out a key.

R. Showers and Bathtubs:

Residents and registered guests using the showers or bathtubs are not allowed to shower in a shower stall or use a bathtub area with another individual. All shower stalls and bathtub rooms are to be utilized by one individual at a time.

S. Traffic and Parking Regulations:

Go to the Campus Police Office located in the parking garage on Poly Drive and obtain vehicle permits the first week of



the semester. Permits can be purchased by the semester or for the entire year. See Parking in Section IV, C and Section IX, K of the Student Affairs Policies and Procedures for more information.

T. Trash:

Chutes are located on each floor and may be used from 9:00am to 10:00pm daily. Residents are asked to keep the surrounding area clean and all boxes must be torn apart before being disposed of. Any resident found disposing of garbage in the hallway will be assessed a charge to clean up the garbage. Please do not put cinder blocks down the trash chutes.

U. Waterbeds:

Waterbeds are not allowed in the Residence Halls.

V. Window Screens:

All screens must be kept on the windows. A \$15.00 fine will be assessed to anyone removing screens. For the safety of everyone, residents are not allowed to drop or throw objects from or at residence halls windows, balconies, or ledges.

3. Residence Hall Services and Activities

A. Bikes:

Bicycles may be stored in the designated bike storage room areas on specific floors. These rooms are not secured and do not offer security in these areas. Students should use a bike lock to secure their bike. The bike storage areas are only secured by the lock and chain provided by the bike owner and are not monitored or locked by the Housing staff. MSU Billings is not responsible for items stored in storage rooms or bike rooms. Bikes left in the storage room at the end of spring semester will be inventoried and kept for 90 days and then disposed of as abandoned property, unless arrangements were made with the Hall Director in writing.



B. Computer Labs:

Each residence hall has a Computer Lab with PCs and a printer located at the front desk. The computer room hours are limited to the hours that the front desk and night watch staff are on duty. The computer room is open limited hours during holidays and vacation periods. At this point, there is no charge for printed pages. Anyone found abusing this privilege (75+ pages at one time) may be charged \$0.10 per page.

C. Fitness Center:

A fitness center is available on the main floor of Petro Hall when the desk is staffed. Participants must complete a safety waiver and check in and out with the desk worker to utilize the array of cardio equipment. Participants are encouraged to wipe down equipment after use in an effort to prevent disease transmission.

D. Food Delivery:

Students who order food from local delivery companies need to be available in the main lobby when the food arrives to pick up your order. If you give your cell phone to the company as a contact, we are not responsible to contact you by cell phone from the front desk. Please clarify with the company when you order the food that you will meet them in the main lobby to pick up your delivery or that they will use their phone to contact you when they arrive in the main lobby.

E. Front Desk:

The front desk is staffed in the lobby of each residence hall on a regular basis. Services at the front desk include sale of stamps, laundry detergent, and computer CD's; check-out of brooms, mops, and vacuums; change for vending machines; information on hall programs; and phone numbers of the campus offices.

F. Ice Machines:

Each residence hall lobby is equipped with a complimentary ice machine. Students may dispense ice at their leisure, but are encouraged to not make a mess.

G. Ironing Boards:

Ironing boards are available in the laundry room on each floor of the residence halls. Irons are available for check-out at the front desk with a student ID.

H. Kitchens:

There is a kitchenette on each floor of the residence halls accessible to all residents. Each kitchen is equipped with a stove, microwave and sink. Cleaning of the kitchen areas is the responsibility of those utilizing the facilities.

I. Mail/Packages:

Residents will receive mail through the residence hall mail boxes located in the main lobby of each residence hall, Monday through Friday, with the exception of holidays. Packages may be picked up at the mailroom in McMullen Hall during the business hours of 8:00 am to 5:00 pm during the school year and 7:30 am to 4:00 pm during the summer. Mailing addresses are sent to new residents prior to their arrival on campus so friends can be notified and magazines can be forwarded to the appropriate address.

When checking out of the residence halls, residents must fill out an address change card, and first class mail will be forwarded for ninety (90) days after the effective date on the address change card. Residents are encouraged to change addresses with newspaper and magazine subscriptions prior to moving out of the halls, as they are not forwarded.

J. Medical Problems & Emergencies:

The Student Health Service is located in the Petro Hall Complex and provides basic health care to students from 8:00am to 5:00pm Monday through Friday. Residents with specific medical concerns should contact the Resident Assistant for additional information. Counseling services are also available through the Student Health Services at no additional charge. For emergency illness or injury call 911 and contact your RA.



K. Residence Hall Association (RHA):

The Residence Hall Association is a student-run organization responsible for generating, organizing, and implementing a variety of events and programs for students living in the residence halls. In addition, it serves as a governing organization complete with appointed resident officers. RHA provides an opportunity for residence hall students to get actively involved and develop leadership skills. RHA serves to enrich on-campus living, which plays a vital role in the total college experience.

L. Residence Hall Staff:

The Residence Hall staff includes the Director of Housing, Residence Hall Directors (one per hall), Resident Assistants (one or two per floor), Nightwatch, and Office Staff. All staff are dedicated to helping residents take total advantage of the on-campus living experience and be successful in their pursuit of a college degree.

M. Security/Campus Police:

The MSU Billings Campus Police Department is staffed with P.O.S.T. (Police Office Standards Training) certified Police Officers 24-hours a day to serve your law enforcement needs. Programs relating to issues of personal safety and crime prevention are available upon request, and information regarding those issues is available on a continuous basis. Students are encouraged to report any suspicious or criminal behavior to the Campus Police Department. Specific and individual concerns will be addressed to fit student needs in order to enhance the campus experience. The Campus Police Department may be contacted at any time by calling extension 2147 for non-emergencies and 657-2222 for emergencies. Current campus crime data in accordance with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act is posted on the MSU Billings website (www.msubillings.edu) or available at the Campus Police office.



N. Sick Tray System:

Students who are ill and practicing self isolation may utilize the Sick Tray System through Dining Services. Students can call 406-657-2381 to place a sick tray order which they can have a friend pick up for them or can be delivered to them by the housing staff. Students should also notify the Housing Office if their illness prevents them from leaving their rooms (406-657-2333).

O. Storage:

No storage space is available for residents to store luggage or extra boxes. However, a bike storage room is available on specific floors. Residents storing a bike in this area must provide their own chain and lock. The bike storage areas are only secured by the lock and chain provided by the bike owner and are not monitored or locked by the Housing staff. MSU Billings is not responsible for items stored in storage rooms or bike rooms. Bikes left in the storage room at the end of spring semester will be inventoried and kept for 90 days and then disposed of as abandoned property, unless arrangements were made with the Hall Director in writing.

P. Study Lounges:

The Housing and Residential Life Office is committed to helping residents attain academic success. Study lounges are provided in Petro Hall to provide space for residents to concentrate on academic pursuits.

Q. Vending:

Each residence hall has an area set aside for pop and candy vending machines. U-cards can be used in the vending machines in each of the lobbies in Petro and Rimrock Hall. Problems should be reported to the Business Operations Office, McMullen Hall 1st floor West (657-2023).





4. Residence Hall Rules and Regulations

****Violation is subject to misconduct action****

A. Marijuana-Drug Policy:

No illegal drugs or drug paraphernalia are permitted (see **Part IX, B, 2B of the Student Affairs Policies and Procedures**).

- **Medical Marijuana Permits:** Although Montana state law permits the use of medical marijuana, i.e., use by persons possessing lawfully issued medical marijuana cards, federal laws prohibit marijuana use, possession and/or cultivation at educational institutions and on the premises of other recipients of federal funds. Possession of a valid and appropriately held Medical Marijuana Permit identification card does not authorize a Resident or his/her guests to possess, use, or distribute marijuana in any university residence hall or apartment, university-owned property or in any public area of the university. Students who request and receive a valid and appropriately held Medical Marijuana Permit identification card during the term of the Residence Halls contract, may submit a written request and copy of the MMP card to the Director or Assistant Director of Housing & Residential Life to petition from release from their contract without financial penalty. Written requests will be evaluated on a situational basis and refunds are not guaranteed, but may be considered.

B. Liquor (Alcohol) Consumption:

- The legal drinking age in Montana is 21.
- Personal consumption of alcoholic beverages by residents of legal drinking age or their invited guests (also of legal drinking age), in private living quarters in the residence halls or other campus living units, shall not unduly interfere with the rights of others, nor cause the normal operation of the residence halls or campus living unit to be disrupted.
- Individuals who are not residents may not bring alcohol into the residence halls.
- No alcohol is permitted in community gathering places; i.e.—lobbies, elevators, stairwells, balconies, hallways, etc. (see **Part IX, B, 2A of the Student Affairs Policies and Procedures**.)

- At no time will any size keg or party ball or large quantities of alcohol be allowed in the residence halls.
- Residents must close their doors where alcohol is legally being consumed in an effort to avoid noise violations.
- Students, who are not of the legal age, may not be present in a room where alcohol is present or being consumed.
- It is illegal for those of legal drinking age to provide alcohol to Any person under 21 years of age.
- Residents who are not of the legal drinking age may not display or store empty alcohol containers in their room.
- The sale of alcoholic beverages on campus is prohibited.

C. Solicitation/Sales:

No solicitation/sales will be allowed in the Residence Halls. Violators will be escorted out of the Residence Halls (see Part VII of the Student Affairs Policies and Procedures).

D. Weapons and Explosives:

No firearms, ammunition, weapons, fireworks, explosives, noxious materials, incendiary devices, dangerous instruments, pellet guns of any kind, rifles, paint ball guns, or other dangerous substances are allowed in the residence halls or on campus property or buildings. Switchblade knives, bayonets, and all concealable weapons with blades over three (3) inches in length are prohibited on campus and within the residence halls at any time (see Part IX, B, 2C of the Student Affairs Policies and Procedures).

E. Room/Hall Damages:

Residents will be financially responsible for all damages which exceed normal wear and tear in their room. Any damages to lounges, restrooms, etc. will be charged to the resident responsible for the damage. Rooms will be checked at both the time the resident checks-in and checks-out. Corporate charges may be assessed to the wing, floor, or entire building if common areas are damaged. The Housing Department reserves the right to lock off bathrooms, kitchen, or laundry rooms that have been excessively damaged or vandalized in order to have the area repaired and/or identify the person(s) responsible.

F. Quiet Hours:

Quiet hours are in effect from 10:00pm to 8:00am Sunday through Thursday and 11:00pm to 8:00am on Friday and Saturday. (Noise that can be heard further than two doors away is too loud). In addition, “courtesy” hours are in effect 24 hours a day. These hours allow for the normal pursuit of academics during non-quiet hours.

G. Visitation:

The residence halls are secured 24 hours/day for residence protection and safety. Guests may visit the residence halls under the following conditions:

1. The guest must register at the front desk 24 hours a day. Please check guests in at the window (Petro Hall) near the front desk or desk area in Rimrock Hall.
2. Guests must show a valid MSU Billings ID, Government Issued identification, or Montana State University issued college ID. No out of state, University of Montana, or private college identification cards will be accepted. Guests must be over 18 years of age or have obtained a guest pass.* Residents can check-in a maximum of 3 guests at one time and must accompany their guest at all times.
3. Residents of Rimrock and Petro Hall may enter the opposite building by showing their ID from 8:00am to 10:00pm without checking in with a resident. Residents still must present a valid MSU Billings ID.
4. Guests need to check-out at the front desk area when they leave.

H. Overnight Guest Policy:

A residence hall student may have an overnight guest under the following conditions:

1. The resident occupies a single room, or has obtained the permission of the roommate if he/she occupies a double room.
2. Residents must sign in guests through the appropriate procedures in each hall and the guest must show a MSU Billings ID or driver’s license. Residents can check-in a maximum of 3 guests at one time and must accompany their guest at all times. Guests must check out when they leave.



3. The stay may be for a maximum of two (2) nights. For stays longer than two (2) nights, arrangements must be made with the resident's Hall Director. Guests are limited to a maximum of 20 nights per semester anywhere in the residence halls.
4. Any resident or guest who is in violation of the guest Visitation policy may be subject to misconduct action by the Hall Director.
5. All residents are responsible for the actions of their guests. All guests must comply with all residence hall rules and regulations. If a guest of a resident is found in violation of a rule or regulation, he/she may be denied entrance to the residence halls.

Residents who have guests who violate policies, may be denied the privilege of checking in guests for the remainder of the semester.

***Note:** No minors are allowed in the residence halls without the prior approval of the Office of Housing and Residential Life. Residents may obtain a guest pass for minors at the Housing Office, Student Union 221, Monday through Friday, 8:00am to 5:00pm by filling out the appropriate paperwork or from a Hall Director on duty after hours. Residents must obtain the pass at least 48 hours in advance. Permission must be granted from a parent or a legal guardian of the minor. Housing and Residential Life has the right to refuse a request for minor visitation for safety and liability reasons. The minor must be accompanied by the host student at all times during the stay.

I. Smoking:

Smoking is not allowed in any public area of the residence halls, balconies or in any residence hall room. In addition, the entrance area of each building is non-smoking 30 feet out. The areas along the outside of the building where smoke can carry to the student rooms on the 3rd floor is also a designated non-smoking area.



Students found in violation of the no-smoking policy will be subject to misconduct action. There are designated smoking areas available in the parking lot area outside of Rimrock and Petro Hall.

J. Incense:

The burning of incense, scented candles, cigars or any other substance, such as sweet grass or sage, creating a noxious odor in the halls is prohibited.

K. Candles:

No candles are allowed due to fire hazard.

L. Fire Alarms:

Treat all fire alarms as if they were the real thing. All residents must evacuate the building immediately, when the fire alarm sounds. All students need to exit down the closest stairwell, if it is safe to do so and out the fire doors. Any students who do not evacuate the building are subject to misconduct action. Anyone found tampering with any fire equipment will be subject to misconduct action and possible criminal prosecution (see **Part IX, B, 21 of the Student Affairs Policies and Procedures**).

Fire safety information:

Fire extinguishers are strategically located throughout each residence hall floor. They are to be used only in the event of a fire. If you are found tampering with them you could be charged a fee to refill. Exit signs are considered fire equipment and are placed to guide residents to exit routes in emergency situations. They are not to be covered or tampered with.





Smoke Detectors are also sensitive pieces of fire equipment. Actions that result in the activation of a smoke detector, tampering with fire alarm apparatus and equipment (including removing smoke detectors or batteries) or false alarm may result in criminal penalties.

If a smoke detector is beeping, the battery probably needs replaced. Please contact your hall director for a replacement.

Before a fire occurs, you should prepare yourself by knowing the location and route of your escape via the closest exit. A smoke alarm can wake you, but an escape plan can help save you. Fire drills occur periodically throughout the semester and are designed to provide an opportunity to help residents hear alarms and evacuate the building.

If a fire occurs, please follow the fire safety procedures outlined below:

1. Keep your head low and move quickly to the nearest exit. Crawl, if you can, so you do not breathe smoke.
2. Touch the door before opening it. Before touching the door handle, cover your hand for protection. Intense heat, deadly smoke, or gas may be on the other side.
3. Do not waste time getting dressed, looking for keys, or Gathering valuables. Leave the building immediately and stay out.
4. Alert other occupants of the building and residence hall staff.

M. Pets:

Pets are not allowed in resident rooms, lobby areas or public spaces with the exception of fish.

N. In-Hall Sports:

To promote consideration of others and to protect facilities and fire safety equipment, any recreational activity; i.e. frisbee, racquetball, golf, water fights, soccer balls, hackey-sack, running, etc. occurring on residence hall floors is prohibited. This includes, but is not limited to wrestling, rollerblading, skateboarding, riding bicycles, and the tossing, throwing, or kicking of any items.



0. Room Inspection and Entry:

MSU Billings is committed to respecting the student's right to privacy. However, the right to enter rooms and perform required maintenance, to determine the condition of university property, and to regulate suspected violations of university rules and regulations is reserved. Rooms will only be entered in accordance with State law, which requires prior written notice be given in all cases which are not deemed emergencies by virtue of belief that the occupant or the facility is in imminent danger or University policy is being violated. This notice may be individually addressed or a general notice may be posted on each floor.

Procedures:

1. Fire Drill Checks: During fire drills, rooms will be entered for the purpose of determining if all residents have evacuated. Students will be required to leave their rooms during a fire drill. This action is for the protection of your life.
2. Emergency situations which warrant entrance of rooms:
 - a. Occupant has been missing for an extended period of time for unknown suspicious reasons or is reported missing by a roommate, friend, or parental call of concern.
 - b. Occupant calls for help verbally or by telephone.
 - c. Residents and/or their belongings are threatened by imminent danger.
 - d. Conditions in a room are a constant and annoying disturbance to other residents, for example: radios, alarm clocks, phones, stereos, etc.
 - e. The possibility of trespassers exists, indicating that residents are in danger.
 - f. There is reasonable cause to suspect University rules and regulations are being violated.
3. Room Entry:
 - a. Staff members should knock, but need not receive verbal permission, before entering a room if, in the mind of the staff member in charge, the danger is of sufficient magnitude.



- b. If an occupant refuses entrance to a staff member, the staff member may enter with a pass key, only if he or she is reasonably sure that the occupant or state property is in danger.
 - c. Room searching for contraband, such as Residence Hall fire fighting equipment, narcotics, university property, or items, which may endanger Residence Hall occupants, shall be done in accordance with state laws.
4. Spraying for Bugs
- a. All rooms will be sprayed for bugs twice a year.
5. Maintenance requests that have been submitted grant Permission to enter your room, unless otherwise specified.

If an authorized person enters a room when the resident is not present, a written note will be left indicating who entered the room, when they entered and for what reason.

Generally, staff will not enter a student's room to retrieve items for occupants who are not present or for other students who have left personal items in the room. Exceptions may be made, but staff will take precautions to protect themselves from possibly liability and have the right to refuse such requests.

5. Residence Hall Housing Misconduct Process

General Behavior:

Students are expected to conduct themselves in accordance with the laws of the state of Montana and the Federal Government, Billings City Ordinances, Board of Higher Education policies and the MSU Billings Code of Student Conduct regulations. In general, students are expected to behave in a considerate and reasonable manner, which respects the rights of the University and of any other person who may be affected by their actions.

There are a variety of ways in which University personnel will work with residents who are exhibiting inappropriate behavior in the



residence halls. Resident Assistants are often the first staff persons responsible for contacting students who violate a law, policy or regulation. Depending on the severity of the problem behavior, a resident will be addressed with one of the following actions:

A. Housing and Residential Life Actions

1. Verbal Warning
2. Meeting with the Hall Director
3. Eviction

B. University Misconduct Actions

1. See **part IX, B5 of the Student Affairs Policies and Procedures**

Housing and Residential Life Actions

A. Verbal Warning:

This is an oral statement to a resident that he/she is violating or has violated a MSU Billings Code of Student Conduct regulation. A verbal warning will generally consist of the Resident Assistant speaking to the resident and discussing the nature of the problem and ways in which the resident can comply with the rules. The Resident Assistant should set a time frame for the resident's compliance. The Resident Assistant will document the incident so that appropriate follow-up can occur. This documentation may also be needed in such case that further problems should arise.

B. Meeting with the Hall Director:

This is a formal action placing conditions on the resident's continued living arrangements for violation of specific regulations. When a verbal warning fails to bring about behavior change, a written incident report is generated and submitted to the appropriate Hall Director. The Hall Director then notifies the resident, whom is expected to meet with the Hall Director within three (3) working days of notification. In this meeting, the resident will be given an outline of expected behavior. If the resident does not comply with these expectations the Hall Director will refer the resident to the Office of Housing and Residential Life for further misconduct action. Further infractions may be referred to the Assistant Director or Director of Housing and Residential Life.



C. Eviction:

Resident students who flagrantly or repeatedly violate housing policies may be subject to eviction from the residence halls and/or referral to the University Misconduct Process. Students who flagrantly or repeatedly violate housing policies will be informed of their alleged violation(s), the date of the violation(s) and the name of the person(s) who were witnesses to the alleged violation(s), and staff members involved in responding to the complaint. The student will be given the opportunity to admit or deny the charges and may appeal a decision regarding an eviction to the Vice Chancellor for Student Affairs.

Complaints referred to the University Misconduct Process will be subject to the due process procedures and sanctions as outlined in the ***Code of Student Conduct Part IX of the Student Affairs Policies and Procedures***.

D. Alcohol Violations:

Any student involved in an alcohol related violation will be subject to misconduct procedures through the Code of Student Conduct. Prior to and/or concurrent to referring a complaint of an alcohol related violation to the Assistant Director or Director of Housing and Residential Life for institutional misconduct action, a student may also be required to participate in the Insight Program which is administered by the Office of Housing and Residential Life in conjunction with Student Health Services.

Procedures:

Step 1 - INSIGHT SEMINAR

If a student is involved in an alcohol related violation, he/she may be referred to participate in a Insight Seminar. This is an educational program, which provides information about drug and alcohol use. Students are invited into a dialogue about personal use or misuse of chemical substances. **A \$20.00 fee will be assessed to cover the costs associated with presenting the Insight Seminar.**



Step 2 - SCREENING AND ASSESSMENT

If a student continues to be involved in violations of the campus alcohol policies, he/she may be required to participate in a chemical dependency evaluation. A conference will be held with the student to discuss the results of the evaluation, to develop a plan for addressing the issue, and to include a clarification of actions that will be taken in such case that any further violations occur.

Step 3 - INTERVENTION AND REFERRAL

If additional violations of the campus alcohol policies occur subsequent to step 2, the student will be required to meet with the Vice Chancellor for Student Affairs to discuss the possible need for referral and participation in a chemical dependency treatment program. Any plans developed during this step may also be designed in conjunction with actions taken through the institutional misconduct process.

E. Drug Violations:

Any student found in violation of the University drug or drug paraphernalia policy will be required to meet with the Assistant Director or Director of Housing and Residential Life and be subject to misconduct procedures through the Code of Student Conduct. This may include immediate eviction from the residence halls.

F. College Misconduct Actions:

See the MSU Billings Code of Student Conduct Part IX, B for details regarding institutional misconduct actions related to violations in University and/or Residential Life policies.

6. Residence Hall Residency Requirement

As determined by the Montana Board of Regents, all students with fewer than 30 semester credit hours (45 quarter credit hours) are required to live in a Residence Hall. The following groups of students are automatically exempted:

1. Married students.
2. Single parents.



3. Students registering for eleven or fewer credit hours.
4. Students who reside with their parents.
5. Students over 21 years of age.

In addition, the following groups may request a written exemption:

1. Students residing with a member of their immediate family (grandparents, brothers, sisters).
2. Students who have a particular hardship including a physical or mental condition, which would preclude the possibility of living in a residence hall.
3. Students who have other extenuating circumstance that compel an exception.

Note: Nonexempt students with fewer than 30 credit hours (45 quarter credit hours) will automatically be charged for a room on campus unless an exemption is requested and granted.

All requests for exemption must be made to the Office of Housing and Residential Life. These requests must be made in writing and must be on the Housing and Residential Life Request for Exemption Form. This form can be obtained from the Department of Housing & Residential Life or online at www.msubillings.edu/reslife. Supporting documentation must be supplied with this request.

Processing Exemptions for Incoming Freshmen

1. Before the beginning of each semester, all new students who are potential residents will be informed about the Freshmen Residency Requirements. These students will be informed that their bill will reflect room charges unless they are granted an exemption from living on campus. These students will be required to apply for an exemption if they wish to request to live off campus.
2. After the beginning of each semester, the records of all freshman students will be checked to verify their compliance with the Residency Requirements.
3. If a student is not living on campus and has not applied for an exemption, and there is no reason to believe the student would qualify for an exemption the student will be contacted and



informed once again of the residency requirements. The student will be given an opportunity to make arrangements to move into the residence halls for Spring Semester, or submit a Request for Exemption. They will be notified that their registration will be withheld for the following semester if they do not receive an exemption or move into the residence halls.

Processing Exemption Requests for Current Residents

1. Students who are living in the residence halls but request to Move out before they meet the Freshmen Residency Requirements will be tracked, and the Registrar's Office will be asked to withhold registration privileges for any student who does not have an approved exemption to live off campus.
2. Students who do not qualify for an exemption, but are asked To move out of the residence halls for misconduct reasons, will not be able to continue as students at MSU Billings, for they will not be in compliance with the Residency Requirements.

