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MANSFIELD UNIVERSITY
MISSION STATEMENT AND VISION

Mission and Purpose:
Offering dynamic programs in the arts and humanities, natural and social sciences, and professional studies, Mansfield University of Pennsylvania prepares our students for successful lives and careers. As an inclusive public institution, Mansfield University provides our students with a welcoming environment, individualized attention, and meaningful opportunities to learn and grow within and beyond the classroom. Through the Mansfield experience, our students develop the knowledge, skills, and character necessary to achieve their educational and career goals.

Vision:
Mansfield University will be the leading higher education institution in the region. We will strive to:
- Provide students with the richest possible educational experience in a supportive environment.
- Nurture the whole student through an inclusive, diverse, and welcoming community.
- Develop academic programs that meet the needs of regional, state, and global communities.
- Collaborate with other educational institutions to achieve mutual goals and expand student opportunities.

Creed:
CHARACTER
We believe in integrity. We act with honesty and respect toward others. We take responsibility for our actions and reflect on their impact on ourselves and others.

SCHOLARSHIP
We believe in learning. We use rigorous, responsible, and critical inquiry to understand existing knowledge, acquire and share new knowledge, and apply what we learn. Each of us is both student and teacher.

CULTURE
We believe in celebrating humanity. We enrich ourselves and others by sharing and exploring our similarities and differences. We honor the past as we invent the future.

SERVICE
We believe in helping others. We work with others to improve the communities in which we now live and will touch in the future. Knowledge invests us with the power to improve our world and the responsibility to act.

“Character as the essential, Scholarship as the means, Culture as the enrichment, and Service as the end of all worthy endeavors.”
STUDENT LIVING
MISSION STATEMENT AND VISION

Mission and Purpose:
Student Living is a self-supporting program that exists as an integral part of the educational experience and academic support services of Mansfield University. Living accommodations and support services enhance the University’s mission for student retention, academic excellence and community involvement.

Based on the Association of College and University Housing Officers-International Standards, the Student Living program strives to:

- Provide a variety of residential facilities and services that are safe, clean, attractive, well maintained and comfortable.
- Provide an engaging environment and related programs that address topics such as education, life safety, leadership, diversity, and student development.
- Provide management services that ensure efficient and effective administration of all aspects of the program.
- Provide opportunities for students to realize their full potential as individuals, members of the residential community, members of the University, and to contribute to society as a whole.

Student Living accomplishes this mission by organizing activities that address individual needs and interests, developing and administering policies and procedures, advocating for students, and training and supervising the residence hall staff.

Vision:
Student Living strives to develop an interactive residential community marked by student engagement in learning and leadership opportunities and quality services. We seek collaborative partnerships with students, faculty and staff, and our community, to engage students.
STUDENT LIVING STAFF

Organizational Chart:

Contact List

Interim Dean of Students
Mrs. Dusty Zeyn – 319 Alumni Hall, dzeyn@mansfield.edu, ext. 4934

Management Technician
Mrs. Bonnie Phelps – 320 Alumni Hall, bphelps@mansfield.edu, ext. 4934

Fiscal Technician
Mrs. Jackie Lundgren – 321 Alumni Hall, jlundgren@mansfield.edu, ext. 4952

Spruce Residence Director
Mr. Dave Slampak – 040 Spruce Hall, dslampak@mansfield.edu, ext. 4095

Sycamore Residence Director
Mr. Austin Boroch – 040 Sycamore Hall, aboroch@mansfield.edu, ext. 4159

Oak Residence Director
Mr. Michael Stamp – 022 Oak Hall, mstamp@mansfield.edu, ext. 4945
RESIDENCE HALL STAFF
ROLES & RESPONSIBILITIES

Residence Directors (RDs)
Residence Directors (RDs) are live-in professionals who facilitate, create, maintain and promote a safe and secure residential community supporting the mission of Mansfield University and enhancing residents’ academic and personal development. RDs have overall responsibility for the hall and directly supervise the Head Resident Assistants and Resident Assistants. The RD in each hall is responsible for:

- Working with the maintenance/custodial staff in the hall
- Overseeing the coordination of all residence hall programs and services
- Supporting the student conduct process by meeting with students to resolve violations
- Implementing administrative policies and procedures
- Serving in a campus-wide on-call duty rotation

Head Resident Assistants (HRAs)
Head Resident Assistants (HRAs) are upperclassmen with previous Resident Assistant experience working in a leadership and supervisory role for the Resident Assistant team. In place of working in a specific community, HRAs are responsible for assisting their RD with housing related issues (file, update and maintain housing records), overseeing the front desk operations, assisting in room changes and managing the key system, and helping Resident Assistants in their role.

Resident Assistants (RAs)
Resident Assistants (RAs) are committed to fostering safe and healthy environments for residents at Mansfield University. RAs are assigned to a specific community and work with support from the RD to plan events, address concerning behavior and provide support to residents. RAs participate in a duty rotation in order to provide a safe and secure living community and preserve a living environment conducive to academic and personal development.

Maintenance and Custodial Staff
Full-time custodial and maintenance personnel can be identified by their uniforms (identifying shirts). The custodians are responsible for normal cleaning duties in public areas and public bathrooms. Residents are responsible for cleaning their own room and bathroom.

Maintenance staff is assigned to make repairs in the residence halls and suites. Residents should contact a hall staff member in cases of emergency or if no change occurs within a few days of reporting a problem. Work orders to request custodial or maintenance work can be submitted by accessing MyHousing through your MyMansfield account.
**SERVICES**

**Cable Television**

All residence hall rooms are provided with digital cable television. Cable television service is comprised of all-digital, high-definition channels only. Residents must bring their own television and any cables necessary to connect. The TV must support a coax connection and a QAM digital TV tuner. Most major brand televisions manufactured after 2006 meet this requirement.

How to connect and configure your TV:

1. Connect your TV to the HD Cable TV wall jack using a coaxial cable. If the TV has more than one input connector, select the one which is typically labelled “CABLE IN”, “CATV”, “ANTENNA,” or sometimes “RF IN.”

2. After connecting the coax cable to the wall jack, plug the TV power cord into an electrical outlet and turn the TV power on.

3. Configure your TV INPUT selector to match the input listed in #1 above. This option is usually accessed through a MENU or SETUP option on the TV or the remote control.

4. When tuning digital HD TV channels remember you must enter the channel number and “.1” (dot one). For example, “23.1.”

5. In order to use the channel up/down feature of your TV or remote control, you need to have your TV locate and memorize the HD digital TV channels. Use the AUTOPROGRAM or SCAN function of your TV to do this.

Depending on your TV, this scan may take up to 30 minutes. This feature is usually found using your TV’s SETUP or MENU option to do this. Consult your TV’s user manual for specific instruction on how to do this. If you don’t have the manual, you can usually find it on-line, try to Google your TV manufacturer’s name and model number, along with “user guide” or “manual.” After completing step #4 you should be able use the channel up/down feature of your TV and remote.

Campus cable is redistributed from Blue Ridge Communications. Not all Blue Ridge channels are supported. Optional movie channels are available to our residence hall users through one of Blue Ridge’s Digital Programming packages at a specially discounted rate billed directly to you. Additional information is available at your main desk or you can call Blue Ridge Communications for additional information: (570) 662-2990.
Dining Services
Dining on campus is an essential part of the campus experience. Dining services at Mansfield University are provided by Sodexo. There are many options available on campus, which are conveniently located to provide students with easy access from residence halls and classrooms. For increased flexibility and value in campus dining, all students living on-campus are required to select a Dining Plan.

Resident students may select from the following: 19-meal plan, 14-meal plan, 10-meal plan, or a 175 block plan. There is also a plan designed just for our senior residents, the $500 flex plan. Students who need to change meal plans may do so by logging on to their MyMansfield/MyHousing account or by submitting written requests to Student Living no later than 4:00pm on the Wednesday before the semester begins. After these dates, meal plans can only be increased, not decreased.

Commuter students are all required to have Flex accounts. If you prefer a meal plan instead of Flex, consider changing your $100/semester required Flex to any of the other meal plans offered. You will receive a credit for the Flex $100 towards the new plan. You may “upgrade” plans online through MyMansfield accounts prior to the Wednesday before the start of the semester. After these dates, “upgrade” changes can be initiated at Student Living in 320 Alumni Hall.

Campus dining services will make reasonable accommodation of medically necessary diets. Meals are not provided during holiday and interim periods. Please visit Dining Services at: https://mansfield.sodexomyway.com/.

Front Desks
Each residence hall has a front desk, which is traditionally staffed periodically during the day and every weeknight from 8PM until 12AM and weekend nights from 8PM until 2AM throughout the academic year. Residents can go to the front desks if they are in need of assistance (locked out, maintenance emergency, etc.) or if they need a particular piece of equipment (recreational, cooking, cleaning, etc.). The front desks can be reached via telephone:

Oak (570) 662-4931 | Spruce (570) 662-4341 | Sycamore (570) 662-4344 | Hickory (570) 662-4941

Internet Connections
The Mansfield University Campus Technologies Division (CT) provides a free service to resident students with the following computer problems: connecting to the Mansfield Internet Service (‘Mounties Mobile’), configuring wireless settings, general computer maintenance, Virus, Spyware, Malware and Trojan removal, cleaning of computer hardware, etc. For assistance, students can contact the HELPDesk. Normal hours of operation are 8:00AM to 4:15PM, Monday thru Friday. The HELPDesk is closed on University holidays and during campus shutdowns. The HELPDesk can be reached at 570-662-4357 or via email at helpline@mansfield.edu.
Laundry
Each residence hall has multiple laundry areas consisting of washers and dryers that are free to operate. Neither cash nor coins are needed to operate the machines as the laundry costs are included with housing. However, students must furnish their own laundry supplies (detergent, fabric softener, etc.). For the protection of your personal belongings, do not leave your items unattended. If you have items stolen from the laundry area, it will need to be reported with specific descriptions of the items to the Mansfield University Police Department (570-662-4900).

If you find a broken machine, please place an “Out of Order” sign on the machine and report the problem either to your Resident Assistant, the front desk of your residence hall, or by submitting a service request. To submit a service request, please go to www.macgray.com/laundrylinx and:

1. Enter your password (mountaineer) and click submit.
2. From the drop-down menu, choose the laundry room where the problem has occurred.
3. Select the type of equipment and the problem you have encountered.
4. Enter your name, phone number (optional), and email address.
5. If necessary, enter any comments to elaborate on the problem.
6. Once you have completed the service request form click submit at the bottom of the page.

The person who submits the request will receive an email confirmation that the request was received. They will also receive an email after the service technician has addressed the problem.

Lock Outs
Room keys and ID cards should be in your possession at all times since you are responsible for your key/card. You are not permitted to give your key/card to anyone else at any time. If the occasion arises where you are locked out of your room, contact a staff member in your hall for assistance or go to the front desk in your residence hall. Proper ID is required in order to be allowed back in your room. Only the occupants of the room, officially listed on the residence hall roster, will be allowed access into the room.

If staff finds that you are locking yourself out regularly (three times within a given semester), you will be notified and a report will be filed with Student Conduct. Having more than two (2) lockouts in any given semester will result in disciplinary action, resulting in a $25 charge or lock change.

Lost Keys/Cards
If you lose your key or ID card, inform a member of your residence hall staff as soon as possible. The staff member will provide you with instructions about what needs to be done in order to deactivate your ID card as well as replacing the door lock(s) for your room. If a key is lost, there is a non-refundable cost of replacing lost keys to ensure the safety of all residents living within a particular suite. Replacement keys range in price depending upon your suite type. The costs are: Mailbox Key: $25.00 / B Unit: $75.00 / C and F Unit: $150.00 / D Unit: $175.00 / E Unit: $250.00
Mail and Shipping Services
Student Living is not directly responsible for the mail services on-campus; however, we are responsible for assigning each resident living on-campus a mailbox number and key. Mail Services delivers mail to all residence halls and provides a package pick-up point for items sent through UPS, DHL, FedEx, Priority Mail and Express Mail in Alumni 134 from 8:30am-4:00pm Monday through Friday. Students will receive an email notification when packages are logged in the system. Each hall has a drop off mailbox for outgoing letters. We encourage you to have any outgoing mail in the box by 11:00am.

Mansfield University Mail Services provides mail service to the University in four areas:
- Contract Station: Students, faculty, staff and the general public may purchase stamps, mail packages, and make use of Priority and Express Mail Services, as well as most other services offered by our local post office. Currently, we DO NOT sell Money Orders.
- Incoming Mail Center: Receives all incoming USPS and departmental mail and deliver this mail to the departments and to the students' residence hall mailboxes.
- Outgoing Mail Center: Receives and processes all outgoing University mail for entry into the USPS mail system.

UPS, Fedex and DHL: Students, Faculty, and departments can ship UPS and Fedex from our location.

Mountie Express/Shuttle
The Mountie Express is a service of EMTA providing transportation for university students to campus buildings, parking areas, and local businesses. The Mountie Express is funded through Student Activity Fees. There is no charge for MU students, faculty and staff with MU ID. You can get the real-time location and arrival times on your smart phone or desktop by visiting mansfield.transloc.com.

Parking
Student Living is not responsible for the regulation of on-campus parking. For more information on parking, contact the Mansfield University Police Department at (570) 662-4900, 104 Doane Center or online at mansfield.edu/police/parking/index.cfm.

Recreation
Each of the residence halls has large recreation rooms for student use. Pool and ping-pong equipment is available for checkout to all residents at the front desks. There is no charge for checkout, but you will be asked for a student ID. Any damage or loss of residence hall recreation equipment is charged to the person(s) responsible, if identified. Otherwise, all residents are collectively charged.
Repairs
The Maintenance Staff in each hall receives all requests from students and staff for repairs in the residence halls. To report non-emergency general maintenance and repair issues, log on to your MyMansfield/My Housing and enter the information into the Maintenance Request Form. For emergency repairs, please contact a staff member ASAP!

TV and Study Lounges
Each floor of the residence halls have TV and study lounge facilities for students’ convenience. Also, there are Multi-Purpose Rooms and White Board Rooms in each hall, which provide additional TV and study room space. These rooms can be reserved via the Head Resident Assistant or Residence Director. They can only be reserved for University related functions and may not be reserved for recurring events/meetings.

Failure to clean the area(s), return the furniture and fixtures to their original location, and take trash and recycling to the outside disposal receptacles will result in an excessive cleaning charge for which the sponsoring organization will be responsible. Damage/and or excessive cleaning charges will be billed directly to the organization involved.

Vending Machines for Drinks/Snacks
Vending machines are located near the front desk of each residence hall. For drink and snack machine refunds, please contact College Community Services (CCSI) in the Mountie Den, Alumni Hall.

HEALTH AND SAFETY

Access Card System
Student Living offers increased residence hall security through the use of the “One Card” system. Residence hall exterior doors are locked 24 hours a day with limited exceptions as determined by the Department.

Each door is equipped with a card reader. Residents are able to access the residence halls by sliding the magnetic stripe on the back of their MU ID through the reader which will grant access to the hall. All on-campus residents have access to each residence hall between the hours of 8AM-10PM; however, only the residents of their assigned residence hall have access to the residential floors. Nonresidents must have an escort in order to be permitted access to the residence hall.

Some other features of this system and related security policies are:
- Doors propped or remaining open longer than 45 seconds will trigger a local alarm at the door which will also notify the Mansfield University Police Department that this door is open. Emergency doors will automatically trigger an alarm within the residence hall and at the Mansfield University Police Department.
- Infrared motion detectors are located on the inside of each door. As you approach to exit the residence hall, the door will automatically unlock for you. Please do not to stand within 3 feet of the door while waiting for guests or the door will remain unlocked.
Bedbugs
The following information is provided to calm any fears about bedbugs and to provide instruction for residents in case you suspect that there are bedbugs in your room.

What is a bedbug?
Adult bedbugs are slightly smaller than a lady bug. They are reddish-brown in color with flat oval shaped bodies. Bedbugs do not fly or leap, but rather hide in dark crevices close to food sources. Bedbugs are spread by hitchhiking from areas of infestation on clothes, furniture, bedding and suitcases.

Can bedbugs hurt me?
Although bites can cause severe itching, they are relatively harmless. When a bedbug bites, it releases a salivary fluid which can irritate skin and cause allergic reactions over time. Washing the bite area with soap and water and applying an anti-itch/antihistamine cream is suggested. If infection occurs, seek medical attention. Bedbugs are not known to transmit any blood borne diseases.

Do I have bedbugs?
Bedbug bites are identified by small welts similar to mosquito bites. Often these welts occur in rows of three or more and cause itching and discomfort. These bites show up in the morning or middle of the night. If bedbugs are present, tiny dark excrement stains can be seen on the sheets, pillowcases, and mattresses. Molted skins and egg shells may also be present, but look for the crawling or dead adults as well. In cases of severe infestation, a musty sweet smell may be detected.

Examine areas around the bed and sleeping quarters for signs of bedbug activity. Bedbugs prefer areas around fabric, wood and paper. Check the folds or seams in bedding and linens. Check around the headboard and footboard paying special attention to corners and crevices. Check baseboards, moldings and carpet seams near and around the bed. Bedbugs often travel upward so check areas above the level where you sleep.

What if I have bedbugs?
Please contact a staff member as soon as possible. The RA/HRA/RD will contact the proper individuals to evaluate and treat, if needed, your room. Bedbugs CAN be controlled with vigilance and constant inspection and treatment by professional pest control technicians.

How do I prevent getting bedbugs?
Student Living purchased special mattresses as a way to prevent bedbugs; however, the following steps can be taken to further prevent them from occurring:

- Do not bring infested items into your room. Thoroughly inspect any “freebie” or second hand furniture or accessories before you bring them in.
- Check luggage, clothing and bedding after trips, especially after trips abroad.
- Clean up and reduce clutter to eliminate some of their favorite hiding spots.
- Keep rooms clean and tidy. Vacuum crevices and upholstery regularly.
- Pull bed away from wall or other furniture. Tuck in sheets and blankets to avoid contact with the floors or walls.
Bomb Threats
All bomb threats will be treated as real threats. Suspicious packages or boxes potentially containing possible explosive devices should not be tampered with or handled by students. In such cases the area should be kept clear and University Police should be immediately contacted by calling 570-662-4900. Residents should evacuate the building immediately (if instructed to do so) and return only when instructed to do so by official University personnel. If a bomb threat is made over the phone, have someone else contact MUPD and follow the directions received.

Campus Alert Messaging System
The Mansfield University Campus Alert Messaging system signup form is available online under My Mansfield. If you have signed up for Mobile Alerts previously, it is a good opportunity to review your registered numbers. You may also add an additional phone line (mobile or land), and alternate non- Mansfield email address to receive alerts.

The Campus Alert Messaging system uses the Blackboard Connect platform, which offers fast and reliable alert notification to thousands of universities, school districts, and government agencies across North America. The alert system sends both voice messages and SMS text messages to your mobile devices and phones in the event of a campus emergency or a weather related alert.

Campus Police
The Mansfield University Police Department (MUPD) is a 24-hour full-service police department. MUPD is comprised of 9 commissioned officers that have all successfully completed the Pennsylvania Municipal Police Officers Training Academy. All of the officers also complete annual training to maintain their certification. It has been the tradition of the department to fully integrate themselves into all aspects of campus life. If an emergency arises or you feel the need to contact MUPD, you can call 570-662-4900. The department is also attached to all 911 emergency calls (police, fire, rescue, and ambulance) in order to respond appropriately.

Communicable Diseases
Students living in the residence halls who are diagnosed with a communicable disease such as chicken pox, measles, mumps, mononucleosis, Ebola, SARS or any other communicable disease which proves to be a health threat to other residents may be relocated to an alternate room on campus until such a time when it is determined to no longer be contagious. The residence hall staff will maintain the privacy of any student who has knowledge of testing positive for any communicable diseases. To make arrangements to temporarily relocate due to having a communicable disease, contact your residence hall staff.

Crime Alerts
It is the University’s policy to be open and transparent with students and employees about incidents occurring on campus that could be potentially dangerous to the campus community. These alerts are provided to give the University community timely notification of crimes that may present a threat to the campus community and to heighten safety awareness. Crime alerts are posted daily at: https://www.mansfield.edu/police/.
Disposal of Needles/Medical Waste

The proper handling and disposal of medical waste is essential to the safety of those living and working in our residence halls. Contaminated needles should be placed in appropriate containers as soon as possible after they are used. Needles should not be bent, recapped, sheared or broken. Proper containers can be purchased and returned to the Campus Clinic in Spruce for proper disposal. These containers are intended for the acceptable and controlled removal of hypodermic needles and other medical waste.

Emergency Phones (“Blue Light Phones”)

Emergency or “blue light” phones have been installed at various locations across campus. Pressing the RED EMERGENCY button on any of the phones will activate the Blue Strobe Light atop the phone and immediately connect the caller to the Tioga County 911 Emergency Services Communication Center. University Police officers will know the location of the phone being used and will respond to that location.

Emergency Siren and Notification System

The campus is equipped with a warning siren and public address system, known as the Carillon System, which is designed to alert the main campus outdoor walkways. This equipment has the capability to emit a warning siren and to transmit voice instructions that have been pre-recorded or provided live. This siren system is tested each semester. When activated, listen carefully and follow the instructions. Never assume that it is a drill.

Fire Alarms

Each residence hall is equipped with a fire alarm system. If a fire alarm sounds, you should:

- Quickly put on appropriate clothing and shoes.
- Close your windows, if they are open.
- Check your door or doorknob with the back of your hand.
- If it is hot, do not open it. Block cracks around the door with wet towels. Call 911, giving your name, room number, and situation. DO NOT leave your room until told to do so.
- If it is cool, exit cautiously and lock your door. Be sure to take your keys and your ID Card.
- Walk quickly, in an orderly manner, through the exit for your area and continue at least 100 feet from the residence hall.
- DO NOT re-enter the building until you are told to do so by staff.

If you discover a fire, activate a pull station. Pull stations are located near each exit. When you get to a safe area outside, call 911 from a phone or blue light phone. Whether you believe the alarm to be a drill or actual fire, everyone, including residence hall personnel, must leave the hall whenever the alarm sounds. Failure to leave the premises or comply with staff during a fire alarm will result in legal/disciplinary action. Sounding/pulling a false fire alarm is against Federal, State and University regulations. Those involved with false alarms or violations of fire safety equipment or procedures will be subject to serious judicial and/or legal actions. Also, withholding information concerning a false fire alarm or fire safety is an offense.
Fire Drills
Each residence hall is required to have monthly fire drills to acquaint residents with the proper evacuation procedures in case of an actual fire emergency. On these occasions, the staff may inspect the building to ensure all residents have evacuated. Please leave the residence hall as quickly as possible, and do not return until told to do so. Fire drills are conducted to prepare you in case of an emergency. Your cooperation is expected and appreciated.

Not exiting the building during a fire drill is against Federal, State and University regulations. Those involved with this type of violation of fire safety procedures will be subject to serious judicial and/or legal actions.

Fire Prevention
Your safety, as well as the safety of all residents and property, is of paramount importance. All of the residence halls at Mansfield University conform to fire and safety standards as established by the Pennsylvania Department of Labor and Industry. The actions of the occupants are equally important in maintaining the fire safety of the building. In order to prevent fires from happening, please follow all policies relating to fire safety in the residence halls, and read all instructions prior to using appliances.

Illness and Injury
If you are ill or injured and in need of immediate help, contact Mansfield University Police Department or 911. For all your non-emergency health care needs and questions, the Campus Clinic is located on the exterior of Spruce Hall and can be reached by calling (570) 662-4350 or by referring to the Campus Clinic website at https://www.mansfield.edu/residence-life/campus-clinic.cfm.

It is strongly encouraged that you make an appointment prior to visiting the Campus Clinic. Also, Mansfield University believes that this information is so important that it requires all incoming students to complete a Health Evaluation Report Form. This form must be turned in to the Campus Clinic, prior to the start of classes.

Insurance Information for Students
Health Insurance
For charges not covered by the Student Health fee or for treatment by other health care providers, health insurance is recommended. Some sources of health insurance are group insurance coverage through employment, parent’s or guardian’s health insurance or a student’s individual policy. The Campus Clinic’s website has additional information on which services are covered.
Property/Renters Insurance
Although steps are taken to maintain all university facilities and grounds as well as to provide adequate security, Mansfield University is not liable for loss of or damage to any article of personal property anywhere on the premises due to insufficient or excessive heat, cold, smoke, fire, water, steam, electrical surge, the elements, actions of third persons, or for ANY REASON. Therefore, residents are strongly encouraged to carry a personal property or renter’s insurance policy for their belongings while living on campus.

In some cases, a parent or guardian’s homeowners insurance will cover loss or damage to personal belongings on campus. However, you should review policies carefully for any coverage limitations and/or applicable deductibles.

If you decide to purchase property or renters insurance you will need to choose from a wide variety of companies and polices. To help with your choice, the University has selected National Student Services as its preferred property/renters insurance company. They offer a variety of coverage options at reasonable prices. Information about available policies can be found at http://www.nssi.com/.

Internet Communities
Here are a few things to keep in mind when you post on Facebook, Twitter, Snapchat, Instagram, or other virtual communities:

- **Even if your profile is private, there are ways for others to see information that you post.** Please be mindful of what you post online since you never know who might look at your page (employers, parents, etc.). Inappropriate postings or behavior may be a violation of the Student Code of Conduct. Remember the Mansfield Creed when posting on any social media site.
- **Employers may search Google for more information about you.** Google yourself so you are aware of how you could be portrayed.
- **Even when using programs like Snapchat it is still possible to screen shot or record the message or image.** Think about the long-term impact when contemplating what to post. Contemplate if you would want a parent or future employer to see the image/video.
- **If you see something on social media sites that is questionable or alarming,** please be sure to report it to the appropriate staff.
- **There are various social media accounts linked to the University,** so be sure to follow what is happening!

Self-Closing Room Doors
Self-closing devices have been installed on all residents’ room doors to reduce the chance of a fire extending into the rest of the building. Do not tamper with or remove these devices. Damage to these devices may be treated as a serious discipline matter and replacement costs will be billed back to the responsible resident(s).
Severe Weather
The National Weather Service and local radio and television stations will announce watches and warnings about severe weather. The Mansfield University Campus Alert Messaging system will also alert you of any severe weather.

If a severe storm watch is issued, you should:
- Review emergency plans.
- Be alert for changing weather conditions.
- Be prepared to act. If a severe storm warning is issued, you should immediately take the following precautions:
  - Move into the smallest interior space without exterior windows or doors, such as inner hallways, interior stairwells, bathrooms, or closets.
  - Avoid the top floors of the building, any area that may be glass-enclosed and/or has a large unsupported roof.
  - Do not go outside.
  - If you are unable to move to a small interior place of shelter, get under a sturdy piece of furniture.
  - Monitor local radio or television stations for announcements of any additional actions to take and/or for cancellation of the warning.
  - Occupants of the building should remain in the place of shelter until the warning has been officially lifted.

Title IX
Sexual Harassment, Sexual Assault, Dating (Domestic) Violence, Stalking, or Rape
Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex for any college or university that receives federal financial funding. Title IX states:
- No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance.

Title IX covers all forms of sexual discrimination and sexual misconduct, including but not limited to sexual harassment, rape, sexual assault, sexual exploitation, stalking, dating violence and domestic violence. Mansfield University is committed to ensuring that all reports of sexual discrimination and misconduct reported by an individual are promptly addressed to determine what occurred, take interim steps to protect the individual if necessary, provide a timely response to end any violence, prevent its recurrence and eliminate the effects of any discrimination.

To report a Title IX incident or for any Title IX inquiries, please send an e-mail to: TitleIX@mansfield.edu.

For more information about additional Title IX Resources (both on and off campus), as well as the Title IX Policy and Complaint Procedure please visit the following link: https://www.mansfield.edu/title-ix/.
COMMUNITY LIVING

The Shared Community
The campus is a shared community of diverse people from a variety of backgrounds. As a result, we expect all community members to take advantage of the unique learning experiences that a shared environment brings. Residents are expected to be considerate of the rights of others and will be held accountable for assuming the responsibilities of citizenship. Recognizing difference in each other and successfully interacting within those differences is the key to harmony in a residential community. Living in the residence halls means you have entered a community of peers in which:

- you are all living together on a floor, or in a suite/semi-suite;
- you are all students, so we all need to rest and to study;
- you are all challenged to balance your needs for privacy with the presence of roommates, floor-mates, or suitemates and their guests; and
- you are all challenged to explore your rights to rest, relax, have fun, and socialize while not infringing upon the rights of others.

Roommates
Remember, you do not just HAVE a roommate, YOU ARE a roommate. Sharing a room/suite with another student can be one of the most rewarding and enjoyable aspects of a college experience. The opportunity to become close friends with someone new, who has a different background and different ideas, provides a tremendous learning experience. There is always an initial adjustment period between roommates, so you will need to learn to negotiate and open the lines of communication to have a successful relationship. Spend some time with your roommate(s) so that you can get to know one another better. This will help you if problems arise later. Find out your common interests and build on them. Respect your roommate(s). Not everyone is alike or does things the same way. Your roommate is an individual, too.

To make this adjustment easier, you should sit down with your roommate during the first few days and discuss the following items:
- Privacy needs
- Hours you sleep, hours you study, hours you are in class
- Bathroom schedule
- Television, stereo, computer use
- Cleaning responsibilities
- Cooking/eating in the room
- Sharing of personal property
- Guests in the room during the day and evening
- Overnight guests

Creating a Cooperative Community
Whether you are one of four students living in a suite or one of forty students living on a floor, a minimum level of cooperation is necessary in order to live comfortably and prevents frequent conflicts. Much of this cooperation results from a set of generally agreed upon rules and understandings that will exist among the residents within the suite or on the floor. So how is it that these understandings come to be?
Your RA will work with you and the other residents in your living space to discuss and arrive at the terms that will bring about cooperation and community. This agreement will be reached through discussion of issues of common interest and concern involving you and your fellow residents. You can help prepare for this discussion by considering some important questions, such as:

- How will you work with other residents to keep the common areas clean and orderly? What will you expect of others in this effort?
- What do you expect of other residents in order to make your living space safe?
- What kinds of issues or topics are considered private between roommates and/or other residents residing in the space?
- What kinds of things should you learn to compromise on so as not to have a negative impact on other members of the living space?
- How should residents control the amount of noise they make in order to avoid disturbing other residents? What will you expect of others that will allow you to sleep and study effectively?
- How do your habits in keeping your room clean and your personal hygiene have an impact on your roommate or other residents residing in the space? What will you expect of others in terms of personal hygiene?

**Community Bill of Rights**

The community bill of rights is a reminder to you of your rights as an individual and your responsibility to your fellow community members. These rights are intended to define minimal expectations of rights and responsibilities of residents, in actualizing their freedoms, without placing constraints upon such rights of other residents. However, these rights carry with them a reciprocal responsibility on the part of the individual to insure those same rights for other residents. They are as follows:

- The right to read and study free from undue interference in one’s room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of a roommate, etc.
- The right to expect that one’s roommate will respect one’s personal belongings (i.e., clothing and food).
- The right to a clean environment in which to live. This includes rooms, bathrooms, and other common areas.
- The right to free access to one’s room without pressure from a roommate.
- The right to privacy.
- The right to host guests with the expectation that those guests are to respect the rights of the host and his/her roommate.
- The right to ask for help. Residence hall staff members are available for assistance in settling conflicts and negotiating differences.
- The right to be free from the fear of intimidation and physical and or emotional harm.
- The right to expect reasonable cooperation in the use of “room-shared” equipment.
- The right to expect commitment to honor agreed-upon living standards.
- The right to be free from peer pressure or ridicule regarding one's beliefs, interests, and behavior.
Resolving Conflicts
Living with roommates isn’t always easy. Sharing a living space may be stressful, and conflicts may arise. Sometimes situations that work at the beginning of the year become more difficult as the year goes on; remember that college is a time when students grow and change which can certainly impact even the healthiest of roommate relationships. It is perfectly normal to have roommate conflicts. With any living arrangement, problems can develop. It is imperative to show mutual respect and consideration for one another. Before you act, think about the consequences. More often than not, your actions can be redirected in a more constructive manner. Your residence hall is made up of people with a variety of backgrounds and lifestyles. Take advantage of the wealth of experiences these people have and learn from them!

The residence hall staff is here to assist you in every way possible. They are excellent resource people, and you will undoubtedly get to know the residence hall staff and in-residence staff living in your hall. In some instances, if roommates are having difficulty living together, RAs may require the completion of a roommate agreement as part of a roommate mediation process. If you have roommate issues that seem unresolvable, there are staff members available to help you work through your dispute. Your Resident Assistant and Residence Director are trained to help you work out your difficulties. To begin the mediation process:

- Be willing to state your issues clearly.
- The mediator will facilitate the discussion.
- You will work to develop a mutually agreeable compromise.
- An agreement is designed to address all resolved issues.

IN INVOLVEMENT OPPORTUNITIES

Historically, the involvement of the student living in the residence halls has played an integral part in maintaining the positive aspects of recognized traditions while upholding the core values of Mansfield University. You are strongly encouraged to participate in the various opportunities within your hall as well as other areas of Student Living.

Resident Assistants
Resident Assistants (RAs) are a highly selective group of individuals who apply for the position each year. Typically, RAs are returning, full-time students carefully selected for their leadership experience, interpersonal skills, and desire to have a positive impact on the residential community. Each staff member participates in an extensive selection process before being hired.

Responsibilities of an RA include educational programming, planning community activities, providing individual advisement/referrals, assisting in the general management of the hall, attending staff and training meetings, serving as a role model to residents, and explaining, confronting, and reporting violations of campus and residential policies and regulations.
The RA is a University official who lives in the hall and reports to the RD. RAs are compensated with a full room scholarship and a stipend. RA selection takes place in the spring semester for the following academic year. When needed, RA selections do occur during fall semesters for spring vacancies.

**Hall/Floor Meetings**
At the beginning and throughout the semester, hall/floor meetings are held by the RAs to let you know about upcoming events, as well as to share the latest information coming from Student Living. Students are accountable and will be held responsible for all information that is discussed during the meeting. Hall/floor meetings provide excellent opportunities for students to share concerns and ideas with the RA and community members.

**Programming**
Student Living Staff, along with many other University areas, offer programs and activities for the floors/halls throughout the year.

The goal is to provide students with opportunities to continue to learn outside the classroom and feel more comfortable in their community, to have fun and to develop life skills. The hope is that students get involved by either helping to plan and/or by attending these events. Staff is always looking for ideas for programs, so students are encouraged to talk to staff members.

**Student Clubs & Organizations**
Find a group that interests you and get involved today! For more information on the various clubs and organizations, please visit: http://www.mansfield.edu/student-organizations/.

**HOUSING ASSIGNMENT INFORMATION**

**Cancellation of Housing and Dining**

**Housing Fee Charge/Refund Schedule**
The Housing Agreement, hereafter referred to as “Agreement,” is binding for the period of one academic year, fall and spring semesters, (or remaining portion thereof) and may not be transferred or reassigned. Housing and dining charges are billed each semester. If a student terminates this Agreement after completing the Housing Agreement and paying the $100 non-refundable application fee, the following cancellation penalties may apply:

- **CANCEL (on or before February 28, 2019)** – students granted release will not have a cancellation penalty.
- **CANCEL (March 1, 2019 – April 30, 2019)** – students granted release will be responsible for paying a $250 cancellation penalty.
- **CANCEL (May 1, 2019 to June 30, 2019)** – students granted release will be responsible for paying a $500 cancellation policy.
• CANCEL (July 1, 2019 to July 31, 2019) – students granted release will be responsible for paying a $1,000 cancellation penalty.
• CANCEL (August 1, 2019 through end of 2019 Fall Drop/Add period) – students granted release will be responsible for paying a $2,000 cancellation penalty.
• CANCEL (within the Fall 2019 semester) – students granted release after fall semester drop/add will be responsible for paying a $2,500 cancellation penalty.
• CANCEL (for Spring 2020 semester) – students granted release from spring housing before January 1, 2020 will be responsible for paying a $3,500 cancellation penalty; students cancelling spring housing after January 1, 2020 will be responsible for paying fees equal to the full spring semester housing cost.

In addition to the cancellation penalties outlined above, if a student terminates this Agreement after the semester starts, the student will be charged a prorated per diem rate for those days.

Exceptions will be granted for students who will graduate at the end of the fall semester, leave the main campus to attend classes at the Sayre Campus or participate in an approved internship, student teaching assignment outside of the Mansfield area (50 mile radius) or exchange program abroad in lieu of classes on the Mansfield University campus. Additional information may be needed in order to grant the exception. Exceptions are made on a case-by-case basis.

Changing Addresses
Always be sure to update any address changes with Student Living in 320 Alumni Hall. It is vitally important that you keep your address current in order to receive official University communications in a timely manner.

Check-In/Condition of Suite
During the initial check-in process, students should report to their assigned check-in locations where keys and other check-in materials will be available. Upon check-in, students will need to confirm the presence of all furniture and make sure all damages are documented, in order to not get billed.

Each room/suite is checked by a hall staff member prior to check-in, and while the Student Living Staff works diligently to ensure each room is in the best possible condition upon arrival, it is possible we missed something! Please be sure to complete a thorough assessment of the room/suite to ensure all damages/concerns are listed. Residents should report any damages within 48 hours of moving into the space by emailing Student Living at housing@mansfield.edu. Each resident is responsible for ensuring the condition of the room remains throughout the year.
Check-Out/Condition of Suite

Students will be expected to check-out of their residence hall within 24 hours after their last University final exam or after withdrawing from the University. Students who need to stay later because of compelling circumstances should contact the RD of their building and discuss their situation.

Checking out early without receiving a release from the Interim Dean of Students will result in continuing housing and dining charges. Checking out and returning your key does not automatically cancel the Housing Agreement – charges will still apply.

In addition to being charged for any room damages or missing furniture at the time of check-out, residents can be billed for failing to return their room or mailbox key, not following proper check-out procedures, not removing all personal belongings from the room, and not completely cleaning the room. Hall staff will provide detailed instructions on how to properly check-out prior to finals week.

The following charges may be assessed:

<table>
<thead>
<tr>
<th>NON-COMPLIANCE:</th>
<th>FEES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dust/Wipe</td>
<td>$25.00</td>
</tr>
<tr>
<td>Sweep/Mop</td>
<td>$25.00</td>
</tr>
<tr>
<td>Trash</td>
<td>$25.00</td>
</tr>
<tr>
<td>Furniture Moved</td>
<td>$25.00</td>
</tr>
<tr>
<td>Clean Refrigerator/Microwave</td>
<td>$25.00-$50.00</td>
</tr>
<tr>
<td>Failure to Check-Out</td>
<td>$25.00</td>
</tr>
<tr>
<td>Lost Room Key</td>
<td>B $75.00, C/F $150.00, D $175.00, E $250.00</td>
</tr>
<tr>
<td>Belongings</td>
<td>$100.00</td>
</tr>
<tr>
<td>Other</td>
<td>CASE-BY-CASE-BASIS</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MISSING/DAMAGED FURNITURE:</th>
<th>FEES:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bed Frame</td>
<td>$250.00</td>
</tr>
<tr>
<td>Mattress</td>
<td>$150.00</td>
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<tr>
<td>Dresser</td>
<td>$200.00</td>
</tr>
<tr>
<td>Desk</td>
<td>$200.00</td>
</tr>
<tr>
<td>Desk Chair</td>
<td>$75.00</td>
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<tr>
<td>Garbage Can</td>
<td>$15.00</td>
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<tr>
<td>Couch</td>
<td>$300.00</td>
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<tr>
<td>Lounge Chair</td>
<td>$200.00</td>
</tr>
<tr>
<td>Coffee Table</td>
<td>$175.00</td>
</tr>
<tr>
<td>END TABLE</td>
<td>$100.00</td>
</tr>
<tr>
<td>SHOWER CURTAIN</td>
<td>$15.00</td>
</tr>
<tr>
<td>THERMOSTAT</td>
<td>$90.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>CASE-BY-CASE-BASIS</td>
</tr>
</tbody>
</table>
### Consolidation

Due to limited availability of certain assignment types, it may become necessary to consolidate students. All students who are residing in the affected rooms will be given the opportunity to: a) pay for the room in its entirety (space allowing); b) find another roommate; c) be assigned a roommate (if available); or d) be reassigned to another room.

Generally, students will not be required to move into other residence halls, or other suite types. Student Living will make efforts to keep students affected by the Consolidation Policy within the same building and floor (if available spaces exist). Students with vacancies are encouraged to seek out roommates or a new room/suite during the Room Change Period.

Students who do not have a roommate will be contacted by hall staff and be given 72 hours to take one of the following steps:

- If space is available, the student may agree to pay the applicable rate and remain in the suite alone;
- The student may find another roommate to move into the open space; or
- The student may decide to move into the room of another student who also needs a roommate.

If students fail to reach a decision in the required time frame, they will be moved together. The person with the highest number of credits will remain in the room and the other student will be required to move.

Students need to understand that any person who, in the judgment of the hall staff, mistreats their roommate in an attempt to force them out could either be immediately billed for the entire suite rate or be forced to move in with another student, even if they have more credits. Students are reminded that they are responsible for all of their actions and to abide by the Student Code of Conduct, as well as the Residence Hall Handbook. Exceptions to this policy are made when no other residents in a residence hall are alone in a particular suite type as well as when there are less than 30 days remaining in the semester when a vacancy occurs.

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<table>
<thead>
<tr>
<th>DAMAGES:</th>
<th>FEES:</th>
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<tbody>
<tr>
<td>DRYWALL DAMAGE</td>
<td>$175.00</td>
</tr>
<tr>
<td>PAINT WALL/CEILING</td>
<td>$100.00</td>
</tr>
<tr>
<td>PAINT ENTIRE ROOM</td>
<td>$200.00</td>
</tr>
<tr>
<td>BLIND</td>
<td>$35.00</td>
</tr>
<tr>
<td>SCREEN</td>
<td>$25.00</td>
</tr>
<tr>
<td>WINDOW</td>
<td>$250.00</td>
</tr>
<tr>
<td>DOOR</td>
<td>$800.00</td>
</tr>
<tr>
<td>LIGHT FIXTURE</td>
<td>$50.00</td>
</tr>
<tr>
<td>MIRROR</td>
<td>$35.00</td>
</tr>
<tr>
<td>CARPET STAINS</td>
<td>$75.00</td>
</tr>
<tr>
<td>CARPET REPLACEMENT</td>
<td>$400.00</td>
</tr>
<tr>
<td>OTHER</td>
<td>CASE-BY-CASE-BASIS</td>
</tr>
</tbody>
</table>
Failure to follow appropriate procedure may result in financial charges, administrative action, or disciplinary action. Unauthorized changes in assignments by residents will result in applicable University action, including but not limited to disciplinary action, fines and a required return to the original assignment.

**Hall/Room Assignment**
Students desiring to live on-campus must complete the Housing Agreement, as well as submit a $100 non-refundable application fee as an indication of committing to reside on campus.

Assignments are processed based upon the date that the application was completed. Every effort is made to provide students with the suite type and/or roommate of choice. Students who are currently living on-campus receive priority only during the re-application/room selection process. Since assignments are made based upon the date of application, there is no guarantee roommate preferences will be honored when mutually requested.

The University reserves the right to: a) change room or hall assignments; b) relocate individuals or groups of individuals if a disruptive environment exists; or c) consolidate vacancies by requiring residents to move. When a vacancy occurs, the University reserves the right to assign a new occupant. Furthermore, the University reserves the right to reassign any resident who is infringing upon the rights of their roommate(s) to study, sleep, privacy issues/concerns, or in response to disciplinary concerns.

The University does not have special accommodations for married students with their spouses or for students with children. Minor children are not allowed to spend the night in the residence halls unless it is a sanctioned University recruitment effort. When visiting in the residence halls during the day, children must have adult supervision at all times. Student Living does offer Gender-Neutral Housing options. For more information, please see the “Gender-Neutral Housing Policy.”

**Hall/Room Change Process and Procedure**
Room changes may take place from the second until the sixth week of class. This gives Student Living time to assign students that still need assignments, process cancellations, and identify open spaces. There are typically few vacant rooms during the academic year, so the opportunity for room changes is limited and not guaranteed. Room changes at other points in the academic year will be considered and granted only after students have demonstrated an attempt to mediate any conflicts.

Requests for room changes are submitted to the RD/HRA by filling out a “Room Change Request” form. Room changes will be made only if all parties are present and agree to the change, provided the change is approved. All room changes should take place within 24 hours of approval or picking up your new keys (unless specified by the RD/HRA). Appropriate approval must be granted prior to move.
Health and Safety Checks
Hall staff will inspect rooms for cleanliness, sanitation, safety and maintenance concerns during break periods throughout the year. Additionally, staff reserves the right to check rooms to ensure proper health and safety standards at other appropriate times.

To limit the likelihood of insects becoming a problem, students should not store perishable items in open containers. It is the responsibility of the students to keep rooms clean and to properly dispose of trash and excess boxes in outside dumpsters.

Housing Accommodations for Students with Disabilities
The University strives to reasonably accommodate persons with disabilities in accordance with applicable laws and policies. Specially equipped rooms are available for students with disabilities in all of the halls on campus.

Students requesting housing accommodations due to a disability must contact Services for Students with Disabilities located in 144 South Hall or call (570) 662-4691. The website is: http://www.mansfield.edu/ssd/. Once all necessary information is received, The Coordinator of Services for Students with Disabilities will communicate the appropriate housing accommodation needs to Student Living. Generally, housing accommodations are based on information and documentation provided to Services for Students with Disabilities and the availability of appropriate space.

Housing and Dining Requirement
Housing and Dining Requirement Retention research shows that living on campus can greatly enhance a student’s educational experience and success. Thus, Mansfield University requires that all traditional first and second year students, international students, and transfer students who have not completed two years of residency at another university (post high school) must abide by the community enhancing Housing and Dining Requirement.

Exemptions may be granted to students who live at the principle residence of their parent(s) or legal guardian(s) located within a fifty (50) mile radius of the Mansfield University campus. Students seeking an exemption must complete a Housing and Dining Requirement Exemption Form. Exemptions are granted on a case-by-case basis.

No Shows
Room assignments will be held until the first day of classes. Students should notify Student Living in advance if they are unable to check in by this time. Students who fail to notify the office may forfeit their housing assignment and be counted as a NO SHOW. Not checking into the room does not release the student from the Housing Agreement.
Re-Application/Room Selection
Continuing undergraduate students wishing to apply for housing for the next academic year participate in the room selection process. Room selection materials detailing the selection process will be made available to all on-campus residents prior to the start of the room selection process. Residence hall staff will also hold meetings to review the process. Any student wishing to secure housing for the next academic year must submit a completed room selection application, sign the Housing Agreement, and pay the $100 non-refundable housing application fee.

This same online process also allows students to file an exemption for the next academic year if they qualify and it is their intention to reside off campus.

Temporary Assignments
There are times when the number of students who require on-campus housing exceeds the available housing space. When this occurs, students are assigned to temporary accommodations within the residence halls. It is the goal to reassign residents from these assignments as quickly as possible, so it is required that the student relocate as designated by Student Living.

Vacation/Break Housing
Students living in on-campus housing may not occupy their units during official break periods as deemed by the University, which typically include Thanksgiving Break, Winter Break, and Spring Break periods since on-campus housing and dining facilities are closed. Break housing will be provided in a designated residence hall location for international students, athletes participating in competition, student teachers or internship participants whose programs continue during a break period. Other students with critical needs will be housed in a space-available basis in break housing and will be charged the daily fee at the current room rate for the number of days housing is provided. During low demand periods, and due to safety considerations, the University may elect to not provide break housing.

What to Bring
Room Supplies
- Sheets (XL Twin – 36x80)
- Pillow and Blankets
- Curtains
- Lamps (desk and floor)

Bathroom/Health Supplies
- Toiletries (including toilet paper)
- Towels/Washcloths
- Floor Mats
- Shower Curtain (liner is provided)

Cooking/Eating Supplies
- Cups/Bowls/Plates/Napkins
- Plastic Silverware
- Food Storage Containers
- Can Opener

- Personalization Items (pictures)
- Mirror (full length)
- Decorations (area rugs, posters)
- Favorite stuffed animal

- First-Aid Kit
- Vitamins/Prescription Medications
- Hair Dryer/Straightener
- Sewing Kit

- Coffee Maker (automatic shut-off)
- Pots and Pans (some at Front Desk)
- Cooking Utensils/Measuring Cups
- Water Pitcher/Purifier
Cleaning/Laundry Supplies
- Dish Washing Liquid and Sponge
- Detergent & Fabric Softener
- Laundry Bag/Basket
- Clothes Hangers/Drying Rack

Electronic/Study Supplies
- Computer and Charger
- Printer/Ink/Paper
- Thumb (USB) Drives
- Calendar and Planner
- TV (QAM Tuner Compatible)

Personal
- Driver’s License
- Student ID
- Bank Info

- Cleaning Supplies (sprays, wipes)
- Trash Can/Trash Bags
- Vacuum/Broom/Swiffer (optional)
- Air Fresheners (no candles)

- School Supplies (pens, notebooks)
- Backpack
- Ethernet Cord/TV Cables
- Power Strip (UL Approved)
- Gaming System/Games

- Social Security Card
- Debit Card
- Medical Insurance Information

**Withdrawing from the University**
If a student is thinking of withdrawing from the University, it’s recommended that they first talk with the residence hall staff. If, after talking to hall staff, the student decides to withdraw from the University, contact Student Retention, and notify Student Living. Students will forfeit room and meal fees in accordance with the established University refund policy and schedule.

If you ever have questions relating to any of the above information or with the residence hall staff, please contact the Student Living Office at (570) 662-4934, 320 Alumni Hall or housing@mansfield.edu. Once contact has been made, the Interim Dean of Students may meet with you further to discuss.

**STUDENT CONDUCT**

**Philosophy**
Residence hall students are responsible for their actions and must understand that living in a densely populated environment requires maturity and good judgment. To maintain a positive educational environment, there are conditions that are part of the Housing Agreement, the Student Code of Conduct, and this document which govern acceptable and unacceptable behavior.

These conditions allow Student Living staff to terminate Agreements and/or take other actions if students do not comply with established policies, procedures, rules, and regulations. The hall staff will confront students if their actions appear to be in violation of the policies and/or community standards. By calling attention to the behavior and its consequences, the hope is that better judgment will be exercised in the future. The conduct system is a proactive approach to problems that may arise in a community environment.
Residence Hall Conduct Procedures
When an apparent violation of residence hall policy occurs, an incident report is filed. All reports are reviewed by the RD, as well as the Community Conduct Officer. Violations that may warrant minor sanctions are adjudicated by the RD and violations that may warrant more severe sanctions are forwarded to Student Conduct for adjudication. Students may either have an Administrative Hearing or a Hearing Board, depending on severity of the apparent violation and/or preference.

Appeals
If the student wants to appeal the decision of the Administrative Hearing or the Hearing Board, the following process applies:
• The letter of appeal must be submitted in a written email to either the Community Conduct Officer (if student met with a RD) or the Interim Dean of Students (if student met with Community Conduct Officer or Hearing Board). The letter must set forth why the student(s) believes the decision or sanction should be overturned or modified, based on one or more of the grounds set forth below. The letter of appeal must be emailed within ten (10) days after the decision of the Administrative Hearing or the Hearing Board results being delivered to the student.
• Appeals are limited to the following grounds:
  o Whether the decision is in accordance with the facts presented.
  o Whether the decision was reached through a procedure in accordance with the Student Code of Conduct.
  o Whether the sanction is appropriate for the conduct violation.
  o Whether new information not available at the time of the Administrative Hearing or Hearing Board should be considered, and if so, does the new information impact the decision.

RESIDENCE HALL POLICIES

Abandoned Property
Students are obligated to remove all personal property upon departure. If personal property remains in any suite/room after the students leave, then the University may remove the property in order to restore the space. Any property removed by the University may be treated as abandoned property and disposed of accordingly. The University shall not be liable for any damage to or loss of such property that occurs during the course of removal or disposal. The student shall pay all costs (minimum of $100.00) incurred by the University in effecting such removal or disposal, and in restoring the space. If items are found within the residence halls, staff will deliver the item(s) to MUPD. If you found an item, you may bring it to MUPD.

Alcohol
All Mansfield University residence halls are “dry” (meaning that all MU students – regardless of age – are prohibited from possessing and/or consuming alcoholic beverages within the residence halls) with two exceptions:
• The Upper Independent Living floor in Spruce Hall (long wind, 1st Floor)
• The Upper Independent Living floor in Sycamore Hall (4th Floor)
If a student is 21 years of age or older and resides on one of the two floors listed above, that student is permitted to possess and/or consume alcoholic beverages under the following guidelines:

1. Alcoholic beverages may not be possessed and/or consumed in a public area of the residence hall (without appropriate approval). All areas in the residence hall, except for private suites, are considered public areas (including lounges and community kitchens). Only those of legal drinking age (21 years of age and older) may transport closed alcoholic beverage containers.

2. Students and/or staff members wishing to consume alcohol in a public space must have the event approved through the residence hall's event registration process (contact the Residence Director).

3. In areas where alcoholic beverages are permitted, it is reasonable to assume that for every open container there should be an equal number of consumers who are 21 years of age or older.

4. An open container is defined as one not (or no longer) securely capped, corked, or sealed, and contains any amount of the beverage. This is not to be confused with empty containers.

5. In student suites where any occupant is under 21 years of age, alcoholic beverages will be prohibited.

6. Activities and devices facilitating or promoting excessive consumption of alcoholic beverages, including but not limited to: drinking games, funnels, beer bongs, common source containers (kegs, pony kegs, party balls, etc.) are prohibited.

7. Distilling, fermenting or brewing beer or other spirits is not permitted in the residence halls.

8. This policy is intended to allow for personal, responsible use; therefore, the possession of large quantities of alcoholic beverages is prohibited.

9. Inappropriate behaviors (damage of University property, failure to comply with staff, etc.) resulting from consumption of alcoholic beverages is prohibited.

10. Providing alcoholic beverages to individuals under 21 years of age is prohibited and violators will be referred to Campus Police. Serious sanctions and fines could result from violations of this policy.

Reported violations of this policy will result in a referral to the Community Conduct Officer, the Residence Director, and/or MUPD. Students found responsible for violating this policy will face possible sanctions including educational assignments, conduct probation, loss of privilege and possible removal from the Upper Independent Living floors/community or housing altogether, and/or charges initiated by MUPD.

**Alcohol Containers**

Empty alcoholic beverage containers constitute an alcohol violation. Alcoholic beverage containers are not permitted as room decorations. If an alcoholic container is found, the containers will be disposed of and disciplinary action may result.
Appliances and Equipment

Prohibited Items
For health, safety, and insurance liability reasons, residents are prohibited from having the following items in their rooms:

- Flammable and/or combustible liquids and/or chemicals including gasoline and charcoal.
- Pressurized tanks (e.g. helium tanks).
- Open-coil appliances and heaters, including, but not limited to, immersion coils, pottery water warmers, toasters and toaster ovens, stoves and camping stoves, hot plates, charcoal, propane or indoor grills, exposed burners (including popcorn poppers without self-contained heating units), and power tools.
- Fire/open flame materials or high-heat producing devices, including, but not limited to, burning candles, incense and incense burners, halogen lights and lamps, camping stoves, fireworks, charcoal and propane grills, sun lamps, tanning beds, and space heaters.
- Antennas, satellite dishes, or wires extending outside room windows.
- Wireless routers and printers (when wireless function is on).
- Portable dishwashers, air conditioners, full-sized refrigerators, and washing machines and dryers (unless provided as part of the room furniture).
- Waterbeds, portable pools, or portable hot tubs.

This list of prohibited items is not meant to be all-inclusive. Items that Student Living considers to be potentially dangerous are not allowed in the residence halls. The residence halls are not wired to handle these types of appliances and usage may cause damage to the building. Personal wireless routers and printers interfere with the University provided Wi-Fi and will slow down the connection speeds.

Prohibited or misused appliances or equipment will be confiscated by the hall staff, and individuals responsible will be subject to disciplinary action. If an item is confiscated, the student has ten (10) business days to make arrangements to either remove the item from the residence hall or communicate with the Residence Director as to when the item will be removed. If property is not removed by the allocated timeframe, it will be considered abandoned and will be donated or disposed of.

Approved Items
All electrical appliances permitted in the residence halls must be UL-listed for their intended use. The unsafe, improper, or careless use of any electrical appliance may result in its confiscation. Personal possession of cooking appliances other than those listed below is not permitted.

The following are permitted to be used in student rooms:
- hot air popcorn poppers,
- hot pots/coffee makers with automatic shutoff, and
- blenders
The following are permitted to be stored in student rooms and used in kitchen areas:

- George Foreman type grills
- sandwich makers
- rice cookers
- Crockpot
- Instant Pot
- Air Fryers

Student rooms and living areas do not have adequate disposal facilities, ventilation, and safety design for food preparation, and such activities are violations of health and safety regulations. Cooking of food is prohibited in student rooms and should be done in areas designated for cooking. Cooking is permissible in a resident's room utilizing the microfridge units (or a microwave in larger suites) only.

**Business/Personal Enterprise**

Students are not permitted to conduct a business or personal enterprise from their residence hall or room. This would include, but is not limited to, functioning as a beautician, barber, maintenance repair person, babysitter, online sales, etc. For clarification and/or questions, talk to your RD or HRA.

**Candles/Incense/Wax Warmers/Open Flames**

Candles, candle warmers, incense, oil lamps, and other devices which use an open flame (including potpourri pots) are prohibited in residence halls. Items will be confiscated and residents will be subject to disciplinary action. Use or possession of these items is a violation of Fire Safety Regulations. Wax warmers are allowed to be used, but the wax used must be manufactured for use in the wax warmers and it must be heated with a 25 watt light bulb that is housed in a ceramic enclosure. Wax warmers should never be left unattended.

**Children/Minors**

The University welcomes and encourages family visits to our campus and understands that visits often include a desire to visit the residence hall facilities of host students. However, with limited exception, residence halls are not always an appropriate venue for minor children who are not closely supervised by responsible adults. Therefore, minor children and siblings (anyone under the age of 18 and not currently enrolled at Mansfield University) are not allowed to spend the night in the residence halls unless it is a sanctioned University event/program. When visiting the residence halls during the day, minor children must be accompanied and supervised by their parent or legal guardian at all times.

In an effort to protect the safety and security of the thousands of pre-school, elementary, middle, high school, and minor-aged university students who participate in programs held on State System campuses and other properties each year, and to provide guidance to students, faculty, and staff who are involved with such programs and activities, a Protection of Minors Policy has been established, found at http://www.mansfield.edu/hr/protection-of-minors.cfm.
Cooking
Cooking is permissible in a resident's room utilizing microfridge units (or a microwave in larger suites) only. Any other approved cooking must be done in the hall kitchen(s). Any damages resulting from improper food disposal will be billed to the individuals responsible. Students are responsible for cleaning up after themselves when using public spaces. Items used for cooking (pots, pans, spatulas, etc.) can be checked out at the front desk in each residence hall.

Cooperation with University Officials
The residence hall staff members are University officials. Residents must immediately comply with any lawful directions from any University official as detailed in the Student Code of Conduct. Verbal and/or physical abuse directed toward any University staff member will not be tolerated and violations may result in disciplinary action being taken.

Damage to University Property or Equipment
Damage to University property or equipment is not permitted. Damage will be billed to individuals or groups as necessary and may also result in University discipline and/or criminal charges being pursued. If an item (i.e. vacuum cleaner, pots and pans, billiard equipment, etc.) is damaged, the cost for repair will be determined by the staff for each piece of equipment or individual component that is returned in damaged condition. The cost for repair will be assessed to the borrower. For equipment or components that are damaged beyond repair, the replacement cost for the item will be assessed to the borrower. Borrowers should not troubleshoot equipment. Please contact staff if you are having problems. It is also expected that students will properly utilize the grounds outside of the residence halls.

Decorations/Room Personalization
Pictures, posters and other decorations may only be hung on the walls or interior doors with Command Strips/Command products. Other products such as nails, tacks, pins, screws, other adhesive products, scotch tape and duct tape, etc. are damaging, and their use may lead to damage charges. The tabs must be left on the Command strips/Command product for removal by the maintenance staff at the end of the year. No more than a third of the room door should be covered with decorations. No items should be posted on or suspended from the ceiling, smoke detector or sprinkler head. Decorations may not hinder the use of or restrict access to hallways, doorways, stairs, corridors, or fire safety equipment. Do not cover your entire door with decorations; this serves as a fuel source for fires. Decorative lighting should never be attached using tacks and nails. These restrictions apply to student rooms, as well as public areas. Contact the hall staff for further details.
Holiday decorations in the residence halls must meet the following criteria, as established by the fire codes:

- All decorations must be flame resistant.
- No live trees, wreaths or other live decorations are permitted.
- No candles are permitted.
- Holiday lights must be UL approved.

Decorations violating this regulation may be removed by the hall staff and/or billed to the student for removal. Please make sure you are using approved products to decorate your room.

**Disorderly Conduct**

Conduct which is disorderly, lewd, indecent, or considered to be disturbing the peace on University premises or at University-sponsored activities will be confronted by the hall staff and may be addressed through the student conduct process or by contacting MUPD.

**Drugs**

Residents and their guests are required to comply with state and local statutes as well as University and residence hall rules concerning possession and use of prescription and illegal drugs. The University prohibits the manufacturing, possessing, selling, transmitting, using or being a party to any illegal drug, controlled substance, or drug paraphernalia (hookah, bowl, etc.) on University premises, including the residence halls, or at University-sponsored activities. Any violation may result in disciplinary action as well as being subject to applicable federal, state, and local laws.

The use, possession, storage, or cultivation of marijuana for medical purposes is prohibited for all individuals on all Mansfield University properties and instructional locations, including, but not limited to the facilities at Robert Packer Hospital in Sayre, Pennsylvania. Medical marijuana use is also prohibited at all Mansfield University sponsored, conducted, or authorized events and activities held off campus. The federal government regulates drugs through numerous laws, including the Controlled Substance Act, the Drug Free Workplace Act, and the Drug Free Schools & Communities Act as codified under the Drug-Free Schools and Campuses Regulations [EDGAR Part 86]. These laws do not recognize the difference between medicinal and other uses of marijuana, which is classified as a Schedule I drug under the Controlled Substances Act. Mansfield University must abide by and certify it is in compliance with all federal laws and regulations in order to be eligible to receive federal funding through Title IV in the form of student financial aid (grants, loans, and work-study program), as well as other forms of federal funding, such as research or program grants like TRiO. Students and employees who violate this policy may be subject to campus sanctions and federal penalties.

The University requires most first and second year students who reside 50 miles or more away from Mansfield to reside on campus. Students with valid medical marijuana prescriptions may petition the Services for Students with Disabilities to be waived out of their campus housing requirements.
Electrical Power Strips and Extension Cords
When additional electrical outlets are needed, residents must use UL approved electrical power strips with built-in circuit breakers. Multiple plug adapters and extension cords are not permitted. A power strip should never be plugged into another power strip. Power strips should never be placed above ceiling tiles, underneath carpet or stapled or pinched in any way. Running power strips underneath mattresses is also prohibited. Use or possession of these items is a violation of Fire Safety Regulations.

Emergency/Safety Equipment
Tampering, damaging, or inhibiting the use of emergency/safety equipment, including exterior residence hall doors, in any residence hall is prohibited. Residents may not use emergency equipment for any purpose other than emergency use. Residents involved in such activities will be subject to disciplinary action as well as any federal, state, and local laws.

This regulation includes, but is not limited to, fire extinguishers, heat and smoke detectors, exit signs, fire alarm pull stations, automatic door closures, emergency doors, and locked exterior doors.

Exterior Door Locking
All exterior residence hall doors are locked 24 hours a day. Propping of exterior doors and/or tampering with locks is a serious security violation. Residents involved in such activities will be subject to disciplinary action.

Fighting and Physical Abuse
Fighting or abusive physical behavior, and threats of physical abuse toward residents, guests, or staff, are violations of policy and will not be tolerated. Such conduct may be grounds for disciplinary action, removal from the residence hall, eviction, dismissal from the University, and/or criminal prosecution.

Fireworks/Explosives/Hazardous Materials
Students may NOT possess or use any fireworks, explosives, specific materials used to make explosives, sparklers, ammunition, gun powder, gasoline, hazardous chemicals, flammable liquids or any other related materials in the residence halls. Possession of fireworks or explosives implies intent to use them. If found, MUPD will be notified and disciplinary action will be taken. Use or possession of these items is a violation of Fire Safety Regulations.

Gambling
Gambling of any form is not permitted in the residence halls. The dealing, playing, conducting, betting on, and providing facilities for games involving cards, dice, and other devices for money, checks, credit or representations of value is prohibited. This includes unlawful games of chance for money or anything of value and the sale, barter, or other disposition of a ticket, order, or any interest in a scheme of chance.
Games
Bouncing of sports balls, skate boarding, use of paintball guns, Frisbee throwing, throwing darts, roller blades, golf, use of archery equipment, water sports, playing catch, or any other similar activities or games inside or in close proximity to the halls and their respective parking lots are prohibited because of the possibility of damage and the resulting noise. Other games posing a threat to the safety of residents or damage to facilities are also prohibited.

Gender-Neutral Housing
Gender Neutral Housing is a housing option in which two or more students share a multiple-occupancy suite (each person has their own room) regardless of the sex or gender identity of the student. The University is committed to working with all students to meet their housing needs in an environment that values diversity and promotes dignity of all people.

Eligibility
- Any continuing resident student(s) (sophomore or above) who is able to fill an entire suite.
- Any incoming student who identifies a need to reside in gender neutral housing can request consideration.

How to Take Part
- Continuing students will need to self-identify their group as desiring to live in Spruce or Sycamore multiple-occupancy suites (each person has their own room) during the roommate selection/matching portion of the room selection process.
  - All students must meet the eligibility requirements (a signed Housing Agreement and a $100.00 non-refundable application fee, which is required for all housing assignments).
- Incoming first-year students seeking consideration should email housing@mansfield.edu in order to request such an assignment. Requests will be reviewed on a first come, first serve basis and will depend upon the availability of space, as well as the rationale supporting the request.
- If, at any point, a Gender-Neutral Housing Suite drops below capacity, the department reserves the right to dissolve the room structure and return the unit to traditional room inventory.

Gender Neutral Housing is only available in the following suite types:
- Two-person private suite (C and F units)
- Four-person private suite (E unit)

It is the student’s choice to communicate with parents or family members about the decision to live in this housing environment.
Guest Policies and Visitation
A guest is defined as a person who does not live in the residence hall room. This includes other students/residents, friends, parents, siblings, or other relatives of the residents of that room. Residence hall students are allowed to host guests in their residence hall rooms according to the policies outlined below.

However, violating a roommate’s or suitemate’s right of entry into the room, or hindering a roommate’s/suitemate’s ability to study and/or sleep within their room (because of a guest’s presence) is considered a violation of guest privileges. Mansfield University residence halls offer a twenty-four hour visitation program open to host guests.

Host Responsibility
Hosts are responsible for the behavior of their guest(s) at all times and are obligated to inform the guest(s) of all University and residence hall rules and regulations. Violation of any rule or regulation by a guest may result in disciplinary action being taken against both the host and guest.

Escorting Guests
Guests must be escorted at all times by a resident of the residence hall (host). The following guidelines apply to escorting guests:

- Residents must escort all guests into and out of the building.
- Residents must remain with all of their guests at all times while in the residence hall.

Guests left unattended or found to be unescorted may be documented and escorted out of the building. In addition to this, their hosts may be documented for leaving guests unattended.

Residents should never agree to escort a person they do not know personally. This includes opening the door to allow unknown visitors to enter a residence hall. Guests who reside in the same residence hall are not required to be escorted.

Overnight Guests
Residents may have overnight guests, only with the permission of the roommate and only if they do not create a disturbance or violate any rules or regulations. Roommates may request that the overnight guest leave the room or suite at any time. A guest’s visitation privileges, regardless of the host, extend to no more than three (3) nights in a seven (7) day period (the seven-day period begins on day one of the stay). Guests must also obtain a visitor’s parking permit from MUPD to park on campus.

Overnight guests may only sleep in the room of the host who is sponsoring the visitation. Sleeping in other rooms or public/community spaces within the halls is strictly prohibited. In addition, guests may not stay in unoccupied beds in a room without the consent of the resident whose bed is to be used.
Cohabitation
Cohabitation is not allowed in the residence halls. Cohabitation is defined as a person using a residence hall room as if that person were living in the room but is not actually assigned as a resident of that room/suite. Examples of this may include, but are not limited to, keeping clothing and other personal belongings in another room/suite different than the one assigned, and sleeping overnight in the room/suite on a regular basis as if they lived in that room/suite. Violating a roommate’s right of entry into their room or hindering a roommate’s ability to study and/or sleep within their room because of a guest’s continual presence, is considered a violation of this rule.

Group Billings/Communal Damages
Financial charges relating to the cleaning of, damage to, or theft of University property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected suite, floor, or residence hall.

Hate Crimes
A hate crime in Pennsylvania is called “ethnic intimidation.” When certain crimes against people (like harassment, terroristic threats or assault) or certain crimes against property (like criminal trespass, criminal mischief or arson) are committed AND when these crimes are motivated by hatred toward the victims’ actual or perceived race, age, color, religion, national origin, ancestry, mental or physical disability, sexual orientation, gender or gender identity, genetic information, ethnic intimidation can be charged.

Hate crimes are different from other crimes in that they are “message crimes.” The perpetrator of a hate crime sends a message to members of a certain group that they are unwelcome. As such, hate crimes are an affront to a community that values diversity and strives to create an inclusive environment. When one person in the community is the target of a hate crime, the entire community often feels at risk. Hate crimes can divide communities by raising levels of fear and suspicion, which lowers openness and cooperation among its members. While bias incidents may not necessarily constitute crimes, they often have the same effect and impact upon the university community as do hate crimes.

Hazing
The University believes that an effective organization is nurtured in an atmosphere of social and moral responsibility, respect for duly constituted authority, and loyalty to the principles of higher education. While social behavior cannot be legislated, an organization without morally sound precepts and practices is not a constructive influence on university students.

Hazing is defined as prohibited acts committed for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization or student group. The University defines hazing as any intentional action taken, or situation created, on or off university premises, to produce mental or physical discomfort, embarrassment, harassment or ridicule.
Prohibited behavior includes any act which endangers the mental or physical health or safety of a student; the deconstruction or removal of public or private property; and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment; and/or engaging in conduct which tends to bring the reputation of the organization, group, or University into disrepute. Hazing is also a violation of the Pennsylvania Anti-Hazing Law.

**Identification**
In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member may require anyone in the residence halls, at any time, to present an official university identification card and/or other form of ID. Students should carry the University student ID on their person at all times in order to enjoy the privileges extended to University students. It is a violation of policy to lend, or trade IDs as well as impersonating another. When asked by University officials, students must present identification.

**Keys and Access Cards**
Any assigned keys, IDs and access cards should be kept with the responsible student at all times; do not lend them to anyone. Giving key(s) or access card to others may result in disciplinary action. Duplication, or attempted duplication, of University keys, IDs, or access cards is strictly prohibited.

**Lounge Furniture**
Lounge furnishings must remain in their designated areas. If lounge furniture is missing and attempts to locate it fail, residence hall room searches could occur. Any such searches will be publicized at least 24 hours in advance. Students who are found in possession of lounge furniture will be subject to disciplinary action. Lounge furniture not accounted for will be assessed as a group billing charge.

**Lounge Usage and Facility Guidelines**
Lounges are community spaces and are considered public areas. Lounges have been provided so that residents may study, work on class assignments, watch TV, hold community events, and visit with friends. Lounges are not intended for such uses as sleeping, unreserved meeting spaces or other such activities that do not allow the lounge to be used for long periods of time (including recurring meetings or events) and prevent use by the greater community, unless they are appropriately reserved.

Lounge reservations can be made by contacting the RD or HRA of the residence hall that has the space(s) that you wish to reserve. Reservations are typically made for meetings and events related to the students living in the residence halls. Students who use the lounges are responsible for cleaning up after use.
Noise
Quiet Hours
Designated quiet hours are posted in each hall and can vary depending on the hall. During quiet hours, residents should keep the level of noise at a point that it cannot be heard in another student’s room or hallways.

Courtesy Hours
Courtesy hours are in effect at all times. It is important that residents are aware of their responsibility to monitor their behavior, regardless of the time of day, so as not to interfere with the life-styles of others. If a student or hall staff member asks a student to be quieter, regardless of the time of day, compliance is required.

24 Hour Quiet Hours
During finals week, 24-hour quiet hours are observed to facilitate a studious atmosphere. Students remaining in the halls after their last final exam and alleged to be responsible for causing a disturbance may be required to leave the residence halls immediately.

Non-Discrimination Policy & Discrimination Complaint Procedures
Mansfield University is committed to providing a work, educational and residential environment free of unlawful discrimination for its students, employees and campus community members. It is imperative that all employees, students and community members of Mansfield University comply with both the spirit and intent of federal, state and local laws, government regulations, court orders and Mansfield University and Pennsylvania State System of Higher Education policies which prohibit discrimination. In addition, all administrators, faculty, staff and students share a continuing responsibility to behave in a manner which ensures a work, educational and living environment that is free of discrimination. It is the purpose of this policy to set clear expectations for a discrimination free environment, define discrimination, assign responsibilities for ensuring an environment free of discrimination, and provide procedures for handling charges of discrimination, including sexual discrimination and misconduct.

For more information, and a detailed explanation, please consult this link: https://www.mansfield.edu/policies-procedures/upload/Nondiscrimination-Policy.pdf

Offensive Printed Materials
If printed material and/or posters of an offensive nature are displayed on a student’s door, or in a student’s window, and create a threatening or otherwise degrading environment for individuals in the residence hall, the student(s) will be asked to remove the objectionable item(s) from display.

Personal Furniture/Items and Clothing
All personal items should be kept within students’ rooms and should not be stored or kept in any public areas. Personal items or clothing left in public areas may be turned in to lost and found, but generally will be treated as abandoned property and may be removed. See Abandoned Property.
Personal Transportation

Bicycles
Bicycles are to be parked in established bike racks located outside each residential area. A resident may store bicycles in his/her room, but first must make certain his/her roommate agrees to this. Per fire regulations, bicycles may not be attached in any way to any part of a building. This includes trees and other plants within a community. Throughout the year, if a bicycle is left attached to or within a residential building or stairwell, it may be removed and impounded. Please walk or carry bicycles when transporting the bicycle in a residence hall. At the end of the semester, please remember to take all bicycles home.

Scooters/Motorcycles
Scooters and motorcycles must follow parking and traffic rules and are not allowed to be driven on any non-roadway area, pathway, sidewalk, handicapped ramp, etc. Scooters must be stored at the bike racks/motorcycle parking area (with appropriate hangtag) and are not allowed to be stored inside or immediately outside of residence halls. These vehicles may be impounded if they are left in walkways, breezeways, sidewalks, stairwells or hallways. Although bicycles may be stored in residence hall rooms with the consent of the roommate, motorcycles, mopeds, motor scooters, and other internal combustion engines or vehicles should never be brought into the residence halls. Gasoline cans should never be stored.

Skateboards/Skates
Residents who want to use roller skates, in-line skates or skateboards are asked to do so in an appropriate manner. These activities are not permitted in and/or around residence hall property and communities. These items must be stored within a resident’s room or vehicle.

Electronic Skateboards
Electronic skateboards, including self-balancing boards/scooters, and any other similar equipment are prohibited from being used, stored and/or charged in any residence hall building/community due to a potential fire hazard.

Pets and Service/Assistance/Comfort Animals
The only animals allowed in residence halls are fish living in an aquarium (10 gallon maximum – one per room/suite), service animals (as defined by the Americans with Disabilities Act), and assistance/comfort animals (as defined by the Fair Housing Act).

Assistance/comfort animals (as defined by the Fair Housing Act) are only allowed in a student’s room after a request has been submitted to the Services for Students with Disabilities and permission has been granted by Student Living. Requests for assistance animals must be approved in writing by the Services for Students with Disabilities before the student brings the animal into the residence hall.

If approved, students are required to comply with the following rules intended to directly relate to the ongoing health, safety and welfare of the campus community:

- Student must comply with state and local laws governing the vaccination, licensing, ownership and maintenance of the animal and agree to provide documentation of compliance to the Services for Students with Disabilities.
• Appropriate veterinarian care must be provided for the animal.
• The animal must be healthy.
• The student must be capable of controlling and must at all times control the animal.
• The animal cannot be left unattended for inappropriate periods of time.
• Animal waste must be disposed of so as not to create odor, damage or health risks.
• The animal must stay in the student’s unit, not in common areas except in the course of transit to or from the student’s unit.
• The animal cannot exhibit behaviors that create a nuisance or undue disruption.
• Policies regarding responsibility for property damage or repairs apply to damages caused by, or repairs necessitated by, an animal.

Where an assistance/emotional support animal is properly removed pursuant to this policy, Mansfield University will work with the handler to determine reasonable alternative opportunities to participate in Student Living Programs without having the animal on the premises. Mansfield University reserves the right to make an interim accommodation while determining appropriate measures to address the removal of the animal. In addition, Mansfield University is not required to grant an accommodation if it would pose an undue financial and administrative burden or would fundamentally alter the nature of the University’s operations.

Posting/Advertising
Individuals and/or groups wishing to post information must obtain the permission of the hall staff before any posters/advertisements will be hung/distributed. The hall staff will approve items to be posted on exterior surfaces or the surrounding property, and in all common areas within the residence halls including (but not limited to) lounges, stairwells, study areas, entry ways and hallways. Posting will be allowed only in designated areas within each residence hall. Posting in Housing areas will be accomplished by hall staff members. Information that does not have approval of the staff and is improperly posted will be removed. Possible disciplinary charges may be filed against the individual and/or organization.

Room Furnishings
The residence halls are equipped with movable furniture, which allows residents the flexibility to arrange furniture creatively within their rooms. When rearranging furniture, students should not block access to windows, air vents, air conditioning or heating units. Students must return furniture to its original location prior to vacating the room. Water beds are not allowed in any residence hall.

Under no circumstances should residents remove any University property from their room. Students will be billed for any missing furniture at the time of their check-out from their residence hall room. University furniture includes: bed, desk, chair, and dresser(s). Students provide their own pillows, linens, study lamps and toiletries (including toilet paper). All furniture brought into the residence hall room is required to be free standing (no lofts or hammocks). Students are responsible for inspecting the condition of the room when moving in and out, and are held accountable for any damage to University furnishings and equipment.
**Room Occupancy**
Student Living reserves the right to limit the number of individuals in a room based upon official occupancy limits, at a residence hall event in cases where the safety of occupants may be a concern, or where the noise level in the room violates either the quiet hours or courtesy hours policy. Gatherings with more than two guests per resident in any room/suite at any given time is prohibited.

**Smoking**
In supporting a safe and healthy environment for all campus residents, MU policy designates all campus housing as a smoke-free environment. Smoking is not permitted in any residential facility, and is only permitted outside of the building, and must happen at least 25 feet from any part of the building and utilize designated receptacles for disposal.

Smoking includes, but is not limited to the burning of any type of lighted pipe, hookahs, cigar, cigarette, electronic devices (i.e. vapes) or any other smoking equipment/devices whether filled with tobacco or any other type of substance. When charging electronic devices (i.e. vapes) the charger provided by the manufacturer must be used. Smoking devices such as hookahs and smoking pipes are not permitted in the residence halls.

**Solicitation and Sales**
The sale and solicitation of goods and services is prohibited in all residential facilities. Please contact the residence hall staff if this is occurring in the halls.

**Theft and Vandalism**
Theft or unauthorized possession of personal or University property is prohibited. Students who are the victims of theft should immediately report the theft to MUPD and inform a hall staff member. Please be aware that Student Living is not liable for replacing stolen personal items.

Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy, or is reckless or negligent, in that a reasonable person would know that engaging in that behavior could cause damage. Willful destruction or defacement of any personal or University property is prohibited.

When damages occur to common space facilities, an investigation will occur and the responsible individual(s) will be billed; conduct action is also possible depending on the situation. When damage occurs outside of a student room/suite, which cannot be attributed to the responsible individual(s), all students in the hall, floor or suite may be held responsible for the cost of the repair. Should a student become aware of those responsible for the damage, contact an RA, HRA or RD.

**Traffic Control/Road Signs**
Signs or traffic control devices which are the property of federal, state, county or city governments are not permitted in the residence halls, which includes but is not limited to stop signs, pedestrian traffic control, and street signs. Possession of such described signs/devices may result in referral to MUPD, as well as to Student Conduct. These signs/devices may also be confiscated by MUPD.
**Trash**
Students are not permitted to leave trash lying in the hallways or outside their room doors. The residence halls are equipped with garbage cans on each floor located in the trash rooms, and dumpsters outside the buildings.

Containers holding fluids should be emptied down an appropriate drain before disposal into the trash rooms. Hypodermic needles should not be thrown in trash cans. Sharps containers are available from the Campus Clinic or from stores to properly dispose of needles. Residents are encouraged to participate in recycling. Collection centers are available in all halls for paper, plastic, and cans.

**Weapons**
The term weapon means any object or substance designed to inflict a wound, intimidate, cause injury, or incapacitate, including, but not limited to the possession or use of items such as any firearm, illegal knives (non-folding with blades over 3" in length), club, or any other weapon (not restricted to legal definitions) that may be hazardous to the health or safety of residents.

This includes, but is not limited to: rifles, pistols, shotguns, pellet guns, airsoft/paintball guns, BB guns, taser/stun guns, bows and arrows, sling shots, martial arts weapons such as nun chucks or throwing stars, axes, machetes, swords, spears, bowie knives, daggers or similar knives (non-folding with blades over 3" in length), double-edged blades, or switchblades. These items are not permitted in the residence halls.

Residents found violating any part of this rule may be subject to both University and criminal charges and may be removed from University housing. MUPD has a 24-hour accessible weapon locker where weapons may be stored. If you have any questions, please call MUPD at (570) 662-4900.

Nerf-type guns/weapons may be stored in a residence hall room, but may not be used anywhere inside of a residence hall.

**Windows**
Window screens are not to be removed so as to minimize damage and/or loss of property from within the room. Nothing should be propelled or thrown out of or into a window. For the security of personal property, windows should remain locked and curtains or blinds drawn when no one is home.
QUESTIONS/CONCERNS/SUGGESTIONS

If you have any questions or concerns at any time, the Student Living Staff is here for you. We want you to have a positive experience while residing on campus. Please don’t hesitate to bring your questions and concerns to us.

Please do not hesitate to contact your residence hall staff or the Student Living Office at (570) 662-4934, 320 Alumni Hall or housing@mansfield.edu. Any questions or concerns that need to be referred to or handled by the Interim Dean of Students will be forwarded at that time.

STUDENT LIVING CALENDAR

Fall Semester 2019
- New Student Move-In: Thursday, August 22, 2019
- Returning Student Move-In: Friday, August 23 – Sunday, August 25, 2019
- Room Change Requests: Tuesday, September 3 – Friday, October 4, 2019
- Thanksgiving Break – Halls Close: Saturday, November 23, 2019 at 10:00am
- Thanksgiving Break – Halls Open: Sunday, December 1, 2019 at 12:00pm
- Winter Break – Halls Close: Saturday, December 14, 2019 at 4:00pm

Spring Semester 2020
- Winter Break – Halls Open: Saturday, January 11, 2020
- New Student Move-In: Friday, January 10, 2020
- Room Change Requests: Tuesday, January 21 – Friday, March 6, 2020
- Spring Break – Halls Close: Saturday, February 29, 2020 at 10:00am
- Spring Break – Halls Open: Sunday, March 8, 2020 at 12:00pm
- Summer Break – Halls Close: Saturday, May 2, 2020 at 4:00pm