Residence Hall Handbook
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Mansfield University
Mission and Vision Statement

Mission and Purpose:
As Pennsylvania's premier public liberal arts institution, Mansfield University offers students a personalized education that emphasizes character development, scholarly growth, cultural awareness, and community service. By preparing our students for productive careers and meaningful lives, we positively influence the world.

Vision:
As Pennsylvania's only member of the Council of Public Liberal Arts Colleges and Universities (COPLAC), Mansfield University is the state's premier public liberal arts institution. We are committed to enhancing our identity as a small, distinctive, affordable alternative to private liberal arts colleges.

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.

In 1912, our student body adopted the above words, emphasizing their order:

"Character as the essential, Scholarship as the means, Culture as the enrichment, and Service as the end of all worthy endeavors."
Housing, Dining, and Campus Life
Mission and Vision Statement

Our Mission
The Housing, Dining, and Campus Life program 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 Housing, Dining, and Campus Life program strives to:

- Provide reasonably priced residential facilities and services that are safe, clean, attractive, well maintained and comfortable.
- Provide a living-learning 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.

This is accomplished by organizing activities that address individual needs and interests, developing sound policies and procedures, administering residence hall disciplinary procedures, advocating for students and the training and direction of the residence hall staff.

Our Vision
Housing, Dining, and Campus Life strives to be a leader in developing a premier residential college environment marked by active student engagement in learning and leadership opportunities, attractive price and quality services. We seek collaborative partnerships with students, faculty and staff, and in our community, to engage students in integrated learning and development. Our programs are designed to increase students’ capacities and aspirations to achieve intellectual, social and personal growth thereby providing them a comparative advantage among college graduates. Our students are purposefully engaged in their out of class educational opportunities, initiate a number of the learning experiences that enrich the intellectual life of the campus, and promote a campus environment supportive of learning.
Housing, Dining, and Campus Life
Staff Contact List

**Associate Vice President for Student Affairs – Auxiliary Services**
Mr. Chuck Colby – 119 Pinecrest, ccolby@mansfield.edu, #4952

**Housing, Dining, and Campus Life Operations Manager**
Mr. Michael Stoudt – 308 Pinecrest, mstoudt@mansfield.edu, #4938

**Associate Director of Residence Life**
Mrs. Judi Brayer – 120 Pinecrest, jbrayer@mansfield.edu, #4818

**Associate Director of Housing**
Mrs. Dusty Zeyn – 120 Pinecrest, dzeyn@mansfield.edu, #4932

**Residence Director**
Mr. Stephen Wasilewski – Hickory & Oak, swasilew@mansfield.edu, #4945

**Residence Director**
Mr. Dave Slampak – Spruce & Sycamore, dslampak@mansfield.edu, #4095

**Management Technician for Housing**
Mrs. Bonnie Phelps – 120 Pinecrest, bphelps@mansfield.edu, #4934

**Fiscal Technician**
Mrs. Jackie Lundgren – 120 Pinecrest, jlundgren@mansfield.edu, #4952

**Maintenance Repair II**
Mr. John Mays, jmays@mansfield.edu, #4959

**Maintenance Repair II**
Mr. Russell Root, rroot@mansfield.edu, #4951
Central Office Staff
Roles and Responsibilities

**Associate Vice President for Student Affairs – Auxiliary Services**
The Associate Vice President (AVP) for Student Affairs – Auxiliary Services is responsible for the development and direction of Housing, Dining, and Campus Life. The AVP has the comprehensive administrative and supervisory responsibility for budget oversight, facility inventory and services, housing related safety and security issues, housing agreement management, housing capital projects including renovations and new construction and the development and direction of the comprehensive residence life program. Along with the departmental duties, the AVP also oversees the overall operation of the Kelchner Fitness Center (KFC) and assists in leading the Student Affairs Division.

**Operations Manager**
The Operations Manager provides leadership in managing all building and systems operations and has primary responsibility for day-to-day coordination of facility-related operations within residential areas. This position serves as a member of the central leadership team and is responsible to oversee and liaison with those who maintain year-round occupancy preparations, preventive maintenance, facility work orders, custodial services and other operational functions. The Operations Manager directly supervises the maintenance and custodial staff.

**Associate Director of Residence Life**
The Associate Director of Residence Life (ADRL) is primarily responsible for overseeing the residential life component of the department, including staff selection and training, residence hall programming, and assisting with student conduct matters. The ADRL assists in supervising the Residence Directors and indirectly supervising the Graduate Assistants and Resident Assistants. This position also serves as the Coordinator of Student Services at the Sayre Campus.

**Associate Director of Housing**
The Associate Director for Housing (ADH) is primarily responsible for the daily administrative operations of the department, room assignment process, room changes/consolidations, damage billings, agreement exemption requests, financial appeals of charges and other duties. The ADH assists in supervising the Residence Directors and indirectly supervising the Graduate Assistants and Resident Assistants. This position also coordinates Camps and Conferences staying on-campus throughout the year.

**Management Technician for Housing**
The Management Technician, along with the Fiscal Technician, is the staff member who serves as first contact for many students and visitors to the office. The Management Technician assists with the development and implementation of housing assignments and processes, all associated forms, and information requests related to housing services and assignments.

**Fiscal Technician**
The Fiscal Technician, along with the Management Technician, is the staff member who serves as first contact for many students and visitors to the office. The Fiscal Technician oversees the daily fiscal needs of department, including purchasing requests and all associated forms, payment of invoices, and maintaining the budget. The Fiscal Technician also assists with information requests related to housing services and assignments.
Residence Hall Staff
Roles and 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 Graduate Assistants, Residence Life Interns, 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

Graduate Assistants (GAs)
Graduate Assistants (GAs) are full-time matriculated students in one of Mansfield University’s graduate programs. As a part of their assistantship, they are responsible for housing related issues (file, update and maintain housing records), overseeing the front desk operations, assisting in room changes and managing the key system, helping students adjust to the university, and serving in a campus-wide on-call duty rotation.

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 Residence Director 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.

Desk Assistants (DAs)
Desk Assistants (DAs) are students who work at the front desks of each building to assist with answering telephones, questions, maintaining hall supplies, checking-out equipment, as well as helping to build community within the residence hall in which they are employed.

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 my.mansfield 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.

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 across campus 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 Housing, Dining, and Campus Life no later than 4:00pm on Friday, August 26, 2016 for fall semester 2016 and 4:00pm on Friday, January 20, 2017 for spring semester 2017. After the previous dates, meal plans can only be increased, not decreased.

Commuter Students now 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/MyHousing accounts prior to Friday, August 26, 2016 for the fall semester and Friday, January 20, 2017 for the spring semester. After these dates, “upgrade” changes can be initiated at Housing, Dining, and Campus Life in 120 Pinecrest.

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: http://www.mansfielddining.com/plans.html

**Front Desks**
Each residence hall has a front desk, which is traditionally open and staffed from 8AM-12AM each day 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 / **HICKORY** – 570-662-4941 / **SPRUCE** – 570-662-4341 / **SYCAMORE** – 570-662-4344

**Internet Connections**
Campus Technologies (CT) provides a free service to resident students with the following computer problems: Connecting to the Mansfield Internet Service, installing the SafeConnect Policy, 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 8:00 AM to 4:15 PM, Monday thru Friday. The HELPDesk is closed on University holidays and during campus shutdowns. Please visit Campus Technologies website at http://ct.mansfield.edu/helpdesk.cfm for additional information.
Laundry
Each residence hall has laundry areas consisting of washers and dryers that are free to operate. Cash and coins are not needed to operate the washers and dryers as the laundry cost is included. However, students must furnish their own laundry supplies. If you notice a broken machine, 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 (instructions below). 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).

To place service requests: www.macgray.com/laundrylinx
Password: mountaineer
1. Enter your password 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 that 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.

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**: $200.00

Mail and Shipping Services
Housing, Dining, and Campus Life 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 four residence halls and provides a package pick-up point for items sent through UPS, DHL, FedEx, Priority Mail and Express Mail in the Pinecrest lobby 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:** We receive all incoming USPS and departmental mail and deliver this mail to the departments and to the students' residence hall mailboxes.
- **Outgoing Mail Center:** We receive and process 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. All UPS and Fedex will be delivery the next day. Except for any Express which will be delivery by the end of the day.

**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 the Student Government Association (SGA). It runs Monday through Friday on an approximate 30-minute loop starting at University Commons (schedule follows below). There is no charge for MU students, faculty, & staff with MU ID. For more information, please visit [http://www.mansfield.edu/police/parking/upload/Mountie-Schedule-Printable.pdf](http://www.mansfield.edu/police/parking/upload/Mountie-Schedule-Printable.pdf)

**Parking**

Housing, Dining, and Campus Life is not responsible for the regulation of on-campus parking. For more information on parking, contact the Mansfield University Police Department (570-662-4900); they are located in 104 Doane Center, or visit them online at [http://www.mansfield.edu/police/parking/index.cfm](http://www.mansfield.edu/police/parking/index.cfm).

**Recreation**

The campus has a large Game Room, which all students are encouraged to take advantage of. In addition to this, each of the residence halls has large recreation rooms for 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 Graduate 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 housekeeping charge for which the sponsoring organization will be responsible. Damage/and or excessive housekeeping 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
Housing, Dining, and Campus Life 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 student ID card 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 feed on the blood of people and other warm blooded animals. 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. Scratching the bites can cause secondary infections and scarring. Washing the bite area with soap and water and applying an anti-itch/antihistamine cream is recommended. 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. Check wall hangings, curtains, and walls. Look for any excrement spots, skin casings, or live bugs.

What if I have bedbugs?
Please contact your Resident Assistant, Graduate Assistant or Residence Director as soon as possible. The GA/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?
Housing, Dining, and Campus Life 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.

If you should have any other questions or concerns, do not hesitate to ask your Resident Assistant, Graduate Assistant or Residence Director.

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.

**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 Health & Wellness Center 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 a residence hall staff member.

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 will 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. Failure to leave the premises or comply with staff during a fire drill will result in legal/disciplinary action. 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. The following people may also be of assistance: an RA, GA, or RD. For all your non-emergency health care needs and questions, the Health & Wellness Center is located in the Spruce Hall and can be reached by calling, (570) 662-4350, or by referring to the Health & Wellness Center website at http://www.mansfield.edu/residence-life/campus-clinic.cfm.

It is strongly encouraged that you make an appointment prior to visiting the Health & Wellness Center. 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 Health & Wellness Center, 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.

Mansfield University is pleased to provide the following information about our Student Injury and Sickness Insurance Plans. The insurance plan is offered through Consolidated Health Plans (CHP). The University strongly recommends that all students have appropriate accident and sickness insurance coverage prior to coming to Mansfield University. The annual insurance plan can be purchased on-line at www.chpstudent.com.

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 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.
- Employers may search Google for more information about you. Google yourself so you are aware of how you could be portrayed.
- Remember the Mansfield Creed when posting on any social media site.
- If you see something on social media sites that is questionable or alarming, please be sure to report it to the appropriate staff.
- **Like us!** Dining Services, as well as each residence hall have their own Facebook pages and Twitter accounts, 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.

Reports of sexual assault and harassment should be made to the Title IX Coordinator who is charged with overseeing the University’s investigation and resolution of reports of sexual violence as well as coordinating the University’s compliance with Title IX.

The Title IX Coordinator is Nigel Long, Dean of Students and the Deputy Title IX Coordinators are Kacy Hagan, Director of Human Resources and Chief Christine Shegan, Director of Police Services & Safety. 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), please visit the following link: http://www.mansfield.edu/title-ix/resources.cfm

For more information on the Mansfield University Sexual Discrimination and Sexual Misconduct Policy - Title IX Policy and Complaint Procedure, please visit the following link: http://www.mansfield.edu/title-ix/upload/Title-IX-Policy-FINAL-7-2016.pdf.

Community Living

The Shared Community

Community living is a unique experience and residents are expected to be considerate of the rights of others and will be held accountable for assuming the responsibilities of citizenship. 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. 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, floormates, 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. Having a roommate may be a new experience for many residents, and 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. He or she is an individual, too.

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. 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 and secure?
- 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.

- 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 and facilities 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, Residence Director and Graduate Assistant 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.
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 Housing, Dining, and Campus Life.

**Resident Assistants**

Resident Assistants (RAs) are a highly selective group of individuals that 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. 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 a Residence Director (RD). RAs are compensated with a full room and board scholarship. RA selection takes place in the spring semester for the following academic year.

**Residence Hall Association (RHA)**

The Residence Hall Association, known as RHA, is the governing body for all students living in the residence halls. All students who live on campus are automatically members of RHA. Opportunities to serve fellow students and the community, create engaging programming for residents, provide funding for hall improvements, and learn what it takes to be an inclusive leader and community member are what RHA is all about. Within RHA there are Hall Councils. Each Hall Council is considered the hall government for the hall they represent.

RHA is a state, regional, and national organization which focuses on leadership development and community development. The purpose of the RHA is as follows:

- Work primarily for the welfare of all residence hall students;
- Coordinate activities and serve as a channel of student opinion;
- Ensure the students are aware of their responsibilities and constitutional rights;
- Encourage the development of responsibilities, character, leadership, scholarship, civility, citizenship, create a spirit of unity and service.
- To become an active student leader in RHA, contact a staff member for more information.
**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 the Department of Housing, Dining, and Campus Life. 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**
Housing, Dining, and Campus Life Staff, along with the Residence Hall Association (RHA), offer programs and activities for the floors/halls throughout the year. RHA programs are open to all students.

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**
There are many clubs & organizations at Mansfield University that provide a full range of opportunities for educational, faith & religion, politics, social, cultural, ethnic and recreational experiences to name a few. Students are encouraged to expand their education with out-of-class activities. 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/](http://www.mansfield.edu/student-organizations/).

**Housing Assignment Information**

**Check-In**
During the initial check-in process, you should report to their assigned check-in locations where keys and other check-in materials will be available. Upon check-in, you will need to log on to your mymansfield/myhousing to review and add any additional changes to the Room Condition Report (RCR). Each room/suite is checked by a hall staff member prior to each residence checking in, and while the Housing, Dining, and Campus Life Staff works diligently to ensure your room is in the best possible condition for your arrival and have all damages/concerns listed, it is possible we missed something! Please be sure to complete a thorough assessment of the room/suite yourself to ensure all damages/concerns are listed. You are responsible for ensuring the condition of the room remains throughout the year. You may be financially responsible for any damages not listed on the RCR upon checkout at the end of your stay. You will have 72 hours from the first day of classes to review the RCR.

Residents who do not check into their room by the start of classes may forfeit their housing assignment and be counted as a NO SHOW. If a student is unable to check in by the deadline, their space will be held only if they notify Housing, Dining, and Campus Life of their late arrival.

**Check-Out**
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 Residence Director (RD) of their building and discuss their situation.
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 the 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.

Checking out without receiving a release from the Associate Director of Housing results in continuing housing and dining charges. Checking out and returning your key does not automatically cancel the Housing & Dining Agreement – charges will still apply.

When preparing for checkout, residents are responsible for:
- Removing all personal belongings from the room and putting furniture back to its original location.
- Cleaning the room by properly disposing of trash, removing any and all personal items, sweeping, vacuuming, and mopping the floors.

### Cancellation of Housing and Dining

**Housing Fee Charge/Refund Schedule**

The Housing & Dining 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 and Dining Agreement, the following cancellation penalties will apply:

- **CANCEL (on or before June 30, 2016)** – students granted release will be responsible for a $500 cancellation penalty
- **CANCEL (July 1, 2016 to July 31, 2016)** – students granted release will be responsible for a $700 cancellation penalty
- **CANCEL (August 1, 2016 through end of 2016 Fall Drop/Add period)** – students granted release will be responsible for a $1000 cancellation penalty
- **CANCEL (within the Fall 2016 semester)** – students granted release after fall semester drop/add will be held accountable for a $1500 cancellation penalty
- **CANCEL (for Spring 2017 semester)** – students granted release from spring housing before January 1, 2017 will be held accountable for a $2500 cancellation penalty; students cancelling spring housing after January 1, 2017 will be held accountable for cancellation 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 Housing, Dining, and Campus Life in 120 Pinecrest. It is vitally important that you keep your address current in order to receive official University communications in a timely manner.

Condition of Suite
All suites will be inspected by hall staff prior to occupancy. The condition of the suite will be noted on the residence hall check-in/check-out Room Condition Report (SCR) located online through mymansfield/myhousing. You are advised to carefully review the condition of the room/suite as indicated on the form.

Once the suite is vacated, any damages or discrepancies from the original inspection will be noted, and charges may be accrued.

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. Housing, Dining, and Campus Life 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, suite rate and remain in the suite alone;
- The student may find another roommate to move into the open space in their room; 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.

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 & Dining Agreement, as well as submit a $100 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 his/her 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. Housing, Dining, and Campus Life 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 beginning the second until the sixth week of classes. Requests for room changes are submitted to the RD/GA 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 by the RD/GA of the hall. All room changes should take place within 24 hours of approval or picking up your new keys (unless specified by the RD/GA) No student will be allowed to move until appropriate approval has been granted.

**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 the Department of Housing, Dining, and Campus Life. 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 Housing, Dining, and Campus Life 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 & Dining 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 & Dining Agreement, and pay the $100 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 Housing, Dining, and Campus Life.
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)
- Pillow and Blankets
- Curtains
- Lamps (desk and floor)
- Personalization Items (pictures, etc.)
- Mirror (full length)
- Decorations (area rugs, posters, etc.)
- Favorite stuffed animal

Bathroom/Health Supplies
- Toiletries (including toilet paper)
- Towels/Washcloths
- Floor Mats
- Shower Curtain (liner is provided)
- First-Aid Kit
- Vitamins/Prescription Medications
- Hair Dryer/Straightener
- Sewing Kit

Cooking/Eating Supplies
- Cups/Bowls/Plates/Napkins
- Plastic Silverware
- Food Storage Containers
- Can Opener
- 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
- Cleaning Supplies (wipes, sprays, etc.)
- Trash Can/Trash Bags
- Vacuum/Broom/Swiffer (optional)
- Air Fresheners (no candles)

Electronic/Study Supplies
- Computer and Charger
- Printer/Ink
- Thumb (USB) Drives
- Calendar and Planner
- School Supplies (pens, notebooks, etc.)
- Backpack
- Cords/Cables/Powerstrips
- Gaming System/Games

Personal
- Driver’s License
- Student ID
- Bank Info
- Social Security Card
- Debit Card
- Medical Insurance Information
Withdrawning from the University
If a student is thinking of withdrawing from the University, it’s recommend that they first talk with the residence hall staff. If after talking to hall staff the student decides to withdraw from the University, contact the Office of Student Life - Student Retention, and notify Housing, Dining, and Campus Life. Students will forfeit room and meal fees in accordance with the established University refund policy and schedule.

Student Conduct

Philosophy
Residence hall students are responsible for their actions and 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 & Dining Agreement, the Student Code of Conduct, and this document which govern acceptable and unacceptable behavior. These conditions allow Housing, Dining, and Campus Life 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 Chief 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 a Student Conduct Administrative Hearing or a Student Conduct Hearing Board, depending on severity of the apparent violation and/or preference.

Appeals
If the student wants to appeal the decision of the Student Conduct Administrative Hearing or the Student Conduct Hearing Board, the following process applies:

- The respondent and, in a case involving sexual discrimination or sexual misconduct both the complainant and respondent, must deliver a written letter of appeal to the Dean of Students. The
A letter of appeal 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 postmarked or hand delivered within ten (10) days after the decision of the Student Conduct Hearing Board or the Student Conduct Administrative Hearing results were delivered to the student.

- Appeals are limited to the following grounds:
  - Whether the decision is in accordance with the facts presented.
  - Whether the decision was reached through a procedure in accordance with the Student Code of Conduct.
  - Whether the sanction is appropriate for the conduct violation.
  - Whether new information not available at the time of the Administrative Conduct Hearing or Student Conduct Board Hearing 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 the living space after a certain period of time after the students leave, then the University may remove all personal property the space or any person admitted to the space by the student may remove the property and restore the space. Any property removed by the University may be stored or 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, storage, or disposal.

The student shall pay all costs (minimum of $100.00) incurred by the University in effecting such removal, storage, or disposal, and in restoring the space. The staff will attempt to make telephone and/or email contact with resident(s) of room. Once notified, owner is given a reasonable time (usually 30 days), from time of notification to claim surplus property. If property is not removed all of the property from the room by the allocated timeframe, it will be considered abandoned and will be donated or disposed of.

Every residence hall has a lost and found that is managed by the staff. Found items are kept at the front desks for a 24-hour period, and any unclaimed items are delivered to MUPD. Check with the front desk in your residence halls or MUPD if you lost an item. If you found an item, you may bring it to any residence hall desk or to MUPD.

#### Alcohol

Mansfield University is a “dry campus,” which means that all MU students are prohibited from possessing and/or consuming alcoholic beverages on campus.

Reported violations of this policy could result in a referral to the Conduct Officer and/or MUPD. Students found responsible for violating this policy will face possible sanctions including educational assignments, conduct probation, 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 these items are 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 Housing, Dining, and Campus Life 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 or Graduate Assistant as to when the item will be removed. If property is not removed all of the property from the room by the allocated timeframe, it will 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.
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 with microfridge units (or a microwave in larger suites) only. Students may use coffee makers (equipped with an automatic electrical shut-off) or thermal/insulated carafes in their rooms.

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

**Business/Personal Enterprise**

Students are not allowed 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, maintenance repair person, babysitter, etc. For clarification and/or questions, talk to your RD or GA.

**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 the thousands of pre-school, elementary, middle, high school, and minor-aged university students who participate in programs held on Pennsylvania State System of Higher Education (PASSHE) university 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. For more information, please visit: [http://www.mansfield.edu/hr/protection-of-minors.cfm](http://www.mansfield.edu/hr/protection-of-minors.cfm)
**Cooking**

Cooking is permissible in a resident's room with 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, 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 the residence halls.

**Decorations**

Pictures, posters and other decorations may be hung on the walls with Command Strips. Nails, tacks, pins, screws, scotch tape and duct tape are damaging, and their use may lead to damage charges. 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.

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. See “Holiday Decorations” for specific holiday decorating policies.

**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.

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 the 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, 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 & Dining Agreement and a $100.00 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. Conversation is encouraged between parents, guardians or family members and student(s) about housing choices so that they can support the student’s decision.

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 floor, residence hall, or suite.
**Harassment or Discrimination**

It is the policy of Mansfield University to ensure a work, educational and residential environment dedicated to the ideals of equity, justice, and fairness; that is free of unlawful harassment and/or discrimination or the denial of equal employment opportunity because of race, color, religion, disability, ancestry, national origin, age, sex, veteran status, political affiliation or sexual orientation, including sexual harassment. In accordance with state and federal laws including Title VI of the Civil Rights Act of 1964, Section 1604 of Title VII of the Civil Rights Act of 1964, Executive Order 11246 and 11375, Title IX of the Educational Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Pennsylvania Human Relations Act and all other applicable legislation, Mansfield University prohibits and will not tolerate unlawful harassment and/or discrimination on the basis of an individual's race, ethnicity, color, religion, sex, sexual orientation, national origin, ancestry, disability, age, veterans status, political affiliation or other factors.

For more information, and a detailed explanation, please consult this link: [http://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/harassment-and-non-discrimination-policy.cfm](http://esd.mansfield.edu/forms-and-policies/undergraduate-academic-policies/harassment-and-non-discrimination-policy.cfm)

**Hate Crimes**

A hate crime in Pennsylvania is called “ethnic intimidation.” When certain crimes against people (like harassment, terrorist 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.
Holiday Decorations
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.
- No decoration should impede emergency access or exit in rooms, hallways or public areas.
- Holiday lights must be UL approved.
- No more than 40% of the residence hall door can be covered with flammable materials.

Identification
In order to protect the safety and welfare of residents and the residence hall, any resident or residence hall staff member (e.g., RD, GA or RA) 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 GA 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
Courteous 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.

Offensive Printed Materials
If printed material and/or posters of an offensive nature are displayed on a student’s door 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 in the residence halls.
**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 Housing, Dining, and Campus Life. 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.

**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. 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 Personalization
Residents are free to personalize their room; however, be careful and make sure no holes or any type of damage results when hanging items. Residents may want to bring their own decorative lamps, throw pillows, plants or other personal items. It is a good idea to discuss any room personalization with roommate(s) before beginning.

Residents desiring to personalize rooms:
- Only command strips are permitted to be used for hanging decorative items from the walls.
- May not use wallpaper or contact paper in room due to the possible damage to University facilities.
- May not paint any part of room or University furniture or equipment.
- May not use nails or monkey hooks to hang items in your room.
- Residents will be responsible for any damage caused by the use of adhesive material and will be charged for damage. If you wish to have any wall decorations removed, please submit a maintenance request through the MyHousing portal.
- Wall hangings such as fish netting, posters, and tapestries may not be hung from ceilings or ceiling light fixtures, over radiators, fire safety equipment or electrical outlets.
- All types of personalization must be removed at the close of each academic year or any time when residents officially move out of the room.

Room Occupancy
Housing, Dining, and Campus Life 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 or any other smoking equipment/devices whether filled with tobacco or any other type of substance. Smoking devices such as hookahs and smoking pipes are not permitted in the residence halls.
Solicitation
Solicitation for commercial purposes is prohibited in the residence halls. This includes instances where students are acting on behalf of outside business agencies. This includes but is not limited to magazine sales. Please contact the residence hall staff if solicitation is occurring in the halls.

To protect students against fraudulent involvement, interruption of studies, and to ensure that the property of the University is not used for monetary gain, door-to-door soliciting, sectarian promulgation or political propaganda in residence halls is prohibited, except in the common lounges with the prior approval of Housing, Dining, and Campus Life. Fundraising in University housing is prohibited.

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 Housing, Dining, and Campus Life 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 the RA, GA 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 trash 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 Health & Wellness Center 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.

Housing, Dining, and Campus Life Calendar

Fall Semester 2016
New Student Move-In
Returning Student Move-In
Room Change Requests
Fall Break – Halls Open, Dining Closed
Thanksgiving Break – Halls Close
Thanksgiving Break – Halls Open
Winter Break – Halls Close

Thursday, August 25, 2016
Friday, August 26, 2016 – Sunday, August 28, 2016
Monday, September 12, 2016 – Friday, October 7, 2016
Monday, October 24, 2016
Wednesday, November 23, 2016 at 10:00am
Sunday, November 27, 2016 at 12:00pm
Saturday, December 17, 2016 at 12:00pm

Spring Semester 2017
Winter Break – Halls Open
New Student Move-In
Room Change Requests
Spring Break – Halls Close
Spring Break – Halls Open
Summer Break – Halls Close
Saturday, January 21, 2017
TBD
Monday, February 6, 2017 – Friday, March 3, 2017
Saturday, March 11, 2017 at 10:00am
Sunday, March 19, 2017 at 12:00pm
Saturday, May 13, 2017 at 12:00pm