**General Policies**

**Access to Rooms**

Access to Rooms is available only when the University is in session. Occupancy of a room is contingent upon the official registration of the student. Residence halls close during the scheduled vacations. The right to occupancy terminates 24 hours after the end of each semester. Any entrance of a locked residence hall room, other than the student's own room, or other locked University building will subject a student to suspension from the University.

The University reserves all rights in the Assignment of Rooms and the conditions of the room occupancy.

**Storage**

Storage of international students' belongings is not available for the summer break. Students are allowed to keep their belongings in their rooms during the winter break if the student will be returning for the Spring Semester. Any belongings stored otherwise will be removed. There are commercial storage facilities located off-campus.

Authorized University representatives shall have the right of Inspection within student quarters for standards of maintenance, preservation of existing physical structure, the safety and security of university property, or when a violation of University policy is suspected. Advance notification of room inspection will be given if possible.

**Confiscation Policy**

Certain items are prohibited in the residence halls because of health, fire or safety reasons, state law or University policy. If items such as appliances, animals, weapons, drugs, and/or drug paraphernalia, and beverage alcohol (for those who are not of legal drinking age) are found in your room, they are subject to confiscation. You are entitled to the return of appliances and legal weapons at the end of the semester. Illegal drugs, drug paraphernalia and beverage alcohol will not be returned because a violation of state law or university policy has occurred. Any item not claimed within six months becomes the property of Muskingum University and is properly disposed.

Stereo and other audio equipment are to be played at volumes which will not interfere with the activities of other residence hall, campus or village residents. Audio equipment which is inappropriately used (e.g., volume too loud) will be removed by the residence hall staff. Equipment will be returned to the owner at the end of the semester.
**Room Change**

It is important to realize that residency is both a privilege and a learning/growing experience. All possible solutions to a difficult situation will be sought before a change will occur.

Any roommate difficulty should be discussed with the Resident Assistant. No roommate changes will be allowed during the first four weeks. Exceptions to this rule are handled by the Area Coordinators. Students requesting a roommate change must follow the format set by the Student Life Office. The Associate Dean of Student Affairs makes and approves all final changes.

**Guests**

Residents are permitted overnight guests of the same sex if limited to a three night stay and permission of roommates is received. The resident must inform an RA from the floor about overnight guests. Guests’ meals must be paid for by cash at the dining hall. Residents are responsible for their guests whether overnight or not, and must inform their guests of residence hall regulations and see that their guests act accordingly.

**Lofts**

Lofts are not permitted in the residents halls.

**Solicitation**

Solicitation within the residence hall (including china, magazines, perfume, t-shirts, posters, cookware and makeup demonstrations) is prohibited unless written permission is obtained from the Student Life Office. This written permission must then be shown to the Area Coordinator before a room may be reserved for solicitations or demonstrations of any kind.

**Cars**

Students must register their vehicle if it is in their possession while attending Muskingum University. Registration and sticker fee are $46.00. Only one $46.00 fee must be paid per school year. If a student needs to obtain a parking sticker for additional vehicles, no additional fee will be assessed. A new parking sticker must be obtained each year and is valid only for the year in which it is purchased. There is a charge for replacing a sticker that is lost, and also a fine if a sticker is improperly or not displayed.

Vehicles are to be registered within 48 hours of having been brought on campus. A registration sticker must be permanently attached to the right rear window.

Registration is done at the Campus Police Office located behind the BOC.

Temporary Parking Permits are available through the Public Safety Office for visitors, employees and/or students. These permits will be restricted in location and time length. There is no cost for a temporary parking permit. Temporary parking permits must be displayed.