

Muskingum University Residence Life

Residency Requirement

Muskingum is a residential university that requires all undergraduate students to live on campus and maintain a university meal plan for a minimum of six semesters. Students who are 25 years of age or older at the time residency begins are not required to live in campus housing. Students 25 years of age or older must request permission to live in campus housing from the Director of Residence Life.

Exceptions are made for:

- Students who commute from their parents’/guardian’s home (within a 30 mile radius to Muskingum University); or
- Students who are married or have children; or
- Students who transfer from a previous institution and either lived on campus for the equivalent of 6 semesters, or lived at home with their parent/guardian.

Housing Options

All housing arrangements are coordinated through the Student Life Office, and include residence halls; club, sorority, and fraternity houses; and Lakeside houses, townhouses and University apartments. All regulations for residential living apply equally to all University traditional and non-traditional residence facilities.

Residence Halls—There are eight residence halls on the campus: Moore Hall for men, Memorial Hall for women; and Finney Hall, Kelley Hall, Thomas Hall, Patton Hall, and Circle 240 which are coeducational.

Greek Program Club, Sorority and Fraternity Houses on Campus— These residential facilities are designated as University-approved housing for current fraternity and sorority members and are considered parts of the residential complex. Members are not allowed to live in these organization houses/lounges until the semester following their new member education process. All room changes in club and fraternity houses must be approved through the Student Life Office. Fraternity, sorority, and social club housing must be at their designated full occupancy capacity prior to club members being allowed to participate in the University housing selection process.

Non-Traditional Housing—Designated University owned houses, townhouses, Lakeside houses, and apartments are available for individual accommodations. Student groups may apply each spring to live in these houses or apartments during the housing selection process.

Room Assignment Process

Residence Halls Selection Process—Room Draw is the housing selection process in which students select their housing for the upcoming year. This process is held in the second semester of each academic year. Specific instructions for the process are distributed early in the second semester each year.

Social Club House Selection Process—Organizations requesting social club housing who have not entered into an organizational lease with the University may be awarded

social club housing on an annual basis. Failure to maintain residency standards or behavioral expectations may result in revocation of this privilege. Students wishing to live in social club houses must request a room following the procedures established by the individual organization. Fraternity, sorority, and social club housing groups must attain and maintain full occupancy, as designated by the Student Life Office, prior to club members being allowed to participate in the University's housing selection process. Only initiated, active members of a fraternity, sorority, or social club will be permitted to reside in that group's house/living area.

Lakeside House and Townhouse Selection Process—Students interested in living in Lakeside houses and/or Townhouses should follow the specific instructions for the process, which are distributed early in the second semester each year.

Facilities and Services

Furnishings—Each residence hall bed space has a closet or wardrobe, a bed, with a twin mattress, a desk and chair, and at least one chest of drawers. The majority of student rooms are set-up as double room accommodations, although a limited number of single, triple, and quad arrangements are in the residence inventory. **Residence hall room or public furniture and furnishings are not to be moved from their assigned room or space.** Additionally, to maintain the furnishings and environment for current and future users, the following expectations exist: mattresses must stay on the bed springs and may not be laid on the floor; window screens are not permitted to be removed; walls and other surfaces are not to be defaced in any manner (e.g. tacks, glue, nails or tape should not be used to post or fasten anything to any wall, door, or piece of furniture). To facilitate personalization of the room, bulletin boards or pictures may be hung from the picture molding and appropriate precautions taken to ensure minimal damage.

Abandoned Items—The University reserves the right to dispose of any items left in the hallway or rooms for any period of time, and the University will take no responsibility for those items.

Residential Data Network (Internet)—Access to the Residential Network (ResNet) is controlled through a policy management system. In order to successfully connect to the campus network and access the internet, each personal computer system will be checked for (1) a current, subscribed virus protection software product, (2) a spyware protection software product, (3) your personal firewall enabled, (4) a current operating system update, and (5) automatic updates enabled. It is the student's responsibility to keep his/her system current and protected. Failure to protect your computer system will result in lack of access to the residential network infrastructure. Should you not have your own preferred product, virus protection software is available from the University at no charge to the student, and links to download spyware protection software are also provided.

Locks and Keys—Either one or two keys will be issued to each resident to access the front door to their building/ house and/or their individual room. It is the responsibility of residents to keep the room locked and keep the key on their person. Lost keys will be replaced at the rate of \$65.00 per core and \$ 2.75 per key. Supplemental locks, chains or guards are not permitted in any campus residence space (including social club residence spaces on campus property), and any barrier to proper access by campus officials which results in damage to

the facility due to the presence of such improper items will be the responsibility of the residents of the space.

The Walter K. Chess Center, Finney Hall, Kelley Hall, Memorial Hall, Moore Hall, Patton Hall, and Thomas Hall are all accessed by proximity card readers. Individual student ID cards will be coded appropriately to grant access to the building(s) in which they reside. The dining halls and Student Success Center will be accessible to all students within the parameters of their hours of operation. If an ID card is lost and/or stolen, students are to contact University Police immediately to ensure card deactivation. Cost of a replacement ID card is \$25.

Buildings in the Residential Complex have their exterior doors locked 24hours/day. It is the responsibility of the building residents to maintain hall security by not propping outside doors. For security purposes, entrances and exits from the hall must be made only through designated proximity card reader doors. Only residents and their escorted guests will be permitted access to residence halls.

All guests to a residence hall are required to sign in at the front desk of the facility each time they enter the building. A guest is defined as anyone who does not reside in that residence hall facility. For the full guest and visitation policy information, please reference the Visitation Policy in the Code of Student Conduct.

Kitchenettes are available in some residence halls and must be kept clean and orderly. The kitchenettes may be used at any time by the residents for food preparation. Dishes, pots and pans must be washed and removed immediately. Kitchenettes are subject to close upon documentation of misuse by residents.

Front Desks are operated in the lobby of each residence hall. The front desks are staffed by student staff members and maintain recreation and cleaning equipment for resident use. Hours of operation will be posted each semester.

Laundry Facilities are located in each traditional living unit on campus and most non-traditional facilities as well. Through a student referendum process a semester fee arrangement was implemented which allows students to use the machines without needing to provide money or tokens. Those who do not live in facilities where this fee is applied may not use the machines in the aforementioned areas.

Dining Services All students living in University housing are required to have a University meal plan. Students can choose from four meal plans with varying amounts of meals per week and varying amounts of Dining Dollars. Contact the Campus Services Office for the current information on available meal plans.

Meal plans can be used in Patton and Thomas Dining Halls. Dining Dollars are dining services currency that deduct with each purchase like a debit card. These can be used at the Winn Café (in the Walter K. Chess Center), Bait Shop (in the Bottom of the Quad Center), Patton and Thomas Dining Halls. Members of the University Community may dine at the University dining halls by using cash or Dining Dollars. Dining Dollars may be purchased from the Campus Services Office.

Dining service hours vary for each facility and are posted in the food service locations and on the Dining Services website (www.muskingum.campusdish.com), which is linked to the

University website on the Campus Life page. If a student is unable to access meals during the scheduled times due to scheduling conflicts, they may coordinate the pick-up of sack lunches with the Food Service Director. Food may not be taken from the dining halls without prior permission of the Food Service Director. Improper behavior may result in repercussions such as suspension from the dining hall for a period of time (without release from the meal plan or any refund/reimbursement for loss of meals). Call 740-826-8147 with any questions or comments regarding food service on campus.

Custodial Services clean hallways, restrooms, lounges and lobby areas Monday through Friday. Cleaning that is needed as a result of improper behavior is to be done by the person(s) involved, or the cleaning will be assessed as a community damage charge. Residents are responsible for cleaning their own rooms.

Insurance for personal possessions should be provided by the student as the University is not responsible for loss or destruction of personal property, including loss by theft, fire, flooding, power surges, etc. Therefore, students should assure that their family insurance plan provides sufficient coverage for their possessions while away from home or examine whether a “renter’s” insurance policy will best meet their needs.

Residence Life Policies

This section addresses a number of Residence Life and Housing policies, however, this supplements the Code of Student Conduct, which has a section on Residence Life and Housing.

Room Assignments will be managed solely by the University according to the Room Assignment Process.

Access and Occupancy—Access to University residence facilities is available only when the University is in session. Occupancy of student residence spaces is contingent upon the resident maintaining registration as a full-time student, as defined by the University. All University residential facilities (which include residence halls; fraternity, sorority, and social club houses on campus; Lakeside houses; Townhouses; and University apartments) close during all scheduled vacations, and all students must vacate the buildings as designated by the Student Life Office. Any students staying past their designated closing time, without proper prior permission of the Student Life Office, will be assessed a charge of \$25 per day that they are in the residence halls in addition to any fines for failure to properly check-out. Also, as the right to occupancy terminates at the end of each semester, continued occupancy during these periods or any unauthorized entrance into a locked residence hall room, other than the student’s own room, or other locked University facility will subject a student to suspension from the University and/or criminal trespass.

Capacity is defined as 3 times the number of students as assigned occupants within the living area (room/wing/floor/house/etc.). Example: If a house has 10 residents assigned, there can be no more than 30 students (including those assigned to the house) present. When more than 3 times the amount of registered students are present, the gathering is considered a Social Event that must be registered (see Social Event policy).

Expectation of Privacy by residents in their rooms is recognized and supported by the University to the extent that it does not conflict with the University’s responsibility to assure

a safe and secure living and learning environment. This expectation of privacy carries with it the responsibility for students to conduct themselves within the policies of the University. In support of the foregoing standard, a student's room will be protected from search unless **authorized for cause** by the VPSA/Dean of Students or his/her designee. If a search is conducted and illegal or unauthorized items are found in a room, those items are subject to confiscation. The university also reserves the right to search any vehicle on university property or any real property owned or controlled by the university whenever the university has any suspicion of prohibited conduct.

Right of Inspection by authorized University representatives within student residence areas will be retained by the University to address standards of maintenance, preservation of existing physical structure, safety and security of University property, or when a violation of University policy is suspected. Advance notification of room inspection will be given when possible. Throughout the year, including vacation periods, the University reserves the right to check and repair student rooms. The University will exercise reasonable care with the personal belongings of the student at all times. If, during a routine inspection by a University staff member, illegal or unauthorized items are found in a room or common area, those items are subject to confiscation.

Room Changes will be facilitated in accordance with the policy which recognizes that residency is an expectation, as well as a learning/growing experience. For this reason, all possible solutions to resolve roommate conflict situations will be pursued before a change will be approved. Any roommate difficulty should be discussed with the Resident Assistant to try and resolve the issues presented. However, **NO** roommate changes will be allowed during the first two weeks of a semester. Students requesting a roommate change must follow the format established by the Student Life Office. Area Coordinators responsible for the individual facilities, will make and approve all final changes and residents who do not follow the appropriate room change process may be subject to Student Conduct action and improper check-in/check-out fines.

Lofts and similar structures are not permitted in residence hall rooms.

Damage or Loss to Personal Property: Prior to, during, and subsequent to the period of the agreement, the University assumes no legal obligation to pay for the loss of or damage to items of personal property that occur on its grounds or in its buildings or storage areas. In the event that assigned accommodations are destroyed or made unavailable, and the University does not furnish other accommodations, the housing license agreement shall terminate. All rights and liabilities of the parties involved shall cease and payments previously made will be refunded on a prorated basis. Though optional, the University encourages all students to purchase Renters Insurance to cover their personal belongings while living in campus housing.

Physical Damage/Vandalism—Students are requested to report physical damage and/or vandalism to Physical Plant (740-826-8160) or University Police (740-826-8155) within 24 hours of its occurrence in order to avoid unnecessary fines.

Residence Life Emergency Procedures

In the event of an emergency, University staff will communicate with students in a number of ways, possibly including the use of META. Students are encouraged to sign up for META to stay updated on any such major emergency.

Fire Procedures—Any fire, of whatever origin or size, must be reported to University Police (x8155) in order to ensure the safety of residents. In the case of an alarm sounding, secure your room (windows and doors) and immediately leave the area. Leave everything behind except your key(s). Exit in an orderly fashion (evacuation plans are posted on each floor). Do not use elevators. Walk, do not run. Keep calm. Move at least 30 feet away from the entrances and buildings once you are outside to allow emergency personnel unimpeded access to the building. Do not re-enter the building until told to do so by University staff. Additionally, mandated fire drills will be held two times each semester in compliance with federal and state fire laws and to promote the awareness of all residents and assure the functionality of systems and processes dedicated to resident safety. Resident and guest participation and cooperation is mandatory. Failure to evacuate during a fire drill in a timely manner will result in Student Conduct action.

Severe Storm/Tornado Procedure—In the event of a severe thunderstorm or tornado watch, students are advised to listen to local radio/ television stations for current weather information. A weather siren will sound if a tornado has been spotted in the local area. In the event of a warning, students are to seek shelter in University buildings, preferably near the center of the building away from windows. Students may also want to seek protection under heavy furniture. Do not leave buildings during a storm/ tornado warning.

Weather Watch—conditions are conducive for producing severe thunderstorms/tornadoes.

Weather Warning—severe weather, thunderstorms or tornadoes have been observed in the local area.

Injury/Illness—In the event of injury or illness, students should contact the Wellness Center (x8150) or University Police (740-826-8155).