

mylivingspace

Resident Student Handbook

2011 - 2012



Housing Operations
Residential Life
www.svsu.edu/livingoncampus

Guide to your residency in residential facilities...

Housing Operations MISSION STATEMENT

Housing and Auxiliary Operations is a dynamic organization focused on: exceeding its customers' expectations by providing high quality products and services; enhancing university life through innovation and the continual development of key programs; and supporting the mission and vision of Saginaw Valley State University by fostering an environment that promotes excellence, diversity and ethics in the management of its business operations.



Residential Life MISSION STATEMENT

Residential Life is committed to providing quality housing facilities and services to a diverse student population in a residential atmosphere that enhances the student's academic experience. Residential Life strives to contribute to the professional development and personal growth of students by sponsoring leadership and service opportunities and promoting a residential community that values respect, integrity, civility and fairness in human relationships.

2011 – 2012 ACADEMIC CALENDAR
(dates subject to change)

Fall 2011

Halls Open for Check-in (new freshmen only).....Thursday, August 25
Check-In for Upperclass Students.....Saturday, August 27
Classes Begin.....Monday, August 29
Labor Day Recess (halls open; limited dining).....September 5 & 6
Thanksgiving Recess (halls open; limited dining)..November 23 – 27
Classes End.....December 10
Finals Week.....December 12 – 16
Housing Check-Out (halls close).....24 hours after last final
or Friday, Dec. 16

Semester Break

- No Dining Services
- First Year Suites and Living Centers CLOSED!

Winter 2012

Housing Opens.....Sunday, January 8
Classes Begin.....Monday, January 9
Spring Break (halls open; limited dining).....March 5 – 11
Classes End.....April 21
Finals Week.....April 23 – April 28
Housing Check-out.....24 hours after last final
or Friday, April 27



GENERAL INFORMATION

Housing Operations, Residential Life, and Student Conduct
Curtiss Hall 114 • (989) 964-4255 • www.svsu.edu/livingoncampus
Monday – Friday, 8:00am – 4:30pm
housing@svsu.edu reslife@svsu.edu

The offices oversee all residential complexes. Students may contact these offices regarding any facet of their housing experience including housing applications, meal plan arrangements, contract modifications, room assignments, opportunities for involvement, and other residential concerns.

Staffing

Central office staff are professional administrators comprised of Directors, Associate Directors, Assistant Directors, Administrative Assistants and Student Employees.

Duty staff/live-in staff are professional and para-professional employees who reside in each residential complex. Students in this category are called Resident Assistants (RAs) and they report to administrators called Residential Directors (RDs). After business hours and during weekends, there are always RAs serving “on duty”. These staff members are available to handle student concerns, lockouts, and other complex-related activities. On-Duty staff can be found using the front desk operations or through duty phones. Monthly duty calendars are posted on the complex Vspace account, on RA doors, and at front desks to provide you with complete information for contact.

Front Desk Operations (after business hours)

Desk operations are located in the lobbies of all Living Centers, UV 450, and PG 7800. A courtesy roll of toilet paper is placed in rooms upon opening. Trash bags are provided at opening and closing as well as

scheduled health and safety inspections to freshmen in First Year Suites and the Living Centers. All residents may obtain recycling bags. Other items that can be checked out include vacuum cleaners and brooms. Desk staff can assist with contacting on-duty staff and local phone numbers. Any customer service issue can be reported to the desk operations. Overnight guests must register at the desk operations.

Maintenance/Custodial Needs: Workorders

Report workorders online at www.svsu.edu/livingoncampus and click on “Submit a Work Request”. Urgent items such as water issues or power failures can be called into University Police or reported to a staff member immediately. ***For life-threatening emergencies, call 911 at all times or you may dial 9-911 if using an on-campus phone.***

Online workorders are encouraged for non-urgent items so that your SVSU email can track the status. Please contact Housing for any items that have not been attended to or completed so that we may assist with follow up.



AMENITIES

Cable Television

Each suite or apartment is fully equipped with an operational cable television hook-up. Students must provide the coaxial cable and television. Premium channels can be purchased by contacting Charter Communications at 1-888-438-2427. Any problems with cable television service should be submitted using the workorder system.



Computers/ResNet

All housing facilities have internet access with one port per person. An ethernet card and connection cable is required. Wireless access is also available in all housing areas with various hot spots on campus. Information regarding access can be found at www.svsu.edu/its under the ResNet menu options. Direct questions by emailing support@svsu.edu or calling x7225. Students must comply with the Acceptable Use Policy for utilizing network services. Computer labs are also available for students who do not wish to bring systems.



Furnishings

All University housing facilities are furnished. While it is not necessary for you to bring furniture, we do encourage you to personalize your room. Please do not put holes in any surfaces. The Office of University Housing Operations does not endorse any product that affixes or adheres items to surfaces. The most common damage charges assessed to residents are for tack holes in walls and adhesive damage from tape.

	FYS	LC Apartment	LC Efficiency	PG Shared Bedroom	PG Single Bedroom	UV 4-Bedroom Apt	UV Single Efficiency
Air Conditioner	X	X	X	X	X	X	X
Appliances (stove, refrigerator, microwave)	X	X	X	X	X	X	X
Built-in closet and shelves	X	X		X	X	X	
Built-in desk and bookshelves	X			X			
Bulletin Board	X			X			
Bunk beds with mattress (36"x80")	X	X	X	X	X	X	X
Closet and Shelves	X	X		X	X	X	
CO Detector				X	X	X	X
Coffee Table				X	X	X	
Desk Chairs	X	X	X	X	X	X	X
Desk w/ bookshelf	X	X	X	X	X	X	X
Dishwasher					X	X	
Drawer Unit	X						
Dresser	X	X		X	X	X	

	FYS	LC Apartment	LC Efficiency	PG Shared Bedroom	PG Single Bedroom	UV 4-Bedroom Apt	UV Single Efficiency
End Table	X	X		X	X	X	
Entertainment Center				X	X	X	
Fire Extinguisher	X	X	X	X	X	X	X
Full-length mirror	X						
Garbage Disposal	X	X	X	X	X	X	X
Lamp		X		X	X	X	
Plunger	X	X	X	X	X	X	X
Recycle Bins (2)	X	X	X	X	X	X	X
Shower	X		X				X
Shower/Tub		X		X	X	X	
Smoke Detector	X	X	X	X	X	X	X
Snow Shovel				X	X	X	
Sofa	X	X		X	X	X	
Stuffed Chair	X	X		X	X	X	
Table and Chairs (Kitchen)	X	X	X	X	X	X	X
Television Cart	X	X					
Trash Containers	X	X	X	X	X	X	X
Wardrobe w/ drawers			X				X

Laundry

Washers and dryers are available in each complex (below). The cost of operating machines is \$1.00 to wash and \$1.00 to dry. Monies can be deposited on your “flex” account using your SVSU ACCESS ID card.

Laundry rooms are available on a 24-hour basis. Damages resulting from use are not the responsibility of the University. Refunds due to malfunctioning equipment can be reported to Housing Operations.

Building/Room Assignment	Laundry Location
First Year Suites (A-E)	B-House Basement
First Year Suites (F-G)	F-House Basement
Living Centers	1 st , 2 nd , or 3 rd floors
Pine Grove 7570 – 7690	Pine Grove 7640
Pine Grove 7801-7809	Pine Grove 7800 (all PG)
University Village 420/432 Efficiencies	University Village 420/432 (first floor)
University Village East 405-412	University Village 409
University Village 416-462	University Village 450 (all UV)
University Village 470-476	University Village 475



Mail/Packages

Mail is delivered Monday – Friday by 4:30pm. The University does not participate in Saturday deliveries like other Michigan residents.

Mail/packages may take extra delivery time as we participate in a central mailing operation with Delta college using the “48710” zip code reference. Typically, your school address is not your permanent address; therefore, residents cannot complete a change of address form through the United States Postal System.

Changing your address:

- Notify each business or personal acquaintance
- Notify the Office of the Registrar of your permanent address
- Mail is returned to sender upon vacating

Packages are delivered Monday – Friday by 4:30pm. The University does not participate in Saturday delivery like other Michigan residents. Packages may take longer to reach students so express shipping is not recommended. Express shipping charges only guarantee drop shipments at the University and not the end user which may take extra days to reach students. However, students can utilize Housing to try to expedite urgent package delivery. Students will be notified with a pick-up slip in their mailbox once packages have been received by Housing.

Mailing Address:

Name

SVSU

Complex, Building, and Room Number (*see below)

7400 Bay Road

University Center, MI 48710

*Example of how to address:

First Year Suites A-1A

Living Center South 1101A

University Village 405-1A

Living Center North 101A

Living Center Southwest 2101A

Pine Grove 7570-1A

Building/Room Assignment	Mailbox Location	Package Pick-Up
First Year Suites (A-G)	Living Center North (lobby)	Living Center North (lobby)
Living Center North	Living Center North (lobby)	
Living Center South	Living Center South (lobby)	
Living Center Southwest	Living Center Southwest (lobby)	
Pine Grove (all)	Pine Grove 7800 Community Building	
University Village 405-412	University Village 409 (laundry)	
University Village 416-462	University Village Kiosk (near 416)	
University Village 470-476	University Village 475 (laundry)	



Parking

- *All resident* students are eligible to bring a car to campus
- Designated *parking areas* for each complex are available at no cost
- A *parking permit* must be obtained by each student
- Vehicles must be *registered* with the Department of University Police and Parking Services (see www.svsu.edu/universitypolice for a complete description of parking registration/procedures)

- Students *may obtain parking permits* through an online application process or at the Cashier's Office in Wickes Hall
- Both a *driver's license and proof of registration* are needed for registration
- Residents should display their parking permit properly by placing the permit at the *top left corner* (driver's side) on the outside of the rear window
- *Overnight guests* must register at the Department of University Police and Parking Services and pay a \$2.00 parking fee per night
- Residents are reminded that they should *always* lock their vehicles and remove valuable belongings
- *Motorcycles* are considered motor vehicles and must be operated and parked in areas designated for all vehicles. They are not allowed on lawns, near or inside the buildings



Physical Fitness

The fitness center, located inside the Ryder Center, offers cardio equipment, free weights, and a wide variety of fitness equipment. There is also an Olympic sized pool, various courts, weight rooms, a variety of fitness classes, and intramural opportunities located at the Ryder Center. If you are interested in intramurals contact a hall council

member or RA and they will point you in the correct direction to sign up for a team.

Storage

Limited personal storage is available for residents of various housing units. Not all University housing units have additional student storage available. Limited storage is available for rent in the Living Center North; all residents of University housing are eligible to utilize this storage, space permitting. Residents may apply for storage space through University Housing. Keys to access the locked storage area can be checked out through the desk, as well. University furnishings and property are not to be removed from rooms.

Telephone/Courtesy Phones/Cell Phones

SVSU residents, with few exceptions, choose to communicate using their personal cellular telephones. The University recognizes that cellular coverage may be inconsistent within the Freshman residential facilities. Courtesy phones are located in public areas and corridors of Freshman residential facilities. Local telephone service is provided at courtesy phones and long distance calls can be made using toll-free calling options (calling cards). Residents assigned to Freshman residential facilities who have unique circumstances or would otherwise like to be considered for an in-unit phone are advised to contact the Housing Office at (989) 964-4255.

Emergencies: DIAL 9-911 AT ALL TIMES! Students in a state of emergency can always dial 911 from a cell phone or 9-911 from the courtesy phones. In the event cell phone service is limited, students can also utilize the wireless or wired connectivity in their rooms through the use of a personal computer, laptop, smartphone, etc. and email

911@svsu.edu

University Police dispatch continuously monitors emergency email and text messages sent to 911@svsu.edu.

On-Campus Calls: dial the last four (4) digits.

Example: Housing x4255

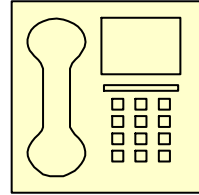
Local off-campus calls (Saginaw, Bay City, Midland): dial nine (9) first

Example: 9 – 964 – 4255

Long distance calls (outside the tri-city area), dial nine (9) first and then follow calling card directions. Long distance service requires a calling card.

Contacting Students:

If you have a relative or friend who needs to contact you in an emergency, you can have them call University Police at (989) 964-4141. For non-emergency related items, you can direct them to Housing Operations at (989) 964-4255 during business hours, Monday thru Friday, 8:00am - 4:30pm. For after business hours, you will want to provide the RA on-duty cell phone number.



Trash Removal and Recycling



Residents of Housing are to routinely dispose of trash in dumpsters located adjacent to each facility. Trash disposed of improperly may result in fines. Grease disposal should be exercised with caution. Grease must be cooled and disposed in a leak-proof container and placed in a dumpster. Residents are encouraged to participate in the student-initiated Residential Recycling program.

(Details on SVSU Recycling can be found on page 45).

UNIVERSITY HOUSING POLICIES & PROCEDURES

Cancellation of Housing Reservation

Students who will be enrolled are obligated to fulfill the housing contract once submitted to the University. You will not be released from your contract to move to off-campus housing or to commute during the contract period. You are responsible for all room and board charges assessed under the terms of the housing contract for the entire academic year or until the contract are terminated by Housing Operations. See Contract Release section for additional information.

Students who decide not to attend SVSU must submit written notification to the Office of Housing Operations in order to cancel the University Housing Contract. University Housing Operations is not notified by other University departments of a student's withdrawal or change in status. (You are not released from your Housing Contract if you re-enroll during the contract period.)

Checking out of University Housing

Residents are expected to vacate their rooms by the day, time and procedures posted at the end of each semester. Rooms are to be left clean and in the same general condition as they were at the beginning of the contract period. Residents must reassemble beds before vacating. Residents with late examinations or special circumstances that prevent leaving by the date and time specified must contact the Housing Operations office to request special arrangements. Last minute requests will not be honored. Any departure must involve proper checkout procedures. Limited guest housing may be available for a fee. Residents are required to check-out and leave campus after their last exam, unless other arrangements have been approved by the Office of Housing Operations or the Resident Director.

Contract Releases

As previously stated, the SVSU Housing Contract is a legally binding contract that represents the responsibilities and obligations of the parties involved.

The SVSU Housing Contract enables:

1. students enrolled at the to receive housing facilities and dining services at equitable rates; and
2. the University to budget for operating expenditures and repayment of debt associated with the construction of the housing and dining service facilities based upon the number of student contracts received.

The University's financial commitments are long term, requiring a certain level of assurance that adequate revenue will be available to pay operating expenditures and debt service payments. It is important, therefore, that the contract be honored for the entire year. The expenditures necessary to operate and finance the facilities and to provide services such as utilities, custodial, and food are fixed for the entire academic year and are based upon the initial promise of students to honor the terms of the University Housing Contract. The expenses do not stop if students leave.

The University will only release residents from their contracts if they:

1. graduate during the contract period;
2. totally withdraw from classes;
3. are academically dismissed from the university;
4. participate in an SVSU study abroad program during the contract period.

Residents who withdraw or are academically dismissed will be charged a pro-rated amount for the actual days in residence and a contract cancellation charge of \$100. It is the responsibility of the resident student to notify the Office of University Housing Operations in writing of any change in student status. Residents must properly check-out of University Housing in order to complete withdrawal from Saginaw Valley State University.

The University at its discretion will consider contract releases for reasons outside of the aforementioned criteria only if the **circumstances are sufficiently extreme or catastrophic in nature**. Requests of this nature must be submitted in writing to the Office of University Housing Operations and should include supporting documentation. Should a special request for release be approved, the student will be required to pay a contract cancellation charge of \$200.00. Special requests that are approved subsequent to occupancy will be charged a pro-rated amount for the actual days in residence and a contract cancellation charge of \$200.00.

Unless officially released in writing from the University Housing Contract, students will be held responsible for all room and board charges assessed under the terms of the housing contract for the entire academic year. Students should not forego services or make future housing commitments until they are officially released in writing by Housing Operations. You are not released from your Housing Contract due to withdrawal if you re-enroll during the contact period.

Damages or Losses

Residents of each room are financially responsible for the condition of their assigned living environment and public areas and maintaining the contents in good order and free from damage, both by themselves and others. Residents share responsibility to make sure the entire suite/room/apartment is protected from damage or losses. Public areas may include, but are not limited to: hallways, stairwells, lobbies, study lounges, laundry rooms, etc. Every attempt is made to determine parties responsible for any and all damages that occur. In the instances it cannot be determined who is responsible for the damages, the charge, including labor, will be distributed among all residents of the facility. University property, other than furnishings assigned to the licensed premises, is not allowed in student rooms. Such items will be removed and a charge will be levied to the occupants.

Property in residence halls/apartments shall be considered abandoned following the last date of official occupancy. Any property left will be

disposed of at the discretion of the University. The student(s) will be responsible for any costs associated with paid disposal.

Damages . . . it can cost you!

Residents are responsible for missing or damaged items in their assigned living areas, as well as public areas of housing facilities. Residents should report a damaged item immediately upon discovery so that responsibility can be determined while the occupants of the suite/apartment/room in question are on campus. Shipping and handling cost as well as a minimal charge for invoicing is included in each item cost. In addition, labor costs will be assessed for damages or repairs found to be the fault of the resident. Amounts may vary depending on individual housing facility. Students will find any charges imposed for damages on their Cardinal Direct account. Please consult www.svsu.edu/livingoncampus for examples of typical damage charges.

Liability

The University assumes no liability for claims of loss, injury or damage to people or property incidental to the occupancy or use of University Housing. Each resident accepts full responsibility for the safety and security of his or her own personal property; renter's insurance is strongly encouraged.

Occupancy

Students may occupy their rooms according to the schedule published by Housing Operations. No student will be allowed to occupy a room in advance of the official opening of Housing facilities or other published periods with the exception of University sponsored programs. All University housing facilities will remain open during Labor Day, Thanksgiving and mid-semester break; however, Dining Services may be limited or unavailable. **The First Year Suites and Living Centers will be closed during the semester break between fall and winter. Residents who must remain in the Saginaw area should make other arrangements for housing during that period between semesters.** Residents returning to the

same room after a semester break may leave personal belongings in the suite at their own risk. Limited guest housing space may be available during the semester break at contracted rates. Any individual/resident who improperly occupies a room (i.e. does not check-in, has not been assigned to that room, has not signed a University Housing Contract, etc.) will be considered a trespasser under the laws of the State of Michigan and will be subject to arrest.

Payment

By signing the University Housing Contract, you agree to make payment(s) according to the payment schedule. If you plan on utilizing scholarships, student loans or any other student financial aid, you must submit the appropriate application materials to the Office of Scholarships & Financial Aid in a timely manner to ensure adequate time to complete any required review processes and your ability to meet payment deadlines.



Failure to meet payment deadlines will result in your removal from registered classes and University housing. (You are not released from your Housing Contract if you re-enroll during the contract period.)

Personal Property

The University does not carry insurance on personal property and, in some cases, students away from home are not included in their parents' policies. The University recommends that students have their own personal property insurance or have it added to their parents' insurance. The Department of University Police provides Project I.D., the engraving and recording of valuable items. www.svsu.edu/operation-id

Reassignment and Consolidation

The Office of Housing Operations reserves the absolute right to change room assignments or to require a student to move to a different room assignment. This includes assigning a second student to a double room in which only one student is living to bring it to normal capacity. The right

also is reserved to assign or reassign rooms in any way that will best utilize the facilities available. For this purpose or for other reasonable cause, the Office of Housing Operations may change room assignments or require a student to move to different accommodations. The University also reserves the right to assign students to overflow accommodations (triples), in the event that sufficient regular spaces are not available at the beginning of the semester.

If a resident who has requested a double occupancy room does not have a roommate, he /she will be given reasonable opportunity to find a roommate, move to another double occupancy room or pay for a single room. If a resident does not choose a course of action, the Office of Housing Operations will select the option that best suits the University.

Refunds

In those instances when a resident has been officially released (in writing) from the University Housing Contract, all advance payments on room and board, except the charge for actual days in residence, and the applicable contract release charge, will be refunded. Students who are officially released from their contract, but will still be attending classes may be charged 100% of the remainder of the contracted amount for the academic year. No refunds are made to residents checking out of University housing during the final two weeks of the semester. Removal from housing for disciplinary reasons will result in the student remaining obligated for 100% of the contracted amount for the academic year.

Room Entry and Inspection

In accordance with the University Housing Contract, the student resident agrees to allow the University, its agents and employees access at all times to inspect the premises and for purposes of maintaining the health, safety and general welfare, including, but not limited to, repairs, general maintenance, delivery of University notifications and inventory.

Inspections may occur during breaks or recesses in order to check for open windows, thermostat settings, cleanliness and other administrative concerns. The University also reserves the right to inspect a particular

room/apartment when staff has reasonable cause to believe that established health, safety or University rules and regulations are being violated. Upon inspection of a student's room/apartment, if the Housing or Residential Life staff find any violations of federal, state, local or University rules and regulations the occupants will be referred for disciplinary action.

Room Inventories

Within the first 10 days of classes, residents are *required to inventory* their suite, apartment or room. All damages, other than normal wear and tear, and the responsibility for such damages, will be determined by the Housing staff and shared equally among all occupants of the assigned quarters if the responsible person cannot be determined.

Termination of Contract by the University

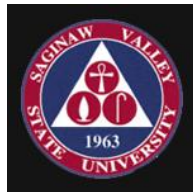
The University, at its option, may terminate this contract and take possession of the room without notice to quit at any time for violation of any of the regulations or provisions herein; failure to comply with other rules and regulations of the University; failure of resident to timely pay any charges required under this contract; or when the student is no longer enrolled in at least six credit hours in good standing at the University. In addition, when in the opinion of the University, a condition constitutes a clear and present danger to the health, safety or security of others, the University has the right to take whatever steps are necessary to remedy the situation. These steps may include termination of the resident's occupancy of the licensed premises. Action of this nature is subject to review through normal University channels and remains in effect until reversed or rescinded. Removal from University Housing for disciplinary reasons or failure to pay timely will result in the student remaining obligated for 100% of the contracted amount for the academic year. If legal action is required to remove a resident from the premises, The University shall be entitled to collect its costs, including reasonable attorney's fees, incurred in removing the resident.

University Housing Contract

Please review the University Housing Contract terms prior to signing. This commitment, like any other contract is legally binding. By signing it, you agree to abide by all of the contract terms and to comply with the policies & procedures published in the Resident Student Handbook and the Student Code of Conduct. The contract is for the entire academic year (fall and winter semesters). **Please do not sign the contract until you are certain you have access to sufficient financial resources to cover the entire contract amount.** It is the responsibility of the student to understand the terms of the Contract before signing it. Housing Operations will do its best to help students understand the contract terms. Students are encouraged to discuss the Contract with a parent or another responsible individual. Once the contract is signed, it is expected that the student will honor the terms of the contract.

Withdrawal of University Registration

Students who withdraw from the University must contact Housing Operations immediately and in person to terminate the housing contract. Notification is the responsibility of the student - - other University departments will NOT notify the Office of University Housing Operations of a student's change in status. Appropriate withdrawal also includes properly checking-out through a Residential Life staff member, cleaning the assigned quarters, removing belongings and returning a key. Failure to properly check-out will result in the imposition of a \$100 improper check-out fee.



RESIDENT STUDENT POLICIES & PROCEDURES

Alcohol and/or Other Drugs

Students must read and understand the SVSU Policy Concerning the Use of Alcohol and Other Drugs, which can be found in the Student Handbook (www.svsu.edu/stuserve/studenthandbook/). The policy contains information specific to each residential complex.

Substance Free: Alcohol, Tobacco, and other drug-free living. Residents agree to support a zero-tolerance lifestyle for the use/possession of alcohol, other drugs and tobacco products. Residents will not introduce any alcohol, controlled substances, tobacco products, and/or paraphernalia into the living environment. Residents will not host others who are under the influence or carry any alcohol or controlled substances. Students living in substance-free housing who are responsible for violations of the SVSU Alcohol/Drug policy may jeopardize the privilege of living on campus. Consequences could include relocation to other housing facilities, removal from University Housing facilities and/or other sanctions.

Attachments to Buildings

Antennas, clothes lines or other attachments are *NOT allowed* on or near the buildings. No holiday lights are permitted unless approved by the Resident Director.



Barbecue Grills

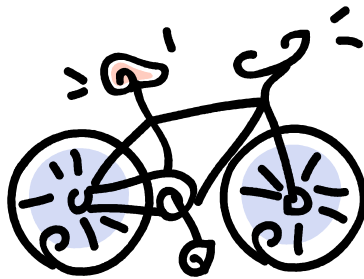
Tenants who desire to grill outside must do so *away from the buildings*. Coals must be extinguished immediately after use to prevent injury to children or others. Please do not dispose of hot coals in the dumpster or other trash receptacles. Due to fire danger, residents are *NOT allowed* to operate barbecue grills on porches or other covered areas. All grills, including propane tanks, must be stored outdoors.

Behavioral Expectations

It is important that all residents understand that once enrolled at Saginaw Valley State University every student is responsible to abide by all University policies and regulations found in various publications including the SVSU Student Handbook/Code of Student Conduct and the Resident Student Handbook/University Housing Contract, in addition to other policies published by the University. Residents additionally are required to abide by all reasonable requests of Housing and Residential Life staff.

Bicycles

Bicycles are welcome on campus, but may not be chained in stairwells, to trees, balconies, exterior buildings, or located in hallways. Bikes may be stored in student rooms (with permission of roommate/suitemates) or in provided bike racks. Bikes should be removed from the bike racks with the advent of snow to avoid damage from snow removal procedures. You are encouraged to register your bicycle by visiting [www.svsu.edu/university police](http://www.svsu.edu/university_police).



Building Access

Each student is provided an ACCESS ID card. Public entrances of First Year Suites, the Living Centers, and University Village 420/432 require presentation of the card for entry. Your brass key will not work. Students should only swipe himself/herself and guests and not allow anyone else access. Residents of the facility have access 24 hours per day. Residents of the campus have access 10:00am – 10:00pm.

Community Areas

Community areas are provided for residents both inside and outside. Indoor study lounges and lobbies are available for use. Community building areas in University Village 450 and Pine Grove 7800 can be reserved through the Resident Director. Volleyball and basketball courts are available and users must adhere to posted quiet/courtesy hours. See page 30 for quiet/courtesy hours.

Directives of a University Official

Students are not to disregard the reasonable directive, verbal or written, of a University official. University officials include, but are not limited to, Resident Assistants, Resident Directors and University Police Officers. Students shall not obstruct University Housing Operations, Residential Life or other University officials in carrying out their assigned duties.

Electrical Equipment

Electrical equipment (e.g. television, stereo, hair dryers, etc.) are allowed for use in the room/suite/apartment. All electrical items should carry the approved "UL" label. Modifications by residents, especially dimmer switches and phone extensions, are prohibited because of the safety factor involved during installation. Halogen light fixtures, spider, and medusa lamps are not permitted in facilities. The University encourages the use of the fluorescent floor lamp (torchiere) called the G.E. Profile. It is approved by the EPA Green Light Program. In addition, open element cooking appliances such as hot plates, toaster ovens, and George Foremans are not permitted. Other heated appliances are permitted and will be monitored.



Health and Safety Committee
Prohibited Items: Fall 2011/Winter 2012

Prohibited Item	Description	Rationale
Adhesives/Wall Mounts	Glow in the dark stars, anything used to affix items to walls, 3M products, etc.	Wall damage upon removal
Alcohol/Drugs	Michigan State Law regulations. Prescription drugs must be in pharmaceutical container at all times and in possession of person prescribed.	Michigan law
Appliances	Hot plates, George Foreman	Grease disposal, fire safety
Candles/Candle Warmers	Melted wax, candles, Scentsy, etc.	Fire safety, melted wax damage to carpets/room
Charcoal	Charcoal used for grilling/hookahs	Fire safety
Christmas Trees (live)		Allergies, disposal
Dartboards (metal/plastic tipped)	Magnet tips permitted	Safety, wall damage
Fire/Open Flames	Candles, chemicals, open flames, incense, firecrackers, etc.	Fire safety
Gas (liquid)/Propane	Liquid gas for vehicles/propane for grilling	Permitted only if stored outdoors, Fire safety
Grills (BBQ)	Charcoal prohibited; gas permitted (storage of propane and grills must be outdoors)	Fire safety
Lofts (custom)	Constructed loft to raise bed	Personal safety, room damage
Pets	Permitted: 10 gallon or less non-carnivorous fish tanks	Allergies, safety, aquarium rocks lodged in garbage disposals
Smoking/Tobacco Products	No use of tobacco in room including smoking/chew/hookah, etc.	Fire safety and allergies, SVSU tobacco policy
Spider/Medusa Lamps	Lamps with multiple lighting fixtures	Plastic shields melt; wires inside position conduit can short circuit
Weapons	Swords, guns, bow/arrows, anything that shoots a projectile	SVSU Weapons Policy, Michigan law (Storage at University Police for hunting gear when not in use)
Permitted/Monitored Items	Description	Rationale
Appliances	Griddles, curling irons, deep fryers	Unplugging or leaving unattended, grease disposal, safety when operating

Football, Frisbees, Snowballs, etc.



For safety reasons, students are *not* allowed to play ball, toss frisbee disks, throw snowballs, water, water balloons, etc. in or around the residence halls or apartments. No objects are allowed to be thrown in

courtyard areas. A minimum of \$50 will be assessed to violators. Residents should seek an open space, at least 50' minimum, from the buildings for such activity.



Harassing/Prank Phone Calls

Harassing or prank phone calls are *prohibited and are also illegal*. Residents participating in such activity will face disciplinary action and possible criminal charges. Victims of harassing or prank phone calls should immediately begin to document the time and nature of the calls, as well as contacting Residential Life staff and University Police.



Housekeeping/Health and Safety Inspections

It is the responsibility of all residents to keep their assigned living quarters neat, clean and free of any hazard to sanitation or congenial group living. Since several people share the same living area, it is essential for everyone in that living unit to take an active role in cleaning. The RA of each living area *will complete a routine Health and Safety Inspection*. This means that a staff member will visit each unit and check the cleanliness and safety of each room, including bedrooms, kitchens, bathrooms and common areas. Living units that fail Health and Safety Inspections will be charged a *minimum of \$75*, and additional charges will be imposed if SVSU staff must clean the unit. Disciplinary referrals will also be initiated. Living units that regularly do not pass Health and Safety inspections may be put on a more rigorous schedule for inspections at the discretion of Residential Life or Housing Staff. *Students may be removed from University Housing facilities for severe or repeated housekeeping infractions*. For more information, visit www.svsu.edu/livingoncampus.

Hygiene

It is the responsibility of residents to give particular attention to their own personal hygiene in order to contribute to optimal congenial group living. In addition, residents are responsible for their laundry. Residents who fail to live accordingly may be subject to disciplinary action. Noxious odors may be considered a violation under this policy.



Incapacitation

Resident students who become incapacitated as a result of drinking, drug usage or a medical condition will receive proper emergency medical care when staff members become aware of their condition. Residents will be financially responsible for the costs of the medical care including ambulance and/or hospitalization costs. Incapacitated students who are in violation of University, local, state or federal laws concerning alcohol and/or other drugs are subject to penalties as prescribed by law or referred to University support programs or community agencies. Residents who report such a matter will not be charged with a violation of the Alcohol/Drug Policy under the Student Code of Conduct.

Lockouts

Residents must carry their room keys at all times. Students who are locked out may find it necessary to wait for their roommates, as Housing and Residential Life staff may not be readily available. For lockout service, residents are to contact the Housing Operations Office during business hours or the Residential Life staff member on duty when the office is closed. Residents must complete a lockout request in order for the room to be unlocked. *There is a fee for lock-out services.* Students must provide photo identification and proof of key to staff members for entry. On-duty calendars provide daily information on the staff to contact in the event of a lockout.



Lofts

A limited number of loft kits are available to residents of the Living Centers and University Village single efficiencies only. Forms may be obtained for this through Housing. *Cost is \$50.00 and includes delivery.* Residents are responsible for loft set-up and dismantling. Only University provided lofts are permitted.

Outdoor Storage

Exterior areas (front porch/back patio) may be utilized during the day; however, items must be removed at the end of the day and include lawn furniture, shoes, items used outdoors, etc. Lawn furniture, BBQ grills, etc. are acceptable for the back patios, but some items might not be appropriate - - tenting gear, boats, etc. Prior to storing items, please check with the Resident Director of your facility if you have any questions regarding storage. *SVSU Grounds will remove inappropriate items during their daily rounds inspections; for the protection of your belongings, we ask that you move items indoors that might be considered inappropriate for outside storage.*

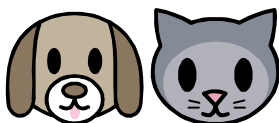
Painting

Residents are *not permitted* to paint any portion of their suites/rooms/apartments.

Pets/Service Animals

Pets, with the exception of some fish, are *not allowed* in any University building with the exception of those trained to assist individuals with documented disabilities. Only non-carnivorous species of fish and other legless aquatic animals (e.g. goldfish, Beta fish, and water babies) shall be allowed in University Housing facilities. Any individual keeping aquatic pets must keep those pets in a container with a water capacity of no more than 10 gallons. The individual, not the University, shall be responsible for the cleanliness of the container as well as the cleaning of any spills of that container. Additionally, please do not put aquarium rocks down the drain.

See the website for the University's Policy Statement on Disabilities at www.svsu.edu/disabilityservices. Requests for service animals should be initiated through the Office of Disability Services and will be evaluated on a case-by-case basis. If the request is approved, specific guidelines will be agreed upon that will become part of the University Housing Contract.



Pest Control

The University has a contracted professional exterminator available. Please place a service request by immediately calling 4080 **and** submit an online work order at the first occurrence of any insect or rodent infestations. The University may periodically request a complete inspection (with advance notice) and/or conduct a preventative maintenance program in this regard whether or not requested by the residents.

Quiet Hours and Courtesy Hours

The Residential Life staff at SVSU is committed to helping create an environment that affords each student the opportunity to study or sleep when they prefer. For this reason quiet/courtesy hours have been established. Quiet Hours mean that residents are to refrain from creating any noise that could be disturbing to others. Courtesy Hours will be in effect at all times in all residential complexes and when Quiet Hours are not in force. This means that residents must comply with reasonable requests to keep noise levels to a minimum. Stereos, radios, TVs, computers and all conversations must be kept to levels that will not interfere with other residents. No sound amplification or musical instruments can be played within or in the vicinity of residential facilities. If residents prefer loud music, headphones are required.

It is the obligation of all residents to handle violations of Quiet or Courtesy Hours by first approaching the situation themselves. The policy depends

primarily on mutual respect and concern for a satisfactory study/living environment. In the event that residents are not successful in dealing with a violation of quiet hours, a referral may be made to a Residential Life staff member. Residents who violate quiet hours or courtesy hours may be subject to disciplinary action. Quiet hours will be in effect on a 24-hour basis during the final exam week of each academic semester (beginning on the weekend prior to the first scheduled exam day).

Courtesy Hours are in effect at all times except during designated Quiet Hours following. During these respective time frames, all sound must be contained within a resident's room and/or apartment and must not be disruptive to other residents.

DESIGNATED QUIET HOURS: The First Year Suites/Living Centers

Sunday - Thursday 10:30 p.m. - 10 a.m.

Friday & Saturday Midnight - 10 a.m.

DESIGNATED QUIET HOURS: University Villages/Pine Grove

Sunday - Saturday . . . Midnight - 10 a.m.



Refrigerators

Each residential facility is equipped with a refrigerator. Additional refrigerators are permitted in residential facilities; however, refrigerators over ten cubic feet are not permitted.

Room Changes

Requests for reassignments in the facilities may be submitted after the first ten days of each semester. Students who are not satisfied with their room assignment should contact a member of the Housing staff. Any room change must be authorized by Housing or Residential Life professional staff.

Self-busing

Students are *required* to return their own dishes and trash to trash receptacles provided for this purpose in university food service outlets. Self-busing is cost effective and leaves the area in good order for other students. Non-disposable items removed from food service outlets must be returned expediently or students may face disciplinary action.

Selling, Advertising or Soliciting

Residents may not engage in, or invite any firm or corporation to engage in, the business of selling or advertising any services or products, or take orders or make contracts for the delivery of services or products, on University property without prior approval. If you are approached by a solicitor, *do not* give out your name, social security number, etc. If solicitation is observed, please *contact University Police* at 4141 and give location of solicitors.

Sex Offender Registration

Pursuant to the Michigan Sex Offenders Registration Act 295 of 1994, sex offenders who are SVSU students enrolled on a full- or part-time basis for 30 or more total days in a calendar year are required to register their current local address (on or off campus) through their local police department. Students who must register may contact the Saginaw County Sheriff, 1618 Cass Avenue, Saginaw, MI 48602. The phone number is (989) 790-5400.

Smoking/Tobacco Products

All University Housing facilities are designated as *smoke-free*, which includes all tobacco products and hookahs. Smoking is permitted *only in*

lettered parking lots. Smoking materials and/or apparatus may not be stored in Substance-Free designated housing facilities. Cigarette butts/refuse are not permitted in rooms. Hookahs are permitted in designated smoking areas; however, charcoal may not be heated inside units. Disciplinary action will occur if students violate the no smoking provision of University Housing facilities; consequences could include removal from University Housing. For the Smoke-Free Environment Policy, refer to the SVSU 2011-2012 Student Handbook.



Snow Removal

Residents of each University Village complex and Pine Grove are responsible for the removal of snow directly outside the area of the front door to their apartments. Shovels will be made available to assist in this effort. Also, during the winter months, please do not park vehicles with the bumpers overhanging the walkways as this impedes the ability of the snow removal crew from effectively removing snow and could result in damage to the vehicle.

Stairwells

Residents should be alert to the fact that furniture and other objects on balconies, hallways and stairwells can be a *safety hazard* to people using the stairs and as a result, may not be placed in those locations. Items may be confiscated.

Trash Removal and Recycling

Residents are *responsible* for appropriate trash removal from their living area. Failure to dispose of trash routinely or appropriately in receptacles assigned to specific living areas will constitute grounds for disciplinary action and/or fines or more. Grease must be disposed of carefully. Grease must be cooled and disposed in a leak-proof container and put in the dumpster. Residents are encouraged to participate in



the student-initiated *Residential Recycling program*. Recycling containers are provided in each residential facility and bags can be obtained at the Living Center desks or from Resident Assistants. Receptacles for the collection of recyclables are located in the vicinity of trash dumpsters adjacent to each residential facility. Residents will receive specific recycling directions in their rooms or may inquire with their RA or desk staff.

Use and Removal of University Furniture

Each University housing facility is furnished with University furniture. Because storage space is not available, University-owned furnishings are not to be removed from assigned quarters. Residents will be responsible for all missing furniture. If beds are taken apart during the academic year, they must be assembled correctly prior to check-out. Please do not remove study desks (FYS) from the walls as they are not intended to be removed. There will be an immediate minimum charge if a violation is incurred. In addition, furniture is not to be removed from public areas, lobbies, or study lounges.

Visitation and Overnight Guest Policy

Residents may host guests in their rooms by complying with the Visitation and Overnight Guest Policy. Non-compliance may result in loss of privileges. Visitation and hosting guests is a privilege for all residents and is not designed as a means of cohabitation and does not authorize guests as overnight visitors. Residents are responsible for knowing the correct visitation and escort procedures, knowing the identity of their guest(s) and are responsible for guests' behavior. Residents are held liable for loss or damages to University property caused by their guest(s). Unescorted guests may be required to leave and are subject to arrest for trespassing and the resident may be charged with a violation of the Code of Student Conduct. Residents are not to leave a guest in their unit or room at any time. A guest is defined as any person not assigned to the room.

At the beginning of each academic year (fall semesters), the visitation and overnight guest policy is established by the administrative staff of the

Offices of Housing and Residential Life. Within a stated period of time, provisions are introduced allowing a vote by residents to determine community standards for visitation and overnight guests. If a vote is not conducted, the pre-established visitation policy will be in effect for each complex.

The administrative policy is as follows:

For All Residents: A guest is defined as any person not assigned to the room. Overnight guests may not stay more than two consecutive nights; repeated hosting for any number of days/nights is not permitted. A guest is limited to a maximum of two nights within a two week period. The number of guests a student may host no more than two people at one time. The host is responsible for providing linen for the guest(s). Visitation by guests under the age of 18 must be approved by the Resident Director 24 hours in advance of their visit. Overnight guest vehicles must be registered with Parking Services. Overnight guests are not permitted, regardless of roommate consent, the weekend prior to exams and during final exams week. The University reserves the right to limit or suspend visitation privileges to protect the rights of others. The rights of a roommate to live in reasonable privacy supersede the right of a host to have overnight guests.

Residents in First Year Suites and the Living Centers: You may host guests from 10 am – midnight, Sunday – Wednesday. Thursday – Saturday, residents may have overnight guests in their rooms through a registration process that must be completed in advance. Residents obtain registration forms at the Desks. Overnight guests are defined as any guest who is in the room between 2 am – 10 am, Thursday – Saturday. Overnight guests can stay only with the written permission of all roommates or in accordance with their signed Roommate Contract. Overnight guests must be registered before midnight and may not stay more than two consecutive nights; repeated hosting for any number of days/nights is not permitted. A guest is limited to a maximum of two nights within a two week period. Failure to complete the proper guest registration procedures may result in a charge

to the resident, loss of visitation privileges or other appropriate sanctions. Roommates who do not report overnight guests may also be subject to the Code of Student Conduct. In First Year Suites and Living Centers, guests must be escorted once the security gates/doors have been secured.

Walls and Surfaces

The Offices of University Housing Operations and Residential *Life do not endorse any material* to be used on walls or surfaces such as nails, tacks, pushpins, 3M products or similar, putty, tape (including duct, masking or Scotch), adhesives, etc. Resident students assume all risk for any attachment. Careful removal may result in freedom from fines incurred by damages.

Water, Moisture, and Mold Reporting Requirement

To ensure that the University may appropriately respond to the occurrence of moisture-related maintenance concerns or the growth of mold in any housing facility, it is necessary that all residents *immediately* report any of the following conditions, including, *but not limited to: water leak, excessive moisture or standing water* in assigned room or common areas; *mold growth* in assigned room/public areas, malfunction of any part of the heating, air-conditioning or ventilation system of either assigned room or public areas, etc. Failure to report the above concerns in a timely manner could result in resident *damage charges*. Residents may report by calling extension 4080 or clicking on the “Submit a Work Request” icon on the website: www.svsu.edu/livingoncampus

Window Screens

Window screens are provided for health and safety reasons and never should be removed. *Violators will be charged a \$50 fine for first incident.* Any future violations of this kind may result in a more severe sanction.

SAFETY and EMERGENCY INFORMATION

SVSU has its own Department of University Police. The office, located on Pierce Road, assists students with emergencies, parking control, vehicle and escort assistance, safety programs, and engraving and recording of valuable items.

Emergencies: DIAL 9-911 AT ALL TIMES! Students in a state of emergency can always dial 911 from a cell phone or 9-911 from the courtesy phones. In the event cell phone service is limited, students can also utilize the wireless or wired connectivity in their rooms through the use of a personal computer, laptop, smartphone, etc. and email

911@svsu.edu

Bomb Threats

If you receive a bomb threat, attempt to obtain as much information from the caller as possible. Call 9-911 and give your name and location. Inform them of any information regarding the location of the bomb, time it is set to explode and when the call was received. Notify a Residential Life staff member and University Police immediately.



Emergency Response Plan

The University has established a plan of action to deal with the existence of any emergencies in a policy found at

http://www.svsu.edu/operationsmanual/manual.cfm?doc_id=1808.

Endangerment

Students will be held responsible for actions that could lead to potential threat to human life or facilities, including *but not limited* to disabling fire alarms/smoke detectors, leaving cooking areas unattended, items left in hallways, etc. In the event of an accidental fire, restitution for damages will be assessed by the Office of University Housing Operations in addition to educational sanctioning by the Office of Residential Life. Malicious fires or arson will be addressed by University Police, as well as the Code of Student Conduct process.

Explosives, Chemicals and Open Flames

The use or possession of harmful chemicals, fire crackers or other explosives, *candles*, incense or other open flames is *not permitted* in or around University Housing. No storage of gas powered vehicles such as motorcycles, scooters, etc. is permitted. Candle warmers are also prohibited.

Fire and Other Emergency Evacuations

When the fire alarm sounds, all students must take immediate steps to evacuate their rooms or apartments. In most areas, exit will be made down stairways and away from the buildings. In the event of a fire, do not use the elevators. Follow the instructions of Residential Life staff, University Police Officers or fire fighting personnel.

Keep the following in mind in the event of an evacuation:

1. Walk; don't run. Be particularly careful on stairways.
2. Proceed directly to a place of safety. Do not attempt to salvage personal articles. They are not worth the risk.
3. Time permitting, close doors and windows when leaving.
4. Before opening a closed door, feel it to see if it is hot. If it is hot, attempt to find another exit route.
5. A towel or robe soaked in water can be helpful in combating smoke inhalation.
6. At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency.
7. Do NOT use elevators.

Remember, it is required by law that all persons exit the building during a fire alarm. Any persons found not leaving the building during an alarm will face disciplinary action. Each student will be informed of the designated meeting location by their RA.

Fire Drills

The University *will hold fire drills* to acquaint residents with fire evacuation procedures. All residents and guests should follow directions during the drills. Failure to vacate may result in disciplinary action.

Fire Safety Equipment

Fire safety equipment is located throughout the residential complexes for the protection of all residents. Residents *should familiarize* themselves with these locations. Students tampering with such equipment including, but not limited to fire extinguishers, sprinkler heads, smoke detectors and/or pull stations are in violation of *State law* and will be subject to immediate disciplinary action.

Missing Persons

Saginaw Valley State University observes the requirement for Missing Persons as mandated in the Higher Education Reauthorization Act of 2008. Each resident student has the opportunity to confidentially identify an individual he or she wants contacted in the event the student is reported missing for a period of 24 hours. The student may complete an emergency contact form in the Offices of Housing Operations and/or Residential Life.

Additionally, the University will invoke a procedure under the direction of the University Police initiating an investigation in response to the missing person report. Parents or emergency contacts will be notified. The University Police will aggressively investigate the incident taking into account such factors as the emotional state of the student, the last known location of the student, and any other personal information that may determine the student's location. The investigation will include notifying University Administrators, the Residential Life Staff, and if applicable other area law enforcement agencies.

Other Safety Concerns

Residents are encouraged to *be cautious* when meeting off-campus strangers who wish to return to the residential facilities. It is also important to be careful about developing relationships online. Both of these types of encounters can become troublesome for residential students.

Pranks and False Alarms

Any fire, *even a small one* can get out of control. False alarms have resulted in fire truck accidents, causing injuries and delaying fire fighters from getting to real fires. False alarms potentially could cause residents to ignore a real fire alarm. *Discourage* irresponsible people who set fires or tamper with equipment and alarms. *Report* false alarms to a member of the Residential Life Staff or University Police.

Safety Away from Campus

If going out after dark, stay in well-populated and well-lighted areas. *Avoid being alone* on campus after dark. Stay off cell phones, electronic devices, and be aware of your senses and surroundings. Roommates should inform each other of their destination and time of return. *Do not* hitchhike or accept rides from strangers. Additionally, you can contact the SVSU campus police department who provide an ongoing *escort policy* if you are nervous about walking by yourself.

Security

In an effort to provide greater safety and security to residents of the University, several housing complexes are equipped with *(video) camera security systems*. Any residents who host guests after buildings are secured for the evenings must escort their guests to and from the entry and within the building/courtyard area at all times. *Security hours* have been established for personal privacy, safety and security of residents' belongings. Therefore, it is *important* that residents never prop open doors, allow other individuals to make use of their keys or access mechanism, or allow unauthorized persons into the buildings. Doing so will jeopardize the safety and security of all residents and may result in disciplinary action. Duplication of keys is prohibited.

Sidewalks

Sidewalks around residential facilities are for *pedestrian traffic only*; unauthorized automobiles, other gas- or battery-propelled vehicles are not

permitted on the sidewalks at any time. Sidewalk chalking is not permissible.

Simple Fines/Sanctions (Minimum)

As approved by the Board of Control at SVSU, University Housing/Community Standard violations falling into a category of “simple fines/sanctions” published below cannot be appealed and will automatically be incurred on student accounts.

University Housing/Community Standard Policies and Fines

Students responsible for these behaviors will be invoiced.

<i>Offense</i>	<i>Minimum Standard Sanction*</i>
Accidental Property Damage	Restitution
Attachments to building	\$100 + restitution
BBQ Grills and Propane... use and storage	\$50
Bicycles...improper storage	\$50
Electrical Equipment/Halogen/Spider Lamps/Foreman Grills... not UL approved	\$50
Footballs, Frisbees, Snowballs, Sports in the Halls	\$50 + restitution
Housekeeping/Health and Safety Inspections	\$75 per resident + cleaning fee

Improper/Unauthorized Outdoor Storage/Stairwells	\$50
Lockouts	8am – midnight = \$5; midnight to 8am = \$10
Possession of inappropriate electrical appliances	\$100
Screen Removal	\$50
Self –Busing	\$25
Snow Removal	\$25
Trash Removal	\$25 per bag
Unapproved/Unauthorized Lofts	\$50 + removal or modification
Unauthorized Painting	\$50 + repaint costs and labor
Unauthorized Refrigerators	\$50
Unauthorized Room Change	\$50 + move back to assigned unit
Use or Removal of University Furniture	\$50

*Sanctions are applicable to first offenses, only, and may be accompanied by probationary periods.

Sanctions are progressive with repeat offenses and the severity of the actions.

Theft Prevention

A locked door offers the *best security*, especially during the night when sleeping or when leaving the room for even a short period of time. When inside the room, ask callers to identify themselves before opening the door. Money and expensive jewelry should be kept in a safe place. Clothing should never be left in a laundry room unattended. University Police has engraving tools available at no charge for marking property such as televisions, radios and stereos. Thefts, no matter how insignificant the lost item, *should be reported* to University Police and Residential Life staff immediately. University Police recommends a lojack (a tracking device) for laptops.

Tornados

A **Tornado Watch** means the potential exists for a tornado to develop. A **Tornado Warning** means a tornado has actually been sighted or radar indicated. In residential facilities, residents must move to the lowest floors, preferably in the basement. Residents must evacuate the top floors. It is important that residents stay away from areas of glass such as the large picture windows. It is best to crouch low and cover your head with a mattress, blanket, or hands. Notification systems (sirens) are in place on campus; in addition a tornado refuge plan is posted in each room. Residents should familiarize themselves with tornado safety procedures. Tornado sirens will be tested regularly and residents will be notified of such tests.



Weapons

Saginaw Valley State University has adopted a Weapons Policy. It is necessary for students to become *familiar* with the policy which can be found at the following website address:

www.svsu.edu/operationsmanual/manual.cfm?doc_id=1820.



The possession or use on University property or any weapons such as, *but not limited to*, firearms, ammunition, pellet guns, airguns, knives, blades, chemicals or explosives, including firecrackers, is prohibited unless authorized in writing by the Chief of University Police. A harmless instrument designed to look like a weapon that is used by or is in the possession of a person with the intent to cause fear in or assault to another person is expressly included within the meaning of weapons. All residents must check their weapons with the University Police for storage services.



Student efforts have resulted in a recycling program for all residential facilities. Blue recycling containers are provided in each housing unit. You can pick up recycling bags at the Living Center North, Living Center South, and Living Center Southwest Front Desks. You can also drop off old batteries and inkjet cartridges (place in appropriate bag) at the desks. Once full, recycling bags are to be dropped off in the large green recycle dumpsters conveniently located near your facility.

You are strongly encouraged to participate in this voluntary program.

Please be courteous of others' recycling efforts...do not mix trash or heavy food waste with recycled materials. Tainted materials increase the cost of sorting the co-mingled recycle, and could potentially taint materials that others have carefully prepared for recycling.

What can we Recycle?

Boxboard and Cardboard: Flatten and cut into 3' x 2' pieces

Cereal boxes	Toilet tissue rolls	Pizza boxes
Shoe and gift boxes	Brown paper bags	Paper towel rolls
Two layered cardboard	Waxed milk and juice cartons	

Paper and Paper Products: Separate paper from glass, cans, and plastic

Newspaper and inserts	Junk mail	Phone books
Computer paper	Copier paper	Notebook paper
Magazines, catalogs	Glossy flyers	Greeting cards
Envelopes		

Glass, Plastic, Metal Containers: Empty, rinse, remove plastic lids and caps, flatten if possible. Place in clear plastic bags provided, keep separate from paper

Plastic Numbers 1, 2, 3, 4, 5 and 7

Individual beverage bottles

Two-liter pop bottles

Milk jugs

Laundry detergent bottles

Glass

Clear, brown, and green
beverage glasses, plates,
and cookware

Aluminum and Steel/Bimetal

Food cans, foil food trays, pie plates,
food can lids and ends

DO NOT RECYCLE:

Straws, plastic bags, wet or food-soaked paper, coated foil wrappers, motor oil bottles, cooking oil bottles, medical items, packing peanuts/foam corners, light bulbs, mirrors, frosted, blue, or black glass. If you have questions regarding recycling at SVSU, please contact Josh Webb at 964-4359.





Mission

The University creates opportunities for individuals to achieve intellectual and personal development through academic, professional, and cultural programs. By fostering an environment of inquiry and openness that respects the diversity of all whom it serves, the University prepares graduates whose leadership and expertise contribute to the advancement of a pluralistic society. The University serves as a cultural and intellectual center dedicated to the pursuit and propagation of knowledge.

Vision

The University will provide academic, professional, and cultural programs at the highest level of quality and service; it will achieve national recognition for its programs of distinction. The University's graduates shall distinguish themselves and their University through meritorious service, accomplishments, and leadership in the economic, cultural, and civic affairs of a diverse and global society. Through exemplary teaching, research, and engagement with the greater community, the University will also be the premier cultural and intellectual resource for the region's schools, governments, businesses, and people.

- Adopted by the Board of Control on March 21, 2005

Offices of Housing Operations and Residential Life

(989) 964-4255

www.svsu.edu/livingoncampus