



**Resident Student Handbook
2008-2009**



www.svsu.edu/livingoncampus

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Offices of Residential Life and University Housing Operations

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SVSU Mission Statement

2008-2009 Academic Calendar

Fall Semester 2008 (Dates are subject to change)

Halls Open for Check-in (New students only)	August 21-22
Halls open for Check-in (Upperclass)	August 23
Classes Begin	August 25
Labor Day Recess (Halls open; limited dining hours).....	September 1-2
Thanksgiving Recess (Halls open; limited dining hours).....	November 26-28
University Housing Winter 2009 Payment Due (with tuition).....	December 3
Classes End.....	December 6
Final Exams.....	December 8-13
University Housing Check-out (No dining services during break)	5:00 p.m., December 12

Winter Semester 2009 (Dates are subject to change)

University Housing Opens	January 11
Classes Begin	January 12
Spring Break (Halls open; limited dining hours)	March 8-14
Classes End.....	April 25
Final Exams.....	April 27–May 2
University Housing Check-out.....	5:00 p.m., May 1

The following information will provide you with important details relative to your residency in residential facilities at Saginaw Valley State University. Please review it carefully.

MISSION STATEMENTS

The Office of Residential Life

The Office of 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.

The Office of University Housing Operations

The Office of University Housing Operations is committed to supporting student success and exceeding customer expectations by providing superior, clean, comfortable, safe and well-maintained student housing facilities. University Housing Operations is customer focused and practices excellence, diversity and ethics in the daily management of business operations.

GENERAL INFORMATION

Offices of Residential Life and University Housing Operations - - 114 Curtiss Hall; (989) 964-4255

The Offices of Residential Life and University Housing Operations are open Monday - Friday from 8 a.m. - 4:30 p.m. The offices oversee all residential complexes. Students may contact these offices regarding any facet of their housing experience, including, but not limited to: housing applications, meal plan arrangements, contract modifications, room assignments, opportunities for involvement, and other residential concerns.

Live-in/On-Duty Staff

Each complex has professional and para-professional live-in staff. See www.svsu.edu/livingoncampus for more information about the on-site Residential Life staff. After business hours and during weekends, there will always be Resident Assistants serving "On Duty." These staff members are available to handle student concerns, lockouts and other complex-related activities. On duty staff for First Year Suites and Living Centers North and South can be located through the desks until 2:00 a.m. daily or in their rooms at night, or via duty phone for the residents of Living Center South, University Village East, University Village West and Pine Grove. The monthly duty calendars distributed by staff provide complete information about how to best contact staff.

University Custodial/Maintenance Needs - - www.svsu.edu/livingoncampus

Custodial and certain minor maintenance requests should be reported by submitting a work-order at www.svsu.edu/livingoncampus and clicking on "submit a work request" link. You will then see the "Maintenance Request" icon. Urgent items should be called in to the Department of University Police or reported to a housing/residential life staff member immediately. Items pertaining to safety and security receive priority attention. *For after business hour emergencies (power failures, broken water pipes, etc.), contact the staff members on duty. For life-threatening emergencies, call 9-911 at all times.*

Cable Television

Each suite or apartment is fully equipped with an operational cable television hook-up. Additional premium channels may be purchased by contacting Charter Communications at 1-888-438-2427. Any problems with cable service should be reported to the office of University Housing Operations.

Telephone Service

Local telephone service and a telephone are provided in all living units. Long distance calls can be made from these phones only through the use of toll-free calling options (calling cards). Students are NOT allowed to alter the university telephone carrier or add services such as call waiting, voice-mail or caller ID. ***For on-campus calls, press last four digits; and for local calls, press 9 + seven-digit number.*** Residents using cell phones may experience limited service capabilities inside academic or residential units.

Mail

Mail will be delivered by 4:30 p.m. Monday through Friday. Typically, your school address is not your permanent address; therefore, residents cannot complete a change of address through the United States Postal System. Upon vacating your unit, you must notify each business or personal acquaintance to get your address changed. The office of University Housing Operations will try to forward mail up to two weeks after your departure. Afterwards, all mail is returned to sender.

Laundry Facilities

Washers and dryers for residents' use are provided in each University Housing complex for their respective residents. First Year Suites laundry facilities are located in B & F basements, washers and dryers are located on each floor of the Living Centers. University Village residents may use Building 450; residents of 420 and 432 are to utilize their laundry facilities in their respective buildings. Residents in buildings 470-476 can use UV 475 laundry room. University Village-East residents may use 409-1. The Pine Grove laundry facility is located in Community Center 7800. The cost of operating the machines is \$1 per wash and \$1 per dryer load. Laundry machines can only be operated by using the "flex" account on your campus identification card (ACCESS SVSU). 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 obtained from the Office of University Housing.

Student Directory Information

Addresses and phone numbers for all resident students of University Housing can be obtained through *Cardinal Direct* [<http://cardinaldirect.svsu.edu/>]. Students who prefer that their directory information be withheld must make the request in writing to the Registrar's Office.

Computers

Are you thinking of bringing your computer to campus? While SVSU has many computer labs available for student use, it is possible for all resident students to connect to SVSU's computer network from any University housing facility. Information can be found at www.svsu.edu/its, then click on the ResNet menu option. Students who would like to take advantage of ResNet will need a computer with an ethernet card and connection cable. Students may only install wireless devices in their rooms with the approval of ITS and by applying for a router through the SVSU Housing Office; once installed, students must comply with the Acceptable Use Policy.

Parking

All resident students are eligible to bring a car to campus. Designated parking areas for each residential complex are available at no cost. All students are responsible for obtaining the appropriate parking permit. Vehicles must be registered with the Department of University Police and Parking Services, if they will be parked on campus overnight. For a complete description of parking regulations and registration procedures see: www.svsu.edu/universitypolice. Students may obtain parking permits through an online application process or at the Cashier's Office in Wickes Hall. A driver's license and proof of registration are necessary in order to obtain a permit. 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. Overnight guests must register at the Department of University Police and Parking Services and pay a \$2.00 parking fee per night. Resident students are to display their parking permit properly by placing the permit at the top left corner (driver's side) on the outside of the rear window.

Substance Free Housing

Various housing facilities or areas have been designated as Substance-Free. Students who elect this option on housing application materials are expected to adhere to a zero-tolerance environment for the presence or use of alcohol, tobacco, and/or other drugs. Students who violate the policies associated with these behaviors will be appropriately sanctioned, which may include removal from the Substance Free environment or removal from University Housing. Zero-tolerance also prohibits the presence of empties, posters, symbols, and items or paraphernalia used in conjunction with any of the above.

Furnishings

All University housing facilities are furnished. While it isn't 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.

Trash Removal and Recycling

Residents of University Housing are to routinely dispose of trash in dumpsters located adjacent to each facility. Trash disposed of improperly may result in fines. Residents are encouraged to participate in the student-initiated Residential Recycling program. (Details on SVSU Recycling can be found later in this handbook).

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.

Semester Break

The First Year Suites, Living Center North and Living Center South will close following final exams on Friday, December

12, 2008 and re-open on Sunday, January 11, 2008, prior to classes. Residents of those facilities are to leave no more than 24 hours after their last exam, unless they have written permission from University Housing Operations to remain longer. Residents are not permitted to remain in the residence halls and are encouraged to take valuables home. Residents of University Village East, University Village West and Pine Grove have access to their units during the semester break.

SVSU RESIDENTIAL COMMUNITIES

The First Year Suites

Desk and After-Business-Hours Services

Residents of the First Year Suites should seek information and desk services through the Living Center North desk operation. Located in the lobby, the desk services are available to students during published hours. Trash bags, recycling bags, and toilet tissue are distributed to residents through the desk and cleaning equipment such as vacuum cleaners, brooms, and mops can be checked out at the desk. Staff can be located through the desk, as well as local phone numbers and information about campus. Lockouts, after business hours, are to be reported through the desk. Overnight guests are registered through the Living Center North Desk, also.

Mail Service

Mail will be delivered for residents of the First Year Suites by 4:30 p.m. Monday - Friday in the Living Center North lobby. Mailboxes provided may be opened with each resident's room key. Students should ask their correspondents to address mail accordingly:

Name
Saginaw Valley State University
Suite letter and number (Example: First Year Suite A-1)
7400 Bay Road
University Center, MI 48710

When packages are sent to students, a package slip will appear in his/her mailbox and the items can be picked up at the Living Center North Desk. Packages can be sent from the University Mail Room, located in South Campus. Postage stamps may be purchased in the Student Center.

The First Year Suites Furnishings Suite (Living Room) Furnishings Include:

Sofa	Table and chairs	Telephones (1)
Coffee table	Bulletin board	Trash containers
Entertainment center	Appliances (stove, refrigerator, microwave)	Stuffed chair
Recycling bins (2)		

First Year Suites Bedroom Furnishings Include:

Bunk beds with mattress (36" x80")	Built-in desk and bookshelves	Trash container
Built-in closet and shelves	Desk chairs (2)	Drawer unit
Full-length mirror	Bulletin board	

Cleaning Equipment

Vacuum cleaners, mops and buckets are available for check-out seven days a week at the Living Center North Desk. An Access SVSU card is required for each item checked out and is refunded when equipment is returned within one hour.

Building Entry

During daytime hours, residents may enter the First Year Suites through the two gates. For security purposes, each evening at approximately 10:00 p.m., the gates are locked and residents must use their room key to gain entry. All guests must be escorted after 10:00 p.m. Residents are reminded not to permit entry to the building by non-residents for safety reasons. Residents should direct guests arriving after 10:00 p.m. to call from the telephone located in the front of Living Center North.

Living Center North

Desk and After-Business-Hours Services

Living Center North provides desk services in the lobby, available to students during published hours. Trash bags, recycling bags, and toilet tissue are distributed to residents through the desk and cleaning equipment such as vacuum cleaners, brooms, and mops can be checked out at the desk. Staff can be located through the desk, as well as local phone numbers and information about campus. Lockouts after business hours are to be reported through the desk. Overnight guests are registered through the Desk, also.

Mail Service

Students residing in Living Center North may pick up their mail after 4:30 p.m. Monday - Friday in the lobby of their residence hall. Mailboxes are provided that are opened with each resident's room key. Students should ask their correspondents to address mail accordingly:

*Name
Saginaw Valley State University
Living Center North, Room 555 (example)
7400 Bay Road
University Center, MI 48710*

Mailboxes for misplaced mail as well as an outgoing mailbox are located in the lobby area. When packages are sent to students, a package slip will appear in his/her mailbox and the items can be picked up at the Living Center North Desk. Packages can be sent from the University Mail Room, located in the South Campus Complex. Postage stamps may be purchased at the Student Center Desk.

Living Center North Furnishings

Living Center Apartment furnishings

Living Room/Kitchen

Sofa

Stuffed chair

End table

Entertainment center for TV

Kitchen table and chairs

Telephone

Trash containers

Appliances (stove, refrigerator,
microwave)

Recycling bins (2)

Fire extinguisher

Bedroom

Loftable/bunkable bed with mattress (36" x 80")

Built-in closet and shelves

Desk with bookshelf and chair

Trash container

Dresser

Living Center Efficiencies Furnishings:

Loftable/bunkable beds with mattresses (36"
X 80")

Desks and chairs

Kitchen table and chairs

Appliances (stove, refrigerator and microwave)

Wardrobes with drawers

Telephone

Recycling bins (2)

Cleaning Equipment

Vacuum cleaners, mops and buckets are available for check-out seven days a week at the Living Center North Desk. An ACCESS SVSU card is required for each item checked out, and returned when equipment is returned within one hour.

Study Lounges/Meeting Rooms

A number of lounge spaces designed for individual and group study or meetings are available in Living Center North. Residents should feel comfortable using any of these locations for study. Any gatherings should be authorized through the Resident Director (RD). Students congregating in lounge areas or hallways creating noise that could be disturbing will be asked to disperse and could be subject to disciplinary action. No alcoholic beverages are permitted in the lounges.

Building Entry

During daytime hours, residents may enter Living Center North through the front entry. For security purposes, each evening

by 12 midnight, the front doors are locked and residents must use their room key to gain entry. Rear and side doors will be for exit only. All guests must be escorted. Residents are reminded not to permit entry to the building by non-residents for safety reasons. Residents should direct guests arriving after 10:00 p.m. to call from the telephone located at the building entrance.

Living Center South

Desk and After-Business-Hours Services

Living Center South provides desk services in the lobby, available to students during published hours. Cleaning equipment such as vacuum cleaners, brooms, and mops can be checked out at the desk. Staff can be located through the desk, as well as local phone numbers and information about campus. Lockouts are to be reported through the desk. Overnight guests are registered through the Desk, also.

Mail Service

Students residing in Living Center South may pick up their mail after 4:30 p.m. Monday - Friday in the lobby of their residence hall. Mailboxes are provided that are opened with each resident's room key. Students should ask their correspondents to address mail accordingly:

Name

*Saginaw Valley State University
Living Center South, Room 1555 (example)
7400 Bay Road
University Center, MI 48710*

Mailboxes for misplaced mail as well as an outgoing mailbox are located in the lobby area. When packages are sent to students, a package slip will appear in his/her mailbox and the items can be picked up at the desk. Packages can be sent from the University Mail Room, located in the South Campus Complex. Postage stamps may be purchased at the Student Center Desk.

Living Center South Furnishings

Living Center Apartment furnishings

Living Room/Kitchen

Sofa

Stuffed chair

End table

Entertainment center for TV

Kitchen table and chairs

Telephone

Trash containers (2)

Appliances (stove, refrigerator, microwave)

~~RR~~ Recycling bins (2)

Fire extinguisher

Bedroom

Loftable/bunkable bed with mattress (36" x 80")

Built-in closet and shelves

Desk with bookshelf and chair

Trash container

Dresser/wardrobe

Living Center Efficiencies Furnishings:

Loftable/bunkable beds with mattresses
(36" x 80")

Desks and chairs

Kitchen table and chairs

Wardrobes with drawers

Appliances (stove, refrigerator and microwave)

Telephone

Recycling bin

Cleaning Equipment

Vacuum cleaners, mops and buckets are available for check-out seven days a week at the Living Center South Desk. An ACCESS SVSU Card is required for each item checked out, and returned when equipment is returned within one hour.

Study Lounges/Meeting Rooms

A number of spaces designed for individual and group study or meetings are available in Living Center South. Residents

should feel comfortable using any of these locations for study. Any gatherings should be authorized through the Resident Director. Students congregating in lounge areas or hallways creating noise that could be disruptive, will be asked to disperse and could be subject to disciplinary action. No alcoholic beverages are permitted in the lounges.

Building Entry

Residents must enter Living Center South through the front entry. For security purposes, each evening by 12 midnight, the front doors are locked and residents must use their room key to gain entry. Rear doors will be for exit only. Guests must be escorted at all times. Residents are reminded not to permit entry to the building by non-residents for safety reasons. Residents should direct guests arriving after 10:00 p.m. to call from the telephone located at the building entrance.

University Village East 405-412

Mail

Residents of University Village East receive mail in Building 409. Mail is delivered by 4:30 p.m. Monday - Friday by University staff. Mailboxes are opened with the apartment key. Packages are delivered to the Living Center North Desk. Misdirected mail can be deposited in the "Misplaced Mail" slot in the kiosk. Residents of University Village should ask their correspondents to address their mail accordingly:

*Name
Saginaw Valley State University
University Village, Apartment 999-1 (Example)
7400 Bay Road
University Center, MI 48710*

University Village Apartment Furnishings

Living Room/Kitchen

Sofa
Stuffed chair
End table
Lamp
Entertainment center
Telephone (2)
Kitchen table and chairs
Appliances (stove, refrigerator, dishwasher and microwave)

Recycling bins (2)

Trash containers (2)

Bedroom

Loftable/bunkable bed with mattress (36 x 80")
Built-in closet and shelves
Desk with bookshelf and chair
Trash container
Dresser

University Village West 416-476

Mail

Residents of University Village West receive mail in the postal kiosk at the entrance of the complex. Mail is delivered by 4:30 pm, Monday – Friday, by University staff. Mailboxes are opened with the apartment key. Packages are delivered to the Living Center North Desk. Misdirected mail can be deposited in the "Misplaced Mail" slot in the kiosk. Residents of University Village should ask their correspondents to address their mail accordingly:

*Name
Saginaw Valley State University
University Village, Apartment 999-1 (Example)
7400 Bay Road
University Center, MI 48710*

University Village Apartment Furnishings

Living Room/Kitchen

Sofa
Stuffed chair
End table
Lamp

Bedroom

Loftable bed with mattress (36 x 80")
Closet and shelves
Desk with bookshelf and chair
Trash container

Entertainment center	Dresser
Telephone(s)	
Kitchen table and chairs	
Appliances (stove, refrigerator, microwave, dishwasher)	
Recycling bins	
Trash containers	

University Village Efficiency Furnishings

Loftable beds with mattresses (36" x 80")	Appliances (stove, refrigerator and microwave)
Desk and chair	Telephone
Kitchen table and chairs	Recycling bin
Wardrobe with drawers	Trash container

UV Community Center 450

The Resident Director for University Village West assumes office hours in UV Community Center 450. Residents of University Village have the opportunity to reserve and utilize the Community Center 450. To reserve the Community Center and guidelines for use, please contact the RD of the University Village, Curtiss 114 or call extension 4945.

Pine Grove

Mail

Residents of Pine Grove receive mail in the Community Center 7800 by 4:30 pm, Monday – Friday. Mailboxes are opened with the apartment key. Misdirected mail can be deposited in the “Misplaced Mail” slot. Residents of Pine Grove should ask their correspondents to address their mail accordingly:

Name
Saginaw Valley State University
Pine Grove 7570-1
7400 Bay Road
University Center, MI 48710

Pine Grove Furnishings

Living Room/Kitchen

Sofa
Stuffed chair
End table
Lamp
Entertainment center
Telephone
Kitchen table and chairs
Appliances (stove, refrigerator and microwave)
Recycling bins
Trash containers

Bedroom

Bunkable bed with mattress (36 x 80")
Dresser
Built-in desk with bookshelf and chair
Closet and shelves
Trash container

Pine Grove Community Center 7800

The Resident Director (RD) for Pine Grove assumes office hours in Community Center 7800. Residents of Pine Grove have the opportunity to reserve and utilize the Community Center 7800. To reserve the Community Center and guidelines for use, please contact the RD of Pine Grove or call extension 2290.

The following information, in addition to the University Housing Contract, Room and Board Rates 2008-2009, contain the terms and conditions of residential life at Saginaw Valley State University. It is expected that all residents will read and understand each document.

UNIVERSITY HOUSING POLICIES & PROCEDURES

University Housing Contract

Please review the University Housing Contract terms prior to signing the Contract. 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. The Office of University 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.

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.)

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 University Housing Operations. See Contract Release section for additional information.

Students who decide not to attend SVSU must submit written notification to the Office of University 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.)

Contract Releases

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

1. students enrolled at the University 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 a 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 the Office of University Housing Operations. You are not released from your Housing Contract due to withdrawal if you re-enroll during the contact 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.

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 the Office of University 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.

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.

Withdrawal of University Registration

Students who withdraw from the University must contact the Office of University 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.

Reassignment and Consolidation

The Office of University 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 University 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 University 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.

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 may be stored, at the convenience of the University, for a period of 30 days before final disposition. Students wishing to claim property that has been left behind will be charged a storage fee.

Damages . . . it can cost you!

Residents are responsible for missing or damaged items in their assigned living areas, as well as public areas of University housing facilities. Residents should report a damaged item immediately upon discovery 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.

Room Inventories

Within the first 10 days of classes, residents are required to inventory their suite, apartment or room. This will be in addition to an inspection conducted by staff prior to occupancy and will confirm the condition of the facilities. 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.

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.

RESIDENT STUDENT POLICIES & PROCEDURES

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.

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 Residential Life staff may not be readily available. For lockout service, residents are to contact the Housing 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.

Room Changes

Requests for reassignments in the University Housing 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 first by a Resident Director.

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.

Use of 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.

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.

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.

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 Freshmen: Residents in First Year Suites and the Living Centers 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. 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. Residents obtain registration forms at the Desks. 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. 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.

For all resident students: Upperclass communities are not subject to administrative visitation and/overnight guest hours, unless the community calls for a vote to be conducted by the respective community council. However, for all resident students, it is expected that the number of guests a student may have will be not more than two people. 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 guests' 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.

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, TV's, 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.

Smoking/Tobacco Products

All University housing facilities are designated as smoke-free, which includes chewing tobacco products. Smoking is permitted only in lettered parking lots. Smoking materials and/or apparatus may not be stored in Substance-Free designated housing facilities. 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 2008-2009 Student Handbook.

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.

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.

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, Residential Life or other University officials in carrying out their assigned duties.

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 referrals. Residents who report such a matter will not be charged with a violation of the Alcohol/Drug Policy under the Student Code of Conduct.

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. 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.

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.

Water, Moisture, 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

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.

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 the office of University Housing Operations website. Cost is \$50.00 and includes delivery. Residents are responsible for loft set-up and dismantling. Only University provided lofts are permitted in University Housing.

Painting

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

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.

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.

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 are not permitted in University housing facilities due to the high temperature at which they operate. 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 Foreman grills are not permitted.

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.

Outdoor Storage

Do not leave any personal items on the front porch areas. It is clearly acceptable to make use of the front areas of the units, we only ask that you remove lawn furniture, shoes, etc. at the end of each day. 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 be removing 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.*

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.

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.

Bicycles

Bicycles are welcome on campus, but may not be chained in stairwells, to trees, or balconies 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/universitypolice

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.

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.

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.

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.

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.

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.

Resident students should call 9-911 for emergencies and notify a member of the Residential Life staff.

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.

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.

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 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.

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.

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.

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.

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.

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 in approved housing of 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.

Explosive, 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.

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.

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.

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.

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.

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.

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.



2008-2009 SVSU Recycling Guidelines

Acceptable Paper Products:

- Newspapers • Shoe and Gift Boxes
- Magazines and Catalogs • Notebook and Writing Paper
- Phone Books • Computer and Copy Paper
- Cereal and Dry Food Boxes • Junk Mail
- Paper Towel Rolls • Envelopes
- Cardboard Boxes

Place all products into a paper bag or cardboard box and place in recycling bin – DO NOT DUMP BOXES.

Place loose paper in toter container inside the recycling bin. Paper products cannot contain plastic wrap or Styrofoam.

Acceptable Co-Mingled Glass, Metal, and Plastic:

- Plastics #1 Example: Beverage Bottles
- Plastics #2 Example: Milk and Detergent Bottles
- Clear, Green, and Brown Glass Bottles

Unacceptable Items: Plastics bags and wrap, oil bottles, medical items, Styrofoam, blue or black glass, frosted glass, mirrors, furniture glass, and light bulbs.

Place co-mingled glass, metal, and plastics in a clear plastic bag or paper bag and place inside recycling bin. DO NOT DUMP OUT ITEMS. Items must be clean, labels are OK, no food or garbage.

Reminders:

- Breakdown Cardboard Boxes
 - Empty Out Box Containers Into Trash Containers Including, Styrofoam, Plastic Wrap, and Food
 - Do Not Place Parking Lot Sweepings or Compost (Grass, Leaves, Etc.) in Recycling Containers





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

Office of Housing and Residential Life
(989) 964-4255
www.svsu.edu/livingoncampus

SVSU does not discriminate based on race, religion, color, gender, sexual orientation, national origin, age, physical impairment, disability or Vietnam-era veteran status in the provision of education, employment and other services.