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RESIDENTIAL LIFE MISSION STATEMENT

The Department of Residential Life's mission is to assist in the preparation of citizen-leaders by fostering community, providing access, focusing on resident needs, and supporting the educational experience.

- **Community:** Residential Life is committed to creating a safe and supportive environment where residents have a network of people who care about them.
- **Accessibility:** Residential Life is committed to providing a living environment that meets the various needs of our residents at an affordable cost.
- **Resident Centered:** Residential Life is committed to creating services, programs, and policies that benefit the residents we serve.
- **Educational Support:** Residential Life is committed to providing individual growth experiences inclusive of our residents' academic development.

RESIDENTIAL LIFE DIVERSITY STATEMENT

- **Acknowledge:** We acknowledge the diversity of our community and the many forms that diversity can take, including but not limited to race, ethnicity, national origin, gender identity, sexual orientation, socioeconomic status, religious beliefs and customs, political affiliation, age, sex, and ability. We likewise acknowledge the invaluable importance of such diversity in our academic and residential settings.
- **Learn and Develop:** As a community, we develop an understanding of each other's differences and realization of similarities, because understanding is the first step towards equity. We learn that these differences do not undermine our ability to work, study, and live together. We develop this understanding through the fostering of respectful and thoughtful conversation and creative and collaborative programming.
- **Live:** We live the values of diversity and inclusion as an extension of the Department of Residential Life mission statement. Our existence is for the development and support of ALL students. Discrimination of any form will be corrected through the philosophy of restorative justice with an emphasis on expanding wellbeing of the community at large. We endeavor to walk with our residents on this journey and together be forward thinking and world ready.

Fort Hays State University Notice of Non-discrimination:

Fort Hays State University does not discriminate on the basis of gender, race, religion, national origin, color, age, marital status, sexual orientation, disability or veteran status in its educational programs, employment and all other activities. In addition, the university does not discriminate on the basis of a person's genetic information. FHSU is committed to an environment in which students, faculty, administrators, and staff work together in an atmosphere free from all forms of discrimination, harassment, exploitation and intimidation, including, but not limited to, verbal, physical, or written behavior directed toward or relating to an individual or group on the basis of their protected class status.

Individuals who believe they have been discriminated against or harassed on the basis of their protected class status or are victims of sexual harassment should report such acts to the university Equal Employment Opportunity Officer who will assist the grievant in seeking redress through the appropriate procedure. The university's Discrimination and Harassment Complaint Procedure applies to grievances involving students, administrators, faculty or staff. The EEO Officer may be contacted at 600 Park Street, Hays, KS 67601, (785) 628-4033.

KEEP IN TOUCH

with Residential Life. Here are our contact points:

MAILING ADDRESS

Residential Life Office
126 McMIndes Hall
Hays, KS 67601-4409

HOURS

8:00am-4:30pm, Monday through Friday

EMAIL

srl@fhsu.edu

PHONE

785-628-4245
785-628-4138 (FAX)

WEBSITE

www.fhsu.edu/reslife/

GENERAL INFORMATION

RESIDENTIAL LIFE STAFF

RESIDENT ASSISTANT (RA)

Your RA is a full-time student whose part-time job is to assist you. Generally, your RA has lived on campus for at least a year and knows what a great experience living on campus can be. Your RA has many diverse responsibilities. You can expect your RA to:

- Get to know you and care about how you are doing
- Be available on a personal basis to talk about whatever you need to talk about
- Be available to answer your general questions
- Be able to direct you to the appropriate university office for answers to your questions
- Work at the hall desk several hours each week
- Hold floor meetings as needed to discuss important topics
- Ask for your help in making life on the floor enjoyable and productive
- Plan and hold social and educational programs and events
- Make sure you and others are following housing and university policies
- Complete duty rounds to ensure that the building and floor are safe places for you to live
- Help you deal with an emergency situation

While your RA is there to support you, please remember that she or he is also a person and a student. They need some private time to stay happy and healthy as well as to succeed academically!

DESK ASSISTANT (DA)

Desk Assistants are the individuals who welcome and provide information to residents and guests, help with hall security, sort mail, and maintain check-out of hall supplies. They work at the front desk area of each residence hall.

ASSISTANT HALL DIRECTOR (AHD)

McMindes and Wiest Halls have an Assistant Hall Director. The AHD is a graduate student on campus and is hired to help the halls run smoothly. They oversee the function of the front desk and might take care of other tasks such as mail distribution, facilities management, administrative responsibilities, advising, and supervision.

APARTMENT MANAGER

Stadium Place and Wooster Place have an Apartment Manager. The Apartment Manager is a graduate student on campus and is hired to serve the residents in the apartments and their families. They are your main contact for questions, concerns, facilities issues, and community events.

HALL DIRECTOR (HD)

Your Hall Director is a full-time professional. The HD is the primary manager of the hall with the overall goal of helping you to be successful at FHSU. This is accomplished through advising hall council, supervising and training the student staff, working with the custodial and maintenance staff, assisting individual students, enforcing policies, and coordinating special services provided by the Office of Residential Life. You will get to know your hall director through hall programs, events related to your hall council, or through informal contact in your building. On an individual level, the hall director is available to consult with you in a number of areas such as personal relationships, academic progress and success, or general information about the university. Become acquainted with your hall director, and feel free to call on him or her when you have any particular concerns. If they can't answer your question, they should be able to direct you to someone who can. The Hall Director's office is located near the front desk. He/she also lives in an apartment in the building/community.

RESIDENTIAL LIFE OFFICE STAFF

The Residential Life office team consists of the Director of Residential Life, the Assistant Director of Residential Life, the Occupancy Specialist, the Administrative Assistant, and student workers. The staff is here to assist you with any questions or needs.

CUSTODIAL AND MAINTENANCE STAFF

Take time to get to know your custodian and the maintenance crew as they are important to your community. The custodians work in cooperation with the Hall Director, student staff, Hall Council, and residents to clean general areas of the hall. Repairs to furniture, plumbing, heating, etc. may be brought to the attention of your RA or the front desk and they will pass them on to the maintenance personnel. Use of hall kitchens, or other facilities within the hall, is a privilege and you, not the housekeeper, are responsible for cleaning up after yourself. Personal trash and other messes are your responsibility.

COMMUNITY LIVING

YOUR WING AND FLOOR MATES

Your wing/floor is a group of rooms on the floor where you live. You will soon get to know the people who live on your floor and hopefully it will soon become “home.” Floor communities provide opportunities for you to get to know other students comfortably, to socialize together, to help each other with academics, and to develop greater interpersonal skills.

You can participate in your floor in many ways. You can become involved in hall council by serving as a wing or floor representative. You and your floor mates can provide feedback to your RA(s) about what type of community you would like to live in. You can also take part in intramurals, social activities, and educational programs sponsored by your RA(s) and floor.

ROOMMATE/SUITEMATES

Being a roommate and having a roommate are exciting challenges and opportunities. How you approach this new experience and what you expect from it will be the basic ingredients in what may turn out to be a life-long friendship. The truth is that adjusting to a roommate might not be easy for you. But if you both stick with it, it will be worth it.

The outcome depends on both of you. Your willingness to share, to communicate and to work through conflict, are all factors in getting

along with your roommate. You and your roommate will share the ups and downs of one another's lives, the good moods as well as the bad, the joys and sorrows. With care and energy, you can work out a good living situation with the degree of friendship you wish.

Start off by getting to know each other... More than just the surface stuff! The best way to work things out with your roommate(s) is to be clear and specific about what you want. Talk openly with your roommate about what type of living environment you would both like to have.

Some important topics to discuss are as follows:

- Cleaning
 - How neat and clean are you used to keeping your room?
 - How will housekeeping duties be shared?
 - How would you like the room arranged and decorated?
- Borrowing
 - Will you share food and drink costs?
 - Do you mind if guests use items in the room?
 - Do you prefer to be asked before someone borrows something?
 - What items are you comfortable sharing and would you prefer that they not be borrowed or used?
- Study Time
 - What time do you typically study?
 - Can you study with the TV or radio on? With visitors in the room?
- Sleeping
 - What time do you typically go to bed or get up in the morning?
 - Are you a heavy or light sleeper?
 - Can you sleep with the TV or radio on? With visitors in the room?
- Guests
 - When can guests be in the room?
 - Can guests spend the night?

Sometimes it can be hard to be honest in a new relationship, but being clear about what you want will make life with a roommate easier in the long run. Remember that sometimes you might not get exactly what you

want. Work with your roommate to find a compromise that you can both be happy with. Compromise is an art and takes time to learn; stick with it!

You are strongly encouraged to use the answers to the above questions to help you create a roommate agreement. Your RA will have you and your roommate(s) complete a roommate agreement within the first few weeks of the semester.

RENTER'S INSURANCE

The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the apartment areas. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Hays area for further information.

GETTING INVOLVED

FLOOR, HALL, AND CAMPUS EVENTS

Check the hall bulletin boards or ask a staff member about the activities and programs that are planned.

HALL COUNCIL & COMMUNITY COUNCIL

Every traditional hall (Custer Hall, McMIndes Hall, Tiger Place, and Wiest Hall) have a Hall Council. The apartment communities (Stadium and Wooster Place) have a Community Council. These groups represent the students living in the community and are interested to hear your thoughts and feedback about what you want your on campus experience to be like. They will also plan social, educational, recreational, cultural, and academic events for you to attend to connect with the hall.

Please see your Hall Director or Manager if you are interested in participating in your Hall or Community Council.

RESIDENCE HALL ASSOCIATION (RHA)

The Residence Hall Association engages in programming designed to enrich the life of all residential community residents. RHA is active in developing annual events such as welcome back events, the Block Party, Siblings' Weekend, and the end of year Extravaganza! RHA also serves as a voice for residents on issues of concern to the residence halls or

apartments, and serves as a link between on-campus residents and the administration to provide input about the dining services and overall functioning of the residential communities. RHA provides opportunities to develop leadership skills through elected and appointed positions, and is actively connected to similar leadership organizations at the regional and national level.

NATIONAL RESIDENCE HALL HONORARY (NRHH)

The Golden Plains Chapter of the National Residence Hall Honorary (NRHH) is a group comprised of the top 1% of leaders who have contributed outstanding service and leadership while living in the residential communities. NRHH is built upon four pillars: leadership, recognition, scholastics, and service.

The purpose of the organization is to provide recognition and leadership opportunities for those living on campus.

STUDENT CONDUCT BOARD

The Student Conduct Board is a hearing body of students who hold their peers accountable for misconduct. This group meets with students who have allegedly violated the department policies and/or university code of conduct. Depending upon the case type, the Hall Director decides if a case should go through the Student Conduct Board or through an administrative hearing.

Membership is by application only. Membership requires special training and commitment. Applications are available at the beginning of the academic year. Talk to your Hall Director if you are interested in more information on Student Conduct Board.

HALL SERVICES & AMENITIES

There are many benefits to residence hall living, the first of which is the convenience. Each of the halls on the Fort Hays State University campus is able to provide students with a wide range of services to help make your experience as convenient and positive as possible. Here are some of the services available to you as a resident:

BIKE RACKS/BIKE REMOVAL

Bikes may be parked in the bike racks located near the exits of each hall. Bikes parked in any other location, including apartment balconies and breezeways, may be removed at your expense. During the last week of May, all bike racks in the residential area are removed of any remaining bikes. It is the resident's responsibility to take bikes with them upon check-out at the end of the year. Summer residents are notified prior to removal.

CABLE

Each room is provided with a cable hook-up for TV, which includes expanded basic cable. On-campus residents also have access to the Eagle2Go streaming service, allowing students to watch TV from their laptops anywhere on campus. See the full campus cable channel guide in the "Resources" section of this booklet.

CLEANING SUPPLIES CLOSET

Cleaning supplies closets are available for residents. These closets contain a variety of custodial equipment to be used by the residents for cleaning their room.

CUSTODIAL SERVICES

Each hall provides regular custodial services in commons areas Monday through Friday. Please do your part by cleaning up after yourself in the halls, lounges, and bathrooms. Brooms, dustpans, and some other supplies can be found in the student supply closets located by each bathroom. Vacuums can be checked out from the front desk at your convenience. McMIndes and Wiest residents must take all trash to the trash room/chute. Tiger Place residents have dumpsters by the back door. Dumping trash and pizza boxes from your room in the bathroom or lounge receptacles is NOT acceptable.

GUEST FACILITIES

Please refer to the Guest/Visitation Policy to determine when and where guests are permitted. Each hall has specific facilities that are available for use by guests. Guests of the opposite gender must use the restroom and shower facilities on the appropriate gender floor. For more information, please contact the Hall Director or Apartment Manager. All guests must be escorted at all times.

ICE MACHINE

Some residence halls are equipped with an ice machine for the residents' use. Please keep in mind that the ice is for every resident's use and should not be used as a personal ice box for food and/or other items.

KITCHENS & COOKING

The residence halls are not equipped with the kind of wiring, plumbing or ventilation systems which permit cooking in student rooms. Each traditional residence hall has a kitchenette area that residents may use for cooking. The number and location of facilities varies by hall. Residents are expected to clean up after themselves. Failure to follow appropriate cooking methods may result in excessive heat/smoke production, which will trigger the hall fire alarm system. Intentional disregard to cooking methods or failure to adhere to reasonable safety procedures which results in fire safety system activation will result in disciplinary action for a fire safety violation.

LAUNDRY ROOM

Washers and dryers are located in each community. There is no charge for the machines as laundry fees are included in your housing rates. These machines are for use by the residents of that community only. Any resident found allowing any non-resident to utilize laundry facilities will be followed up through the student conduct process. If a machine is not working properly, report the machine number to the front desk worker or your Apartment Manager.

Progress and availability of laundry machines can be viewed online through the "Laundry Alert" link at <http://www.fhsu.edu/reslife/students>

LIVING ROOMS/LOUNGES

The living rooms and lounges are public multi-purpose rooms for residents and visitors to use. Both can be used as a waiting area and for hall programs. Special reservations for meetings and other events can be made for these rooms by contacting the Residential Life office.

MAINTENANCE

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other issues requiring attention should be reported through a maintenance report. You can fill out a maintenance request via TigerLink, under your hall's appropriate page, or by talking to your respective RA, Apartment Manager, or Hall Director. Additionally, please inform your Resident Assistant if you have filled one out, but the issue has not been resolved. Remember, we cannot help you unless we are informed of the problem. If there is an emergency, please contact the appropriate staff immediately. The only requests considered emergency are those which endanger health or property, not inconvenience.

Maintenance staff are permitted to enter residence hall rooms and apartments starting at 9:00am to complete appropriate repairs.

MOVIE STREAMING SERVICE

The Residential Life Streaming Service can be found at <http://movies.fhsu.edu>. The movies shown are selected by Residential Life staff members and student leaders. If you have feedback or input, please contact your respective staff member. Selected movies are free for residents to watch throughout the month.

STUDY AND MEETING SPACES

Certain rooms may be reserved for events and organization meetings. Please see the Residential Life Office about making a reservation. Available spaces include Custer Gazebo, Custer Tiger Den, Heather Hall Storm Shelter, McMIndes Living Room, and McMIndes 2R Classroom.

VENDING

Vending machines are located in each residence hall. If you lose money in one of the machines, go to the Residential Life office for a refund.

WIRELESS INTERNET

Wireless Internet is provided in all residential communities. To connect to the wireless offered by FHSU, follow these steps:

1. Select TigerNetStudent as the Network SSID
2. Open an Internet browser
3. Enter your TigerTracks username and password
4. Restart your computer (initial registration only)

DESK & MAIL SERVICES

FRONT DESK

Each traditional residence hall has a front desk that is staffed regular hours during the weekdays and selected hours during the weekends to accommodate the residents' needs. Equipment at each desk varies, but includes items such as vacuums and other housekeeping needs, games, kitchen supplies, and carts. You must have a University ID and be a resident of the hall to check out items. Rules, regulations, and times for check out vary among halls.

DESK NUMBERS

Custer Hall Front Desk: 785-628-5700

McMindes Hall Front Desk: 785-628-4900

Tiger Place Front Desk: 785-628-5400

Wiest Hall Front Desk: 785-628-4600

APARTMENT MAIL

Postal kiosks complete with an individual letter box for each apartment, and with parcel boxes, are centrally located in the apartment complex.

Stadium Place: residents will be provided with a mail box key by the manager upon check in.

Wooster Place: residents pick up their mail box keys directly from the United States Postal Service office located at the corner of Eighth and Fort Street. Keys must be returned to the Postal Service prior to moving from Wooster Place.

OUTGOING AND MISROUTED MAIL

The postman will not pick up any mail that is placed in your box. Should you receive mail for someone else, please mark it “Return to Sender” and place it in the out-going mail slot. Outgoing mail goes in the box is designated in the upper left hand corner of each cluster system.

U.S. AND CAMPUS MAIL

Both U.S. and campus mail services are provided when classes are in session.

- Outgoing mail can be placed in the correct mail bin located at the front desk.
- Incoming mail is delivered every morning except Sundays and holidays.
- Packages will be held at the front desk for security. All packages need to be signed for at the desk before they are given to the resident.
- Each resident will be assigned either a mailbox key or a mailbox combination when he or she moves in. It costs \$2 to receive a mailbox combination again or \$10 to receive a new mailbox key.
- You should check your mailbox daily. Important university and Residential Life notices are frequently sent through campus mail.
- If your address should change, be sure to provide your forwarding address to the hall staff and to any person, business or publisher who sends you mail regularly. The hall staff will forward first class mail for 60 days. Third class mail (magazines, newspapers and other periodicals) to which you have a paid subscription will be forwarded for 90 days.

Campus mail is a free service for those wishing to mail items to other students or offices on campus. Address campus mail with the recipient’s name, campus address, and Campus Mail printed clearly on the envelope. Campus mail does not require postage.

When sending letters or packages, your mail should be addressed according to the table on the next page:

	ADDRESSES FOR US MAIL	ADDRESSES FOR UPS/ FEDEX
Agnew Hall:	Your Name 1 Agnew Hall Room # Hays, KS 67601	Your Name 402 Lyman Drive Hays, KS 67601
Custer Hall:	Your Name 1 Custer Hall Room # Fort Hays State University 600 Park St. Hays, KS 67601	Your Name 420 Custer Drive Hays, KS 67601
Heather Hall:	Your Name 1 Heather Hall Apt # Hays, KS 67601	Your Name 401 Custer Drive Hays, KS 67601
McMindes Hall:	Your Name 1 McMIndes Hall Room # Hays, KS 67601	Your Name 410 Agnew Lane Your Hall Hays, KS 67601
Stadium Place:	Your Name 300 Lewis Dr. Apt # (e.g., <i>Apt A101</i>) Hays, KS 67601	Your Name 300 Lewis Dr. Apt # (e.g., <i>Apt A101</i>) Hays, KS 67601
Wiest Hall:	Your Name 1 Wiest Hall Room # Hays, KS 67601	Your Name 306 Dwight Drive Hays, KS 67601
Wooster Place:	Your Name 0 Wooster Place Apt # (e.g., <i>Apt A-1</i>) Hays, KS 67601	Wooster Place No. 1 (A, B, C, D) Your Name 312 Dwight Drive (e.g., <i>Apt A-1</i>) Hays, KS 67601 Wooster Place No. 2 (E, F) Your Name 405 Dwight Drive (e.g., <i>Apt E-1</i>) Hays, KS 67601

IMPORTANT RESIDENTIAL LIFE DATES

November 10 – Fall break housing applications due
November 17 – Winter break housing applications due
November 20, 5:00pm – Residence halls close for fall break
November 29, 12:00pm – Residence halls open from fall break
December 4, 6:00pm – 24-hour quiet hours begin for finals week
December 11, 5:00pm – Residence halls close for winter break
January 17, 12:00pm – Residence halls open for spring semester
March 2 – Spring break applications due
March 11, 5:00pm – Residence halls close for spring break
March 20, 12:00pm – Residence halls open from spring break
May 6, 6:00pm – 24-hour quiet hours begin for finals week
May 13, 5:00pm – Residence halls close for the academic year

****Dates subject to change****

For additional important dates, please see the official FHSU academic calendar by visiting the Registrar's website at <http://www.fhsu.edu/registrar/>.

DINING SERVICES

Options exist for students in both the McMIndes Hall Cafe, Outtakes in Chucks Place, or Tiger Market in Memorial Union. Each meal plan includes Dining Dollars, which can be used at any Chartwells location.

If you cannot make a meal time please contact Chartwells (in McMIndes Hall) or the dining manager regarding to-go meals. Chartwells works with students to provide dining options to fit their individual needs, including to-go meals, gluten free, dairy free, etc. Please contact Chartwells at 785-628-4476.

DINING OPTIONS:

MCMINDES CAFÉ

Take a break and join your friends as you enjoy a wide variety of popular all-you-care-to-eat menu options in a comfortable atmosphere. Located on the first floor of McMIndes Hall, McMIndes Café is conveniently situated for all campus residents. The café offers new hot line menu for each meal, fresh made pizzas from the brick oven, and made to order burgers, delicious grilled deli sandwiches, gourmet stir-fries, salad bar, and dessert bars.

HOURS:

Monday-Thursday: 7:00am-7:30pm

Friday: 7:00am-6:30pm

Saturday: 11:00am-6:30pm

Sunday: 11:00am-7:00pm

DAILY OFFERINGS:

7:00am-9:00am: Full Breakfast

9:00am-11:00am: Continental Breakfast

11:00am-2:00pm: Full Lunch

2:00pm-4:00pm: Extended Lunch

4:00pm-Close: Full Dinner

Remember: With each meal plan, you will receive 5 FREE guest meals every semester. Invite a friend over to your place for dinner!

If you invite a friend, you must stay with your guest. Just tell the cashier when you would like to use a guest meal and they will take care of it!

CASH RATES*:

Breakfast (7:00am-11:00am): \$6.41 + tax

Lunch (11:00am-4:00pm): \$8.88 + tax

Dinner (4:00pm-7:00pm): \$9.98 + tax

**all rates are subject to change without notice*

OUTTAKES - WIEST HALL

Looking for a late night snack? Outtakes at Chuck's Place on the main floor of Wiest Hall offers sandwiches, yogurt parfaits, sodas, and more. Dining Dollars are accepted, as well as other payment options.

HOURS:

Monday-Sunday: 7:00pm-12:00am

TIGER MARKET - MEMORIAL UNION

When your schedule keeps you in the Quad, make the union your dining choice. The Memorial Union offers a variety of menu options in a central location among the university's academic buildings. The Union provides many retail food options where Dining Dollars are accepted, as well as other normal payment options.

GRAB-N-GO (CONVENIENCE ITEMS)

Monday-Friday: 7:00am-10:00pm

Saturday: 8:00am-10:00pm

Sunday: 1:00pm-10:00pm

MONDO SUBS (SUBS)

Monday-Thursday: 11:00am- 9:00pm

Friday: 11:00am-5:30pm

Saturday: 11:00am-2:00pm

PIZZA HUT WING STREET (PIZZA AND WINGS)

Monday-Friday: 11:00am-2:00pm

SONO (BURRITOS)

Monday-Friday: 11:00am-2:00pm

STARBUCKS (COFFEE AND PASTRIES)

Monday-Friday: 7:00am-10:00pm

Saturday: 8:00am-10:00pm

Sunday: 1:00pm-10:00pm

All dining hours are subject to change.

POLICIES AND PROCEDURES

LIVING IN RESIDENTIAL LIFE

Being a member of a community brings a set of rights as well as a set of responsibilities. With every “right” comes responsibility and, as a member of the campus community, you are expected to respect others and follow the rules and policies established by the university community. We encourage you to seek active roles in your community as a leader, a participant in the governance process and as a “good citizen.” Ideally, residents are self-governing and are expected to take initiative in confronting inappropriate behavior of others that disrupts community life. When self-governance needs assistance, staff members are present to help define and direct the official student conduct process and to give strong support. Hall directors administer the conduct program in the residence halls. In addition, each hall is staffed with Resident Assistants who are students responsible for a floor or wing. These individuals are expected to confront conduct situations where state law, university, or hall policies are violated.

PROCEDURAL GUIDELINES FOR CONDUCT

As a resident, you agreed to all residential community policies, procedures, and contract guidelines when you signed your housing contract. The residential community policies and departmental procedures are clearly explained in the next several pages.

Additionally, you agreed “to observe all rules, policies and regulations of Fort Hays State University,” and “to abide by all state and federal laws.” The Fort Hays State University Student Code of Conduct can be found online on the Judicial Affairs site (<http://www.fhsu.edu/judicial/student-code-of-conduct/>).

If you have questions about any of these policies, please contact your resident assistant (RA), hall director (HD), or Apartment Manager for clarification.

If you are involved in a situation that violates a policy, a RA or other hall staff member may approach your room. At that time, their responsibility is to end whatever behavior is taking place that violates a policy. The RA will identify the resident(s) responsible for the room to discuss the behavior(s) of concern and resolve the situation. The RA will then write an incident report documenting the details of what happened including names of people present, the policies that were violated, and any other relevant information. The report is then forwarded to the hall director for review. Depending on the nature of the situation, the hall director will follow up with students in a meeting (called a conduct hearing), by email or through a letter in their mailbox. The RA is not responsible for assessing your role in the situation, they merely document what is happening and the Hall Director or Graduate Assistant will determine each student's role in the incident.

Please keep these things in mind if you are confronted by a staff member:

- Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly, and complying with their requests. Not doing these things may be considered obstructing a university official. If staff members approach your room for a policy violation, they would like to resolve the situation quickly, and your cooperation will help them do that. It is important to note that if a room is uncooperative with hall staff members, the hall director or University Police could be called to assist with resolving the situation, and that behavior will be noted in the incident report.
- According to university policy, all students should carry their Tiger Card and present it to university officials upon request. Hall staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.

- It is important that you familiarize yourself with the policies. Not knowing the policies is not a valid reason for failing to follow them.
- If a staff member approaches your room for a policy violation and you are hosting guests (whether they be residents from another hall or from off-campus), it's important that you encourage your guests to cooperate with staff by answering their questions and providing a photo I.D.
- If your guests cannot provide ID, are not properly registered through the front desk, or are being uncooperative with hall staff, the RA, Hall Director or University Police may escort your guest(s) from the building. It's also important to note that you will be held responsible for your guests and their actions, so it's best if you explain the basic policies to your guests when they arrive so they know what you expect from them.
- When being approached by a staff member, some students become nervous or scared and worry about "getting in trouble." Despite your feelings, it's best to remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct hearing, so it's best to tell the truth from the start.
- To prevent situations from occurring in your room when you're not present, lock your room door. If you're away from your room, yet leave your room door unlocked and friends go to your room and engage in behavior that violates a policy, you will be held responsible to a degree because the situation occurred in your room. By choosing to not lock the door, you granted permission for that incident to occur.

ACUHO-I STATEMENT OF RESIDENTS' RIGHTS AND RESPONSIBILITIES

As a member of The Association of College and University Housing Officers International (ACUHO-I), Fort Hays State University upholds the Resident Rights & Responsibilities as defined by ACUHO-I.

Residents in university housing facilities possess specific individual and

group rights while engaged in activities that are part of university life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents.

The following statements define minimal expectations regarding these rights and responsibilities.

Residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or university officials, or fellow residents.
- To meet payment schedules for room, board, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To participate in housing departmental committees as requested.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

(from ACUHO-I Statement of Resident Rights and Responsibilities, Approved 1987, Revised 2002)

SAFETY IN THE RESIDENCE HALLS

Residential Life is committed to providing a safe and comfortable living environment. If at any point you feel threatened, concerned, or have an issue, please contact your RA, Hall Director/Apartment Manager, the Residential Life Office, or the University Police Department. If it is an emergency, please call 911. During the evenings, Residential Life student staff conduct regular rounds of the residence halls. If at any point you have a concern, please call the on-call phone for your community. Professional staff serve on call 24/7 and are able to address emergencies and concerns.

STUDENT CONDUCT PROCESS

If you are involved in a situation where an alleged policy is being violated, a staff member may confront the situation. At that time, staff's responsibility is to end whatever behavior is taking place that violates a policy. The RA will identify the resident(s) responsible for the room to discuss the behavior(s) of concern and resolve the situation. The RA will then write a report documenting the details of what happened including names of people present, policies that were allegedly violated, and any other relevant information. The report is then forwarded to the community's hall director for review. Depending on the nature of the situation, a professional staff member will follow up with students in a meeting (called a conduct hearing), via email and through a letter in their mailbox. A decision is made as to whether a policy violation is major or minor and as to whether it is to be reviewed by the Conduct Board, the Hall Director, Assistant Director of Residential Life, the Director of Residential Life, or the Office of Student Affairs. Any time a resident is notified to appear for a hearing, they must do so. The RA is not responsible for assessing your role in the situation, they merely document what is happening and the hall director will determine each student's role in the incident. If a resident fails to appear to a conduct hearing, his/her case will be reviewed by the hearing officer based on the information in the incident report.

The Residential Life conduct process exists to promote a positive group living environment by providing a means to assure compliance with the established policies of the Residential Life Office and FHSU in all of our communities. The conduct process is committed to providing fair treatment of each person who participates in the process. Please note that your cooperation is expected when confronted by a staff member. Please cooperate by opening the door, talking with staff openly and honestly, and complying their requests in order to resolve the situation quickly. Carry your Tiger Card and present it to staff members upon request. Take the time to familiarize yourself with the policies early on in the semester. Residential students are expected to know and abide by all Residential Life policies and procedures, the student code of conduct, state/ local/ federal laws, and the housing contract. Guests are responsible for following all policies, and it is the residents responsibility to inform them of such.

When a student admits to being or is found to have been in violation of a policy, sanctions are possible. Possible sanctions encompass a large range of outcomes in line with the severity of the policy violation. Sanctions may include warnings, restitution (repayment of any monetary damages), assignments such as community service, papers, workshop attendance, referral meetings, disciplinary probation, removal from residential life facilities, suspension, and/or expulsion. Sanctions may be imposed singularly or in combination. Failure to complete sanctions as assigned may result in an escalation of disciplinary status, a finding of non-compliance and may result in additional sanctions being assigned, included but not limited to: a hold being placed on the student's account which may prevent the student from enrolling in classes, receiving their transcript, or their diploma upon graduating.

Students have the right to appeal. Students must submit a written statement within five working days of the notification of the outcome of the hearing. Appeals must outline the specific grounds the review is sought and should include date of original hearing, date/time/location of the alleged incident, and reason for the appeal. Requests for appeal will be outlined in the decision letter. Below are reasons for an appeal.

- Evidence not available at the hearing which, had it been available, would in all likelihood have produced a different finding (responsible v. not responsible)
- Substantial procedural irregularity
- Perceived hearing officers' bias resulting in a violation of the standards of fairness used in disciplinary hearings.

POLICIES

ALCOHOL/ALCOHOL CONTAINERS

Possession and/or consumption of alcoholic beverages are prohibited in all of our residence halls (Agnew, Custer, Heather, McMIndes, Wiest) regardless of age. Alcohol containers and paraphernalia are prohibited in all of our residence halls regardless of age. Apartment (Stadium Place, Wooster Place) residents of legal drinking

age, as defined by Kansas law, may possess and consume alcohol in their own apartments or the apartment and in the presence of another resident of legal drinking age. Such beverages must be packaged in containers of one (1) liter or less in volume and represent reasonable personal consumption.

An apartment resident may consume alcohol in his/her apartment even if his/her assigned roommate is present and under 21 years of age. Consumption may not be in public, and must be done inside the apartment. A resident of legal drinking age will be held accountable for a roommate and/or others under legal drinking age who consumes alcoholic beverages while he/she is present. Anybody in a room where an alcohol or drug violation occurs will be held responsible for the violation. All other possession and consumption of alcoholic beverages is PROHIBITED in the Wooster and Stadium Place apartments.

APARTMENT STORAGE

Balconies between apartments and breezeway stairs should be kept clear. Only items designed for outdoor use may be placed on balcony areas. Items blocking free passage (5 feet) will be removed and disposed, including but not limited to bikes and furniture.

Do not use the heater closets as storage areas. If items are found stored in these areas, the heater and hot water tank will be turned off until the items are removed.

APPLIANCES & ELECTRICITY

- Residents are expected to use reasonable care in their usage of appliances and other electrical items. Due to potential fire hazards and power failures caused by overloaded electrical circuits, electrical appliance usage must be limited. Residents are encouraged to use UL-approved surge protectors with appliances to avoid blowing fuses. Multiple incidents of blown fuses may result in additional limitations to the items students may keep/use in their rooms.
- All resident-owned refrigerators in rooms must be less than 10 years old and less than a total of five cubic feet in size.
- Small electric coffee pots, flameless candle warmers, and small microwave ovens (less than 700 watts in size) are allowed to be used

in student rooms. Small cooking appliances without open coils such as George Foreman grills, electric woks, electric skillet, or electric quesadilla makers are allowed but may be used in kitchens only.

They may be stored in student rooms.

- Space heaters, halogen or torchiere lamps, and Medusa lamps with goose-necks and plastic shades are not allowed in student rooms.
- Use or installation of window or portable air conditioning units is prohibited.
- Please keep use of extension cords to a minimum. Regular household extension cords are prohibited due to fire safety. If needed, students may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Cords must use UL-approved cords in good working condition and free of frays, repairs, or modifications. Cords may not be permanently affixed to the walls or university furniture and must not be placed under rugs or hung from the ceiling or pipes. Cords may not run from inside a student's room into the hallway.

ARSON

No person shall start a fire that causes or may cause damages or injury on University property.

ASSAULT/HARASSMENT

Verbal, physical, or written abuse/harassment (including, but not limited to, racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students. The following behaviors by residents are strictly prohibited:

- Verbal or written abuse - this includes electronic forms of communication
- Physical intimidations or menacing behavior directed at others
- Display of visual materials that demeans or humiliates others
- Violations may result in dismissal from the residence halls and University disciplinary action, including the possibility of suspension.
- If you experience gender-based violence, please contact Dr. Keegan Nichols, Title IX Coordinator, for resources.
- All residents are expected to uphold the University's Title IX policy,

sexual harassment policy, and harassment policy. Please refer to University policies for specific information.

BATHROOMS

See “Restrooms”

BICYCLES & SCOOTERS

Bicycles should be parked in the bike racks located near the exits of each hall. Bikes parked in any other location, including apartment balconies and breezeways, will be removed at your expense. Register your bike with the University Police Department at the beginning of the school year. Bikes not claimed at move-out will be removed by the University during the last week of May. Bikes will be sold or disposed of at the discretion of the Department of Residential Life. Residential Life is not responsible for cut locks.

Bikes may not be ridden indoors, however, they may be stored in student rooms if both roommates agree (see the loft policy for additional space options). When bringing a bike in the hall, care should be taken not to damage the floor or walls. Bikes may not be kept in public spaces in the hall including hallways, lounges, or stairwells.

No motorized bikes are permitted inside the buildings at any time.

CANDLES/INCENSE

Use of incense and/or open flames in the residence halls or apartments are prohibited. Candle warmers are permitted and encouraged. Students wishing to practice a religious ritual or ceremony that involves flame/incense/ coals must contact Residential Life office for an accomodation.

CHILDREN

Children are the responsibility of their parents/legal guardians. If children are found unattended, they and their parents/legal guardians may be referred to the Department of Human Services. Please remember that much cooperation is needed if residents both with and without children are to live in close proximity without problems. Families with children should try to limit their children’s active play in the late evening hours.

At the same time, residents without children must be patient, realizing their social activities may require similar patience from families.

Playground equipment is located throughout the housing area. Please keep the safety of your children in mind when allowing them to play on the equipment. Children must be supervised by a responsible adult while playing. Please notify the manager if any of the equipment needs repairs.

CLEANLINESS/GARBAGE

Residents are expected to clean up after themselves to maintain a clean community living space. Disposing of personal trash and pizza boxes from your room in the bathroom or lounge receptacles is NOT acceptable.

Garbage is collected in the apartment areas twice a week. Large dumpsters are provided near each apartment building. You are encouraged to frequently empty your garbage in the dumpster to reduce the chance of drawing insects into your apartment. Please be sure to bag your trash to prevent attracting flies. Do not set trash in the breezeway to be carried to the dumpster later. This will attract flies and stray animals. All trash that is to be picked up must be placed in the dumpster. Do not place personal trash in the community trash cans. Any trash placed outside of the dumpster will not be picked up and detracts from appearance and sanitation of your apartment area.

COHABITATION

Cohabitation is strictly prohibited; an overnight guest may stay for no longer than three consecutive nights or eight total nights per month, regardless of room, unless special permission is granted in advance by the Hall Director or Apartment Manager. Personal belongings of guests amounting to more than one overnight bag may be cause to discuss cohabitation.

COMMON AREA FURNITURE

All common area furniture must stay in the common area. Removal of common area furnishings will be viewed as theft. Those responsible will face disciplinary action.

COMMUNITY STANDARDS

The residents and staff of Residential Life are a multicultural community of individuals. We are of diverse national, racial, ethnic, and socioeconomic origins. Our community encompasses a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together. In the process, we learn from one another in an atmosphere of positive contact and mutual respect. We are committed to behaving and expecting others to behave in ways which demonstrate our beliefs about the respectful treatment of each member of our community. We believe we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences which exist in our community and avoid all actions that diminish others. We are committed to these principles which are an integral part of our purpose, values, and daily activities. Bigotry and hatred will be given no home within our residential community. While each of us has the right to our own personal beliefs, these beliefs in no way give us the right to denigrate another on the basis of his/her age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. Our communities will not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against residents, FHSU staff, or visitors. In addition, we cannot accept ignorance, false humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior.

COMPLIANCE

Students are expected to promptly and respectfully comply with any reasonable request of a university employee, Residential Life staff member, or uniformed response personnel in the completion of their duties. Per university policy, students are expected to carry their FHSU student ID at all times. Tiger ID and/or identifying information must be presented to the previously mentioned individuals upon request.

COMPLIANCE WITH GENERAL LAWS

Students, upon registration at FHSU, shall abide by all regulations, federal and state laws and city of Hays ordinances. Enrollment as a student in no way exempts any person from penalty in case of violation of local, state or federal laws. Any disciplinary action taken by the

university may be taken independently of any action taken by an off-campus authority.

CONTRACT VIOLATION

Students are responsible for adhering to the Residential Life contract. Students who are released from their Residential Life contract due to any policy violation will be responsible for the payment of all Residential Life charges and fees. A copy of the Residential Life contract can be found on our website at <http://www.fhsu.edu/reslife/>.

COOKING/KITCHENS

Failure to follow appropriate cooking methods may result in excessive heat/smoke production, which will trigger the hall fire alarm system. Intentional disregard to cooking methods or failure to adhere to reasonable safety procedures which results in fire safety system activation will result in disciplinary action and financial consequences for a fire safety violation.

COURTESY TOWARDS STAFF

Students are expected to promptly and respectfully comply with any reasonable request of a university employee, Residential Life staff member, or uniformed response personnel in the completion of their duties.

DISORDERLY CONDUCT

A resident's behavior may not become disruptive to the community environment. Individual or group behavior which disturbs individuals or groups is prohibited. Such conduct includes, but is not limited to, assault, threats to the personal safety of one's self or others, throwing objects to create a danger, making excessive noise, unwelcome physical contact, hazing and any other type of interference with the normal operations of the University or its activities or any type of conduct that interferes with the ability of those who attend, visit, or work at the University to enjoy the benefits of the purposes for which the University exists.

DRUGS

Manufacturing, possessing, selling, transmitting, using, or being party to any activity involving an illegal drug, controlled substance or drug paraphernalia is a violation of Fort Hays State University policy as well as a violation of the law. Suspected violations of this policy are reported to the University Police.

ELEVATORS

Vandalism to any elevator is strictly prohibited. This also includes jumping, holding doors open for an extended period of time, or delaying the elevator.

FIRE AND SAFETY EQUIPMENT

Residents are to respect fire and safety equipment within the residence halls and apartments. Each building is equipped with a complete smoke and fire alarm system. These devices (including fire extinguishers, pull stations, smoke detectors, strobe lights, sprinklers, alarms, and alarm panels) exist for the safety of all residents.

- Falsely, intentionally, or negligently tampering with or activating fire safety equipment is a serious offense against the members of the residential community. Offenders are subject to criminal prosecution.
- Proper use of, and response to, fire alarms is required. All individuals present in any housing or dining facility must respond to a fire alarm, regardless of whether an emergency exists.
- Doors or exits labeled “Emergency Exit Only” are not to be used for any purpose except emergency evacuation.
- Items may not be hung from the ceiling or from other overhead room structures such as pipes, lights, or ceiling tiles.
- Items may not be hung on, near, or around fire safety equipment (smoke detectors, sprinklers heads, etc.).
- The Residential Life staff may ask you to remove items determined to be fire or safety hazards from your room or doorway.
- Students wishing to practice a religious ritual or ceremony that involves flame/ incense/ coals must contact Residential Life office for an accomodation.

FLAMMABLE MATERIALS AND FIREWORKS

Storage of flammable liquids such as gasoline is not permitted within or near any of the units.

FURNITURE

See “Common Area Furniture” and “Room/Suite Furniture”

FRAUD OR LYING

Lying or fraudulent misrepresentation in or with regard to any transaction with the University, whether oral, written, or by other means is prohibited, including misrepresenting the truth before a hearing of the University or making a false report or statement to any University official.

GAMBLING

Kansas state law prohibits any gambling on state property. The residential communities are state property; therefore no gambling is allowed anywhere in the halls. Community councils and/or RHA may sponsor casino-themed programming which involve no monetary component.

GENDER BASED VIOLENCE

See the student Code of Conduct and refer to the chart on page “50” for information on Gender Based Violence. Residential Life takes allegations seriously and will follow up with student concerns.

GRILLING

Grilling is only permitted outdoors in the Wooster Place community. Charcoal grills are not permitted in the Wooster Place community; small propane grills are permitted and must be chained to balcony or pole outside of the apartment. Possession of personal grills is prohibited both indoors and outdoors in the Stadium Place community. Stadium Place residents are permitted and encouraged to use the community charcoal grill in the Stadium Place gazebo. In both Wooster and Stadium Place communities, grills should be monitored closely by a resident when in use. Do not burn charcoal grills or hibachis within an apartment, because large quantities of carbon monoxide may be given off, which could result in serious or fatal injury.

GROUNDS UPKEEP

The University is responsible for the upkeep of the lawn area around the apartments. For this reason, residents may not plant gardens or flowers or erect any structures in the area around the apartments. Please keep toys and trash picked up so that the grounds keepers will be able to mow more efficiently and so that hard-to-see toys are not accidentally destroyed.

GUEST/VISITATION POLICY

- Open visitation is allowed in all of the residence halls. The overnight guest and visitor policies are designed to allow short visits from friends and family. The policies are NOT designed to permit or encourage cohabitation.
- At all times, courtesy to the roommate and suitemates must prevail. Roommates/suitemates should agree when there will be late night, early morning, or overnight visitors.
- Guests must be accompanied at all times in public spaces with the exception of the public restrooms. Unescorted guests will be required to leave the hall.
- Guests may stay for no longer than three (3) consecutive days or eight (8) total days per month unless special permission is granted by the Hall Director.
- No keys will be issued to guests. Hosts should never give their keys or card to a guest as this is a violation of housing policies.
- Residents will be held responsible for the actions of their guests and are expected to ensure that guests know and follow all policies. Any staff member, including a Resident Assistant, may ask a visitor to leave if the guest is violating housing or university policies or causing a disturbance. The resident will be held responsible for any violations or disturbances that his or her guest(s) cause and may face disciplinary action.
- Overnight guests must be of the same sex as the resident host.
- Overnight guests must be registered. Apartments are expected to register with their Apartment Manager.
- Overnight guests will not be welcome in the halls during break housing periods.
- Guest privileges may be restricted or revoked for residents who do not abide by these expectations.

HALL SPORTS

Residents are prohibited from participating in any kind of sport or physically active game inside the residence halls (typically any activity that would be played outdoors or in a sporting venue). This includes

but is not limited to football, basketball, soccer, hockey, golf, frisbee, tag, bowling, wrestling, ball bouncing, and water fights. This policy has been adopted to prevent disruption to others as well as accidents that could potentially harm people or damage property or fire systems in the residence halls.

Riding bicycles, scooters, skateboards, skates or any other wheeled device is prohibited in all areas of the residence halls/apartments.

HATE CRIMES/ HARASSMENT

Verbal, physical, or written abuse/harassment (including, but not limited to, racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students. The following behaviors are prohibited:

- Verbal or written abuse, including electronic communication
- The use of cellular telephones and devices with photographic and/or video capabilities in a manner that creates a hostile environment that interferes with one's employment, education, and/or living condition
- Physical intimidations or menacing behavior directed at others
- Display of visual materials that demeans or humiliates others, including display of materials facing outside of room windows and the outside of room doors

INTENTIONAL, RECKLESS, & NEGLIGENT DAMAGE

Residents are expected to keep their room/apartment in a neat, clean, and sanitary condition. This includes clearing all garbage or debris in, on or, about their residence. Failure to maintain appropriate reasonable standards of cleanliness, pest control, or sanitation may result in disciplinary action including termination of the housing contract. Residents may be held responsible for all common areas within their community. Residents will be responsible for the full cost of the repair of damages to their room/apartment that result from intentional, reckless, gross negligent or negligent acts. All residents within the same community/apartment may be jointly liable and responsible for the full cost of repair of damages to any common areas or shared living spaces within the residence or community, unless the individual who caused the damage can be identified. Excessive levels of damage or vandalism

may result in disciplinary action, which may include relocation or the termination of the housing contract without financial release.

KEYS AND ID CARDS

Unauthorized possession, duplication or use of keys or ID in any housing or dining facility is prohibited. Keys and ID must remain in the possession of the person to whom they are issued and may not be used by another person. Per university policy, students are expected to carry their FHSU student ID at all times and present it to university officials upon request. Unauthorized possession, duplication, or use of keys or ID in any housing or dining facility is prohibited. Keys and ID may not be used by another person.

LOCK OUTS

Excessive or repetitive lockouts may result in disciplinary action. If you lock yourself out of your room, go to the desk and ask to be let into your room. Be prepared to show your ID. Only students registered to a room will be let in. Only residents registered to a room will be admitted to a room. We will not let any person into someone else's room for any reason.

MANDATORY MEETINGS

At the beginning of each year, mandatory community meetings will be held to introduce and review housing policies and procedures. Throughout the year, mandatory meetings may be held by Residential Life staff to address important information and/or community concerns. Attendance at these meetings is required for all residents. Residents are responsible for any information presented at the meeting. Any absence(s) to a mandatory community meeting must be discussed and approved in advance by a Residential Life staff member.

MISUSE OF TELEPHONES

Making or assisting in making annoying or harassing telephone calls, unauthorized use of long distance phone privileges or otherwise misusing or abusing FHSU telephone equipment is prohibited.

NATURAL GAS LEAKS

Occasionally, natural gas may be smelled in or adjacent to the apartment.

If you smell gas, immediately call the On-Call phone, or call the FHSU Police during holidays, and weekends. Take the following precautions: Do not turn electrical switches on or off, do not smoke or light matches. If the odor of gas is exceedingly strong, open the doors and windows and get out of the building. Place your phone call from a friend's apartment or house.

PEST CONTROL

All pest control sprays must be requested by the resident. To schedule a spray free of charge please contact the Residential Life Office in McMIndes Hall 126 or 785-628-4245. All furniture and house hold items, including children's toys need to be moved at least 3 inches away from the walls and doorways to prevent damage. If your apartment is not ready at the scheduled time of the spray it will not be sprayed and you will need to reschedule a new appointment.

PETS

No pets of any kind are allowed for reasons of health and safety, with the exception of fish in aquariums of 10 gallons or less. This includes pets of guests. Residents will be assessed any related cleaning or damage charges. In the past, returning an apartment or room to an environment free of all animal residue has resulted in completely repainting and re-carpeting the entire unit. Any charges related to creating a pet-free environment will be assessed against your student account.

PROPPING OF DOORS

Do NOT prop open any outside door. Propping of exterior doors is prohibited to ensure the safety and security of our facilities and students. This action may permit possible dangerous and undesirable individuals to enter the building. This may also allow animals to enter the building.

PUBLIC VIEWING AREAS

The outside of room doors and the outside of windows are considered public viewing areas. Residents are expected to be considerate of the other members of the community when displaying material in these areas. Any decorations used must not protrude beyond the doorframe itself. Anything determined to create an offensive, demeaning, intimidating, or hostile environment for any community member will be removed.

QUIET HOURS

Quiet hours are enforced from 10:00 PM – 10:00 AM on weeknights and Midnight – 10:00 AM on weekends in Agnew, Custer, Heather, McMIndes, Stadium Place, and Wiest. Wooster Place quiet hours are enforced from 9:00 PM – 8:00 AM. During finals week, quiet hours will be enforced 24 hours a day, beginning at 6:00 PM the Friday before finals. During this time, doors should be closed if you are playing music, listening to your TV, or having a conversation. Volume should be kept at a low level. If another residents requests that you please not be loud, you are expected to cooperate with the request, regardless of the time of day. Likewise, you have the right to politely ask that another resident's noise level decrease.

The maximum number of individuals in a room is limited to 10 individuals within Custer, McMIndes, and Wiest. For Agnew, Heather, Stadium Place, and Wooster, the number of individuals in a room is limited to 12 individuals.

RENTER'S INSURANCE

The University does not carry insurance covering personal property and is not liable for losses, damages, and injuries of any sort occurring in the apartment areas. As a result, residents are strongly encouraged to obtain personal property insurance. You should contact your insurance agent or an agent in the Hays area for further information.

RESIDENT CONFRONTATION

Policies for our community were developed to establish an environment in which a large number of residents may live together with maximum freedom while recognizing the rights of fellow residents. All residents accept the responsibility involved with living in a community situation and should make an effort to be aware of how their actions affect their neighbors and roommates. When a resident violates this basic standard of community living by endangering the safety of other residents or violating any of the policies outlined by the University or this guide, this behavior must be confronted. When a resident infringes upon the rights of another individual or the community, he/she should first be confronted by the person(s) whose rights have been violated. This

statement assumes that the most effective tool to help others learn that their behaviors are violating personal rights and community regulations are the people in the community whose rights are being violated. Ask yourself, “If people are having a problem with my actions, wouldn’t I want them to be up front with me so that we can work it out?”

We ask you to be the first person to handle a situation when you or the community’s rights are being violated. If, after confronting the inappropriate behavior of another individual, the individual does not attempt to alter his/her behavior, you should visit with your apartment manager. As a member of the community you can do a great deal to help others learn to live in your community by exercising the Resident Confrontation Policy. You are encouraged to take initiative to start solving your own problems when they begin, to positively confront fellow residents initially, and to follow-up with further steps in the conflict mediation process when appropriate.

RESPECT AND APPROPRIATE BEHAVIOR

Mutual respect is essential to creating a community environment. Students are expected to treat other students, university staff, and the residential facilities with respect.

- At no time are verbal or physical harassment or intimidation acceptable forms of behavior for residents or staff. Persons found to be harassing or intimidating others will face disciplinary action. See “Assault/Harassment.”
- Students are expected to listen to and comply with reasonable requests of their roommates, floor mates, and university staff regarding community issues such as noise, inappropriate language, cleanliness, etc.
- At all times 24-hour courtesy hours are in effect. Even outside of official quiet hours, residents are expected to lower their voice, music, etc. if requested by a fellow resident.
- Residents are not to interfere with the use and enjoyment of the facility by others, and are expected to behave appropriately in resident rooms, dining rooms, classrooms or other residence hall public spaces.

- Behavior that attempts to force a roommate to move out of a room or prevent a new roommate from moving into the room is unacceptable and may result in room reassignment and/or disciplinary action to the offender.

If a resident's behavior becomes disruptive to the community environment, sanctions up to and including the resident's removal from the floor, residential community, or university may be imposed.

RESTROOMS

Restrooms that are identified for use by a specific sex and are solely for use by that sex. Guests must use bathrooms designated for the appropriate sex and must be escorted by their guest to the bathroom door. Bathroom stalls, pods, and showers are for use by one individual at a time. Public restrooms are available on the main floor or lower level of every building.

RETRIBUTION/ REPRISALS

Any reprisal taken against an individual for reporting, objecting to or serving as a witness of harassment or a policy violation is retaliation and will be considered a separate and distinct act of harassment.

ROOM CAPACITY

To ensure safety and to manage noise within the community the maximum number of individuals in a room must be limited. Traditional residence halls (Custer, McMIndes, and Wiest) have a capacity of 10 individuals. Tiger Place Suites, Stadium Place Apartments, and Wooster Place apartments have a capacity of 12 individuals. Exceptions can be made to this policy with the approval of the Hall Director or Apartment Manager.

ROOM DECORATIONS/ MODIFICATIONS

The Department of Residential Life encourages the personalization of student rooms. Please note the following guidelines as they relate to room decorations.

- Students should be certain a fire hazard is not created (see "Fire and Safety Equipment" policy). The Residential Life staff may ask you to remove items determined to be fire or safety hazards from your room

to doorway.

- Students may not paint or permanently alter their rooms or suites.
- Students may not use any nails, screws, tacks, etc. in decorating their rooms. Any sort of adhesive is to be used at the risk of the students. Any damage to walls or ceiling will be charged upon move-out.
- A resident may put carpet in his or her room as long as it is not taped or glued to the floor. If it covers more than half of the room, the carpet must have a flame spread rating of 78 percent or less.
- Residents may only cover up to 50 percent of the exterior of their doors.
- Door numbers must remain uncovered and visible to university and housing staff at all times.
- Decorations that contain inappropriate or offensive content are prohibited on the exterior of the room or from being displayed in a manner which can be viewed from the exterior of the room such as through the window or visible to passersby when your door is open (see “Public Viewing Areas” policy).
- No items should be attached or suspended from the ceiling or pipes in your room.
- Live trees, wreaths, and garland are not permitted in the halls. Trees and other greenery must be artificial and flame resistant.
- Lights must be UL-approved and of low wattage.
- This includes painting, refinishing, placing holes in the walls, building partitions or shelves, gluing carpet, installing special locks or peepholes, or making any other permanent alterations to your assigned space.
- Do not hang anything from the windows or place anything on the exterior window sill including planters, televisions, radio antennas, and satellite dishes.

Please do not make alterations, changes, repairs or remodeling of the premises or of the furnishing and/or equipment. This includes painting, refinishing, placing holes in the walls, building partitions or shelves, installing special locks or peepholes, or making any other permanent alterations to your assigned space. In addition, please do not hang

anything from the windows or place anything on the exterior window sills. This includes planters and/or television, radio antennas, and satellite dishes. You should be aware that residents will be charged for any unauthorized alterations, change, repairs, or remodeling done in or outside your room or apartment. Students are responsible for any damage to walls, ceilings, floors, and furniture as a result of adhesives.

ROOM/SUITE FURNITURE

Every student room/suite is equipped with a bed, study chair, desk, closet, and possibly a bulletin board for each resident. Tiger Place suites are furnished with additional common space furniture. This furniture must remain in the student's room/suite. Residential Life will not provide storage for any furniture. Any missing furniture upon checkout will result in replacement charges being assessed.

SAFETY

Residential Life is committed to providing a safe and comfortable living environment. If at any point you feel threatened, concerned, or have an issue, please contact your RA, Hall Director/Apartment Manager, the Residential Life office, or the University Police Department. If it is an emergency, please call 911.

SEXUAL HARASSMENT

See the student Code of Conduct and refer to the chart on page "50" for information on Gender Based Violence. Residential Life takes allegations seriously and will follow up with student concerns.

SMOKING/TOBACCO

All residence halls and apartments are smoke free. Use of any item that produces smoke or tobacco vapor, including e-cigarettes, is prohibited. Smoking is permitted outside the building, including balconies, breezeways, or picnic tables. Smoking and the use of tobacco products are prohibited in all Fort Hays State University buildings and facilities, as well as any other designated exterior spaces. All entrances to University buildings will be non-smoking within a radius of 30 feet. Residents are expected to smoke only in designated smoking areas in the allowed parking lots. In the past, in-apartment smoking has resulted in the need to re-paint and re-carpet the entire unit. Any charges related

to creating a smoke-free apartment will be assessed against your student account. Complaints concerning violations of these regulations will be submitted to the University Police Department (UPD).

Beginning July 1, 2016, the FHSU campus will be tobacco-free. Beginning July 1, 2016, the Fort Hays State University campus will be entirely tobacco-free. The policy includes smoking and smokeless tobacco use, as well as vaping. For more information, visit <https://www.fhsu.edu/tobacco-policy/>. Thank you for your cooperation.

SOLICITATION

Solicitation is not permitted in Fort Hays State University Residential communities, including parking lots. Anyone observed to be engaging in solicitation activities, including campaigners and salespeople, should be informed that such activity is prohibited and that they must cease immediately. They should be reported to the Residence Hall Director, who will inform the Office of Student Affairs.

It is against university policy for anyone to solicit, peddle, canvas, or otherwise engage in contacting faculty, staff, or students for any purpose not specifically approved in advance by university authorities. The sale of products and/or services by individuals, partnerships, corporations, or other such entities not associated with or related to the university is prohibited. Request for exceptions to this policy may be made to the Vice President of Student Affairs.

Unauthorized entry into, presence in or use of University facilities, equipment or property, which have not been reserved or accessed through appropriate University procedures, is prohibited.

THEFT OR MISAPPROPRIATION

Theft of any kind, including seizing, receiving or concealing property with the knowledge that it has been stolen or reasonably should have known that is stolen is forbidden. Sale, possession or misappropriation of any property, including FHSU property, without the owner's permission is also prohibited.

VIDEO RECORDING POLICY

The use of cellular telephones and devices with photographic and or video capabilities cannot be used in a manner that creates a hostile environment in the residence halls and apartments. A hostile environment is one that interferes significantly with a person's employment, education, and/or living condition. Residents and guests are expected to comply with a person's reasonable expectation to privacy in residence hall rooms, bathrooms, and common areas.

VISITATION/ ESCORT POLICY

The right of a resident to live in reasonable privacy takes precedence over the right to entertain guests within the residential facilities. Any resident of the room has the right to ask a visitor to leave. Guests must be accompanied by a resident at all times in public spaces. Guests are required to be in possession of a form of identification at all times while in the residential facilities. Unescorted guests will be required to leave the hall. Residents will be held responsible for the actions of their guests. Any staff member may ask a visitor to leave if the guest is violating policies or creating a disturbance. The resident will be held responsible for any violations or disturbances that his/her guest(s) cause. Guest privileges, of the host resident or guest, may be restricted or revoked for residents/guests who do not abide by expectations.

WEAPONS

Firearms, ammunition, martial arts weapons, knives, explosives, paint ball guns, airsoft guns, blowguns, sling shots, swords, bows, arrows, broadheads, tazer, and other weapons (including fake weapons) are not allowed in the halls. The use or display of any object or instrument in a dangerous or threatening manner is prohibited. The possession/use of weapons that endanger the health or safety of yourself or others is sufficient cause for immediate dismissal from the residential community without financial release and referral to the Director of Residential Life for further disciplinary review.

WINDOWS/SCREENS

Any resident who removes the screen from a window for any reason will be assessed a \$50.00 damage charge and face disciplinary action.

DEPARTMENT PROCEDURES

ABANDONED PROPERTY

Fort Hays State University, the Department of Residential Life and/or any of its staff are not responsible for any student property left in public areas.

If a student abandons property in their residence hall room or apartment after leaving the university, Residential Life staff members will make reasonable efforts to contact them via phone, university e-mail, letters to the resident's campus address, and letter to the resident's permanent address in an attempt to have that student retrieve their belongings. If it is determined that the former resident will not be returning (for example, if the student has not registered for classes, has cancelled their housing contract, etc.) hall staff will pack and inventory the student's belongings and store them for 60 days. Residential Life reserves the right to dispose of items in the room that may pose a threat to storage spaces or other belongings (perishable foods, items that may attract bugs or rodents, etc.). After 60 days, items will be donated or disposed of at the discretion of Residential Life staff (any costs of removal will be at the owner's expense).

Residential Life will not ship items to owners. Owners may have another individual pick up their belongings during office business hours by contacting the hall director to set up a date and time. The owner will be required to fax a letter to Residential Life at least 24 hours prior to pick-up with the following information: a photo of the former resident's student ID, the former resident's ID number, the former resident's signature, clear instructions on who can pick up the items, and a descriptive list of what items can be retrieved. The individual retrieving the items will be required to show a photo ID to verify their identity when picking up the items.

ALARM CLOCKS

A staff member may enter a resident's room to shut off an alarm clock if the resident cannot be located or there is no response at the door.

LAUNDRY ROOM POLICY

Clothes left in the laundry room for two months will be collected at the end of the following months: September, November, January, March, and May. A reminder e-mail will be sent to residents to claim clothes that are left in the laundry room the week before clothes will be collected.

LOFTS

For safety, beds must be lofted by Residential Life staff. Students may request to have their beds lofted by August 1 to have it completed in time for move-in day. Residential Life will make efforts to loft all beds prior to move-in but this cannot be guaranteed; facilities staff will continue to loft beds until requests are completed. Two weeks after the first day of classes, loft requests will reopen for two weeks. Once the bed is lofted, it will not be unlofted until the end of the semester unless a student changes rooms.

LOST KEYS AND LOCK CHANGES

If you lose your key, immediately inform a hall staff member. The charges to change locks or replace lost keys are as follows:

- \$50 to replace/change the lock on your door and issue new key(s)
- \$10 to replace a damaged or broken room door key
- \$10 to replace a mailbox key or laundry room key
- \$10 to replace a building pass key

These charges are non-refundable, even if lost keys are subsequently found.

POSTING

Posting in all of the residence halls must be approved in advance by the Assistant Director of Residential Life, who will determine the request in accordance with this policy and the provisions of any policy applicable to residence halls in general, or any specific hall in particular. In the event that a request is denied for posting in the residence halls, a written explanation for the denial will be provided. In the event that the requested use of the residence halls for posting is denied, the person or group submitting the request may submit the request denial to Director of Residential Life, who will determine the request in accordance with the terms of this policy. Residence halls are not available for posting by the general public.

Door-to-door solicitation of products or services in the halls is not allowed. Printed advertising material may not be affixed to or placed under students' doors. Student rooms are not to be used for advertising of goods or services by outside persons or entities.

PRIORITY HOUSING SIGN-UP

Each year, an opportunity for returning students to apply for renewal of the housing contract will be available. Residents are able to sign-up for spaces for the upcoming school year. Information will be communicated through your FHSU email account. Please contact the Residential Life office for more information.

REPAIRS

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, burnt out light bulbs, and other issues requiring attention should be reported through a work order. You can fill out a work order request at www.fhsu.edu/reslife/students. Additionally, please inform your Resident Assistant if you have filled one out but the issue has not been resolved. Remember, we cannot help you unless we are informed of the problem. If there is an emergency, please contact the appropriate staff immediately. The only requests considered emergency are those which endanger health or property, not inconvenience. Maintenance staff are permitted to enter residence hall rooms and apartments starting at 9:00 AM to complete appropriate repairs.

ROOM ENTRY BY STAFF

University officials reserve the right to enter and inspect university housing units at any time. Entry may occur to protect and maintain the property of the university, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the university regarding discipline and maintenance of an educational atmosphere. In such cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry. No room will be searched except with your permission or by appropriate legal agencies with a warrant.

EMERGENCY PROCEDURES

FIRE EMERGENCY

IF YOU DISCOVER A FIRE:

- Sound the alarm
- Leave the building
- Do NOT attempt to re-enter the building for any purpose

IN CASE OF FIRE AND FIRE EVACUATION

If your door is hot or if the corridor is full of smoke:

1. REMAIN IN YOUR ROOM
2. Put towels around your door and seal all cracks
3. Hang a sheet or towel from your window, and signal for help
4. If you have a phone in your room, call 911

If it is safe to leave:

1. Open the draperies
2. Close the windows
3. Turn off your lights
4. Wear hard-soled shoes and a coat
5. Close the door as you leave
6. Follow the evacuation exit routes posted in your hall
7. Wait for the signal to re-enter the building

EVACUATION SITES

All residents must be at least across the street from their residence hall.

- Agnew and Heather Halls to McMIndes Lawn/Parking Lot and Tomanek Parking Lot
- Custer Hall to McMIndes Lawn
- McMIndes Hall to Custer or Tiger Place Lawn
- Stadium Place to the Stadium Parking Lot
- Wiest Hall to Tiger Place street
- Wooster Place to the opposite side of Dwight Drive or Tiger Place

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FIRE EMERGENCY (CONT.)

During a fire evacuation, all residents must leave the building and stay out until the building has been secured. Failure to leave will result in a \$50 fine. You will be notified when you can re-enter the building; do not enter the building until the hall staff tells you that it is safe to do so. The silencing of the alarm is not permission to re-enter the building. Please see the “Fire and Safety Equipment” policy in this handbook for more on fire related expectations.

MISSING PERSONS

On-campus students should contact your Resident Assistant, Hall Director, or the University Police Department if they suspect another student is missing.

SEVERE WEATHER AND TORNADOS

Radio and television weather services typically issue tornado warnings with reference to city and county. Fort Hays State University is located in the City of Hays in Ellis County. In the event a tornado warning for Hays or Ellis County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1. Leave residence room or apartment
2. Close and lock the door
3. Move immediately to seek shelter in the basement or lowest level
 - Shelter areas include: Custer basement, McMIndes basement and lower level floors, Wiest basement, Tiger Place Storm Shelter (located in Heather Hall). Wooster and Stadium Place residents should go to the Wiest Basement.
4. Take the following items with you if they are immediately available: pillow or blanket to protect your head, a flashlight, and a battery powered radio

If there is not enough time to move to the basement, all residents and visitors are advised to leave residence rooms, close and lock the door and seek shelter in a hallway on the lowest level of the building they

can safely reach. Interior rooms without windows, closets, and similar spaces are good choices for quick shelter. Stay away from windows and all other glass.

In the event of a tornado, residence hall staff will have immediate authority. Please follow their directions. Only hall staff may issue an all-clear message or any further information.

WEATHER TERMINOLOGY

- Tornado/Severe Weather Watch – A “watch” means that the present weather conditions could produce a tornado, thunderstorm, or severe weather. When a Watch occurs, individuals should take precautions to protect themselves, such as tuning in to a radio or television.
- Tornado/Severe Weather Warning – A “warning” means there is severe weather or a tornado that has been sighted in the area. Individuals should seek shelter immediately.

GENDER-BASED VIOLENCE

REPORTING PROCESSES

Surviving a gender-based crime is emotionally draining. The following chart outlines the different types of reporting for where you are in this emotional process. You may choose an additional method of reporting at any time during the reporting process.

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

- Resident Assistant - You can contact them through the front desk of your residence hall or on your floor.
- Hall Director - You can contact them through the front desk of your residence hall or on your floor.
- Residential Life Staff Member - The Residential Life Office is located in 126 McMIndes Hall.
- Kelly Center - The Kelly Center is located in the basement of Picken Hall. Their phone number is 785-628-4401.
- University Police Department - The University Police Department is located in the basement of Custer Hall. Their phone number is 785-628-5304. If it is an emergency, please dial 911!

GENDER-BASED VIOLENCE

REPORTING PROCESSES

RESIDENT ASSISTANT, HALL DIRECTOR, OR RESIDENTIAL LIFE STAFF MEMBER	POLICE REPORT: CRIMINAL PROCESS X911 785/628-5304	ASSISTANT VP/SA/TITLE IX REPORT: ADMINISTRATIVE PROCESS 785/628-5824	COUNSELING OR HEALTH SERVICES: CONFIDENTIAL PROCESS 785/628-4401	DIFFERENCE
Partial confidentiality - must alert supervisor of information. Supervisor determines if the information goes to the Title IX Coordinator.	Partial confidentiality - witnesses, accused, and few others will be contacted. Depends on court proceedings.	Partial confidentiality - must conduct an investigation where the accused party and responsible employees will be notified.	Confidential - will not expose details to any party.	The level of confidentiality is dependent on how you are feeling during the process.
Residential Life staff do not handle gender based crimes. Students go through the student conduct process with the Title IX Coordinator.	Prosecutors must prove a case beyond a reasonable doubt.	FHSU considers whether it is more likely than not that the behavior occurred (preponderance of evidence).	Listen and assist in the health care process. Their goal is to restore your emotional and physical health.	The criminal standard is harder to prove than the administrative standard.
Can assist with making room changes for safety and security purposes.	If a person is found guilty he/she will be subject to criminal penalties.	If an individual is found responsible, he/she will be subject to University disciplinary action.	No consequences can be given; however, support and some accommodations can be made.	FHSU can make accommodations in housing, no contact orders, parking, support services, and class schedules.
RA writes incident report and it is forwarded to the Title IX Coordinator.	Criminal cases ordinarily take months to years to resolve.	AVPSA completes investigations in 60 days, exception extenuating circumstances.	Does not complete investigation.	FHSU process is ordinarily quicker than the criminal process.

CAMPUS RESOURCES

ACADEMIC ADVISING AND CAREER EXPLORATION

At FHSU, we believe in the importance of academic advising, so each of our students has been assigned an advisor. The primary purpose of the FHSU academic advising program is to assist students in the development of meaningful educational plans that will be compatible with career aspirations and contribute to the process of preparing for a life of change, challenge, and individual fulfillment. At FHSU academic advising is based on a system of shared responsibility between student and advisor and a process of continuous improvement, clarification, and evaluation with the aim of furthering advising goals and desired student outcomes. Each student is assigned an advisor upon admittance.

Academic advisors work with students to achieve the following goals:

- To help students clarify individual values, career goals, and the challenges of life in the 21st century
- To develop suitable educational plans and programs of study for each student
- To help students select appropriate courses and other educational opportunities
- To help students review and evaluate progress toward established educational goals and completion of requirements within individual programs of study
- To develop student awareness and understanding that decision-making in the advising process and life is based on a system of shared responsibility
- To encourage students to utilize university support services and related resources as needed (Kelly Center, Career Services, etc.)
- To clarify and improve the student's knowledge of career options and potential for career change in the workplace of the 21st century
- To address the individualized academic advising needs of a diverse student population

Website: <http://www.fhsu.edu/aace/>

Email: advising@fhsu.edu

Phone: (785) 628-5577

Location: Picken Hall, Room 311

CAREER SERVICES

Career Services assists FHSU students in acquiring the job skills necessary for a successful job search and admission to graduate school. Career Services also provides extensive information on numerous employment opportunities for both internship and full-time positions.

Website: <http://www.fhsu.edu/career/>

Email: careers@fhsu.edu

Phone: (785) 628-4260

Location: Sheridan Hall, Room 214

CENTER FOR STUDENT INVOLVEMENT

The Center for Student Involvement (CSI) is an area for students to enhance their total educational experience through co-curricular opportunities at FHSU. CSI represents a learning environment in the Memorial Union and on the FHSU campus, where students and student organizations are afforded opportunities to participate in campus governance; plan and participate in co-curricular activities; attend diverse events; develop leadership abilities; and to accomplish specific learning outcomes. This space also provides offices for professional staff to interact closely with students to provide intentional support and assist them with organizational needs and concerns. Support for all students and student organizations are provided in an environment that enables students to develop their leadership potential and make a positive impact upon the community life of the campus.

Student organizations at FHSU are part of the total educational experience. With more than 130 registered student organizations, there are many opportunities for you to become involved in college life, and you are encouraged to find the organizations that are right for you! One way to find out which organization is right for you and to track your involvement in college, is to create a Tiger[Link] profile. Tiger[Link] is our interactive online directory, providing you with suggestions for ways

to get involved, a co-curricular transcript, and an online directory for organizations, departments, and events.

Website: <http://www.fhsu.edu/csi/>

Email: csi@fhsu.edu

Phone: (785) 628-4664

Location: Memorial Union, Room 014

CTC HELPDESK

The Computing and Telecommunications Center (CTC) HelpDesk is the focal point for technical assistance, referral information, and access to Fort Hays State University computing and telecommunication services. We encourage you to become acquainted with our HelpDesk staff and look forward to helping make your FHSU experience a successful one!

Website: <http://www.fhsu.edu/ctc/helpdesk/>

Email: helpdesk@fhsu.edu

Phone: (785) 628-5276 or 1-800-628-FHSU

Location: Tomanek Hall, Room 113

FINANCIAL ASSISTANCE OFFICE

The mission of the Financial Assistance Office (also known as Financial Aid Office) is to enhance student learning and personal development through the administration of federal, state, and local financial assistance and scholarship programs. In particular, the areas of service, counseling, information disbursement, compliance, and aid equity are emphasized.

Website: <http://www.fhsu.edu/finaid/>

Email: finaid@fhsu.edu

Phone: (785) 628-4408

Location: Picken Hall, Room 202

KELLY CENTER

College. Work. Relationships. Life. Managing all of your responsibilities can be challenging. Sometimes asking for help can be difficult. Maybe you're not comfortable talking about personal issues. Maybe you're worried someone will find out. Maybe you just don't know how to take the first step to get the help you need. We understand and are committed to helping you achieve academic and personal success.

The Kelly Center is a student support service center with programs to help students be successful in their personal development. We provide Academic Counseling (study skills, time management, etc.), Personal Counseling, General Education Course Tutoring, College and Life Skills Workshops, Alcohol and Drug Counseling, Chemical Dependency Evaluations, Alcohol Information School, Disability Accommodations, Learning Disability Testing, National Testing Services and a Prometric Testing Center.

Website: <http://www.fhsu.edu/kellycenter>

Phone: (785) 628-4401

Location: Counseling Services, Picken Hall, Room 111; Testing Services, Picken Hall, Room 117

OFFICE OF DISABILITY STUDENT SERVICES

All students deserve the chance to be successful, and students with disabilities are no exception. The Disability Student Services office strives to provide students with disabilities the accommodations they need to have a successful academic career at FHSU. As students transition from high school to college, they must learn to advocate for themselves. The DSS Office provides a support system for this transition.

To utilize the DSS Office, students must provide appropriate documentation regarding their disability, and contact the DSS Office to meet with the coordinator. Documentation must be provided by an appropriate healthcare professional, and should include the following:

- The student's disability/disabilities
- How the disability affects the student academically
- Accommodation recommendations to help the student be successful academically

The DSS Office also works to educate the campus community about issues impacting persons with disabilities. Information pertinent to a student's disability is sent to the student's instructors and advisor, which sets a foundation for a successful semester. The student then works with the instructor and DSS Office to utilize accommodations and complete their semester.

Website: <http://www.fhsu.edu/disability/>
Phone: (785) 628-4401
Location: Picken Hall, Room 111

OFFICE OF THE REGISTRAR

The Office of the Registrar maintains academic records of all current and former students.

Services/Resources:

- Academic transcripts
- Enrollment verifications
- Freshman and transfer student application processing
- Undergraduate international student application processing
- On-campus class schedule preparation
- Degree summaries
- Determination of transferable credit
- University Commencement
- Determination of “residency for fee purposes” (in-state vs. out-of-state)

Website: <http://www.fhsu.edu/registrar/>
Email: registrar@fhsu.edu
Phone: (785) 628-4222
Location: Picken Hall, Room(s) 302/307

STUDENT HEALTH CENTER

The Student Health Center is committed to providing high quality health care and educational outreach services. Our approach focuses on the delivery of comprehensive and individualized care that emphasizes the promotion of personal wellness. Within the college community, we strive to empower students with knowledge designed to encourage healthy living. The FHSU Student Health Center is staffed by a part-time physician, nurse practitioners, registered nurses, certified nurse’s aides and support staff.

Upon appointment check-in, all patients must provide their Tiger ID Card and insurance card at time of service. The Student Health Center accepts most forms of insurances and submits to numerous carriers. Prescribed and over-the-counter medications are available and can be

purchased from the Student Health Center. All forms of payment are accepted: cash, check, credit card, and Tiger Card. Patients will be notified of all outstanding balances via their FHSU email account.

Care at the Student Health Center is private and confidential. This means that a patient's medical information or even the fact that a medical appointment occurred cannot be shared with any parties unless written consent is given.

Website: <http://www.fhsu.edu/studenthealth/>

Phone: (785) 628-4293

Location: Memorial Union, lower level

Appointments can be made by calling or scheduling your appointment on-line via Vivature Health. Walk-ins are also welcome.

TIGER TECH

TigerTech is the primary assistance resource for the university internally and also serves as a link between FHSU and the extended campus community. Support Agents receive all incoming calls to the University, as well as provide technical support by phone, online chat, and walk-in assistance to students, faculty, and staff.

We encourage you to become acquainted with our TigerTech staff and look forward to helping make your FHSU experience a successful one!

Website: <https://www.fhsu.edu/tigertech/>

Email: helpdesk@fhsu.edu

Phone: (785) 628-3478 or 1-800-628-FHSU

Location: Tomanek Hall Room 113

UNIVERSITY POLICE DEPARTMENT

The Fort Hays State University Police Department (UPD) provides primary police protection services to the University campus, Sternberg Museum of Natural History, FHSU Foundation property, the University Farm, the Pavilion, parking lots and residence halls 24 hours/day, 365 days/year and employs nine full-time, armed, state-certified police officers and one unarmed security officer.

FHSU police officers are commissioned by the State of Kansas under K.S.A. 76-726 and have the same law enforcement authority and

responsibilities as local police and sheriff deputies. UPD has primary jurisdiction over all property owned or controlled by Fort Hays State University, concurrent jurisdiction within the City of Hays and all UPD officers carry an Ellis County Sheriff Deputy commission.

UPD officers are responsible for a full range of public safety services, including criminal investigations, enforcement of criminal statutes and city ordinances, collection of data for the required statistical crime reports, motor vehicle accident investigations, civil commitments for person(s) in need of care, traffic and parking enforcement, emergency management, enforcement of FHSU Rules and Regulations and the security of the University's physical assets. UPD refers statutory violations for judicial oversight and prosecution to Municipal, District and Federal Courts.

Website: <http://www.fhsu.edu/police/>

Phone: (785) 628-5304

Location: Center of Public Safety, Custer Hall Room 112 (in basement)

HANDBOOK

APPENDICES

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RESIDENCE HALL/APARTMENT CONTRACT

For your reference, a full copy of the Residence Hall or Apartment Contracts can be found at <http://www.fhsu.edu/reslife/>.

FORT HAYS STATE UNIVERSITY

CAMPUS WIDE
CALENDAR

Fall **2015**
&
Spring **2016**