



**MONTANA STATE UNIVERSITY**  
**NORTHERN**  
*Student Life*

**Student Life Handbook**  
**Community Standards and Expectations**  
**2019-2020**

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# Welcome to Student Life

There is no substitute for life on campus. Student life positively influences academic and personal growth by offering a variety of programs, both social and educational. Residents are an active part of the on-campus community. Through your involvement, you will build relationships with neighbors and classmates to develop life-long skills. We are excited for you to experience the convenience, care and social growth the residence hall has to offer.

## The Student Life Staff is a great resource and happy to assist you!

- The Information Desk at the Student Union Building is open Monday through Friday from 8:00am to 11:00pm and 10:00am to 11:00pm weekends and holidays during the academic year. In addition, the Residence Hall offices will be open every evening for assistance.
- Resident Assistants are on-call 24/7 during the academic year and you can call them at (406) 265-3503 (MacKenzie Hall) and (406) 265-3579 (Morgan Hall).

We encourage you to contact the Resident Assistant on your floor, the Resident Director of your building, or the Student Life Coordinator with any questions or concerns you have while living on campus.

## Student Life Staff

Steven Wise, Dean of Students	(406) 265-4113
Harlan Fredenberg, Student Life Coordinator	(406) 265-3539
Tammy Boles, Director, Student Activities	(406) 265-3732
Scott Schroeder, Administrative Assistant	(406) 265-3561
Daniel Ulmen, Facilities Services Director	(406) 265-3755

Carrie Corner, Custodial Supervisor  
 Sonya McMahan, MacKenzie Hall Custodian  
 Thomas Friede, Morgan Hall Custodian

### MacKenzie Hall Resident Assistants

Resident Director  
 Amos Taiswa, 200 Floor  
 Alex Messer, 300 Floor  
 Alec Breeding, 500 Floor  
 Ben Snively, 600 Floor  
 Jayne Keeley, 700 Floor  
 Shelby Brookie, 800 Floor  
 Grace Schwenk, 900 Floor

### Morgan Hall Resident Assistants

Resident Director  
 Brett Pederson, 400 Floor  
 Jered Ogurek, 500 Floor  
 Colter Szymoniak, 600 Floor  
 Charles Storey, 700 Floor  
 Kareem Elhajj, 800 Floor

### No community is entirely risk free.



Crimes take place in our society as well as on our college campus. Montana State University – Northern (MSUN) and Student Life want to encourage you to take joint responsibility for your safety on campus. The best protection against criminal activities is for all residents, faculty, and staff to be aware of and report any suspicious activities. All members of our community can reduce the risk of campus crime by being responsible for their personal safety and taking practical precautions.

### Helpful hints for your safety....

#### Always:

- Be aware of your surroundings. If something seems like a problem, step up and say something. It is everyone's responsibility!
- Lock your vehicle.
- Tell your roommate/friends where you are going and when you plan to return.
- Look assertive and confident, and be aware of your surroundings.
- Trust your gut feelings. If you feel uncomfortable, get out of the situation.
- Contact your Resident Assistant or the police if you have a problem or see something/ someone that you think is unsafe.
- If there is an emergency, call 911 immediately.

#### Never:

- Never leave your door propped open unless you are present.
- Never prop open the hallway or outside doors of the building. The doors are locked for your safety.
- Never let people into the building that you do not know. They will already have access if they are allowed entry to the building.
- Never lend your keys, fob, or ID card to friends.
- Never put social norms or etiquette before your own personal safety.

### Residents' Rights and Courtesies

Listed below are rights and courtesies to help all hall residents adjust to residence hall life.

- All residents have the right to study and sleep during quiet hours without interference, noise, or distractions.
- All residents have the right to personal privacy.
- All residents have the right to live in a clean environment.
- All residents have the right to have guests, but must take responsibility for their guests' behavior.
- All residents have the right to express concerns to the Student Life staff.
- All residents must respect their roommate's belongings.
- All residents have the right to their own beliefs, interests, and values as long as they do not impinge on the rights of other residents.
- All residents have the right to be free of intimidation and physical or emotional harm.

### Legal Information

Your Student Housing Application and Agreement is the basic document that states the contractual obligations between you and Montana State University – Northern. This document, along with this Student Life Handbook, is a legally binding document. You are equally responsible for complying with the rules, policies, regulations, and community standards contained in this handbook as you are for those in the Housing Agreement. **The terms of this contract apply to the entire academic year (8 months) or if entered into after the start of a semester through the remainder of the academic year.** You MUST make arrangements to stay in your room during breaks (Thanksgiving, Winter, Spring) because of limited staffing. Note that during breaks, additional obligations and/or rules may be in place. Students who live in the residence halls are required to participate in the University dining program. Students who sign their Housing Application and pay their \$75.00 Room Damage Deposit to reserve a room have entered a legally binding agreement with MSU-Northern for room and board.



A signed housing contract does not guarantee admission to the University. **Admission to the University is a separate process and an application must be made directly to the Admissions Office.** Canceling your admission to Montana State University – Northern does not cancel your housing contract. Request to cancel your housing contract must be sent in writing directly to the Student Life Office.

This contract, as stated above, runs through the day first day the residence halls open each semester through the last day of finals week. Students that are graduating must vacate housing no later than 5:00 pm the day of commencement. Only a professional staff member within the Student Life Office may approve exceptions.

Every effort has been made to ensure the accuracy of information contained in Student Life Handbook. Updates and corrections are made as they become necessary.

### Hold Harmless

You agree to hold Montana State University – Northern, its agents and employees harmless from all damage, liability, or loss sustained by you or others in your room that results from the negligent or illegal use or intentional misuse of the room by you or others in the room.

### Personal Property and Liability Protection

While we work to provide a safe and secure environment, Montana State University – Northern and Student Life do not assume any liability for loss, theft, or damage to the personal property of residents in any Student Life location, including parking lots. Residents are strongly encouraged to maintain appropriate insurance coverage on all personal property.

# Student Life Procedures

## Checking In / Checking Out

When you check in at the Student Union Building information desk or during Orientation, you are issued a room key, a building fob, and a mail box key, and you are responsible for those keys. **Acceptance of the room key, building fob, and mailbox key obligates you to the Student Life application and agreement for the entire academic year.** Failure to occupy an assigned space after the contract is in force does not constitute cancellation of this contract or release you of your financial obligations. By entering into a housing contract, you agree to comply with the terms and conditions of the contract, policies and regulations as listed in the Residence Hall Handbook, operating policies and procedures of the University and all other rules and of conduct now in effect or any that may be adopted by Montana State University – Northern during the period of this contract.

Summer contracts are coordinated through Extended University and the Student Life Office. Current students who will be starting the May summer session can make arrangements with the Student Life Office to remain on campus during the transition period.

If you request accommodations after the beginning of the academic year or summer session, charges will be made on a pro-rated basis. Montana State University – Northern reserves the right not to renew a contract at the end of each semester/contract period.

Room and board rates, programs, and rules and regulations governing the residence halls are subject to change without notice. Refunds will not be given after the 3<sup>rd</sup> Friday of each semester.

Before you move in, your Resident Assistant will have inspected each room and recorded any damage along with an inventory of furnishings, on a Room Condition Report (RCR). **When you move into your room, you will be given this RCR. It is your responsibility to verify and sign the card. If for any reason you do not agree with the information on the Room Condition Report, you must notify your Resident Assistant immediately. It is in your best interest to review and sign the Room Condition Report to avoid any damage penalties.** As the year progresses, your Resident Assistant will note any changes in the room during wellness checks. (See Room Entry).

If you move (withdrawal, dismissal, suspension, moving off campus, moving to another room, or not returning at semester), you must check out through your Resident Assistant before leaving as well as submit an Intent to Vacate form. To ensure staff availability Student Life asks that you sign-up at least 24 hours prior to your designated check out time. You will be held financially responsible in any facility damage found since the original Room Condition Report was signed or if keys or fobs are not returned. When you check out, your Resident Assistant will inspect the room, assess the room's condition and cleanliness, and collect your fob and keys.

### **Improper Check Out**

**You must notify Student Life Staff of your decision to leave the residence hall and will need to process the necessary paperwork (Petition for Residence Hall Contract Release). Failure to do so will result in a continued room charge until the date of contract release. You must also you must make a checkout appointment with a Resident Assistant (RA) at least 24 hours in advance of check out.** Failure to do so will result in an improper check out fee in addition to being billed for damages, missing furnishings, keys, cleaning, and any outstanding fees, and for the removal of any personal belongings left behind.

### **Cancellation**

Failure to cancel the housing application and agreement by the stated housing commitment deadline will result in forfeiture of the \$75 application fee and will require that you, the student, pay the entire semester's charge.

### **Billing Payment Policy**

A student whose payment has not been received by the scheduled and agreed times will be notified in writing of the outstanding amount due and will be granted 14 days to make payment (or make arrangements to pay). Students who fail to pay or make arrangements to pay with the Business Services office – will be declared “trespassing”. After 14 days, you will be notified that you must vacate your room within 48 hours. If you have not vacated by this time, the contents of your room will be confiscated and the lock will be changed. You will be responsible for any charges incurred such as moving, storage, or lock changes.

Each residence hall student must pay a room/damage deposit of \$75. This deposit will be used to pay for any damages that occur in your room during occupancy. The damage deposit can also be used: a) to pay for damages in common areas including, but not limited to hallways, bathrooms and lounges, b) students are liable for fines levied through the conduct process or community damage billing process for violation of policies or community damage. c) For late and/or improper checkout, d) cleaning charges, etc. If charges exceed the deposit, you will be responsible and liable for the additional amount that will be placed on your University account. If there are no damages or outstanding balances, or after you have fulfilled your contract, the deposit will be refunded. If charges are assessed to the damage deposit and you are remaining in housing, the deposit must be replenished immediately to maintain an up to date account. No student will be readmitted to University housing at the beginning of or any other time during a semester if he/she has an outstanding fine or housing balance.

You will be financially responsible for cost not covered in the Housing Contract Terms and Conditions that are incurred by University housing in enforcement of this contract including but not limited to cleaning costs, the cost of moving your possessions, legal fees, storage costs or non-routine maintenance (i.e. burst heat pipes due to student leaving window open).

### **Room Assignments**

Only registered students of Montana State University – Northern who have entered into a contract with the University are permitted to occupy a room/space within the Residence Halls. You must be enrolled at

Montana State University – Northern and **must be taking at least six (6) undergraduate or nine (9) graduate credits** to living in the residence halls. If special circumstances arise that necessitates you to be enrolled at a credit amount less than full time (six to eleven credits as an undergraduate), you will be considered on a probationary status while living in the residence halls. Requests for exceptions to full-time status must be submitted in writing to the Student Life Office. You are not permitted to assign your housing space or switch rooms with another student. You must follow the room change process if you want a different assignment.

Applications for housing are accepted until all usable spaces are filled and then a waiting list is established on a first-come/first-served basis. **This contract does not provide housing between the fall and spring semesters.**

It is understood that preferences for specific buildings, room types, rooms, and /or roommates are **preferences only** and are not guaranteed. Residence hall and room requests are honored by the University in accordance with an established priority system that is keyed to the date of receipt of the application and housing deposit. Roommate requests must be mutual and paperwork submitted in the same timeframe. **There is no guarantee of a single room or a double as a single no matter your class standing and number of years in on-campus housing.**

The University reserves the right to make all final decisions as to assignments. The University reserves the right to move or reassign a student as necessary. The University has the right to consolidate residents in order to maintain efficient operations. Residents who remain in a less than capacity room may be requested to move or may be given the opportunity to pay to double as a single rate.

The University may make temporary assignments, placing extra residents in a unit, to accommodate a maximum number of residents. As space becomes available, the resident must move to regular accommodations.

Room and roommate changes may only be made through the Student Life Office. **Any unauthorized room changes will result in a \$50 improper move/check out fee and may result in the student's return to the original room.** Room changes may begin **two weeks after the first day of classes.** The Student Life Office reserves to deny any requests for reassignment or reassign students as needed.

Individuals needing special medical accommodations should contact the Student Life Office at (406)265-3561 for information regarding documentation needed. All documentation must be received by June 1 for full consideration. If a single room is granted for reasons of the special accommodation, the student is responsible for any additional single room charges.

You are responsible to keep your room clean and to exercise reasonable care of the furnishings. If there is damage to the facility, fixtures or furnishings causing repair or replacement, or if the University must clean your vacated room, an assessment will be made against your room deposit.

Any student approved by Student Life to arrive before and/or remain after the contract period will be charged the daily rate of their room cost. If you have been approved by the Student Life office and/or are



being sponsored by a University department or program, the department or program may incur the early/late stay costs for the dates they request you to be on campus. Students that have been approved to arrive early/stay late are responsible for following all the University and Housing policies and procedures. Students found in violation may be asked to leave or face additional student conduct disciplinary action.

Any student applying for on-campus housing that has a felony conviction or any student who is convicted of a felony while living on campus will be reviewed on an individual basis to determine if the individual will be allowed to reside in the on-campus facilities of Montana State University – Northern.

### **Reasonable Accommodation**

If you have a disability and require special accommodations, please contact Disability Services at 406-265-3776. You may be required to provide appropriate documentation regarding the specific disability and when verified, the Student Life office will be notified and will work to try to accommodate your needs.

For any individual that identifies as transgender, Student Life strives to have positive, inclusive, and respectful community for all students. We are committed to working individually and with discretion for students in transition to ensure their housing placement meets their needs.

### **Special Circumstances: Emergency Removal or Relocation**

If Montana State University – Northern determines that you or your guest(s) have violated the standards and values of the university to the extent that you can no longer be a successful member of the community, the housing agreement will be terminated. Student Life reserves the right to request or require you to leave the residence halls when your behavior significantly disrupts the community or poses a risk to any student (including self), staff, faculty, or visitor. In such cases, an Emergency Removal/Relocation meeting will be held with the Student Life Coordinator, the Dean of Students, or a designee, the Student Counselor, and the resident. If removed from the residence halls, you are still responsible for the room and board as outlined in your contract unless otherwise noted.

Student Life may attempt to work with you to create specific agreements concerning your behavior. Such agreements constitute an addition to the resident's housing contract. Violations of such agreements are grounds for termination of the contract. Montana State University – Northern may terminate the contract by mutual agreement for compelling extenuating circumstances. Montana State University – Northern may terminate a housing contract on non-disciplinary grounds when a resident graduates or becomes ineligible to live on campus before the contract expires.

### **Room Entry and Health & Wellness Inspections**

Health & Wellness Inspections will be conducted at least once per semester. You will be notified in advance of the inspections. Student Life staff will look for destruction of property; fire hazards (i.e. overloaded outlets, candles, flammable liquids), health hazards (i.e. odors, filth, accumulation of garbage), pets or signs of animals, signs of unauthorized guests, etc. In addition, Student Life or Housing staff may enter your room for the following reasons:

1. When there is an emergency that requires entry, such as:

- a. An imminent threat of damage to the room, building and/or its occupants, including but not limited to: fire, smoke, fire bombs, flooding, steam leaks, smoke detector alarms, lack of heat, too much heat, electrical malfunction, unauthorized entry by trespasser;
  - b. A credible report from a roommate, friend, family member or college official that the occupant is missing under circumstances that create reasonable cause to believe the student may be in danger or require assistance;
  - c. A call for help from persons in the room.
2. To check the facilities for safety and maintenance to assure security of the rooms.
  3. In response to building evacuations (including fire and other safety drills), to determine that the residents have exited the building. Failure to exit during a building evacuation, including drills, will result in disciplinary action.
  4. When an alarm, radio or stereo or other sound emitting device is creating disturbance and/ or concern that the occupant may need help.
  5. A weapon, explosives or combustibles have been reported to be in the room.
  6. At such other times, specific prior written notice is provided.

Before any entry, except in emergencies or fire evacuations, the staff member will knock on the door and identify himself or herself before entry. You may not physically or visually obstruct, block, restrict or deny a Student Life staff member or other college official from entering your room. Failure to respond to a staff member's reasonable request to open the door may result in disciplinary action.

### Maintenance

Montana State University – Northern reserves the right to access rooms to perform maintenance, conduct safety/health inspections, assess the condition of the property, determine when emergency conditions exist, or determine when state and/or federal laws are being violated.

You may not paint or make alterations, additions or repairs to the rooms. You may only use 3M™ Command™ products (or reasonable alternatives) to hang pictures, etc., in your room.

Furnishings belonging to Montana State University – Northern **may not be moved** from the assigned area. Penalties for moving such furnishings (e.g. moving chairs from the study areas to a personal room) may include fines and/or disciplinary action.

You are responsible for prompt reporting of any damages or necessary repairs to a Resident Assistant or the Student Life Coordinator to initiate a work order. You can either authorize the maintenance person to enter the apartment or make arrangements to be in your room while the work is being done. If an emergency occurs, such as a broken water pipe, you should contact the Student Life staff on duty immediately. You should not attempt to perform any repairs. You should call 911 for life-threatening emergencies.

### Custodial

Public areas are cleaned by the custodial staff. Public areas include hallways, restroom, floor lounges, stairwells, laundry rooms, and lobbies. Custodial services on weekends and during evening hours are

limited. However, health or safety concerns should be reported to your Resident Assistant. It is a good idea to get to know the custodial staff, as they are a great resource on campus.

Residents and staff are expected to clean up any extraordinary messes after special events. Cleaning equipment such as brooms and vacuum cleaners are available on request. Activities that require additional clean up by the custodial staff will be charged to those responsible.

### **Keys and Locks**

Montana State University – Northern assists students in protecting their personal property as well as the property of the residence hall by providing each student with a room key, a building fob, and a mailbox key. The outside doors to the hall are always locked, and your building fob must be used to gain entry. Room keys and building fobs will only be issued when you check in to the residence halls and will require proper identification and signature. You are required to return the room key, building fob, and mailbox key at the time of moving out of the residence halls. You are advised to have your keys and student ID with you at all times.

If you loses your room key, building fob, or mailbox key, a temporary key may be obtained at the Student Union Building Information Desk. You will have 48 hours in which to locate the lost key. If you do not locate the lost key after 48 hours, the door lock will be replaced and you will be charged for missing room key, building fob, or mailbox keys.

You should never loan your room key, building fob, or mailbox key to others and you are responsible for all activity that takes place in the residence halls as a result of key use. You are not permitted to add additional locks to doors or cabinets within your room.

### **Lock- Out Policy**

If you misplace your key, you may check out a spare key at the SUB Information desk after providing personal identification. You will be required to return this key within a 24 hour time period. For resident safety and security, notify a Student Life staff member as soon as possible if room keys are lost or stolen. If you lose your room key, you must report it and will be required to pay a re-key charge. Keys that have been checked out for more than 24 hours and not returned will be considered lost and a work order will be processed immediately to have the room re-keyed at your expense. Additionally, there is a charge to replace mailbox keys and fobs. If a key is damaged, you will be required to pay a replacement charge and must turn in the damaged key. Key checkout is a service. Please be considerate of desk personnel and carry room keys at all times. Excessive key checkout or abuse of this privilege may result in disciplinary action.

## Montana State University – Northern IT Services for Students



The MSU-Northern Residential Network (ResNet) provides cable TV, telephone service, and delivers both wired and wireless Internet access for students living in the Residence Halls.

### Laundry

Student Life provides washers and dryers on every floor for resident use only. If the machine fails to work, contact <http://excaliburlaundriesinc.com/request-service/> immediately.

Montana State University – Northern is not responsible for damages, loss or theft of clothing left in the machines or in the laundry rooms. It is suggested that you develop the habit of checking your clothing frequently while in the machines. Clothing left in the laundry areas for more than three days will be removed by custodial staff to help maintain a clean and sanitary environment.

### Mail

You will be issued a mailbox and key at check-in. The mailboxes are located in the Student Union Building (SUB) on the way to the Food Service. Mail will be placed in boxes daily, Monday through Friday with the exceptions of holidays and some college breaks.

If you have an item shipped that is too large to fit into the mailbox, you will need to present a photo ID to the staff at the SUB desk to receive this item. Upon moving out you will need to change your mailing address through BrightSpace. All mail will be “returned to sender” if there is not a valid mail forwarding address on file.

Your mailing address is:

**Name (First and Last)**  
**1200 Buttrey Dr.**  
**Havre, MT 59501**

*Note: Adding room number or hall name may delay delivery of mail.*

### Vending Machines

Machines selling soft drinks, juices, bottled water, and energy drinks are located in the main lounges of each hall. If a vending machine takes your money without dispensing product or to report a problem, please go to the Student Union Building Information Desk or contact the number on the machine.

### **Bulletin Boards and Email**

To stay up-to-date on campus and hall news and events, check the bulletin boards as well as your electronic BrightSpace account. Montana State University – Northern BrightSpace is the University's main form of communication. You are responsible for knowing any information disseminated via email and are encouraged to check your email. If you routinely use an email account other than your MSU-Northern account, we encourage you to forward your MSU-Northern account to your preferred account so that you do not miss important official notices from the university.

### **Student Union Building Information Desk**

The function of the Student Union Building Information Desk is to provide residents and guests with information and additional services. The Student Life Coordinator's office is located in the Student Union Building. Items available at the Student Union Building:

- Temporary keys for room access
- Mail and package delivery
- Lights Lounge with free pool, bowling, big-screen TV, and more
- Free Fitness Center
- An afterhours Grill with pizza, sandwiches, and snacks
- University Food Services
- Student Health Services
- Montana State University-Northern Bookstore
- Student Government offices
- Little River Institute
- Tutoring Services
- Student Activities Office and sports equipment checkout
- Intramural Sports Signups
- Student radio station KNMC 90.1 FM
- Student Clubs and Organizations Bulletin Boards
- University Ballroom where many student activities and presentations are held
- ATM

### **Trash and Recycling**

YOU are responsible for taking out your own personal trash. Personal trash from your room should not be placed in the common areas (lounges, bathroom, etc.). Instead, personal trash must be taken outside to the dumpsters.

Recycling is located in the residence hall for the following items: aluminum cans, newspaper, mixed paper, and cardboard. Plastic and Glass are NOT being accepted for recycling at this time. It is your responsibility to take your recycling to the recycling bins. Recyclable products should not be placed in the trash and trash should never be placed in the recycling bins.

## Student Life Community Standards/ Expectations

The Student Life Handbook outlines the expectations for all residents living in the residence halls. By signing a housing application and agreement, you have agreed to abide by these expectations. It is your responsibility to read and adhere to these policies, community standards, and expectations. You are encouraged to talk with your Resident Assistant, the Resident Director, or the Student Life Coordinator if you have any questions or concerns.

The regulation and policies of the Student Life Handbook supplement Montana State University – Northern Code of Student Conduct. The Code of Student Conduct fully outlines disciplinary infractions and possible outcomes resulting from these infractions. In Student Life, discipline can be handled by the Resident Assistants, the Resident Director, Student Life Coordinator, the Dean of Students, or designee.

A student who violates any policies, community standards, and expectations as outlined in the Student Life Handbook and the Code of Student Conduct may be accountable to civil and criminal authorities, as well as to Montana State University – Northern. Disciplinary action at the University may proceed even while a criminal investigation is in progress.

### Alcohol Policy

Montana State University – Northern is committed to providing an environment that is conducive to academic success. Alcoholic beverages may be possessed and consumed by persons of legal age **ONLY** in their assigned room or within another resident's room where all occupants of that area are of legal age. Assigned rooms do **not** include lounges, hallways, breezeways, multipurpose rooms, laundry rooms, kitchens, grounds, or any other public areas. Kegs are never allowed, will be confiscated and possession of same may lead to termination of residency. Alcohol violations can lead to the prospect of a Minor in Possession (MIP) and other criminal charges, and more severe consequences are dependent on the behavior displayed at the time of documentation.

### Drugs Policy

Montana State University – Northern is committed to providing a drug-free environment. The unlawful manufacture, distribution, sale, possession, use, or being under the influence of a controlled substance is prohibited and can cause harm to the community. Possession or using illegal drugs or drug paraphernalia in any on-campus housing unit or surrounding area will result in disciplinary action up to and including termination of residency. The Student Life staff is instructed to notify law enforcement to take over a situation if drugs are suspected to be present. Montana State University – Northern has strict policies regarding the illegal use and abuse of substances. Federal Student Financial Aid is immediately withdrawn if a student is criminally convicted of a drug crime.

### Medical Marijuana

Although the State of Montana law permits the use, possession, and/or cultivation of medical marijuana, federal law prohibits the use, possession, and/or cultivation in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of medical marijuana is therefore prohibited in the

residence hall and on Montana State University – Northern premises. Even if a student, faculty, or staff member possess documentation for permitting the use, possession, and/or cultivation of medical marijuana, this activity cannot occur on Montana State University – Northern property.

### **Drug Paraphernalia**

Possession of drug-related paraphernalia, i.e. any items used to facilitate drug use (e.g. bong, roach clip, hookah/water pipe, hash-style pipe, scales, and vaporizers) is prohibited.

### **Tobacco Free**

Student Life supports Montana State University – Northern’s tobacco-free campus policy and does not permit the use of tobacco products in the residence hall. The campus is designated “No Smoking” in all areas including student rooms. Smoking of any kind (hookahs, e-cigarettes, and vape/vapor/vaporizer pens are not permitted) and the use of tobacco products (e.g. chew, snuff, etc.) are not allowed anywhere, including study rooms, restroom, laundry facilities, hallways, stairways, lobbies, elevator, lounges, individual apartments.

In accordance with Montana State University – Northern’s tobacco-free campus policy, students also may not smoke or use tobacco products outside the residence hall on campus property. Students must be off campus property when using these products.

### **Quiet Hours**

Quiet hours are from 10:00 p.m. to 8:00 a.m., Sunday to Thursday and midnight to 10:00 a.m. Friday and Saturday. It is important that everyone observe these hours. Quiet hours also include the areas outside the Residence Halls and Family Housing buildings. During this period, all activities that might be disturbing to others must be suspended. During finals week, quiet hours are in effect 24 hours a day. All residents are expected to be reasonably quiet at all hours in the residence halls.

Guidelines for behavior during quiet hours include:

- Sound systems must be quiet enough so they cannot be heard outside the room. Use headphones if necessary.
- Musical instruments can only be played in music rooms available in Pershing Hall.
- The right of a roommate and neighbors to study and sleep has priority over your right to entertain guests in your room.

### **Sales in the Residence Hall**

Another “right” that you enjoy as a resident is for your living area to be free from salespersons, solicitors and the like. In order to guarantee the privacy of all residents, no agents or solicitors are allowed to enter the residence hall. Additionally, students may not solicit in any fashion or form, from their rooms. Residents bothered by unauthorized persons should report them to the Student Life staff immediately. Generally, resident mailboxes may not be used for any mailings other than those acceptable to the U.S. Post Office. Exceptions to this rule may be granted subject to the approval of the Dean of Students or Student Life Coordinator.

### **Window and Window Screens**

Do not unlatch screens, remove windows, or throw items from the windows for any reason. Room occupants will be charged for the total cost of reinstalling, repairing, or replacing damaged or destroyed screens. Additionally, do not enter or exit the building through the windows, which is also subject to disciplinary action.

### **Loss, Theft, and Insurance**

Theft of or intentional damage to Montana State University – Northern furnishings or property of persons in the residence hall is prohibited and will result in severe disciplinary action and/or prosecution. Moving, borrowing, or relocating lounge furniture, electronics, moving bins, or any other university property is prohibited and will result in disciplinary action.

Residents should immediately report any missing property to their Resident Assistant, providing a complete description of the items and their value, where they were located, when was the last time the item was seen and is any person suspected of the theft. Any theft should also be reported to the Police Department. You are strongly urged to obtain renter's insurance coverage for your personal belongings. If you own an automobile or bicycle, make sure that you have adequate coverage against loss, vandalism, etc.

## **Community Responsibility**

### **Involvement in Infractions**

You should act in good faith to remove yourself from situations that may violate the University's Student Code of Conduct and to report such violations to Student Life staff. It is prohibited to facilitate a violation or to remain present while a violation occurs (e.g., stay in a space where alcohol is being consumed against Montana State University – Northern policy; be a spectator to an act of vandalism). You are responsible for the involvement of guests, dependents, affiliates, and non-affiliates who are involved in infractions. Guests, dependents, affiliates, and non-affiliates can also be held responsible.

### **General Laws Standards**

You must comply with all federal, state, local laws, ordinances, and regulations on conduct, health, safety, and other matters concerning activities on or conditions of the premises and common areas.

### **Failure to Comply with Verbal and/or Written Instructions**

You are required to comply with verbal, written, and published instructions by Student Life staff members, when they are working within the appropriate performance of their duties. Written instructions include those directed to an individual student, such as a letter or e-mail message, as well as published instructions and policies in print or online, such as the University's Student Code of Conduct in this online document.



**Failure to Present Identification**

You are required to present proper Montana State University – Northern identification (or other identification if not a student) to Student Life staff in a cooperative manner when requested.

**Failure to Respond to a Notification**

You are required to make contact with Montana State University – Northern officials or Student Life staff, when requested to do so within 72 hours (three business days) of receiving a notification. Requests for responses will most likely come in the form of a letter or e-mail message, but may come in the form of a phone call or a voice mail message.

**Failure to Meet**

You are expected to maintain an appointment with Student Life staff or designee regarding investigation of alleged violations of the Student Life Handbook or the Student Code of Conduct. Residents are expected to contact Student Life staff or designee within 24 hours of receiving a notification and reschedule if a conflict occurs.

**Behavior toward Student Life or University Staff**

Abusive, disrespectful and threatening language (written or verbal) and behavior directed toward Montana State University – Northern staff, including residence hall staff, is prohibited.

**Supplying False Information**

It is a violation to deliberately supply staff with false or misleading information. (e.g., give a false name or use fake identification). It is also a violation to provide and/or possess fake or fraudulent identification.

**Stealing**

It is prohibited to take the property of any other person (including other residents, students, visitors or staff) or of Montana State University – Northern or the Residence Halls without permission (e.g., others' laundry from laundry room, lounge furnishings). Unauthorized use of a resident's/roommate's items without permission (such as clothing, bathroom and laundering supplies, or electronic devices) is prohibited.

**Possession of Stolen Items**

Possession of stolen property is prohibited. Stolen property includes furnishings, fixtures and signs that have been removed from lounges, halls and other common areas.

**Property Damage**

Vandalizing, damaging, or defacing University property or property of others is prohibited.

**Unauthorized Access**

Due to community and potential for injury, individuals are not to enter restricted access areas in non-emergency situations without prior permission from a University staff member. Restricted access areas may include, but are not limited to, front desk areas, offices, any/all entrance way overhangs, residence hall

roofs and fire escapes. A fine to check security plus replacement of materials will be billed to residents who enter restricted areas.

### **Unauthorized Entry**

Entry or exit through windows is considered unauthorized entry and is prohibited. This includes moving items in/out of your room through the window.

### **Screens**

You are responsible for maintaining your window screen in an installed position on your room windows. A charge of \$100 to check security of screen plus replacement of materials will be billed to residents who remove their screens. No objects whatsoever, including fluids, may be hung, thrown, or dropped from the window of a residence hall room. Screens must be kept intact to protect pedestrians from falling objects and prevent unauthorized persons from entering the building. Removal of the window screen is a policy violation.

### **Signs**

Signs which are the property of the federal, state or local government, or which belong to the University, may not be posted in student rooms. If you are found possessing such a sign, you will be reported to the proper authorities for disposition of your case. If you are found to be in possession of a local business sign, you will be reported to the business concerned and/or the local police. Sign theft is illegal and reflects negatively on the general student body and the University itself.

### **Failure to Accept Roommate**

Refusing to accept a roommate or impeding an effort by Student Life to make an assignment to a vacant space is prohibited.

## **Community Safety**

In case of a fire, call 911. Fires are potentially a serious problem in shared living space communities due to the high concentration of individuals living in each building. Please use caution and common sense to avoid a disaster.

Prevention can save your life and the life of others. Explore your community and familiarize yourself with all exits. Keep exits and access areas clear of all debris and storage. Student Life staff will conduct fire drills two times annually in order for all residents to evaluate proper evacuation routes in case of a fire emergency.

### **Candles, Burning, and Open Flames**

Candles and incense have been found to be a severe fire hazard, and their use is prohibited in the residence halls. However, the basic rights of all Americans to religious freedom is strongly protected by the U.S. Constitution, and Native Americans rights to practice their specific religions have been even further and more explicitly protected by the 1978 Native American Religious Freedom Act. For purposes of purification

(smudging) and prayer, those who want to use the smoke of these herbs (sage, sweetgrass, and/or cedar) have a right to do so, and all concerned should respect that right. It is the responsibility of the student to make sure that after using “smudge” they put the flame and smoke out.

### **Decorations**

All natural trees and branches to be used as ornamentation must first be fireproofed and all decorations must be nonflammable. You may not hang items from the ceiling, lighting, or create holes in the walls. You may not add contact paper to shelves or cabinet spaces within the room. You may not hang whiteboards on the exterior of rooms, including the room door or surrounding wall space. You may not place adhesives such as stickers or use items that leave holes in the walls. You may only use 3M™ Command™ products (or reasonable alternatives) to hang pictures, etc., in your room.

### **Flammable Liquids**

Gasoline, kerosene, alcohol, cleaning fluids, etc., constitute a serious danger and are prohibited in residence hall, as are vehicles containing such fluids.

### **Halogen Lamps and Lights**

The Consumer Product Safety Commission issued a warning about the dangers of halogen lamps and the excessive operating temperatures of 970 to 1200 degrees F that they produce. Curtains, clothing, paper items, and so forth burn quickly when they are exposed to 300W or 500W bulbs. Therefore, light bulbs greater than 100W, either incandescent or halogen, are not allowed.

### **Hover boards, Segways, and Similar Devices**

The use, possession, or storage of Hover boards, Segways and similar devices, is prohibited on campus until safety standards for them can be developed and implemented, and the prohibition is lifted. Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating a safety and fire risk. Until a time that the safety standards for these devices are improved, Montana State University-Northern has prohibited them from being in University owned housing facilities.

### **Prohibited Items**

The use, possession, or storage of the following items is prohibited in student housing

- Waterbed, or water furniture
- Candles, incense
- Hotplates or other open-element appliances (i.e. toaster over)
- Extension cords, multiple receptacle outlets, halogen lamps greater than 100W
- Fireworks, explosive materials, illegal drugs and paraphernalia, alcohol, tobacco products including e-cigarettes, weapons
- Live Christmas trees
- Hover boards or scooters
- Air conditioners, swamp coolers, or humidifiers
- Futons or other large furniture
- Pressure Cookers
- Pets (excluding fish)

### Hypodermic Needles

Some students have medical conditions requiring the use of needles. Improper disposal of hypodermic needles is dangerous because these needles may carry blood-borne pathogens. Proper disposal of hypodermic needles is mandatory. Please keep our campus safe by properly disposing of needles. All Resident Assistants have boxes for disposal for your convenience.

### Violent or Sexual Offenders

Any student who has been designated as a violent or sexual offender by the county, state, or federal court living in student housing must notify the Student Life Coordinator and the Dean of Students of this information within 24 hours following such designation. Montana State University – Northern reserves the right to review the offender's status and the potential risk to the community to be considered for residency in Student Housing. After review, Montana State University – Northern may deny occupancy to the resident based on the designation status. To report a sexual assault, please call one of the following administrators:

- Dean of Students  
Steven Wise  
(406) 265-4113
- Registrar  
Alisha Schroeder  
(406) 265-4191
- Human Resource Director  
Suzanne Hunger  
(406) 265-3568
- Director of Student Health/Employee  
Wellness
- The community crisis line at  
(406) 265-2222
- Senior Director of Student Success

### Firearms

Dangerous weapons, including but not limited to firearms, martial arts equipment, hunting knives, bow and arrows, swords, paintball guns, ammunition are not permitted in any living unit. **Handguns are not permitted** on University property.

If you live on campus, and you bring a gun (or any of the items listed above) for hunting or target practice, you must store it with a member of the Student Life Staff. The Student Life Staff will secure it in a locked gun cabinet.

**If unchecked firearms** (or any of the items listed above) **are found on campus, disciplinary action may be taken** which may result in the privilege being revoked. Owners, or those in possession, who are students may be subject to suspension. Non-students in violation of this policy will be asked to remove the item from the campus. Failure to comply will result in criminal trespassing charges. Official law enforcement personnel while on duty are exempt. Non-compliance may result in assistance from Havre Police Department.

Note: BB guns, slingshots, blow darts, etc. are considered weapons. Possessing or using non-lethal weapons (projectiles) that may result in direct or indirect injury are prohibited in the residence hall and in residents' rooms. This may include but is not limited to slingshots of all types, water balloons, water guns, paintball guns, slingshots, air soft guns, Nerf guns, etc. If you are not sure if an item is a weapon, contact the Student Life Coordinator.

**Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it is considered a non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges in the State of Montana.**

# General Behavior

## Gambling

To conform to state laws, no form of gambling is permitted in the residence halls.

## Pets and Animals on Campus

Montana State University – Northern enforces a no-animal policy. The only pets allowed in University housing are aquarium fish. Aquariums are limited in size to 10 gallons (one per resident). Fish must be removed during extended vacations. Damage associated with water seepage to University property or to the property of other members of the Montana State University - Northern community will be the responsibility of the owner(s) of the aquarium. Residents may **not** volunteer to watch a pet nor have one visit. If it is confirmed that a student has an animal in their living unit, their residency may be terminated. Students that have pet accommodation needs must contact the Student Life Office and must have prior approval before an animal may arrive to campus. Visiting pets are not permitted in campus housing or other University buildings.

Exceptions are made for service animals in campus facilities and companion or therapy animals as outlined below. Montana State University – Northern reserves the right to revoke permission granted for the campus presence of service animals and the presence of therapy or companion animals whose owner fails to follow the requirements set forth. Montana State University – Northern may exclude an assistance animal from University housing if the animal is not housebroken; would cause substantial physical damage to the property of others or University facilities; would pose a direct threat to the health or safety of others; would fundamentally alter the nature of a program or activity; or is not being cared for by the individual. Students will be liable for damage caused by assistance animals in the same manner they are responsible for personal damages to University property. Students that have pet accommodation needs must contact the Disability Services Coordinator at (406) 265-3776 for information regarding documentation needed and must have prior approval **before** an animal may **arrive** to campus.

State and federal laws have no specific provisions for people to be accompanied by therapy and companion animals in places of public accommodation that have a no-pet policy. Therefore, requests for therapy and companion animals in campus facilities will be reviewed under Montana State University – Northern’s policy. Requests that are not accompanied by a prescription or letter from a license medical professional will be denied.

For the health and safety of residents, Montana State University – Northern is never required to accept snakes, reptiles, ferrets, rodents, sugar gliders, or spiders since these animals cannot meet vaccination requirements to be certified disease free. The Centers for Disease Control and Prevention (CDC) indicated that assistance animals should be limited to those that cannot possibly transmit Zoonotic disease. Zoonotic diseases are infectious diseases that can be naturally transmitted from animals to humans.

For full details of the Animals on Campus Procedures, please see:  
<https://www.msun.edu/admin/policies/1000/1001-9-Procedures.aspx>

### Guests and Visitation

Rooms are to be occupied only by the students for whom they are reserved. Room reservations are not transferrable. The Residence Halls are established as a private residence for Montana State University – Northern students contracting to live there. Therefore, access is limited to these residents, their guests and other persons with legitimate cause to be on the premises. **You are responsible for what happens in your room even if you are not present at the time of the infraction.** Realizing that rooms will be used for study, rest, and entertainment of guests, and that sometimes these functions are conflicting, an understanding must be reached between roommates as to the time, place, and manner in which the room is to be used. This requires mutual respect for each other's right to privacy. You are not permitted to sublease or provide routine lodging to guests.

You may entertain guests in your rooms if the rights of the other students on the floor, and in particular your roommate, are not violated. **YOU** are responsible for the behavior of your guests and any violations resulting from the guests' actions. **Due to the excessive noise caused by large numbers of people and potential fire hazards, no more than ten people may be in your room at any time.**

Students living in the residence halls may have overnight, non-resident (or residents of another room) guests under the following conditions:

- You **MUST** have permission from your roommate.
- Guests must be able to present a photo ID to staff upon request.
- Guest must comply with all Montana State University – Northern and residence hall policies.
- Guests must adhere to the escort policies of the hall.
- The resident host is responsible for the actions of their guests, for informing them of hall rules and regulations, and for expenses incurred by them.
- **Guest stays are limited to a period not to exceed three nights per semester.**
  - The three-night limit means it does not matter if it is a different guest each stay.
  - The three-night limit applies to each resident of the room.
- Each resident is limited to a maximum of one overnight guest.
- A guest may not exceed the three-night limit regardless of the resident with whom they are staying.
- Guests must adhere to the escort policies of the hall.

**The resident host is responsible for the conduct of all visitors/guests, and may face disciplinary action when visitors/guests do not adhere to residence hall rules and regulations. Any guest/visitor without a photo ID, or causing a disruption of any kind, may be refused entry, escorted out of the building, and/or trespassed.** Overnight guests are not permitted until classes begin each semester nor during the week of final exams. For reasons of safety, the Resident Assistant of the living area must be notified upon the arrival of an overnight guest. Guests may be asked to leave housing immediately if found involved in any policy violations. Overnight guests are not permitted until the 2<sup>nd</sup> week of classes of each semester and overnight guests are not permitted during the week of final exams each semester.

# Emergency Procedures

## **Fire Alarms and Fire Equipment**

All possible measures are taken to maintain a safe community for the residents. This includes having established fire evacuation rules and regular fire drills. Tampering with fire alarms and fire equipment is prohibited. Prosecution by the criminal authorities and/or disciplinary action under the Montana State University – Northern Code of Student Conduct resulting in dismissal from the college are potential penalties for intentionally setting off false fire alarms, the unauthorized use of fire equipment, and for starting fires.

In case of a fire, call 911. Please use caution and common sense to avoid a disaster.

Student Life staff will conduct fire drills annually in order for all residents to evaluate proper evacuation routes in case of a fire emergency.

## **Fire Emergency**

When the general alarm sounds, you must evacuate the building immediately via the closest emergency exit. Be sure you close and lock your room as you leave. The emergency exit routes are clearly marked. Residents must proceed in an orderly fashion by walking quickly to the emergency exit and out of the building.

Once outside the building, you must move to a site at least 25 feet from the building. This will allow room for emergency vehicles and personnel to work and protect your safety. During inclement weather, residents will be moved inside to other buildings during the emergency. Do not re-enter the building until instructed to do so by a Student Life Staff member or the on-scene emergency personnel.

## **Medical Emergency**

If there is a medical emergency, call 911 immediately. Medical response personnel will include Havre Police, the Havre Fire Department, and an ambulance. Student Life staff is not permitted to transport individuals in the event of a medical emergency.

## **Police Emergency**

For police emergencies, dial 911.

## **Missing Persons**

If someone has a concern that a resident is missing, this concern should be reported to the Student Life Coordinator. The Student Life Coordinator in collaboration with Dean of Students and other Student Life partners will conduct a preliminary investigation in order to verify the situation and will obtain information around circumstances that relate to the student in question. If preliminary investigations are unsuccessful in locating the student and/or show cause for concern, the Student Life Coordinator will immediately engage the Havre Police Department for assistance and formal reporting. The Dean of

Students will make notification to the confidential contact designated by the resident if the student is deemed missing through investigative efforts. That contact will be made within 24 hours of that determination.

## Student Clubs & Organizations

### Student Life Programming

Student Life is dedicated to providing programs designed to enhance your learning and development or help facilitate floor community. You will learn something new and have fun at the same time. Sometimes these activities will happen spontaneously on your floor, and other times, your RA will plan an activity for your floor or hall.

Throughout the semester, programs will be presented on your individual floors, in the main lobbies, in the SUB, and throughout the campus. Keep an eye out for program announcements in your community!

### Why Should I Attend?

You will spend a great deal of time on your floor or in your residence hall, so it is important to become involved and connected. By attending programs, you will get to know the students in your hall and have a greater respect for your community.

### NorthPoints Card Rewards

NorthPoints is a program developed to connect students to MSU-Northern's events and activities. We want all students to feel engaged while attending MSUN. What better way to become accustomed to your new adventure than by earning points for fantastic prizes just by getting involved with all MSUN has to offer!



### Who Can Participate in Program?

**ALL** MSU-Northern students start earning NorthPoints at the beginning of each semester.

Start amassing points now, because many sweet prizes await! As you progress through college we encourage you to participate in school activities and continue developing on-campus relationships that will last a lifetime. Check out NorthPoint Events to start earning points now.

### How can my Student Club/Organization or event become a Northpoint Event?

We are always looking for new student club/organizations or university offices/groups to partner with the Activities & Events Office to offer students more opportunities to earn Northpoints. Please contact Tammy Boles if you wish to partner with Activities & Events in order for your event/activity to award Northpoints.



### How to earn points

1. **Attend a school-related activity**  
Remember events are added regularly, so be sure to check in at each activity/event you attend to ensure you get your Northpoints.
2. **Utilize University Facilities**  
Work out in the SUB Fitness Center and sign in and we will automatically give you points; hang out in the Lights Lounge and sign in – we will give you points.
3. **Bring your NorthCard and swipe**  
To start accruing points, simply swipe your NorthCard and you will receive electronic NorthPoints. If you sign in at a program, the program presenter will forward the attendance sheet to the NorthPoints office.

### Student Clubs and Organizations

The best way to be connected to Montana State University – Northern is to get involved! The following clubs and organizations are registered with the student government. New clubs are always welcome. Please contact **Student Senate** for more information at 406-945-9230.

- **Business Professionals of America (BPA):** An international non-profit organization that brings together student, academic and business leaders who are committed to using the power of entrepreneurial action to improve the quality of life and standard of living for people in need.
- **Chi Alpha:** A non-denominational Christian club. The focus of the group is on Christian fellowship and the Christian viewpoint in topics of interest.
- **Civil Engineering Technology (CET):** A club for MSU-Northern students majoring or interested in Civil Engineering Technology. It supports and fosters the development of undergraduate college students as they prepare to enter the civil engineering technology profession.
- **Dance Club:** By joining this club, created by MSU-Northern students, you will learn a variety of dance moves to include jitterbug, 2-step, swing, ballroom, line dance etc.
- **Healthy Living Advocates (HLA)**
- **International Friends of MSU-Northern:** Has the purpose to promote intercultural communication and understanding among people from all the cultures and ethnicities with a mission to promote cultural, artistic and social activities that foster cross-cultural connections.
- **KNMC:** Supports activities of the radio station on campus.
- **Level I Nursing Club:** Organizes and oversees nursing club activities. Offers a meeting place for nursing students to have fun and share ideas.
- **Level II Nursing Club:** Organizes and oversees nursing club activities and events. Also offers nursing students an opportunity to gather and exchange ideas.
- **MSU-Northern Collegiate Stockgrowers:** is a committee within the Montana Stockgrowers Association (MSGA) designed to develop collegiate students into tomorrow's leaders. Collegiate

Stockgrowers serves as an avenue for collegiate members with an interest in agriculture to express their concerns in an effort to assist in the development of MSGA policy.

- **MSU–Northern Rodeo Club:** For anyone interested in organizing and working a rodeo and participating in activities to support the club and the team.
- **MSU–Northern Student Education Association (MSU–Northern SEA):** To inform students regarding educational matters and provides personal and professional growth to its members.
- **Post-secondary Ag Students (PAS):** is a club for those interested in agriculture and natural resources. The PAS Club is affiliated with the National Postsecondary Agricultural Student Organization. The focus of the club is to foster leadership development for students pursuing a career in agriculture.
- **Residence Hall Association (RHA):** Is a student organization made up of students who live on campus. Meetings are held weekly to discuss and vote on issues that affect the quality of life for students residing in residence halls. Anyone is welcome to attend the meeting.
- **SkillsUSA:** Develops leadership abilities through participation in educational, vocational, civic, recreational, and social activities.
- **Student Family Association (SFA):** A student organization made up of families and individuals that live in the Student Family Housing units on campus. The goal of the association is to provide the best possible living arrangements for those students living on campus.
- **Sweetgrass Society:** Assists Native American students in their adjustment to college life, promotes better scholarship through group encouragement and supervision, and encourages other students to attend college.

### Fight! Lights! Fight! MSU-Northern's Fight Song!



Come on you **Northern** Lights let's win this game  
 And we will lead our campus on to fame  
 For we will **cheer, cheer, cheer** for **Northern** Lights  
 The Northern **Lights** will lead us on to victory  
 For we will **fight, fight, fight**, in every game  
 For we are strong of heart and proud of name  
 For we are **Northern** Lights  
 So full of fight  
 So **Fight... Lights... Fight!**

*Note: Put your right arm in the air on the **bold** words.*