

SHAWNEE STATE UNIVERSITY
GUIDE TO RESIDENCE LIFE
2011-2012



WELCOME TO RESIDENCE LIFE AT SSU

Dear Resident Student:

Welcome to Shawnee State University and your campus home! We are excited to have you as a member of our residential and campus community. Living on campus is one of the foundational experiences of your college career. Learning to live with others and to compromise along the way are skills that will stay with you long after your time spent at SSU. With nearly 1100 students living on-campus, you will meet people with similar to you and different from you in your residential community.

We have a fantastic staff to help make your transition to the academic and extracurricular environments an easy one. If you need help finding academic buildings, accessing campus resources, getting involved in student organizations, and/or finding someone to sit with in the Bears Den, contact your Resident Advisor (RA). RAs are some of our most respected student leaders who work closely with residents to help make their on campus living experience meaningful. Through educational/social programming and informative bulletin boards, your RA is here to celebrate your accomplishments and assist you in times of challenge. Your RA will make a special effort to reach out to you and we hope that you will do the same in return!

In addition to the RA staff, there are two Residence Coordinators that also live on-campus. These individuals are full-time administrators who serve as the 24-hour on-call responders to residence hall incidents. Along with the Director of Residence Life, these individuals are specifically trained in working with college students. Get to know these dedicated individuals as they strive to make your on-campus living experience a memorable one!

Once you have become comfortable in your classes, challenge yourself to become actively involved in a student organization. With nearly 50 clubs and organizations, we strongly believe that we have something to offer every student! Shawnee State University is an institution offering meaningful opportunities for students both inside and outside the classroom. We look forward to working with you and watching you make the most out of your college experience. Welcome to SSU!

Sincerely,

Marcie Simms, MA
Director, Residential Life

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MISSION

SHAWNEE STATE UNIVERSITY

Shawnee State University– the regional state university for Southern Ohio– prepares students for the changing needs of business, industry, education, and society through its diversified degree programs. Recognizing the importance of knowledge, values, and cultural enrichment, Shawnee State University is committed to providing higher education that fosters competence in oral and written communication, scientific and quantitative reasoning, and critical analysis/logical thinking. To enrich the lives of the community, the University provides opportunities for continuing personal and professional development, intellectual discovery, applied research, and appreciation for the creative and performing arts.

OFFICE OF RESIDENCE LIFE

The Office of Residence Life at Shawnee State University seeks to provide inclusive residential communities and an opportunity for residential students to grow academically, socially, and personally. In alignment with the University mission statement, the Office of Residence Life “recognizes the importance of knowledge, values, and cultural enrichment” through programmatic endeavors in the residence halls.



RESIDENCE LIFE VALUES

The residence halls at Shawnee State University are not just a place to live. We hope that your living environment is an educational one where you are able to learn outside of the classroom and gain pertinent skills that will benefit you in your life after college. Residence halls at SSU are not referred to as “dorms.” This word depicts buildings where only living occurs. The term “residence hall” encompasses the living-learning environment that we want each of you to experience.

While living on-campus, there are certain areas we want you to be exposed to. The Office of Residence Life believes that these areas will not only help you in having a meaningful college experience, but also give you skills and knowledge to serve you in your life beyond SSU.

Responsible Citizenship – Coming to college is a tremendous time of transition for you. Living in a residence hall with people that you do not know can be stressful. However, we want our students to realize how their actions and choices not only affect them, but everyone living around them. We challenge you to take responsibility for your actions and how those actions impact those living around you. Resident students are expected to act in accordance to the policies and guidelines set forward in the *Guide to Residence Life* and the SSU Student Code of Conduct.

Academic Excellence – Students living on-campus have the unique opportunity to live and learn together with other students. While we want you to have a good out-of-classroom experience, your main focus needs to be excelling in the classroom. The environment that you live in should

promote conditions for academic success. We encourage you to do your part in creating a conducive environment for living and learning in the residence halls.

Appreciation of Diversity - The residence halls at Shawnee State University are inclusive communities made up of students from different backgrounds, traditions, and experiences. The residence hall is a place where all belief systems, experiences, traditions, and perspectives are encouraged to be shared. We challenge you to not only find similarities that others share with you, but to appreciate the differences and be accepting of each unique individual in your residential community.

Whole Body Wellness – With the freedom associated with coming college, you are now responsible for your own well-being. Be sure to take care of yourself mentally, physically, and spiritually. We ask that you also do your part in creating an environment that other students living around you will be able to care of their personal needs.

Involvement – SSU offers nearly 50 clubs and organizations for students to be involved in. We encourage you to find a club or organization that you connect to and become involved in. Students who become involved show an increased persistence toward graduation.

RESIDENCE LIFE STAFF

Marcie Simms, Director

Brandon Lamma, Residence Life Coordinator

Sara Yusko, Residence Life Coordinator

RESIDENCE HALL SERVICES

The following list details some of the services accessible in the residence halls. If you have any questions or need more information, please talk to your RA.

Keys

Upon moving into the residence halls, students are given a hard key to access their front and bedroom doors of their apartments. Students living in Campus View, Glover Place, or Tanner will be given a swipe card to access the front door of their apartment. If you lose your hard or swipe key, please come to the University Housing office (University Center 222) immediately. The cost of replacing a swipe key is \$10 and \$65 for a hard key.

Maintenance

If there is anything broken or not working properly in your apartment, let your RA know immediately. They will complete a maintenance request to insure the issue is taken care of in a timely manner.

Cable/Internet/Phone Service

If you are experiencing issues with the Internet or phone service in your apartment, please contact University Information Services (740-351-3538). Visit their website for more information (<http://www.shawnee.edu/off/uis/index.html>). If you are experiencing issues with your cable TV service in your apartment, please notify your RA so they can submit a maintenance request.

Laundry Facilities

Laundry facilities are only for the use of resident students only. If you live in University Townhouses, there is a washer and dryer in each unit. Students living in Campus View, Carriage, Cedar, or Tanner can use the laundry facility directly behind Campus View 600. Students living in Glover Place can use the laundry facility attached to the building. The machines are coin operated and the cost is \$1 to wash or dry. If you are experiencing issues with the machines, let your RA know immediately so that they can submit a maintenance request.

Mail

Mail is delivered to the University Center. Each student living on-campus is assigned a mailbox and combination. Mailboxes are located on the wall behind the Welcome Desk on the first floor of the University Center. When packages that are too large to fit in the box are delivered, students will receive notification in their mailbox to pick up their package at the Welcome Desk. Students will need to bring their student ID in order to receive their package. Your mailing address while living on-campus is:

Your Name
Shawnee State University
Student Housing
940 Second Street
Portsmouth, OH 45662

Recycling

Each apartment is provided with a blue recycling bin. Students are encouraged to use this to dispose of any recyclable items (paper, plastic, aluminum). The recycling bin is not to be used as another garbage can. Representatives from the Office of Community Service come by the residence hall once a week to pick up items from the recycling bins. Please place the bins outside of your apartment on the designated day and then put them back inside after the items have been picked up. If you do not have a recycling bin for your apartment, please see your RA so that they can get you one.

“MyRA” Line

The “MyRA” line is a number that students can call when they need the assistance of a RA (i.e., locked out of apartment, issue a noise complaint, etc.). The number is 740-351-6972. During business hours, the line is forwarded to the Office of Residence Life. After 5 pm, the line is forwarded to a RA who is on duty. Please do not abuse the “MyRA” line. It is meant for you to use when you need assistance or have a concern.

Frequently Called Phone Numbers

All numbers listed below are (740) 351-XXXX unless otherwise noted

Academic Affairs.....	3260
Athletic Department.....	3285
Bears Den Menu Hotline.....	3150
Bookstore.....	3155/3517
Bursar.....	3471
Campus Security.....	3009/3243
Campus Security Emergency.....	3232
Center for International Programs.....	3136/3217
Dean of Students.....	3245
Financial Aid.....	4243
Psychological Counseling.....	3213
Health Clinic.....	4362
Library.....	3323
MyRA Hotline.....	6972
Registrar.....	3028
Student Activities.....	3217
Student Government Association.....	3320
Student Programming Board.....	3464
Student Success Center.....	3594
UIS Help Desk.....	3538
University Center.....	3549
Vice President for Student Affairs.....	3280
Women’s Center.....	3738

COMMUNITY STANDARDS

As students living on-campus, you are responsible for knowing the policies set forth in the SSU Student Code of Conduct. You are also responsible for knowing and abiding by the following University Housing and Residence Life policies as well as the University Student Conduct Code: <http://www.shawnee.edu/pub/sah/CodeOfConduct.pdf>. If you are found to be in violation of any of these policies, you may face judicial sanctions.

General Information

Eligibility

As students living on-campus, you are responsible for knowing the policies set forth in the SSU Student Code of Conduct. You are also responsible for knowing and abiding by the following University Housing and Residence Life policies as well as the University Student Conduct Code: <http://www.shawnee.edu/pub/sah/CodeOfConduct.pdf>. If you are found to be in violation of any of these policies, you may face judicial sanctions.

Registered sex offenders and convicted felons are not permitted in a University Housing facility. Students having been convicted or having pled guilty of a felony offense defined as an offense of violence under section 2901.01 (A) (9) of the Ohio revised Code or which involve the use, sale or distribution of a controlled substance in violation of the Ohio Revised Code or other applicable law shall not be permitted to reside in a University Housing facility.

A student may be withdrawn from the University on an interim basis by the Vice President for Student Affairs (or Designee) if they are found to have committed an act or acts which:

- a. Pose a threat of physical harm to self and others
- b. Directly and substantially impedes the lawful activities of others
- c. Cause significant damage property or directly and substantially interfere with the University's normal operations.

This action will be undertaken if a student appears to lack the capacity to appropriately respond to pending Student Conduct proceedings or to the expressed concerns of University officials regarding his/her behavior. For additional information on this process please see the Student Conduct Code <http://www.shawnee.edu/pub/sah/CodeOfConduct.pdf>

Violations Warranting Immediate Eviction

The following violations are considered significant violations of community standards and would normally result in a students' permanent removal from the residence halls, regardless of previous disciplinary history. These examples are not intended to be a complete list; residents may be subject to eviction in other serious circumstances.

- Possession/consumption of drugs.
- Possession of a large amount of alcohol.
- Physical assault (including sexual assault).
- Possession of firearms.
- Intentionally setting a fire, falsely pulling a fire alarm or causing a fire alarm to occur.

Smoking

Smoking in the residence halls is not permitted. You must be at least 20 feet from the building when smoking outside the residence halls.

Candles and Lamps

As a fire safety precaution, candles, candle warmers, and incense are not permitted in the residence halls. Most halogen bulbs are also not permitted in the residence halls. Any UL-approved halogen lamp manufactured after 1996 is permitted.

Visitation

Visitation provides an opportunity for members of the opposite gender to visit your apartment. Visitation hours are:

Sunday – Thursday: 8 am to 2 am

Friday and Saturday: 24 hour visitation

Guests of the same gender have 24-hour visitation at all times. However, no visitor may stay more than three consecutive nights and must be escorted at all times. Visitation is an agreement that must be agreed upon amongst roommates/housemates. At no time should a visitor have access to the student's key.

Guest Policy

Guests are permitted in the halls only at the request of a student and the agreement of roommates/housemates. Students are responsible for their visitor's conduct. All guests must abide by University policies. If a guest is found to be in violation of a University policy, they may be asked to leave the residence hall immediately or banned from being in any SSU residence hall. Cohabitation is strictly prohibited.

Noise

Because of the close proximity of the residence halls, excessive noise must be kept to a minimum. Quiet hours are:

Sunday – Thursday: 10 pm to 7 am

Friday and Saturday: 1 am to 10 am

During final exam week, 24 hour quiet hours are in effect. Courtesy quiet hours should be maintained at all times. Residents should be considerate by observing these hours and responding appropriately to requests to lower volume levels. Repeated noise violations may result in judicial sanctions.

Alcohol

SSU permits the possession and consumption of alcoholic beverages in the residence halls in accordance with the laws of the State of Ohio, ordinances of the City of Portsmouth, regulations of the Ohio Department of Liquor Control, and University policies.

Responsible behavior is expected at all times and intoxication is never an excuse for inappropriate behavior. No student shall sell or furnish alcoholic beverages to a minor.

University guidelines for alcohol in the residence halls are as follows:

1. Students may consume or possess alcohol only if they are of legal drinking age (21) and only in your room or the room of another resident who is of legal drinking age. Drinking in the common area of any residence hall apartment or outside the residence hall is strictly prohibited.
2. Students are held responsible for any underage drinking that occurs in their room, even if they are of legal drinking age.
3. Kegs (empty or filled in any portion), trash cans, or any other large containers holding quantities of alcohol are strictly prohibited in the residence halls or on campus property.
4. Decorative alcohol container collections (i.e., beer cans, liquor bottles, etc.) are not permitted in the residence halls.
5. Students who display intoxicated behavior or students who require staff assistance due to their consumption of alcohol shall be subject to judicial action.

Illegal Drugs/Drug Paraphernalia

Possession or use of illegal drugs or drug paraphernalia is strictly prohibited in the residence halls. Any student found in possession of drugs or drug paraphernalia may face judicial action or possible suspension/expulsion from the University.

Weapons

Students are prohibited from keeping or using firearms, fireworks, explosives, weapons (including knives, pellet, air, or paint guns, etc.) in the residence halls. Students found to be in possession of any weapon may face judicial action or possible suspension/expulsion from the University.

Gambling Policy

The practice of illegal gambling among residents has a disruptive effect upon the residence hall environment, and residents are expected to observe state laws governing games of skill or chance. Games of skill or chance where money changes hands is not permitted in the

Residence Halls. All fundraisers must be approved by the Office of Residence Life programs staff.

In the event a resident is found to be violating state gambling laws in the residence halls, criminal charges may be filed against the resident by the appropriate law enforcement agency, as well as disciplinary action taken under the Student Conduct Code. In addition, residents who violate other conduct regulations (theft or assault, for example) as a result of engaging in games of skill or chance will be subject to disciplinary action on the basis of their offenses.

Windows

Throwing any object out of a residence hall window is not permitted. The removal and/or damage of window screens in the residence halls is strictly prohibited.

Grills

Personal cook grills (i.e., George Foreman grills) are not permitted in the residence halls due to fire concerns. Public grills are located outside of most residence halls.

Pets

Residents are permitted to have fish, but other types of pets and animals are prohibited in the residence halls, including the pets of any visitors. Fish aquariums must be 5 gallons in capacity or less. Assistance dogs are exempt from this policy.

Safety and Security

Fire Safety/Fire Equipment

Each residence hall apartment is equipped with smoke detectors, carbon monoxide detectors, a sprinkler system, and a fire extinguisher. If your smoke detector goes off, evacuate the residence hall immediately and follow the instructions of your RA. Fire drills are conducted at least twice per semester.

Students who are found to have tampered with any of the fire safety equipment in the residence halls and using it for anything other than its intended use may face a monetary fine, judicial action, or suspension from the University. Any fire equipment should only be used for its designated purpose.

Valuables

The University is not responsible for loss of or damage to personal property of students who live in the residence halls. Please take necessary precautions to ensure that your valuables are not at risk of being lost or damaged.

Lockout Policy

If you are locked out of your apartment, please call the "MyRA" line. Each student is given three "free" lockouts each school year. After the third lockout and up to the fifth lockout, students

are charged \$10 per lockout. After the fifth lockout, students are charged the cost of replacing the key (\$65 per lockout). We encourage students to carry their room keys with them at all times.

Confiscation Policy

If a student is found to be in possession of an item that is not permitted in the residence halls (i.e., candles, weapons, drugs/drug paraphernalia, etc.), they can be confiscated and the student will face judicial action. Students are entitled to the return of these items at the end of the year or when they leave campus. However, illegal drugs and drug paraphernalia are not returned since a violation of state law has occurred. Weapons are turned over to the Shawnee State University Department of Public Safety. Any item not claimed within one calendar year of confiscations becomes SSU property and is discarded.

Room Entry

A room entry is defined as entrance to a student's room to fulfill maintenance requests, housekeeping needs, safety or security inspections, and other duties by University officials. A student's room will not be entered without a University official knocking and announcing themselves. Entry following the knock will be preceded by enough time to allow a student to open the door.

Room Search

A room search is defined as a formal search when there is reasonable suspicion that a state or federal law or University policy may have been, or is being, violated. Each student who occupies a residence hall apartment is responsible for items, materials, or substances defined by the Student Code of Conduct and state/federal law as being illegal. A room search will only be conducted by a University administrator.

Health and Safety Inspection

Health and safety inspections are conducted each semester by your RA to check for safety concerns, damages, and cleanliness. You will receive notice before the inspections take place.

Pest Control

If you are having any pest problems, report the issue to your RA immediately. Do your part by keeping your trash cans emptied and apartment clean.

Check-Out Policy

If you are moving out or your room for any reason you are required to check out with your RA. Please contact your RA to complete necessary paperwork and turn in your room key. If you fail to check out properly you will be charged with an improper check out fee (\$25). If you fail to return your apartment key you will also be issued a charge (\$10 for swipe key, \$65 for hard key).

Damages

Each room of residence halls is checked at the beginning of the year for any damages. These damages are documented before students arrive on the Room Condition Report (RCR) form.

When the student moves in to their room, it is their responsibility to go over the RCR and make sure the completed form is correct. If any changes need to be made to the RCR, it is the responsibility of the student to notify their RA. When a student checks out of the apartment at the end of the semester or academic year, the RA will complete the “check-out” portion of the RCR with the student. Any damages to the apartment after the student moved will be the responsibility of and paid for by the student. The common damages include not cleaning the apartment, holes in the walls, adhesives left on the walls, and carpet stains. Failure to pay assessed fees for damages may result in a hold placed on your registration for classes, graduation, or academic records.

Solicitation

Students living in the residence halls may not act as agents for business when this entails solicitation or receiving business offers, services, or goods in the facility. A student’s room or apartment may not be used for business purposes of any nature. This includes door to door sales, distribution of flyers, etc.

Housing Accommodations for Persons with Disabilities

Students requesting disability related Housing accommodations should consult with the Coordinator, Disability Services: http://www.shawnee.edu/off/disability_services/index.html (740-351-3276)

STUDENT CONDUCT CODE

As a student at Shawnee State University, it is your responsibility for being familiar with the Student Conduct Code. The following information will highlight sanctions imposed on students for breaking University policies. For more information pertaining to the student judicial process, please refer to the Student Conduct Code on the SSU website: <http://www.shawnee.edu/pub/sah/CodeOfConduct.pdf>.

Sanctions

1. The following sanctions may be imposed for violation of the Student Conduct Code:
 - a. **Official Censure** - A written reprimand to the student for violation of specified regulations, including a warning that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.

- b. **Official Warning** - Notice to the student, orally or in writing, that continuation or repetition of prohibited conduct may be cause for additional action.
- c. **Restitution** - Compensation for loss, damages or injury. This may include appropriate service and/or monetary material replacement. Payment up to the replacement value of the items damaged (but not to exceed same), costs for cleaning, staff time, materials, supplies, fees assessed by the City of Portsmouth or other governmental agency, and similar charges related to the violation and/or the adjudication of the violation.
- d. **Loss of Financial Aid** - Consistent with Federal and State of Ohio laws, scholarships, loans, grants, fellowships and any other types of state financial aid given or guaranteed for the purposes of academic assistance can be conditioned, limited, cancelled or denied.
- e. **Educational and Remedial Sanctions** - An order requiring a student to participate in service activities or educational programs for alcohol or other drugs, treatment programs for alcohol or other drugs, psychological counseling, or any other programs, tasks, or events designed to assist the student in learning more about how their behavior(s) affect themselves and/or the community.
- f. **Denial of Access to Campus** - A designated period of time during which the student is not permitted on University property or specified areas of campus.
- g. **Disciplinary Probation** - A designated period of time during which privileges of continuing in student status are conditioned upon future behavior. Conditions may include, for example, the potential loss of specified privileges to which a current student would otherwise be entitled, like exclusion from participation in extra-curricular institutional activities for a specified period of time; or from participation in specific institutional activities, events, or programs that may include representation of the University on athletic teams and/or holding leadership positions in any student club or organization. Violations of the terms of disciplinary probation, or any other violation of this *Code* during the period of probation will normally result in suspension or dismissal from the University. This sanction is noted on a student's transcript.
- h. **Deferred Suspension** - Suspension that is delayed or deferred, pending specified behavioral performance. A finite period of observation and review occurs during the deferred suspension. If a student or student organization is again found responsible for violations of the *Code*, or fails to meet the behavioral performance, the suspension will take place immediately without appeal. This sanction is noted on a student's transcript.

- i. **Suspension** - Separation of the student from SSU student status for a proscribed period of time, and/or until stated condition(s) is (are) met, and exclusion from University premises, privileges, events, and activities after which the student must petition the Vice President for Student Affairs to reapply to the University. Conditions for readmission may be specified. This action will be recorded on the student's academic transcript, but may be removed by the Vice President for Student Affairs after four years, for good cause. The burden of showing "good cause" for having the suspension removed, being readmitted or having the action removed from the student's academic transcript rests with the student requesting relief from this provision.
- j. **Emergency Suspension, Interim Suspension.** If the Vice President for Student Affairs or designee has reasonable cause to believe the presence of the student or student organization at the University could result in possible danger of physical harm or emotional safety and well-being to person, persons, or property at the University, or poses a threat to the stability and continuance of normal University functions, the Vice President for Student Affairs may immediately suspend a student or student organization for an interim period, pending disciplinary and/or criminal proceedings, medical / psychological evaluation, and/or substance abuse evaluation. A disciplinary hearing or decision will be made without undue delay. An interim suspension shall be operative immediately upon receipt of notice (verbal or written) of the suspension and the reasons therefore. A student suspended on an interim basis shall be given a prompt opportunity to appear personally before the Vice President for Student Affairs or a designee for an interim suspension hearing to discuss the reliability of the information concerning the conduct, including the matter of identity; and/or whether the conduct and surrounding circumstances reasonably indicate the continued presence results in possible danger of physical harm or emotional safety and well-being to person, persons, or property at the University or poses a threat to the stability and continuance of normal University functions. It is within the discretion of the Vice President for Student Affairs or designee to allow a parent, legal guardian or other advisor to attend and/or to remain in the meeting with the student and/or organization.

If, after a hearing on the charges, the accused student is found not responsible for the charges, he/she will receive an excused absence for the interim suspension period.

- k. **Dismissal - Permanent** separation of the student from SSU student status. The student is banned from campus. This action is recorded permanently on the student's academic transcript, but may be removed by the Vice President for Student Affairs after five years for good cause. The burden of showing "good cause" rests with the student requesting relief from this provision.

- l. **Admission or Readmission** - Admission or readmission to SSU may be qualified, revoked or denied to any person found to have violated the Student Conduct Code. The applicant may petition the Vice President for Student Affairs.

- m. **Multiple Sanctions** - More than one sanction may be imposed for a single violation.

- n. **Other Action** - Such other action as the committee or officer, within reason, may deem appropriate (e.g., counseling assessment and compliance; fines; denial of financial assistance from programs funded by the University; removal from or reassignment of University Housing; prohibition of contact with specified person(s); withholding of registration, diplomas, transcripts or other records; and payment of costs for educational programs).

Attempts to commit acts prohibited by this *Code* may be punished to the same extent as completed violations.

Any violation of this *Code* motivated by consideration of race, gender, color, religion, ancestry, national origin, age, disability, veteran status, sexual orientation, or other protected status under federal and/or state statutes and/or University policy may subject the student to the imposition of a sanction more severe than would be imposed in the absence of such motivation.

Students who fail to complete sanctions will have a disciplinary hold placed on their records, affecting their ability to perform registration, transcript, and other functions, and may receive additional judicial charges. Disciplinary holds will not be lifted until sanctions are completed. Unpaid fines, restitution, and other charges may be referred to the Ohio Attorney General for collection and prosecution.

The University reserves the right to revoke an awarded degree for fraud in receipt of the degree, or for serious disciplinary violations committed by a student prior to the student's graduation.