

SHAWNEE STATE UNIVERSITY

RESIDENT HANDBOOK



"WELCOME TO HOUSING & RESIDENCE LIFE!"

Dear Housing Bear,

Welcome to Shawnee State University and your new home on campus! We are excited to have you as a member of our residential community. Living in campus housing offers a unique opportunity to grow, build connections, and develop skills that will stay with you well beyond your time at SSU. From learning to live with others to navigating shared spaces and responsibilities, your on-campus experience plays a vital role in your college journey.

To support your transition, the Office of **Housing & Residence Life (HRL)** provides a dedicated team of student leaders and professional staff. Your **Resident Assistant (RA)** is a trained student leader who lives in your building and is here to support you, answer questions, and help create a positive, inclusive community. RAs are here to celebrate your achievements, assist during challenges, and help you get connected across campus.

Our professional Housing & Residence Life staff are committed to fostering a safe, engaging, and student-centered residential experience. We encourage you to reach out, ask questions, and get to know the team — we're here to support you.

As a member of the residential community at Shawnee State, you are expected to uphold the values of respect, responsibility, and community. Living on campus means being mindful of shared spaces, contributing to a safe and inclusive environment, and following the policies outlined in this handbook. Your actions impact those around you, and each resident plays a role in maintaining a positive living experience for everyone. This handbook is designed to guide you throughout the academic year. Inside, you'll find important information about housing policies, safety procedures, community expectations, and the resources available to you. Please review it carefully and refer back to it whenever questions arise.

We're glad you're here and look forward to being part of your journey at SSU. Welcome to campus. Welcome home. Paws Up!

Sincerely,
HRL Leadership Team
Be Happy & At Home with SSU



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Getting Started

Happy & At Home

Housing & Residence Life is committed to helping every student feel happy, supported, and at home at SSU — whether you're a campus resident or commuter. We strive to be intentional, welcoming, trustworthy, and reliable in all that we do, and we are dedicated to making every student's experience at Shawnee State meaningful and valued.

Housing & Residence Life Values

Community

We foster a sense of belonging by creating environments that encourage shared perspectives, acknowledge interdependence, and provide mutual support and understanding for all.

Equity

We are committed to environments that promote access, challenge bias, cultivate empathy, and uphold respect and fairness for everyone.

Wellbeing

We support the social, physical, emotional, mental, and intellectual wellness of our students through holistic resources and inclusive environments.

Service

We aim to create meaningful experiences through responsive support, personalized guidance, innovative ideas, and purposeful engagement.

Learning

We believe in environments that encourage academic, personal, and professional growth through intentional educational opportunities.

Integrity

We are guided by honesty, transparency, consistency, and ethical practices in all our interactions and decisions.

These values are at the heart of our work — shaping the way we serve, support, and build community with every Bear who calls campus home!



Housing & Residence Life Staff

Dean of Students	Jeff Hamilton
HRL Assistant Director	Taylor Mershon
HRL Business Operations	Orlando (OJ) Currie
On-Call Coordinator	Chandler Fointno
On-Call Coordinator	Chian Gloster

HRL Services & Resources

Office of Housing and Residence Life Services

The following list highlights services available to on-campus residents through the Office of HRL. If you have any questions or need more information, please talk to your RA or contact Housing & Residence Life at housing2@shawnee.edu.

Internet

How to Connect:

You'll receive an email—sent to your **@MyMail.shawnee.edu** account a few days before move-in—with your unique access credentials. The email subject is typically **"BearNet Housing Wi-Fi Information"**—please refer to this for your login details.

Need Help?

For Wi-Fi issues, contact Spectrum Community Wi-Fi Technical Support 24/7 at **1-855-895-5302**. If Spectrum refers you to SSU ITS—for example, regarding login details or network issues—submit an IT ticket via email to ITServices@shawnee.edu.

Important Guidelines:

Personal routers or access points are not permitted in campus housing, as they interfere with the existing BearNet Wi-Fi network. If you have arranged and are paying for your own private internet service through Spectrum or another authorized provider, router use may be permitted as part of that private setup.



Keys

Upon move-in, students are issued appropriate key(s) based on their assigned housing location.

- Campus View & Tanner Residents: Receive a swipe key card to access the front door of the apartment. Campus View residents also receive a hard key to access their bedroom door.
- Cedar House & Townhouse Residents: Receive a hard key to access both the front door and their bedroom door.

Lost Key Procedure

If you lose your hard key or swipe key, visit the Office of Housing & Residence Life in the University Center as soon as possible to request a replacement.

- Swipe key card: \$12 replacement fee
- Hard key: \$90 minimum replacement fee

Please keep your key(s) secure at all times to protect your safety and the safety of your housemates. **Keys may not be shared, duplicated, or given to anyone else under any circumstance.**

Laundry Facilities

Laundry facilities are available for residential students only. If you live in the University Townhouses, each unit is equipped with its own washer and dryer. Students living in Campus View, Cedar House, or Tanner Place may use the shared laundry facilities located directly behind Campus View 600 or attached to Campus View 200.

All machines are coin operated. The cost is \$1.25 to wash/\$1.25 to dry in shared facilities (Campus View, Cedar, and Tanner), and \$1.50 to wash/\$1.50 to dry in Townhouse units.

If you experience any issues with a laundry machine, please submit a maintenance request as soon as possible. You can find directions on where to access the maintenance request form below.

Maintenance

If something in your apartment is broken or not functioning properly, please submit a **maintenance request** as soon as possible using the **Maintenance Request link** on your **MySSU** account or by visiting the Housing & Residence Life page at shawnee.edu. The link is located under the 'Housing Forms & Guides' section on the left-hand side of the page. Submitting a request promptly helps ensure the issue is addressed in a timely manner. For urgent issues such as **water leaks, overflowing toilets, smoke, or problems with your front door**, contact your **Resident Assistant (RA)** immediately for assistance.



Miscellaneous Maintenance:

Drano and similar drain-clearing products should not be used in sinks or showers, as they can damage the plumbing. If you experience a clog, please submit a maintenance request and contact your RA if you need assistance. Additionally, **no cleaning products should be placed inside the toilet tank**, as this can damage internal components.

For residents in **Campus View** and **Tanner Place**, thermostat settings should remain between **68°F (cool)** and **75°F (heat)**. During **Winter Break**, residents are responsible for setting their thermostat to **70°F heat**, and during **Spring checkout**, it should be set to **70°F cool**.

Mail

Mail is delivered to the **University Center**, where each on-campus resident is assigned a mailbox and combination. Mailboxes are located on the **first floor**, on the wall behind the **Information Desk**. If a package is too large to fit in your mailbox, a notification will be placed inside your box, and you can pick up the package at the **Information Desk**. A **valid student ID** is required to claim your package.

Your campus mailing address is:

Your First and Last Name
Shawnee State University
University Housing
940 Second Street
Portsmouth, OH 45662

MyRA

MyRA is a phone number that allows on-campus residents to contact the **on-call Resident Assistant** for support with non-emergency issues such as **lockouts, noise complaints**, or other housing-related concerns. The number is **740-351-6972**.

This number is intended for current residential students only and should not be shared with individuals outside of campus housing.

If you are experiencing an emergency or feel you are in immediate danger, contact the **Department of Public Safety** at **740-351-3232**.

Please use the MyRA line **responsibly**. It is intended for situations that require RA support outside of regular office hours.



Helpful Campus Contacts

All numbers listed are (740) 351- XXXX

Bookstore.....	3155
Box Office.....	3600
Career Services.....	3027
Center for International Programs.....	3136
Dean of Students.....	3616
Department of Public Safety (Emergency).....	3232
Department of Public Safety (Non-Emergency).....	3243
ITS Help Desk.....	3538
Library.....	3323
Math Lab.....	3827
MyRA Hotline.....	6972
Student Business Center (Bursar, Financial Aid, Registrar)	4357
Student Engagement.....	3164
Student Success Center.....	3594
Title IX.....	3877
University Center Information Desk.....	3217
University Housing and Residence Life.....	3222
Writing Center.....	3488

Community & Facility Guidelines

Community Regulations

As students living on campus, you are responsible for knowing and abiding by the policies enforced by Housing & Residence Life and the University Student Conduct Code. The Student Conduct Code can be found on the Dean of Students web page. If you are found to be in violation of any of these policies, you may face judicial sanctions.

Violations Acquiring Immediate Action

The following behaviors are considered serious violations of Housing & Residence Life and university policies. While these violations do not automatically result in removal from housing, they will result in immediate referral to the student conduct process and may lead to disciplinary action, including possible eviction depending on the circumstances.

This list includes, but is not limited to:

- Possession or use of drugs and/or illicit substances



- Possession of a large quantity of alcohol
- Physical assault, including sexual assault
- Possession of firearms or other prohibited weapons
- Intentionally setting a fire, falsely pulling a fire alarm, or causing a fire alarm to occur

These behaviors threaten the safety and wellbeing of the residential community and are taken very seriously. All residents are expected to uphold community standards outlined in this handbook and the Student Conduct Code.

Quiet Hours

Due to the proximity of university housing units, all residents are expected to be mindful of their noise levels. Quiet hours are in place to promote a respectful living and learning environment:

- **Sunday–Thursday:** 10:00 PM – 8:00 AM
- **Friday–Saturday:** 1:00 AM – 11:00 AM

During **final exam week**, 24-hour quiet hours are enforced.

In addition to designated quiet hours, **courtesy quiet hours** are in effect at all times. This means residents are expected to maintain reasonable noise levels and respond respectfully to any requests to reduce volume. **Repeated noise violations may result in student disciplinary action.**

Lockout Policy

If you're locked out of your apartment, call the MyRA line at 740-351-6972. Each student is allowed **three free lockouts per academic year**. After the third, a **\$12.00 charge will apply for each additional lockout**. Excessive lockouts may result in disciplinary action. Remember, always carry your key.

Visitation and Guest Policy

Guests are welcome in university housing only at the invitation of a resident and with the agreement of all roommates and/or housemates. Residents are always fully responsible for the behavior and policy compliance of their guests.

If a guest violates University policies, they may be required to leave the building immediately and may be banned from returning to any University-owned housing or property.

- Cohabitation is not permitted. Guests may not stay more than three nights within a seven-day period.
- Guests must **always remain with their host** while in any university housing units.



- Residents may not share their keys or provide access to anyone outside of their assigned unit.

If a concern arises about guests or roommate conflict, residents should communicate with their RA as soon as possible.

Smoking & Tobacco

The use of **any smoking or tobacco-related products** is strictly prohibited in all **University-owned, leased, or managed buildings, grounds, and vehicles**. This includes, but is not limited to:

- Smoking or vaping of any material
- Possession or use of e-cigarettes, vapes, or tobacco products
- This policy extends to all areas of campus, including classrooms, offices, restrooms, and other shared spaces.

Alcohol

Shawnee State University permits the possession and consumption of alcoholic beverages in university housing in accordance with Ohio state laws, local ordinances, and University policy.

Responsible behavior is always expected. Intoxication does not excuse disruptive or inappropriate conduct. No student may sell or provide alcohol to individuals under 21.

Alcohol guidelines include:

1. Students who are 21 or older may possess and consume alcohol **only** in their own apartment or in another resident's apartment where all present are also of legal drinking age.
2. Alcohol consumption in shared spaces (e.g., common areas, patios, or outdoors) is only permitted if **all occupants** of the unit are 21 or older **and** no underage persons are present.
3. Students are responsible for any underage drinking that occurs in their apartment, even if they are not the one providing alcohol.
4. Large alcohol containers (e.g., kegs, party tubs, trash cans) are prohibited in all university housing.
5. Decorative alcohol container displays (e.g., bottle or can collections) are not permitted.
6. Students who appear intoxicated or require assistance due to alcohol use may be referred to the conduct process, regardless of age.



Illegal Drugs/Drug Paraphernalia

The **possession, use, or distribution** of illegal drugs or drug paraphernalia is strictly prohibited in university housing, including all housing units/apartments. This includes misuse of prescription medications and THC-related substances not permitted under Ohio law or University policy. Any student found in violation may be referred to the student conduct process and could face sanctions including removal from housing or suspension.

Students seeking medical accommodation for prescription medications or related needs should contact **Accessibility Services** at (740) 351-3163.

Gambling Policy

Illegal gambling is not permitted in any university housing unit. Games of skill or chance involving money or personal belongings are not allowed, regardless of intent.

- Fundraisers involving chance-based games must be approved in advance by Housing & Residence Life.
- Residents found violating gambling laws or creating disruptions may face disciplinary action or legal consequences.

Solicitation

Students may not operate or promote a business from their personal bedroom or within university housing. This includes but is not limited to:

- Door-to-door sales
- Distribution of flyers
- Offering goods or services for compensation

Solicitation of any kind, whether for personal, commercial, or outside organizations, is not permitted in university housing.

Prohibited Items

To ensure the safety of all residents, certain items and materials are not permitted in campus housing. Please review the list below carefully, as violations may result in conduct action and/or removal of the item. **Prohibited items include, but are not limited to, the following:**



Flammable Materials

- Burning or possession of **candles, incense, sterno, kerosene/oil lamps**, or any similar items is strictly prohibited — even during power outages.
- **Candles** are not permitted for decoration or use under any circumstances.
- **Use of matches** or open flames.
- **Portable heating devices** (e.g., **space heaters**) and **petroleum fuels** are prohibited.
- **Explosive devices** or materials used to create them.
- **Cooking appliances** outside of designated kitchen areas.
- **Indoor grills are prohibited.** Outdoor grills are available near most housing facilities for resident use.

Electrical Usage

- Do not overload electrical outlets or use improper extension cords to create additional outlets.
- Only **UL-listed surge protectors** should be used for electronics.
- Most halogen lamps are not allowed. Only UL-approved halogen lamps manufactured after 1996 are permitted.

Weapons

The use, storage, or possession of dangerous weapons is **strictly prohibited** in all university housing. This includes, but is not limited to:

- Firearms, handguns, or any automatic/semi-automatic weapons
- Ammunition
- BB guns, pellet guns, paintball guns, or compressed air guns
- Explosives, fireworks, or incendiary devices
- Knives intended to cause harm
- Any item designed to resemble a weapon

Exception: Foam dart-style Nerf guns are permitted. Violations of the strictly prohibited items may result in disciplinary action and possible removal from housing.

Pets

- Only fish are allowed as pets in university housing.
- Aquariums must not exceed **5 gallons**.
- All other animals, including guest pets, are prohibited.

Service Animals and Emotional Support Animals (ESAs) require prior approval through **Accessibility Services** at (740) 351-3163. Students approved for an **ESA must use protective**



covers on all University-provided furniture. Violations of the pet policy may result in conduct action and daily fees.

Hover Boards

Due to safety concerns and fire risk, the use, possession, or storage of the following items is **prohibited** in all university housing units:

- Hoverboards
- Segways
- IO Hawks
- Skywalkers
- Any similar motorized transport devices

Valuables

Shawnee State University is not responsible for the loss of or damage to personal property in university housing. We encourage all residents to take steps to secure their belongings:

- Housing & Residence Life highly encourages all residents to obtain **renter's insurance** to protect personal belongings while living on campus.
- Do not leave valuables in your vehicle.
- Use a lockbox for prescription medications.
- Students may register valuables with the Department of Public Safety by calling (740) 351-3243.

Windows, Doors & Walls

To maintain safety and prevent damage:

- Do not throw items from windows or remove/damage window screens.
- Fans may not be placed in windows.
- Use only **painter's tape or masking tape** for wall decorations. **Avoid** all heavy-duty adhesives like **foam tape, duct tape, or Command strips**.
- Thumb tacks may be used sparingly; however, any resulting damage to university property may still incur damage fees. Residents use these materials at their own risk, and all potential damages will be assessed by university staff.

*Please note that any wall damage may result in a **damage fee** being charged to the resident's student account.



Health & Safety Policies

Fire Safety/Fire Equipment

Each apartment is equipped with smoke detectors, carbon monoxide detectors, a sprinkler system, and a fire extinguisher. If your smoke detector goes off, evacuate immediately and follow the instructions of your RA. Fire drills are conducted at least twice per semester. Tampering with or misusing any fire safety equipment may result in fines, disciplinary action, and/or suspension from the university. All fire equipment must only be used for its intended purpose. For fire safety reasons, tapestries or any other items may not be hung from ceilings as they could interfere with proper operation of fire protection systems.

Health & Safety Inspection

Resident Assistants conduct **health and safety inspections once per semester**. These checks evaluate cleanliness, safety, and any damage within the apartment. Residents will be notified in advance. Presence during inspection is not required. Failure to pass may result in conduct action.

Room Entry & Search

Room Entry refers to authorized staff entering a residence for maintenance, safety inspections, or cleanliness checks. Staff will always knock, announce themselves, and provide a reasonable time for the door to be answered.

Room Searches occur when there is reasonable suspicion of a violation of University policy or law. Searches may be conducted by Housing & Residence Life staff and/or Public Safety personnel. The University reserves the right to enter or search rooms when:

- Ensuring student safety or wellbeing.
- Investigating violations of local, state, federal law, or University policy.
- Conducting health and safety checks.
- Preventing harm to others.

Consent is not required when safety or policy concerns are present.



Confiscation Policy

Items not permitted in campus housing (e.g., candles, weapons, drugs/paraphernalia) may be confiscated. Residents may reclaim legal items at move-out or upon departure from campus.

However:

- **Drugs, Paraphernalia, and Weapons** are turned over to the Department of Public Safety and may not be returned due to legal violations.
- **Unclaimed Items** become university property after one calendar year and may be discarded.
- **Abandoned Belongings:** Any personal items left in a unit after checkout or departure from the university will be considered abandoned and may be discarded or donated. Be sure to take all belongings with you when you leave.

Pest Control

Report pest concerns to your RA immediately. Prevent infestations by:

- Keeping your apartment clean
- Taking out trash regularly
- Avoid leaving food or drinks left uncovered

Check-In & Check-Out

Check-Out Policy

If you are moving out of your room for any reason, you are required to properly check out with your RA. This includes completing the necessary paperwork and returning your room key(s).

Failure to complete the check-out process will result in an **improper check-out fee**.

If you do not return your apartment key, you will be charged:

- **\$12** for a swipe key
- **\$90** for a hard key

Before leaving, please remember to update your mailing address and submit a mail forwarding request through the U.S. Postal Service.

Damages, Room Condition, & Apartment Inspections

Upon moving in, residents are responsible for completing the **Room Condition Report (RCR)** to document any pre-existing damage for each campus apartment. If any discrepancies or additional damage(s) are found, the resident must notify their RA as soon as possible to update



the form. Residents are financially responsible for any damages beyond normal wear and tear. Charges may be assessed for:

- Missing or damaged furniture.
- Wall damage (holes, adhesive residue, etc.).
- Excessive cleaning or trash removal.
- Any university property that has been removed from a bedroom or apartment. All university property must not be removed from any housing unit.

Residents may also be held responsible for damage(s) to shared or common areas (e.g., bathrooms, kitchens, lounges). If damage in a common area cannot be attributed to a specific individual, **community billing** may apply, and charges will be shared among all residents of that space. Unpaid damage or cleaning charges may result in a **hold on your student account**, which may impact registration, graduation, or access to academic records.

End-of-Spring Semester Inspections & Charges:

At the end of each Spring semester, after all residents have completed the move-out process, university staff conduct detailed inspections of each apartment. These inspections assess for any damage or cleanliness concerns beyond normal wear and tear. Once inspections are complete, any applicable charges are added to student accounts. Residents will receive a notification and itemized list of charges via their SSU email.

To avoid unexpected charges, residents are encouraged to clean their space thoroughly, report any damages during the semester, and follow all check-out instructions provided by HRL.

List of Most Common Damage & Cleanliness Charges:

Kitchen

- Burned or dirty stove drip pans
- Dirty or unplugged refrigerator
- Trash left behind
- Dirty counters or cabinets (interior or exterior)
- Unswept or sticky floors

Bathroom

- Dirty sink, bathtub/shower, or toilet
- Cabinets not emptied or cleaned
- Floor not swept or mopped

Bedroom



- Desk or dresser drawers not emptied or cleaned
- Unswept or unvacuumed floors
- Drywall damage (e.g., from command hooks, nails, or tape)
- Belongings left behind

Common Areas

- Damaged or heavily soiled furniture (couch, chairs, tables)
- Desk drawers not emptied or cleaned
- Unswept or dirty floors

Housing Charges & Fines:

Item	Price
Damages	Variable, depending on the type of damage.
ESA Damages/Uncleanliness	\$50.00+
Unregistered Pet/ESA Living in Housing Unit	\$35.00/day plus Damage and/or Cleanliness Fees
Failure To Dispose of Trash	\$25.00 - \$100.00
Housing During University Breaks	Pro-Rated Daily Rate
Improper Checkout	\$25.00
Key Replacement: Hard Key	\$90.00
Key Replacement: Swipe Key	\$12.00
Lock Core Replacement	\$90.00
Lockout Charge	\$12.00
Smoking in University Housing: First Violation	\$250.00
Smoking in University Housing: Second and Subsequent Violations	\$500.00
Violation of Noise Policy	\$25.00
Violation of Guest Policy	\$25.00



Belongings Left Behind

Any belongings left behind in an apartment at the end of a semester or upon a student's departure from the university will be considered abandoned and will be donated or discarded. Residents are encouraged to pack up all their belongings before contacting their RA for check out.

Administrative & Conduct Processes

Housing Accommodations for Persons with Disabilities

Students requesting housing accommodations related to a disability should contact the **Coordinator of Accessibility Services** at:

- ssuaccessibility@shawnee.edu or (740) 351-3163.

Reassignment, Consolidation and Termination

The University reserves the right to:

- Adjust housing assignments
- Reassign roommates
- Consolidate room occupancy
- Terminate housing agreements

Assignment to a specific residence hall, room type, or roommate is **not guaranteed**.

If your assigned roommate does not move in, the university may:

- Assign a new roommate to your space
- Offer you the option to buy out the room as a single (or double, in the case of a triple)
- Reassign you to a different room/building

Room charges may be adjusted based on actual occupancy.

Student Conduct Code

As a Shawnee State student, you are responsible for understanding and following the Student Conduct Code, which outlines expectations and disciplinary procedures. Violations of University policies may result in sanctions, including warnings, probation, suspension, or expulsion.



View the full **Student Conduct Code** here:

<https://www.shawnee.edu/sites/default/files/documents/Student-Conduct-Code-2020.pdf>

HRL Leadership Team
Be Happy & At Home with SSU
University Center Suite 222
Shawnee State University

