



Residence Life Student Handbook

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Welcome!

Welcome to Residence Life at Milwaukee School of Engineering! If you are a first-year student, a transfer student, a graduating senior, or anyone in between we hope that you will find a home away from home in our residence halls! We are excited to have you with us and sincerely hope that your Residence Hall experience will prove to compliment your educational and personal growth.

Please make the most of your out-of-the-classroom experience. Discover and immerse yourself in one or more of the many activities and student organizations available to you on campus. Your involvement will make for a more enriching experience as a member of our community.

As a member of the residence hall community, you will have the unique experience of interacting with people from diverse backgrounds, interests, and lifestyles. As a department, we will be promoting MSOE's eight Dimensions of Wellness. A complete description of the dimensions can be found in the handbook. I hope that you will take advantage of this wonderful opportunity not only to learn more about individuals who are different from you, but also to share your own experiences as well!

I hope that you will take time to read each section of this handbook completely. You are responsible for knowing and abiding by all of our policies and procedures per the residence hall contract you signed. As a responsible member of our community, it is up to you to ensure that you are taking an active role in creating an inclusive community, where the residents and the environment (hall facilities, furnishings, etc.) all are treated with respect. This handbook provides information on the services, facilities, policies, and opportunities offered by our Residence Halls.

Student satisfaction is very important to us. We base initiatives and projects on your feedback. Should you have comments or suggestions, please talk with your Residence Hall Director or Resident Assistant, or stop by my office (cc-345) to talk about what is happening.

On behalf of the entire Residence Life Staff and the Division of Enrollment and Student Affairs, I wish you much success in all of your 2019-2020 experiences at Milwaukee School of Engineering.

Betty Albrecht
Assistant Dean of Students and Residence Life

Welcome to MSOE!

Go RADIERS!

Section 1
Introduction

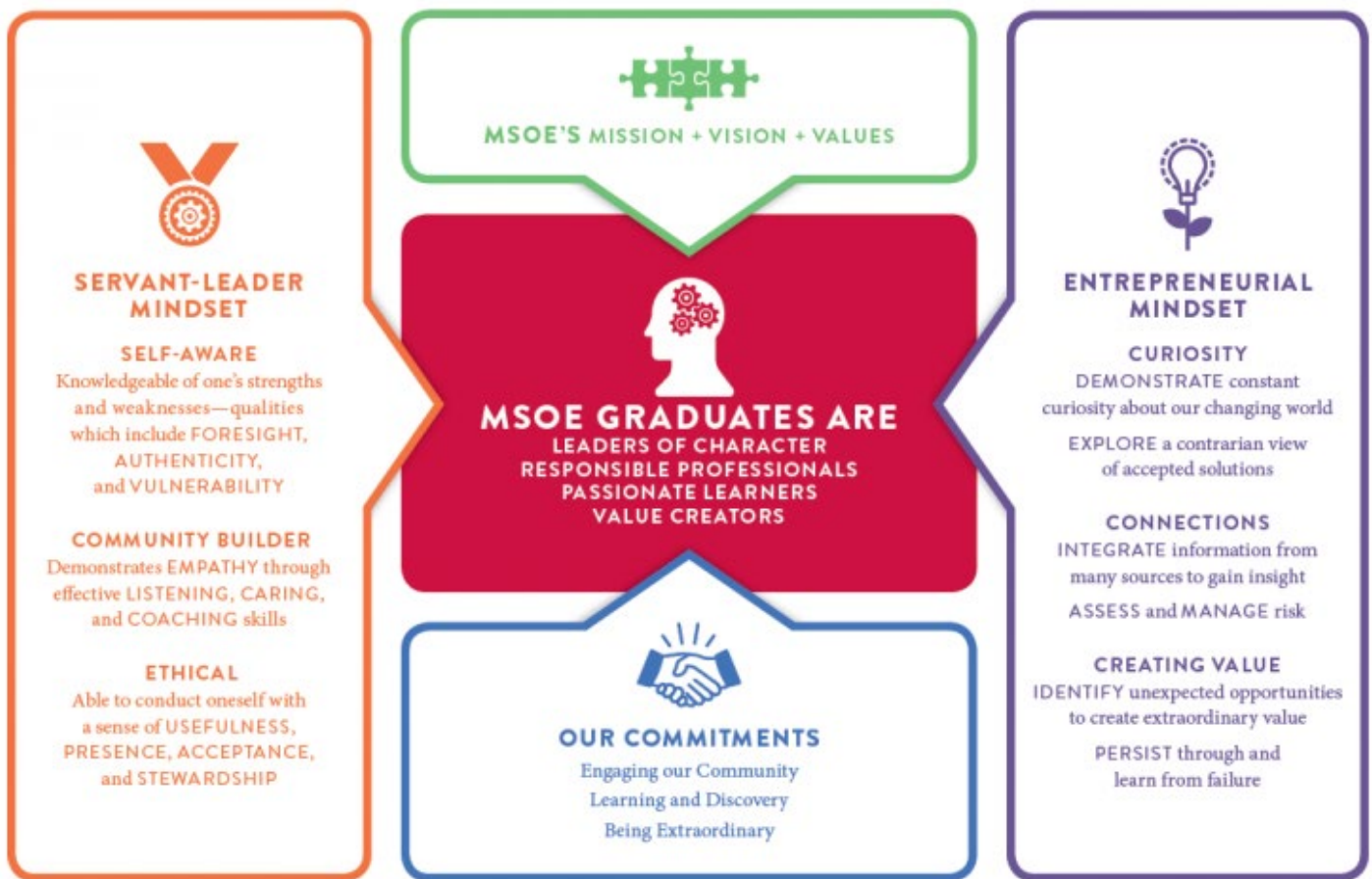
University Mission Statement

MSOE is the university of choice for those seeking an inclusive community of experiential learners driven to solve the complex challenges of today and tomorrow.

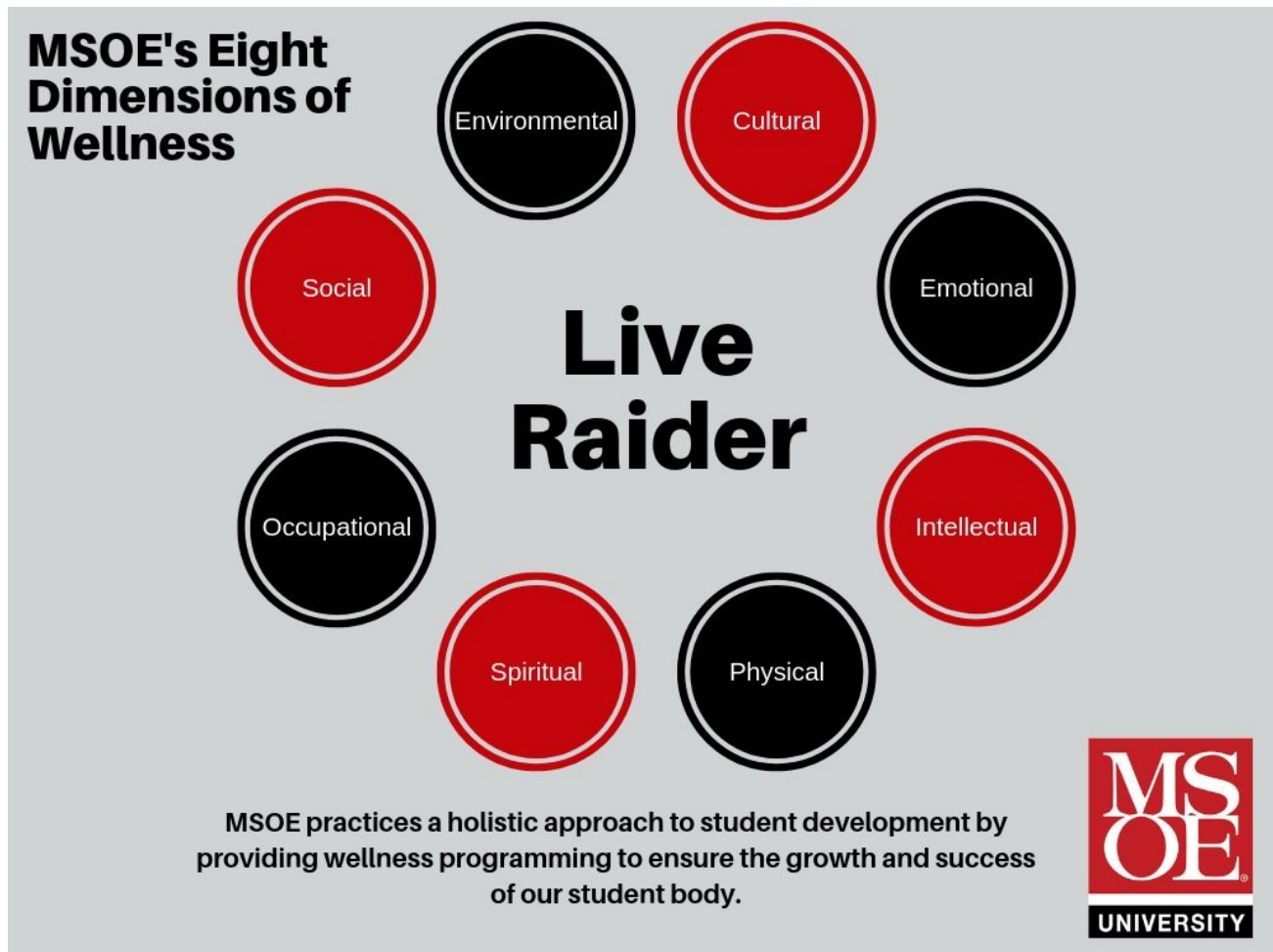
University Vision Statement

MSOE will set the standard for preparing leaders to solve the diverse technical challenges of the 21st century.

MSOE Mindset



Dimensions of Wellness



Residence Life Mission Statement

To promote an inclusive and supportive residential community that fosters personal growth and academic excellence for student success, innovation, and overall well-being of residents.

Section 2 Campus Community

Community Living

Residence Hall living provides the opportunity to live on floors with a diverse group of students. Your floor, or “community,” will be made up of about 34 floor members and a Resident Assistant. The success of your community will depend on you and the way you interact with others on your floor. The best advice we can give you to enhance your on-campus experience is to be considerate and respect others. The behaviors that you develop will likely be the style you carry into the workplace and other life situations after you graduate, so make them positive! Being involved with on campus living can provide you with many meaningful experiences and lasting friendships.

Facilities

There are three co-ed Residence Halls on campus, Roy W. Johnson Hall, Margaret Loock Hall, and Regents Hall. Roy W. Johnson (RWJ) includes the Residence Life Office, dining facilities, mailroom, lounge with vending machines, study lounge on ground level and on each floor, laundry facilities, and Roscoe’s late-night food. Margaret Loock Hall (MLH) includes study lounge on ground level and on each floor, laundry facilities, the Residence Hall Association room, kitchen, and Public Safety office. RWJ and MLH both provide single or double rooms for students. They are single gendered communities designed for men to live on the same floor and women to live on the same floor. Regents (RGN) is a suite-style hall that is attached to RWJ. Regents is a co-ed community.

Furnishings

Rooms are arranged for maximum comfort; with due regard for fire, safety, and maintenance requirements. Furnishings or equipment may not be moved from student rooms or public areas and should not be taken from the Residence Halls for any purpose. The list of approved items that can be removed from your room can be found under the “General Floor and Behavior Practices” of this handbook. A fine and/or replacement cost may be assessed for unauthorized moving or removal of furniture or equipment.

Residents may install a freestanding metal loft in any room but the common area of RGN Hall. You can place an order for a room loft through College Products, <http://www.collegeproducts.com/msoe>. We highly encourage you to read over our loft policy for more information in the Policies and Procedures section of this handbook. In freezing weather conditions, radiators or other heating units should not be turned off nor should windows above heating units be left open for prolonged periods of time as this may result in frozen units. Residents may be held accountable for resulting damage.

Each room in the Residence Halls has a closet, dresser with drawers, desk, chair, bed, mattress, bookshelf, and wastebasket. Rooms are tiled and have window coverings. While each room is furnished, you should provide bedding, pillows, towels and other personal items. Personal items can be purchased through Residence Hall Linens, https://www.ocm.com/mse?utm_source=mse&utm_medium=Direct+Mail.

First Week

The first few days after moving in may be the most critical time of the school year for the resident student. Leave enough time to get your room organized, buy books, get acquainted with your roommate and other floor members, and check out the great orientation sessions and activities available to you. All of us in Residence Life are trying to help you get your college experience started off as easily as possible.

Here are some quick reminders:

- New residents are required to move in on Tuesday of Welcome Week for the reasons outlined in the move-in information. We know from experience that new residents who participate in Welcome Week have far fewer problems starting out their college career; we encourage you to participate and have fun with it.
- All residents are required to attend the mandatory floor meetings held by their Resident Assistant (RA) during Welcome Week and the beginning of the quarter to orient them to his/her floor policies, and to the policies of the university and the Residence Halls. This lets us answer your questions early and gives you a chance to meet other students on your floor.

On the following pages are some rather detailed data about Residence Life, Residence Life Policies, and University Policies. Listed here is a summary of answers to some of the policies and questions often asked during the first week of school:

- *You may not loan your room key to anyone or have it copied.*
- *You may not loan your Student ID card to anyone or have it copied.*
- *If you are under 21 you may not have alcohol in your possession.*
- *MSOE is a drug-free campus.*
- *Overnight guests are allowed and should be checked in by Public Safety.*
- *All room changes must have Residence Life's permission.*
- *All furniture must stay in your room unless approved by Residence Life on its removal.*
- *You may not drill holes in anything.*
- *Smoking of any kind is prohibited.*
- *The following items are not allowed: air conditioners, toaster ovens, hot plates, sandwich makers, steel-tip darts, dart boards (see more on page 33)*

Residence Life Terms and Conditions:

1. Milwaukee School of Engineering policy requires that all unmarried freshmen and sophomores under 21 years of age whose primary residence is more than 30 miles away must live with parent(s) or in the Residence Halls. Any exception to the residency requirements must be requested in writing to the Residence Life Director, who will review and respond to the request. Exceptional circumstances must be identified and documented for the request to be considered.

2. **The MSOE Residence Life contract is in effect for the entire academic year.** The contract starts from the beginning of the fall quarter till Saturday at noon of the spring quarter's final exam week.

3. Any student's contract may be canceled or altered by the Residence Hall Director if they feel that the student demonstrates that their continued presence is detrimental to the living group or to the educational environment. Any student's contract also may be canceled upon termination of his/her student status or for reduction of schedule resulting in part-time status of less than 12 credits.

4. All students who reside in Residence Halls are required to participate, each term, in one of the available meal plan options. Residents requesting special exemption from meal plan participation must provide satisfactory documentation in support of such request to the Residence Hall Director.

5. Any student moving out of the Residence Halls due to termination of Residence Hall Contract, end of academic status, or end of academic year must follow the established checkout procedures. Failure to do so will result in fines, forfeiture of deposits, and continued billing for housing costs.

6. All students who reside in the Residence Halls are required to show their ID with the current "Resident" sticker to the on-duty Public Safety officer at the front desk of the Residence Hall upon their entrance into the hall, as well as scanning into the building of the residence hall each time they enter it. Failure to have your ID will delay your entry into the hall while your resident status is verified. Repeat violations could result in disciplinary action. Students are not allowed to lend their MSOE student ID's to other people.

Section 3 Residence Life Staff

Residence Life Mission Statement

To promote an inclusive and supportive residential community that fosters personal growth and academic excellence for student success and innovation.

Residence Hall Director

These are full-time, live-in professional staff members that responsibilities include administrative and managerial tasks like room changes, handling student conduct issues, providing support services to students of academic and personal counseling issues, acting as a resource for the student's questions and concerns, advising hall activities and supervising Resident Assistants.

Resident Assistants (RA)

These are undergraduate students whose responsibility is to serve as advisors to students in the Residence Halls. They are also student staff members of the Residence Life Office. In this capacity, they live on a floor of a Residence Hall where they are the college representatives who work most closely with residents. They are there as a resource to you for questions and concerns, are on-call for safety/environment concerns, and plan floor programs for residents to build community.

Contact Information

RA on Duty MLH/Towers Complex: 414-940-4635

RA on Duty RWJ/Regents Complex: 414-940-4619

Residence Life Office: 414-277-7400

Residence Life/Non-Emergency Public Safety: 414-277-7169

Emergency Public Safety: 414-277-7159

Section 4

On-Campus Residence Life Services

For purposes of this procedure, auxiliary activities under direct control of Residence Life Department administration is considered a support service. Operating hours are established based upon the needs of residents and the administrative requirements of Residence Life Department to best serve each other.

Cleaning Supplies

In general, cleaning materials are not provided for the individual student (i.e., soaps, polishes, and cleaners). However, suites in Regents Hall are provided with certain special cleaning materials required for the sink and shower and the Resident Assistant on each floor of RWJ and MLH has available, for resident use, a broom and dustpan. A limited number of vacuum cleaners are also available for resident use in each residence hall. Residents may obtain a vacuum cleaner by providing a valid student ID card.

Equipment Checkout

Various types of equipment, including vacuums, bike pumps, pool equipment, basketballs, footballs, volleyballs, and soccer balls are available for residents' use. This equipment may be checked out at the main desk of each residence hall by presenting a valid student ID card for the desk to hang on to while checkout out and signing the checkout binder. Upon return, the equipment will be inspected and noted of any damages. Please note that any resident damaging the equipment will be billed for the cost of repair or replacement.

Kitchen

The kitchen is located on the 12th floor of MLH for residents and is available 24 hours a day seven days a week. The kitchen is furnished with a stove, refrigerator, microwave oven, shelving, cabinets, table and chairs, sink, and garbage disposal. Cooking utensils are found in the kitchen as well as clean supplies. All guests must abide by existing Residence Life Department visitor policies.

The kitchen may be occupied by the same person for a maximum of two hours at a time. Those who use the kitchen must thoroughly clean up the room and equipment and dispose of leftover food and all dishes and utensils. Items left in the kitchen will be disposed of on the first business day following the period of use. The kitchen is to be used on the honor system – leave it in better condition than when you arrived. If something is wrong please report to living@msoe.edu.

The MLH kitchen refrigerator is to be used temporarily when cooking. Students should use their own personal refrigerators to store any food items throughout the year. Any special requests to leave food in the MLH kitchen refrigerator overnight or for extended periods of time must provide signage and contact information. Items left without contact information will be disposed of at the end of the day.

Kitchen items such as pots, pans, baking sheets, utensils, can be found in the kitchen. Please do not remove items that are part of the kitchen supplies. Students must clean and leave the area in good condition. Residents are responsible for any damage to the items and may be charged accordingly.

Laundry Room

Coin & Raider Card operated washers and dryers are located in the basement of both MLH and RWJ. The Laundry Rooms in both buildings are open 24 hours daily during the school year or when the Residence Hall is occupied.

Lost and Found

The Public Safety department maintains the campus lost and found service. Items that are lost should be turned into the Public Safety office on the ground floor of MLH. We encourage students to check with Public Safety several days in a row when an item is lost. All lost items should be reported to the Public Safety department.

Lounges

A TV lounges are located in each of the Residence Halls on the ground floor. The TV lounge in RWJ hall has vending machines, a microwave, and printing services. RGN has the quiet group study lounge on the ground floor. MLH has a TV lounge that has printing services and a vending machine on the ground floor. MLH also has a study lounge located on the 12th floor for students to use at any time. Students using these lounge facilities are expected to keep the lounge, furniture, and equipment in good condition. Furniture and/or equipment may not be removed from any lounge area for any reason.

Residence Life Mailroom and Service

Mail is delivered to resident mailboxes once each weekday. Packages are received through the US Postal Service, UPS, and other services. Residents are notified via email that they have a package and it may be picked up at the mailroom on the ground floor of RWJ during hours posted on the mailroom door or at the desk of the resident's building during regular desk hours. There will be no packages issued on holidays and select breaks. An exception to this may be made at the discretion of any office staff that may wish to do so. The Mail Room will be open for package pickup Monday-Saturday, 10:00 AM-2:00 PM.

Packages not claimed by the end of the quarter will be returned to the sender, so please check your mailbox frequently. Official postal service pick-up boxes are located in the lobby of each Residence Hall. A US Post Office is located at the corner of Jackson and Juneau Streets, about two blocks east of the Residence Halls. To ensure prompt delivery of student mail, all correspondence and packages should be addressed to you as shown:

○ All packages -

Name	Name
MLH, Room Number	RWJ/Regents, Room Number
Milwaukee School of Engineering	Milwaukee School of Engineering
324 E. Juneau Ave.	1121 N. Milwaukee Street
Milwaukee, WI 53202	Milwaukee, WI 53202

○ Letters address –

Name	Name
MLH, Room Number	RWJ, Room Number
Milwaukee School of Engineering	Milwaukee School of Engineering
P.O. Box 353	P.O. Box 353
Milwaukee, WI 53201-0353	Milwaukee, WI 53201-0353

Parking

On-campus parking is available at MSOE. Permits are purchased from the Public Safety department on a first come, first serve basis each year due to limited areas of parking.

Programming

The Residence Life staff provides floor and hall programming for residents as a chance to meet other students, interact, and have fun while working to meet your academic goals. Residents are highly encouraged to attend programs put on by staff to maximize their Residence Life experience. If residents have programming suggestions/ideas, please talk to your RA.

Residence Hall Association

RHA represents all students living in the Residence Halls in any matters directly affecting life on campus. RHA promotes and organizes social, cultural, and recreational activities for the direct welfare of the residents. RHA consists of the executive committee of student leaders and representatives from each of the floors. The representative (rep) is elected from the floor to speak for the residents of that floor at RHA meetings on Monday evenings at 6:00PM in the RHA room on the ground floor of MLH.

Residence Hall Director Office and Main Desk

The Residence Hall Director Office and desk work with residents regarding service requests, keys and key issues, administrative paperwork, emergencies, package pickup, equipment and room check-in/out, and act as a resource for questions and concerns. During the academic year, the service and hours are as follows:

For emergency service, contact your RA, the RA on duty, Hall Director, or a Public Safety officer and they will receive information and alert the appropriate staff. Public Safety Desk officers will also make tag keys available to residents.

The Residence Hall Director establishes the hours of operation of the Residence Life Department support services based upon function, security, and convenience. Special operating hours may be established for any facility, or regular operating hours may be changed, based on unique circumstances. Whenever possible, advance notice will be given to residents and others who may be affected.

Safety and Security

Public Safety officers control Residence Hall entry. These officers are responsible for maintaining the integrity of the building and for your safety and well-being. Please assist them in this endeavor by locking your door whenever you leave your room; showing your student I.D. when you enter the Residence Halls; scanning into the residence halls every time you enter; by not using or propping open emergency exits; and by immediately reporting any suspicious person/persons that may be on your floor.

Resident Assistants are on duty during weekends and weeknights. The on-duty Resident Assistant and/or the Public Safety office may be contacted at any time for assistance by dialing MLH Duty RA (414-940-4635) RWJ/Regents Duty RA (414-940-4619) or extension 7169 (Public Safety Office).

Unfortunately, theft is a part of life on any college campus, and MSOE is no exception. Room doors should be locked whenever the resident leaves the room, even if it is only to take a shower or visit next door. The best guard

against property loss from a student's room is a locked door. Report any theft or suspicious person(s) immediately to the Residence Life Office, a Resident Assistant or to the Public Safety department.

Residents are advised against keeping large sums of money and other valuables in their rooms. Items particularly attractive to thieves include money, jewelry, computer equipment, stereo components, radios and other audio equipment, televisions, or clothing. It is strongly recommended that students insure their personal property at MSOE either through their parents' homeowner's insurance policy or by purchasing personal property insurance.

Thefts and Insurance - MSOE IS NOT RESPONSIBLE FOR THEFT, DAMAGE, OR LOSS OF VALUABLES, MONEY, OR OTHER PERSONAL PROPERTY BELONGING TO STUDENTS.

Shuttle Service

The Public Safety Office maintains the shuttle service, which is in operation September thru May when school is in session. The shuttle runs Sunday thru Thursday from 2:00 PM until 10:30 PM and Fridays from 11:30 AM until 8 PM (service hours are subject to change). The shuttle does not run on Saturdays. Call 414-277-7464 to call for the shuttle.

The shuttle service is primarily designed to go to and from campus locations only. The shuttle boundaries are: Water St. to the west, Marshall St. to the east, Water St. and Ogden Ave. to the north, and Wisconsin Ave. to the south.

SHIP

SHIP is MSOE's expanded weekend transportation service. A valid MSOE ID is required and must be shown to the SHIP operator before the transport takes place. The boundaries for SHIP are North Prospect Avenue to the east, North 12th Street (Marquette University) to the west, East Brady Street to the north, and West Pittsburgh Avenue (Historic Third Ward) to the south.

To request SHIP service: call (414) 277-SHIP or use the BLERT app.

Service Hours: Friday & Saturday: 5 p.m. until 2 a.m.

Note: SHIP service is suspended between 9 p.m. and 9:30 p.m.

Study Lounges

Study lounges are located on the ground floor of RGN, the ground floor of MLH, and the 12th floor of MLH. These lounges are open 24 hours a day during the eleven weeks of the fall, winter, and spring terms. MLH 12th floor study lounge is a quiet study lounge, and the ground floor lounge of MLH is more open to conversation, group projects, and programming.

Trash/Recycling

Each room is provided with a trash bin and two recycling bins. Each resident is responsible for emptying their trash bin in the floor trash chute. All trash should be in a tied garbage bag. Garbage bags are provided by the Residence Life Department and can be found in the slop sink room of each floor. No loose trash is to go into the chutes. Recycling bins can be emptied into the large blue recycling bin located by the floor elevator. Large objects or cardboard boxes (ex. pizza boxes) should be taken to the dumpster. Any recyclable boxes should be folded down to its flattest position and placed next to the recycling bins.

Section 5 Residence Life Policies and Procedures

MSOE Residence Life Department Policies are set to enhance the living environment of every student in the Residence Halls. It is the student's responsibility to read, understand and adhere to all policies and procedures in the Residence Halls. Failure to know the policy that is broken does not exempt the students from disciplinary action if necessary.

Abandoned Property

On occasion, residents vacate their room and leave one or more items of personal property in their room, the storeroom, or elsewhere. This procedure does not apply to personal property of employees of the university, its contractors, or its guests. It may, however, apply to authorized guests of residents, as defined in policies and/or procedures elsewhere.

Residence Life is not responsible in any way for determining original ownership of abandoned or third-party property. They can make an effort to establish original ownership of, or communicate with known owners of, abandoned or third-party property if they so choose. Any property that is unclaimed in public spaces, vacated rooms, common areas after 24 hours is in control of Residence Life. The Residence Hall Director has authority to make all determinations regarding property status, notification requirement and method, and property disposal.

Accommodations

If a resident needs a specific housing or dietary accommodation due to allergies, medical conditions, disabilities, impairments, etc. they should contact living@msoe.edu. The resident will be contacted within 48 hours to have conversation about specific needs.

Alcoholic Beverages

Milwaukee School of Engineering Residence Life Department policies provide for the responsible use of alcoholic beverages by those persons who may legally choose to do so. Alcohol abuse will not be tolerated within the Residence Hall or areas directly around the halls. Any student under the influence of alcohol who is disorderly will face possible disciplinary sanctions by MSOE and, where their behavior is extremely disruptive the Milwaukee Police Department. Floor parties are not permitted in the residential (living) area of the Residence Halls. Alcoholic beverages in the possession of underage residents or any visitor will be confiscated and disposed of.

Underage Residents

Any person not of legal drinking age as defined by Wisconsin law may not bring, assist in bringing, or cause to have brought alcoholic beverage(s) into the Residence Halls. Such persons may not have alcoholic beverages in their possession, presence, nor consume any amount of alcoholic beverages while in Residence Halls. No empty alcohol containers (even as decorations) are allowed unless all present are 21 or older.

Visitors

Visitors to the Residence Halls may not bring in any alcoholic beverages, regardless of the age of the visitor. Appropriate disciplinary action will be taken if underage visitors are found to be consuming alcohol. Residents are responsible for the actions and behaviors of their guests.

Legal Age Residents

Residents who are of legal age may bring a reasonable amount of alcohol into their Residence Hall room or have in their possession while in their Residence Hall room. Under no circumstances are residents of legal drinking age permitted to consume alcohol in the presence of any underage persons with whom they do not share an immediate living space. Residents also may not bring bulk containers, either empty or full into the Residence Halls. Beer taps, spigots, cooling tubs, hoses and other equipment whose primary purpose is for use in dispensing beer from bulk containers may not be brought into the Residence Halls by residents. Persons observed entering the Residence Halls with alcoholic beverages must produce proper identification and proof of age if requested to do so. Open containers and bottles are strictly prohibited in all areas of the Residence Halls except in the legal age resident's room. Transporting any open container of alcohol from one room to another is also prohibited.

Confiscation of Prohibited Items

Residence Life Department staff will ask students to remove dangerous or prohibited items from their rooms. Should the resident fail to do this, the Residence Hall Director or authorized representative will confiscate prohibited item(s). The Residence Hall Director or authorized representative may dispose of the confiscated item.

Decoration and Displays

MSOE Residence Life wishes to keep all public areas (hallways, bathrooms, lobbies) an enjoyable and neutral environment for all residents and visitors. While students are encouraged to decorate their doors, some material may be considered a fire hazard or offensive to others. The following are not allowed in the Residence Halls:

1. Lighted flame devices, such as candles or incense burners, are not permitted in student rooms at any time.
2. Fire doors at any location within the Residence Halls may not be propped open. Emergency exits may be used in emergencies only.
3. Window surfaces should be kept clear of all opaque material such as aluminum foil, posters, signs, etc., to assist fire fighters in locating the source of any fire that may occur.
4. Hallway and exit lights must be on at all times.
5. Materials must not be placed over air ducts or returns, exit signs, fire doors, or any electric light fixture, including those in student rooms.
6. Electrical outlets must not be loaded beyond circuit capacity, generally 10 amps. Outlet circuits are rated at 20 amps but are shared with the adjoining room on either side.
7. All holiday decorations and Christmas trees must be artificial, and flame proofed. In any case, all holiday decorations must be removed prior to the holiday break.
8. All structures, furniture, decorations, etc. must have a clearance of 18 inches away (in all directions) from the fire sprinkler heads.

Community Respect Guidelines

Out of respect for all individuals or visitors of the residence halls, offensive items such as, but not limited to, racial or prejudice propaganda/symbols, nudity of either gender, or any other items/décor should not be displayed within the residence halls. Failure to abide by these guidelines will result in appropriate disciplinary action.

Drug Use/Paraphernalia

The use of any drug is not tolerated in the Residence Halls or on the campus of MSOE. Absolutely no illegal substance or use of is allowed in the Residence Halls. This includes drug related paraphernalia such as but not limited to bongs, pipes, grinders, hookahs, dab pens etc. Any evidence of drug use or drug related paraphernalia

will be immediately confronted. Those involved will be reported to the Residence Life Director, Dean of Students, and Director of Public Safety. In certain cases, the police will be alerted. Evidence of drug use may be ground for removal from the Residence Halls, and/or academic suspension or expulsion from MSOE.

Fines

The Residence Hall Director have the authority to establish and to assess fines for failure to comply with regulations pertaining to the Residence Halls.

Resident's Responsibilities - Residents are responsible for the upkeep and cleanliness of their room and all furniture therein. MSOE assumes no responsibility for loss, theft, or damage to any belongings brought into the Residence Halls. All facilities are available for students' comfort and enjoyment. It is important that they take pride in them and assist in good housekeeping

Room Care and Damages - Since the Residence Halls are operated on a self-sustaining basis, charges are made for damages to furnishings, equipment, and rooms. Each room is checked against a room condition report before and after occupancy. When a student moves in, he or she should examine the room carefully and if damages are found that are not listed on the room condition report, or if there are other inaccuracies, they should be reported immediately to the Residence Life Office. Residents will be asked to sign the room condition report after verifying its accuracy and will be held accountable for subsequent damages. Residents will be subject to room repainting charges where the use of tape or other adhesives has resulted in damaged surfaces, or where unauthorized repainting of the room has been done. Charges for damage caused by nails and thumbtacks will also be assessed to the resident. Note that all charges are subject to change:

Bed bug rededication	\$1,650.00	Light, ceiling	\$55.00
Bed with legs	\$170.00	Light, desk	\$30.00
Bed without legs	\$50.00	Light, mirror	\$60.00
Bookshelf, wall or desktop	\$350.00	Mattress (replace)	\$240.00
Cable (repair)	\$5.00	Mattress (recover)	\$60.00
Cable (replacement)	\$15.00	Mirror	\$65.00
Chair, side	\$150.00	Phone jack	\$100.00
Closet with doors	\$450.00	Repaint walls (each)	\$70.00
Closet without doors	\$70.00	Repair walls (each hole)	\$60.00
Desk	\$250.00	Screen (repair)	\$30.00
Door, room (replace)	\$220.00	Screen (replace)	\$80.00
Door, room (refinish)	\$102.00	Switch/outlet or cover	\$5.00
Door lock assembly	\$130.00	Smoke detector	\$50.00
Door lock components (each)	\$25.00	Towel rack	\$6.00
Door closer unit	\$200.00	Wastebasket	\$8.00
Dresser (3 drawer)	\$265.00	Window drapes	\$270.00
Key core replacement	\$115.00	Labor (per hour or part of hour)	\$25.00

Fire and Alarms

All fire alarms should be considered as real fire alerts, and the building must be evacuated immediately. In case of fire, sound the alarm for the building and evacuate. Residents failing to evacuate the building when the alarm sounds will be subject to disciplinary action.

Fire drills are scheduled periodically throughout the school year as required by state law. Fire drills are normally held in the early evening hours once each quarter. Fire alarm tests happen every Wednesday at noon. The alarm will sound for 3 to 5 seconds. For this weekly test, you do not have to vacate your room or building.

In general, while evacuating the building for a fire or drill, you should:

1. Close your windows and close and lock your room door.
2. Use stairs, NOT elevators.
3. Leave the building in an orderly manner so as not to obstruct fire fighters.
4. Wear or carry clothing suitable for the weather.
5. Take a flashlight, if one is available.
6. Remain outside in a designated emergency area (and at least fifty feet away from the building) until the signal to return is given.

A damage and repair charge and a fine of \$100.00 will be levied against a resident, visitor, or floor for tampering with, or unauthorized use of, hoses, fire extinguishers, smoke detectors, emergency exits, and building alarm systems.

Fluorescent Light Replacement and Disposal

The MSOE Residence Life Department is no longer permitted to discard fluorescent lights in the trash, which is sent to landfills. Under no circumstance will any resident or staff member dispose of lamps, which were, or are, college property in any manner except as provided for in this Procedure.

Residents wishing to change their own 60-watt bulb (located by the mirror) must remove the old bulb, take it to the Main Desk, and exchange it for a new one. The old bulb MUST be turned in PRIOR to receiving a new bulb. Residents should request a fluorescent tube replacement by the maintenance staff if the main room lights are out. The residents must fill out a maintenance ticket on the MSOE community website or contact their RA.

General Floor Behavior and Practices

It is possible for a group of people to live together in the community environment of a Residence Hall only if certain minimum expectations and some minimum rules of behavior are observed. Doing so will help ensure that all residents are treated equally, and that the living environment of the Residence Halls is respected by everyone. Please abide by these rules and practices for your floor:

- a. Do not remove any MSOE furniture from any room. There is no storage available for furniture, therefore all furniture must remain in the room that it has been assigned to.
- b. Do not modify or disassemble any item of furniture, including wall-mounted bookshelves. Do not remove doors or hardware from closets.
- c. Do not modify any electrical circuit or remove any fixture.
- d. Room wastebaskets and small items of trash must be emptied in the trash chute, not in the bathroom wastebasket or the hallway. Housekeeping will not empty room wastebaskets.
- e. Large items of trash must be taken outside to the dumpster and not placed down the trash chute.

- f. Do not ride or store any wheeled device such as, but not limited to bicycles, scooters, skate boards, long boards, roller skates, roller blades, etc. in the hallways or in any other common area of the Residence Halls (Including patios, driveways, parking lots or building entrances). They are only allowed to be stored in your room and used outside.
- g. Do not throw Frisbees, fly drones or play any kind of ball or other sport in the Residence Halls.
- h. Do not leave personal items in the bathroom, mop room, or small utility rooms. Items left for more than 24 hours will be disposed of.
- i. Do not paint anything in the Residence Halls.
- j. Do not drill or make any holes, put nails, screws, or bolts, or any adhesive on or in any wall, ceiling, fixture, or furniture. Command strips that are easily peeled off the wall leaving no damage are allowed.

Hall and Break Closing

During the quarter and winter breaks, MLH residence hall will be closed during that period. There will be no access to that building. Students who are looking to stay over break periods will be required to move or reside in RWJ residence hall. The cost to stay over breaks will be \$25 per day. This charge will be billed directly to student accounts. Athletes and students who are working on campus will be exempt from this charge. Any other requests for exemption of the fee must come to the Residence Hall Director by the Friday of Week 9.

Keys

Room Keys - Keys to rooms are issued to residents when they check in and must be returned upon checkout. Room keys provide access to the resident's mailbox and their room. Room keys may not be duplicated or loaned to any person for any reason.

Locked Out?

If you locked your key in your room, you can obtain a "tag" key from Public Safety in RWJ. When tag keys are kept longer than the 30-minute limit, Public Safety will contact the RA on Duty to obtain and return the key. Residents will be permitted to check out their tag key six times during the school year at no charge. For each occurrence after six, a \$5.00 charge per occurrence will be assessed.

Loaner Keys

Temporary, or "loaner," keys are available for use by residents in situations where recovery of the issued room key is expected within a reasonable time, usually not more than three days (ex. key left at home). Residents requiring the issue of a "loaner" key should contact Public Safety. During evening hours or on weekends, residents requiring a "loaner" key should contact the on-duty RA.

Lost Keys

Residents will be issued a replacement key when a room key is lost. If the lost key is found and returned within three business days, no charge is assessed. Depending upon the circumstances, the room door lock and the mailbox lock may be changed, and a new key issued to the individual and his or her roommate. The resident responsible for the lost key will be charged for a core change (the roommate incurs no charge).

Change of Room Locks - Change of room locks may be caused by a lost key, or failure to turn in a room key when checking out of a room, or for other reasons. Such requests should be in writing from the resident and his or her roommate. Occasionally, the Residence Hall Director may deem it necessary to change locks. Residents involved will be informed in advance and the fees will not be assessed. Charges for lock changes will be assessed according to these Standards:

RWJ and MLH:

Double and Single Rooms: 2 cores,
1 or 2 keys, \$115.00

Regents:

3-person suite: 5 cores, 3 keys, \$120.00
4-person suite: 5 cores, 4 keys, \$120.00
5-person suite: 9 cores, 5 keys, \$120.00

Loft/Bunk Policy

MSOE will only allow metal lofts rented from College Products for students moving in. These lofts can be ordered through the company's website at www.collegeproducts.com/msoe.

Specific components of the Loft/bunk policy are as follows:

1. Each bed frame provided by MSOE is made to fit into the College Product loft structures to accommodate MSOE's 36 ½" X 82" bed frame and the 36" X 80" mattress.
2. Wood lofts, bunk beds, personal loft structures, or decks are not allowed. Students may not have a structure in which they are sleeping under a surface upon which furniture is placed.
3. Beds may not be stacked on desks, dressers, or any other furniture.
4. No lofts shall obstruct the doors, vent/heater, or windows at any time. All should be operable and unblocked.
5. Lofts may not be constructed in any way to include electrical circuitry, duplex outlets, switches, or lighting.
6. Dividers are prohibited in all rooms in all buildings.

Violation of this policy will result in the required removal of the violation and repair of all resulting damages, or reimbursement for the cost of all labor and materials associated with such removal. Additional sanctions may be imposed in accordance with the conditions of the Student Conduct Code.

Micro-Fridge Policy

MSOE provides a micro-fridge in each residence hall room for students. Micro-fridges are a combination appliance that provides a "dorm size" fridge/freezer and microwave. This industry-leading Energy Star product uses OnePlug technology which connects both appliances so that when the microwave is in use the refrigerator shuts down, but it automatically turns back on when the microwave is done. The fridge is 2.23 cubic feet with a freezer of 0.93 cubic feet (combined 3.2 cubic feet). The microwave is a 700-watt 0.7 cubic feet unit. Residents are not allowed to have any additional microwaves in their room. Each room (not resident) is permitted to bring one additional refrigerator 1.7 cubic feet or less. Residence Life encourages each resident to communicate with their roommate about whether an additional refrigerator is needed and who will be bringing it.

Cleaning- It is the resident's responsibility to clean out the micro-fridge at the end of the academic year. This includes emptying personal belongings, unplugging the unit, defrosting the freezer, cleaning up melted contents, and leaving the refrigerator and freezer doors open. Residents that do not properly clean the unit upon move-out will be charged a cleaning fee to their Student Account.

Move-Out

Optimum operation of the Residence Life Department requires that an orderly procedure be set and followed by all residents when vacating. There are two move-out procedures students can choose from:

Traditional Checkout- Residents will complete a check-out form and schedule a time with their RA to inspect the resident's room 24 hours in advance. All personal belongings must be removed from the room before the check-out. The RA will inspect the room to note any damages/charges and collect the key from the resident.

Express Checkout- After students have moved out all belongings from the room, they will complete the Express Checkout Form (that is given to them in advance) and turn the form with their key to the front desk of the residence hall. If the front desk is closed, the form and key can be turned into Public Safety. The RAs will inspect the room for possible damages/charges after the resident has left.

Failure to follow move-out procedure can result in incomplete records and may result in future problems for the resident. For these reasons, improper checkout fees may be charged if the process is not completed correctly.

Occupancy Terms and Conditions

Any person residing in Residence Halls during the standard academic year must be enrolled as a full-time student at the MSOE. Persons who change their student status from full to part time may have to vacate the Residence Halls. Temporary reductions in schedule resulting in a course load of less than twelve but more than eight credits during a term are not considered a change in status unless such reductions are made on a recurring basis. Any resident who does not meet the required enrollment status must request an exception. Such request must be made in writing to the Residence Life Director. In cases of status change by reason of schedule reduction, the request must be made within five working days of the change.

Any person residing in the Residence Halls during the summer months, i.e., between the spring and fall terms, must be a MSOE student during the previous school year, be taking summer course or obtain specific permission for occupancy from the Residence Life Director.

Contracts

All persons living in MSOE Residence Life facilities must sign a Residence Life contract for the entire MSOE school year or the part remaining upon initial occupancy. Occupancy constitutes acceptance of the contractual obligations. Occupancy begins when the resident signs for the room key and is terminated when the resident surrenders the room key and affixes the move-out signature to the key card.

Failure to sign and return the Residence Life contract does not relieve the resident of contractual obligations. The Residence Life contract is automatically terminated when, as a result of disciplinary sanction, the resident is removed from the Residence Hall community.

Requests for release from the Residence Life contract must be made in writing to the Residence Hall Director and be accompanied by whatever supporting documentation that may be required by the Director. Residents may also be required to obtain supporting recommendations from other MSOE departments.

Room Use and Re-assignment

Rooms are assigned for the express use of the assigned resident only. The resident may not allow his/her room to be used by anyone else for any period of time for any reason except as provided for in the Residence Life Department visitor policies. Residents may not use their room to operate any commercial enterprise without express written approval of the Residence Life Director.

Termination of Occupancy

Residents continue to occupy their room, regardless of whether or not they reside in it, until an official release from the Residence Life contract is affected. The resident continues all legal and financial obligations under terms of the Residence Life contract until such time as he/she is released from the contract. The Residence Hall Director may declare that the room has been abandoned, at which time occupancy is officially terminated and the contract is voided. The room may not be re-assigned by the university until occupancy is terminated or abandonment declared.

Quiet Hours

Quiet hours are established to provide residents with privacy and quiet that they need and desire for study and sleep without disturbance. In general, during quiet hours, the sound of stereos, televisions, etc. must be turned down so as not to be heard in hallways or other rooms. Quiet hours are 11:00PM-7AM and in effect for all floors Sunday through Thursday. Courtesy hours are in effect on Friday and Saturday. During finals week all floors have 23-hour quiet hours imposed.

Refund Policy for Room and Meals

Room Fees: In the event of an academic termination or decision by the student to terminate their student status, refunds of Residence Life fees will be authorized according to the below refund schedules. All refunds are determined by the actual move-out date.

Before the start of the term.....	100%
Week 1.....	100%
Week 2.....	80%
Week 3.....	40%
Week 4.....	20%
Week 5-11.....	NO REFUND

In the event of termination of residency due to disciplinary action or who voluntarily terminate their residency will not be eligible for a room refund for that quarter.

Meal Plan Fees: In the event of an academic termination or decision by the student to terminate his or her student status, refunds of meal plan fees will be authorized according to the below refund schedule. The meal plan contract period runs from the beginning of the Fall Quarter thru the end of the Spring Quarter.

Meal Refund Schedule:

Week 1 = Total – Usage	Balance refunded at 100%
Week 2 = Total – Usage	Balance at 80%
Week 3 = Total – Usage	Balance at 40%
Week 4 = Total – Usage	Balance at 20 %
Week 5 and after	0%

At the end of the contract period- all meals must be used, or they will be lost. There will be no refunds.

Room Assignment/Reservation

Assignment to the MSOE Residence Halls is made without regard to race, age, religion, color, sexual orientation, national origin or disability. The Residence Life staff attempt to assign rooms based on mutual roommate requests and special factors made known at that time. They attempt to assign roommates with compatible living habits when particular preferences are known. They cannot guarantee perfect matches; however, an attempt will be made to arrange the best assignment considering the information provided.

MSOE reserves the right to consolidate applicants into rooms to conserve space; fill any vacancy or partially occupied living unit at any time; re-designate room capacity as deemed necessary; re-designate floor theme; and move an applicant to another room or remove him/her from the Residence Halls as a result of a violation of Residence Hall policies or procedures, or whenever the best interests of MSOE appear to require such action.

Any returning students who reserve a room for the fall term and cancel their room on or after July 1st will charged a \$150 cancellation fee.

Room Changes

Whenever residents wish to change rooms or roommates, for whatever reason, certain procedures must be followed to ensure that all individuals' rights are protected and equal consideration is given to each resident involved. Roommate and/or room changes are permitted after the second week of each quarter and must be approved the Residence Hall Director. Any room change without the approval of the Residence Life Office may be subject to a fine, removal from that room, and/or other disciplinary action.

Generally, the student who initiates the change will be required to move. The person initiating the request for change is responsible for finding an acceptable roommate and room accommodations. Changes must be acceptable to all parties concerned. The Residence Hall Director must approve all changes. A resident who moves without permission will be required to return to the vacated room and may be subject to disciplinary action.

Room Entry and Room Check Policy

To assist with safety, pleasant community living, and maintenance concerns, room entry may be conducted by Residence Life. Reasons for room entry include:

- Maintenance and general repair within the student's living area
- In cases of emergency and for periodic health or fire alarm inspections
- Residence Hall or Quarter Break closing periods to check that microfridges are unplugged, windows are shut, and assess any noise problems (alarm clock, radio/stereo player left playing too loud, etc.)
- Reason to believe that the community safety is at risk

- Reasonable cause to believe that MSOE's Student Conduct Code and the policies of MSOE Residence Life have been violated

The occupants will be informed of reasons for room entry. The following personnel shall be authorized to enter Residence Hall student rooms under the conditions prescribed:

- Authorized professional members of the Residence Life Staff
- Authorized Resident Assistants
- Authorized members of the residence facilities staff
- Authorized contracted personnel with maintenance assistance to repair or provide services

Room Condition Reports

A Room Inventory and Condition Report provides the only record of a room, its furnishings, and their condition. The report is the legal basis for any and all charges for loss or damage to Residence Hall's property. Room Condition Reports will be completed by a RA prior to move-in and will be reviewed after a room is unoccupied by residents.

Move-In

A report must be initiated for each resident (NOT room) of a floor each and every time he/she occupies a new room, even when changing rooms on the same floor. Each resident will fill out the condition of the room in the "Move-In" portion of the report and turn it into their RA. The RA and the resident will then review the report, to ensure its accuracy, and both will sign and date the Room Condition Report. The RA will give the gold copy to the resident at that time. It is important that the report be filled out as detailed as possible by the resident to avoid any charges later on.

Move-Out

The "Move-Out" section of the report must be completed whenever a resident permanently terminates occupancy of a room, even for a room change on the same floor. THIS PART OF THE REPORT MUST BE COMPLETED AFTER ALL PERSONAL BELONGINGS ARE REMOVED. Residents must complete Room Condition Reports before The RA will fill out this part of the report and note any damages to the room. Residents are liable for loss or damage according to the cost schedule on the reverse of the report. If such loss or damage is not listed, charges will be based upon total cost of repair or replacement, including labor, shipping, etc. Minor damages due to normal wear and tear will not be charged to the resident.

Screens and Windows

Screens may not be removed from windows. Where evidence exists that such a removal has taken place, the occupants of the room will be assessed a replacement fee (most screens are additionally secured by a fastener which determines whether or not a screen has been removed). The accidental or intentional throwing, dropping, hanging and/or falling of any object out of a Residence Hall window or off the ledge; and/or the removal of a screen is a serious rule violation. Dropping, lowering or hanging any item from a Residence Hall window may be grounds for further disciplinary action.

Smoking Policy

MSOE is a smoke free campus. Smoking of any kind is prohibited in the Residence Halls. This includes but is not limited to cigarettes, cigars, pipes, smokeless tobacco, other tobacco products, electronic cigarettes, personal vaporizers, JUULs, and other similar devices. Any students or guests wishing to smoke must be at least 50 feet from any Residence Hall entrance. Residents found in violation of this policy will have appropriate sanctions imposed in accordance with the Student Conduct Code.

Electronic Communication/Social Media Policy/Electronic Communication

Residence Life does not routinely monitor online communities and/or emails; however, any behavior that violates Residence Life and/or University policies on electronic communication, which is brought to the attention of Residence Life will be treated as any other violation and will be referred through the conduct process if necessary.

Tornado and Storm Alert

Tornadoes can occur at any time during the year but are more prevalent during the spring months. The approach of severe weather may be announced through local radio and television programs. In case of a tornado alert or approaching tornado, the correct procedure is:

1. Move to the lowest floor that can be reached before high winds or a tornado strikes.
2. Sit in central corridors, covering face with folded arms.
3. Stay away from windows.
4. Leave corridor doors open.
5. If outdoors, move away from the tornado's path at a right angle, or, if there is no time to escape, lie flat in the nearest depression, such as a ditch or a ravine.

NEVER USE THE FIRE ALARMS FOR TORNADO OR STORM NOTIFICATION PURPOSES

Guest Registration and Visitation Policy

Overall Procedure

MSOE's procedures are designed to accommodate visitors in a manner that respects resident concerns for safety while also providing an environment that allows an academic and social component within each residence hall community. At all times there is an expectation that residents and guests will demonstrate respect for themselves and others.

Visitation Hours

Monday-Thursday	8AM-midnight
Friday	8AM-2AM
Saturday	8AM-2AM
Sunday	8AM-midnight

MSOE Resident

All MSOE Residents (MLH, RWJ, Regents, Tower Honor Residents) may visit MLH, RWJ and Regents Residence Halls 24 hours a day. It is required that all MSOE students scan into the residence hall of the residence hall they are visiting and/or residing in.

Non-MSOE Resident (Commuter, Non-Honors Tower Residents, Non-MSOE Students/Residents)

All Non-MSOE guests may check into the residence hall during regular visitation hours or as an overnight guest. It is required that the guest checks in at the front desk with a valid photo ID. The resident they are visiting must be present at check in and check out. Both IDs of the guest and resident will be left at the desk until the guest checks out of the building. If a Non-MSOE resident (guest) is planning to stay beyond regular visiting hours, they are required to check in with the resident at the residence hall desk as an overnight guest. The student must check out at the front desk, or with Public Safety if the front desk is closed, before leaving the building. Commuter students utilizing their meal plan in the Cafeteria or Roscoe's must still check in and out of the desk, but can keep their ID to swipe for their meal.

Resident Family Guests

Family of MSOE Residents are welcome to visit the residence halls during regular visitation hours. It is required that an MSOE student is present while checking in their family members. If a family member is planning on staying beyond regular visiting hours, they are required to check in with the resident at the residence hall desk as an overnight guest. If the member is under the age of 18, an additional form must be signed and filled out by a legal parent/guardian of the minor. This can also be sent via email to the Residence Hall Director prior to coming to campus. All family must check out at the front desk, or with Public Safety if the front desk is closed, before leaving the building.

Prospective MSOE Student Visitors

We welcome prospective students to visit MSOE's campus and immerse themselves into what life is like living on campus. All Prospective Student Visitors must work with an Admissions Counselor prior to their visit on campus who will arrange the stay and provide any additional paperwork.

Guest Policy

Resident's hosting guests will be held accountable for the actions of their guests, whether they are MSOE students or Non-MSOE visitors. It is an expectation that students communicate with their roommate(s) about visitors and overnight guests in an appropriate and timely manner. Any instances where a guest or resident violates the residence life policy, MSOE code of conduct, or the expectations set with their roommate(s) they will be held accountable for their actions and their guest's behavior. All guests are required to be with the MSOE Resident they checked in with.

Overnight Policy

Any Non-MSOE resident or must be checked in as an overnight guest before the end of regular visitation hours at the front desk of the residence halls. All overnight visitors must have the MSOE student they are checking in with present, and both MSOE resident and guest will leave their IDs.

Cohabitation

Cohabitation is not allowed in or between Residence Halls. Excessive and/or extended visitation is not allowed. This policy applies to all non-residents of a specific room. The University will take appropriate disciplinary action against students who violate the cohabitation policy. While Residence Life does allow 24-hour resident to resident visitation to allow community building between halls, time to work on class projects, and allow for social interaction; 24-hour visitation should be used sparingly. The cohabitation policy allows the University to maintain

required fire safety codes, allows residents to preserve their individual space, and encourages involvement in their own floor community.

Examples of Cohabitation include spending the night in someone else’s room repeatedly; repetitively being signed in overnight in another Residence Hall (even under 24-hour Resident to Resident Check in Hours); continuously being checked out of the Hall during the early morning hours.

Visitation Violations

Students are expected to abide by these and all university regulations within the residence halls. Any student found responsible for a violation of the visitation policy is subject to revocation of visitation privileges and other sanctions outlined in MSOE’s student conduct code.

Front Desk and Public Safety Check In/Out Coverage

	Residence Hall Front Desk Check In/Out	Public Safety Guest Check In/Out
Monday-Thursday	8AM-10PM	10PM-8AM
Friday	8AM-10PM	10PM to 10AM (Saturday Morning)
Saturday	10 AM-10PM	10PM to 10AM (Sunday Morning)
Sunday	10 AM-10PM	10PM-8AM (Monday Morning)

Visitation privileges do not extend to bathroom areas. Visitors must use designated bathrooms in public areas of the Residence Halls or those properly located on a men’s or women’s floor.

Residents must respect the rights of their roommate; therefore, guests are only allowed when there is no conflict due to visitation. Please abide by the following policies:

- Overnight guests must be 18 years of age or older.
- Overnight guests may stay for a maximum stay of three nights in a seven-day period.
- Guests may only stay overnight a total of six nights in a given four-week period.
- Residents may only have three guests checked in at a time.
- A Non-MSOE resident may be checked in overnight for a total of three nights in a seven-day period regardless of who their host is.
- No overnight guests will be allowed during finals week (effective the Sunday night before finals through Friday morning of finals week).
- The Residence Hall Director reserve the right to modify this policy or procedure at any time.
- Guests must stay with the person they are checked in with. Residents cannot delegate this responsibility to anyone else.
- Residents assume all liability and actions of their visitors, as visitors are subject to the same rules and policies as residents

Section 6 Prohibited in Rooms

In Residence Life, we strive for a healthy and safe community for all residents. Therefore, there are some items that are prohibited in the Residence Halls. Those items are as follows:

- Alcohol (if underage, see policy and procedures for specifics), drugs, and paraphernalia
- Animals/Pets
 - Fish in tank limited to a total 35 gallons per room is allowed
 - Animals must be submerged underwater 100% of the time (no frogs, snakes, etc.)
- Antennas or wires that extend outside the room windows
 - Such as: special decoding and pickup devices, which are intended to intercept non-commercial television signals
- Bunks/personal lofts
- Candles
- Combustion fluids or solids, such as:
 - Acids
 - Automobile batteries
 - Gasoline
 - Internal combustion engines
 - Lighter fluid
- Darts with steel/metal tips
- Fireworks- sale, possession, or use
- Halogen lamps
- Illicit drugs and narcotics
- Inappropriate materials displayed facing out of window or room
- Motorcycles, mopeds, motor engines, and similar equipment
- Open surface cooking devices, open coil or immersion coil cooking appliances, such as but not limited to:
 - Air conditioners
 - Camping stoves
 - Crockpot
 - Fryers (bacon, French fry, etc.)
 - Grills (gas, electric, George Foreman, etc.) and charcoal
 - Hot plates
 - Microwaves (you will be provided with one in your room)
 - Ovens (toaster, etc.)
 - Pottery water warmers
 - Rotisseries
 - Sandwich grills
 - Space Heaters
 - Toaster
- Refrigerator units over 1.7 cubic feet (anything equivalent or smaller is allowed)
- Waterbeds or other water filled furniture
- Weapons or any item that can be considered a danger to the community, such as:
 - Air guns
 - Ammunition

- Bows/arrows
- Clubs
- Explosives
- Firearms
- Knives three inches or larger
- Paintball guns
- Swords

If such items are found, they will be confiscated and held in the Residence Life Office until the resident is able to take them home (or disposed of depending on item). Residents who are found in violation of these rules may have one or more of the following sanctions imposed: probation, fine, or restitution. Residence Life has the right to permanently confiscate or dispose of prohibited items.

Items Permitted- Items that you can have in your room include:

- Blender
- Chair (office or personal)
- Coffee maker
- Computers
- Electric blanket
- Fan
- Hair dryer
- Self-contained heating units with no exposed burner
- Razors
- Router
- Small refrigerator (1.7 cubic feet or smaller and one per room)
- Stereo/radio
- Television and gaming systems
- Vacuum cleaner
- 32 ounce Hot Pot

Residents are responsible for taking these precautions, and in making certain that the equipment is in good operating condition. Damage or injury resulting from the use of any appliance not provided by the Residence Life Department shall be the responsibility of the user and/or owner.

Section 7 Campus Dining

An outside contractor operates the on-campus food services here at MSOE. Food services' main offices and dining room are located on the ground floor of RWJ. A fast food facility, Roscoe's, is located on the ground floor of Regents Hall. Residents may also purchase food using their meal card at Skylight Marketplace, a made to order food service, located in the CC building.

Food services offers a variety of popular entrees at each meal. To complement each menu, food services provides a salad bar, specialty bar, dessert station, beverage station, ice-cream station and on-order cooking. A meatless option is also available at each meal. To ensure that all students have access to more than an adequate quantity of food, unlimited seconds are offered on almost all food and beverage items. If students require any special dietary needs, they are encouraged to contact the food services staff to assist in accommodations. The staff makes every effort to make our students feel at home.

Meal Plan Participation

All residents of the MSOE Residence Halls are required to participate in one of the available meal plans each quarter unless specifically exempted under provisions. Participation is required each term of residence during the school year, and each resident is required to complete a properly signed Meal Plan Participation form showing which meal plan was selected. Meals/points left over from the previous term are added to the new quarter's total. All meals/points must be used by the end of the academic school year or they will be lost.

MSOE offers four meal plan options that students in the residence halls can choose from combining meals and meal dollar. All meal plans can be used at any of the on campus dining facilities. Meal swipes will be used for meals and meal dollars will be used for a la carte items. The meal plan options are the Platinum, Gold, Silver and Bronze.

- The Platinum plan (includes \$1,415 in meal dollars) is ideal for the residents who eat 2-3 meals per day, seven days per week and wants flexibility and control in their dining choices.
- The Gold plan (110 meals, \$350 meal dollars) is ideal for the residents who eat about two - three meals a day, seven days per week.
- The Silver plan (80 meals, \$330 meal dollars) is ideal for the residents who eats 2 meals per day, five days per week and an occasional weekend.
- The Bronze plan (65 meals, \$245 meal dollars) is ideal for the residents who eat 2 meals per day, five days a week.

Each resident must select a meal plan option prior to the beginning of the school year. Once a meal plan type is selected, no change may be made until the following quarter. Selection is made by completing a selection form found at this link

https://my.msoe.edu/ICS/Students/Housing_and_Meal_Plan_Information.jnz?portlet=EX_FormFlow_-_Forms_2018-12-17T17-04-27-557&screen=FormView&screenType=change&form=66a928be-c7b8-4731-9dd9-00cbc5bd0224 .

Changes are made in the same manner during the time frame announced each quarter by the Residence Life Office. Residents wishing exemption from meal plan participation must furnish satisfactory documentation supporting the basis for exemption. An alternative level of minimum participation may also be directed.

Meal Cards

The MSOE student ID card also serves as a meal card. This card allows the purchase of food at various locations on campus. Use of the card decreases the balance of points and meals available in the account. A lost ID card should be reported immediately; failure to do so may result in substantial loss of meals and/or points from the meal account.

Food Service Hours

Food Service has three location options for students to eat at, the dining hall, Roscoe's, and Skylight Marketplace. The updated hours for all three locations can be found on the Food Service website:
<http://www.msoe.edu/campus-life/residence-life/meal-plans-and-dining-facilities/>.