

RESIDENCE LIFE

HANDBOOK

(updated July 2025)



If you have questions about the Residence Life Handbook, please contact Dr. Joshua Mitchell, Dean of Residence Life (mitchelljj@msoe.edu).

MSOE RESERVES THE RIGHT TO MODIFY THE HANDBOOK.
Any changes or updates will be made available online.

Email notifications may sometimes inform you of updates before their online publication.

In such situations, the information communicated through email and posted announcements will supersede the handbook.

Contents

Community Living Philosophy.....	6
Well-Being and Mental Health Support.....	6
Welcome Message.....	7
Residency Requirement	7
Food Services	7
Terms and Conditions	8
Lost and Found	11
Principles of Community	12
Purpose	12
Collaboration	12
Empathy	12
Ideas.....	12
Belonging	12
Community Living	13
Decorating Rooms and Common Spaces	13
Respect Self and Others	14
Community Directors (CD).....	14
Assistant Community Directors (ACD).....	14
Resident Assistants (RA)	14
General Floor Behavior and Practices	15
Quiet Hours.....	16
Visitation Policy	16
Visitation Hours.....	17
Visitation and Overnight Guest Policy Statement	17
Sign-In Procedures	18
Exceptions	18
Visitation Violations.....	18
Cohabitation Policy	18
Community Kitchens.....	18
Community Kitchen Benefits.....	18
Community Kitchen Etiquette	19

Residence Life Handbook

Laundry Rooms.....	19
Laundry Etiquette	20
Getting Rid of Garbage	20
Dumpster Locations	20
Cardboard Disposal Guidelines	21
Trash Chute Instructions.....	21
Fatal Five Policy	21
Firearms and Weapons Policy.....	22
Emergency Exits and Restricted Access	22
Emergency Procedures	22
Evacuation Assembly Areas	22
Designated Shelter Areas.....	23
Damage to Property	23
Housing Accommodations	23
Gender-Inclusive Housing	24
Animals	24
Refund Policy for Housing and Meals	24
Room Changes	25
Roommate Agreements.....	25
New Assignments	25
Maintenance, Repairs, and Inspections	26
Bed Bug Protocol	26
Room Entry and Search	26
Keys, Lock Changes, and Replacements	27
Smoking and Drug Policy	27
Alcoholic Beverages in the Residence Halls	27
Building Access and ID Cards	28
Lost or Forgotten ID Cards	28
Prohibited Items, Fire Safety, and Electrical Equipment	28
Microfridge Cleaning Policy	29
Move-Out Expectations	29
Break Periods.....	30
Thanksgiving Break and Spring Break.....	30

Winter Break	30
Guests During Break.....	30
Summer	30
Early Arrivals for Student Athletes	30
Study Abroad	31
Information Technology Policy	31
Stolen Property	31
Parking	31
Bicycles.....	31
Windows and Screens.....	32
Trespassing Policy.....	32
Obstruction	32
Residence Life Corrective Action Process	32
Tips for Students	33
Offenses and Responses	33
Warning Letter.....	34
Notification Letter	34
Residence Life Conference	34
Findings Letter.....	34
Residence Life Sanctions and Conditions	34
Residence Life Appeal Process	35

Community Living Philosophy

At MSOE, we believe that where you live shapes how you grow. Our residence halls are more than places to sleep—they're spaces to connect, explore, and thrive alongside peers.

Living on campus offers daily opportunities to build meaningful friendships, practice life skills, and develop habits that support your well-being and long-term success. Whether you're collaborating on a class project, gaming with your roommate, or supporting a neighbor through a tough week, every interaction is a chance to build a connection. We recognize that college life brings excitement and challenges, and we are committed to fostering a community where every student feels seen, supported, and safe.

We are committed to building communities where you feel welcomed for who you are, supported in what you need, and empowered to become who you aspire to be. Wellness and community go hand in hand, and we encourage residents to support one another, seek help when needed, and engage in healthy practices that promote emotional, social, and psychological well-being.

As a Raider, you are expected to embody our Principles of Community through your actions: treating others with respect, communicating openly, maintaining shared spaces, and contributing to a vibrant community. Our Facilities and Custodial Services teams work hard to maintain clean, safe, and functional spaces across campus. If you see them in your building, a simple thank-you goes a long way!

From quiet nights to meaningful conversations, from moments of celebration to times of stress, our community is built on respect and support. Residence Life staff—including Community Directors, Assistant Community Directors, and Resident Assistants—work closely with faculty and campus partners to help you navigate challenges, connect with resources, and celebrate milestones.

This is your home. Let's build a supportive, healthy, and connected community together.

Well-Being and Mental Health Support

Living on campus means you're part of a community that cares. If you're feeling overwhelmed, facing personal challenges, or need someone to talk to, you're not alone. Your RA, Assistant Community Director (ACD), or Community Director (CD) can help you navigate difficult moments or connect you with RCAS, Counseling Services, Health Services, or other wellness resources.

Faculty and staff members often notice early signs of stress or disengagement. Don't hesitate to reach out to your professors or ask Residence Life staff to help you connect with faculty or academic support services.

Your mental health matters. Support is here—reach out.

Welcome Message

We're excited to welcome you to your new home at MSOE. This handbook is designed to help you navigate life in the residence halls—from expectations and policies to resources and support. It applies to all residential facilities: Grohmann Tower (GT), Margaret Loock Hall (MLH), Mellowes Hall, and Viets Tower (VT).

We encourage you to get involved in campus life and take full advantage of the many opportunities available through student organizations, community events, and support services. As a member of our residential community, you'll live and learn alongside peers from a wide range of backgrounds and experiences. Residence Life collaborates with faculty, RCAS, Counseling Services, Career Connections, and other campus partners to ensure you have the resources and relationships you need to thrive both in and out of the classroom.

Student satisfaction is one of our priorities, and we continually seek your feedback to inform our initiatives and projects. If you have suggestions or ideas, contact your Resident Assistant (RA), Assistant Community Director (ACD), or [Community Director](#) (CD). We're partners in making this a safe, inclusive, and engaging place to live.

Residency Requirement

All unmarried first-year and second-year students under 21 live in one of our residential buildings unless they live within 30 miles of campus with their parent or guardian at their primary residence. Students completing their residency requirement must have a meal plan. **Students who violate the residency requirement are subject to the full cost of housing and the meal plan.** An [exemption request](#) must be submitted in writing to the Dean of Residence Life. Exceptional circumstances must be identified and documented for a request to be considered.

Food Services

MSOE offers a meal plan for students completing their residency requirements. It's important to note that **students with either a meal plan or a block plan are prohibited from sharing their MSOE Raider Card**, as this would violate the Campus ID policy. Additionally, **students are not permitted to take to-go containers into the dining commons or remove dishes from the dining commons. The dining commons is a self-busing area; students are expected to clear their own tables and dispose of their trash. Food services have limited operation during breaks; meal and block plans are not in effect.**

Terms and Conditions

Milwaukee School of Engineering (MSOE), in recognition of the importance of a conducive living environment for academic success, commits to providing housing and a meal plan (if applicable) for the duration of this contract. This contract, a formal agreement between MSOE and the student, outlines the terms and conditions of your stay on campus. MSOE reserves the right to modify the handbook at any time. Modifications will be communicated via email.

I. ELIGIBILITY

- a. All full-time MSOE students are eligible to live on campus. Part-time and co-op students may still request housing. Approval is subject to availability.
- b. MSOE requires a two-year residency, meaning all unmarried first-year and second-year students (e.g., typically freshmen and sophomores) under 21 must live on campus and have a meal plan unless they live with their parents within 30 miles of campus. **Students who violate the residency requirement are subject to the full cost of housing and the meal plan.**

II. CONTRACT TERM

- a. This contract is applicable for the fall and spring semesters, unless a student graduates or ends their student status. *Please note that if you need to cancel for reasons other than the voluntary or involuntary termination of your student status, you are responsible for the full cost of the room or meal plan.*
- b. Summer housing is subject to availability and requires a separate room contract. Students are not guaranteed their fall or spring placement in the summer. Residence Life will share summer housing information during the spring semester.
- c. Students are not guaranteed the same room or roommate from year to year. However, they can request the same room or roommate during the annual housing selection and assignment processes.

III. RESIDENT OBLIGATIONS AND EXPECTATIONS

Resident obligations and expectations are outlined in the [Residence Life Handbook](#).

- a. Do not share a room key or MSOE Raider ID with anyone and do not grant unauthorized persons access to the residential facilities.
- b. Do not smoke or vape in any MSOE building, including the residential facilities.
- c. Abide by university, state, and federal policies related to drugs and alcohol.
- d. Do not remove any MSOE furniture from rooms or common spaces.
- e. Do not drill or make any holes in the residence hall walls, including the use of screws or bolts. Painter's tape or similar products that easily peel off the wall without damaging it are allowed, including Command strips. Damage due to the improper removal of Command strips and other adhesives may result in a charge.
- f. Nothing may be hung from or attached to fire sprinkler pipes or sprinkler heads.
- g. Fish are the only pets permitted in the residence halls for health, sanitary, and study reasons. Each student is limited to one 15-gallon tank.

- h. [Student Accessibility Services](#) and Residence Life must approve any service or emotional support animal on an annual basis. Students with an emotional support or service animal must abide by Student Accessibility Services' animal policy.

IV. MEAL PLAN

- a. First- and second-year students who are completing their residency requirement must participate in the meal plan, a service designed to provide them with nutritious meals and a sense of community. Exceptions to this rule can be granted on a case-by-case basis, and a letter from Residence Life documents these exceptions.
- b. Students who have completed the residency requirement can opt out of the meal plan. To do so, students should complete the [exemption request form](#) before the start of the first semester of their contract.
- c. Fall meal plans are active from the Thursday before classes start (i.e., Welcome Week) until the Friday of finals week.
- d. Spring meal plans are active from the Sunday before classes start until the Friday of finals week.
- e. Meal plans are inactive during Thanksgiving, winter, and spring breaks.
- f. Meal plan refunds and account adjustments are subject to approval and the [Tuition and Fees Refund Policy](#).

V. ASSIGNMENTS AND ROOM CHANGES

- a. Residence Life will accommodate [roommate and room assignment requests](#) and preferences when possible. However, students are not guaranteed a specific building, room, or floor. Students who are part of a Living-Learning Community are guaranteed placement on the associated LLC floor.
- b. A two-week room freeze will be in effect at the beginning of the fall and spring semesters, during which no room changes can be requested until we confirm student occupancy. Residence Life may still make administrative placements during these times.
- c. Residence Life reserves the right to assign applicants to available space and, if necessary, consolidate space to provide the maximum available space. Residence Life will give 12 hours' notice or more when possible. Some events require an immediate move.
- d. Residence Life reserves the right to alter any assignment at any time in the case of administrative or corrective action.
- e. Residence Life reserves the right to deny housing privileges to any student who has demonstrated disruptive behavior in the residential environment.

VI. PAYMENTS, CANCELLATION, TERMINATION, AND RELEASE

- a. [Housing rates](#) are posted online. Single rooms are subject to availability and approval.
- b. Student housing fees will be charged to the [Student Account](#). MSOE offers a semester payment plan. Questions regarding billing and payment should be directed to payments@msoe.edu.

Residence Life Handbook

- c. If a returning student cancels their Room and Meal contract after May 1, a \$500.00 cancellation fee will be charged to the student's account. Incoming students and late arrivals will be handled on a case-by-case basis.
- d. Students whose room contract is terminated due to corrective action or violation of the fatal five are responsible for the housing and meal plan fees associated with the remainder of the contract.
- e. Students with an unpaid balance at the end of the term cannot remain in on-campus housing. Semester balances must be paid in full before the end of the term.

VII. GUESTS

- a. Residents must comply with the visitation policy and the visitor section of the applicable roommate agreement. Roommates must be consulted when having overnight guests.
- b. Overnight guests cannot stay more than three (3) days in a seven (7) day period.
- c. Residents are responsible for ensuring guests check in and check out appropriately and for their guests' behavior.
- d. Residents must provide a valid MSOE Raider ID when guests check in. Guests are required to present a valid photo ID at check-in. The guest ID is held at the front desk until the guest checks out. Guests cannot check themselves in or out; the resident who checked them in must be present to facilitate the process. Guests must stop by the front desk to be checked out when departing. Guests can retrieve their ID when departing.
- e. Residence Life professional staff reserve the right to suspend overnight visitation in exceptional circumstances.

VIII. DAMAGES

- a. Students are financially responsible for any damage caused by their actions or the actions of their guests.
- b. Damages to public spaces will be split equally among the residents if the responsible party cannot be identified.

IX. BREAK PERIODS

- a. Students can remain in their residence hall during the Thanksgiving and spring breaks at no charge.
- b. Students are expected to leave campus for winter break. However, those approved to remain on campus during winter break will be charged a winter break fee, ensuring you have a safe and secure place to stay. Students must be pre-approved by Residence Life to remain over winter break. **Requests must be submitted at least two weeks before the break begins.**
- c. Students must check their guests in with Public Safety when the residence hall desks are closed (e.g., spring break, winter break, summer break).

X. CHECK-IN AND CHECK-OUT

- a. Students moving into the residence halls must follow the check-in procedures established within each hall. This includes registration at the front desk and signing the key issue report. Contact the [community director](#) for information.
- b. Students moving out of the residence halls must follow the checkout procedures established within each hall. This includes working with your RA to have a room inspection before you depart. Failure to do so may result in additional charges. Contact the [community director](#) for information.
- c. Students are expected to depart the Residence Halls within 24 hours of the last final. Students who are returning for the spring term can leave their belongings in their rooms during winter break. Students who are graduating or not returning to the institution must complete the move-out process. If move-out accommodations are needed, contact the [community director](#) in advance.
- d. If a student needs to stay on campus after the documented move-out date, they must work with the [community director](#) in advance. Residence Life may be able to accommodate the extended stay, but it may not be in the room assigned for the fall, spring, or summer.
- e. Students must abide by Residence Life staff directions for cleaning, room preparation, and move-out procedures.
- f. Any property left in a room after a student checks out will be considered abandoned, and the student will be charged for its removal.
- g. Students will be charged for any additional cleaning required to restore the room to an acceptable condition for the next occupant.

XI. CORRECTIVE ACTION

- a. Students who violate a Residence Life or university policy are subject to corrective action by the university.
- b. The Residence Life staff handle residential policy violations.
- c. The Residence Life staff works closely with the [Dean of Students](#) and Public Safety on university policy violations outlined in the [Student Handbook](#) and [Code of Conduct](#).

XII. PRIVATE BUSINESS OR ENTERPRISE

- a. No commercial business or activity may be conducted in or from any residential facility.

Lost and Found

Public Safety is the official lost and found location for the University. Items are not kept behind the Residence Hall desks.

Principles of Community

Our Principles of Community nurture a safe, welcoming, inclusive, and engaging environment. We offer these Principles to foster acceptance and promote understanding within and around our university. We support these principles through outreach, engagement, education, and strategies that help consider and engage with differences.

Purpose

We encourage engagement with the university and the communities we serve. We build relationships that foster respect, inclusion, and belonging among individuals and groups.

RAIDERS ARE PURPOSEFUL.

Collaboration

We value each member for their insights and efforts, collective and individual, to enhance the quality of residential and campus life. We recognize that the university's mission is enhanced when we work together across boundaries to achieve our goals.

RAIDERS ARE COLLABORATIVE.

Empathy

We recognize that having and acting on empathy is a key part of being a responsible and helpful community member. We strive to understand and work with others to address issues in the community in meaningful ways.

RAIDERS ARE EMPATHETIC.

Ideas

We value a free exchange of ideas within the bounds of courtesy, sensitivity, respect, and inclusion. We strive to break down barriers and create opportunities for authentic engagement and experiences with the richness of diverse people, beliefs, and ideas within and around our community.

RAIDERS VALUE DIVERSE PEOPLE, BELIEFS, AND IDEAS.

Belonging

We strive to cultivate a community where everyone feels comfortable being authentic and safe sharing their honest opinions. We strive to create a community where everyone feels appreciated for their unique interests, values, and beliefs.

ALL RAIDERS BELONG AT MSOE.

Community Living

Living in a Residence Hall allows you to connect with diverse students. Each floor, or community, typically consists of about 30 to 50 members and an RA. Although they follow the policies and expectations within this handbook, Grohman Tower floors 11 through 14 are not assigned an RA. Those residents can work with the Assistant Community Director, the Community Director, and the front desk staff for assistance.

Our Custodial and Facilities staff work hard to maintain clean and safe environments—your care for shared spaces helps them too. Please avoid leaving messes in common areas, and report spills or maintenance concerns promptly.

Your interactions and engagement with your fellow residents shape the success of your community. Here are some responses to common questions that arise during the first week of school:

- For security reasons, do not loan your room key or have it copied.
- It's crucial not to loan or have your MSOE Raider ID card copied to maintain a safe environment.
- MSOE promotes a healthy lifestyle; therefore, it is a drug- and smoke-free campus.
- If you are under 21, please remember that having alcohol in your possession or presence is not allowed.
- We welcome visitors and overnight guests! Just make sure they are checked in at the front desk for proper registration.
- To ensure a comfortable living space, please keep all furniture in its designated area (e.g., the common space, your room).
- Please do not drill holes in any surfaces to maintain the integrity of the space.
- To ensure a smooth transition, you should discuss room changes and receive approval from the Residence Life staff. Please complete a [change request form](#).
- If you are not assigned a single room, please be aware that Residence Life may use the unused portion for housing accommodations. We will strive to provide at least 12 hours' notice before any moves, but some circumstances may require immediate relocation.

Decorating Rooms and Common Spaces

Personalizing your space can make your room feel more like home. However, it's important to remember that students are responsible for the condition of their rooms. Students are prohibited from drilling or making any holes in the residence hall walls, including the use of screws or bolts. Painter's tape or similar products that easily peel off the wall without damaging it are allowed, including Command strips. Damage resulting from the improper removal of Command strips and other adhesives may incur a charge.

For the safety of all residents and to comply with fire code regulations, **nothing may be hung from or attached to fire sprinkler pipes or sprinkler heads.** Doing so may compromise the functionality of the fire suppression system and lead to severe damage, safety hazards, and corrective action.

To ensure everyone feels comfortable and respected, **please refrain from displaying offensive items on your doors or windows, such as racial or prejudiced views, suggestive or explicit images, or any other contentious décor.**

No items may be adhered to or displayed on either side of the residence hall windows to avoid damage to university property (e.g., windows, screens) and to facilitate emergency evacuations and communication. This includes, but is not limited to, signs, posters, flags, banners, or paint. **Holiday lights and small seasonal decorations are allowed around the edge of the interior window seal.**

Respect Self and Others

To enhance your experience on campus, we encourage you to embrace our principles of community and respect everyone around you. The habits and behaviors you cultivate during this time can positively shape your interactions in your future workplace and life after graduation. Engaging with campus life offers invaluable opportunities for meaningful connections and friendships that can last a lifetime.

We want to emphasize the importance of creating a welcoming and inclusive environment in the residence halls. We appreciate your cooperation, as adhering to these guidelines helps us maintain a harmonious living space for all. Thank you for your understanding and commitment to fostering a positive community!

To maintain a clean and safe environment, **please do not use restrooms and bathrooms while our custodial staff is cleaning.** When custodial services, the facilities team, or a designee work in a restroom or bathroom, you must use another restroom or bathroom. Failure to follow this request may lead to further action by the Dean of Students Office.

In Viets Tower, each floor includes an accessible bathroom that is intended to support students with disabilities and those who need a gender-neutral bathroom. These students have **priority access** to the accessible bathroom. We ask that other residents limit their use of the accessible bathroom out of respect for those who need it. Being mindful of this helps ensure everyone has safe, comfortable access to the facilities they rely on.

Community Directors (CD)

Community Directors are professional live-in members of the Residence Life staff who help ensure your residential community runs smoothly and feels like home. They provide guidance and support to Resident Assistants, Desk Staff, and residents, and are here to help create a safe, inclusive, and vibrant living environment. Whether you're navigating a challenge, planning an event, or need someone to listen to you, your CD is a resource, advocate, and partner in your success.

Assistant Community Directors (ACD)

Assistant Community Directors are student leaders who work closely with your Community Director to support the day-to-day life of your residence hall. They help guide and mentor Resident Assistants, assist with operations, and contribute to building a positive community. ACDs are approachable and involved—they're here to support you, help things run smoothly behind the scenes, and make your Residence Hall a place where everyone can thrive.

Resident Assistants (RA)

Resident Assistants (RAs) are dedicated undergraduate student members of the Residence Life staff who support your safety, well-being, and community needs. They serve as your first

point of contact for most safety or environmental concerns and are committed to fostering community through engaging activities and residence life programs. Living alongside you on your Residence Hall floor, RAs are here to support you as peers, ready to answer your questions and lend an empathetic ear when you want to share your successes or concerns. Your experience matters, and they're here to help.

Conflict and Dispute Resolution

When residents conflict, they must work together to resolve the issue.

If you cannot reach an agreement on your own, you can seek the support of an RA. The RA can listen to and guide the residents in finding a suitable settlement. The RA will determine if the issue should be escalated to the Assistant Community Director or [Community Director](#).

In academic-related conflicts or roommate stress caused by school workload, your RA or CD can help you connect with faculty, your academic advisor, or RCAS for additional support.

If the dispute involves an RA, the Assistant Community Director or designated representative will listen to and guide the residents.

If a resolution is still not possible after these efforts, the matter can be escalated to the Community Director. The Community Director or a designated representative will thoroughly review all the information provided and aim to make a fair and thoughtful decision. Throughout this process, we aim to ensure that everyone feels heard and supported.

General Floor Behavior and Practices

For a positive living experience, everyone in the community needs to adhere to certain shared expectations and guidelines. By following these, we can create a respectful and supportive environment that promotes equality and enhances residents' overall experience.

Please keep the following guidelines in mind:

- **Maintaining Cleanliness:** Please avoid leaving messes in common areas, and report spills or maintenance concerns promptly.
- **Furniture Care:** Please do not remove any MSOE furniture from your room or the common space unless you have received approval from the Residence Life professional staff. Limited storage is available, so please keep all furniture in its assigned space.
- **Furniture Modification:** Please refrain from modifying or disassembling any furniture, including wall-mounted bookshelves, to maintain the integrity of the shared spaces.
- **Painting Restrictions:** Please do not paint any walls or surfaces to preserve the appearance of the residence halls.
- **Wall Regulations:** Please do not drill or make any holes in the residence hall walls, including the use of screws or bolts. Painter's tape or similar products that easily peel off the wall without damaging it are allowed, including Command strips.
- **Electrical Safety:** Please do not modify electrical circuits or remove fixtures from their designated locations.
- **Waste Management:** Remember to empty wastebaskets in your room regularly. Please do not dispose of these items in the bathroom or hallway wastebaskets.
- **Trash Disposal:** Please take larger items to a designated area. This practice is essential for preventing chute clogs and ensuring efficient waste management.

Residence Life Handbook

- **Wheeled Devices:** Please store bicycles, skateboards, and rollerblades in your room or designated storage areas. These items should be used outside only. Gas-powered items may not be stored in your residence hall room.
- **Sports and Recreation:** Please do not play sports in the common areas or hallways of the residence halls. There are places to participate in these activities around campus. Certain activities are allowed in your residence hall room if they do not disturb others. All athletic equipment must be stored in residents' rooms.
- **Personal Item Management:** Please do not leave personal belongings in the common areas, bathrooms, mop rooms, or small utility rooms to keep these areas tidy.
- **Kitchen Etiquette:** To keep shared kitchen areas clean, please do not leave food waste or dirty dishes in common sink areas like the Residence Hall kitchens or VT common area. If students do not keep the shared kitchen area clean, access will be restricted.

Quiet Hours

Quiet hours have been established for the residence halls. Excessive noise may result in corrective action.

- **Quiet hours:** 10 p.m. to 8 a.m. weeknights (e.g., Sunday through Thursday)
- **Quiet hours:** 11 p.m. to 9 a.m. weekends (e.g., Friday and Saturday)

We understand how important it is for students to have a peaceful environment for studying and resting at all hours. That's why courtesy hours are in place 24/7. If you're experiencing noise disruptions, we encourage you to communicate your concerns with your neighbors, as they may not be aware of the impact on others. **If the issue persists, please contact your RA.** We're here to help ensure everyone feels comfortable.

During finals week, all floors observe 23 quiet hours, which pause between 5 p.m. and 6 p.m. Quiet hours begin at 11 p.m. on the Saturday before finals and end at 5 p.m. on Friday of finals. Guests cannot be checked in during finals week, effective on Sunday before finals.

Visitation Policy

The visitation policy provides guidelines for residents regarding hosting visitors in their rooms and common areas of the residence halls. These procedures ensure that visitors are welcomed in a manner that prioritizes residents' safety and privacy concerns.

This policy encourages all residents to actively participate in fostering a respectful and inclusive environment. It emphasizes that visitors' presence should not disrupt the harmony of the floor or hall communities or infringe upon a roommate's right to privacy.

It is important to note that visitors are prohibited from bringing alcoholic beverages into the residence halls, irrespective of their age. If underage visitors are found consuming alcohol, appropriate corrective measures will be enforced.

Residents are responsible for ensuring their guests comply with all university policies and procedures. They will be held accountable for their visitors' actions and could face corrective action if a guest violates any policy. Additionally, it is required that residents always accompany their guests throughout the residence hall.

Visitation Hours

Residents may host up to two visitors at a time during the following hours:

- 8 a.m. to 10 p.m. Sunday to Thursday
- 9 a.m. to 11 p.m. Friday and Saturday, and on occasions when classes are excused before or after a weekend.

24-hour ground-floor lobby spaces are available for students and visitors in each residence hall. For safety, these common areas are not to be used for sleeping or housing overnight guests.

Visitation and Overnight Guest Policy Statement

Residents can have up to two (2) visitors at a time, with no more than one (1) overnight guest. Roommates must be consulted when having overnight guests. Residents are responsible for their guests' behavior while in the residential complexes.

Visitors

Visitors are non-resident guests; this includes students who live off campus and anyone not affiliated with the university.

Overnight Guests

Overnight guests cannot stay more than three (3) days in a seven (7) day period.

Resident Responsibility

Residents may be subject to corrective action processes because of a guest's behavior. Guests must be accompanied by a resident when in a residential complex.

Finals Week

During finals week (e.g., Sunday through Friday), visitors and overnight guests cannot be checked in. Residents must use a non-residential common area (i.e., VT ground floor). No overnight guests are permitted.

Restrooms and Showers

MSOE is committed to providing safe, respectful, and accessible restroom facilities for all students and guests.

In Viets Tower, residential floors include an accessible bathroom to support students with disabilities and provide a gender-neutral option. These bathrooms are prioritized for individuals with specific accessibility or identity-related needs.

Guests and residents should use restrooms that best align with their needs. We ask all community members to be respectful of others' privacy, comfort, and identities when using shared facilities.

If you have concerns about restroom access or safety, please contact your Community Director.

Guests During Breaks

When the residence hall desks are closed for breaks, students must check in their guests with Public Safety.

Sign-In Procedures

During the academic year, the front desk staff will check in/out guests. Residents must provide a valid student ID when checking in their guests, and guests must provide a valid photo ID at check-in. The guest ID will be kept at the front desk until the guest checks out.

Exceptions

Exceptions are handled on a case-by-case basis by the Residence Life professional staff.

Residence Life professional staff reserve the right to suspend overnight visitation in exceptional circumstances.

Visitation Violations

Students are expected to abide by all visitation policies and all University regulations within the residence halls. Any student found responsible for violating the visitation policy is subject to revocation of visitation privileges and other sanctions outlined in the [Student Code of Conduct](#) or Residence Life policies. Visitation privileges may be revoked for other behavior-related reasons.

Suppose a visitor or their host violates the visitation policy or University regulations. In that case, the Residence Life staff can ask visitors to leave the hall immediately.

Cohabitation Policy

Cohabitation within or between residence halls is prohibited. The policy forbids excessive and prolonged visitation of non-residents in a student's room. Corrective action may be taken against students who do not adhere to the cohabitation rules. To facilitate community building, collaboration on class projects, and social interaction among residents, the university permits 24 hours a day visitation between residents; however, this privilege should be used sparingly. The cohabitation policy helps maintain necessary fire safety regulations and allows residents to enjoy their personal space while promoting active participation in their floor community.

Examples of cohabitation violations include frequently spending the night in a resident's room, regularly having overnight visits, and consistently checking out early in the morning.

Community Kitchens

We are excited to have a community kitchen to support the VT, Mellowes Hall, and MLH residents. If you notice a problem or mess in the kitchen, please report it to the front desk.

Community Kitchen Benefits

- Community kitchens can allow people to connect with others, reduce social isolation, and form new friendships.
- These kitchens can help cultivate a sense of pride in cultural heritage while assisting individuals in developing essential life skills.
- Community kitchens can enhance people's cooking abilities, build confidence, and cultivate fresh food.

Please be mindful of others sharing the common kitchen space and use common sense to help keep the area clean and functional. Here are some basic courtesy rules to keep the kitchen space running smoothly. **If residents and guests do not keep the shared kitchen area clean, access will be restricted.**

Community Kitchen Etiquette

We, as a community, are responsible for the kitchen's upkeep. This is not an area maintained by Custodial Services. Please do your part to keep the kitchen clean and freely available.

If you see someone violating these guidelines, please let the front desk know. Continued violations or a messy kitchen and connected common area will result in restricted access. Help us maintain a clean and welcoming, pest- and smell-free environment!

Dishes and Utensils

- Wash, dry, and put away all the dishes and utensils you use.
- Do not leave them in the sink or drying rack.
- Rinse out sponges thoroughly before putting them away. Sponges are to be used for dishes.

Surfaces

- Clean up any spills on tables or countertops.
- Wipe down the stove after use, especially if your food has splattered while cooking.
- Wipe out the microwave after use, especially if your food has splattered inside.

Garbage

- Dispose of any wrappers, containers, and peels you no longer want.
- If you dispose of any food waste in the garbage, please take out the trash after using the kitchen.
- If you take out the garbage, please replace the bag.
- Friday is the designated dump day to prevent a smelly fridge.

Refrigerator and Common Storage

- Do not leave leftovers on countertops or in the refrigerator.
- Respect other people's labeled foods.
- Unlabeled items are considered communal and may be consumed or thrown away.
- If you want to share something with others, please label it "Share" and date it.

Monitoring Supplies

- If you notice anything running out (e.g., paper towels, soap), please notify the front desk.
- If you notice that someone left the area a mess, please notify the front desk.

Laundry Rooms

Laundry rooms are in each residential facility. These facilities are only available to residents.

- MLH residents can access the laundry room in the MLH basement.
- Viets Tower and Mellows Hall residents can access a laundry room in the VT basement.
- Grohmann Tower residents can access a laundry room on the GT 4th floor.

The cost of laundry facilities is included in your housing fees, meaning they are exclusively available for resident use. You can utilize the laundry services 24 hours a day. **Laundry machines operate on a first-come, first-served basis.**

We encourage open communication among neighbors to resolve any issues that may arise. **If you have concerns about the laundry room, please contact your RA or Community Director.**

Laundry Etiquette

- **Come Prepared:** Before you start laundry, gather your supplies and dirty clothes. This will help you work more efficiently. Students are responsible for their own laundry detergent.
- **Check Pockets:** Before washing, check pockets for items like pens or electronics. These can damage clothes or clog the machines.
- **Use Detergent Wisely:** Use the right amount of detergent. Using too much can damage machines and leave residue in the washers.
- **Avoid Overloading:** Don't overload the machines. This helps ensure your clothes get cleaned properly.
- **Avoid Certain Items in Dryers:** Don't dry shoes or large bedding in the machines. These can cause problems.
- **Remove Lint:** After drying, remove lint from the screen. This keeps the dryer working well.
- **Maintain Cleanliness:** Keep the laundry room clean. Clean up any trash or spills. Don't throw food in the laundry room trash.
- **Respect Shared Space:** Be mindful of others. Don't block areas meant for others.
- **Unattended Items:** Don't leave your laundry unattended. *Set a timer on your phone to help you remember to switch laundry promptly.* After washing and drying, take your clothes out quickly so others can use the machines. *Unattended items will be collected regularly by Residence Life staff only.*
- **Unclaimed Items:** If you are missing items, please contact your Community Director. *Unclaimed items will be donated or discarded monthly.*

If laundry is left unattended, please contact your RA or Community Director. When we are aware of issues, we can address them quickly. Thank you for your cooperation!

Getting Rid of Garbage

Residence Life collaborates with Custodial Services, the Facilities team, and Environmental Health and Safety to effectively manage various services, including garbage disposal, cleaning, facility maintenance, and pest control. This teamwork is essential for maintaining a safe and clean environment for all residents. If you notice any issues, please report them to the front desk or your RA to help with community upkeep.

Dumpster Locations

Please note that **MLH** does not have a trash room or trash chutes for garbage disposal. Residents can dispose of their garbage in the dumpster located outside to the west of the main entrance. This dumpster is also accessible for **Viets Tower** and **Mellowes Hall** residents needing to dispose of larger items.

Residents of **Grohmann Tower** will find several small roll-away dumpsters located behind the building for larger trash items. It's important to avoid using the larger dumpsters in that area, as they are designated for local businesses.

Cardboard Disposal Guidelines

- **Make sure all cardboard is clean**, dry, and flat before placing it on the recycling or trash room floor.
- **Do not throw cardboard down the trash chutes.**

Trash Chute Instructions

- **Always tie or securely bag your trash** before placing it in the trash chute or dumpster.
- **Do not throw loose items down the chute.**
- **Do not put large or oversized items in the chute;** they can block it.
- **Do not use the chute late during quiet hours** to keep noise down for other residents.
- **If trash spills in the room**, clean it up right away to prevent pests and odors.
- **Report problems** with the chute (malfunctions, clogs, smells) to the front desk or your RA.

During move-out week, trash chutes are typically closed to prevent clogs from increased use. Please take all trash directly to the designated dumpsters to help keep the building clean and running smoothly.

Fatal Five Policy

Residents must adhere to the Fatal Five policy, which outlines specific behaviors that can lead to the immediate termination of a room contract for those found responsible. These behaviors pose risks to the safety and well-being of individuals and property and are deemed unacceptable.

The following actions and policy violations will result in the immediate termination of the room contract for the responsible individual(s):

1. **WEAPONS:** According to university policy, possessing any dangerous weapon is prohibited on campus—knives with blades shorter than 3 inches are allowed.
2. **FIRE:** This includes both accidental and intentional acts of setting a fire.
3. **SAFETY EQUIPMENT:** It is prohibited to intentionally activate a false fire alarm or tamper with safety equipment (e.g., pull stations, smoke detectors, sprinkler heads, fire extinguishers). The bell button on an elevator serves as an emergency alarm designed to alert others if someone becomes trapped inside and requires assistance. This button is usually identifiable by a bell or phone icon, making it easy to locate in an emergency.
4. **RESTRICTED AREAS:** It is prohibited to throw, drop, or allow objects to fall from building railings, ledges, or windows. Similarly, placing items on railings, climbing over or onto railings or roofs, or accessing restricted areas without proper authorization is prohibited. Student residents are prohibited from being on the balconies attached to the apartments on GT floors 11-14. Picking a lock is also prohibited.
5. **BEHAVIOR:** Violent behavior toward another person will not be tolerated.

Firearms and Weapons Policy

Students are not permitted to possess, use, or store firearms, explosives, ammunition, or weapons of any type, including clubs, bows and arrows, paintball guns, pellet guns, knives three inches or larger, decorative weapons, or other hunting equipment in the residence halls.

If such items are found, they will be confiscated. Residents who are found in violation of these rules may face corrective action. Residence Life has the right to confiscate or dispose of prohibited items permanently.

The Dean of Residence Life may grant exceptions to fencing or archery club members affiliated with a recognized student organization. These exemptions must be requested in writing (mitchelljj@msoe.edu).

Emergency Exits and Restricted Access

For building safety, emergency exits are labeled and alarmed. Using an emergency exit is prohibited except in an emergency. In addition, some areas are labeled as restricted access.

It is not permitted to use an exit in a restricted access area. However, some restricted areas can serve as emergency exits, such as the south exit of Grohmann Tower.

Because of insurance and liability concerns, **students are prohibited from using the Grohmann Tower balconies on floors 11-14.** The Grohmann Tower's 4th-floor patio is available for use. When the President's Conference room (GT 1404) is in use, the balconies are accessible.

Emergency Procedures

MSOE maintains [emergency procedures](#). Please review them.

Evacuation Assembly Areas

Residential Facility	Outside Evacuation Site	Inside Evacuation Site
Viets Tower (VT)	Michael Barber and Jaqueline Herd Barber Plaza (Diercks Patio)	NVIDIA Auditorium (1 st Floor Diercks Hall)
Mellowes Hall	Michael Barber and Jaqueline Herd Barber Plaza (Diercks Patio)	NVIDIA Auditorium (1 st Floor Diercks Hall)
Margaret Look Hall (MLH)	E. Juneau Ave. between N. Milwaukee St. & N. Broadway (South Side of Street)	NVIDIA Auditorium (1 st Floor Diercks Hall)
Grohmann Tower (GT)	Water Street Parking Lot (1214 N. Water St.)	Kern Center Garage

Designated Shelter Areas

Residential Facility	Primary Designated Shelter	Alternate Designated Shelter
Viets Tower (VT)	Viets Basement	North Stairwell
Mellowes Hall	Lowest Possible Level	Stairwells
Margaret Loock Hall (MLH)	Lowest Possible Level	Stairwells
Grohmann Tower (GT)	East Stairwell (Third Floor or Lower)	Stairwells

Damage to Property

Damage charges are passed along to the responsible parties to cover the costs associated with repairing or replacing damaged items. Each charge for common area damage will be communicated and subsequently billed to the student's account. These charges are calculated based on the time, materials, and administrative costs needed for repairs. These charges cannot be appealed.

Residents are responsible for any damage occurring in their student rooms or by their visitors or overnight guests. If damage is reported, charges will be shared equally among all roommates unless a specific resident has provided written notice to the building's community director accepting full responsibility for the damage.

Additionally, all residents are responsible for damage to common areas, including hallways, elevators, and building cameras. **Jumping in the elevators is prohibited**, as it can cause the elevator to halt and trap people inside. Several groups (e.g., Public Safety, Facilities, Milwaukee Fire Department, Otis) may need to respond if the elevator halts. **Associated charges will be passed on to the student.**

Residence Life staff will try to identify the responsible party when damage is identified in these shared spaces. Suppose the responsible individual(s) cannot be determined. In that case, the costs for cleaning, repairing, or replacing damaged items will be distributed among the residents of the floor or building, depending on the nature and location of the damage.

Excessive damage to rooms or common areas may result in the termination of the room contract of the responsible individual(s).

Housing Accommodations

MSOE is committed to ensuring equal access to housing. We provide federally mandated accommodations for students with qualified, diagnosed disabilities, as outlined in the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students seeking disability-related housing accommodations must submit documentation to [Student Accessibility Services](#).

For more information and questions about accommodations, please contact Angela Moureau in Student Accessibility Services at moureau@msoe.edu or 414-277-7281.

For non-disability-related housing requests, please contact Dr. Mitchell, Dean of Residence Life, at mitchelljj@msoe.edu or 414-277-2348.

Gender-Inclusive Housing

MSOE offers gender-inclusive housing opportunities in all residential buildings. **Students must opt into gender-inclusive rooms, suites, and apartments. Gender-inclusive housing is intended for those wishing to live together in a non-romantic capacity.**

Gender-inclusive housing is a welcoming living arrangement that allows two or more students to elect to share a multiple-occupancy residence (e.g., double, triple, suite, apartment), regardless of their sex, gender identity, gender expression, or sexuality. It aims to honor and respect all identities, fostering a safe and supportive environment for everyone, including living arrangements involving non-binary and transgender students.

Gender-inclusive housing extends our commitment to student success by finding the best match between students' needs and available housing options. When gender-inclusive placements occur on a floor with a shared bathroom, we commit to honoring requests for housing near a gender-inclusive private bathroom when possible.

Animals

Fish are the only pets permitted in the residence halls for health, sanitary, and study reasons. Each student in a room is limited to one 15-gallon tank per room. The only animals allowed in these tanks are fish. Students are responsible for taking fish home over the break period or finding safe, alternative accommodations.

No live animals may be shipped to the residence hall.

Students with emotional support or service animals must abide by Student Accessibility Services' animal policy. Emotional support and service animals must be approved annually.

For more information and questions about emotional support and service animals, please contact Angela Moureau in Student Accessibility Services at moureau@msoe.edu or 414-277-7281.

Refund Policy for Housing and Meals

The room and meal contract is effective for the full academic year (Fall and Spring) unless a student is graduating or ending their student status. Fees are charged on a semester basis. Students who violate the agreement are subject to the full cost of housing and the meal plan.

In the event of an academic termination or a student's decision to terminate their student status, refunds of housing fees will be authorized according to the [refund schedule](#). These refunds or adjustments are determined by the actual move-out date. **Block plans do not qualify for a refund.** Meals and Raider funds carried over from the previous term will be forfeited.

Students who cancel their room contract after May 1 may be charged a \$500 cancellation fee.

Room Changes

Requests for changes to halls, rooms, or roommates are generally allowed when there are valid reasons and available spaces. Students interested in changing their housing placement should contact their RA and collaborate with a community director to initiate the process. The [Room or Roommate Change Form](#) is available online. **If there are no open spaces, students can request placement on a waitlist.**

It is essential to understand that room changes are not typically processed during the first two and last two weeks of the fall and spring semesters unless we address a significant concern or consolidate at the end of the fall term. This policy is in place to maintain accurate records of student occupancy and allow students to focus on their finals.

Residence Life reserves the right to alter any assignment at any time in the case of administrative or corrective action. In situations where a student's behavior creates ongoing disruption or is no longer compatible with the well-being of their residential community, the Dean of Residence Life may approve a reassignment to another room or floor. This relocation is intended to provide the student with a fresh opportunity to adjust their behavior and positively engage in a new living environment.

Roommate Agreements

Living with a roommate can sometimes lead to misunderstandings and conflicts. To help navigate these challenges, it's essential to have open conversations and reach agreements on various aspects of shared living before issues arise. At MSOE, we've designed roommate agreements to support you and your roommate in discussing potential disagreements calmly and constructively.

These discussions cover essential topics such as behavioral expectations, shared cleaning responsibilities, sleep and study habits, conflict resolution strategies, and visitation. **At the start of the school year, RAs will guide you through the roommate agreement process.** As you complete your roommate agreement, we encourage you to discuss academic priorities. Consider including times when you need the room to be quiet for studying or class, and how your RA can help connect you with RCAS or faculty office hours if conflicts arise. We encourage all students to participate in a follow-up meeting led by your RA to ensure everyone feels heard and understood.

These agreements can be revisited throughout the year whenever a conflict arises, or your living situation changes, providing a framework to help you manage challenges together. Your well-being and comfort in your shared space are our top priorities, and we want to ensure you have the tools to create a positive living environment.

New Assignments

Residence Life reserves the right to fill open spaces. We try to provide at least 12 hours' notice to current residents before the arrival of a new roommate. Due to the high number of residents on campus, it may not always be possible to consult with a resident before a change is made, which underscores the importance of the Room Change Request Form. **If you anticipate a vacancy and have a potential roommate in mind, complete the [Room Change Request Form](#).**

Maintenance, Repairs, and Inspections

Reporting faulty equipment, damage, or physical problems to Residence Life is important. The Residence Life staff will submit a work order or contact the appropriate person for you.

Residents should not attempt to repair university-owned property, as this can increase repair costs. Repairs are managed exclusively by the university facilities staff. If you have any questions regarding maintenance or repair requests, please contact the [community director](#) for assistance.

Residence Life aims to provide residents with 12 hours' advance notice before entering their rooms. When residents request repairs, it is understood that they are granting permission for maintenance personnel to access their rooms. However, there may be situations, particularly in emergencies, where advance notice cannot be provided to address repairs needed to prevent damage to the university or residents' property. In such cases, university staff will knock before entering the room and ensure the door is securely locked upon departure. This policy applies to all residence halls.

Bed Bug Protocol

Residence hall rooms and apartments are regularly screened and confirmed bed bug-free.

Students who believe they have bed bugs should contact Residence Life staff. Once staff members know this, they ask the residents questions to gain additional information and work with Environmental Health and Safety to schedule an inspection of the room. A staff member will let the resident know when the inspection will occur.

If bed bugs are present, impacted students will receive instructions on expected cleaning and care to eliminate the current bug infestation and prevent further issues. Any student with a confirmed case of bed bugs will not be allowed to move rooms to avoid the spread to an additional space. If bed bugs are found in furniture, Residence Life may require it to be cleaned or disposed of.

Room Entry and Search

MSOE respects and protects student privacy. However, in the interest of safeguarding university persons and property, including residence hall rooms, there may be times when university personnel must enter and search residence hall rooms. Residence Life will attempt to provide 12 hours' advance notice before entering their rooms when the halls are not officially closed.

All rooms are entered during break periods to ensure closing procedures are followed for health and safety. 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 break closing periods to check that perishable items are removed, windows are shut, and any noise problems (e.g., alarm clock).
- Reason to believe that the community safety is at risk.
- Reasonable cause to believe there is a violation of the [Student Code of Conduct](#) or Residence Life policies.

Keys, Lock Changes, and Replacements

Students are entrusted with the keys during check-in and are responsible for their safekeeping. It is important to note that MSOE keys cannot be duplicated; if duplication occurs, the involved resident(s) are responsible for the lock change or key replacement cost.

If a resident is locked out of their room, lock-out keys can be obtained from the hall front desk. They must be returned within 15 minutes. **Students should never try to pick a lock.**

If a resident loses their mail or room key, they must immediately report the loss to the front desk. The front desk will provide a loaner key and initiate a lock change. Please be aware that students will incur a fee for each lock change requested, which is nonrefundable once the work order has been processed. Additionally, there will be a charge for failing to return keys to the front desk upon departure from the residence hall.

Smoking and Drug Policy

Residence Life upholds the university's [Smoking Policy](#) and [Drug Policy](#).

Alcoholic Beverages in the Residence Halls

As an academic community, MSOE prioritizes the wellness and safety of all its members. Additionally, **MSOE believes that learning to make responsible decisions about the use of alcohol is a key developmental task for young adults** in our society and, therefore, is related to the educational mission of the university. See [MSOE's policy regarding using and consuming alcoholic beverages](#).

For Residents Under the Legal Drinking Age

- The possession of containers for beer, wine, or liquor, as well as alcohol-related drinkware (such as shot glasses, flasks, and wine glasses), is strictly prohibited for students under 21. This is the legal drinking age in the United States.

For Residents of Legal Drinking Age

- Residents of legal drinking age are permitted to possess and responsibly consume alcohol in their own rooms or in the rooms of other legal-age residents. It is important that the doors remain closed and that no occupants under the legal drinking age are present.
- Legal-age residents may be held accountable for any acts of irresponsible drinking.
- Guests of legal drinking age may also responsibly consume alcoholic beverages in the rooms of legal-age residents.

For Mixed-Age Roommates

- In situations where one or more roommates are of legal drinking age while others are not, the resident of legal age may drink in their room. However, they are prohibited from having guests drinking in their room.

General Policies for All Residents

Regardless of age, the following policies apply to all residents:

- Residents may not offer alcohol to anyone who is underage, and no guest may bring alcohol into any residence hall.
- Kegs of beer and alcoholic punch are not allowed in residence halls.
- If there are suspicions of policy violations, Residence Life staff have the authority to request proof of identification to confirm age. They may search bags, refrigerators, furniture, personal items, and coolers as necessary.
- Please be aware that students can face arrest or civil prosecution for underage drinking within residence halls or apartments.

If you have any questions or concerns about alcohol-related issues, please feel free to contact the Residence Life staff. They are dedicated to ensuring safety within the community and enforcing these policies.

Building Access and ID Cards

Students should review the [Campus ID Card Policy](#) and [Physical Access Policy](#).

Any student who violates these policies shall be subject to appropriate corrective action under the [Student Code of Conduct](#) or Residence Life policies.

Lost or Forgotten ID Cards

Allowing students without an MSOE Raider Card (e.g., Campus ID card) into the building compromises security. Therefore, students who fail to swipe their MSOE Raider Card when entering the building are subject to corrective action. Replacement cards or photos can be requested via the [Help Desk](#) ticket system. A fee for replacement cards will be charged to the student's account.

Prohibited Items, Fire Safety, and Electrical Equipment

In addition to the **items prohibited because of fire safety**, students are prohibited from having items in their rooms:

- Real trees, wreaths, or pumpkins. Artificial trees, wreaths, and pumpkins are acceptable if they are non-combustible.
- Loft kits (only loft kits provided by the university are allowed).
- George Foreman Grill, crock pot, toaster, rotisserie oven, hot plate, immersion coil, deep fryer, camping stove, electric frying pan, toaster oven, and sandwich maker.
- Candle warmer, guitar amplifiers, subwoofers, drum sets, portable air conditioners, portable dishwashers, portable washer/dryer, and torchier-style halogen lamps.

For the safety of all residents and to comply with fire code regulations, **nothing may be hung from or attached to fire sprinkler pipes or sprinkler heads.** Doing so may impair the functionality of the fire suppression system and result in severe damage, safety hazards, and corrective action.

Air fryers, electric kettles, Keurig machines, and coffee makers with automatic shut-off are permitted in your residence hall room. We encourage you to consider ventilation while cooking to ensure a comfortable and safe environment.

MSOE provides a microfridge for students in each residence hall room. Microfridges are combination appliances with a dorm-sized fridge, freezer, and microwave. This industry-leading Energy Star product uses OnePlug technology, which connects both appliances so that the refrigerator shuts down when the microwave is in use. Still, 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. **The combined dimensions for the microfridge and microwave are: 43.81 in. (H), 18.70 in. (W), and 19.50 in. (D).**

Residents are not allowed to have additional microwaves in their rooms. However, each resident can bring one other refrigerator, 1.7 cubic feet or less. We encourage residents to communicate with their roommates about whether an additional refrigerator is needed.

Microfridge Cleaning Policy

Residents are responsible for cleaning out the microfridge at the end of the academic year. This includes emptying personal belongings, unplugging and defrosting the freezer, cleaning up melted contents, and plugging the refrigerator and freezer in after cleaning.

Upon move-out, residents who do not adequately clean the unit will be charged a cleaning fee to their Student Account.

Move-Out Expectations

The move-out expectations apply to students who will not be returning for the spring semester and the move-out process at the end of the spring term.

Expectations

- **Residents are expected to move out within 24 hours of the last final.**
- If their final is on Friday, they are expected to depart when the residence hall desks close.
- Residents must abide by Residence Life staff directions for cleaning, room preparation, and move-out procedures.
- Residents are expected to return their keys and complete their room condition report before their final departure from the University (e.g., at the end of their room contract).
- Students will be charged if their key is not returned at move-out.

Break Periods

Residents are expected to depart within 24 hours of the last class or final. Residents should be aware that if their last class or final exam is scheduled on the day of closing, they are required to depart by the designated closing time. Meal plan service is unavailable, and hall desks are closed during Thanksgiving, winter, and spring breaks. No mail or packages are received when the residence hall desk is closed.

When departing campus for a break period, students must ensure that their **HVAC unit remains turned ON and is set to their usual room temperature.** This helps maintain proper airflow, prevents condensation or freezing issues, and supports building-wide climate control systems.

Thanksgiving Break and Spring Break

Students can remain in their residence halls during Thanksgiving and spring breaks at no charge and leave their belongings in their rooms.

Winter Break

Students are expected to leave campus for winter break. However, those approved to remain on campus during winter break will be charged a winter break fee, ensuring you have a safe and secure place to stay.

Students must be pre-approved by Residence Life to remain over winter break. Requests must be submitted at least two weeks before the break begins.

Students returning to the same room can leave their belongings in their room during break.

Guests During Break

When the residence hall desks are closed for breaks, students must check in their guests with Public Safety.

Summer

It's essential to understand that summer housing operates independently from academic-year housing. Placement for summer is not determined by academic-year placement. During the summer, Residence Life provides various housing options for students, interns, guests, conferences, and camps. **Students are not automatically assured their academic-year rooms during the summer months,** as academic-year room contracts only apply to the fall and spring terms. **The policies outlined in this handbook are applicable year-round.**

Early Arrivals for Student Athletes

Residence Life will work with Athletics to provide temporary housing for student-athletes who are required to arrive early or stay late. Athletics provides Residence Life with a list of approved students. Student-athletes should have their belongings packed and be ready to move into a temporary room if instructed by Residence Life staff.

Study Abroad

Residents who will be studying abroad must have their rooms cleaned and vacated before the end of their last registered term on campus. Between the end of a term and the beginning of the study abroad experience, residents are responsible for their own storage and accommodations.

Information Technology Policy

Residents should review the [Information Technology Policy](#) and be aware of the compliance requirements outlined in it.

Stolen Property

It is a violation to remove furniture, objects, signs, or any property without permission of the owner(s) or to bring stolen property into the residence halls. This includes university property.

Parking

MSOE offers on-campus parking. Due to limited parking spaces, permits are purchased from Public Safety on a first-come, first-served basis each year. If you need parking, please complete the [Student Parking Permit](#).

Bicycles

MSOE offers on-campus bike racks and storage options. **We recommend that students register their bike with Public Safety.** Bikes can be stored in rooms but may not be ridden or parked in the hallways. Bicycles should be secured to one of the MSOE bicycle racks located around the campus.

- 501 E. State Street
- 1121 N. Milwaukee Street
- 912 N. Milwaukee Street
- 1025 N. Broadway

Bicycle parking is also available at the Pamela and Hermann Viets Field parking complex at 1305 N. Broadway. A bike corral is located within the Pamela and Hermann Viets Field parking complex on the Market Level. This enclosed bike corral, equipped with a card access system, is monitored by Public Safety's video surveillance system.

- Bicycles must be registered with Public Safety before accessing the bike corral. Once inside, they must be secured using a high-security lock.
- Bicycle parking in this area will be available on a first-come, first-serve basis.
- Do not secure bicycles to trees, sign poles, benches, or other items not intended for that purpose.
- Do not park bicycles on walkways or patio areas around campus.

Campus bicycle racks are for bicycles that are being used frequently, not for long-term winter storage or storage over the summer months between academic years. Public safety will remove bicycles not being used for extended periods and discard them as abandoned.

Windows and Screens

Residence hall windows may be opened, but the screens may not be removed. Residents will be assessed a replacement fee where evidence exists that such removal has occurred. Most screens are additionally secured by a fastener, which determines whether a screen has been removed.

Nothing may be thrown out of or brought in through the windows. Stereo speakers may not be placed in windows. Dropping, lowering, or hanging any item from a Residence Hall window will immediately terminate the room contract of the individual(s) found responsible.

Trespassing Policy

Students are not allowed on any hall roof, window ledge, or otherwise restricted area where their safety may be in danger. Additionally, students may not attempt to enter another person's assigned space without their presence and permission.

Obstruction

Interfering with Residence Life information-gathering violates community expectations and can hinder uncovering the truth. It's important to maintain a collaborative and transparent approach during information-gathering processes. This includes being truthful and providing clear information to support a thorough and effective inquiry. **Obstruction can encompass a variety of actions, including making false or misleading statements during information-gathering processes.** It is important to understand that such behavior can hinder the effectiveness of these discussions. By supporting thorough and effective inquiry, we can ensure that the information-gathering and potential corrective actions proceed smoothly and fairly for everyone involved.

Residence Life Corrective Action Process

When a Residence Life staff member becomes aware of an alleged violation of the [Student Code of Conduct](#) or Residence Life policies, they will address all students involved and refer them to either the Residence Life Corrective Action Process or the Dean of Students Office.

If the incident occurred in the residence halls, the incident will be referred to the Community Director or designee, who will follow up with the student. **The typical offense and response table below offers general guidance. Community Directors have professional discretion within the guidelines of the Corrective Action Process. Situational factors may affect their judgment.**

A guide to what happens if a policy is violated.

Step	What It Means	What You Can Expect
Concern Raised	A potential policy violation is observed or reported.	Residence Life staff will gather basic information.
Notification Letter	You are informed that an alleged violation occurred.	You'll receive a written notice and be invited to a meeting.
Residence Life Conference	A conversation with a staff member to discuss what happened.	You can share your perspective and ask questions.
Findings Letter	A decision is made based on available information.	You'll be informed if you are found responsible and what the next steps are.
Sanctions/Conditions	Educational follow-up (e.g., meeting, project, probation).	Designed to help you reflect, grow, and move forward.
Termination (if applicable)	Reserved for serious or repeated violations.	May result in loss of housing and/or referral to the Dean of Students.
Appeal (optional)	You can request a review within 24 hours of your findings letter.	Appeals go to the Dean of Residence Life.

Tips for Students

- Ask questions early; your RA, ACD, or CD is here to help.
- Sanctions are about learning, not punishment.
- You always have the right to be heard.

Offenses and Responses

Typical Offense	Typical Response
First offense	Unofficial warning
Second offense	First written warning
Third offense	Second written warning
Fourth offense	Third written warning and last-chance notification
Fifth offense	Contract termination

Warning Letter

Students receive a written warning when a minor Residence Life policy is violated. The warning is an educational reminder about the student's rights and responsibilities. A warning cannot be appealed.

This is used when Residence Life staff determine sufficient evidence to support a minor violation occurred, and this is the first or second offense. If a warning letter is used, it is an alternative to a findings letter to close the case.

Notification Letter

Students charged with allegedly violating a Residence Life policy will receive a letter notifying them of the charges. The letter will request or include a date and time for the student's Residence Life Conference, one of the first steps in the information-gathering process.

This is used when the Residence Life staff determines a violation likely occurred and needs additional evidence to support a decision.

Residence Life Conference

Students meet with a Residence Life staff member at the requested date and time to discuss the allegations and support information-gathering. During this meeting, the student can provide their statement and either accept responsibility or not for the alleged violation(s).

This is used when Residence Life staff determine a violation likely occurred and additional evidence is needed to support a decision, or when a decision is reached and the team believes a face-to-face meeting is necessary.

Findings Letter

Students found responsible for violating a Residence Life policy will receive a letter notifying them of the sanctions and conditions. If the student disagrees with the Findings Letter, they can appeal.

This is used when Residence Life staff determine sufficient evidence to support a violation occurred and a warning letter was not used.

Residence Life Sanctions and Conditions

When students are found responsible for violating a Residence Life policy or choose to accept responsibility for such a violation, the Residence Life staff are here to guide them through the process. This can be challenging, and the team aims to approach it with care and support.

The Residence Life staff may impose certain sanctions and conditions as part of a commitment to student growth. Typically, at least one sanction and any number of conditions will be applied. Students can appeal most sanctions, and the Residence Life staff will provide them with a Findings Letter.

If a student's behavior raises significant concerns, the Residence Life staff may find it necessary to prioritize the well-being of the community by implementing appropriate

measures without first issuing a warning. This approach is particularly relevant when one of the Fatal Five policies is violated. The goal is to foster a safe and supportive environment for everyone.

Cases will be reported to Public Safety and the Dean of Students as required by university policy or federal and state regulations.

Below is an overview of potential sanctions and conditions. This list is not exhaustive. These measures are designed to promote accountability and encourage a better understanding of appropriate behavior within the residential community.

Residence Life Appeal Process

Students can appeal in writing within 24 hours of receiving the initial decision. The Dean of Residence Life will consider the appeal and issue a final decision.

Common Sanctions and Conditions	Typical Offense				
	1st	2nd	3rd	4th	5th
Warning or Reprimand: This <i>sanction</i> informs the student that their inappropriate behavior violated Residence Life rules. Additional violations may lead to either Residence Life probation or termination of their room contract. This cannot be appealed.	●	●			
Fine: This <i>sanction</i> requires the student to pay for all or part of the damages incurred during the incident associated with the violation.	●	●	●	●	●
Probation: This <i>sanction</i> indicates that the student's behavior is considered a serious policy violation. During the probationary period, further infractions may result in the loss of privileges or contract termination.			●	●	●
Loss of Privilege: This <i>sanction</i> means that the student will lose access to certain privileges within the residential community.			●	●	●
Contract Termination: This <i>serious sanction</i> indicates that the student has engaged in significant policy violations, resulting in the termination of their room contract. The case may also be referred to the Dean of Students Office for additional corrective action.					●
Educational Project: This <i>condition</i> requires the student to complete a project to help them understand the inappropriateness of their behavior.		●	●	●	
Community Education or Restitution: This <i>condition</i> requires the student to undertake a project that educates and informs their community or complete a specified number of service hours.			●	●	●