



HOUSING AND  
RESIDENTIAL LIFE

2023-2024

OKLAHOMA STATE  
**HOUSING**  
AND  
**RESIDENTIAL**  
**LIFE**

Single Student Housing

**Community Rules and Standards Handbook**



## HOUSING AND RESIDENTIAL LIFE

The Department of Housing and Residential Life is a part of the Division of Student Affairs.

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## By the Numbers

- 34** Single Student Housing Residential Halls with four different housing styles
- 7** Traditional Halls (University Commons, Iba, Parker, Stout and Wentz)
- 13** Suites (Allen, Bennett, Booker, Jones, Patchin, Stinchcomb, Villages and Zink)
- 7** Deluxe Suites (Allen, Bennett, Booker, Jones, Patchin, Stinchcomb and Zink)
- 11** Apartments (Bost, Carreker East, Carreker West, Davis, Ellis, Friend, Kamm, McPherson, Morsani, Payne, Peterson, Sitlington, Smith and Young)
- 6** Family and Graduate Student Housing Neighborhoods (FGSH) (Brumley, Demaree, Posser, Stevens, West and Williams)
- 584** FGSH Apartments
- 3** Griffith Community Center, Patillos Community Center and the Family Resource Center
- 25** Elevators
- 3+** million square feet of space

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## **MISSION STATEMENT**

Provide safe, affordable, accessible and well-maintained residential communities that encourage individuals to value learning, inclusion, citizenship and community engagement.

## **VISION**

- Engage
- Educate
- Embrace
- Empower

## **CORE VALUES**

- Promote personal development and growth
- Foster academic excellence
- Provide safe, quality and sustainable facilities
- Enhance the university community and campus culture
- Celebrate individual differences
- Cultivate a sense of belonging
- Practice fiscal responsibility
- Continuously improve services



# RIGHTS AND RESPONSIBILITIES

## Community Statement

The students and staff of Housing and Residential Life are a multicultural community of individuals. We are comprised of diverse national, racial, ethnic and socioeconomic origins. Our community encompasses a broad spectrum of religious and political beliefs and sexual orientations. We strive to work and live together harmoniously.

In the process, we learn from one another in an atmosphere of positive contact and mutual respect. We are committed to behaving and expecting others to behave in ways that demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions.

We must take initiative and responsibility for our learning and awareness of the differences that exist in our community and avoid all actions that negatively impact others. We are committed to these principles which are an integral part of our purpose, values and daily activities.

The Department of Housing and Residential Life adheres to all Oklahoma State University policies pertaining to non-discrimination and harassment. For more information about equal opportunity, visit the [Office of Equal Opportunity Services](#).

We encourage all students and staff members to submit reports regarding incidents or students of concern (CARE), along with any incidents of bias or sexual violence. Reporting forms may be accessed online at [Report a Concern](#).

## Cowboy Community Standards

- **Integrity.** Exemplify honesty, honor and respect for the truth in all of their actions.
- **Community.** Build and enhance their community. Understand and appreciate how decisions and actions impact others and are just and equitable in the treatment of all members of the community.
- **Social Justice.** Respecting the dignity of every person is essential for creating and sustaining a flourishing university community. Act to discourage and challenge those whose actions may be harmful to and/or diminish the worth of others.
- **Respect.** Show positive regard for each other and the community.
- **Responsibility.** Accept responsibility for learning, personal behavior and future success and appropriately challenge others to do the same. Use judgment, be trustworthy and take personal responsibility for actions.

# Family Educational Rights and Privacy Act (FERPA)

FERPA is the Family Educational Rights and Privacy Act of 1974. The essence of FERPA is to give a student the right to inspect their education records and to protect their privacy. The statute applies to any educational agency or institution that receives funding under any program administered by the Secretary of Education. For more information, visit [FERPA](#).

## Notice of Nondiscrimination

Oklahoma State University, in compliance with Title VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended and Title IX of the Education Amendments of 1972 (Higher Education Act), the Americans with Disabilities Act of 1990 and other federal and state laws and regulations, do not discriminate based on race, color, national origin, genetic information, sex, age, sexual orientation, gender identity, religion, disability, or status as a veteran, in any of its policies, practices or procedures. This provision includes but is not limited to admissions, employment, financial aid and educational services.

The director of equal opportunity has been designated to handle inquiries regarding non-discrimination policies: Any person (student, faculty or staff) who believes that discriminatory practices have been engaged in based on gender may discuss his or her concerns and file informal or formal complaints of possible violations of Title IX with OSU's Title IX coordinator (405) 744-9154.

In accordance with the Department of Education and Department of Justice, OSU Housing and Residential Life's Housing and Overnight Accommodations are as follows:

- Title IX allows a school to provide separate housing based on sex. But a school must allow transgender students to access housing consistent with their gender identity and may not require transgender students to stay in single-occupancy accommodations or to disclose personal information when not required of other students.
- Nothing in Title IX prohibits a school from honoring a student's voluntary request for single-occupancy accommodations if it so chooses. If you need special accommodation, contact the [Office of Multicultural Affairs](#) at (405) 744-5481.
- Residents who are required to register their name and home address with any local or state law enforcement agency as a result of a criminal offense are required to disclose this information in writing to the director of Housing and Residential Life, prior to checking in to their assignments for review.

## Student Code of Conduct

Oklahoma State University is committed to creating and maintaining a productive living and learning community that fosters the intellectual, personal, cultural and ethical development of its students.

Self-discipline and valuing the rights of others are essential to the educational process and good citizenship. Attending OSU is a privilege and students are expected to meet or exceed the university's standards of conduct both on and off campus. For more information on the student code of conduct, visit [Student Support and Conduct](#). Download the [Student Code of Conduct \(pdf\)](#).

# Social Justice and Inclusion

Housing and Residential Life at Oklahoma State University is committed to fostering communities that value the diversity of its members and are free from discrimination. This includes creating and maintaining a safe and supportive environment where commonalities and differences are not just tolerated or accepted but embraced. All members of the community are equal and accountable to each other. We strive to create communities that are supportive, equitable, inclusive and representative for all of our residents.

## ***We're Committed to Our Community***

- Serving as allies, advocates and resources to students of all backgrounds
- Recruiting staff members who share and foster our commitment to diversity
- Promoting reflection of personal attitudes, integrity and values while developing new ways of thinking about social justice
- Supporting the idea that every person can bring about positive change
- Establishing an environment of awareness, reflection, respect and healing
- Providing educational programs to build a supportive community without fear of prejudice or bias
- Creating and supporting ongoing training and development of our staff in regard to social justice issues

## ***Our Community***

In a community of scholars, there is no place for hateful behavior. This environment encompasses those of different physical/mental ability, age, ethnicity, gender, national origin, political affiliation, physical appearance, religion, sexual orientation, socio-economic status, veteran status, or any other group protected by state or federal law. Our expectation is for individuals to understand and consider the positive and negative effects their actions have on the environment around them.

## ***Gender Inclusive Living***

Housing and Residential Life offers living spaces and support for incoming and current students who are lesbian, gay, bisexual, trans, genderqueer, non-binary and/or gender non-conforming. We encourage potential and current residents to connect with our Housing Assignments Team to choose the best living option. They can be reached at (405) 744-5592.





# COMMUNICATIONS

## Email and Text Messages

Housing and Residential Life will send information to residents via email and text messages. Residents are encouraged to check their OSU email account. Email correspondence from the Housing and Residential Life Office will come from [reslife@okstate.edu](mailto:reslife@okstate.edu) and [fgsh@okstate.edu](mailto:fgsh@okstate.edu). Residents are responsible for reading the emails and text messages and responding accordingly.

## Social Media

- Facebook @okstatereslifefrc
- Facebook @okstatereslife
- Twitter @okstatereslife
- Instagram @okstatereslife



# SERVICES

## Service Desks

The Service Desk is a hub of information and resources for customer service in the residence hall environment. Services provided may include access to staff; borrowing games and sports equipment; locked outs; lost and found; lost key; mail distribution and drop-off; maintenance concern reporting; package pick-up; and policy violation reporting.

- Griffith Desk (405) 744-1534 serves Morsani-Smith, Booker, Stinchcomb, Sitlington, Zink, Allen, Davis, Bost, Young, North, McPherson, Payne-Ellis, Carreker East and Carreker West
- University Commons West (405) 744-2143 serves University Commons
- Wentz Desk (405) 744-5017 serves Wentz, Parker and Patchin-Jones
- Stout Desk (405) 744-3400 serves Stout
- Village A Desk (405) 744-3038 serves Iba, Village A, B, C, D, E and F
- Patillos Desk (405) 744-4662 serves Kamm, Peterson and Friend
- Bennett Desk (405) 744-5602 serves Bennett

# Mail and Package Services

Housing and Residential Life offers United States Postal Service (US Mail) at each residential hall. If you have any questions regarding your mail, visit the Service Desk associated with your residential hall during their operational hours.

## Your OSU Mailing Address

For most residential halls, your room number is your mailbox number. The Morrison Neighborhood is the exception.

Your new address will be:	Example:
Your name Oklahoma State University Your room number, your hall name Stillwater, OK 74077	Joe Student Oklahoma State University 100 Village Hall C Stillwater, OK 74077

For the Morrison Neighborhood (McPherson, Payne, Ellis, Carreker East, Carreker West), use the building number with your room number.			
McPherson: 245 N University Place Apt (with room number) Stillwater OK 74075	Payne-Ellis: 246 N University Place Apt (with room number) Stillwater OK 74075	Carreker West: 247 N University Place Apt (with room number) Stillwater OK 74075	Carreker East: 248 N University Place Apt (with room number) Stillwater OK 74075

## Mailboxes

Mailboxes are provided for current residents for US Mail, campus mail, and approved Housing and Residential Life distributions. Mailboxes are located at the hall's service desk or in the breezeways. Residents are responsible for checking their mailboxes.

## Mail and Package Delivery

University Mailing Services receives mail and packages, which are then delivered to the residential halls for distribution. Mail is delivered to Service Desks Monday through Friday, except for university breaks and holidays. However, you may pick up mail when the desks are opened. Housing and Residential Life refuses to accept package(s) addressed to anyone other than the occupant of that room. OSU also offers an inter-campus mail service where you can send business-related mail anywhere on campus at no charge.

## Forwarding Mail after Checkout

If you complete a forward mail form when checking out of your room, your mail will be forwarded to a US address for six months.

## Cable TV

OSU provides expanded basic cable television in the residence halls and apartments. The signal is digital and requires a QAM tuner. For more information, visit <https://reslife.okstate.edu/amenities/cable-tv.html>

## Computer Labs

IT provides computing lab facilities on campus. A valid OSU O-Key login is needed for computer access.

## Internet/Wi-Fi

OSU partners with Apogee to provide wired and/or wireless internet in the residence halls and apartments. Each resident can create their own personal area network (PAN) and connect up to 10 simultaneous devices with per-resident bandwidth guarantees. 24/7/365 support is available via phone, email or online chat. Call (833) 548-6849.

When connecting to Apogee Wi-Fi for the first time, scan the QR code to create an account or access the portal directly at [okstate.apogee.us](https://okstate.apogee.us). When you scan the QR code, your device's ID will be captured and you will be redirected to the portal. Any damages to the Wi-Fi equipment will be charged to your bursar account.

Tampering with network equipment in the residence halls and apartments is prohibited. Do not hang things on the WiFi access points or their brackets. Any damages to the Wi-Fi equipment will be charged to your bursar account.



### ***PC and Mac***

- Connect to "MyResNet Start Here" from your available wireless networks.
- Open a browser to access the portal.
- Once you have your account set up, forget "MyResNet Start Here" from your list of wireless networks.
- Select "MyResNet-5G" from your list of wireless networks and enter your password.

## Campus Partners

**OSU Facilities Management.** Housing and Residential Life partners with OSU Facilities Management for the completion of most of the work orders needed in housing. This includes work requests made by residents, routine maintenance, preventative maintenance, minor renovations and some disaster relief. Other services provided by OSU Facilities Management include trash and recycling, pest control, paint, carpet/flooring, appliances, keys and hardware, energy management, grounds and landscaping, carpentry, signs, elevators, fire safety and construction services.

**OSU Long Range Facility Planning.** If there are any large renovation, remodeling, or construction projects, they are all completed with the cooperation of Long Range Facility Planning. This ensures consistency throughout campus and adherence to the design standards of OSU.

**ABM Custodial Services.** Housekeeping and janitorial services are provided by ABM Custodial Services, an independent contractor.

**University Dining Services** offers more than 30 dining options to choose from on the OSU campus and in Housing and Residential Life. Options include express markets, national franchises/brands and specialty restaurants. Students can use their meal plan in any dining location. For more information, visit: <http://dining.okstate.edu>



## SAFETY AND SECURITY

### Personal and Property Security

Our #1 priority is making sure that OSU students have a safe environment and that on-campus living can provide that peace of mind.

#### ***OSU Police Department***

The OSU campus is protected by a campus police agency consisting of sworn officers, support persons and student employees. The agency is operated and available 24 hours a day, 365 days a year. The authority of the sworn officers is derived from state statutes, which allow for full police powers on OSU property. In addition, by agreement with the City of Stillwater, campus police and city police enjoy an excellent working relationship. All campus police officers undergo an extensive selection process and meet state-mandated training requirements.

In addition to having multiple locations and offices across campus, OSU Police Department offers a phone app called [Rave Guardian](#) that turns your phone into a personal safety device and allows students to anonymously report suspicious behavior.

## ***On-Call Staff***

Community mentors (CM) are on call from 5 p.m. to 8 a.m. Monday through Friday and 24 hours on weekends and during university holidays and closings. OSU staff, including assistant residential community educators (ARCEs), are on-call to provide additional support.

## ***Health and Safety Checks***

Hall staff conducts health and safety checks in the residential halls periodically to ensure and maintain the health and safety on campus. Each hall/wing is notified of when these are occurring. Hall staff administers these checks to ensure that community living space is adequate, allowing our staff to report any maintenance needs required. Although not the main purpose of these checks, if a staff member notices any policy violations, they have a responsibility to report the infraction and act accordingly.

## ***Personal and Property Safety***

One of the most important factors in providing a safe environment is personal prevention. Students should always lock their room/unit doors, including when at home and when leaving the room, even if it is just to walk down the hall for a minute or two. Always remember to be aware of your surroundings. The university is not responsible for any damage or loss of personal property due to facility failure, severe weather, theft, or other incidents. It's recommended that residents carry personal property insurance.

## ***Renters Insurance***

Residents are strongly encouraged to purchase renters insurance to protect their personal belongings. The university provides coverage only in limited circumstances, such as when the university is directly responsible for damages. In situations caused by inclement weather, theft, mechanical failures or other circumstances, residents are responsible for any damages that may occur to their personal property. The university recommends discussing whether you need renters insurance with your insurance agent or checking with the providers of parent's/guardian's homeowners insurance for coverage options. You may also consider purchasing a plan through your insurance agent or through [USS University and Student Services](#).

# **Fire Safety**

## ***Fire Drills***

For the protection and safety of our community, the OSU fire marshal will hold announced/unannounced fire drills during the academic year. It is required that you become familiar with evacuation routes. Any time the alarm sounds, residents are to leave the building. Participation in fire evacuations is required by state law. Engaging in misuse or unauthorized use of firefighting equipment, fire sprinkling systems, and other safety equipment or warning devices, engaging in behavior that creates a fire hazard, or failure to evacuate when a fire alarm is activated.

## ***Fire Alarm Instructions***

- During inclement weather, wear a coat and shoes and carry a towel.
- Close windows and leave lights on in room. Take room key.
- Leave door closed and walk to exit. If smoke is encountered, stay low for air.
- Do not use an elevator.
- Physical assistance for evacuation, call OSU Police at (405) 744-6523 or 911.
- If unable to leave room, place a towel under the door if smoke is either seen or smelled.
- Await assistance in the room or area of refuge.

## ***Smoke Detector and Sprinkler System***

Each residence hall room is equipped with a smoke detector. Smoke detectors in rooms are inspected regularly by Environmental Health and Safety. Sprinkler systems have been installed for added safety in all residence facilities.

- Sprinklers must never be painted.
- Nothing may be hung from the sprinkler piping or sprinkler heads.
- Sprinkler heads may never be obstructed or altered.
- Nothing may be stored within 18 inches of the sprinkler head.
- Frisbees, footballs, baseballs, etc., are not to be thrown in rooms, hallways, or other public areas.
- Report any damages to the sprinkler system to the service desk immediately.'

By a mandate of the state fire marshal, an action plan has been adopted by OSU and Housing and Residential Life. Regulations are in effect regarding tampering with any fire safety equipment. This includes but is not limited to the propping of fire-resistant doors, tampering with or covering smoke detectors, tampering with sprinkler heads, fire alarms and fire extinguishers, including using fire extinguishers in nonemergency situations. Activation of fire alarms in nonemergency situations is prohibited (cooking, vapes, pull stations, steaming clothes, etc.) and misuse of any of these will be met with a subsequent conduct case and consequences as deemed necessary by the conduct officer.

The first offense of tampering or activation will result in the resident being assessed a fine of \$250. The resident will also be placed on Housing and Residential Life Probation and receive an educational sanction. On the second offense, a \$500 fine will be assessed; the student will be removed from housing and the contract must be paid in full; an incident report will be forwarded to OSU Police Department and Environmental Health and Safety for a code violation ticket (potential fine of \$5,000 and one-year imprisonment); and student will be referred to the Student Support and Conduct.

If at any time the smoke detector starts beeping periodically, it may mean that the battery is low. If this happens, call the HRL Facilities Office at (405) 744-8510 and they will send someone to replace the battery. Do not replace the battery yourself.

## **Room Entry and Search**

OSU recognizes and respects residents' desire for privacy and will make efforts to ensure and protect residents' privacy rights. However, OSU reserves the right to enter any part of the university premises, with or without notice, at any time for reasonable institutional purposes. Such purposes include but are not limited to the following:

- To provide cleaning and/or pest control.
- To conduct an inventory of university property.
- To silence unattended loud alarms, stereos, radios, phones or other noise-producing devices.
- To address emergency situations.
- To search for missing university property.
- To provide maintenance and/or repair work.

- To determine compliance with all relevant health and safety regulations. At least once each semester, Housing and Residential Life staff will inspect rooms for health and safety concerns. When possible, notification of the inspections will be posted at least 24 hours prior to the inspection.
- In the event, there is reason to believe that the premises are being used for an illegal purpose or a purpose that violates health or safety regulations or interferes with normal university operations.
- Law enforcement officials may enter, search and seize evidence in accordance with applicable law.

If during a room entry activity hall staff sees prohibited items, they will leave a written notice in the room. The student should expect a further notification from their hall staff and a Student Conduct incident report to be filed.

- Prohibited items include but are not limited to electronic cigarettes, lava lamps and decorations depicting/using alcohol materials.
- If alcohol or alcohol containers are found, the student will be instructed to pour any remaining alcohol into the nearest sink and staff will walk the student to the nearest dumpster to dispose of the empty container(s). If the resident is not present at the time of discovery, staff will leave a notice in the room.
- If marijuana products or weapons are found and the student is not there, OSU police will confiscate the items. If the student is present, OSU police will work with hall staff on removing the items from campus.

## Severe Weather

Oklahoma weather can be volatile. You need to be aware of your surroundings and the weather conditions at all times. During a severe weather event, you are responsible for finding a safe place to shelter during the storm. Be sure to 1) listen to local radio, 2) watch local television stations, or 3) use a weather app for current weather reports for Stillwater. Also, make sure your phone is charged—in the event that the OSU area is under a tornado warning—to receive automatic CowboyAlerts that are sent.

### ***About Outdoor Warning Sirens***

- The City of Stillwater tests the outdoor warning sirens on the first Tuesday of every month at 11:30 a.m. If the weather is stormy that day, they will not test the sirens. Outdoor warning sirens are intended to alert people outside to take cover from the storm. For alerts indoors, consider getting a NOAA Weather Radio. It is like a smoke detector for severe weather.
- Campus tornado sirens will sound off in a three- to five-minute blast when there is a tornado warning. A second blast indicates a second or repeated warning.
- Neither siren system uses an all-clear alert.
- If you need assistance or accommodation, contact the OSU Police Department at (405) 744- 6523

### ***What to do during a severe weather event***

- When you first hear the weather sirens...
  - If the sirens are sounding, it is too late to seek another shelter. Go to the lowest floor you can in the building you are currently in. Don't leave for another building.
  - Look for a room without windows or exterior walls.
  - Put as many walls between you and the outside as possible.
  - A good choice is a community lounge, community bathroom or a personal bathroom in the basement. Otherwise, find an interior room or hallway.

- Rooms to avoid...
  - Avoid being in large, open areas that have exterior windows, doors and walls, such as the Kerr-Drummond Mezzanine.
  - Stay away from glass.
- Once you find a room to shelter in...
  - Sit on the floor with your back to the wall or in the middle of the room.
  - Get under a sturdy piece of furniture, such as a table or desk.
  - If a storm strikes, put your head between your knees and cover the back of your head with your hands.
- Map: [Severe Weather Refuge Locations on OSU campus.](#)

### ***Traditional Halls (Iba, Parker, Stout, University Commons and Wentz Halls)***

- Do not stay in your room. Instead, move to the lowest level possible in the building.
- Find a windowless floor lounge or bathroom and close the doors.
- If there is not enough room in the lounge, close the room doors and begin to line the interior hallways.
- Stay close to the walls furthest from the buildings' exteriors.  
Crouch as low as possible to the floor, facing down and cover your head with your hands.

### ***Suites/Deluxe Suites (Allen, Bennett, Booker, Jones, Patchin, Stinchcomb, Villages and Zink Halls)***

- Move to an interior hallway (i.e. one as far as possible from windows). Make sure that all room doors are closed. If leaving your room is not possible, move into your unit's bathroom. Note: Take something to cover yourself with to serve as protection from shattered glass.
- Crouch as low as possible to the floor, facing down and cover your head with your hand, blanket, jacket, etc.

### ***Apartments (Family and Graduate Student Housing, Bost, Carreker East, Carreker West Davis, Ellis, Friend, Kamm, McPherson, Morsani, Payne, Peterson, Sitlington, Smith and Young Halls)***

- Do not leave your apartment. This is risky, as you expose yourself both to the dangerous weather and the possibility of not being able to get into a lower apartment.
- Once in an apartment, move into the bathroom, or space permitting, the interior room.
- Crouch as low as possible to the floor, facing down and cover your head with your hands, a blanket or jacket.

### ***Outside***

- Look for shelter in the closest building.
- If entering a building is not possible, look for a ditch or another low-lying area.
- Stay away from anything that may fall and cause harm, for example, trees, power lines, etc.



# Solicitation

Housing and Residential Life prohibits unauthorized solicitation in the halls due to concerns over the comfort and safety of the residents. Solicitation occurs when those not authorized by Housing and Residential Life initiate contact with students without permission to discuss, sell, survey, or distribute goods, services, or information. Individuals, organizations, or groups wishing to solicit within the residence halls should contact the Brumley Residential Life Office at (405) 744-8509.



# LEASE TERMS AND CONDITIONS

## ***Conditions of Lease***

Conditions are subject to change. Changes to the Conditions do not prevent the enforcement of your housing contract. Download [Conditions of Lease \(pdf\)](#).

## ***Termination of Lease***

The university reserves the right to manage housing occupancy to maximize the use of space; further, the university may take such action as necessary to control the use of spaces in the event of an epidemic, disaster, or other circumstances that appear to require such control.

## **Lease Termination Prior to the Beginning of Occupancy**

- Housing cancellations received by Housing and Residential Life on or before May 1st for the following term (January 5th for a spring-only contract) will receive a full credit of the \$150 deposit.
- Any contract entered into after May 1st for the following term (January 5th for a spring-only term) will receive a full credit of the \$150 deposit if said contract is canceled within five (5) days of paying the application fee. If not canceled within five (5) days of paying the fee, then no refund will be made.
- Housing Renewal. There is no fee for choosing a housing assignment during the spring renewal process. However, all renewal cancellations will be subject to a \$75 cancellation fee. A \$250 late cancellation fee will also be assessed if said contract is canceled after July 15th.
- Cancellations received by Housing and Residential Life after July 15th (January 10th for spring-only contracts) will result in a late cancellation charge of \$250 in addition to the forfeiture of the deposit.
  - Student contracts for housing on February 5th for the following fall term. Student cancels contract on April 27th. Students will receive a refund of the deposit. Student contracts for housing on February 5th for the following fall term.
  - Student cancels contract on July 23rd. Students will forfeit the deposit and will be charged a \$250 late cancellation fee.
  - Student contracts for housing on July 30th for the following fall term. Student cancels contract on August 2nd. Student will receive a \$150 refund of the deposit.
- Housing and Residential Life reserves the right to cancel a contract if the student fails to select a room prior to August 1st or if reasonable accommodations are offered to but rejected by the student. In such cases, there will be no refund of the initial application fee.

### Lease Termination After Beginning of Occupancy

- A prorated charge based on the daily rate and the number of days the resident retained the keys.
- A charge equal to two months' rent will be assessed based on the rent for the residence resided in by the student for the majority of the contract term. Residents who vacate due to policy violations will also be assessed this charge.
- Forfeiture of any deposit paid.
- Residents who cancel due to withdrawal from the university will forfeit any deposit.
- Contracts terminated in less than three months following the date of occupancy will be assessed an additional 25% of the prorated rent charge.



## HOUSING RATES AND REGISTRATION PORTAL

### Housing Rates

Rates are subject to change at the direction of the Board of Regents for the Oklahoma Agricultural and Mechanical Colleges. Download the [Housing Rate Sheet \(pdf\)](#).

### Registration Portal

Visit [OSU Housing Registration Portal](#).

**Registration Fee.** There is a one-time initial \$200 payment, payable in advance, for a housing contract. The fee includes a \$150 deposit and a non-refundable \$50 application fee. The deposit will be refunded by a bursar account credit when applicable, which normally is mid-way through the second consecutive semester of residing on campus.

# Freshman Housing Exceptions

All freshmen are required to live in university-approved housing. If you meet one of the following criteria, you may consider applying for an exception.

Considered reasons for a request include:

- Students who lived within a 30-mile radius during their senior year in high school and will continue living with their parent/legal guardian.
- Students who will be living with grandparent(s)
- Married students or students with children
- Students who served in the military
- Students who lived on campus at another university for at least two semesters
- Students who are or will be at least 21 years old by the first day of the month when classes start
- Students who have completed at least 28 post-high school hours (and graduated from high school) from another university (attach transcript).
- Students with a medical or physical need, contact Student Accessibility Services at [accessibility@okstate.edu](mailto:accessibility@okstate.edu) or (405) 744-7116.

# Renewals and Priority Sign-Up

An advantage of living on campus as a returning resident is that you will be able to select your on-campus housing for the next academic year during a priority sign-up process early during the spring semester.



# BILLING AND PAYMENTS

## ***Your OSU Bursar Account***

- You may view and make payments for housing charges via your OSU bursar account. Failure to make timely payments may result in the termination of your housing contract. Learn more at the [OSU Office of the Bursar](#).
- A percentage of your payment goes toward student academic and training programs and supports student housing groups including the OSU Residence Halls Association (RHA). Funds allocated to student housing groups will be spent per RHA bylaws.

## ***Damages and other fines, fees and charges***

- If you incur charges, including but not limited to room damages, locked-out fees and lock changes, they will be assessed to your bursar account. These charges may include but are not limited to the following: room damages, locked-out fees and lock changes.
- Residents are encouraged to complete a Room Occupancy Checklist (ROC) upon checking in and again upon checking out in order to verify existing conditions. Further, residents are encouraged to report damage as it occurs in order to prevent escalating damages and/or safety issues.



# MOVE-IN OVERVIEW

## Step 1. Planning Your Move

- **Prepare over the Summer**
  - Visit [Dormroom.com/KOU](https://dormroom.com/KOU)
    - The OSU Residence Halls Association offers several student services that can be purchased by residents through [Dormroom.com/OKU](https://dormroom.com/OKU) to make their time on campus more enjoyable.
    - **Room furnishings.** Consider making purchases for care packages, sheets/bedding and room furnishings via [Dormroom.com/OKU](https://dormroom.com/OKU).
  - Visit [USS University Student Services.](#)
    - **Appliance rentals.** To rent a MicroFridge, visit [USS University and Student Services](#) before move-in.
    - **Get renters insurance coverage.** Your residence hall space and belongings may be covered under your parent's homeowners insurance. If not, we encourage you to purchase a plan through your insurance agent or through [USS University Student Services.](#)
  - **Room amenities.** Find your room at [Hall Finder](#). Get bed sizes, room measurements and more.
  - **Coordinate with roommates.** Coordinate room furnishings and rentals with roommates to prevent doubling up on items and potential fines.
  - **Mail service.** Send [mail/packages](#) to the campus address after your move-in day to avoid items being returned to sender.
  - **Parking permit.** Go online to [Parking and Transportation Services](#) to purchase your vehicle permit. You can print a temporary permit and place it on your dash.
  - **Stillwater.** Learn where to eat, shop and play at [VisitStillwater.org](#).

# MOVE-IN CHECKLIST

## » WHAT TO BRING FOR TRADITIONAL HALLS, SUITES AND DELUXE SUITES

- Sheets, pillows, pillow cases, blankets
- Towels and hygiene products
- Wastebasket
- Lamps (no halogen lamps), extension cords, and adapters
- Laptop, computer, printer, and surge protectors
- Television, Playstation, Xbox, Wii, connections and coax cables (all halls have cable access in the rooms)
- Cell phone, iPod, iPad, eReader, chargers and connections
- Flashlight and tools
- Alarm clock
- First aid kit
- Clothes hangers, Iron, and Ironing board
- Sewing kit
- Laundry supplies (Halls provide free washer/dryers. Each apartment has full-size washer/dryers.)
- Kitchen supplies (utensils, can opener, dish soap, sponge)
- Microwave (no more than 900 watt) Microwave provided in apartment units.
- Refrigerator (no more than 3 amps) Provided in the apartment units.
- Air fryers and Instapots are approved for use in apartments only.

## » WHAT WE PROVIDE

### *Traditional Halls*

- Bed
- Desk
- Chair
- Dresser
- Closet/Armoire

### *Suites/Deluxe Suites with living room (traditional hall plus the following)*

- Sofa
- Loveseat
- Occasional chair
- End table
- Entertainment stand

### *Apartments (Tables/Deluxe furniture plus the following)*

- Full-size refrigerator
- Stove/oven
- Microwave
- Dishwasher
- Full-size washer/dryer

## » WHAT TO LEAVE

- Electrical cooking appliances (toaster ovens, hot plates, etc.)
- Window air conditioning units
- Wireless internet routers/answering machines are not compatible OSU's digital phone system.
- Waterbeds (except in unfurnished apartments)
- Ceiling fans (provided in deluxe suites, Village suites, and apartments)
- Fireworks
- Firearms
- Halogen lamps
- Pets (exceptions are listed in policies)

website file name: ssh-move-in-checklist.pdf | Last updated 6/14/23

## Step 2. Check-In Process

### *How to Check-In*

- Housing and Residential Life will send you an email or letter informing you of the day(s) you can check in your room at one of the residential halls.
- When arriving on campus, go to your designated check-in location to complete the paperwork and receive your room key.
- Complete the Room Occupancy Checklist before moving personal items into the room. The report documents the room's condition on the day you move in. Staff will use the report to compare the move-in condition of the room with the condition of the room on the day you move out.
- You may move your items into your room any time after your check-in has been completed.
- While moving your items to your room, follow all signage and loading zone directions.
- When you are finished unloading, move your vehicle(s) to a designated parking lot so someone else can use the loading zone.

### *Improper Early Check-In*

- If you arrive to check in before your scheduled check-in day, you will receive a \$250 fee in addition to the daily rate of the room for each day up to the date of your scheduled check-in day. Also, if you try to check in early, your room may not be available, have been cleaned or have maintenance completed.

## Step 3. After Move-In Day

- Meet your community mentor and roommate(s) before attending your first floor meeting and have a successful and productive academic year. Go Pokes!



## MOVE-OUT OVERVIEW

Follow these three steps for single student housing to help make your move-out experience go smoothly.

### Step 1. Schedule Checkout Meeting with Community Mentor (CM)

- Schedule your checkout appointment with your community mentor (CM) at least 24 hours in advance of your move-out. Failure to do so will result in an improper checkout charge to your bursar.
  - Move-out must be completed within 24 hours after OSU's last finals.
  - Graduating seniors have until 5 p.m. Sunday to be moved out but must complete the extension form on [Roomcompact.com](https://roomcompact.com) to avoid any unnecessary charges.
- If your CM is not available at your desired checkout time, the CM may be able to refer you to another CM or you will need to schedule a different time.
- If you cannot make your appointment, let the CM know as soon as possible. Missing your scheduled checkout will result in an improper checkout charge.

## Step 2. Prepare Room for Checkout Meeting

By your scheduled appointment with the community mentor (CM), you need to be sure the following tasks have been taken care of. Failure to do so will result in an improper checkout charge.

- **Remove all personal items from the room**
  - The only thing that should be in the room at checkout is university-owned furniture.
  - Check dresser and desk drawers to make sure you have everything .
- **Clean the room**
  - Clean all surfaces—including desk/dresser, bookshelf and inside drawers—of dirt, grime and gunk.
  - Clean windows and mirrors.
  - Remove contact paper from counter and bulletin boards.
  - Remove tape residue from furniture, walls and windows.
  - Leave peel-and-stick adhesive hooks (such as Command™ Brand) in place. These will be removed by HRL Facilities Office. Removal can cause damage to the walls that will result in damage charges.
  - Sweep, mop and/or vacuum floors.
  - Place dirt, debris and trash in dumpsters, not in the hallway.
  - To empty the water from fish tanks and/or turtle tanks down the drain, use a strainer to catch rocks. Run cold water for two minutes afterward.
- **University-owned furniture**
  - Beds must be assembled and secured.
  - Move furniture back to its move-in configuration.
  - Closet doors are installed.

## Step 3. Attend Checkout Meeting with Community Mentor (CM)

As a vacating resident of single student housing, you must schedule a checkout appointment with your community mentor (CM) 24 hours prior to your departure. This must be within 24 hours after your last final. Failure to attend the scheduled checkout meeting will result in an improper checkout charge.

- **CM's Responsibility**
  - Accompanies you to room/suite/apartment.
  - Assesses the room/suite/apartment's condition.
  - Updates the Room Occupancy Checklist that you completed at move-in.
  - Provides information concerning room conditions and estimated charges.
  - Bring paperwork for you to sign.
  - Ask you to take your room and mailbox keys to the desk.
- **Your Responsibility**
  - **Prepare room.** Failure to prepare room before the checkout meeting will result in an improper checkout charge.
    - Remove personal items and clean unit to move-in standards. Return furniture to original configuration.
    - Property Abandonment. If you leave personal belongings in your unit, Housing and Residential Life will email you and store your items for 30 days. There is an immediate minimum fine of \$100, and after 30 days, we will dispose of your items at your expense.

- **Room keys.** The CM will ask you to turn in your keys to the desk. Afterward, you will not have access to the room/suite/apartment. Failure to turn in your keys to the Service Desk will result in an improper checkout charge of \$150 and a \$135 charge for lost keys.
- **Forward mail.** Complete forward mail forms at the desk.
- **Obtain approved release** (mid-semester checkouts only). Failure to obtain approved release from Housing and Residential Life contracts will result in rent charges continuing after your date of checkout, up to and including the remaining balance of your housing contract.
- **Final Assessment of Cleaning and Damage Charges**
  - HRL Facilities Office will provide a final, detailed assessment of cleaning and damage charges. This assessment may result in the adjustment of the estimated charges that the CM provided at the time of checkout.
  - You have 90 days to contest OSU Housing and Residential Life charges. You must complete and submit a Petition for Adjustment of Charges (form) to initiate an appeal.

## Improper Checkout

At checkout, if you have not met the following requirements, you will be charged an improper checkout fee of \$150, which will be assessed and charged to your bursar account.

- Failure to set up a checkout appointment with a community mentor (CM) at least 24 hours in advance
- Actions that require calling the CM on call
- Room/suite/apartment is not ready for the checkout appointment, which includes the following. See [Move-Out Overview](#) for instructions.
  - Leaving personal items in the room.
  - Failing to clean the room to specifications.
  - Failing to return room/university-owned furniture to its move-in configuration.
- Missing the checkout appointment.

### ***Property Abandonment***

If you leave personal items in your room/suite/apartment, the items will be removed at your expense. As the vacating resident, you will receive an e-mail notification and be given 30 days to claim your items. If no response is received within the 30-day deadline, the university will donate the items to a local charity. Removal and storage fees will be charged to your bursar account, including the minimum charge of \$100 for abandoned property.

### ***Common Area Damage***

If the members of the community and Housing and Residential Life staff are unable to determine the individual(s) responsible for damages to common areas (lounges, hallways, lobbies, building exterior, etc.), all residents in that area will be billed. For this reason, we encourage you to report vandalism. It's one way you can reduce unnecessary costs.

### ***Petition for Adjustment of Charges***

If you have questions about the [Petition for Adjustments of Charges](#) form, email [Housing and Residential Life](#).





# BEHAVIORAL EXPECTATIONS

## Double Occupancy

Residents are not permitted to occupy or use any space in their unit to which they are not assigned. This includes furniture, beds, closets, drawers, bedrooms and/or a bathroom on an unoccupied side of room, suite or apartment. Residents found in violation of this policy will be responsible for all charges necessary to return the room(s) to a move-in ready state by Housing and Residential Life standards and may also be charged for occupying both spaces.

## Energy Management

Residents are subject to the OSU Energy Policy, which states it is everyone's responsibility, including students, to conserve energy. These responsibilities are detailed in the OSU Energy Guidelines. Residents should turn off unnecessary lighting and electronic equipment and report any energy wastes in their apartments, such as drafts around doors or windows, running toilets and leaky faucets, to the HRL Facilities Office at (405) 744-8510 so these issues may be corrected.

## Noise

### *Courtesy Hours*

Courtesy hours are effective 24 hours a day, 7 days a week. During courtesy hours, a resident may ask another resident to reduce the noise or inform the CM on call. Noise should not be disruptively audible more than three doors down the hallway, inside and/or outside of the building. However, sound travels between the walls and floors, so we encourage all residents to be respectful and understanding toward their neighbors/peers.

### *Quiet Hours*

- Sunday through Thursday (10 p.m. to 8 a.m.)
- Friday and Saturday (midnight to 10 a.m.)

### *Finals Week Quiet Hours*

Beginning the Sunday before finals week, Housing and Residential Life adheres to 24-hour quiet hours for the benefit of those studying for final exams. During Finals Week Quiet Hours, audible sounds should not be heard beyond the boundaries of the resident's room/unit. The 24-hour quiet hour period ends on Friday of finals week at 5 p.m. Residents are always expected to be courteous to others in their community. Compliance is necessary to ensure an environment for academic success.

# Pest Control

Taking precautions to prevent pests from entering the residential halls is the first step to safe and prudent pest control. Common pests include but are not limited to cockroaches, mice, rats, bed bugs, flies, mosquitoes, spiders, etc.) and fungal growths (molds, mildews, etc.). Additionally, if you see other animals in or around the residential halls, call the HRL Facilities Office. Animals may include but are not limited to bats, skunks, possums, stray cats and raccoons.

## ***Do your part with routine housekeeping***

- Empty the garbage
- Hang up wet towels and clothes
- Keep suitcases and backpacks off your bed
- Pick up clutter
- Seal and store food
- Report holes in screens
- Vacuum and dust regularly
- Wash and dry dirty dishes

## ***Bed Bug Prevention***

Because OSU has been proactive in its bed bug treatment program, we have a low occurrence and recurrence of them. Bed bugs are about 0.25 inches in length, similar in size to an apple seed or a ladybug. If you suspect you have bed bugs, call the HRL Facilities Office at (405) 744-8510 to report it and include your name, hall, room number and cell phone number. You should also notify your hall staff.

OSU Pest Control will contact you directly and set up an inspection. We can provide a temporary living space during the inspection and potential treatment, or you may decide to remain in your unit. Until the unit can be inspected and treated, limit your movement to other living spaces, lounges, off-campus housing, etc. It is important to contain the situation as much as possible. If your unit is found positive for bed bugs, OSU Pest Control will schedule a thermal treatment as soon as possible. The unit's residents must follow specific instructions for the treatment to be successful.

## **Traveling**

- When traveling, check luggage, clothing and bedding when leaving and returning from your trip.
- While gone, check mattress seams for signs of bugs or small dark spots on the mattress.
- When you return home, take your clothes out of the suitcase and place them in the dryer for 20 to 30 minutes. The heat will kill any bugs that may be alive.

## **Living Space**

- Keep your living space clean and reduce clutter to eliminate any bed bug-hiding spots.
- Regularly vacuum crevices and upholstery.
- Pull your bed away from the wall or other furniture and tuck in sheets and blankets to avoid contact with the floor or walls.
- If the mattress does not already have a mattress cover, be sure to use a mattress cover that encases the entire mattress.
- Keep infested items out of your living space.
- Be cautious and thoroughly inspect any used furniture and clothing.

## ***Mold Prevention***

It is common to find mold spores in the air inside buildings and on most indoor surfaces, including clothes, walls and furniture. However, unchecked mold growth can damage your furnishings, carpets, cabinets and clothes and shoes stored in damp closets. To keep mold from growing, keep your room/unit clean. Cleaning areas of visible mold, such as mold in your shower, is necessary to prevent unsanitary conditions.

If you see discolored patches, cottony or speckled growth on walls or furniture, or if you smell an earthy or musty odor, your unit may have mold. Evidence of past or ongoing water damage should also trigger a more thorough inspection. You may find mold growth underneath water-damaged surfaces or on walls, floors, or ceilings. Mold can often be confused with dirt and dust buildup. If mold is suspected, call the HRL Facilities Office at (405) 744-8510 to investigate.

## **Recreation in the Halls**

Dartboards, sports activities, throwing objects, discharging of foam blasters/guns (Nerf), roughhousing, water fights and practical jokes are not allowed in Housing and Residential Life buildings. Riding bicycles, rollerblades, scooters and skateboarding are not allowed in the halls, common areas, breezeways, or walkways. Housing and Residential Life prohibits these behaviors due to possible damage, injury and disruption to members of the community.

## **Sharps Disposal**

To ensure the safety of all residents and staff, students who use injected medication (such as insulin) or test blood must dispose of their sharps (hypodermic syringes, needles and lancets) responsibly.

Never dispose of a loose sharp. Place sharps in a sharps container or a thick plastic bottle that can be tightly capped (like a one-time-use water bottle). Once the container is full, seal it with heavy tape and place it in the trash so anyone handling the container knows it contains sharps. Don't place sharps containers in recycling or where children can reach them.

## **Substances (Alcohol, Tobacco, Drugs)**

These policies are addressed in the [Student Code of Conduct \(pdf\)](#).

**Alcohol.** Housing and Residential Life policy prohibits the possession of alcohol, including empty alcohol containers. Residents, regardless of age, may not knowingly be in the presence of alcohol or under the influence of alcohol while residing on campus.

**Tobacco.** Using tobacco in any form or using electronic cigarettes (vaping) on campus, is prohibited by [OSU Policy and Procedures Letter No. 1-0530 \(pdf\)](#). Possession of hookahs are prohibited by Housing and Residential Life.

**Drugs.** Drugs are prohibited in all of our communities. Housing and Residential Life supports drug-free environments to help ensure comfortable, safe and successful communities. The following are prohibited:

- Acting or intending to act to illegally use, possess, sell, share, distribute, cultivate, manufacture.
- Being under the influence of any state or federally controlled drug or substance.
- Possessing drug paraphernalia.
- Inhaling or ingesting any substances (e.g., nitrous oxide, glue, paint, etc.) that will alter a student's mental state.
- Knowingly providing a location for individuals to possess or consume drugs, or knowingly being in the presence of drugs are also prohibited.

While the use of medical marijuana has been legalized in the state of Oklahoma, federal law continues to prohibit marijuana. Therefore, the possession or use of prescribed medical marijuana is prohibited on campus property and at university-sponsored activities.

## Trash and Recycling

As a resident, you are required to keep the living space in the community clean and free from waste. Trash, food containers and unsanitary situations can attract pests and create unpleasant living situations for the community. You are required to transport personal trash to the nearest dumpster. Trash must not be stored in excess within your room/unit. Those found in violation of this policy may be referred to Student Support and Conduct and/or have charges appear on your bursar account.

### ***Trash Fines***

Trash or recyclables left in breezeways, hallways, balconies, lobbies, lounges and anywhere outside of your room/unit will be charged \$25 per bag.

### ***Recycling***

**Common Areas.** Recycle bins in lounges and reception desks accept paper, cardboard, rinsed tin and aluminum cans and plastic containers that are generated in those common areas.

**Your Area.** Take recyclables generated in your personal space to a blue single-stream recycle dumpster downstairs/outside. Return plastic bags to supermarkets or green octagon-shaped bins in community areas.



# ACCESS FOR RESIDENTS

## Building and Grounds

Residents should notify the desk student staff and/or building staff immediately for the following situations:

- Doors are found unlocked
- Doors locked at the wrong hours
- Suspicious behavior
- Maintenance problems
- Other safety hazards

### *Entrances and Exits*

When the building doors are locked, do not let anyone have access to the building by holding open the door or propping the door open. Student IDs are needed to gain entrance to building doors when they are locked.

### *Elevators*

Housing and Residential Life has 25 elevators for residential use.

- **Trapped in elevator.** Call OSU Police Department immediately if you are trapped or know someone is trapped in an elevator. For emergencies call 911 or call (405) 744-6523 for non-emergencies. The person inside the elevator should also press the call button.
- **Items dropped.** If you drop an item down the elevator shaft, contact the desk staff to retrieve it. This may result in a bursar charge. Items dropped after hours will be collected the next business day. You may pick up items at the Housing and Residential Life Office at 100 Iba Hall.

### *Windows, Roofs, Ledges*

- Stay off roofs, ledges and eaves.
- Screens are not to be removed from the windows.
- Items must not be hung outside the windows, placed on the ledges, or on balcony or patio railings.
- In Iba, Parker and Wentz Halls the windows need to remain closed, sealed and locked. Air vents must be unobstructed.

### *Grounds and Sports Courts*

Grounds around the facilities are maintained by OSU Facilities Management. This includes the maintenance and upkeep of the sports courts and playground equipment.

## Common Areas

All halls have common areas like dens, study lounges and other spaces perfect for hanging out. That furniture is for the residents of the specific house/floor and can't be removed from the common area to a resident's room.

### ***Kitchens***

Housing and Residential Life provides community kitchens in many halls. As a resident, you are responsible for keeping the kitchen clean and ready to use.

Keep the following rules in mind:

- Wash dishes after use.
- Put food away to reduce pests and odor.
- Write your name on food items placed in the refrigerator or kitchen area.
- ABM Custodial Services will clean the kitchen if all personal items are stored properly. They will not remove any food or personal items (pots, pans, silverware, etc.) from the kitchen area.

### ***Laundry Facilities***

- Free-of-charge laundry facilities are available for residents in all residence hall environments. The university is not responsible for any lost, stolen or damaged items. Students are encouraged to remain in the area with their laundry to avoid damages or losses. Report machine issues to the HRL Facilities Office or visit the Service Desk.

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### ***Recreation***

Housing and Residential Life offers a variety of recreation opportunities around the facilities and grounds. To make a request related to grounds or sports courts, contact the HRL Facilities Office.

- Sand volleyball (Bennett, Griffith Community Center, Kamm/Peterson-Friend (KPF), Stout and Villages and the Morrison Neighborhood (McPherson, Payne-Ellis, Carreker West and Carreker East))
- Basketball (Bennett, Griffith Community Center, Jones, Kamm/Peterson-Friend, Patchin and Villages and the Morrison Neighborhood (McPherson, Payne-Ellis, Carreker West and Carreker East))
- Wentz Lawn
- Putting green (Villages)
- Pool/ping pong tables (various buildings)
- BBQ grills (Bennett, Griffith Community Center, KPF, Stout)

### ***Vending Machines***

Oklahoma State University offers a variety of beverage and snack options in vending machines in Housing and Residential Life facilities. If you have a problem with a vending machine, contact the designated service provider found on the machine.

## Guest/Visitor Policy

As a resident, you are welcome to have overnight guest(s) three nights per semester, provided each roommate approves of the visit(s). Guests may not stay more than two consecutive nights. Visits of more than three nights (even with breaks in between or in three nights spent in another roommate's room) are prohibited unless the residential community educator (RCE) gives permission.

You must escort your guest(s) at all times. Guests (without escorts) are not allowed in the residential halls, including dorm space. Lending your key/student ID to a guest is prohibited. As a guest host, you will be held accountable and liable for any university infractions or building damage done by your guests. Guests may not sleep in lounges or lobbies. Infringement on the rights of roommates or of other residents is prohibited. Disregarding university regulations will result in the eviction of the guests from the premises.

The maximum number of people in space at any time:

- Traditional/single student spaces: 4 people or less, including the resident(s)
- Suites: 6 people or less, including the resident(s)
- Apartments: 8 people or less, including the resident(s)

## Keys/Access Cards

Staff issues residents door keys and key cards to enter their assigned rooms/units. We also encode our residents' OSU ID cards to open designated doors with card readers for their assigned areas.

For your safety and that of our community, we ask the following:

- Lock and secure your residence door.
- Keep your keys and access cards with you.
- Never lend or give your keys, key cards or OSU ID card to another person to use
- Never use another resident's keys or cards.
- Don't duplicate university keys.
- Never leave your door or exterior doors propped open.
- Never allow someone to follow you into the building behind you.
- Stay off roofs, ledges and eaves.

## Lost OSU ID Cards

If you lose your OSU ID card, contact ID services (Classroom Building, 4th Floor) to get a new one. Once you have your new OSU ID card, contact Housing and Residential Life to have staff encode it with your door access.

# Locked-Out Policy

If you are locked out of your room, go to the service desk for assistance. Desk staff will issue you a passkey to your room. Be prepared to verify your identification. For 24/7 assistance, go to Village A (CASNR Desk) or call (405) 744-3038.

## Locked-Out Fees

- 1<sup>st</sup> and 2<sup>nd</sup> locked outs: no charge plus passkey fee
- 3<sup>rd</sup> and 4<sup>th</sup> times: \$35 plus passkey fees
- 5<sup>th</sup> time and so forth: \$50 plus passkey fees

## Passkey Fees

- There is no charge for the first hour you have a passkey. After one hour, there is a \$15 charge.
- If you keep a passkey for more than 24 hours, there is a charge to replace all locks to the room/suite/apartment of at least \$100.
- If you need a passkey longer than one hour due to extenuating circumstances, contact the desk manager for approval.

# OSU Parking and Transportation Services

Parking permits are valid from the date purchased to August of the year indicated on the permit. Permits may be purchased through OSU Parking. View: [Parking Map](#)

## *Cars, Trucks, Motorcycles, Motor Vehicles and Scooters*

All fuel-operated vehicles should be parked only in the designated parking spaces. Residents may not park/store vehicles on non-designated areas, including patios/balconies, stairwells, landings, breezeways, walkways, lawns, curbs, access roads, etc. Vehicles parked in these areas will be ticketed, towed and impounded at the owner's expense. Any damages to lawns, sidewalks, etc. will be charged to the resident.

## *Guest Parking*

Resident's guests must have a valid guest parking permit from OSU Parking and Transportation Services.

## *OSU Bus Services*

OSU Parking and Transportation Services offer bus service not only to campus but also to popular locations throughout Stillwater. [The Bus](#) is free for anyone with a valid OSU ID. Learn more about riding The Bus, its routes, fees and stop locations at [Bus Trax](#).

## *Bicycles*

OSU Parking and Transportation Services require the registration of bicycles. The service is free and beneficial for your own protection in case of theft. Your bicycle may be kept in your room if you and your roommate agree. Bicycle racks are located at convenient locations around Housing and Residential Life buildings.

## *Spin Scooters*

Spin scooters operate as a third party on our campus. Spin scooters are not allowed in residence halls.





## ROOM POLICIES

### Appliances and Furniture (University-Owned)

University-owned furniture and appliances are designated for the space it is to be used and must be kept in their designated location. Furniture must not be removed from the room/suite/apartment or left outside the unit on a balcony or porch. Furniture that is missing at the time of checkout or damaged from being outside will be charged to the resident's bursar. If present, the closet door must always remain attached to the closet.

Residents in furnished apartments/rooms are responsible for maintaining the furnishings. If you have furniture that needs to be replaced or repaired, contact HRL Facilities Office at any time throughout the year. If furniture pieces are missing or damaged at move-out, charges may be assessed.

Housing and Residential Life strongly discourages residents from purchasing used furniture and placing it in a hall, suite or apartment. Residents who bring to campus furniture that contains pests will bear remediation costs to rid residential space of the pests.

- Traditional Halls (Each resident is provided with the following furniture.)
  - Bed
  - Desk
  - Chair
  - Dresser
  - Closet/Armoire
- Suites/Deluxe Suites with living rooms (Traditional hall furniture plus the following items. Items vary by hall and location.)
  - Sofa
  - Loveseat
  - Occasional chair
  - End table
  - Entertainment stand
- Single Student Housing Apartments (Suites/Deluxe Suites furniture plus the following appliances)
  - Full-size refrigerator
  - Stove/oven
  - Microwave
  - Dishwasher
  - Full-size washer/dryer

### ***Lofts, Bed Risers and Bunk Beds***

Lofts (homemade or prefabricated) as in “lofting your bed” are not allowed; however, residents may use bed risers that are up to seven inches in height. University-owned bed frames allow anywhere from 10 to 15 inches of under-bed space. Bed frames vary by room. Stacking two bed frames to create a bunk bed is prohibited unless the university-owned frames meet approved specifications (in Stout and University Commons only).

## **Approved and Prohibited Appliances**

Some appliances and personal items have a higher likelihood of contributing to unsafe environments for community living. Housing and Residential Life regulates the use of these appliances to ensure the safety and security of the community.

### ***Appliances Approved for all Residence Halls***

- One refrigerator (3 amps and 5 cubic feet) per person
- One microwave (900 watts or less) per person
- Exception: Traditional Halls (Wentz, Iba, Parker, Stout and University Commons)
  - One refrigerator (3 amps and 5 cubic feet or less) per room
  - One microwave (900 watts or less) per room
- Single-serve coffee makers that don't use a hot plate (such as a Keurig)
- Other cooking appliances may be used in kitchen areas.
- Students may use micro-fridges. See [micro-fridges rentals](#).

**Extension cord.** If you need to use an electrical extension cord, it must be 14 gauge or heavier. Extension cords must not be affixed to walls, placed under rugs or beds, strung on pipes, etc. Inspect your extension cords and appliance cords for fraying, cracks or other defects. Overloading an electric circuit with too many appliances can cause problems.

### ***Appliances Prohibited in Traditional Halls/Suites/Deluxe Suites***

This list includes but is not limited to the following: Open-fire and open-coil cooking appliances, electric griddles, toaster ovens, air fryers, crock pots, Instapots, drip coffee makers and indoor electric grills (such as George Foreman Grills).

### ***Appliances Prohibited in all Residence Halls***

Air conditioners, washing machines, dryers, dishwashers, deep freezers, full-size popcorn machines, outdoor electric grills, meat smokers and heaters.

# Prohibited Personal Items

We've compiled a list of items that are prohibited in all residence halls. This list includes but is not limited to the following:

## ***Furniture and Other Personal Amenities***

- Waterbeds, shower heads, bidets and ceiling fans
- Large amplifiers (public address system, oversize stereo, acoustic or electric musical instrument and percussion instruments)
  - Small amplifiers may be allowed if used with headphones to be respectful of other residents.
- Halogen/lava lamps
- Ring doorbells or other electronic devices that photograph, videotape, film, digitally record, or by any other means, to secretly view another person without that person's consent in any location is not allowed. This can include alarm systems.

## ***Candles and Incense***

Burning candles, incense, kerosene lamps and other flammable liquid-fueled devices, such as lighters, are prohibited in residence halls. Decorative candles must be wickless or have clipped wicks so the candle can no longer be burned. Wax-warmer air fresheners that are heated by a light bulb are approved; however, candle warmers that have hotplate areas are prohibited.

## ***Electric Scooters/Personal Electric Vehicles***

Personal electric vehicles shall not be used, possessed, charged and/or stored in any campus housing unless they bear the seal of an independent testing laboratory accredited by the Consumer Product Safety Commission (CPSC). (See also [Spin Scooters](#).)

Other electric vehicles, which include but are not limited to one-wheels and drones, are prohibited in residence halls and on the grounds. It is prohibited to store such vehicles inside the premises, on patios/balconies, stairwells, landings, breezeways and walkways. This rule does not apply to ADA-approved equipment.

## ***Fireworks, Explosives and Flammable Liquids***

Under state and federal law, fireworks, explosives and flammable liquids (such as gasoline, propane, lighter fluid, handheld lighters, etc.) are prohibited in residence halls and on the grounds.

## ***Network Devices***

To protect the data communications network, all devices other than computers, servers and workstations must not be plugged into any network port. This includes but is not limited to hubs, switches, repeaters, routers, network modems and wireless access points. These devices may be incorrectly configured or incompatible with the OSU Network causing outages and reliability problems to all or part of the network.

## ***Outdoor Grills***

Portable outdoor grills (charcoal, lighter fluid or propane gas, etc.) are prohibited in the residence halls and on its grounds. There are some permanently mounted grills located throughout campus that may be used for outdoor grilling upon request.

## ***Weapons and Firearms***

Weapons are not allowed in residence halls or on the grounds. Housing and Residential Life, OSU Police and state authorities can determine what qualifies as a weapon and can ask that it be removed from the premises. Weapons include but are not limited to BB guns, paintball guns, knives, swords, crossbows, archery bows, handguns, shotguns, rifles, ammunition and common items that can be used in a threatening manner. If you possess a gun, you may store it with OSU Police Department free of charge. Disciplinary action may also be taken. [OSU Policy and Procedures Letter 1-1301 \(pdf\)](#).

# **Personalizing Your Room/Hall**

Welcome to your OSU home! We encourage you to create a comfortable, relaxing space that is totally yours. However, we have rules for you to follow:

## ***What you can do***

- Hang items on walls. We encourage you to use thumbtacks and push pins (within reason), blue painter's tape or Command™ Strips/Hooks. When used properly, Command™ products should not damage the walls. When you check out, leave the strips/hooks in place and staff will remove them. This will limit damages and unnecessary charges.
- Bring area rugs.
- While each window has blinds, you may choose to hang curtains using your own café curtain rod or tension rods. Any curtain rod that requires drilling, nails, or being affixed to the walls/windows is not allowed.
- You may decorate your room/suite/apartment door; however, you can't use 3D materials, obstruct the peephole, lock or the room number, or cover more than 1/3 of the door and surface area.

## ***What you can't do***

- You must not alter any part of your assigned housing. This includes but is not limited to painting walls, floors, or furniture, installing floor tiles, or adding removable, peel-and-stick or other temporary wallpaper/tiles to any surface.
- You must not use nails, tacks, push pins, wall putty, duct tape, packing tape, clear tape, or masking tape on the walls.
- Decorations must not be on the window.
- Items must not be placed or hung within 18 inches of a fire sprinkler head or on the pipes.
- Lighting/wiring must not stretch across doorways or common areas.
- Decorative lighting must be turned off or unplugged when unattended.

## ***Holiday Decorations***

Because live-cut trees and natural vegetation (wreaths, corn stalks, hay, pumpkins and gourds) can pose a fire hazard and create mold and other issues, they are not permitted in residence halls at any time during the year.

## ***Homecoming Decorations***

Homecoming is a special time on the OSU campus. The residents participate in a number of ways, including decorating in and around the halls/neighborhoods. Before committing time and resources to any special event or project, contact the HRL Facilities Office. They can help plan and coordinate any facility-related needs the project might entail. Be sure to ask about lights, signs, paint, glue, glitter, crafts and window paint before beginning a project.

# **Energy Saving Thermostats**

Housing and Residential Life is committed to the green mission of the university, which includes implementing energy savings measures. As part of that mission, rooms in University Commons and Bennett Halls feature electronic, energy savings thermostats.

## ***How to use Energy Savings Thermostats***

- When you first enter your unit, the room may be warm. This is because the thermostat is in the “Unoccupied Mode” to save energy.
- There are motion detectors in your room that sense when the unit should turn on/off, depending on the occupancy of the room. If it does not respond to motion, gently touch the image of Pistol Pete. Note: If you touch the thermostat with too much force, you can damage it and be charged \$500 to replace it.
- If you damage the thermostat by pressing with too much force or tampering with the coding to bypass the set range, you can be charged \$500 to replace it.
- The thermostat has a temperature range of a low of 68°F and a high of 75°F. You can set your comfort level anywhere between these two temperatures.
- The thermostat automatically changes from air conditioning to heating. It can take a minute or two for your unit to adjust once you set the temperature. You should hear your unit’s motor running. Depending on the starting temperature of the room, it could take an hour for the temperature to reach your desired setting.
- The thermostat shifts to “Standby” immediately after the last person leaves the room, and the temperature will be set to 78°F.
- After 16 more hours in “Standby,” the thermostat will go into “Unoccupied Mode,” and the temperature automatically adjusts to 80°F.

- You will want to reset your thermostat if your room is vacant over a weekend, holiday or university break period.
- Don't prop open your front door. This will cause the thermostat to go into "Standby" and the temperature reset to 78°F.

## Maintenance and Repairs

Housing and Residential Life has a dedicated facilities team to assist you while you're living on campus.

### ***Regular Preventative Maintenance***

Regular preventative maintenance occurs throughout the academic year. You will be notified before the time of the maintenance so you can prepare your living space (if needed). All maintenance personnel who need to enter your room will knock three times and announce themselves BEFORE entering the space.

If you are not home when the work is completed, personnel will leave a card letting you know what was done, the date and time and the technician.

### ***To Request Maintenance and Repairs***

- Call (405) 744-8510, Monday through Friday from 8 a.m. to 5 p.m.
- Call (405) 744-7154 for after-hours, on weekends and holidays and during university closures.

We ask that you report maintenance or repair issues as soon as possible. Delaying reporting could result in further damage. If the repair was not the result of everyday wear and tear, Housing and Residential Life reserves the right to charge for repair services. Common maintenance and repairs include the following:

- Trouble with blinds
- Light bulbs in university-provided fixtures
- Appliances not working
- Pest control
- Leaks
- Clogged toilets, sinks and showers

### ***Call for 24-Hour Emergency Assistance***

- Call (405) 744-7154.
- In case of smoke or fire and other emergencies, call 911.

OSU Facilities Management provides 24-hour emergency assistance. An emergency can include but is not limited to the following:

- Persons stuck inside an elevator
- Smell of gas
- Active water leak

- No heat/air conditioning during times of extreme temperatures
- Broken window or door that would prohibit the unit from being secured
- If the toilet is not working in a unit/suite/apartment that only has one bathroom
- Smoke detector beeping for no reason

## Room Consolidation Policy

During the semester, if a resident moves out of a double room and the remaining resident is not assigned a roommate; the remaining resident may be asked to select one of the following options:

- Elect to pay the single-room rate and keep the room privately. This option is available only when space is available. Single-room rates will be calculated on the remaining prorated portion of the contract.
- Choose to move into another half-filled room in the community.
- Find another resident willing to move into the current resident's room.
- Remain in the room and be prepared to accept a new roommate at any time.

The consolidation policy does not require individuals to move out of their community. Instead, it could require residents to pay for a single room or consolidate with another individual living alone in a double-occupancy room. If more than one resident in the same community is without a roommate, the individual who paid their housing contract last may be the one to move.

## Room Transfer Request

The room transfer process for a new academic year begins the first Tuesday after Labor Day. To apply for a room transfer, log in to [Roomcompact.com](https://roomcompact.com). After you have completed and submitted the room change form, you will be notified via email in the next round of room transfers if you are approved or will remain on the waitlist for the next round.

Staff sends transfer approval emails every two weeks on Thursdays throughout the semester. If staff approves your transfer request, a new room will be assigned. You have two days to accept the transfer and another 48 hours to complete the move. Standard check-in/move-in and move-out/checkout policies apply.

Students are assessed a \$50 transfer fee regardless of whether they accept the transfer or not. The next request is \$100 whether they accept it or not.

## Pets and Service Animals

OSU Housing and Residential Life (HRL) recognizes the important role pets play in our residents' lives, including their positive impact on our residents' physical, mental and social health. The following policy includes information regarding pet ownership on campus, which is supportive of the safe communities that HRL provides.

### ***Service and Emotional Support Animals***

Service or emotional support animals are welcome on Housing and Residential Life grounds. All necessary paperwork, evaluations, and authorization forms from Student Accessibility Services must be completed and approved by Residential Life prior to the animal's arrival in the residence halls.

Residents who need accommodations for an emotional support/assistance animal will need to complete the Housing and Residential Life agreement form.

- [Service Animal Agreement](#)
- [Emotional Support Animal Agreement](#)
- [Service or Support Animal FAQs](#)
- [Student Accessibility Services](#)

### ***Pet Friendly Communities***

Kamm Hall and Prosser Neighborhood are Pet Friendly Communities, each apartment can have one pre-approved pet. Pets that may be approved:

- Domestic cat
- Dog
- Other types of animals are considered on a case-by-case basis

The maximum number of HRL-approved pets per unit is limited to one. Should multiple residents in the unit request a pet, the primary account holder or first resident to sign up for housing will be granted their pet. If the first resident declines, the second resident to be approved for housing will be next to bring their pet, etc.

### ***Pets Allowed in Residence Halls***

Fish, small crustaceans, mollusks, water turtles, and small amphibians, all living under water and in aquariums no larger than 10 gallons in size per housing unit. Extra aquariums are permitted provided the total gallon per residential unit does not exceed 10 gallons. Pets must remain in their aquariums at all times.

### ***Additional Information***

Residents are not allowed to have or temporarily keep animals/pets in any Housing and Residential Life facility except fully aquatic animals, including but not limited to fish, small crustaceans, mollusks, water turtles and small amphibians, all living entirely underwater and in aquariums no larger than 10 gallons in size per Residential Life unit. Extra aquariums are permitted provided the total gallon per residential unit does not exceed 10 gallons. Pets must remain in their aquariums at all times. Animals/Pets found to cause a community disturbance will require rectification or removal.

Unapproved animals/pets are not allowed in any Housing and Residential Life facility due to concerns for health, safety, sanitation, noise and humane treatment. Unapproved animals/pets must be removed immediately and the resident will face an immediate minimum fine of \$500, with additional charges as needed to restore the unit to an occupiable state (as determined by Housing and Residential Life). Continued infractions will result in increased fines and possible removal from Residential Life.

Owners are responsible for the removal of animal/pet waste. For the first offense of not removing the waste, the owner/handler will be charged \$100 with the amount increasing for each offense.

OSU is not responsible for what happens to any animal/pet when it is removed or while it is living on OSU property. OSU is also not responsible for any injuries or damages caused by any animal /pet on campus. For the full policy on emotional support animals and service pets, visit [OSU Student Accessibility Services](#) website.





# HOUSING AND RESIDENTIAL LIFE STAFF

## ***Desk Assistants***

Service Desks are staffed by student desk assistants who help residents with lost keys, maintenance repairs, mail, packages, finding staff members and reporting emergencies.

## ***Ambassadors (AMB)***

Ambassadors serve as a liaison to prospective students for Housing and Residential Life by helping to coordinate tours and campus events such as Admitted Student's Day. Ambassadors represent and share the mission and strengths of the department. An ambassador strives to represent the department with the utmost enthusiasm and professionalism while recruiting and interacting with prospective students and their families, current students and staff members.

## ***Community Mentors (CM)***

Every residential floor, wing and breezeway has a community mentor (CM). These student staff members are responsible for mentoring and assisting the residents who live in the community. CMs are generally undergraduates who have received training in all aspects of residential living with the experience and know how to answer your questions or help you find the answers through different resources on-campus. They act as facilitators for the community and are available to discuss academic and social challenges with individuals or groups of students. Get to know the CMs to enrich the on-campus living experience.

## ***Assistant Residential Community Educators (ARCE)***

Assistant residential community educators (ARCE) are graduate student staff members who live in, supervise student staff (CM and AMB) and assist in fostering communities. ARCEs are selected because of their passion for working with students and assisting in their development. Their responsibilities include community development, advising the board of directors and supervising and training student staff.

## ***Residential Community Educators (RCE)***

Residential community educators are full-time, live-in professional staff members responsible for the direct supervision of the ARCE staff and indirect supervision of student staff. RCEs are also responsible for the overall management of residential communities, which includes facilities issues, management of desk operations, community development and Living Learning Programs. RCEs have completed their master's degrees and are emerging professionals in student affairs. RCEs serve as conduct officers for OSU and Housing and Residential Life to hold students accountable while enhancing their development.

## ***Assistant Directors***

Assistant directors are professional staff members who manage the day-to-day operations of a functional area within Housing and Residential Life.

## ***Student Success Coordinators***

The student success coordinators support the university's and department's strategic plan by working with staff on shaping environments to support student academic success, develop leadership skills and address conduct behaviors.

### ***Assistant Desk Operations Supervisor (ADOS)***

The assistant desk operations supervisors are responsible for managing at least two 12-hour service desks, including hiring, training, supervising and evaluating 20-25 desk assistants. The ADOS will work with the desk operations supervisor to ensure successful desk operations that provide outstanding customer service and meet the needs of their residents. This position will require frequent student contact, their presence at the desk and an understanding of departmental and facilities management policies and procedures. In addition, the ADOS will work administratively to support the operations of the central office, primarily with occupancy management. The ADOS will assist in reviewing room closures, room rates and staff and athletics assignments. The ADOS will also be able to assist with developing, managing and implementing StarRez portal projects. In addition, the ADOS will provide backup in the absence of the office manager or other administrative support staff. This position will report directly to the desk operations supervisor, with administrative support staff providing functional supervision.

### ***Assistant Residential Community Educators (ARCEs) for Conduct***

The assistant residential community educators for student success for conduct adjudicate conduct cases originating from the residence halls, assists the student success coordinator with policy education, enforcement, updating Residence Life policies and processing incident reports. Serves on the Sexual Violence Prevention Committee and the Wellness Committee. Assists in training students and professional staff on community standards, policy enforcement and conduct case management. This position would also serve on the on-call rotation.

### ***Assistant Residential Community Educators (ARCEs) for LLPs and Curriculum***

The assistant residential community educators for LLPs and curriculum work to develop and promote the Living Learning Programs (LLP). This position advises the LLP's community mentors and coordinates with the LLP partners on events, programs and services for LLP students. Assist in training faculty associates, faculty fellows and program coordinators in living learning programs. Assist in the ongoing development and implementation of the residential curriculum. Assist in the curriculum development for LLPs. Assist with the development of content for marketing, promotion and assessment of the residential curriculum and student success initiatives with various sources such as web media, brochures, newsletters, etc. Weekly attendance at evening events is expected in addition to weekly scheduled hours.

### ***Assistant Residential Community Educators (ARCEs) for Leadership***

The assistant residential community educators for leadership supervise the student staff and day-to-day operations of the Residential Engagement Office. The ARCEs also serve as co-advisors to RHA and NRHH and advise the RHA programming board, along with its committees. The ARCEs are responsible for ensuring that programs are developed within the departmental Residential Experience guidelines. As a part of this position, the ARCEs are required to attend three to four regional and national conferences and co-advise a student delegation. In this position, the ARCEs will have approximately five to ten hours of meetings and events to attend each week outside of standard business hours. This position also serves as the manager(s) for the Campus Link web platform for Housing and Residential Life.

### ***Engagement and Partnerships Coordinator***

This is a new position for the department that is responsible for maintaining and facilitating two of our high-impact student engagement initiatives—the Living Learning Programs and the Care Team.

### ***Support and Administration***

In support of residents' contractual needs, Housing and Residential Life employs administrative staff to help with transfers, assignments, financial inquiries and general questions related to on-campus living at OSU.

### ***Housing and Residential Life Operations***

Under the direction of the associate director of operations, Housing and Residential Life Operations is made up of HRL Facilities Office and Marketing and Conference Services.

**HRL Facilities Office.** Housing and Residential Life is responsible for more than three million square feet of facilities and grounds. We partner with OSU Facilities Management to provide the following services: building and equipment maintenance and repair, building systems, utilities, grounds, trash and recycling, energy management, janitorial services, laundry services, as well as facility renovations, improvements and new construction. HRL Facilities Office oversees the submission of more than 21,000 work orders each year and coordinates with zone managers to ensure the timely completion of those work orders. Five full-time employees are responsible for the oversight and organization of facilities and maintenance. In addition, Housing and Residential Life employs a student crew of 10 to 15 to assist with small repairs and furniture moving.

**Marketing.** The Marketing Office is responsible for curating and protecting the department's overall image. The communications coordinator is responsible for developing recruitment materials, program advertising, website, video materials and social media presence. The office is supported by a graphic designer and a team of multimedia students.

**Conference Services.** Each summer, more than 70 camps and conferences are hosted and housed in the halls. The summer conference season begins with the Oklahoma State Special Olympics Games in May. In addition to the variety of youth sports camps, adult education conferences and specialty groups, the halls are also host to New Student Orientation and Camp Cowboy participants. Conference Services is overseen by an operations manager and more than thirty conference assistants.



## GET INVOLVED AND LEADERSHIP OPPORTUNITIES

Getting involved in leadership within Housing and Residential Life is easy and fun. Between individual Board of Directors, Residence Halls Association and National Residence Hall Honorary there is a great opportunity to learn and develop valuable skills that carry with you throughout life. OSU is affiliated with the National Association of College and University Residence Halls, Incorporated (NACURH, Inc.) which is the largest student-run organization in the world.

### OSU Residence Halls Association (RHA)

The OSU Residence Halls Association is an excellent opportunity to step into a position where residents represent more than just their hall, but all of the residence halls on campus. The Residence Halls Association operates with an annual budget of approximately \$130,000 and is 100% student-run. The RHA is comprised of representatives from each Board of Directors and executive officers. Executive officers include the president, vice president of administration and finance, vice president of national communication, vice president of programming, vice president of marketing and vice president of involvement. Getting involved in the Residence Halls Association is an opportunity to attend leadership conferences, recommend new policies and make a difference in the campus community. For more information, check the RHA website at [www.osurha.org](http://www.osurha.org).

**RHA Prepare to Program (PTP)** is a conference designed by the OSU Residence Halls Association to act as a training session for the individual halls' incoming Boards of Directors (a group of up to 15 residents per hall that plans that hall's events). This conference is a four-day conference consisting of multiple speakers, training sessions on leadership, diversity and community, informational sessions on the changes of the system and a lot of preparation to plan programs for their respective halls.

### National Residence Hall Honorary (NRHH)

The National Residence Hall Honorary is an organization that represents the top 1% of leaders who live within the residence halls. This elite group of students operates with a foundation based around core values: Recognition. As a member, you are part of one of the most respected student organizations within housing departments across the nation



## LIVING LEARNING PROGRAMS

Housing and Residential Life is proud to host a variety of [Living Learning Programs](#) (LLP) designated living spaces for residents to connect across shared interests and academic programs. These communities provide an opportunity for residents, faculty and staff to connect outside of the academic classroom through shared coursework, internships and research opportunities. If you are interested in a Living Learning Program, contact Housing and Residential Life or visit the [LLP online](#).

- CESH P.L.A.C.E. located in University Commons West
- College of Engineering, Architecture and Technology (CEAT) located in Parker Hall, 2nd to 5th floors
- Freshman in Transition (F.I.T.) Ferguson College of Agriculture located in FIT Village
- Gateway located in University Commons South, 3rd floor
- Global Scholars House located in Iba Hall, 2nd floor
- Honors located in Stout Hall
- Media House located in Village D, 1st floor
- Orange Scholars located in University Commons West
- Outdoor Adventure located in University Commons South, 1st floor
- Psychology House located in Village D, 4th floor
- Spears Business located in Village E and F, 4th floors
- STEM Living located in Wentz Hall



## FORMS

- [Housing Exemption](#)
- [Petition for Adjustment of Charges](#)
- [Sworn Statement](#)



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# TROUBLESHOOTING

<b>Cable Issues</b>	Visit <a href="https://reslife.okstate.edu/cable">https://reslife.okstate.edu/cable</a> and submit a Cable Problem/Issue Report
<b>Housing Cancellation</b>	OSU Housing and Residential Life, 100 Iba Hall: (405) 744-5592
<b>Laundry Facilities</b>	A free service, locations in each facility
<b>Lights</b>	HRL Facilities Office: (405) 744-8510
<b>Locked Out</b>	Service Desk that services your area
<b>Lost ID Cards</b>	ID Services, 421 Classroom Building: (405) 744-8434
<b>Lost Key</b>	Service Desk that services your area
<b>Maintenance/Repairs</b>	HRL Facilities Office: (405) 744-8510
<b>Mail and Packages</b>	Service Desk that services your area
<b>Parking</b>	Parking and Transit Services Multimodal Transportation Center, 1006 W. Hall of Fame: (405) 744-6525
<b>Pest Control</b>	HRL Facilities Office: (405) 744-8510
<b>Vending Refunds</b>	Use the contact details for the individual machine





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