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## Residence Life Handbook '05-'06

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### Reasons to Live on Campus

### Important Numbers

.(Adobe Acrobat PDF Format 49Mb)

~15 minutes to download on 56K modem

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## Hall Services

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Within the University, or Residence Life, there are a variety of services available to you to help make your living experience enjoyable. Some of the services most applicable for students living in University housing are listed below.

\* **Barbeque Grills:** Students are not allowed to bring their own grills, except for in the apartment complexes. Students may not possess grills in the residence halls. Community grills are available for general student use in designated areas around campus near the residential facilities.

\* **Cable Service:** Each residence hall room and apartment will be provided with basic television cable service through our local cable company as part of the room and board rate. You may purchase digital cable and/or premium packages, such as movie channels, at your own expense by contacting the cable company directly. This charge will be billed directly to you and must be paid to the local cable company. The University is not responsible for any equipment rented as part of your cable package. Televisions are provided to students in designated public lounges. For a list of channels and services provided in our area, please visit Cable One at <http://www.cableone.com>.

\* **Cleaning Supplies:** Brooms, vacuum cleaners, mops, and buckets, as well as various cleaning supplies (e.g. glass cleaner, furniture polish, etc.) are available for checkout at the hall desk with your student ID.

\* **Computer Labs:** Computers and printers are available for your use within designated areas in each of the halls. You must use your own computer disks. Laser printing is also available within the computer labs, which are open 24 hours per day. Students can map their own personal computers to the lab printers through the University network.

Instructions are available through <http://its.truman.edu>.

\* **Duty Staff Members:** Professional staff and Student Advisors work rotating duty schedules to be on call for emergencies and to conduct rounds within the residence halls and apartments on a daily basis. They are available to respond to your requests 24 hours a day, 7 days a week. These staff members are trained in crisis management, facilities operations, suicide response, alcohol and drug emergencies, and many other areas. There are also professional counselors from the University Counseling Services on call for emergencies. Because these staff members are either full-time professionals or students, we ask that during the late nighttime hours, you differentiate between an emergency and something that can wait until the morning.

\* **Facility Repairs:** The University Facilities Department will make every attempt to make the necessary repairs to maintain the residence halls or apartment fixtures. If something in your room or bathroom needs repair, or if your window or door screen has become torn or damaged, please call the Fix-It-Line. The Fix-It-Line operates from 8 a.m.-5 p.m., Monday through Friday during University business days. **The phone number is x4687, or xINTR (I Need This Repaired).** Emergency repairs occurring outside these hours should be reported to a hall staff member. Repairs will be completed based on a campus-wide priority system including urgency, type of repair, and date received. Student telephone line repairs should be reported to Telephone Services by dialing 0. University personnel are allowed to enter individual apartment or residence hall rooms starting at 8:00 a.m. to perform maintenance functions.

\* **Hall Desk:** The residence halls and the Campbell Apartment complex have their own Hall Desks. Hall Desks are open Monday through Saturday from 9:30 a.m.-10:30 p.m., and on Sunday from 11:30 a.m.-10:30 p.m. The Hall Desk serves as an information resource and provides an assortment of supplies for residents within the building. Students may receive small amounts of change, purchase stamps, or have questions answered by desk staff. In addition, most halls have sports equipment, games, cleaning supplies, vacuum cleaners, and cooking equipment that can be checked out with your student ID. For Campbell apartments, vacuum cleaners are available through the Hall Desk. For Fair and Randolph Apartments, vacuum cleaners may be checked out through the Dobson, Ryle, or Grim Hall Desk with your student ID.

\* **Hall Offices:** Each residence hall has its own office to assist students with questions regarding their room, processes or procedures, or problems they may have. There is a professional Residence Hall Director and a Community Coordinator, in addition to Student Advisors, available within the building to assist you.

\* **Housekeeping Services:** Housekeepers in your living environment work hard to make your building a comfortable and pleasant place to live. The neat and clean appearance of the halls, lounges, and restrooms is due in large part to their efforts. Housekeepers are not expected to clean unnecessary messes made by residents. Your cooperation in caring for the facilities makes their job easier, creates a pleasant atmosphere, and helps keep room and board costs low. Trash containers are located on each floor for you to empty your personal wastebaskets. Unwanted large items, such as boxes and carpeting, should be taken directly to the dumpster located outside your residence hall. Do not sweep dirt into the hallways or stairwells. Students who have vandalized property, or caused unnecessary messes, may be subject to disciplinary action and damage expenses equivalent to the full replacement value of the item(s).

\* **Insurance:** The University is not responsible for losses caused by theft, vandalism, resident negligence, or natural disaster. To provide protection against lost, stolen, or damaged items, students are strongly encouraged to take out personal property insurance or be sure that your belongings are covered by your parents' homeowners' policy. Insurance policies through insurance companies may also be taken out as a source of protection. If losses or damages

occur as a result of a University facilities malfunction or staff negligence, students are encouraged to forward their concerns to the Physical Plant office within 30 days of the event.

\* **Keys:** A lost key can result in a serious security problem for the residents of a room/suite. For this reason, each time a student reports a lost key, the University recovers the lock and makes new keys for the residents of the room. The student's account is charged \$25 for each replaced room key, which covers the cost of the core, labor, and new key(s). This fee is non-refundable. For halls that issue bathroom and exterior door keys, loss of these keys also will result in a charge of \$25 per key. University keys may not be duplicated commercially. Students who lock themselves out of their rooms will be charged a lockout fee after the first week of school, which varies by price according to the time of the lockout.

\* **Kitchenettes:** All living environments, except Fair Apartments, have kitchenettes available for your use. Fair residents may use Grim Hall's kitchenette, which is conveniently located next to Fair. A limited amount of cooking equipment is available to students to check out with their student ID at the Hall Desk. Students using community kitchens must clean the area after their use, and not leave food or cooking supplies (including cooking equipment or utensils) in the kitchen. The Housekeeping staff is not responsible for cleaning up unnecessary messes within the residence halls or kitchens. Please refer to the chart in this handbook that lists all approved appliances that students may use within their rooms. Campbell and Randolph apartment residents have their own kitchens, and are expected to keep their kitchen properly cleaned. Students leaving the kitchen unclean may be charged a fee equivalent to an hourly rate and cleaning supplies estimated necessary for cleaning the kitchen.

\* **Laundry Facilities:** All residence halls, and the Campbell/Fair apartment complexes, have laundry facilities. Washers and dryers are operated by coin or debit system that operates from your University Student ID. Residents of Randolph Apartments generally use the laundry facility in Dobson Hall, a short distance away. Clothing items that are left unclaimed in the laundry facility will be donated to a local shelter.

\* **Mail:** Mail to all Residence Life areas is received and distributed to the campus living environments Monday through Saturday, except on national and University holidays or breaks. Outgoing mail is picked up once a day from the hall desk or other designated mail drop slots. The following information should appear on mail sent to you:

*"Your name"*

*Room #, Residence Hall or Apartment Name*

*Street Address (listed on back cover of handbook)*

*Kirksville, MO 63501*

All mail delivered in mailboxes must include the name and address of the resident and a return address. A campus mail system operates for all academic and residential buildings, including the campus apartments. According to U.S. Postal regulations, only University business mail may be sent through the campus mail system. (Holiday/Birthday cards or personal mail sent among residents is not considered University business mail.) Personal mail sent through the campus mail system will be returned to the sender, or declared not deliverable if no return address exists. UPS, Federal Express, and Airborne mail is delivered directly to Campus Mail Services. Insured packages may be picked up directly from Campus Mail Services. It is highly recommended that students who will be receiving packages or mail that holds monetary value have these packages insured. The University is not responsible for lost, stolen, or damaged mail, or mail that is not picked up by the owner. Students are only allowed to pick up their own mail. For your own security, always lock your mailbox, and do not disclose your mailbox combination to any other person.

\* **Musical Instruments:** Most residence halls have pianos available for your use. You are requested to respect the rights of others when using any musical instrument. You are allowed to play handheld instruments at a reasonable level during non-quiet hours, but are not allowed to play scales at any time. Space is available, through the Fine Arts Department, in academic buildings for practicing instruments. Residents must comply with any request, made by other community members or hall staff, to stop playing.

\* **Night Security/Night Monitors:** All residence halls have night monitors to admit residents and escorted guests into the building after it has been secured for the evening at 10:30 p.m. From 10:30-midnight, students who live on campus may present their student ID to gain access to any residential facility. After midnight, you must present your student ID card or official ID (if not a Truman student) to be admitted into the building in which you live. If you have guests, you must sign those guests into the logbook. Identification of your guest will be required. Non-compliance with this process, including falsification of names in the registration log, poses a security risk to the building resulting in a conduct review and denied entrance. In extreme circumstances of security risk, Residence Life reserves the right to lock down the residential facilities.

\* **Picnic Tables:** Residence Life provides numerous picnic area around campus that students can use when studying outdoors, eating meals, or hanging out. Several areas also have barbeque pits.

\* **Posting:** Campus business mail must be properly addressed to the student (name, residence all or apartment, room

number), faculty, staff, or campus office, and must have a return address listed on it. Campus organizations who wish to post posters in the residence halls advertising University related events must bring their posters to Residence Life. See <http://reslife.truman.edu/publicity.htm> for quantities. In addition, students should refer to the University posting policy, found on the Center for Student Involvement website at <http://studentinvolvement.truman.edu>.

\* **Programming:** Staff members from Residence Life or the Residential College Program plan opportunities to expose you to knowledge, new ideas, different philosophies, and thought provoking stimuli. Much of a student's college experience is to learn outside of the classroom setting, so programs, activities, and events are designed to help students experience new things through social and educational interactions. Programming is done in a variety of areas that align with our departmental core values, and are designed to develop the whole person. These areas include: Diversity; Life-long learning; Service; Wellness; Personal Development; Community; and Creativity. Programming areas may include: lip syncs, special interest panels, movie nights, literature discussions, and the like. From learning more about your roommate, to discussing the different types of religions represented on campus, there is something for everyone throughout the year. If you have a topic you would like to see, let your Student Advisor, Hall Director, or Academic Advisor know about it! All efforts for programming and the creation of a quality living-learning community should utilize at least one of the six core values, and the needs assessment or student interest surveys. The core value areas that are defined for our department include:

- 1) **Community** - Creating a place on campus and within the greater Kirksville community where residents have a safe place to call home.
- 2) **Personal Development** - Helping residents grow to become stronger people while exploring and defining their own values, ethics and identity.
- 3) **Life Learning** - Placing an emphasis on being a life-long learner, while striving to create a love for learning and exploration.
- 4) **Diversity** - Understanding and embracing the differences within ourselves and the world around us.
- 5) **Service** - Support the people within our own and surrounding communities through volunteerism and compassion.
- 6) **Wellness** - Intentionally creating an atmosphere in which residents are exposed to information that will enable them to make healthy lifestyle choices.

\* **RCP Reception Areas:** Areas are available in each residence hall where you can make appointments to meet with your Academic Advisors who are available to assist you with academic counseling and course registration.

\* **Refrigerators/Microfridge Units:** Microfridges contain a large refrigerator, freezer, and microwave, and can be rented for \$150 per academic year. This fee will be charged to the student's account who holds the contract for the unit. It is a good idea to submit your request early, because these are offered on a first-come, first-serve basis. The Microfridge is the only microwave permitted in students' rooms. Many students split the cost of rental between roommates. In the event that you wish to bring your own refrigerator, it must be less than 2'w x 3'h x 2'd. Refunds for microfridge units are not given once the academic year begins if the student has already been issued the unit.

\* **Security:** Part of the obligation of community living is to help safeguard the living environment. Thousands of people, both residents and non-residents, have access to the halls. Because of this, you are encouraged to keep your room locked at all times and also report people who seem to be tampering with locks, damaging facilities, harassing students, or having suspicious behavior to a staff member. Do not prop open community bathroom doors or the building's exterior doors unless there are designated approved times to do so. You are advised to be particularly security-minded at times of check in, vacations, checkout, or when fewer residents are in the halls. The non-emergency telephone number is 665- 5621. The emergency number is x911. There are emergency phones mounted on bright blue or red posts located around campus. Public Safety has fully sanctioned police officers and trained security patrol to monitor and secure the outside of buildings, as well as public areas, and to assist with any emergency within the University.

\* **Storage:** Storage of personal belongings during the summer is very limited. If you are a student living more than 300 miles from Truman over the summer months, you may be allowed to store a limited amount of personal belongings during the summer. You can contact your Residence Hall Director for specific summer storage guidelines and information. A storage fee will be assessed for any items that are stored. The University is not responsible for any items stored by a student.

\* **Telephone Services:** Telephone lines are provided in your room as a service. You are responsible for supplying your own touch tone telephone (please do not bring 2mHz phones as they interfere with the wireless networks). If

there is a problem with your phone service, plug in a phone you know is working prior to reporting service line problems to Telephone Services (dial “0”). The University is not responsible for repairing telephone instruments.

***Your phone service has the following special features:***

- ⇒ On-campus Calls: When using a campus phone to call another campus phone number, only dial the last four digits.
- ⇒ Local Calls: You can access an outside (Kirksville) phone line by dialing “9.” Wait for the dial tone, then dial the local number.
- ⇒ Long Distance Calling: Students are highly encouraged to bring calling cards or cellular phones to make long distance phone calls, since this service is no longer provided through the University Telephone Services.
- ⇒ Credit Card Calling: You may arrange for a telephone credit card with long distance service if you wish to be billed for long distance calls, but you may not charge these calls to your room telephone.
- ⇒ Debit Card or Toll-Free Calling: If you need to use your phone debit card or wish to call a toll-free number, just dial “9”, wait for a dial tone, then dial the phone number.
- ⇒ Collect Calls: Do not accept any collect calls. If you do, you will be responsible for all related charges.
- ⇒ Voice Mail: The University has a voice mail system for all faculty, staff, and students living on campus. This system serves as an answering machine for each resident. You will want to set up your voice mail account as soon as you arrive on campus, and check your messages frequently.

## Your Living Space: Decorating/Sizes/Heat/Furnishings

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### Room Decorating

Your room gives you the opportunity to create a new living environment. This is your home away from home, so decorating and personalizing your room is strongly encouraged. Because students will receive room assignments and roommate information in the summer, you will be able to talk to, write to, or email your roommate before you move to campus. Space is limited, so we encourage you to communicate with your future roommate about what you would like to share to avoid duplicating non-personal items. Any furniture that is in your room when you arrive must stay in your room. Storing residence hall furniture outside of its original room is strictly prohibited and may result in fines. Specific information on room decorations is found in section for Residence Life General Policies, found at the back of this handbook. You may hang posters and pictures from the wall. However, this must be done with non-damaging materials or removable hangers to prevent damages. Special products, such as poster tack or non-damaging hangers, are available, through general retail stores, to hang items on painted walls that do not damage the walls.

Since Truman is a dry campus, we do not allow any alcohol beverage containers (empty or full), boxes, bottles, or cans in the residence hall rooms. Even though an empty champagne bottle may hold sentimental value to you, please leave it at home.

### Temperature Control

When decorating your room, please take care to not place any items in ways that they block the ventilation system in your room. If blocked, air cannot circulate through it to heat your room during the cold season. If your room is not heating, check the area around the ventilator first before calling your Student Advisor or the Facilities Fix-It Line. Due to fire safety policies, students are not allowed to have space heaters; however, if the temperature in a student room is less than 65 degrees Fahrenheit as determined by Facilities heat sensor gun, Facilities may temporarily issue one to that student after the student pays a security deposit.

### My Room is How Big?

Residence Hall Name	Approximate Measurements	Window Size
Blanton Hall		

Double Room	12'x14'	6'3"wx5'h
4-person Room	7'6"x17'x17'x24'	6'3"wx5'h
<b>Brewer Hall</b>		
Double Room	14'x11'8"	6'3"wx5'h
<b>Centennial Hall</b>		
Double Room	14'x12'	6'3"wx5'h
3-Person Room	12'4"x19'6"	6'3"wx5'h
4-Person Room	4'8"x20'10"x16'x8'6"x25'10"	6'3"wx5'h
<b>Dobson Hall</b>		
Double Room	14'6"x11'10"	6'5"wx5'10"h
4-Person Room Average	14'6"x23'6"	6'5"wx5'10"h & 3'3"wx5' h
<b>E.C. Grim Hall</b>		
Double Room (Shared Bath)	14'6"x11'8"	Vary in size
Double Room (Private Bath)	12'10"x11'10"	Vary in size
<b>Missouri Hall</b>		
Double Room	14'6"x11'8"	6'5"wx5'6"h
3-Person Room	14'6"x16'10"	6'5"wx5'6"h
<b>Nason Hall</b>		
4-Person Room (Average)	17'2"x15'	6'3"wx5'h & 3'7"wx5" h
<b>Ryle Hall</b>		
Double Room	12'4"x14'	6'3"wx5'h
3-Person Room	12'x14'	6'3"wx5'h
4-Person Room Average	25'8"x25'8"x25'8"	6'3"wx5'h

## Room Sizes

Room sizes and shapes vary between each residence hall because of the building's unique design and room types. Because so many rooms differ in size, Residence Life does not have exact room, window, or closet measurements for each specific room on campus. However, student/parents are allowed to have a "sneak peek" at their assigned room in the halls/apartments weekdays from 8 a.m.-5 p.m. during the month of July. Make an appointment with the Residence Life Office to reserve your appointment early. We request a 24-hour advance notice and reservations to ensure a tour guide will be available for you. (Depending on summer camp schedules, a similar room may be shown if your room is not accessible at the time of your appointment.) Because students' plans sometimes change, room assignments are not completely final and are still subject to change until the students move to campus. Therefore, approximate room sizes are listed on the chart and it is highly recommended that you measure your room after you arrive before you purchase items that require specific dimensions (carpet, curtains, etc.).

## Room Furnishings

The University furnishes most rooms with bunkable/loftable beds, standard twin-sized mattresses (36" x 76"), a dresser or drawers to share between residents, closets or wardrobes, and window miniblinds. All residence hall rooms and apartments have a desk with drawer space for each resident. Each room in our residence halls contains one bed per person, which may be bunked or lofted (extra pieces are included to form a loft, which allows desks and chairs to be placed underneath). The lofts are secure and are provided to each student living in the halls. Homemade lofts are not allowed. Bed rails are also provided. If you are 6'4" or taller, you may request an extra long bed and mattress by calling the Facilities Department at (660) 785-5253. (A limited number are available.) Please bring your own wastebaskets, since they are not provided in any individual rooms on campus. Each hall has large waste and recycling receptacles located in common areas. Recycling bins for students may be available, on a limited basis by calling the Recycling Center at x7672 once students are on campus. Also, students will need to provide their own shower curtains, shower curtain hooks, and toilet paper for rooms with suite-style bathrooms. The cleaning of suite-style or private bathrooms is the responsibility of the residents residing in those rooms.

## What to Bring

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If you do not know your roommate(s) before you move to campus, it is a good idea to contact each other before you arrive. Be sure to share what each other is planning to bring, and what can be shared in your room.

You may want to bring a mattress pad or “eggcrate” foam padding, bed linens (rooms contain standard twin beds that measure 36”x76”), pillow, blanket, bedspread, clothes hangers, wastebasket, desk light, a telephone (touch tone), and shower curtain. You are encouraged to bring a fan to help circulate cool air during the early Fall and late Spring. You may also bring any approved electrical appliances that fall into our approved appliance categories as listed in this handbook. Students bringing small refrigerators must limit them to 2’w x 3’h x 2’d in size. Residents using extension cords are strongly encouraged to use grounded 3-prong, 15-amp minimum, extension cords and/or surge protectors. All electronics or appliances must be UL approved and in good, working condition.

You may use approved appliances, stereos, lights, and other electrical devices as listed in this handbook. All two-prong extension cords and halogen lamps are prohibited because of the fire hazard they represent. In Dobson and Missouri Halls 2 to 3 prong adapters will be needed. Residents must report all electrical problems experienced in their rooms (e.g., tripped circuit breakers) to their Student Advisor, the Hall Director, or the Facilities Fix-It Line.

You may set up various systems of antennas inside your room to increase radio reception as long as no damage to your room occurs. Antennas are prohibited outside room windows or in the hallways. Basic cable will be provided to all residence hall rooms, so students only need to bring their televisions and coaxial cables.

<b>Approved Electrical Appliances</b>	
<b>Allowed Only if UL Approved &amp; in Good Condition</b>	<b>Not Allowed*</b>
Alarm Clock/Clock	Air Conditioner** (See chart below)
Aquarium with Fish (up to 30 gallon maximum)	Blender
Automatic Iced Tea Maker	Cappuccino Maker
Bread Machine	Convection Oven
Can Opener	Deep Fat Fryer
CD Burner	Electric Crepe/Sandwich Maker
Coffee Maker	Electric Fry Pan
Computer	Electric Grill
Crock-pot/Slow Cooker	Electric Hamburger Cooker
Curling Iron or Hot Rolling Curlers	Electric Mixer
Electric Blanket	Electric Waffle Iron
Fan	Electric Wok
Food Hydrator	Fondue Pot
Game Machines	Food Processor
Hair Dryer	Grill or Grill Convertible
Heating Pad	Halogen Lamps
Hot Air Popcorn Popper	Holiday Lights (Outdoor)
Indoor Holiday Lights	Hot Oil Popcorn Popper
Iron with Automatic Shut-Off	Hot Pot or Hot Plate
Lava lamps	Indoor Grill or Broiler
Non-halogen Lamps	Microwave*** (See chart below)
Radio	Outdoor Grill (charcoal or propane)
Razor	Space Heater
Small Refrigerator (2' x 3' x 2')	Sun Lamp
Stereo	Toaster/Toaster Oven
Television	Warming Tray
VCR/DVD Player	



Campbell and Randolph complexes only.

\* If your item is not listed, please consult with your Hall Director or the Residence Life Central Office.

Allowed Only With Permission from Residence Life	Special Circumstances Needed for Approval	Additional Usage Fee Required
Air Conditioner** (6,000 BTUs max.)	Physician's Certification validating the medical necessity.	\$100 energy use fee due by Aug. 1 (\$40 late fee will apply after that date.)
Microwave***	Only permitted when rented as part of a Microfridge unit.	\$150 rental fee for the Micro-fridge unit for the academic year.

## What Not to Bring

**...Please Leave it at home.**

To prevent severe electrical overloading of our circuits, general microwaves and air conditioners are restricted from campus, unless a student meets certain requirements.

⇒ Microwaves are not allowed in the residence halls unless they are a part of the Microfridge units that may be reserved

through Residence Life. These Microfridge units divert some energy away from the refrigerator while the microwave

portion is functioning. Personal microwaves are only allowed in the Randolph and Campbell Apartments complexes.

⇒ **Air Conditioners** are also prohibited unless the student presents a **new prescriptive letter every academic year**

from a medical family practice physician or allergist (M.D. or D.O.) certifying the medical necessity of having an air

conditioner in his/her residence hall room or apartment. The physician's certification must be provided to the Disabilities

Services Office **before August 1**. (After that date, a \$40 late fee will be assessed.) If approved, a \$100 energy use fee

will be charged to your student account. Approved air conditioners must be provided and installed by the student, and

may not exceed 6,000 BTUs. All physician certifications will be jointly reviewed and approved by the Disability Services

medical staff and Residence Life. Students with unapproved air conditioners will be charged the \$100 energy use fee, a

\$40 penalty fee, an unapproved appliance fine (up to \$25/day), and asked to remove the air conditioning unit immediately. The student may reinstall the a/c unit once appropriate medical certification is received and approved.

Community kitchens are available in the residence halls to encourage cooking in common areas rather than in individual student rooms. High heat or open coil appliances are not permitted at any time. Students are required to clean up all cooking areas after use, including community kitchen areas. Students leaving the kitchen unclean may be charged a fee equivalent to an hourly rate and cleaning supplies estimated necessary for cleaning the kitchen.

The possession of prohibited appliances or electronics may result in a daily \$25 fine per item and possible a residential conduct review. Students will be required to move the prohibited appliances off-campus, or to a designated storage area in the hall until they can be permanently removed from campus. The University reserves the right to enter student room for the purpose of inspection, safety concerns, maintenance, or repair. The University further reserves the right to enter an assigned room and to inspect the possessions of the occupants if reasonable cause exists to believe that the student has violated University rules and regulations (including possessing an item which is not allowed), or is

in danger. During inspections, some personal items may be moved by staff to fully inspect, disconnect, or unplug items in your room.

## **Pets**

What About Fido and Fluffy?

Unless Fido and Fluffy are fish or small amphibians, please leave them at home. Students are prohibited from having reptiles or mammals including turtles, lizards, snakes, or other animals. Residents may have fish or small amphibians in the residence halls or apartments if they are nonpoisonous and are contained in a tank no larger than 30 gallons. Residents are expected to take proper care of the hygiene of the pet and tank maintenance. If proper hygiene and maintenance is not taken, the student will be required to remove the pet(s) from the residence hall or apartment. Service animals may be permitted with required documentation of need, and only after joint approval has been granted through Disability Services and Residence Life.

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## **Roommate Relations**

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### **What is a Roommate Contract?**

Living with another student is a rewarding but sometimes challenging experience. Once you arrive on campus (or anytime you have a new roommate), you should sit down with your roommate(s) and talk about some of the challenges that you may face over the next year. The hall staff will provide the residents of each room with a Roommate Contract that will be due back to the hall office in the first few weeks of school. If problems arise throughout the year, your Student Advisor will try to work with you and your roommate(s), and use the Roommate Contract as part of the discussion. If one person in the room is violating an agreed upon point that is listed in the contract, the SA will work with the residents to help enforce the items in the contract. If sections of the contract differ according to preferences of each roommate, the SA will go with the most conservative point.

### **Conflicts & Mediation**

#### *Like Oil & Water?*

Room, roommate, or building changes can take place after the second week of regular semester classes during the Fall and Spring semesters. This waiting period is necessary so the University can determine which students have arrived for the semester. If it is evident that you and your roommate cannot live in peace and harmony, you should contact a hall staff member who will assist you in facilitating a mediation process between you and your roommate. A Student Advisor will use your completed Roommate Contract to help discuss the concerns you have with your roommate(s), and help facilitate a dialogue about them. Your Student Advisor will also be able to inform you of the mediation services available on campus. Mediation is a process where each person involved in a conflict sits down with a trained mediator to express his or her perspectives. The goal of mediation is for all parties involved to work towards a compromised solution. If you have determined that you and your roommate(s) cannot live together (due to irreconcilable differences or by mutual agreement), then you can speak with the Housing Clerk. Available rooms will be posted on the Residence Life website . When a student moves, the remaining roommate is faced with the difficult situation of having to find another roommate, decide whether s/he wants to buyout the room (if space permits), or choose to be assigned another roommate randomly. Because we value communication of differences as an area for personal growth in students, mediation is required before the move will be approved. This ensures all people involved in the conflict have had a chance to communicate their decisions to change rooms, and the remaining roommate(s) is not surprised that his or her roommate has decided to relocate. Each student is aware of the decision that must then be made about his or her room.

### **Consolidation & Room Changes**

If vacancies occur in residence hall rooms during the year, consolidation of room assignments will occur. If your room is under capacity (less than maximum capacity in any room), you will have the following options if there is not a housing waiting list or other demand for the space:

- ⇒ You may have another student (by mutual agreement) move into your room.
- ⇒ You may move into another student's room.
- ⇒ Allow Residence Life to assign another student to your room, or reassign you to another room. (Should the resident not take any action or fail to respond to the consolidation letter, Residence Life may reassign placement, per the

## housing

contract, based on Truman credit hours and then by the contract acceptance date. The student(s) with the lowest total of

Truman credit hours will be reassigned and required to move to another room. If credit hours are equal, the student with

the latest acceptance date on his/her housing contract will be reassigned.)

⇒ If occupancy levels permit, you may pay an increased cost and continue in the same room if there are less people living

in a room than can be assigned to that space. This is called “buying out” your room to have a Super Single Room.

If you are changing rooms/halls, you must officially check out of your current room/hall and check in to your new room/hall, or face fines for improper checkout. Room moves may only be made with prior approval from the Housing Clerk. The student is responsible for completing the proper room checkout procedures, and may not move into another room until they are approved. Any questions about the move process should be directed to the Residence Life Office. Room changes must occur within one week of an option being selected with the Residence Life housing placement staff, or the student may be charged with an improper room change fine. Students moving into a different room type will have their housing charges adjusted to reflect a different room rate (double, multiple, single, super single, apartment, etc.). This new rate is effective on the actual move date, or the approved move date, whichever is earlier.

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## Housing Renewal Process

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Housing Renewal for the Fall Semester takes place during February. During this time you have the option of returning to your current room/suite or choosing to move to a new room in your building or across campus; regardless where you move you will need to find a roommate. Unfortunately, we are unable to allow residents to sign up for rooms without a roommate. In an effort to create the best possible experience for first year students we have a policy that prevents us from placing upper-class and first year students as roommates (unless reciprocal requests have been made). In December, you will be able to find additional housing renewal information on the Residence Life website at <http://reslife.truman.edu>.

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## Your Housing Contract

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### Read the fine print

Residents sometimes don't read their housing contract, or they misunderstand or misinterpret them. This can result in forfeiture of deposit, damage charges, termination fees, or other financial losses. It is very important that you realize you have signed a legal contract to reside in a hall or apartment for an academic year, spring semester, or a complete summer session. The contract is an agreement between you and the University and is designed to protect both parties. Contracts issued in the Fall semester are for the entire academic year. There are significant penalties for those individuals who choose to break their contract for non-academic related purposes.

On the housing contract, you must check the meal plan option that you want to have for the Fall semester. The meal plan option may be changed for the Spring semester, but students are NOT allowed to switch plans midsemester after they have selected their option. The housing contract also has a space where you can indicate if you wish to request a Microfridge unit. However, this indication is simply for the Residence Life office to estimate numbers and in no way exempts you from further submitting the Microfridge contract. The \$150 rental fee will be added to students' accounts.

### Residence Life Contract

This contract is an agreement between Truman State University and the individual student for the period indicated. This agreement entitles the student to the use of the University's accommodations as long as the student remains in compliance with the Terms and Conditions of Residence specified in the contract and as described in the Residence Life Handbook and the standards of the Truman State University Student Conduct Code, and does not behave in such a way as to jeopardize the maintenance of a safe, collegial living environment conducive to the educational mission of the University. Students and their parents, or guardians, are urged to read this contract carefully. If the student is under the age of 18, a parent or guardian must sign the contract along with the student. The University agrees to

provide accommodations under the conditions of this agreement and as described in the Residence Life Handbook. By signing the contract, the student is acknowledging that they are entering into a **legally binding contract** for the period specified. Breach of the contract will result in the penalties described in the Terms and Conditions of Residence. The student also agrees to pay all associated charges for the room type that is added to his/her student account. The Housing Contract may not be altered or changed to amend the terms and conditions of the agreement.

### **First Year Residency Requirement:**

Because of the value of the residential experience and its impact on student learning and connections to the University, all first year students are required to live on campus. Students who wish to appeal for an exemption may do so **ONLY** if they fit the following exemption areas, as listed in the Student On-Campus Residency Requirement of the University Housing Contract.

### **Minimum Enrollment Requirement:**

Undergraduate Students are required to be enrolled and actively participating in a minimum of 12 credit hours (graduate students must be enrolled in at least six credit hours) at the beginning of any given semester in order to live on campus. Students who drop below the minimum credit hour requirements may be required to leave campus if they become disruptive to the community in which they live or if they are not attending classes.

### **Checkout Requirement:**

Students are required to checkout of their on-campus living area within 24 hours of their withdrawal date, or within 24 hours of their last final exam. Students who do not comply with this policy may be charged an improper checkout fee, as well as daily charges for their housing. Students who do not comply may also face a conduct hearing.

## Terms & Conditions

**Contract Period:** A residence hall or apartment contract is binding for the entire current academic year. A student submits the application card with a housing deposit, and the application card becomes a contract upon acceptance by the University. Rooms may be occupied and meals will be served during the periods stated in the University Residence Hall calendar for the applicable semester or session. The room and board fees do not cover periods of time when the halls/apartments are closed for vacation, and residents may not live in the halls during such times. Apartment residents may stay through all breaks except summer.

**Use of Assigned Room:** The room assigned to a student is to be occupied by him/her, and a student may not sublet the assigned room. Rooms are for student residence purposes only, and a student may not use his/her assigned room for any commercial purposes whatsoever. Students may not allow another person to live with them who is not assigned to that room by the University. Students allowing an unassigned person to live with them will result in disciplinary action and possibly additional housing charges.

**Student On-Campus Residency Requirement:** All first time students are required to live on campus. Exemptions include students over 21 years of age, married students, parenthood, or students commuting and living with a parent or guardian. Any student violating this policy is subject to housing charges applied to their account, and possible suspension from the University. Notarized exemption forms must be submitted in advance and are legal documents.

**Acceptance of Application:** The University reserves the right to reject an application for accommodations in the University residence halls/apartments. If the University accepts an application, the student will pay all charges for the accommodations assigned at the rate and times established by the University.

**Assignments:** The University shall have the right and privilege to (a) change a student's room (or roommate) assignment; (b) require a student to move to a different room; and (c) place additional students in a student's assigned room. The inability of the University to grant a student's assignment preference shall not void his or her contract. If a student fails to occupy his/her assigned room on or before the second day of classes of the applicable period without notifying the Residence Life Office in writing of a delayed arrival, the tardy student's room may be assigned to another student. However, a student's delayed arrival shall not relieve the student from accepting other available accommodations, which may be assigned to him/her by the University. Students who sign a housing contract and fail to notify Residence Life that they will not be living on campus may be subject to all contract breakage penalties, the loss of their housing deposit, and prorated room and board charges. The student may not alter or amend the application-contract.

**Application of Deposit:** A student shall pay the housing deposit at the time of his or her application for housing. The University will retain it until the end of the contract period. If the student has properly performed his or her duties under the contract, including proper checkout, and if the student does not have any delinquent debts to the University at the end of the contract period, a portion will be refunded to the student shortly thereafter. The remainder of the

deposit will be retained as a processing fee in all cases. If a student is responsible for any unpaid damages or is delinquent on any debts to the University, the appropriate portion of the deposit will be applied toward the payment of such damages or debts, and the balance of the net deposit will be refunded. In the event a student is responsible for damages or delinquent debts in excess of the deposit, the entire amount will be applied toward payment of such damages or debts, and the student shall be liable for the remaining balance of the damage or debts.

**Refund of Deposit:** The refundable portion of the deposit will be returned to a student upon satisfactory completion of his or her contract without any delinquent indebtedness to the University. The refundable portion of the deposit also will be returned to a student upon the following conditions: (a) If the University does not accept the student's application for housing; or (b) If the student is denied admission to the University for the applicable period. The refundable portion of the deposit will be refunded to a student who has not previously attended the University if the student notifies the University in writing prior to May 1 that he or she will not be attending. In all other cases, the University reserves the right to retain the refundable portion of the deposit as liquidated damages for breach of contract.

**Renewal of Contract:** If a student requests the renewal of his or her contract for a subsequent period, and if the application for renewal is accepted by the University, then the refundable portion of the deposit for the current contract will be transferred to the student's credit for the renewal contract. If the deposit is reduced to less than the refundable portion of the deposit (due to damages, other debts to the University, etc.) the student shall pay the necessary amount to restore the deposit to the full balance. In addition to the refundable deposit, the University may require partial prepayment of room and board fees for the new contract. If the student signs a new contract and then decides not to live in the residence halls or apartments for the new contract period, the University shall have the right to retain the refundable portion of the deposit, the required prepayment amount, and impose a penalty as damages for breakage of contract and possible prorated room and board charges.

**Room and Board Fees:** Room and board fees for the residence halls and apartments are due on or before the dates stated in the residence hall/apartment payment schedule for the applicable period. If the designated amounts are not paid on or before the due dates, the University may assess an additional fee for each late payment. In addition, the University may 1) suspend board privileges during such periods of delinquency or 2) terminate the contract.

**Inspection:** The University reserves the right to enter the assigned room for the purpose of inspection, safety concerns, and maintenance or repair. The University further reserves the right to enter the assigned room and to inspect the possessions of the occupants if reasonable cause exists to believe that the student has violated University rules and regulations. The University reserves the right to move personal belongings as part of this inspection process.

**Fire, Theft, or Other Damages:** The University shall not be responsible for the loss of, or damage to, any personal property of a student from any cause whatsoever. In the event the room assigned to a student is destroyed or rendered wholly uninhabitable by the University and the University does not elect to furnish other accommodations, the contract shall be terminated as of the date of destruction. In the event of such termination, any prepaid room and board fees shall be reduced proportionately. The University recommends that students take out homeowners or apartment insurance to protect their belongings.

**Housekeeping Services:** The University shall provide housekeeping service in the hallways and other common areas of the residence halls. Each student shall provide housekeeping services in his or her assigned room and suite bathroom, if applicable.

**Damages:** A student is liable for the cost of any repairs made necessary by the fault or negligence of the student or by his or her invited guests. The responsible resident shall pay the amount of damages to University property.

**Checkout and Vacation of Room:** Upon termination of his or her contract, a student is required to complete a prescribed checkout procedure for his or her room in the presence of a staff member by following the procedures established by the Residence Life Office. Failure to check out properly will result in one or more of the following: retention of the refundable portion of the deposit as liquidated damages, an improper checkout fee, and/or a loss of key fee. In addition, the resident will be responsible for any additional damages. A student is required to vacate his or her assigned room within 24 hours of last final, or by the times established by Residence Life. Failure to vacate will result in additional charges.

**Rules and Regulations:** A student shall comply with all rules and regulations for University residence halls and apartments, including, but not limited to the rules and regulations contained in this handbook, available online at <http://reslife.truman.edu>. Additional copies of this Handbook are available in the Residence Life Office. Violators of such rules and regulations are subject to disciplinary action and/or termination of contract by the University.

**Nine-month Housing Contracts:** Residents must fulfill the nine-month housing contract. Exceptions include marriage, parenthood, transfers, graduation, and withdrawals from the University. A loss of the refundable deposit and a \$60 termination of contract fee will be assessed to those transferring schools, withdrawing from the University,

or leaving campus due to marriage or parenthood. Residents graduating or participating in University-sponsored internships or study abroad program will not be charged a termination fee. Any termination of contract, other than ones previously stated will lose their housing deposit, and will be charged a termination fee of \$700.

**Termination After Housing Contract is Signed, But Up to 7 Days Prior to the Start of the Academic Year:**

Returning students who sign a housing contract and later terminate their contract but remain a Truman student will be subject to a \$350 Contract Breakage Penalty, plus the forfeiture of the \$50 Housing Deposit.

**Termination of Contract by the University:** The University reserves the right to terminate the residence hall or apartment contract of a student. The University will attempt to give advance notice of such termination, but such advance notice shall not be required. In the event the University terminates a student's contract due to the student's violation of University rules and regulations, the University shall have the right to assess a \$700 damage fee to the student and forfeit the housing deposit for the student's breach of contract.

**Other Debts to the University:** If a student permits any debts to the University to become delinquent, the delinquency may result in the placement of a "hold order" on the student's records. In addition, the University also may suspend the student's meal plan privileges or terminate the student's housing contract.

**Imposition of Fines and Charges:** Fines may be assessed to a student(s) for violation of University or Residence Life Policies and/or the Student Conduct Code. Charges for damage to residence halls, apartments, rooms, and any other University property/area will be assessed to the resident's student account. The signature on the housing contract indicates agreement to pay any fines or charges assessed.

**Reservation of Rights:** The University reserves the right to make changes in the room and board fees and the University Residence Hall Calendar at any time. The University further reserves the right to make changes in the rules and regulations for University residence halls, apartment, or colleges at any time. The University will attempt to give prior notices in the case of changes, but it shall not be required to do so.

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## Housing Appeals or Grievances

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A Residence Life Housing Appeals Board is available to review any appeals by students who dispute a Contract Breakage Penalty or housing charges/damages. Students who terminate their contract will still be subject to the \$60 Contract Termination Fee and the loss of their \$50 Housing Deposit if the appeal is approved. There is not a form to complete, but students must submit their appeals with a fully written explanation of their reason for appeal or for their grievance, with supporting documentation to the Residence Life Office. Students may be asked to submit additional documentation, if deemed necessary by the Appeals Board. Students will generally be notified of the final decision within three weeks of submitting their appeal to Residence Life.

Residence Life offers a safe, living-learning environment where students can learn about personal and social responsibility, embrace diversity, develop cultural and aesthetic appreciation, and experience educational and leadership opportunities. To achieve this goal, standards have been designed to promote and maintain an atmosphere conducive to community living. These community standards ensure the health, safety, and co-educational welfare of each resident and the protection of state property.

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