

The Navigator

**ON-CAMPUS
RESIDENT HANDBOOK
2006-2007**

**Lake Superior State University
Sault Ste Marie, Michigan**



This Handbook Belongs To:



Welcome!

Dear Resident,

Welcome to Lake Superior State University and the university's housing and residential life program. You'll find your academic pursuits and on-campus residency surrounded with history, tradition and memorable experiences.

The Housing and Residential Life staff seeks to provide an environment conducive to community living while recognizing the rights and responsibilities of each individual. The diversity of others' backgrounds requires a need for patience, communication and understanding.

The Navigator handbook is designed to assist you with your on-campus living experiences. As a student, you are also responsible for the information in the student handbook at www.lssu.edu/studenthandbook and the fire safety policy at www.lssu.edu/housing. Please familiarize yourself with the information and contact us if you have further questions.

Our staff will do everything possible to ensure that your experience at LSSU will be the best.

Cordially,

Holly Johnson,
Director of Campus Life
Lake Superior State University

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LSSU On-Campus Resident Handbook

The LSSU On-Campus Resident Handbook and Residence Hall/ Dining Service Contract will constitute the Lake Superior State University Housing Contract. This agreement becomes legally binding on both parties when a Residence Hall/ Dining Service Contract is received and accepted by Housing and Residential Life or the resident takes occupancy.

Residence Hall Occupancy and Meal Service Schedule

2006-2007

FALL SEMESTER

<i>New Student</i>	Saturday—September 2, 2006	check-in at Cisler
<i>Move-in Day</i>	(<i>new freshmen and transfers only</i>)	8:30 a.m. - 6:00 p.m.
Halls open	Sunday—September 3, 2006	check-in at Cisler
	(<i>all returning students</i>)	8:00 a.m. - 7:00 p.m.
First meal	Saturday—September 2, 2006	Dinner*
Last meal	Tuesday—November 21, 2006	Dinner

Halls will remain open during Thanksgiving break.

Meals will not be served.

First meal	Sunday—November 26, 2006	Dinner
Last meal	Friday—December 22, 2006	Lunch
Halls close	Saturday—December 23, 2005	10:00 A.M.

Note: The LSSU campus, including all on-campus housing, will be closed down during the semester break. No exceptions will be made.

SPRING SEMESTER

Halls open	Friday—January 12, 2007	Noon
First meal	Sunday—January 14, 2006	Dinner
Last meal	Friday—March 3, 2007	Dinner
Halls close	Saturday—March 3, 2007	10:00 A.M.
Halls open	Friday—March 9, 2007	Noon
First meal	Sunday—March 11, 2007	Dinner
Last meal	Friday—May 4, 2007	Dinner
Halls close	Saturday—May 5, 2007	4:00 P.M.

*Three full meals are served Monday through Friday except on September 4th and 5th, when a continental breakfast will be served instead of a full breakfast. Brunch and dinner are served on weekends. Please note, this schedule is subject to change.

Important Phone Numbers

Public Safety (Campus Security) x2100	Vehicle Registration x2100
Housing & Residential Life Office x2411	Bookstore x2227
Financial Aid Office x2678	Student Activity Center x2029
Human Resources x2213	Counseling Center x2752
Information Technology/Computer Support x6677	Intramural Sports x2606
Student Hotline x2858	Learning Center x2849
Health Center x2110	Library x2402
Food Service x2541	Native American Center x6664
Norris Center x2832	Athletics x2627
Career and Employment Center x2234	Activities Board x2756
Campus Life Office x2411	

On-Campus Residency Guidelines

If you are a full-time student within 27 calendar months of the date of your high school graduation, the University requires that you live on campus. For these purposes, “full-time” means enrolled for 12 or more credit hours, and all graduation dates will be assumed to be June 1 of any given year. The following are exceptions to this policy:

1. If you live with your parents within a 60-mile or three-county (Chippewa, Luce, and Mackinac) radius of the campus;
2. If residence hall space is filled; or,
3. If you have an unusual financial or health problem and are excused from living on campus by the Director of Campus Life.

To claim any of these exceptions, you need to get an exemption application from the Office of Campus Life and receive permission from the director of Campus Life, in order to live off campus. The University also recognizes the occasional need for other exceptions to its residency requirements. Requests for these exceptions will be considered by the Vice President for Student Affairs.

The Director of Campus Life has the responsibility for any removals from housing that may be necessary for disciplinary reasons. The Vice President for Student Affairs is the officer of appeal for these decisions. If a student is removed from the residence hall while under the on-campus residency requirements, she or he may continue classes on a part-time status only. The director of Campus Life may terminate housing privileges for students who fail to maintain a current status on their room and board accounts. Appeals for this type of action will be heard by the Vice President for Student Affairs.

Housing and Residential Life Office

The Department of Housing and Residential Life (HRL) is located on the lower level of the Cisler Center in room 125 within the Office of Campus Life.

The mission of HRL is to provide a safe, clean, effective and convenient living community with services to meet the needs and interests of students. It is our goal to assist students in any way we can.

You can visit HRL for help with things like key replacement, room changes, withdrawals from residence halls, etc. We are open Monday through Friday 8 a.m. until 5 p.m.

Alcohol Policy

Brady, Osborn and Student Village are alcohol-free halls. This means, regardless of age, alcohol is **NOT** permitted in these buildings at anytime. Residents and guests may not store or possess alcohol, or empty containers of alcohol, this includes containers used as decorations. Kegs (even empty) are not allowed in any residences on campus, as is any alcohol paraphernalia (i.e. beer bong, signage, etc.). Manufacturing any type of alcohol, such as beer or wine making, is not allowed at anytime in university housing.

Alcohol is permitted in other residential units providing that **all** occupants and guests are at least 21 years of age. Empty alcohol bottles are not permitted and must be disposed of in a timely manner. Empty bottles and cans will be confiscated during inspections, break periods or at any time a resident is violating the alcohol policy. If at anytime the policy is violated, all students present, regardless of age will be subject to disciplinary action.

Violations of the alcohol policy or state law will be subject to disciplinary action, including fines, documentation, relocation or removal from housing and parent notification. Below is an outline of what to expect if you are in violation of the alcohol policy.

Sanctions for Students Violating Alcohol Policy

First Offense	Second Offense	Third Offense	Fourth Offense
Alcohol Education	Alcohol Education	Counseling Referral	University Suspension for a minimum of one year
Documentation Filed	Counseling Referral	University Probation or Suspension (min. 1 yr.)	Counseling and additional developmental requirements for reinstatement
\$50 fine	\$100 fine	\$200 fine	\$250 fine
Possible Relocation or Removal from Housing	Possible Relocation or Removal from Housing	Removal from University Housing	Parent Notification
Parent Notification	Parent Notification Behavioral Agreement Documentation Filed	Parent Notification Behavioral Agreement Documentation Filed	Documentation Filed

See www.issu.edu/studenthandbook for the complete alcohol policy.

Assignment Policy

The University will make all residence hall assignments and may adjust housing conditions as the need arises. Your preferences are considered according to the date the University received your campus residence application and your first room and board payment. Freshmen and sophomores will be given priority in residence hall assignments (for this purpose only, your high school graduation date will determine your class standing).

Brady Hall—two- and four-person rooms and is all males. Preference is given to students who are out of high school for less than 15 months, but upper-class men may apply as well. Brady is a substance free building, including alcohol.

Osborn Hall—all female and has two-person rooms. Preference is given to students who are out of high school for less than 15 months, but upper-class women may apply also. Osborn is a substance free building, including alcohol.

Student Village—is composed of apartment units for eight people. Both men and women live in the Village, and preference is given to students who are out of high school for more than 15 months and less than 27 months. Upper-class students may also apply. Student Village is a substance free building, including alcohol.

Townhouses—The townhouses hold from four to six people and are for men and women who are out of high school for more than 27 months.

Student Houses—Ontario Hall, Laker Hall, Huron Hall, Chippewa House, Easterday House, Erie Hall and Ryan House have two- and three-person rooms and house men and women who are out of high school for more than 27 months. Older residents are given priority.

Neveu Hall—is composed of one-bedroom apartments that house two people. Men and women who are out of high school for more than 27 months live in Neveu Hall. Older residents have priority. A premium is charged for all one-bedroom apartments.

Moloney Hall—has one-, two-, and three-bedroom apartments with two people assigned to each bedroom. This hall is for men and women who are out of high school for more than 27 months. Older students are given priority. A premium is charged for all one-bedroom apartments.

The University reserves the right to determine how many residents will be assigned to any housing unit. There may also be occasions on which the University needs to move residents, and this right is also reserved. Your first room and board payment is due by June 15. If your first payment is not received, your housing application will be cancelled and you will need to reapply for housing.

Lake Superior State University is committed to a policy of nondiscrimination in all its operations and facilities. Assignments to residence halls are not based on race, color, gender, religion, national origin, age, disability, sexual orientation, or any other legally protected characteristic.

Automobiles and Parking

All campus residents are allowed to have one vehicle on campus. Below are a few rules and regulations that must be adhered to when having a vehicle on campus.

- You must register your vehicle online at *my.lssu.edu* under the “Web Services” channel. Your student account will be billed.
- Parking is only permitted in the parking area assigned.
- If you leave your vehicle on campus during breaks it must be left in Lot H located by the Pianosi Maintenance Center off Meridian Drive.
- Vehicle washing or any other vehicle maintenance is not permitted on University property.
- Complete parking regulations are available at the Student Service Center in the Fletcher Center and at the Public Safety Office. Non-compliance with the parking regulations can result in having a vehicle towed away at the owner’s expense.

Parking Committee - The parking committee meets on a weekly basis. The committee consists of faculty, staff and students. This committee allows students an opportunity to dispute parking citations received on campus. Further information can be obtained from the campus Public Safety Office at ext. 2210.

Bicycles and Bicycle Storage

You are welcome to bring your bike to campus, and outside racks are provided for you to use. We recommend that you use a lock when your bike is in the rack. You can also register your bike with Public Safety, at no charge, in case of loss.

During the winter months, bicycle racks are moved to allow for snow plowing. We recommend that you take your bike home at Thanksgiving. Winter bicycle storage will be available this coming year. Information will be made available in October to on campus residents about storing their bikes on campus for the winter. For safety reasons bicycles cannot be stored in the common areas (e.g., corridors, lounges, stairwells, etc.) of the residence halls. Public Safety will remove any bike found in a common area.

Blood-Borne Pathogens

Should any student come in contact with any bodily fluids in a public area or come upon bodily fluids, please contact an HRL staff member or Public Safety immediately so that custodial support can address the situation and minimize the risk of contact with blood-borne pathogens.

Cable TV

Cable TV is provided in University housing. The extended basic package is included in your room and board rate. Premium services may be contracted through *Charter Communications* at 635-1526.

Candles/Incense

Candles and incense are not allowed in any of our on-campus housing units. Such items can cause severe damage to resident rooms, as well as to the buildings, and are therefore prohibited. If found, these items will be confiscated and disposed of. Students found in violation will be referred to the HRL officer for disciplinary action.

Combustibles

Fire safety is of great concern to the University. Fire regulations in the residence halls are designed for everyone's safety. Halogen lamps, propane, air gas cylinders, candles, oil lamps, burning incense, charcoal lighting fluid or any other open flame devices or combustible materials are not allowed in the on campus housing. Paper materials must be kept to a minimum. Real Christmas trees are not allowed. The use or possession of fireworks, other explosives and potentially harmful chemicals is also prohibited in the residence halls and in their immediate vicinity.

Individuals who violate this policy will be subject to disciplinary and /or legal action, which may result in dismissal from Lake Superior State University.

Consolidation and Reassignment

There are several reasons why the University may need to consolidate rooms. These reasons may include, but are not limited to, space needed to house additional students, to accommodate requests for private rooms / apartments, to solve problems, or to better utilize the facilities.

If you are in a room that is being consolidated, you have the following options:

1. You may request a private room, if space is available, and pay the single room charge on a prorated basis. If you choose this option in the fall and the University does not project a need for the room in the spring, you may keep the single for the spring semester by paying the single room rate.
2. You may move in with another student, as long as space is available and you are eligible to live in the new room.
3. You may find a new roommate as long as the roommate is eligible to live in your housing area.
4. You may remain in the room on regular room charges and keep the room ready for a new roommate. The Housing and Residential Life Office may

move another student into the room at any time, although we will try to give you as much advance notice as possible.

5. You may ask to be put into the lottery draw to find a new roommate, which means you might have to move to a different assignment.

If you do not choose an option on your own, the Housing and Residential Life Office will choose one that best fits the needs of the University.

We regret any inconveniences that consolidation may cause, and are willing to help in any way that we can. However, the HRL Office must reserve the right to change room assignments, require a student to move to a different room, or to assign or reassign rooms in any way that will best utilize the facilities available.

Damage Control Policy

It is everyone's responsibility to keep all areas of the residence halls in the best condition possible. In order to be fair to everyone, anyone responsible for damage to a room and / or apartment or a common area should make financial restitution.

Every attempt is made to be fair in the assessment of damages and in discovering the person(s) responsible. All rooms and / or apartments will be inspected periodically by the Housing and Residential Life staff, and the initial condition of the rooms is noted when students move in. All residents are responsible for maintaining their rooms and / or apartments in a clean and orderly manner.

If you are leaving the residence hall system, charges for damages are deducted from the damage deposit that you paid prior to checking into the living units. If you will be returning to the residence halls for the next academic year, you will be billed for the damages and the deposit will be retained as a guarantee against future breakage or damage. The damage deposit less any money owed to the University will be refunded when you leave the residence halls permanently. Refunds will be processed after inspection of the units.

Charges will be made to all occupants of a room, apartment, and / or building for damages, unless those responsible are identified and take responsibility for specified damages. Damages, which have not been accounted for during the year, will be assessed equally to the remaining occupants at the end of the year. Maintenance and housekeeping deficiencies, charges for broken fixtures, and damages to rooms and apartments are noted during inspections and fines may be levied. Charges for common area damages, such as vandalism or theft of hall fixtures, will be equally assessed to all residents of the living unit unless the person or persons responsible are identified and assume full responsibility.

If you know who is responsible for residence hall damages tell your Resident Assistant, Community Assistant, or the Housing and Residential Life Office.

We would rather charge only the individual(s) responsible for the damage, and we need your information in order to do so. In order to charge an individual for specific damage: 1) the student must admit responsibility for the damage, or 2) the HRL Office determines by some other means that an individual is responsible for the damage. If none of these criteria are met, the cost is divided among all occupants. Roommates are asked to complete a Damage Report Form upon checkout. This form details damages and who was responsible. It is too late to name a person responsible once billing is made for the damages.

Students who are guilty of deliberate damage are subject to disciplinary action. Noncompliance with cleaning guidelines can lead to fine assessments and / or disciplinary action. The following list provides a general idea of costs for damages or misuse of University property and are subject to change without notice:

Painting of a room.....	\$300-400
Window (regular and / or thermo pane).....	\$40-500
Room / Apartment doors.....	\$150-700
Room / Apartment door locks.....	\$50-200
Fire extinguishers to replace.....	\$50-150
Fire extinguishers to recharge.....	\$30-50
Light globes.....	\$30-50
Window screens.....	\$35-80
Lamps.....	\$35-50
Chairs.....	\$30-300
Repairing holes in walls.....	\$15-300
Telephone Jacks/Computer Ports.....	\$20-300

A more complete list of damage costs is available in Housing Office.

Decorating

We encourage you to add personal touches to your room, but we do ask that you keep in mind good taste, safety, and the rights and sensibilities of other residents. Each student is responsible for the condition of the furniture, walls, windows and floors in the assigned room. Nails, hooks, tacks and tape can all mar or damage walls or furniture; therefore, none of these are allowed. However, blue painters tape is an alternative to scotch or duct tape as it will not damage walls or doors. We also ask that you use common sense in hanging pictures in order to avoid wall damage. You can be charged for any damage that you cause in your room.

The use of water furniture such as waterbeds and fish tanks over 30 gallons is not allowed due to the damage potential involved. Barn wood, paneling, live Christmas trees, halogen lamps and other inflammable materials are not permitted because they are fire hazards. Alcohol bottles and cans cannot be

used as a form of decoration in the University housing and will be confiscated if found in the rooms. A more complete list is located under Electrical Appliances or by contacting Housing and Residence Life.

Mini indoor holiday lights (UL approved for indoor use) can be put up for the holidays two weeks prior to the end of the fall semester and must be taken down before the end of the fall semester.

Painting any room or University property is not allowed.

Drugs or Illegal Substances

The possession, use, sale, distribution or manufacture of any illegal substance is prohibited in any building or on any property owned and/or controlled by the University.

Violators will be subject to disciplinary and/or legal action, that will result in removal from University housing and possible dismissal from Lake Superior State University.

Electrical Appliances

The electrical system is not designed to carry heavy loads of electrical equipment. The following electrical appliances are **not** permitted in LSSU housing:

- Hot plates
- George Foreman grills
- Electric frying pans
- Air conditioners
- Sun lamps
- Halogen Lamps
- Major appliances
- Mini fridge's over 5.0 cubic feet, over 34 inches high and draw over 3 amps of power
- Toasters and space heaters cannot be used in residence halls for electrical and safety reasons. All lights and appliances must be UL approved for indoor use.
- Any appliance with exposed heating elements

You can direct any questions you have about whether an appliance is appropriate to Housing and Residential Life. A safe strip with surge protection is

recommended if additional plug-ins are needed. Extension cords and multiple outlet adapters can be dangerous and cannot be used in the residence halls. A surge protector is recommended if you will have a computer in your room.

Electrical, Telephone and Fire Detecting Systems

A minimum \$50 fine will be assessed to any individual changing or otherwise tampering with University-owned electrical, telephone or fire detecting systems.

Entry and Search Procedures

Lake Superior State University recognizes and respects the rights of its students to have privacy with respect to their personal belongings. The University also recognizes its responsibility to protect the health and safety of all members of the University community. The University (represented by a RA/CA or other appropriate official) reserves the right to enter University rooms and apartments under any of the following circumstances:

1. When there is an immediate threat to the health and safety of the occupants or the University property,
2. With permission of a resident,
3. With a search warrant,
4. By University personnel in the course of utilizing recognized legal authority of their responsibilities as University employees,
5. By residence hall or public safety staff when there is a probable cause to believe that a University regulation has been broken or where there is a specific indication of danger in a student room or apartment,
6. By University personnel and their designated agents for repair, replacement or inspection of University property,
7. By a resident assistant to complete closing and check-out procedures,
8. Health and Safety inspections,
9. During routine fire drills and scheduled inspections, or
10. During non-residency periods, such as between semesters or the Christmas break, rooms are the sole property of the University and not the resident's. University staff will conduct routine inspections and maintenance activities from time to time. The University reserves the right to remove from the room, without the resident's permission, any objects or materials which constitute a health or safety hazard, or are the property of the University. The University does not assume responsibility for items of a personal nature that are damaged, lost or stolen.

Escort Policy

Escort hours for Brady Hall and Osborn Hall are 9pm-10am on Sunday-Thursday and 10pm-10am on Friday and Saturday. If you are not a resident of these buildings you must be accompanied by a resident of the building during these hours.

Fire Fighting Equipment and Fire Drill Procedures

Fire alarms, extinguishers and smoke detectors are placed in University housing for your protection against fires. It is against the law (Michigan Comp. Laws Section 16607) to use them for any other purpose. If it is determined that tampering has occurred, disciplinary action will be taken that may include, but may not be limited to, fines, expulsion from housing, etc. Health and safety inspections will be made on a regular basis throughout the year.

Residents discharging a fire extinguisher needlessly, turning on false fire alarms, or tampering with smoke detectors and/or fire alarms will face serious disciplinary action by the University as well as possible action by state and federal officials. A minimum of \$50 is assessed. Violations of this nature could result in termination of campus residence and/or expulsion from Lake Superior State University.

When a fire extinguisher has been discharged, please report it immediately to your RA/CA, custodians, public safety or to Housing and Residential Life.

Fire Drill Evacuations- Public Safety performs periodic fire drills in residential housing throughout the year. At the sound of the fire alarm vacate the room / apartment and the building immediately. Move quietly and orderly out the nearest exit and away from the building at least 50 feet beyond the outside door to the designated meeting area for your building.

The building should not be re-occupied until an authorized all-clear signal is given. You can then re-enter the building. This process is easiest if everyone moves quietly and orderly back through the same door, that they left the building.

For your own safety and that of everyone else in the building, you are required to comply with all fire drills. Anyone not evacuating a building will face disciplinary action.

Fire Safety

Students are required to comply fully with all University fire safety regulations. All students are to become familiar with the *Fire Safety Policy*. A Fire Safety Policy booklet is on-line and available to all students.

See www.lssu.edu/housing. The University will conduct inspections from time to time to ensure compliance.

Firearms, Ammunition and Explosives

Residents who choose to bring any firearms and ammunition to campus must register and check them in at the Public Safety Office located in the Administration building immediately. Firearms, ammunition, explosives, air pistols, blow guns, and bow and arrows of any kind are not permitted in any on campus housing or any other area of campus at anytime. It is illegal to possess a concealed weapon on the campus of LSSU.

Food Services

The Campus Meal Plan is a comprehensive dining program that combines a computerized meal card system with the added flexibility of dining in many locations in the Cisler Student and Conference Center and includes diverse menus and convenient hours. All resident students are required to select a meal plan.

Where to Eat on Campus

The following dining options are available on campus:

- The Quarterdeck dining hall
- The Galley
- The Cappuccino Corner (snack area on the main floor of the library)
- Café Ala Cart located in the Crawford Hall Lobby

For hours of operation visit the web at www.lssu.edu/foodserv or call x2641.

Quarterdeck Meal Plan Offerings

Traditional 19 Meal Plan — provides you all the 19 meals offered: breakfast, lunch and dinner Monday - Friday, and brunch and dinner on Saturday and Sunday. The 19 meals do not carry over week to week. This plan includes \$50 in Bonus Bucks per semester.

Platinum Block Plan — provides your choice of any 180 meals throughout the semester. This plan is designed for students who are more likely to eat 12 meals per week and includes \$100 in Bonus Bucks per semester.

Gold Meal Plan — provides your choice of any 145 meals throughout the semester. This plan is designed for students who are more likely to eat about 10 meals per week and includes \$170 in Bonus Bucks per semester.

Silver Block Plan — provides your choice of any 120 meals throughout the semester. This plan is designed for students who are more likely to eat about 8 meals per week. This plan includes \$220 in Bonus Bucks per semester.

Note: Students on the Traditional 19 meal plan may eat once during each meal period and meals are **not** transferable from one individual to another. Regardless of meal plans, meals do not transfer from one school year to the next. Transfer

of meals and Bonus Bucks from fall semester to spring semester is **only** for students on meal plans that allow this option and where a signed Residence Hall/Dining Services Contract is in effect. There are **no** refunds for unused meals or Bonus Bucks. If the Residence Hall/Dining Services Contract is terminated for any reason, all dining rights are forfeited.

How it Works

All resident students are required to select a meal plan prior to the beginning of the semester. A Residence Hall/Dining Services Contract must be completed and returned to the Housing and Residential Life Office.

Your University ID and Meal Plan Card are one and the same. To use your meal plan, present your ID card to the cashier at each meal. If you want to make food purchases with Bonus Bucks, simply tell the cashier you are using your Bonus Bucks.

Please treat your card carefully to prevent problems when using it. If you lose your card, report the loss immediately to the ID Office so no one else can use it. If you do not find your ID, dining services can authorize a temporary voucher until your card is replaced.

Sack Lunches are available to students when they are unable to attend a meal due to their class schedule, job or an athletic schedule conflict. Sack Lunch Forms are available at the Food Service Office in the Quarterdeck Dining Hall. Sack lunches must be requested 24 hours in advance. Sack lunches can be picked up in the Quarterdeck Dining Hall serving area.

Sick Trays are available to students who are sick and unable to attend a meal. A student's RA/CA or friend may bring them a meal from the Quarterdeck Dining Hall. To obtain the sick tray, you will need a Sick Tray Form and the sick student's ID card. Sick Tray Forms are available from your RA/CA or the Quarterdeck cashier.

Packouts are available to groups of students with six or more who plan to attend a function, such as a picnic or a camping trip. A Packout Form is required three days in advance of the outing. Forms are available in the Food Service Office in the Quarterdeck Dining Hall.

Miscellaneous Campus Dining Information

Dress: Proper attire must be worn in the LSSU dining areas. Shirts and shoes are required at all times.

Communication: Our associates and managers are interested in student comments, so feel free to let us know how we are doing. Communication boards are maintained at all locations for comments or ideas. We encourage you to get to know our associate staff and managers in our dining areas.

Help Wanted: Would you like to find a good way to meet other students and earn some extra spending money? Campus Dining Services has a spot for you. Positions are available at the Quarterdeck, Catering, Galley, Cafe a la Carte and Cappuccino Corner. Hurry! The positions fill fast. Contact the Dining Services Office at ext. 2641 for more information.

A Few Good Points to Remember: We take pride in our clean dining areas and in maintaining a relaxing dining atmosphere – please help us keep it that way. You can enjoy unlimited seconds on all food and beverage items in the Quarterdeck, but we ask that you help minimize waste by taking only the amount you can consume.

To control costs, it is our policy that no food, beverages or china dishes leave the dining halls. LSSU dishes found in residence halls will be confiscated and the residents will be charged a fine.

Garbage/Trash Disposal

Garbage bags are available free of charge from HRL. Students are expected to package all garbage and trash in plastic bags, tie securely and place inside dumpsters supplied for this purpose. It is the responsibility of the student to dispose of all garbage, including empty cardboard boxes, to the dumpsters. Garbage is not to be left in lobbies, common areas, porches, laundry rooms, hallways, community area garbage cans, etc. for any length of time. Offenders of this policy will be assessed a minimum \$25 fine.

Grills/BBQs

No types of personal outside type of grills are allowed in any on campus living area, inside or out. Please seek an HRL staff member for alternatives if you wish to do any outdoor grilling.

Harassment and Intimidation

In order to succeed personally and academically, all residents must be able to live free from unnecessary emotional stress caused by others. Physical and verbal harassment, including harassment based on race, gender, ethnicity, sexual orientation, disability, religious preference, etc. will not be tolerated in a residence life community. Should a resident be found responsible for harassing and/or intimidating another resident, strict disciplinary action will be taken immediately, possibly resulting in removal from on-campus housing.

Witnesses or victims of harassment and/or intimidation should report it to a HRL staff member or Public Safety immediately.

Holiday Periods and Breaks

Labor Day and Thanksgiving Breaks: University housing will be open during the Labor Day break and Thanksgiving break and you are welcome to stay in your room. Most of the offices on campus will be closed for Labor Day and the Thanksgiving weekend (Thursday through Sunday). Food Service meals will be served during the Labor Day break but will not be served during Thanksgiving break.

Semester and Spring Breaks: All housing units are closed Saturday, December 23, 2006, at 10 a.m. for Semester break and will reopen Friday, January 12, 2007, at noon. The halls will close again for spring break on Saturday, March 3, at 10 a.m. and reopen Friday, March 9, at noon. During these times, take any personal items you'll want during break with you when you leave as residents are not permitted in residence halls for any reason.

All on campus housing will be closed during the semester break. No exceptions will be made.

Housekeeping

You are responsible for the general orderliness and cleanliness of your room or apartment. Routine custodial service is provided for common areas of all residential housing on campus. The following are cleaning guidelines designed to ensure that the residence halls are safe and healthy for everyone:

1. Remove all papers (including newspapers), magazines and garbage from all areas (bedrooms, bathrooms and living room areas).
2. Remove all empty beverage containers.
3. Sweep and/or vacuum floors and carpets. Remove all black marks and/or scuff marks.
4. Wash dirty dishes and cooking appliances on a regular basis.
5. Thoroughly clean in and around toilets, sinks, shower areas and mirrors.
6. Clean the outside as well as the inside area of the stove/oven and refrigerator. Defrost freezers when necessary. Be very careful when defrosting these units as any damage resulting from carelessness or negligence will be charged to the residents of the apartment. The University accepts no responsibility for lost food should refrigerators or freezers get unplugged.

Safety and cleanliness in the residence halls are further ensured by regular room and apartment inspections. During these inspections all maintenance and housekeeping deficiencies will be noted and charges will be assessed. A more thorough list is available at HRL.

Housing Applications and Contracts

To live on campus, fill out and sign an application for University housing and dining services. An assignment will be made after the first room and board payment is received. Meal plans are selected on the Residence Hall/Dining Services Contract. Signed contracts are required before moving into the unit. (If you are under 18, a parent's signature is required. Housing contracts are for a full academic year or the balance of the year if a student moves in at a time other than the start of school.) The Director of Campus Life can make arrangements for a partial year contract.

Residence Hall Applications and Contracts may be cancelled before June 15 without penalty. Applications are automatically cancelled on June 15 if the first room and board payment has not been received by the University. If you cancel your application after June 15 for fall semester or after December 10 for spring semester, and before checking into residence halls, there will be a \$100 charge.

If you cancel your housing contract after moving in, you will be charged an early termination fee of \$500. You can cut this fee in half by giving two weeks' (charge weeks) cancellation notice and by checking out properly with Housing and Residential Life. Anyone leaving the residence halls within the last two weeks of a semester will pay for the remainder of the semester.

There are three exceptions to this policy. These apply to students who are withdrawing from school (except for disciplinary reasons) or graduating, or for students who are exempted by the Director of Student and Residential Life for financial or medical reasons.

Inspections — Health and Safety

In the interest of maintaining a healthy and safe living environment, all on campus housing units will be periodically inspected for cleanliness, fire safety equipment and maintenance issues. Advanced noticed will be given prior to each inspection.

Insurance

Health Insurance: You may still be covered on your parents' insurance policies. If not, a health and accident policy is available through the Health Care Center, x2110.

Personal Property Insurance: The University is not liable for the loss of money or valuables by any person or for the loss of, or damage to, any resident's property, or bodily injury sustained on the premises. Your parents' homeowners' insurance policy may cover private property away from home or you can have a rider attached. If not, you may wish to obtain renter's insurance.

Internet Connection

Internet connection is available in all residential rooms and connected via Ethernet. Ethernet connectivity requires an Ethernet card for your computer. Please see <http://it.issu.edu/> or the Help Desk in the Administration Building for more information or assistance.

Keys

When you check in, you will be issued a room key and an entrance door key, if necessary. The key(s) will open main lobby entrances, hallway entrances and your assigned room. You are urged to be extremely careful in safeguarding your key and to carry it at all times. Your key is for your protection; it should not be given to anyone who is not assigned to the room and it is a violation of University regulations to duplicate a room or apartment key. You should always keep your door locked when you are away from your room and when retiring in the evening.

Lost keys should be reported to Housing and Residential Life. When a key is lost, the lock will be changed on the door and mailbox and new keys will be issued. If you lose a key, \$50 per key will be charged to cover the cost of replacing the lock and keys.

If you are locked out of your unit/building for any reason, you may not have immediate access to your housing unit. An RA, CA or Public Safety can be contacted to unlock your door for you with appropriate identification. There will be a minimum charge of \$10 for this service.

Laundry Facilities

Laundry rooms are located in specific areas for each residence hall and are for the **exclusive use of students on room and board**. Please do not attempt to wash large items such as sleeping bags and comforters or overload the washers and/or dryers. Shoes, items containing rubber and/or plastic, or combustibles of any kind should not be cleaned in university washers or dryers. The University is not responsible for damage to your personal belongings in the use of the laundry equipment or when it is left unattended in the laundry facilities. Students may be charged fines if damage is done to the equipment.

Please report any problems with the laundry equipment or in the laundry room to the HRL Office at extension 2411.

Lofts

Students may choose to have a loft in their residence hall room; however, this privilege is discouraged due to damage and safety issues. Lofts are only permitted providing rules of the Loft Policy have been followed and the loft has been inspected and approved by a Housing and Residential Life official. Contact Housing and Residential Life for a copy of the Loft Requirements.

Because rooms vary a great deal in dimensions and layouts, some rooms may not be suitable for a loft. Be sure that your proposed loft will fit into the room without blocking windows and doors before you make a commitment. The top of your mattress must be at least 30 inches from the ceiling.

The building of lofts is limited to the first two weeks of each semester, except for special circumstances.

The tear-down and removal of your loft may be disturbing for students who are studying for final exams, so the lofts must be disassembled and removed from the building two weeks before the end of the semester. Furniture must be reassembled to its original position when the student moves out. Stacking beds three high is not allowed.

Mail Service & Addresses

Your mail will be delivered to your residence hall once a day, Monday through Saturday. Packages can be picked up in Housing and Residential Life Monday through Friday. Specific instructions for mailboxes in each building are available in HRL.

Housing and Residential Life will forward U.S. mail for students who are no longer in residence for up to one year. Leave a forwarding address card at HRL when you move out. First class mail will be forwarded for a period of one year. Newspapers will only be forwarded for a short period of time, so if you want to continue to receive them, change your address with the publisher at least four weeks before leaving the halls.

Brady Hall

Brady Hall # _____
680 W. Easterday Avenue
Sault Ste. Marie, MI 49783

Student Village

Student Village _____
680 W. Easterday Avenue
Sault Ste. Marie, MI 49783

Osborn Hall

Osborn Hall # _____
680 W. Easterday Avenue
Sault Ste. Marie, MI 49783

Neveu Hall

1004 Shouldice Drive
Apt. # _____
Sault Ste. Marie, MI 49783

Moloney Hall

1002 Shouldice Drive

Apt. # _____

Sault Ste. Marie, MI 49783

Townhouses

_____ (←insert townhouse # here) Sheridan Drive

Sault Ste. Marie, MI 49783

Rowhouses

_____ (←insert room # and bulding here)

680 W. Easterday Avenue

Sault Ste. Marie, MI 49783

Maintenance

If you experience or observe a maintenance problem (i.e., something broken, heating problems, water leak, etc.), please report the problem to **Housing and Residential Life at x2411** If it is an emergency and HRL is closed, call **Public Safety at x2100**.

Medical Emergencies

**If there is an emergency, please call 911 (9-911).
You must dial a 9 first because it is an off-campus call.**

Motorcycles

Motorcycles, mini bikes, motor bikes, etc. pose a safety hazard in the residence halls. Therefore, they cannot be stored or repaired in a student room or apartment or in the common areas of the residence halls at anytime. Public Safety personnel will remove any that are found in the halls and the owner will be responsible for any fines and labor to remove such item.

Moving of University Equipment or Furniture

Moving and storing furniture increases the chances furniture will get damaged and/or lost. Furniture such as bed frames and springs only will be considered for removal. Any removal and storage will be approved only for special circumstances and to allow space in private rooms. Furniture approved for removal will be moved only during the first two weeks of the semester.

If there are special circumstances and permission is granted, maintenance will move the beds when they cannot be stored in the building. Applications are available and can be filled out in Housing and Residential Life. If it is approved,

you will be notified of a time and place to take your bed to be picked up by maintenance. Tags, to be posted on the beds being taken out, are furnished with the application form.

All furniture must be properly stored within rooms or housing units. Furniture damaged by improper storage will be the responsibility of all residents living in the unit.

Opening Doors

To further promote building safety, the propping of any locked entrance and/or exit doors is prohibited at all times. Residents are encouraged, for their own safety and security, to lock their room doors. **Please report any problems with doors or closures immediately to HRL (x2411) or Public Safety (x2100).**

Overnight Guests

The University welcomes guests to stay on campus. Guest rooms may be available if space permits; please contact HRL for more information on guest housing.

Roommate(s) must agree to have any overnight guests in the room, but may not permit a guest of the opposite sex to remain in their room overnight. Overnight guests may stay in campus housing for up to three consecutive nights without charge and must be registered with Housing and Residential Life. If, due to special circumstances, you would like to have a guest stay longer, you can apply to the HRL director. See “Visitation Policy” for more detail. Residents are responsible for ensuring that their guest comply with all established rules, regulations and ordinances of the University.

Guests are welcome to purchase meals at the Quarterdeck and dine in that facility.

Pet Policy

No pets are allowed in on campus housing except non-aggressive fish in a tank no larger tank 30 gallons.

Posting Policy

The University encourages the promotion of activities and opportunities. This policy is designed to encourage posting consistency throughout campus while alleviating damage and inappropriate promotion. All postings must first be approved by the Campus Life, located in the Cislser Center. Postings must bear the stamp of approval. Postings can only be placed in designated areas. Legitimate posting areas will be indicated as such. Postings cannot be attached

to walls, doors, ceilings, windows or University staff boards, nor are they to be slid under doors or placed on vehicles without the prior written permission of the Campus Life Office. Postings deemed offensive, sexist, vulgar, discriminatory or suggestive will not be approved. Failure to comply with this policy will result in the removal and disposal of the postings in addition to possible future posting denial and/or disciplinary sanctioning of the individual(s) involved. Please contact x2236 with any questions.

Public Safety

The Public Safety Office provides 24-hour service for the convenience of students. The office is located at the west end of the Administration Building. **Staff may be reached any time on campus by dialing x2100.** Public Safety staff can also be reached by phone from off campus any time by dialing 906-635-2100. **In case of an extreme emergency, dial 9-911.**

Quiet hours

Quiet hours are intended to promote a pleasant learning environment in the halls in which students can sleep or study when they want. Quiet hours are in effect from 8pm (Brady and Osborn Halls) or 10pm (Village, Townhouses and all other residences until 10am, Sunday through Thursday and from 10pm (Brady and Osborn) or midnight (all others) until 10am on Friday and Saturday.

Housing and Residential Life will develop a quiet wing or tower in Brady, Osborn and the Village if there are enough student requests. The residents assigned to the quiet wing/tower will be expected to live under 24-hour quiet hours (courtesy hours).

Moloney and Neveu Halls are 24-hour quiet hours.

All residence halls will observe 24-hour courtesy hours during the final exam period each semester.

During quiet hours all residents are requested to refrain from noisy activities and are subject to disciplinary actions for violation of the policy.

Refrigerators

You are welcome to have a small refrigerator in your room. Please remember that it must not exceed 5.0 cubic feet in size, draw over three amps of power or exceed 34 inches in height. All cords and appliances must have Underwriters Laboratory (UL) approval. All refrigerators must be removed from rooms and / or apartments at the end of the academic year.

Please defrost and unplug any refrigerators and dispose of all refrigerated food before leaving for breaks. The University assumes no responsibility for small

refrigerators and/or their contents during breaks. If a resident has something in their refrigerator that needs to be refrigerated over break, please contact HRL. Any types of freezers, regardless of size, are not allowed in any University housing.

Rollerblading, Skateboarding and Scooters

Rollerblading, skateboarding, and scooters are **not** permitted in any University building. All skaters shall keep all wheels on pavement at all times. All stunts or acrobatics are prohibited due to the potential for injuries and property damage.

Room and Board Payments

Room and board is payable by semester. All payments are handled by the Student Service Center in the Fletcher Center. If you need a different payment schedule, please contact the Business Office at x2276. The first room and board payment, due by June 15, should still be sent directly to the University to ensure early room assignment.

Your Room and Board Dollar: The state of Michigan does not appropriate tax dollars for University housing or food service facilities. Funds to build the halls and purchase the equipment and furnishings were raised by the sale of bonds. Payment, plus interest, must be made on a regular basis, similar to a home mortgage. These payments are made from room and board revenue and other generated incomes, such as snack bars, guest rentals, guest meal tickets, banquets, etc. Every possible effort is made to offer the most in service at the lowest cost. In establishing the board rate (meals), consideration has been given to expected absenteeism. We know from experience that most students will miss some meals during the year. If it were not for this absenteeism, the meals would cost much more.

Charge Periods: Residence hall weeks begin on Sunday; anyone entering or leaving the residence hall during the week is charged for the full week. The 2006-2007 academic year (September-May) is divided into 31 weeks of service. Charge weeks in each semester are equal in cost regardless of days of room and board provided in any individual week.

Board Plan Changes: Housing and Residential Life requests that if you wish to change your board contract you do it before the beginning of the semester. However, board changes are allowed once per semester. You can change your board contract by filling out a Contract Change Form at the ID office. Should you change from a plan with bonus bucks to one without bonus bucks, you will be charged for any bonus bucks used.

Board Credits: If you are on the 19 meal plan and anticipate missing meals for any full charge week because you will be away from the University, except for

official University vacation periods, you may apply to HRL to have your food privileges temporarily stopped and the board portion credited to your account. You must do this before you miss the meals and it must be for at least one full charge week (Sunday-Saturday).

Contract Changes: All contract changes must be made in writing to the HRL Office. Forms are available in HRL. Meal Plan Change Request Forms are available in the ID Office, located in the Cisler Center.

Delinquent Accounts: If room and board charges or fees are not paid by the date scheduled, all meal privileges will be suspended on the seventh (7th) day of the delinquency. There will be no refund for any meals missed because of such a suspension. If on the tenth (10th) day after the scheduled date of payment, payment continues to be delinquent, the room and board contract will be considered cancelled, and the student will be evicted from his or her residence hall. Any court costs or attorney fees assessed in the process of collecting delinquent accounts or eviction, will be charged to the student.

If you have special circumstances that affect your ability to meet contractual and lease obligations, you need to make arrangements prior to the payment date.

Room Change Policy and Protocol

Policy

Housing and Residential Life (HRL) believes that part of the college experience includes living in a community with people of various backgrounds and interests. Our goal is that all students will learn and grow from the experience of living with people different from themselves. HRL requests that all residents give their roommate assignments a chance and to please follow the protocol below when dealing with roommate challenges and concerns and to keep in mind that a roommate change should not be the first consideration when issues arise.

Procedure

- Discuss/communicate in a calm matter what your concern is with your roommate(s)
- Revisit your roommate agreement with your roommate(s)
- Contact your Resident Advisor or Community Advisor for advice or assistance or to even sit in on a meeting or mediation
- Contact the Freshman Residential Life Coordinator or your area coordinator for further assistance and to discuss further action
- If no progress is made through the above protocol, please visit HRL for a ROOM CHANGE application form.

If you have any further questions please contact Housing and Residential Life at x2411.

Protocol

There are two periods of time during which you can request to change your room assignment. Room changes will be considered during the third and fourth weeks of the semester and again the week before halls close for fall semester. Room changes will only be considered at other times in the semester for extraordinary reasons. We need to know where all resident students are living at all times, so no moves are to be made until HRL has approved the room change.

If you want to change your room, you need to follow these procedures:

1. Obtain a Room Change Request Form from HRL.
2. Complete the form with the required information
3. Obtain the necessary signatures on the form.
4. Return the completed form to HRL for approval.
5. If approved, you will be given Room Condition Sheets for both your old and new rooms. You then need to officially check out of your old room and check into your new room with the help of your RA. (Remember to take your mattress cover with you.)
6. Return the new Room Condition Sheet to HRL within three (3) business days after you receive approval to move. You will then be issued a key.

Room Check-In and Check-Out Procedure

Check-In

You can begin the check-in procedure by picking up your check-in packet at the designated check-in site. When you get to your room, you'll find a mattress pad on your bed. You need to return this pad to HRL when you leave the residence halls. If you change rooms at any time, take the pad with you.

As a courtesy, your RA/CA will fill out a Room Condition Sheet. You should check this form over very carefully before you sign it. *It is your responsibility to record damages the HRL staff may have missed.* These sheets record the exact condition of the room when you move in. You will only be held responsible for any damages that occur to the room after you move into it. At the beginning of the semester, the RA/CA will return the sheet to HRL. It is your responsibility to have your room condition sheets returned to your RA/CA within the first week of school. At any other time during the semester, it is your responsibility to return your room condition sheets to HRL. The information on the sheet must be confirmed by your RA/CA with his/her signature or initials.

Check-Out

It is very important that you complete the check out procedure below when you are leaving the residence halls. If you do not, Housing and Residential Life cannot refund your damage deposit or any prorated room and board, and you will continue to be charged room and board until your check out is completed. Students will be charged \$25 for improper check out.

Here are the steps that you need to follow to check out.

1. Fill out Intent to Leave Form in HRL. If you are moving off campus, be sure the form is received by HRL at least two charge or service weeks before your departure date to reduce your early termination fee to \$250.
2. At least two days before you are planning to leave, pick up your Room Condition Sheets from HRL. Be sure to schedule your room check out with your RA or CA in advance of your leaving.
3. Take all of your personal belongings out of the room. Anything that you leave in the room after your official date of occupancy will be considered abandoned and will be disposed of.
4. Fill out the Damage Responsibility Form with roommates, noting any changes to the information. Be sure to leave the room in good condition. Have the RA or CA sign the Damage Responsibility Form.
5. Take your completed Room Condition / Inventory Sheets, mattress cover and room keys to HRL.
6. Give your forwarding address to HRL so that it can forward your mail, and let the Registrar's Office know of any address changes.
7. Go to the Student Service Center and change your parking permit.
8. If you are withdrawing from the University, complete all necessary procedures before your departure at the Registrar's Office.

If you are leaving at the end of the academic year, you only need to complete steps 1-6.

Room Cleaning

In a community-living situation, each resident impacts the health, safety and enjoyment of others in their living space. Therefore, you are responsible for keeping your room reasonably clean. Some cleaning equipment and supplies are limited, you may wish to purchase your own. To ensure a reasonable level of health and safety, all rooms and apartments are inspected periodically by the HRL staff.

Room Furnishings

All residence hall student rooms are one- to four-person rooms. Rooms are furnished with a bed, mattress pad, desk, closet and dresser space. Each

room also has some type of window covering. You are responsible for your furnishings while you occupy your room, and will be held accountable for anything that is missing or damaged (beyond normal wear and tear) when you move out.

You are responsible for your own bedding, including pillows and blankets. Most of the beds in the living units are extra-long singles (80”).

Lighting is limited in Osborn Hall and other spaces on campus. You may wish to bring a study lamp.

The following are not allowed: wood structures, for reasons of fire safety (except for pre-approved lofts); alterations to University furniture and equipment; stacking beds three high; and outside radio & television antennas.

Room Painting

While we encourage you to personalize your room as much as possible, painting of any room or University property is not allowed.

Room Security

One of the best ways to prevent theft is to **keep your doors locked when you are out of the room**. Theft, no matter how trivial, should be reported immediately to the Public Safety Office and your RA/CA immediately if you think your room has been entered at any time by unauthorized people. Public Safety recommends that you record the serial numbers and take pictures of any equipment and other belongings to make it easier to identify and for insurance purposes.

Room Sign-Up

Each spring you will be given the opportunity to sign up at a pre-announced time and place for your desired housing assignment for the next year. You need to be eligible to live in the housing unit for which you sign up. There are two ways that you can lose this assignment: 1) by not turning in a housing application to HRL before the halls close in May and 2) by not making your first room and board payment by the specified date. However, due to the fact that HRL must sometimes make some necessary changes, room assignments are not guaranteed.

Roommate Bill of Rights

Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you have for your roommate.

Basic rights of a roommate include:

1. The right to read and study free from undue interference in your room. Unreasonable noise and other distractions can keep you from enjoying this right.
2. The right to sleep without undue disturbance from noise, guests of your roommate, etc.
3. The right to expect that a roommate will respect your personal belongings.
4. The right to a clean environment in which to live.
5. The right to free access to your room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host guests, with the expectation that guests are to respect the rights of your roommate and other hall residents.
8. The right for redress of grievances. Residence hall staff are available for assistance in settling conflicts.
9. The right to be free from fear of intimidation, physical and/or emotional harm.
10. The right to expect reasonable cooperation in the use of the room telephone and a commitment to honor agreed payment procedures.

Remember: To be a mature adult is to accept responsibility for the welfare of others. Only you can assure that your roommate enjoys these rights.

All residents will be required to complete and sign a roommate agreement form with their roommates stating that they will abide by the Roommate Bill of Rights.

Satellite Dishes

Are not allowed in any University housing.

Security — see “Public Safety”

Signs, Road Cones and Parking Meters

It is now very difficult to tell the difference between illegal roadway, street and/or exit signs and parking meters from those that are legally purchased. With that in mind, any type of roadway, street and/or exit signs, road cones and parking meters are not allowed in any on-campus housing.

Sharps Disposal

For safety, anyone who uses needles, for any reason, is asked to obtain a *sharps container* from the Health CARE Center. When full, or on a timely basis, they can be returned to the Health CARE Center for disposal and a new container obtained. Individuals who are not eligible for the “Student Health Care Plan” will be assessed a fee for the service.

Smoke-Free Environment

All areas of the residence halls are smoke free. Smoking is permitted outside the buildings at least **20 feet** from doors and windows. Violation of this policy may result in disciplinary action in the form of a warning or up to a \$50 fine.

Solicitation Policy

No one may solicit or engage in any kind of business venture in the residence hall. This applies to both residents and non-residents. Please report any such solicitation to a HRL staff member or Public Safety (x2100) immediately.

Staff

The Housing and Residential Life staff is responsible for the well being of all residents, programming, policy enforcement and the overall building supervision.

Housing and Residential Life staff:

Resident Advisors (RAs) and Community Advisors (CAs) - are responsible for different areas within each residence hall complex. They have been trained by the University to assist you with whatever concerns you may have. The responsibility of the staff is to help residents maintain a pleasant atmosphere for study, recreation, social and educational development during your stay at LSSU. In addition, the RAs and CAs are experienced residents, who have spent considerable time “learning the ropes” of living and working on campus. Your staff member can save you both time and effort in resolving issues and concerns.

Do not hesitate to seek an RA or CA if you need assistance at any time. If you are unsure of whom your RA or CA is, please contact HRL for assistance.

In addition to the responsibility described above, RAs and CAs are responsible for enforcing residence hall regulations and policies. These regulations and policies, which are examined and revised periodically, are designed to provide students with the best possible living and learning environment. You are asked to cooperate with the RAs and CAs in protecting both your rights and those of your fellow students.

Community Coordinators (CCs) - Oversee the day-to-day operations and staff in the Student Village, Apartments, Townhouses and Row Houses. The CCs are also accessible to the students in that particular area and have prior experience as an RA or CA.

Freshman Residential Life Coordinator - Oversees the day-to-day operations and staff in Osborn and Brady Halls. The Coordinator resides on campus and is a full-time employee of the university. Office hours will be posted for each of the halls. Students residing in these areas will have access to the coordinator for questions, comments and/or concerns.

Student ID Cards

If you lose your student identification card, please be sure to check with Public Safety and HRL to see if it has been turned in. If not, please report it to the Cisler Center ID Office (x2541). There is a \$10 charge for a replacement card.

Student Health Services

Basic health care services are available on campus at the LSSU Health CARE Center. The Health CARE Center is located at 621 W. Easterday Ave. across from Brady Hall. The center is staffed by health care professionals: full-time staff include a certified nurse practitioner and professional nurses. Consultation and referral to physicians is available through the center. Nursing professionals are available most days between 8 a.m. and 5 p.m. You may phone the center at 635-2110 (on campus, ext. 2110) anytime during office hours to make an appointment.

Telephone Service

Local calls: dial 9 and then the number you are calling. Long Distance: Use a calling card or call collect.

Phone mail will be available when you arrive on campus to allow callers to leave personal messages for you. If your callers have a rotary phone, they may obtain a pocket dialer, available at Radio Shack stores, to allow access to individual phone mailboxes.

Dialing and phone mail instructions will be distributed by Housing or by calling x2828. For phone line problems, please call x6677.

Residents are responsible for bringing their own phone. Any analog phone will work with the phone system *except a 2.4 GHz cordless phone.*

Tobacco Policy

The use of tobacco products is not allowed within any housing facility at any time. This ban includes chewing tobacco, pipe tobacco, cigarettes, cigars, etc. The use of these products is only allowed twenty (20) or more feet away from the outside of any university building. Violation of this policy may result in disciplinary action, which can include warnings and fines up to \$50.

Trash — See “Garbage”

Visitation Policy

Twenty-four hour visitation hours are in effect for all residence halls. Twenty-four hour visitation means that residents may receive visitors at any time, but may not permit a guest of the opposite sex to remain in their room overnight.

All residents are expected to respect the rights and privacy of their roommates, and visitors of the opposite sex may not be entertained without the expressed permission of the roommate(s). (See “Roommate Bill of Rights” in this section.) Guests must be escorted between the public areas of the hall and the resident’s room after the posted time.

Guests are required to carry picture ID, remain with their host and use only appropriate bathrooms. *Residents are responsible for their guests and must ensure that they follow all rules and regulations while in the residence halls. Residents will be charged for any damages done by their guests.*

Guests must be registered in HRL and are allowed to stay a maximum of three consecutive days. The Director of Student and Residential Life must approve longer visits. Although your roommate may consent to visitors, please remember to respect their space and limit inconveniences.

Window Screens

For the safety of residents, screens should not be removed from the windows. There is a \$25 fine for removing your screen. If you have a maintenance problem with your screen please call for Maintenance at x2411.

Withdrawals

If you need to withdraw from school for any reason, be sure to complete the checkout procedure and check with the Registrar’s Office for the procedure for dropping classes.

Housing and Residential Life handles all withdrawals from campus housing. See the section on “Housing Application and Contract Cancellations” for full details.

Be sure to review these other policies:

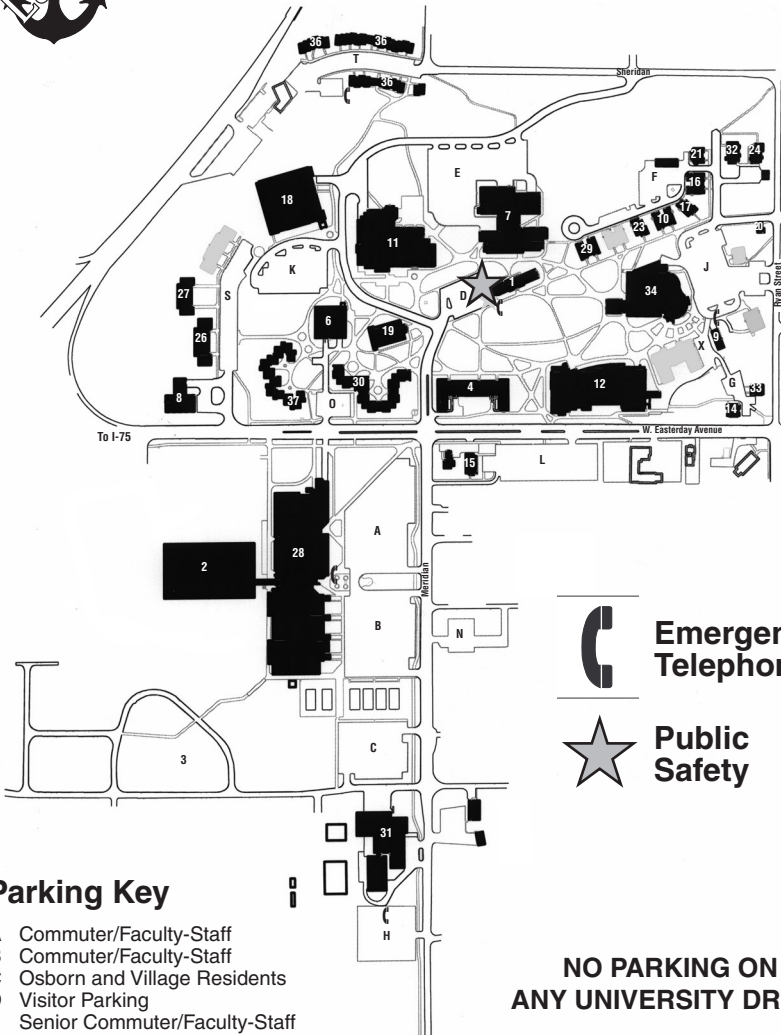
Fire Safety Code at:
www.lssu.edu/housing

LSSU Student Handbook
www.lssu.edu/studenthandbook



Lake Superior State University

650 W. Easterday Ave. | Sault Ste. Marie, MI 49783



Emergency Telephone



Public Safety

Parking Key

- A Commuter/Faculty-Staff
- B Commuter/Faculty-Staff
- C Osborn and Village Residents
- D Visitor Parking
- E Senior Commuter/Faculty-Staff
- F University Row Residents and Staff
- G Easterday and Ryan House Residents
- H Brady Hall Residents
- J Faculty-Staff
- K Parking as designated for Campus Shoppe, Faculty-Staff and Visitors
- L Osborn and Village Residents
- N Commuter Parking
- O Osborn and Village Residents Day Use - No Overnight Parking
- S Moloney, Neveu and Marquette Hall Residents
- T Townhouse Residents
- X 30-Minute Parking

NO PARKING ON ANY UNIVERSITY DRIVE.

*www.lssu.edu
my.lssu.edu*

Building Key

- | | |
|---|--|
| 1. Administration Building (ADMIN) | 19. Fletcher Center for Student Services |
| 2. Robert Arbuckle Student Activity Center (SAC) | 20. Gate House |
| 3. Blair-Hastings Annex | 21. Hillside House |
| 4. Brady Hall | 23. Laker House |
| 6. Campus Shoppe | 24. Lukenda Alumni House |
| 7. Center for Applied Sciences
and Engineering (CAS) | 26. Moloney Hall |
| 8. Central Heating Plant | 27. Neveu Hall |
| 9. Child Development Center | 28. Norris Center |
| 10. Chippewa House | 29. Ontario Hall |
| 11. Cisler Student and Conference Center (CIS) | 30. Osborn Hall |
| 12. Crawford Hall of Science (CRW) | 31. Pianosi Maintenance Center |
| 14. Easterday House | 32. President's Residence |
| 15. Health CARE Center | 33. Ryan House |
| 16. Erie Hall | 34. Shouldice Library (LBR) |
| 17. Eskoonwid Endaad | 36. Townhouses |
| 18. Arts Center (ART) | 37. The Village |

Alphabetical

Departments	Bldg. #	Departments	Bldg. #	Departments	Bldg. #
General Information	19	Food Services	11	Residence - student	
Administrative Offices	1	Foundation	24	Brady Hall	4
Admissions	21	Galley	11	Chippewa House	10
Alumni Relations	24	Graphics	7	Easterday House	14
Arena - Taffy Abel	28	Gleason Environmental Institute	12	Erie Hall	16
Athletics	28	Gymnasium - Bud Cooper	28	Hillside House	21
Audio-Visual	34	History/Humanities	18/34	Laker House	23
Biological Sciences	12	Honors Program	29	Moloney Hall	26
Bookstore	6	Human Resources	1	Neveu Hall	27
Business	34	Housing	4	Ontario Hall	29
Business Operations	19	ID Office	11	Osborn Hall	30
Café a la Cart	12	Information Services	1	Ryan House	33
Cappuccino Corner	34	Interactive Television	34	Townhouses	36
Cashier	19	Kemp Museum	12	The Village	37
Catering	11	Learning Center	34	(Senter, Chelberg, Kemp & Young)	
Compass (student newspaper)	11	Library	34	Secondary Education	12
Continuing Education	34	Mailroom	1	Scheduling	19
Counseling & Career Services	34	Mathematics/Computer Science	7	Student and Residential Life	11
Concessions	28	Music	18	Student Government	11
Conference Rooms	11	Native American Student Center	17	Social Sciences	34
Criminal Justice/Fire Science	28	Nursing	12	Student Service Counter	19
Disability Services	34	Parking	19	Student and Public Recreation	28
Economics & Legal Studies	34	Payroll	1	Testing	34
Education	12	Peacock Cove	11	Track	2
Elementary Education	12	Planetarium	12	UPS Station	6
Employment Services (Placement)	34	Post Office, U.S.	6	Upward Bound	4
Engineering	7	President	1	V.P. for Academic Affairs & Provost	1
Engineering & Technology	7	Public Relations	7	V.P. for Enrollment Services	1
Environmental & Phys. Sciences	12	Public Safety	1	V.P. for Finance	1
English/Communication	18	Purchasing	1	V.P. for Student Affairs	24
Exercise Center	2	Quarterdeck	11	V.P. for University Relations & Marketing	1
Financial Aid	19	Recreation Studies/Exercise Science	28	WLSO Radio Station	11
Fine Arts	18	Registrar	19		

2006-2007

SEPTEMBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
				1	2	3
3	4	5	6	7	8	9
10	11	12	13	14	15	16
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MARCH						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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OCTOBER						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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APRIL						
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NOVEMBER						
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MAY						
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DECEMBER						
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31						

JUNE						
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JANUARY						
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JULY						
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22	23	24	25	26	27	28
29	30	31				

FEBRUARY						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
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4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
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AUGUST						
Sun	Mon	Tues	Wed	Thur	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

Laker Fight Song

We're gonna rise up for old gold and blue
We're gonna show our Laker pride
Take your mighty wins in stride
We've the power on our side

We're gonna fight, fight on to victory
We're gonna win this game tonight
We have the spirit in our team
So go fight, you Lakers, win.

GO Go You Lakers Fight GO FIGHT WIN
FIGHT FIGHT You Lakers Win GO FIGHT WIN

**The Housing and Residential Life Staff
is dedicated to serving you.**

**Questions? Concerns? Ideas?
Call x2411**

