



**WINONA**

STATE UNIVERSITY

*Housing and Residence Life*

# 2024 - 2025 Student Guide



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# Welcome

Welcome to WSU Housing and Residence Life. We are very excited that you chose to live with us! Housing and Residence Life is committed to promoting a welcoming, inclusive, safe and engaging living and learning environment that contributes to student success.

This is our mission, but it also includes you! To succeed at providing a WISE community it takes every one of us from the Resident Assistant, first-year student, transfer student and the soon to be graduating senior. Each individual resident must live out the attributes of the mission.

**Welcoming:** Our staff is committed to welcoming you to the hall and fostering an atmosphere for you to call home. And we need you to be welcoming to each other, treat other residents with respect and go out of your way to be kind and helpful.

**Inclusive:** Our staff is committed to including everyone and striving to meet the needs of each resident. And we need you to learn about and appreciate the uniqueness that we all bring to our community.

**Safe:** Our staff is committed to your safety by upholding our policies and procedures and being available for emergencies 24-7. And we need you to contribute to the safety of our community by locking your door, keeping your access card and key safe and not allowing people you don't know to enter the building with you.

**Engaging:** Our staff is committed to offering fun and educational activities that allow you to meet others and build our community. And we need you to engage with other residents, meet someone new and offer friendship to others in the community.

Have a great year and remember to live WISEly.



Sarah Olcott  
Director of Housing & Residence Life



## Mission Statement

The WSU Housing & Residence Life Department promotes a welcoming, inclusive, safe, and engaging living and learning environment that contributes to student success.

## Learning Outcomes

### Warrior Competences:

Students will learn to set goals to be successful, identify and utilize campus academic resources, identify physical and mental health resources and gain life skills and develop personal independence.

### Interpersonal Competence:

Students will foster and maintain healthy, mutually beneficial relationships with others, develop leadership skills, and gain connections other students, faculty, staff and to the Winona State community.

### Self-Development:

Students will have opportunities to understand themselves and their choices better, be encouraged to develop wellness informed lifestyle choices and have the space for personal reflection values formation.

### Engaging Winona

Students will demonstrate an understanding and appreciation of cultural and human differences, varying perspectives and global awareness, have the opportunity to participate in outreach and service projects and have the opportunity to engage in activities that involved civic and social responsibility.



W I S E

WELCOMING • INCLUSIVE • SAFE • ENGAGING

# Your Community

## Housing Staff

**Campus Security Authority (CSA)** are federally mandated crime reporters. All Housing and Residence Life staff are CSAs and will maintain a certain level of privacy. However, when they become aware of a crime that occurred on or around campus, they have an obligation under federal law to report the information to the Title IX Office.

**Desk Assistant (DA)** are students who staff the front desk of each of the residence hall. These students are responsible for the security of the front entrances, processing mail, answering the phone, checking out equipment (board games, kitchen items, etc...), and answering questions.

**Resident Assistant (RA)** are full-time students whose part-time job is to assist you. Your RA has many responsibilities, all of which are related to the job of helping you. Having lived on campus for at least a full year, your RA knows what it takes to make the most of hall living. You can expect your RA to:

- be available for general consultation throughout the week
- direct you to the appropriate university office for answers to your questions
- be available on a personal basis for “just talking” about how you are doing
- organize events to help you meet other students
- confront inappropriate behavior and enforce policies

**Assistant Hall Directors (AD)** are full time students whose part-time job is to oversee the daily operations of the residence hall front desk. They also provide support to the professional staff in the building.

**Area Coordinator / Hall Director (AC/HD)** are professional, live-in staff members who are responsible for the daily management of the residence halls. Their role is to support student learning and student health and safety. This includes supervision of all the student staff (DAs, RAs and ADs), facilitating student conduct meetings, addressing student concerns, on-call emergency response and community development.



## Housing Clubs

**Residence Housing Association (RHA)** is similar to your high school student government. RHA is the governing body of the residence halls on campus. Their mission is to serve the students living in the halls and to make it the best experience possible. RHA also provides opportunities to develop leadership skills through elected and appointed positions, as well as through attendance at regional and national conferences.

**Hall Council (HC)** is a great opportunity for anyone to get involved within their residence hall. Each hall elects a board to represent them to RHA, to hold meetings for the hall, and plan social events for the hall. Positions for each hall include: President, Vice President, Secretary and Treasurer. Not ready to be on the board, then serve as a floor or community representative for your community!

**National Residence Hall Honorary (NRHH)** is an organization that strives to recognize the top 1% of student leaders living in the residence halls. Members of NRHH promote and advocate its pillars of service, and recognition.



**Hall Events:** Residence hall staff sponsors numerous educational, social, and recreational programs. Housing programming utilizes a model geared toward the development of the student and the community. Programming is guided by our learning outcomes found on the welcome page of this booklet. Most events are free to residents and provide opportunities to grow socially, culturally, and educationally while interacting with their peers and having fun. Students requiring special assistance to attend or participate in residence hall programs should contact their RA.





# A home for your next adventure!

## Traditional Halls

### Sheehan Hall

#### Room Type Options:

- Triple - 3 people
- Double - 2 people
- Super Single - 1 person (includes 2 sets of furniture)
- Single - 1 person

#### Room Furniture & Other Features:

- Extra-long twin bed
- Extra-long twin mattress—soft on one side, firm on the other
- Desk with one drawer
- Desk chair
- Bookcase with 2 open shelves
- Spacious closet with built-in drawers

#### Other Room features include

- Carpeted or laminate floors
- Windows with coverings
- Internet access via campus WiFi
- Trash and recycling bins
- No Air-Conditioning

#### Building Amenities:

- Security Office in Lobby
- Front Desk & Mail Area
- Full Kitchen (1st Floor)
- Kitchenettes (Every Floor)
- Cable Access in Lounges
- Basement Lounge
- Floor Lounges
- Main Floor Lounge
- Elevator Access to Even Floors
- Laundry Room (Basement)
- Volleyball Court
- Gender Inclusive Restrooms (Floors 1,2,4 & 6)



### Prentiss - Lucas Hall

#### Room Type Options:

- Double - 2 people
- Single - 1 Person
- Super Single - 1 person (includes 2 sets of furniture)

#### Room Furniture & Other Features:

- Extra-long twin bed
- Extra-long twin mattress—soft on one side, firm on the other
- Built-in wardrobe with a 4-drawer dresser
- Built-in desk with 4 drawers
- Desk chair
- Open shelving for extra storage
- Private Sink

#### Other Room features include:

- Carpeted floors
- Windows with coverings
- Internet access via campus WiFi
- Trash and recycling bins

#### Building Amenities:

- Lobby, Front Desk & Mail Area
- Full Kitchens (Lucas & basement)
- Kitchenettes (Prentiss)
- Cable Access in Lounges
- Basement Lounge
- Study Lounge (Basement)
- Game Room (Basement)
- Floor Lounges
- Laundry Room (Basement)
- Volleyball Court
- Elevator Access
- Gender Inclusive Restrooms (Basement)



# A home to begin your journey!

## Traditional Hall - "The Quad"

### Conway Hall

#### Room Type Options:

- Single - 1 person

#### Room Furniture & Other Features:

- Extra-long twin bed – mattress is soft on one side, firm on the other
- Desk with 2 drawers and 2 open shelves
- Desk chair
- Walk-in closet with built-in dresser drawers and cubbies for extra storage
- Full-length mirror
- Private sink

#### Other Room Features Include:

- Carpeted floors
- Windows with coverings
- Internet access via campus WiFi
- Trash and recycling bins
- No Air-Conditioning

#### Building Amenities:

- Mail Area
- Full Kitchen (2nd - 3rd Floor)
- Cable Access in Lounges
- Main Lounge (1st Floor)
- Laundry Room (1st Floor)
- Elevator
- Volleyball Court
- Gender Inclusive Housing and Restrooms (3rd & 4th Floor)

### Richards Hall

#### Room Type Options:

- Double - 2 people
- Triple - 3 people
- Single - 1 person

#### Room Furniture & Other Features:

- An extra-long twin bed – mattress has is soft on one side, firm on the other
- A three-drawer dresser
- A desk with 2 drawers and 2 open shelves, for each student
- A desk chair, for each student
- A built-in closet with open shelving and cubbies
- Private Sink

#### Other Room Features Include:

- Carpeted floors
- Windows with coverings
- Internet access via campus WiFi
- Trash and recycling bins
- Air-Conditioning in Rooms 125-132

#### Building Amenities:

- Mail Area
- Lounge/Full Kitchen (2nd - 4th Floor)
- Laundry Room (Basement)
- Main Lounge & Full Kitchen (Basement)
- Cable Access in Lounges
- Volleyball Court
- Elevator

### Morey-Shepherd

#### Room Type Options:

- Double - 2 people
- Single - 1 person
- Super Single - 1 person (includes 2 sets of furniture)
- 4 or 6 person suite (2 double rooms with a common area)

#### Room Furniture & Other Features:

- Extra-long twin bed – mattress is soft on one side, firm on the other
- Wardrobe with shelving for extra storage
- Desk with 2 drawers and 2 open shelves
- Desk chair

#### Other Room Features Include:

- Carpeted floors
- Windows with black-out shades
- Internet access via campus WiFi
- Trash and recycling bins
- No Air-Conditioning

#### Building Amenities:

- Front Desk & Mail Area
- Full Kitchen (1st Floor)
- Laundry Room (1st Floor)
- Main Lounge (1st & 2nd Floor)
- Cable Access in Lounges
- Elevator
- Volleyball Court



# Where community meets home.

## Suite Style, Apartments, Sustainability House

### Kirkland - Haake Halls

#### Room Type Options:

- 4 bedroom - 4 person | Single
  - 3 bedroom - 3 person | Single
  - 2 bedroom - 4 person | Double
  - 2 bedrooms - 2 person | Single\*
- \*ADA Compliant

#### Room Furniture & Other Features:

- Extra-long twin bed — mattress is soft on one side, firm on the other
- Three-drawer dresser
- Desk with 2 open shelves
- Desk chair
- Bookshelf
- Closet with shelving for extra storage
- Private bathroom and shower

#### Other Room Features Include:

- Carpet and laminate-vinyl flooring
- Windows with blackout shades
- Internet access via campus WiFi
- Trash and recycling bins

#### Building Amenities:

- Front desk
- Mail area in Kirkland Hall
- Full kitchen (Every Floor)
- Floor lounges w/cable access
- Study room (3rd Floors)
- Laundry room (2nd & 4th Floors)
- Conference room (Haake Hall)
- Elevator
- Gender inclusive housing (upper-class)
- Air conditioning

### East Lake Apartments

#### Room Type Options:

- 4 bedroom - 4 person | Single
- 2 bedroom - 2 person | Single
- 1 bedroom - 1 person | Single

#### Room Furniture & Other Features:

- Extra-long twin bed — mattress is soft on one side, firm on the other
- Three drawer dresser
- Desk with 2 drawers and 2 open shelves
- Desk chair
- Bookcase with 2 open shelves
- Spacious closet

#### Other Room Features Include:

- Carpeted floors
- Windows with coverings
- Internet access via campus WiFi
- Trash and recycling bins
- 2 bathrooms per unit (except 1 bedrooms)
- Full kitchen
- Furnished living room
- In unit laundry
- Meal plan optional

#### Building Amenities:

- Front desk (Building C)
- Mail area in each building
- Building lounges with cable access
- Work out room (Building D)
- Shuttle to Main Campus
- Elevator
- Air conditioning
- Gender inclusive housing (upper-class)

### Sustainability House

#### Room Type Options:

- 1 bedroom - 1 person | Single
- 9 total spaces

#### Room Furniture & Other Features:

- Extra-long twin bed — mattress is soft on one side, firm on the other
- Three drawer dresser
- Desk with 2 drawers and 2 open shelves
- Desk chair
- Walk-in closets

#### Other unit features include:

- Carpeted and laminate flooring
- Windows with coverings
- Meal plan optional
- Internet access via campus Wifi
- Trash and recycling bins
- Furnished living room
- Laundry
- Study room and upstairs lounge
- 3 private bathroom/ showers
- Full kitchen with 2 refrigerators, 2 stoves tops, 2 ovens and a microwave
- Front porch
- Air conditioning



# MEAL PLANS

DATES AND DEADLINES	FALL 2024	SPRING 2025
Dining plans begin	Aug 22	January 11
First day of class	August 26	January 13
Meal Plan Change Request Deadline	October 31	April 1
Last Day to Use Meal Plan	December 12	May 8

**Meal Plan:** All students living in the residence halls (except the East Lake Apartments & Sustainability House) are required to be on a meal plan. There are two residential meal plan options: The Warrior Anytime Plan and 14 Meals/Week. Meals are served in Jack Kane Dining Hall. Each meal plan comes with Dining Dollars that can be used at Zane's, Somsen Café, and Einstein Bros. Bagels. Meal plans are loaded on your Student ID card. Meal plans are only available during the academic year. For information about specific meals plans visit <https://www.winona.edu/housing/dining.asp>

**Dining Dollars:** Dining Dollars are funds to be used at Zane's, Somsen Café, and Einstein Bros. Bagels. Each purchase made with Dining Dollars is deducted from the total balance. All Dining Dollars purchases are tax-free. Unused Dining Dollars will carry over from Fall Semester to Spring Semester. Dining Dollars not used by the end of Spring Semester will be forfeited. Dining Dollars are non-refundable. If you use all of your Dining Dollars, you may add more on your Housing Portal.

**Guest Passes:** The Warrior Anytime and 14 Meals/Week meal plans each come with 3 guest passes for the year. Students can use their guest pass for a friend or family member visiting. Unused guest passes will carry over to spring semester and expire at the end of the year. Guest passes can only be used in Jack Kane Dining Hall.

**Boxed Lunch:** Students can request regular boxed lunches if they are student teaching or have another commitment where they are not on campus during meal times. Please go to the Chartwell's office, KRY 220 to sign up.

**Sick Meals:** Students who are unable to get to the dining hall because they are sick can email [chartwellsewinona.edu](mailto:chartwellsewinona.edu) and arrange to have a friend pick it up.

**Meal Plan Selection:** Students are required to select a meal plan or the 14 Meal Plan plan will be assigned to start the school year.

**Meal Plan Changes:** Meal plan changes can be requested on your Housing Portal.

**Meals To-Go:** Students can take Jack Kane Meals to-go by purchasing a reusable container for \$10. Get more information [here](#).

**Block Meal Plan:** Students who live off-campus, at East Lake Apartments or the Sustainability House have the option to purchase a Block Plan. The meals on this plan can be used in Jack Kane Dining Hall or any retail location such as Zane's in Kryzsko Commons, Somsen Café, and Einstein Bros. Bagels in Krueger Library. The Block Plan is a declining balance; each time you swipe your card for a meal, it is deducted from your meal total. You can add another Block Plan if you run out of meals. Block plans can be purchased on your Housing Portal. Block Plans are only refundable if no meals have been used. To learn about your block plan options [here](#).

**Dining with Allergies:** The Delicious Without station provides menu options prepared without peanuts/tree nuts, sesame, fish, crustacean shellfish, eggs, milk, soy, wheat or gluten. Students can log into [dineoncampus.com/Winona](http://dineoncampus.com/Winona), document their allergens and get a Don't be Shy, self-identify allergy card for their phone. This will help the Chartwells staff help find food that meets their needs. Students can also meet with the dietitian to make a plan. Click [here](#) for more info.



# HOUSING ACCOMMODATIONS

**Requesting a Housing Accommodation:** In compliance with Section 504 of the Federal Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, students with documented disabilities may request special housing accommodations. The student and their medical provider will need to fill out the HRL Healthcare form and submit it to the Housing & Residence Life Office. Once the form is received, a staff member will communicate with the student regarding any additional information needed and next steps of the process.

**Room Assignments & Roommates:** Requests will be evaluated within the context of current housing policies, students' needs and available facilities. All of our residence halls are able to accommodate a variety of disabilities and/or medical needs. Roommate requests could be considered, but will not be given priority for higher demand halls if there are students with an earlier application date.

Access Services is another great resource for students who may need additional support.

**Emotional Support Animal:** An emotional support animal (ESA) is a companion animal that provides therapeutic benefit, such as alleviating or mitigating some symptoms of a disability, to a person with a mental or psychiatric disability. A student requesting to have an ESA in campus housing must have a disability for which the ESA is a necessary/reasonable accommodation for that resident to have equal access to housing. To begin the process, the student must register with WSU Access Services. If approved, the animal will then need to be registered with Housing & Residence Life before bringing the animal to campus. This process can take anywhere from 2-4 weeks.

An approved ESA is not permitted to be present in any campus building other than the owner's residence hall room or direct access to/from the building (i.e., hallway). ESAs are not permitted in dining halls, lounges, or residence hall common spaces. Bringing a non-approved ESA into the residence hall will result in removal of the animal and the student will go through the conduct process.

**Service Animal:** Pursuant to the Americans with Disabilities Act, any dog (or other animal as defined under the ADA) individually trained to do work or perform tasks for the benefit of an individual with a disability, are permitted in the residence halls. WSU staff will not require documentation for service animals but may inquire to determine whether the animal qualifies as a service animal. These inquiries include asking 1) if the animal is required because of a disability, and 2) what work or task the animal has been trained to perform. The crime deterrent effects of an animal's presence or the provision of emotional support, well-being, comfort, or companionship do not constitute work or tasks for the purpose of this definition. Service animals should be on leash when not providing a needed service and at all times must be under the full control of the owner. Service animals will need to be registered with Housing & Residence Life. For questions regarding service animals, please contact Access Services and/or Housing & Residence Life.



**Approval and Registration:** All animals that live in University-owned/ leased property are required to be registered (Service animals and ESAs). The ESA approval and registration process to bring an animal into the residence halls can take anywhere from 2-4 weeks, so make sure you plan accordingly. You may not bring your animal to campus unless the approval and registration process is complete.

**Responsibility, Care and Clean Up:** It is the sole responsibility of the ESA/ Service Animal owner to care for and clean up waste of the animal. The animal owner is responsible for any damage or cleaning costs incurred as a result of the animal. An animal may be removed from housing if the animal is determined to be out of control, if it causes damage to the residence hall, if the owner fails to properly clean up after the animal, or if it is determined to be a direct threat to others.

# BUILDING AMENITIES

**Desk Resources:** Each residence hall front desk has a variety of kitchen equipment, movies, tools, cleaning equipment, and games for residents to use, free of charge. You may check out these items for no longer than 24 hours with your WarriorID. Equipment must be returned without damage and clean. If an item is lost or damaged the resident who checked out the item will be charged the replacement cost.

**Common Areas/Lounges:** Common areas such as hallways, recreation rooms, TV and study lounges, restrooms, and kitchens are an integral part of each residence hall community. Students must help in keeping these areas clean and in good repair. No one is allowed to sleep in, or dominate, these areas since they are for the use of the whole community. Disrespectful use of the space may result in the loss of privilege to use these spaces. Lounge and common area furnishings may not be removed from its location. Students are expected to clean up the space after they have used an area. Any item(s) left in a common area will be disposed of within 24-hours. Students wishing to reserve a common area/space in their residence hall must receive permission from the Hall Director/Area Coordinator of the building.



**Laundry:** Laundry facilities are available in every residence hall for the convenience of our residents. At East Lake, each apartment has its own laundry facilities, while other residence halls have common laundry rooms. **Only residents of the building are permitted to use these laundry services; off-campus students and non-residents are not allowed.** Students are responsible for monitoring their laundry and promptly removing it from washers and dryers within a reasonable timeframe. Please do not monopolize the machines by using all of them simultaneously and help keep the laundry room clean. Our machines are high-efficiency, so be sure to use high-efficiency detergents, especially in the washers. All laundry rooms are connected to the CSC Go App for easy monitoring. If you encounter any mechanical issues with the machines, please notify the front desk immediately.



**Volleyball Court:** Many of the residence halls have a volleyball court located adjacent to the hall. These courts are available for use by all on-campus residents, not just the residents of a specific residence hall. Volleyball courts may not be monopolized by a particular group of students. Residents using the courts must clean up after themselves and dispose of all trash. Students or organizations wishing to reserve a volleyball court for an event use must contact the Hall Director / Area Coordinator for the building the volleyball court is located at.

## MAIL & PACKAGES

Each room has an assigned mailbox located in their residence hall. Students are encouraged to check their campus mailbox often as this is one way the University is able to relay important information. Please use the following format for your address:

Student Name  
Residence Hall & Room #  
Residence Hall Street Address  
Winona, MN 55987

Mail and packages are only delivered if it matches the student's name in our on-campus housing database. If you change rooms during the year, you are responsible for updating your address so that your mail and packages are delivered to your new building. The Housing Office will forward mail up to 15 days after you officially check out of your residence hall room. After 15 days all mail & packages will be "returned to sender".

# FACILITIES

**Kitchens:** Cooking areas are available in all full kitchens. Refrigerators, microwaves, and toasters are provided in the kitchenettes. Students are expected to clean up the space after they have used the area. Residents must be present in the kitchen while food is cooking/baking. Disrespectful use of the space may result in the loss of privilege to use the space.

## Appliances:

These items are permitted in residence halls rooms:

- Small microwave ovens (700 watts or less)
- Refrigerators no more than 4.5 cubic feet
- Coffee maker/single cup brewing systems
- Fan (box or rotation)
- Vacuum Cleaner
- Evaporative Humidifier (other types mess with the fire systems)

These items should only be used in kitchens (not in individual rooms):

- Air Fryer
- Slow Cookers/Crock Pot
- Toaster
- Rice cooker
- Hot air popper
- Juicer/ Blender

## Other Prohibited Items:

- Air conditioner
- Pressure cooker (i.e Instapot)
- Wireless router
- Fog machine
- Lava lamps
- Oil diffusers
- Wax warmers

**Candles:** Open flames are prohibited in all rooms, including the burning of candles or incense. Candles are only permitted in rooms if the wick has been cut off.

**Lofts and Bunks:** Our beds can be bunked, please see your hall staff if you need directions on how to do this. Residents can also loft their beds to provide additional room flexibility. Lofts must be rented from WSU, no home made lofts are allowed. The rental fee is \$50 per semester. Contact your hall staff if you need a loft.

**Trash/Recycling:** Students are responsible for the proper disposal of the trash in the dumpsters located in each complex. Room trash must not be placed in common areas. Utilize the recycling containers provided in your room/hall. Room recycling should be taken out to the proper receptacle located near the dumpsters.

**Vandalism:** Students will at no time damage or condone damage committed by others. Students are directly and financially responsible for any damages or losses which are caused by their actions, carelessness, or negligence.

**Work Orders:** To request repairs to items in your room, talk to your RA or the front desk. Facilities scheduled work hours are 7 a.m. to 3:30 p.m. They make all attempts to not enter any student room before 10 a.m. unless there is an emergency. Your presence is not required when maintenance is present, but you are welcome to be there.

**Bathroom:** Students and visitors are expected to abide by the following policies.

- Community bathrooms are restricted for use by individuals who identify with the gender(s) a restroom is designated as.
- Private bathrooms located in specific rooms or apartments are to be kept clean by inhabitants of those rooms.
- Students must have respectful bathroom behavior. You must flush toilets, clean up after yourself and don't leave hair/products in the shower.
- Using video or live streaming may not be done in the bathrooms.
- Each complex has gender inclusive restrooms.

**AC:** Traditional hall rooms do not have air conditioning; however, some common spaces in these buildings are equipped with it. In the non-traditional halls like the Sustainability House, Kirkland, Haake, and East Lake, each common space has its own thermostat located in the main common area to set temperatures within programmed parameters.

## HOW IS HEAT REGULATED

**Sheehan, Richards and Conway Halls** have steam heat. Some "tinging and pipe noise" is normal. The steam is shut off to buildings (manual valves) when outside temps stay above 55 degrees in the spring and turned back on when temps start falling below 55 degrees in the fall.

**Prentiss - Lucas, Morey** have hot water heating. Pumps will run when outside temp is 50F or less. Each room has its own thermostat.

**Kirkland - Haake Halls and Richards Annex** have hot water heating. Each suite room has its own thermostat located in the main common area to set temperatures within programmed parameters.

**East Lake** has individual furnace / AC unit in each apartment which supplies heating and air conditioning. Units are controlled by a thermostat located in the living room area. Thermostats are programmable and are set to 72 and 74 degrees.

**Sustainability House:** has two home furnace / AC units in the house. Heating uses natural gas, and each unit has its own condensing unit for cooling. Units are controlled by a thermostat located on the first and second floors. Thermostats are preset to 72 and 74 degrees. They can be adjusted a few degrees in either direction.

# FACILITIES

**Room Furnishings:** All university furnishings, including lofts, must stay in student rooms/suites/apartments. This includes rooms occupied as singles. Any furnishings affixed to the wall may not be removed. This includes mirrors, bulletin boards, closets and/or closet curtains, desks, bookshelves, smoke detectors, and electrical fixtures.

**Bed Linens:** All residents are required to have a fitted sheet on their provided mattress at all times while residing in the residence halls. Failure to use bed linens could result in the student paying for replacement of the mattress.

**Room Door Decorations:** Decorations must be flat against the door. Nothing may hang from the door jamb or ceiling above your door. Door decorations may cover no more than 15% of the door's surface. Do not cover the peephole. Any damage to the door will be the responsibility of the individuals living in that room/suite.

**Room Walls:** Painting walls or covering them with anything (e.g., paneling, contact paper, etc.) is prohibited. Duct tape, packing tape, tacks, staples, LED strip lights, and glue cannot be used on walls, ceilings, floors, or doors. These items will damage the walls. Small nails (Kirkland-Haake and East Lake only) and command strips are allowed, but if not used properly can cause damage to surfaces. Students are responsible for any damages caused by misuse of nails and/or command strips.

**Room Decoration:** The following is prohibited in residence hall rooms/ suites/apartment:

- Live holiday trees, evergreen boughs, and branches with dead leaves
- Your furniture (bed, couch, dresser, etc...) may not create an obstacle for leaving the room/suite/apartment.
- Your door and window should not be blocked at any time.
- Items may not be hung from, or attached to, sprinkler pipes/heads.
- Waterbeds are not allowed.
- Hanging lights outside your room and wrapping your door is prohibited. Items posted on room doors may cover no more than 15% of the door.
- Items in hallway outside the door, like rugs, bowls, plants, etc... is prohibited.
- Obscene or drug/alcohol-related materials posted on the outside of an individual's door/room is prohibited and may be removed.

**Room Entry:** Residence Hall staff members have the authority and responsibility to enter students' rooms for several reasons.

- Staff may enter with 24-hours' notice to ensure that health, fire, and safety regulations are maintained. This includes monthly inspections.
- Staff may enter without notice if repair or maintenance work is requested, or to make improvements, repairs, or routine maintenance, whether you are present or not.
- Staff may enter without notice for check-in/out, safety checks at university break periods, to investigate an activated alarm, to retrieve University property, and to shut off items disrupting the community, whether students are present in the room or not.
- In emergency situations, staff may enter without notice to protect the health and welfare of the student or to make emergency repairs.
- When there is reasonable cause to believe there is or has been a violation of university policies, or federal, state, or local laws/ordinances, staff may enter without notice. Law enforcement officers may enter rooms in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure. When residence hall staff members enter a student room, any prohibited items will be confiscated and referred to the conduct process. Rooms will not be opened for anyone other than the official occupant.

**Health & Safety Check:** Students are responsible for their health and safety as well as the health and safety of our residence halls. A student's room or common area must be clean and well maintained. Examples of violation include, but are not limited to excess trash, dirty kitchens or fixtures and floor cannot be seen due to mess. Rooms will be checked monthly.

**Room Inspection:** When checking-in, you will be asked to review the condition of your room on the Housing Portal.

- Survey the room thoroughly and make comments on any damages in your room before you accept the conditions in your Housing portal.
- The information listed is one basis for determining whether you will be assessed damage charges at check-out. It is your responsibility to make sure the comments are accurate, and damages are noted.
- You must complete this within 24 hours of your move-in date. If you do not complete this within the timeframe, you waive the ability to dispute the room condition upon check-out.
- Residents are expected to checkout of their assigned space whenever they are moving out of their room, whether it is for an approved room change or leaving WSU Housing completely.

# TECHNOLOGY

**Residence Hall Internet:** Both WiFi(wireless) and Ethernet(wired) internet access are available in your residence hall room, Sustainability House or East Lake Apartment.

**Ethernet:** All rooms have 1-2 wall jacks to access Ethernet by using a cord. Residents must bring their own Ethernet cord. Some rooms have a wall mounted WiFi access point installed, these rooms still have Ethernet connections, students just need to plug into the bottom of these access point boxes.

## WiFi Network Options:

- **Warrior (Use Around Campus)**
  - This is the primary wireless network for students **throughout campus**. Connect campus laptop and supported personal devices to the Warrior network using your StarID and password.
- **WSUmywifi (Use Around the Residence Halls)**
  - This is the primary wireless network available to students living in the **Residence Halls**. You will use this network to connect your **personally owned devices**. Each student may have up to 10 connected personally owned devices. WSUmywifi is not intended for your WSU laptop. Only students with an active residence hall booking have access to this network, any guests or visitors should use the WSUGuest network.
  - Follow this link to learn how to connect your supported personally owned devices.  
<https://learn.winona.edu/wiki/WSUmywifi>
- **WSUGuest**
  - Visitors to the Winona campus can enjoy wireless access with a temporary account on our WSUGuest wireless network. This network should not be used for WSU laptops or personally owned devices in the residence halls.
  - WSU Students may experience connection issues if you use this network as your primary wireless network. Should you add this network to your devices, remove and add either Warrior or WSUmywifi.

**Residence Hall Cable:** Multiple lounges in each residence hall are outfitted with TV's and local cable TV service is provided in these spaces. Individual cable services are not provided in residence hall rooms.

## Personally Owned Devices:

- **Wireless Access Points/Routers/Hotspots**
  - The use of personal wireless access points, routers, and **hotspots** are **not allowed** in the residence halls. These devices interfere with WiFi used by all residents. Your internet access may be disabled if you use a personal WiFi access point.
- **Printers**
  - We strongly discourage residents from bringing their own printers to campus as they interfere with the wireless network. Each student has access to campus network printing through their WSU account. Information regarding campus printing: [Warrior Printers](#)
  - If you bring a printer, disable your printer's "Direct Print" feature and use a USB cable to connect the printer directly to your computer.
- **Gaming Consoles**
  - It is encouraged that you use a wired Ethernet connection to connect your gaming devices. This will prevent errors while playing an online game.
  - You may need to explicitly configure the device to use the Ethernet in the network settings.
  - Ethernet cords are not provided by WSU.
- **Supported Devices**
  - Personally owned devices can be used on the WSUmywifi network. We do not have a comprehensive list of what will/will not work due to the high volume of new devices that are released each year. However, a few that are supported are Amazon Fire TV products, Roku Streaming Players, AppleTV, Chromecast Devices, and smart TVs. We recommend using a device that comes with a remote control included.
  - Follow this link to learn how to connect your supported personally owned devices.  
<https://learn.winona.edu/wiki/WSUmywifi>

## RESIDENCE HALL TECH SUPPORT

The Technical Support Center is the one-stop shop for all tech related issues at the university. Their team will provide support on any issues related to university issued laptops, Ethernet or WiFi setup, and StarID account information.

If you experience disruption of your internet services in your residence hall please contact Tech Support by phone or email. Be sure to explain the impact and urgency of your problem, as well as a complete description, and your building/room number to help resolve the issue as quickly as possible.

Tech Support: Somsen Hall 207  
Email: [techsupport@winona.edu](mailto:techsupport@winona.edu)  
Phone: 507-457-5240 | Option 1

# HOUSING AGREEMENT

**Housing Agreement:** When you submitted your housing application to live on campus, you signed an Agreement for Housing & Dining. This is a legally binding document and for most students, your first legal document you sign after turning 18. More information and the full housing agreement can be found online at: <https://www.winona.edu/student-life/housing-dining/apply/#agreement>.

**Agreement Cancellation -- Section 9 of your Housing Agreement:** This is if you want to cancel your housing before the advertised contract start date.

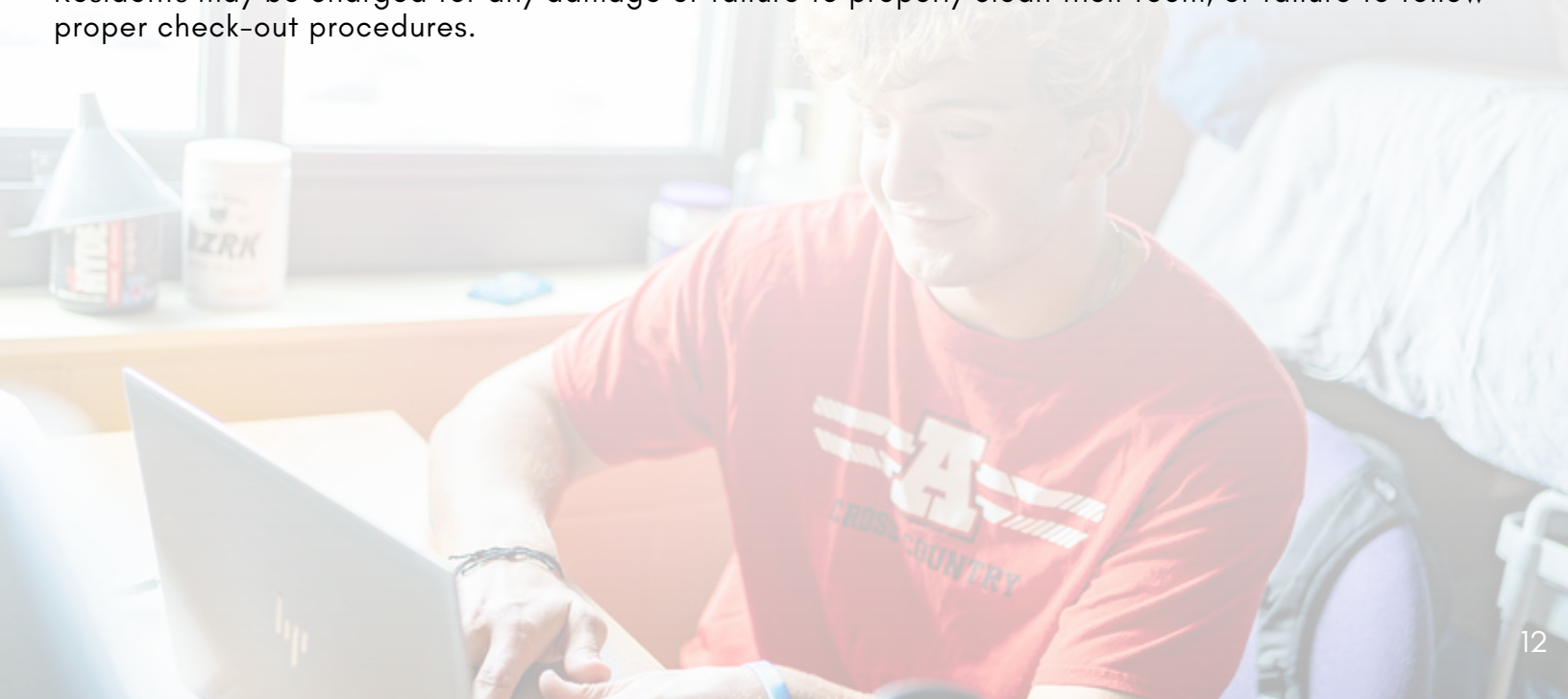
**Agreement Release -- Section 10 of your Housing Agreement:** This is if you wish to move out of the residence halls after you've moved in, but prior to the contract end date.

**Request to Cancel your Housing:** All requests to cancel housing must be submitted via the student's housing portal. Before submitting a request, it is important to understand your responsibility by ending your contract with WSU Housing & Residence Life. If you have questions about or want to discuss your situation, please contact our office at 507.457.5305 or visit 230 Kryzsko Commons.

**Room Assignments:** Most students go through a self-selection process where they can choose their own room via their Housing Portal. Certain situations may require that students are manually assigned by the Housing Office, such as applying for Housing after the self-selection date, students starting in the Spring semester, and students living in Summer Housing. Information regarding room assignments, including dates and applicable rates, can be found on the Housing Website.

**Check-In:** Students will be notified of the date that residence halls open at the start of the academic semester or after a University break period. Students may only move-in on the stated date(s) unless an Early Arrival request is approved (refer to Early Arrival). Students will be issued a key, given access to the exterior of the building (via their Student ID card), and given access to their room inspection in their Housing Portal. Residents must approve and/or make changes to their room inspection in their Housing Portal. In addition, residents may be asked to verify their emergency contact and missing person contact information.

**Check-Out:** Each student is responsible for the condition of their room upon check-out whether leaving the halls or doing a room change. Hall staff will provide specific cleaning and check-out instructions. All check-outs include an inspection of the resident's room. In addition, residents must return their key and ensure there is no damage to the room, and that the room is fully cleaned. Residents may be charged for any damage or failure to properly clean their room, or failure to follow proper check-out procedures.

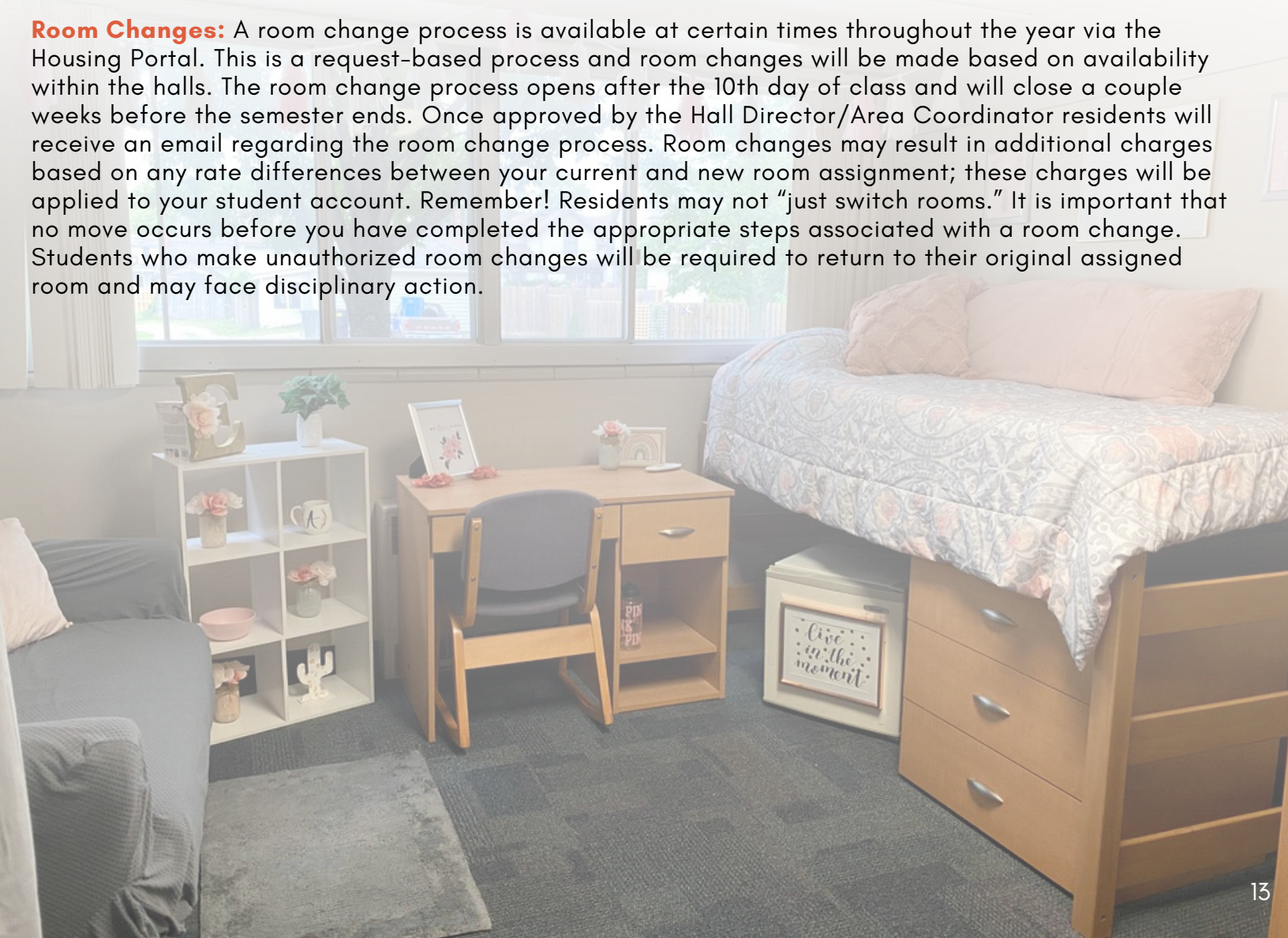


# ROOMS

**Room Buyouts (Converting a Double Room to a Super Single):** At certain times during the year, the Housing Office may permit residents of certain residence halls to conduct a room buyout, if you are in a half vacant room. This guarantees that a resident in a half-vacant double room would not receive a roommate. This turns the room into a super-single and the rate will change. Please check out the current rates. <https://admissions.winona.edu/afford/cost/housing-meals/> Buyouts are never guaranteed and are only offered if there is sufficient space in the hall to do this. For information regarding buyouts, please contact your Hall Director/Area Coordinator.

**Half Vacant Rooms:** If you are assigned to a half-vacant double room or your roommate leaves during the school year, you should plan on being assigned a new roommate at any time. You may also opt to complete a room change to room with a friend, or a friend can submit a room change request to live with you. While residing in a half vacant room, your belongings should be confined to one side of the room. Residents who attempt to discourage someone from moving in with them will be subject to disciplinary action that could include additional charges for lost revenue. If you are without a roommate at the end of the fall semester, you should plan to have a roommate assigned to you during the semester break; your belongings must be confined to one side or you will be charged the super single room rate as well as possible disciplinary action. Notification of roommate assignments is made whenever possible, but time constraints sometimes prevent notification in advance.

**Room Changes:** A room change process is available at certain times throughout the year via the Housing Portal. This is a request-based process and room changes will be made based on availability within the halls. The room change process opens after the 10th day of class and will close a couple weeks before the semester ends. Once approved by the Hall Director/Area Coordinator residents will receive an email regarding the room change process. Room changes may result in additional charges based on any rate differences between your current and new room assignment; these charges will be applied to your student account. Remember! Residents may not “just switch rooms.” It is important that no move occurs before you have completed the appropriate steps associated with a room change. Students who make unauthorized room changes will be required to return to their original assigned room and may face disciplinary action.





# BREAK PERIODS & EXTENDED STAY

**Thanksgiving & Spring Break Periods:** Residence halls close for Thanksgiving and Spring Break. Your belongings can stay in your room, but you will not have access to the buildings during these times. Students wishing to remain in the halls during a break period sign up on the Housing Portal. Thanksgiving and Spring break have no charge. All Housing Policies and Procedures apply during the break period. There is no dining service and limited staff during break periods.

**Winter Break:** The residence halls close for Winter Break and students will not have access to their hall unless they apply for Winter Term Housing. Students who are not planning to stay in their room over Winter Break can leave their items in their room. Students can return to their room for spring semester the Friday before classes begin in January.

**Winter Term Housing:** Winter Term housing is available to students who are living on campus, and enrolled, for spring semester and need to stay in their room between fall and spring semesters. Winter Term starts the Monday after Fall commencement and ends the Friday before Spring classes begin. A Winter Term application must be submitted on your Housing Portal if you need housing during this time. A fee of \$150 will be applied to your student account for your Winter Break stay. All Housing Policies and Procedures apply during the break period. There is no dining service and limited staff during break periods.

**Early Arrival:** Residents who wish to check-in to the residence halls prior to the established date(s) may request to do so by completing an Early Arrival request via the Housing Portal. Completion of an Early Arrival application does not guarantee you will be approved to arrive early. Housing staff will make every attempt to accommodate these requests when possible, but requests are approved on a case-by-case basis, based on space and staff availability. A resident will be notified if their request is approved, and if approved, the resident will be charged a \$50 daily rate.

**Athletics Early Arrivals (Fall):** A student athlete who lives in on-campus housing may move in before their contract date in order to actively participate in their sport under the direction of the coach. They must be present on-campus and fully competing/practicing. These dates will be agreed upon in advance by the Associate Director of Housing and Residence Life and the assigned athletic liaison. Housing and Residence Life will try to accommodate the athlete moving directly into their assigned room. However, there may be exceptions to this if there are summer residents occupying the space or construction projects.

**Late Stay:** Residents who need to stay after the residence halls have closed will need to complete request form on their housing portal. Sometimes the resident may need to move to a different hall for their late stay.

**Athletics Late Stays (Spring):** A student athlete who lives in on-campus housing may stay later than their contract date in order to actively participate in their sport under the direction of the coach. They must be present on-campus and fully completing/practicing. The date of departure will be agreed upon by Housing and Residence life in coordination with the student athlete and their coach/athletic liaison. The athlete may stay 24 hours after their last requirement. The student athlete must request to stay late through their Housing Portal and be approved. The student athlete may have to move depending on how much time is needed and construction projects.

**Campus Involvement Early Arrivals:** A student involved in a club/organization/department who lives in on-campus housing and is required to be on-campus early for a requirement/activity (unpaid) may move in one day early before commitment begins. There will be no fees assessed for this service. If more time is requested a \$50 daily charge will be assessed. They must be present on-campus and fully participating in the activity. Verification from the campus club advisor will be necessary to secure the date.

**International Students Early Arrival/Late Stays:** International Students traveling to/from Winona from overseas are given 3 additional days at the beginning/end of their contract with Housing and Residence Life to coordinate travel arrangements. There will be no fee assessed for this service. If more time is requested a \$50 daily charge will be assessed.

# EMERGENCY PROCEDURES

## SECURITY'S NUMBER: 507-457-5555

**Duty Staff:** Each residence hall has a student staff member "on duty" from 7pm to 7am each day and 24/7 on breaks. These student carry a phone in which residents can contact in case of an emergency. There is also a professional staff member "on duty" 24/7/365.

**WSU Alert:** WSU Alert is an emergency communication alert system that allows WSU students, faculty and staff to be notified in the event of a campus emergency. The system is designed to provide information about active credible emergency situations that pose a threat and require immediate action.

Our emergency notification system will also include pop-up WSU Alerts for urgent situations that appear across:

- University-owned laptop and desktop computers
- Campus digital signage displays

**Emergency Contact Information:** Emergency Contact Information within the Housing Application. This information is kept confidential and only accessible by the hall staff in an emergency. Emergency contacts will be called if student is transported to the hospital or taken by police.

**Exterior Doors:** All Residence Halls exterior doors are locked 24/7 and can be opened using the student's magnetized WSU ID card. If the card does not work or is lost, contact the Campus Card office to get a replacement. The replacement cost is \$20.

From 11pm - 7am all doors except the main entrances will be alarmed in Sheehan, Prentiss-Lucas and the Quad (Morey-Shepard, Conway and Richards). Residents will need to use the main entrance to enter and exit the building during this time.

**Keys & Locks:** Each resident is issued a key for their room/mailbox. The room key is issued to the student and may not be loaned or shared with others. If a key is lost, report the loss to your RA or hall front desk immediately. Lock cores will be changed when a lost key is reported, and all occupants are given new keys within 24- 48 hours.

The person who lost the room key will be assessed a charge to change the lock and recut each key that needs to be made for the lock.

Example: To re-core a traditional hall room is \$100 and there are 2 people, you can be assessed the \$100 plus the 2 keys at \$10 each that is needed for the room which is a total of \$130.

**Lockout Policy:** If a student gets locked out of their room or building, go to the front desk to check out a key. Between 11 p.m. and 7 a.m. the RA on duty can be contacted to let the students into the room. The duty phone number is posted at the front desk, as well as around the hall. Residents will be charged \$10 for each lockout beginning after the third lockout occurrence. Please note the number of lockouts you incur will not reset between semesters.

**Emergency Housing:** A WSU student who lives off-campus that is displaced by a natural disaster or other issue outside of their control that affects their housing (fire, flood, gas leak, etc) can contact our office for emergency housing. The student is eligible for 5 nights of housing free of charge so they can secure future housing. Students can extend this service up to 2 weeks, but after the fifth night they would be charged the daily rate of \$50/ night. If they choose to stay in on-campus housing after the 2 weeks, the student must sign an agreement with Housing for a pro-rated fee. The room assignment may change after the 2 weeks of emergency housing. The student agrees to adhere to all the policies and procedures of Housing and Residence Life. (Not applicable for students who have had their housing contract cancelled for disciplinary reasons)

**Automated External Defibrillators (AEDs):** AEDs are in the lobby of every residence hall. These are available for use in emergency situations. Easy-to-follow instructions are printed on the machine.

**Courtesy Phones:** There is a red phone located in the entry of each residence hall for your convenience.

**Missing Person:** In the event that the University is contacted concerning a resident gone missing, Housing and Residence Life will gather preliminary information and Security will then be notified to investigate the missing persons report.

**Cause Harm:** Students are expected to refrain from and not condone behavior that could cause harm to oneself or others. Crisis services (police, EMS or other) will be called if staff believe student may cause harm to themselves or others.

# FIRE SAFETY

**Fires and Fire Drills:** You must evacuate the building when the fire alarm sounds.

If you discover a fire:

- Sound alarm
- Leave building
- Call fire department: 911
- Do NOT attempt to re-enter building

If you are alerted to a fire by an alarm:

- Remain calm
- Keep low
- Feel the door
- Exit

If the door or doorknob is hot or the hallway is filled with smoke, seal the cracks around your door, hang an object out your window, call 911, keep low to the floor.

If you can exit safely, take your key, close your room door, do not use elevator, leave by the nearest smoke-free exit, and stand clear of the building. Do not re-enter the building until the all-clear is sounded.

If you need assistance to evacuate, go to a stairwell landing (preferred location) or a room with a window. Call 911 and request immediate assistance to evacuate. Provide dispatcher with your exact location, phone number, building name, floor and room number. Stay on the phone until the dispatcher instructs you to hang up.

**Doors and Windows:** Access to windows and doorways may not be obstructed or covered. A minimum of 36 inches must be allowed for egress. Windows may not be used as an entrance or exit to the building. You may not hang out of windows, hang items out of windows or throw anything out of the windows. Screens may not be removed for any reason, but emergency exit only.

**Fire Evacuation:** All individuals must leave the residence hall when a fire alarm sounds. Any person who refuses to leave the hall when the fire alarm sounds, remains within 100 feet of the building or returns to the building before the all clear is given by authorized personnel will be subject to university and civil disciplinary action.

**Combustible Materials:** These may not be stored in the halls this includes but not limited to live holiday trees, fireworks and gun powder.

**Smoke Detectors:** Do NOT disable/ tamper with your smoke detector. It is there for your safety and the safety of other residents. You may check the alarm by using the test button. Resident Assistants check your smoke detector/ sprinkler system monthly during health and safety inspections.



# BUILDING SAFETY

**Cameras** Each residence hall lobby contains a camera monitored by Security Services. Do not tamper with the cameras.

**Elevators** Tampering with elevators is not permitted. This includes, but is not limited to, any action that may damage the proper functioning of the elevator.

**Exterior Doors** Entering the residence halls through a marked "exit only" door is not permitted. Propping or interfering with the locks of any entry or exit door is prohibited.

**Hallways:** Hall corridors are designed as passageways and are not intended for recreational activities. Frisbee, golf, throwing balls, and other games played in hallways may be harmful to students or the condition of the building. The use of amplified music, rollerblades, bikes, long boards, scooters, etc., are not allowed in the hallways. Students are not permitted to block the hallways with items such as bicycles, trash, or boxes.

**Solicitation:** Students are not allowed to use their residence hall room for commercial purposes. All solicitation and postings in the halls are prohibited without prior approval by RHA. Materials should be submitted to RHA for approval. [RHA@winona.edu](mailto:RHA@winona.edu)

**Theft/Stolen Property:** Keep your valuables put away and your door locked while you are not in your room. You, not the university, are responsible for any of your property that is lost or stolen. If a theft does occur, contact your RA or Hall Director and Security Services to file a report.

Taking, hiding, or keeping someone else's property without the owner's consent, or possession of stolen property is strictly prohibited. Violation of this policy may also result in restitution and/or criminal charges.

**Unauthorized Access:** Students are prohibited to enter restricted access areas unless specifically authorized to do so by University personnel. These areas may include, but are not limited to hall front desks, roofs, ledges, attics, janitorial or maintenance rooms, machine/storage rooms, crawl spaces, tunnels, dining service facilities, or locked conference rooms. This also includes unauthorized entry into any residence hall or exiting via an alarmed or exit only door. Use of unoccupied rooms is also prohibited. ID Cards and room keys may only be used by those it was issued to.



# VISITORS

Residents are responsible for informing their guests of all pertinent university rules and regulations. Visitors are required to adhere to university rules and regulations. The rights of a roommate and other students in the hall always supersede those of the visitors.

**Visitors** are defined as any person who does not live in the assigned room (other residents, family, off campus friends, etc...).

**Room Capacity:** Each resident may have up to three (3) guests at a time.

**Conduct of Visitors:** You will be held responsible for the actions of the visitor and your visitors may be asked to leave if they exhibit inappropriate behavior.

**Escort of Visitors:** All visitors must be met at the front door and escorted throughout the building at all times. Visitors may not be left in the host room if the host leaves.

**Cohabitation:** Cohabitation is prohibited in the residence halls. Cohabitation is defined as an occurrence which would prompt a reasonable person to believe a visitor has a continual presence in the room.

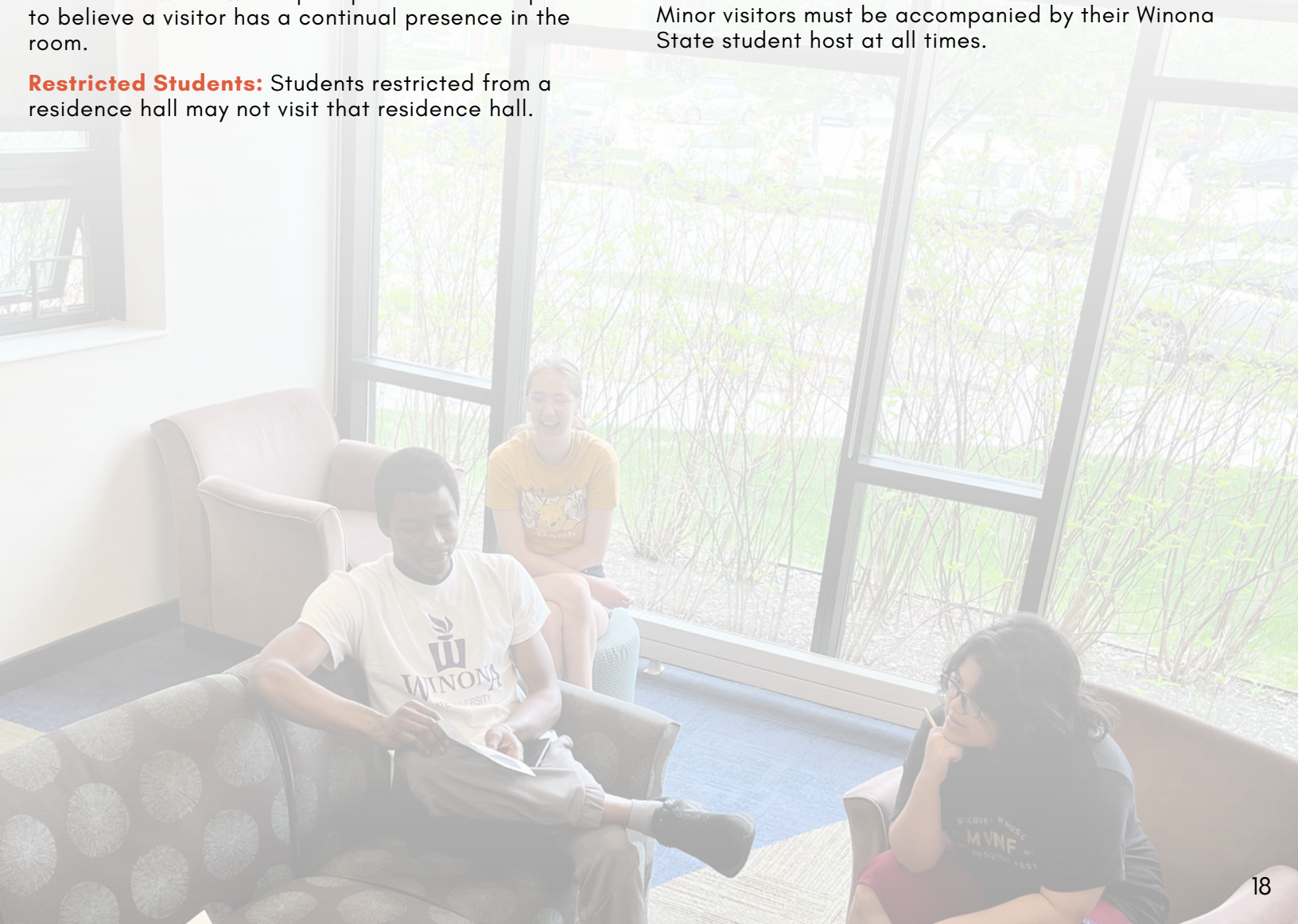
**Restricted Students:** Students restricted from a residence hall may not visit that residence hall.

**Minor Visitors:** Visitors under the age of 18 are permitted in the residence halls, however, there are additional steps that must be completed if the minor is staying after 11pm or overnight. All minors must have a signed Minor On Campus Waiver form completed by a parent or legal guardian, which gives permission to stay in the building overnight.

One form must be completed for each minor requesting to stay overnight per visit. All minors who have photo ID are required to carry it; IDs can include middle/high school IDs, State ID Cards, Drivers' Licenses, or Passports, provided the ID has a photo.

Minors without an ID will need to complete an overnight guest pass at the hall front desk when they register as a visitor and must carry this pass with them at all times while in the residence halls.

Minor visitors must be accompanied by their Winona State student host at all times.



# CONDUCT POLICY

**Complicity:** Presence in a location where a policy violation is occurring indicates acceptance of this behavior and is, therefore, prohibited. Residents are expected to remove themselves from such situations. Reporting policy violations to the appropriate university personnel or making a reasonable effort to stop the behavior is encouraged.

**Compliance with University Personnel:** Failure to comply with the directions of University personnel (professional and student staff) or law enforcement officers acting in performance of their duties, willful refusal to identify oneself to these persons when requested, or false identification is prohibited.

**Noncompliance with Disciplinary Sanctions:** Students are expected to complete all assigned sanctions that are the result of a previous conduct case that was adjudicated by Residence Life. Not completing sanctions by the assigned deadline will result in a hold on your student account and possible further charges and/or sanctions.

**Weapons and Explosives:** Except for law enforcement officers performing their duties, the possession, use, or display of weapons is strictly prohibited in compliance with Minnesota State Board Policy 5.21. Examples include, but are not limited to, air guns, slingshots, rifles, shotguns, handguns, ammunition, bows, paintball guns, knives, fire crackers, bottle rockets, and any other material which may create a health hazard or inflict bodily injury.

**Gambling:** Gambling is prohibited in University housing, except as permitted by law.

**Harassment:** A residence hall is a community, home to many students of varying backgrounds. Any student who engages in the harassing/ threatening behavior (specifics outlined below) may be reported to the Director of Affirmative Action/Equity & Legal Affairs. The following policies apply.

1. Students will respect the dignity and value the worth of all persons. Students will at no time physically, psychologically, or sexually abuse any member of this community; or participate in harassment, discrimination, intimidation, or threat; whether verbal, written, online, physical or psychological, direct or implied.
2. Discriminatory harassment on the basis of a protected class as defined by Minnesota State policy 1B.1 is prohibited.
3. Physical violence or aggression in any form will not be tolerated at WSU or within the residence hall community.
4. Students may not interfere with, mistreat, or otherwise undermine a staff member's responsibility or authority. The harassment of University staff, particularly RAs and Security, will not be tolerated; this policy applies regardless if the harassment is done face-to-face, over the phone, online, or in any other manner.

**Retaliatory Action:** Any action taken against a person lodging a discriminatory complaint/ grievance or incident report is prohibited.

**Pets:** Pets are not permitted in residence halls, except for fish. Maximum of one, 10-gallon tank, is allowed per resident. Marbles are recommended for fish tanks, not rocks.



# NOISE & BIKES

**Noise:** Students are expected to exercise good judgement and consideration in maintaining a living environment that complements the University's educational mission. All students have the right to study and sleep in their room, at any time, without unnecessary interruption.

Speakers, radios, musical instruments, computers, and televisions should be played at a volume/bass level that cannot be heard outside the student's room. Speakers may not be placed in or facing out of windows. The use of amplified music equipment without headphones is prohibited in the residence halls.

**Finals Week Quiet Hours:** Finals week quiet hours begin at 11:59 p.m. the Friday before Monday finals and remain in effect as continuous quiet hours until the last final exam period. The level of noise acceptable during this time is comparable to normal quiet hours, with breaks occurring during relaxed hours.

Relaxed hours will take place daily between 4:00pm. - 8:00 p.m. Relaxed hours are flexible hours that allow residents to leave their doors open, vacuum, play music at a reasonable level, talk in a normal tone, etc. Activities that are prohibited during relaxed hours include, but are not limited to, speakers and televisions in excessive volume and yelling.



**Courtesy Hours:** Courtesy hours are in effect 24-hours a day. This includes keeping volume and activities at a reasonable level. If anyone asks you to be quiet or turn down the volume of an item in your room/suite, you must comply at any hour of the day.

**Quiet Hours:** These hours begin at 11:00 PM. Quiet hours end at 7:00 AM the following morning. During Quiet Hours, noise should not be heard from a room/suite with the doors and windows closed for longer than 30 seconds from two doors away. This policy includes the slamming of doors, in addition to general noise and voices.

**Bicycles:** Bicycles are only permitted to be locked to outdoor bike racks. Bicycles should not be attached to anything else. Residents may bring their bicycles into their room with the approval of room/suite/apartment mates (where applicable). All bicycles left behind at the end of the academic year will be considered abandoned and will be removed by facilities services.

**Rent a Bike Locker** -- Housing and Residence Life offers bike lockers for \$50 per semester. These are located by Conway hall across from the Science Laboratory Center. Application for bike lockers are on your housing portal.

**Bike Registration** -- It is recommended that all personal bicycles be registered with the City of Winona. This can be completed online at <https://www.cityofwinona.com/formcenter/police-department-12/bicycle-registration-119>.

**E-bike/Scooter Safety** -- When charging lithium-ion batteries, please use caution.

- Be in your room when the device is charging
- Keep batteries at room temperature
- Do not leave batteries in direct sunlight
- Only use the battery and charger designed for your e-bike/scooter



# ALCOHOL & DRUGS

In accordance with Minnesota State Law and Minnesota state guidelines, Winona State University adheres to the following alcohol & drug policies in the residence halls. Any alcohol, paraphernalia and/or drug substance will be confiscated and destroyed.

**In the Presence:** Individuals present in a room/suite/apartment that contains alcohol may be found in violation of the alcohol policy, regardless of their level of participation. The presence in a location where a policy violation is occurring indicates acceptance of this behavior. Residents are expected to remove themselves from such situations. Reporting policy violations to the appropriate university personnel or making a reasonable effort to stop the behavior is encouraged.

**Clearing Rooms:** Residence Life and Campus Security staff members have the authority to clear a room and ask all guests to leave the building. Individuals asked to leave the building may be prohibited to return.

**Searching Rooms:** Authorized University Staff have the right to enter and search rooms at any time, if a policy violation is suspected. In cases where the staff member suspects that a violation is taking place, the health and safety of a student is involved, or there is a need to conduct university business, that staff member may enter after knocking and announcing themselves. If possible, a reasonable effort will be made to have a resident of the room present.

## **Smoking/Tobacco/ Vaping:**

- All tobacco use, including smokeless tobacco is prohibited in all campus buildings and University grounds.
- Vaping, or use of a vaporizer is prohibited in all campus buildings and University grounds.
- Smoking/ Vaping on non-University grounds must take place at least 25 feet from doorways, windows, covered walkways, and ventilation systems to prevent smoke from entering enclosed buildings and facilities. Students are responsible for any waste (butts) disposal.
- Hookahs are prohibited on University property.

**Alcohol:** Regardless of age, possession and/or consumption of alcohol is prohibited.

**Alcohol Containers:** Any container (empty or full) or device designed to be used to consume alcohol in large quantities is not permitted. This includes, but is not limited to, cans, bottles, shot glasses, kegs, party balls, crates, cases, wine boxes, and bongos. The display of such items is not permitted.

**Display of Alcohol Container:** Empty containers that were originally used to hold alcoholic beverages (cans and bottles) in any form; empty, sealed or open, may not be possessed by any person. Obscene or drug/alcohol-related materials posted on the outside of an individual's door/room is prohibited.

**Incapacitation:** Students who are incapacitated as a result of drinking or other drug use will receive medical care and follow-up intervention.

**Use and/or Possession of Drugs:** The use, possession, sale, giving, or exchange of illegal drugs, chemicals for use as drugs, or controlled substances is strictly prohibited in all university residence hall facilities.

**Cannabis:** It is illegal for anyone (regardless of age) to have or use marijuana on campus in any form, even with a prescription. Per the [H.R.3614 - Drug-Free Schools and Communities Act Amendments of 1989](#), it is illegal to have or use regardless of age.

**Drug Paraphernalia:** (Homemade or Retail) No person may use, or possess with the primary intent to use, drug paraphernalia. Examples include, but are not limited to, "bongs", pipes, scales, rolling papers, "roach clips", and blow tubes.

**Prescription Drugs:** Possession and/or use of prescription drugs by anyone other than the person to whom they are prescribed is strictly prohibited. The sale of prescription drugs is prohibited. Prescription drugs should remain in their original container with proper labeling.



# RESIDENTIAL LIVING EXPECTATIONS

Living in the residence halls is the individual students, floor communities, residence hall communities, and hall staff sharing the responsibility for ensuring that our residence halls are welcoming, inclusive safe, and engaging living and learning environments that meet students' needs. As in every community, Residential Living has specific policies and regulations, general guidelines of good citizenship and responsible behavior.

- When alleged misconduct is reported and the Department of Housing & Residence Life determines probable cause to initiate disciplinary proceedings, the student is given written notification (via the student's University email account) of the alleged charge(s) and the requirement to attend a conduct hearing with a specific hearing officer.
- The disciplinary process may be initiated without warning. During the hearing, the student is allowed to review the report(s) pertaining to the alleged violation, although the report(s) may be redacted to remove identifiable and/or protected student information. The student is also given an opportunity to provide information on their behalf.
- Based upon the preponderance of evidence, the hearing officer will determine if the student is in violation and will make a determination as to what (if any) sanctions are assigned to that student.
- Decisions regarding the outcome of a hearing, including any sanctions, are communicated to the student(s) involved via their University email account.

## WHEN CONFRONTED FOR A POLICY VIOLATION

If you are involved in a situation that violates a policy, a hall staff member may approach your room. At that time, their responsibility is to end whatever behavior is taking place which violates a policy. The Resident Assistant (RA) will document the behaviors of concern and resolve the situation. The RA will then write an incident report documenting the details of what happened including names of all people present, the policies that were violated and any other relevant information. The RA is not responsible for assessing your role in the situation, they merely document what happened, and the Area Coordinator/Hall Director will determine each student's role in the incident. The report is then forwarded to the Area Coordinator/Hall Director for review. The Area Coordinator/Hall Director will follow up with students in a meeting (called a conduct meeting), by email.

Please keep these things in mind when interacting with staff members that approach your room regarding a policy violation:

- Cooperation with staff is important. You can cooperate with staff members by opening the door, talking with them openly and honestly and complying with their requests.
- According to university policy, all WSU students should carry their university ID card and present it to university officials upon request. Hall staff members are university officials. Not providing a student ID when requested (or photo ID for non-student visitors) is viewed as a lack of cooperation.
- Residents are responsible for their visitors, including any policy violations conducted by the visitor.
- If your visitor cannot provide ID and/or are being uncooperative with hall staff, the RA, AC/HD, or Security may escort your visitor(s) from the building.
- Remain calm and be honest with hall staff members about what is happening and who is involved. You can be held responsible for making false statements in a conduct hearing, so it's best to tell the truth from the start.
- Upon entry, a university staff member is authorized to do a search. Noncompliance will be taken into consideration when sanctioning is involved.

If you are away from your room yet leave your room door unlocked and friends go to your room and engage in behavior that violates a policy, you will be held responsible to a degree because the situation occurred in your room. By choosing to not lock the door, you granted permission for that incident to occur.

## MEETING WITH YOUR AREA COORDINATOR / HALL DIRECTOR

During your conduct meeting, your Area Coordinator/Hall Director will listen to your perspective on the incident and determine if you are responsible or not responsible for the behaviors reported. If you are held responsible, your Area Coordinator/Hall Director will issue sanctions for being involved in the violation(s).

The Area Coordinator/Hall Director has the sole responsibility for all decisions relative to a hearing, including the determination of responsibilities and the imposition of a disciplinary sanction(s). If a student fails to appear at their conduct hearing, the hearing officer may consider the evidence available and arrive at a decision, even in the absence of the student(s) alleged to have violated the policy.

# RESIDENCE HALL CONDUCT SYSTEM

## STUDENT RIGHTS AND RESPONSIBILITIES:

WSU adheres to Minnesota State System Board Policy 3.1 in regards to student rights and responsibilities. In the Residence Hall Conduct Process, students hold the following rights and responsibilities:

Students have the right to:

- Receive notice of behavioral expectations ( Housing Agreement & Student Guide).
- Receive advance notice of the disciplinary proceeding and the nature of the alleged misconduct.
- Have an opportunity for a hearing with the hearing officer.
- Testify on their own behalf in a conduct hearing.
- Read all redacted written reports concerning the alleged incident and to question all evidence against them, if they choose.
- Receive notification of the hearing results.
- Appeal the decision of the hearing officer if criteria is met (see below)

Students are responsible for:

- Writing an incident report if they have witnessed a policy violation.
- Reading and understanding the information provided in the HRL Policies & Procedures, University Housing Agreement, and University Code of Conduct.
- Reading the information provided in the written notification and respond as indicated.
- Appearing at the hearing at the scheduled time.
- Reading all redacted written reports and questioning any evidence presented, if they choose.
- Telling the truth with the intent of clarifying the incident for the hearing officer, so a responsible decision can be made.
- Reading and following all sanctions set forth in the outcome letter, as applicable.
- Following the proper procedure for submitting an appeal as outline in the outcome letter.

## APPEAL PROCESS

Students may appeal the decision and/or sanction imposed by the hearing officer. Students interested in submitting an appeal must fill out the Residence Life Conduct Appeal Form, found in their sanction letter, within five (5) days of receiving their conduct hearing decision. Conduct decisions are communicated electronically through their WSU email. Failure to submit an appeal, or request for an extension, within that time period constitutes a waiver of any right to request an appeal. The appeal must be based on one of the following:

- New evidence not reasonably available at the time of the hearing.
- Violation of hearing procedures or process that substantially affected the outcome of the hearing.
- Inconsistency of the sanction relative to the severity of the behavior.

Once an Appeal Form is submitted, it will be reviewed by the Appeal Officer (or designee) within five (5) business days. If the appeal submitted is improperly drafted or is insufficiently detailed, the Appeal Officer will notify the student (via email) they must submit an amended appeal within 24-hours of being notified. An appeal is not a rehearing; it represents a procedural safeguard for the student. In an appeal process, the burden of proof is shifted from the University to the student found in violation of policy. Upon review, the Appeal Officer will determine if an appeal meeting will be scheduled. The student must demonstrate in their written appeal that one or more of the grounds for appeal have merit.

Grounds for an appeal cannot be based on the opinion that the student does not agree with (or like) the decision made by the original hearing officer, lack of familiarity with policies, cost of sanctions (CHOICES, e-Chug, e-Toke, Judicial Educator, Restitution, etc.), separation from friends, good character, or a personal commitment to behaving better in the future. Possible appeal outcomes include:

- Uphold the original decision and sanction(s).
- Change or decrease the sanction(s).
- Change or increase the sanction(s).

# HOUSING POLICY SANCTIONS

Sanctions are case-specific, and so a description of the most common sanctions are listed below. However, due to the unique circumstances of each case, there may be additional sanctions that are not listed below, depending on the specific case. Repeated violations or violations occurring after a student has already received a sanction usually result in further, more severe actions and/or sanctions. If a student is involved in an additional/separate situation prior to the hearing or outcome of a hearing, each violation will be addressed individually, and if found responsible, the student could receive more severe sanctions, which could include cancellation of housing agreement.

Students who fail to complete their sanction by the deadline will receive a hold on their University account. This will prohibit a student from making any administrative changes, such as adding/dropping classes, receiving transcripts, or registering for classes. The hold is only removed once the student completes the sanction(s). The initial hearing officer is the only individual who can remove the hold from the student's account. In addition to the University hold, you may be assigned additional sanctions for non-compliance. Sanction(s) and holds are carried into succeeding academic years.

**Administrative Warning:** A warning given to inform the student that a specific behavior does not meet expectations for residence hall living. This sanction takes the form of a written warning issued to a student that further misconduct may lead to residence hall probation or cancellation of the Housing Agreement.

**Cancellation of Housing Agreement:** This sanction involves removal from the University residence hall community. A student whose housing agreement is cancelled for disciplinary reasons must permanently vacate their residence within 72-hours of their disciplinary hearing outcome. Students who have their housing cancelled as a result of conduct must accept all financial penalties. Removals are permanent and usually coincide with restriction from all residence halls. Cancellation of agreement will affect student's status for residence hall living for future years.

**Community Service Hours:** Community service hours are generally performed in the hall where the violation took place under the supervision of hall staff or hall facilities staff. Community service provides an avenue for students to give back to the residence hall community that may have been negatively affected as a result of their violation of policy.

**Educational Sanction:** An educational sanction is a developmental sanction that requires a student to participate in a program, write a paper, or participate in an educational activity consistent with the violation. Note that some educational sanctions (such as CHOICES, Judicial Educator, e-Chug, e-Toke, etc.) may have fees charged to the student's account, which they are responsible for paying.

**Hold on Records:** Holds are placed on the records of students who do not complete their sanction(s) as dictated in their sanction letter. These students are not allowed to register for classes or make any administrative changes to their student account while the hold is placed.

**Residence Hall Probation:** Residence hall probation is a formal status imposed for the remainder of the academic year (or, based on the time of year, the next academic year). During this period, any subsequent violation of University or Residence Life policy (including failure to comply or complete any and/or all parts of a prior sanction) will result in more severe disciplinary action and may lead to restriction of specific residence halls or cancellation of housing agreement.

**Residence Hall Relocation:** As part of the disciplinary process, moving a student from one residence hall to another may be required. This relocation is a mandatory and permanent change of room assignment within the University's residence hall community. The student is usually given 72-hours to complete the relocation, but this may be shortened/lengthened based on the specific situation.

**Residence Hall Restriction:** Restriction is a formal action which results in loss of visitation rights within specific or multiple residence halls. Restricted individuals are prohibited from entering designated residence halls and/or other specific areas. Violation(s) of these restrictions will result in a citation for trespassing from a Law Enforcement agent, as well as possible disciplinary probation, suspension, or expulsion from the University. If the restricted student is seen in/on restricted residence hall property, the police will be called. This could also include restriction of a student's visitor.

**Restitution:** Restitution is a monetary reimbursement for actual damage to, destruction of, or inappropriate use of University property. It is not a fine. Restitution may involve paying for damages or performing community or educational service.