

Minnesota North College
Itasca Campus
Department of
Residential Living



Housing Handbook
2024 - 2025

Revised July 2024

TABLE OF CONTENTS

<u>IMPORTANT DATES & INTRO</u> -----	3
<u>PHONE DIRECTORY</u> -----	4
<u>DEPT. OF RESIDENTIAL LIVING STAFF</u> -----	5
<u>HOUSING REGULATIONS AND POLICIES</u> ----	6
Alcohol Policy-----	6
Alcohol Containers and Window Displays-	7
Required Alcohol Education Course-----	7
Drugs and Paraphernalia Policy-----	7
Medical Amnesty -----	8
Minnesota Recreational Cannabis Law--	9
Tobacco and E-Cig Policy-----	9
Roof Surfaces, Windows and Screen Policy	9
Guest / Visitor Policy-----	10
Quiet Hours-----	11
Dress Code-----	11
Sound Equipment / Musical Instruments--	11
Building / Furniture Regulations -----	12
Rugs-----	12
Pets-----	12
Gambling Policy-----	13
Vehicle Registration-----	13
Parking-----	13
Snow Removal-----	13
Snowmobiles, ATVs and other Rec. Vehicles	13
Door-to-Door Solicitation-----	14
Posting Regulations-----	14
Community Living Expectations-----	15
Missing Persons Policy -----	16
Policy Violation Carry-Over -----	16
Disciplinary Measures-----	16
<u>PERSONAL RESIDENCE / SPACE</u>	
Residential Living Agreement-----	18
Property Liability-----	18
Check-In-----	18
Check-Out-----	19
Housing Fine Payment -----	20
Housing Prepayment-----	20
Vacation / Breaks-----	20
Roommate / Suite Changes-----	21
Room Alterations-----	22
Bed Lofting-----	22
Room Personalization-----	23
Room Entry-----	24
Room / Suite Inspections-----	24
Damages-----	24
Storage-----	24
Kitchen-----	25
Housekeeping-----	26
Share Space-----	26
Lounge Etiquette-----	26
Temperature Control-----	26
Keys-----	27
<u>FACILITIES AND SERVICES</u>	
Common Living Area-----	28
Laundry Facilities-----	28
Laundry Etiquette -----	28
Telephone Services-----	29
Cable Television Services-----	29
Computer and Internet-----	29
Advice on Internet Behavior -----	29
Mail Services-----	30
Dining Services-----	30
West Side Basketball Court-----	31
<u>RESIDENT SAFETY AND SECURITY</u>	
Fire Safety-----	31

Severe Weather Safety-----	32
On-Campus Security-----	33
Wild Game / Foul / Fish Policy -----	33
Weapons-----	34

Important Residential Living Dates

August 24 & 25	Check-In of all Residents 10AM – 4PM
October 1	Room Change Deadline (DRL approval)
December 1	Petition for Withdrawal from Housing Due
December 1	Winter Break Housing Application & Payment Due
December 16 6:00pm	All residents MUST vacate from halls
January 8	Spring Semester Move In 10AM – 4PM
February 1	Housing Applications Available for 24/25
February 14	Spring Break Housing Application & Payment Due
March 30	Priority Housing Deadline – Return & Engineering
April 1	Summer Housing Application & Payment Due
May 12 6:00pm	All residents vacated from halls
June 1	Deadline for Refund/Withdrawal of Housing Application
June 15	2023/24 Housing Assignments

Welcome!

This Housing Handbook is a guide to community living and contains general information concerning daily life in the residence halls. Additional specific information will be posted on housing bulletin boards, in assigned mail boxes as well as in the form of flyers that may be handed out individually to each student. You will be accountable for this information just as you are for contents of this housing handbook.

Respect where you live and remember that you are sharing this space with others. Do your part to keep the residence facilities safe and clean. Be mindful of behavior that may disturb others you share the building with. Respect each other’s privacy, be tolerant of one another, and be courteous when addressing problems. Following these simple ground rules will help assure a comfortable and safe living environment.

We encourage you to become active residents and informed consumers. If you have any questions about a policy or procedure or believe you have an unusual circumstance that merits another solution, please contact the Director of Residential Living. Please remember that the earlier you talk with us, the better our chances will be of helping you establish your exceptional case or helping you find or develop other possible solutions.

The Department of Residential Life is committed to providing a safe, comfortable & inclusive living environment for all students, including students of color, underrepresented populations, those who identify with the LGBTQA+ community and those whose gender identity and/or expression differs from the sex assigned to them at birth. Respect is mutual relationship.

Any form of intolerance, bullying or intimidation will be grounds for disciplinary action as outlined in the Minnesota North College Student Code of Conduct. [Student-Code-of-Conduct-Procedure Minnesota-North-College_FINAL.pdf \(minnesotacollege.edu\)](https://www.minnesotacollege.edu/student-life/residential-life/documents/Student-Code-of-Conduct-Procedure_Minnesota-North-College_FINAL.pdf)

PHONE DIRECTORY

<u>Resident Assistant DUTY</u>	<u>Cell Phone</u>	<u>218-245-5814</u>
<u>Director of Residential Living</u>	<u>Office</u>	<u>218-322-2380</u>
	<u>Cell</u>	<u>218-245-5270</u>

Emergency Numbers:

<u>Sheriff / Fire / Ambulance EMERGENCY</u>	<u>911</u>
<u>First Call for Help</u>	<u>211</u>
<u>Itasca County Sheriff Department Non-Emergency</u>	<u>218-326-3477</u>
<u>Minnesota Poison Control</u>	<u>800-222-1222</u>
<u>Support Within Reach</u>	<u>218-326-5008</u>

MNC Itasca Offices:

<u>Student Services Office</u>	<u>218-322-2320</u>
<u>Business Office</u>	<u>218-322-2403</u>
<u>Computer Services</u>	<u>218-322-2440</u>
<u>Provost – Bart Johnson</u>	<u>218-322-2401</u>
<u>Dean of Students and Administrative Services</u>	
<u>Richard Kangas</u>	<u>218-322-2319</u>

Residential Living Staff

Director of Residential Living

The Director of Residential Living (DRL) is in charge of all aspects of the living environment. The DRL works closely with the Resident Assistants (RA) to ensure that the community is safe and there are positive living conditions in the residence halls and all facilities.

On-Call Coverage

The DRL is available Friday – Tuesday 9:00 am – 5:00 pm, after this time it is be considered an after hours emergency.

If an after hours issue, concern or emergency arises, residents are to:

1. Review the Housing Handbook and/or MNC Student Handbook
2. Contact a Resident Assistant,
In assigned residence hall room or
Call the RA DUTY Phone 218-245-5814

If a student is unable to contact a RA in the event of an **EMERGENCY**:

3. Contact the Director of Residential Living,
Call the DRL DUTY Phone 218-245-5270
DRL residence is #110 of Itasca Hall

Resident Assistants

There are 5-6 RAs that are student staff members who advise and guide floor residence. Each RA is a valuable component of on-campus life. These residents receive specific training in all aspects of campus life; they are here to enhance the experience.

RAs will assist and abide by all policies in the MN North College Itasca Student Handbook as well as the Department of Residential Living Housing Handbook. The RAs have the

authority to monitor residence but expect that residents will be accountable and take responsibility for their own actions. In the event that a policy is violated, it is the duty of the RA to report the violation to the necessary authority.

Resident Assistant On-Call Coverage

RAs are expected to be available on their own floor of the residence hall at all times when not on scheduled days off or on vacation. To ensure staff availability during the evenings and weekends, the following definitions and hours have been established:

- On call: RAs on call are available for assistance to all residents in all halls. If not in their room, RAs can be reached at the location and phone number posted on the Itasca Hall Office door.
- On duty: RAs on duty are immediately available in the Itasca Hall Office, in the residence hall, or on campus with the RA Duty phone. If the on duty RA is not in the office will post location information on the Itasca Hall Office door.
- Office Hours: The RA on duty will be in the Itasca Hall Office from 8:00 pm to 12:00 am on weekdays and 8:00 pm to 1:00 am on weekends. At All other times the RA on call will be accessible by the RA Duty phone and remain on campus during weekend hours.

Early Entry / Extended Stay / Summer Housing

During the time of early entry / extended stay / summer housing there are specific terms and conditions that residents must follow. A single violation of the Department of Residential Living's Housing Handbook may result in immediate and/or permanent removal from the residence halls.

During the time of early entry / extended stay / summer housing, the DRL or the designated Resident Assistant is not required to be on campus 24/7; meaning that it is the resident's responsibility to ensure personal safety and entry of the residence halls. If the resident is not able to contact the designated Resident Assistant at the time of the "emergency" they are then to attempt to contact the following campus services.

Contact information on campus:

Resident Assistant DUTY phone	218-245-5814
Director of Residential Living	218-245-5270

HOUSING REGULATIONS & POLICIES

Alcohol Policy

The possession or consumption of alcoholic beverages is prohibited in Itasca residence halls, as well as all Itasca state property. Residents are expected to abide by local ordinances and state laws regarding the consumption or possession of alcoholic beverages. In addition, beverages that are sold as "imitation alcohol products" are not allowed.

Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by college or MNSCU regulations), public intoxication, or violation of Board Policy 5.18 and System Procedure 5.18.1 on Alcoholic Beverages and Controlled Substances on Campus. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age. (See Drug and Alcohol Policy for further detail).

Individuals who have consumed, in the possession of alcohol or publicly intoxicated are subject to the following disciplinary procedures.

1st Offense: The resident will be fined \$250.00, towards the cost of a required alcohol education sanctions course and meet with an Itasca counselor. The resident will be placed on disciplinary probation and a letter will be placed in the resident's file located in the Records Office. This will be removed when the resident graduates provided no additional offense has occurred

2nd Offense: The resident in violation for the second time may be removed from residence hall for the remainder of the academic school year. A resident in this situation wishing to submit an application to the residence hall the following school year will need the approval from the DRL before the housing application will be processed. Itasca is not responsible for locating new housing accommodations for the resident removed from the hall or for costs incurred by the student as a result of their removal. Housing costs will not be returned as a result of the second offense.

If it is reported that alcohol consumption has occurred in a residence but it is unclear to the RAs or DRL which resident(s) participated, the result will be that **each** resident will be found in violation of the alcohol policy and thus receive the appropriate sanction.

In addition, non-residents found in situations with alcohol in the residence hall will have their access to the hall suspended. The resident who hosted the individual found in possession of alcohol will be subject to the disciplinary procedures described above & possible reporting to law enforcement.

Alcohol Containers and Window Displays

Alcohol containers, full or empty, are not allowed in the Itasca residence halls. Items pertaining to alcohol including neon signs, icons, or other offensive items may not be displayed in residence hall windows. This policy will be enforced by residence hall staff and interpreted the DRL. Violators will be subject to conduct proceedings with the DRL and will receive an appropriate sanction.

Illegal Drugs / Synthetic Drugs / Paraphernalia Policy

The illegal possession or use of paraphernalia and / or compounds which produce hallucinations or illusions when introduced into the body, all compounds covered under federal and state drug control laws, as well as synthetic marijuana (herbal incense) and bath salts are not allowed in the Itasca residence halls. Individuals in the presence of, possession or use of paraphernalia are subject to the following disciplinary procedures:

1st Offense: The resident found in violation may be removed from residence hall for the remainder of the academic school year. A resident in this situation wishing to submit an application to the residence hall the following school year will need the approval of the DRL before the application will be processed. MN North College is not responsible for locating new housing accommodations for the resident removed from the hall or for costs incurred by the student as a result of their removal. Housing costs will not be returned for this occurrence.

Important - RA or DRL HAS THE RIGHT TO SEARCH AND WILL SEARCH ANY ROOM/SUITE IF THEY SUSPECT DRUG OR ALCOHOL USE. ALCOHOL AND OTHER DRUG USE IS NOT TOLERATED ON THE ITASCA CAMPUS.

Medical Amnesty Policy

Student health and safety are of primary concern at Itasca and the Department of Residential Living. As such, in cases of extreme intoxication or other medical emergency as a result of the ingestion of alcohol or drugs, Itasca encourages individuals to seek medical assistance for themselves or others. If an individual seeks such medical attention, the College may not pursue student conduct sanctions against the student for violations of the Alcohol Beverage Policy or Drugs Policy of the Code of Conduct.

Additionally, those students who assist in obtaining medical attention for others may not receive sanctions for violations of the Alcohol Beverage or possession of drugs policies of the Code of Conduct. This policy does not grant amnesty to possession with intent to distribute drugs.

In lieu of sanctions under the Student Code of Conduct, the intoxicated student, as well as the referring student(s), may be required to meet with a member of the Itasca staff who may issue educational requirements that may include, but are not limited to, alcohol and/or drug education, counseling, and/or a substance abuse assessment. Serious or repeated incidents will prompt a higher degree of concern/response. Failure to complete educational assignments or treatment recommendations issued under this policy normally may result in disciplinary action. The student will be responsible for any costs associated with drug or alcohol education interventions.

The Medical Amnesty Policy does not preclude sanctions due to any other violations of the Code of Conduct (not related to the Alcohol Beverage Policy or Drug Policy). Likewise, this policy does not prevent action by police or other law enforcement personnel.

Minnesota Recreational Cannabis Law (2023 HF 100):

As of August 1st, 2023 recreational cannabis will become legal in Minnesota for those over the age of 21. This law mirrors some of the limitations related to alcohol and will be treated similarly in the Department of Residential Living.

Minnesota North College falls under the federal Drug-Free Schools & Communities Act in addition to the Drug-Free Workplace Act. This prohibits the use of all mood altering drugs & alcohol on campus property. Understand that cannabis is still illegal under the federal Controlled Substances Act.

The Minnesota State Board Policy 5.18, Part 2, Subparts A & B “prohibit unlawful use, possession, production, manufacture, and distribution of alcohol and other drugs and controlled substances.”

Application to Student Organizations:

In circumstances where an organization is found to be hosting an event where medical assistance is sought for a member or guest, the organization (depending upon the circumstances) may be held responsible for violations of the Alcohol Beverage or Drug Policy. However, the organization’s willingness to seek medical assistance for a member or guest will be viewed as a mitigating factor in determining a sanction for any violations of the Alcohol Beverage Policy or Drug Policy.

Tobacco and E-Cigarette Policy

No smoking, chewing or use of tobacco products, including vape/e-cigarettes is permitted in the residence halls or any Itasca building, or on the grounds of the Itasca campus. If a housing resident is caught using tobacco products or e-cigarettes in the residence halls, they are subject to the following disciplinary procedures:

1st Offense: The resident will be given a verbal warning and documentation will be placed in the resident's housing file.

2nd Offense: The resident will be fined \$100.00. If the fine is not paid, it will be added to the resident's account and access to an Itasca transcript will be denied. Non-payment may affect the resident's credit rating.

3rd Offense: The resident will be placed on disciplinary probation, which may result in removal from on-campus housing, and a letter will be placed in the resident's file located in the Records Office. This will be removed when the resident graduates provided no additional offense has occurred.

Roof Surfaces, Windows and Screens Policy

Accessing the 3rd floor roof from one's residence hall room via the opening of windows is absolutely prohibited. This behavior is **life threatening** and violations of this policy will be taken seriously and subject to disciplinary action deemed fit by the DRL.

Window screens, stops, or seals may not be loosened or removed for any reason. Dropping, throwing, or in any manner allowing any object, liquid or solid, to be ejected from windows is strictly prohibited. Residents of a room are responsible for any object ejected from their window. Residents are not permitted on the roof of any building.

Residents should be aware that leaving windows open during cold weather might cause the pipes in their rooms to freeze and possibly burst. Residents will be held responsible for any damages that resulting frozen pipes due to a window being left open in their room.

Residents are not allowed to remove, modify or tamper with the window and/or screen. If a resident is found violating this policy the following disciplinary action will be taken:

1st Offense: \$50 fine or replacement cost of window or screen, each repeat violation may result in a fine deemed appropriate by the DRL and Itasca maintenance staff

Residence Hall Guest / Visitor Policy

Definitions:

- Visitor: A person who visits a resident in their room but leaves at the end of visitation hours.
- Guest: A person who stays past visitation hours and potentially spends the night in a residence room

Guests and visitors are welcome in MNC residence halls. However, in order to maintain a favorable living environment, the following rules must be observed:

- **Residents must register ALL Guests online at:**
<https://forms.office.com/r/fBi19DCkGZ>
- **Required for any overnight stay!**
- All guests & visitors must be escorted by the resident which they are visiting from the time of entry to the time of exit of MNC residence halls. *If residents are observed or reported to be allowing unknown individuals into the building unescorted they may face disciplinary action.
- Overnight guest will not be allowed to stay overnight in the residence halls on school nights where there are classes will be held the following day.
- A resident may only have a guest 2 weekends a month for no more than 72 hours a visit.

- NO ONE under the age of 18 is allowed in the residence halls.
- Regular visitation hours are 10:00 am – 10:00 pm Sunday - Thursday.
- Overnight guest hours begin 1:00 am Friday and Saturday.
- No guests will be allowed to stay in the residence halls during the week of final exams during fall and spring semesters.
- The ratio of guests to residents can be no greater than 1:1.
- Guests may not infringe upon the rights of room/suitemates. There must be a common agreement of visitation among all room/suitemates before guests visit. The right of a resident to study or sleep supersedes the right of another person to entertain or have guests.
- The resident is responsible for the behavior of their guests.
- Residents are to NEVER give or loan their key card to their guest or visitor.
- A guest/visitor is considered anyone who does not permanently reside in the room/suite in which they are visiting.

If room / suitemates are experiencing discomfort with the guests that their room / suitemates are having in the room / suite, they are to: first communicate with their room / suitemate about their discomfort. If the situation persists then the RA is to be contacted and the DRL will be included if a resolution cannot be met.

If residents are observed abusing the Guest / Escort Policy the following disciplinary action will be taken:

1st Offense: Guest privileges will be revoked for 30 days.

2nd Offense: Guest privileges revoked until further notice.

3rd Offense: Resident be considered for removal from Itasca housing.

Quiet Hours

In order to secure the right of residents to study free from unreasonable noise and other distractions, the Department of Residential Living will ask all residents to respect “quiet hours.” These are designated hours when residents are expected to observe quiet behaviors are as follows:

- Excluding periods of final examinations for block class change and semester finals, Quiet Hours are from 10:00 pm to 10:00 am Sunday evening through Friday morning.
- Weekend Quiet Hours are 1:00 am to 10:00 am Friday evening through Sunday morning.
- During final examinations for block class change and semester finals, Quiet Hours will be 24 hours a day.

Noise levels should be within standards which will facilitate an atmosphere conducive to studying. Residents are encouraged to approach individuals who are infringing upon their rights to pursue their academic studies. If this initial confrontation is not successful, residents should then contact a RA. Conduct proceedings may be initiated if it is determined that an individual has not responded to a request to reduce disturbing noise levels.

Dress Code

For the comfort and health of all residents all individuals in residence halls must wear appropriate clothing at all times in public areas and common lounges. Appropriate clothing

includes but is not limited to; top, bottom, socks, shoe/slippers. The definition of appropriate clothing is left up to the discretion of the RA's and DRL.

1st Offense: Student / Resident will be verbally warned of violation and asked to leave area and returned only when dress appropriately

2nd Offense: Student / Resident will be fined \$100.00 and asked to leave area

3rd Offense: Student / Resident will meet judicial council consisting of Itasca staff and administration

Sound Equipment / Musical Instruments

In consideration of other residents, stereos, radios, televisions, musical instruments and other electronic devices should be played at volumes which cannot be heard outside the resident's living unit. The use of headphones for stereo equipment is recommended. Speakers **ARE NOT ALLOWED** in windows. If this policy is violated repeatedly, the resident(s) involved may be required to remove the sound equipment from the Itasca residence halls.

1st Offense: The resident will be given a verbal warning and documentation will be placed in the resident's housing file.

2nd Offense: \$100.00 fine. The resident will receive a second verbal warning and documentation in the resident's housing file.

3rd Offense: \$200.00 fine. The resident will receive a 3rd verbal warning and documentation in the resident's housing file.

Building / Furniture Regulations

No structural changes, additions, attachments, transfers, or change of furniture may be made to the residence halls. Residents may bring furniture from home if they desire; however, they are responsible for all furniture in their assigned rooms. No storage space is available for housing furnishings moved to accommodate personal items. Provided furniture may not be transferred from one room/suite to another.

Safety regulations do not permit furniture that is larger than standard "love-seat sofa/futon" 65 inches in length. The maximum amount of individual pieces of personal furniture in a residence is one per student, i.e. double room = two lounge chairs, or one lounge chair and one small sofa. If residents have questions, it is in their best interest to contact the DRL before bringing furniture pieces to campus. If residents are found in violation of this policy, there will be a written warning and the residents will have 24 hours to remove items.

Rugs

Due to fire safety regulations, rubber or foam backed carpet/rugs must not be brought into the Itasca residence halls.

Pets

For health and sanitation reasons, **NO PETS** are allowed in student residences. This includes any reptiles, spiders, snakes, mice, hamsters, dogs, cats, etc. The one and **only** exception to this rule is fish. A resident's fish tank may not exceed 10 gallons in size. Only fish may be placed in the tank—no exotic aquatic or reptile species are allowed. An aquarium in a student room must be mutually acceptable to all roommates.

Gambling Policy

Gambling for money is not permitted in any Itasca facilities. This includes any games played for money or goods exchanged for money. Itasca also prohibits bets made for money.

Vehicle Registration

Residents residing in Itasca on-campus housing are required to register their vehicle. Vehicle registration will consist of; listing the make, model, color and license plate identification with the Department of Residential Living. Residents must also hang the provided parking permits from their rear-view mirrors. If for any reason the resident changes the vehicle they are responsible for, they must report the change to the Department of Residential Living.

Parking

Residents are to park in specific parking lots designated by the Department of Residential Living, including during snow events:

- Parking for residents of Wenger Hall is available in the lot across the road to the west side of the building. Wenger Hall residents are not permitted to park in the small lot adjacent to the building.
- Parking for Residents of Itasca Hall is available on the southwest end of the main Itasca lot (on the west side of the building). Please leave the spaces closer to campus available to daily visitors.

Parking restrictions:

- Parking is not permitted on roadways
- Do not park in posted restricted areas
- Do not block any of the parking lot entrances
- Do not park in any of the designated faculty, visitor parking, or disability spaces

PARKING VIOLATIONS MAY RESULT IN VEHICLES TOWED AT OWNERS / RESIDENTS / STUDENTS EXPENSE

Snow Removal

In Northern Minnesota snow can be a major factor with available parking. It is important that roads and lots are cleared as quickly as possible. If snow accumulations are above two inches, removal will be necessary. Residents will be informed of snow removal times and will be asked to move their vehicles. Vehicles not moved in response to notices will risk being towed.

IT IS THE RESPONSIBILITY OF THE ITASCA HOUSING RESIDENT TO BE AWARE OF SNOW REMOVAL PROCEDURES WHEN HEAVY SNOW OCCURS

Snowmobiles, ATVs and other recreational vehicles

Snowmobile, ATV and other recreational vehicle operators need to use extreme caution and be courteous of others at all times. Recreational vehicles must be stored in designated areas or in the owner's pick-up truck/trailer. Snowmobile, ATV and other recreational vehicles may be driven on campus on paved campus roads only when removing and returning to the designated storage areas.

Designated parking for boats, trailers, campers & recreational vehicles is in the parking lot south of Itasca Hall. Registration of the parked item is not required, but highly recommended.

Door-to-Door Solicitation

Door-to-door solicitation is prohibited in Itasca residence halls, except by candidates seeking public office who have filed for election and receive permission from the Department of Residential Living.

Any candidate seeking to campaign or distribute campaign materials in Itasca residence halls must make prior arrangements at least 48 hours in advance with the DRL. Campaign literature may not be placed in mailboxes or under room doors.

Soliciting funds or selling products or services is prohibited except by organizations directly connected with Itasca. Itasca organizations MUST have obtained approval from the DRL to distribute material in residence halls.

Posting Regulations

The Department of Residential Living and Itasca will post information in the following locations:

- Bulletin boards in Itasca residence halls
- Lounge/common areas
- Laundry room areas
- Itasca Hall Office Area

All posted materials within Itasca residence halls must abide by the following:

- Must be signed and approved by the DRL
- Must have a removal date
- Must list the sponsoring organization or individual

The following information may not be posted:

- Materials mentioning alcohol or illegal drugs or implying their use
- Materials concerning establishments whose primary purpose is the sale of alcohol including all advertising
- Materials that fail to comply with the Minnesota North College Student Code of Conduct (available at [Student-Code-of-Conduct-Procedure Minnesota-North-College_FINAL.pdf \(minnesotanorth.edu\)](#)) or MNSCU Policy 1.B1, Equal Opportunity and Nondiscrimination in Employment and Education (available at www.mnscu.edu/board/policy/1b01.html).

All material will be removed after two weeks of initial post date and immediately after event is completed.

Posting which does not follow all the above regulations will be taken down and forwarded to the Dean of Student and Administrative Services or the Department of Residential Living for disciplinary action against the sponsoring organization.

Community Living Expectations

The Department of Residence Life strives to promote the mission of Minnesota North College by providing an atmosphere that is conducive to academic and personal growth and development. Therefore, living in the residence halls at Itasca carries with it a distinctive set of privileges and responsibilities.

Students who reside on campus live in a community with their peers and are entrusted with the responsibility to challenge and support each other in a respectful, cooperative,

and communicative fashion. This environment provides students with enriching experiences, which may be an impetus for healthy interpersonal relationships.

Expectations for Living in a Community

All residents must respect and comply with lifestyle expectations and all college policies and procedures. Each resident is responsible for reading and adhering to the procedures and regulations outlined in this handbook, the Minnesota North College On-Campus Housing Contract, the Minnesota North College Student Code of Conduct and Handbook and any additional policies related to living in specific college living areas. Residents are also held accountable to local, community, state, and federal authorities. All residents as well as visitors and guests of residents are subject to the following community expectations and procedures:

Compliance

In the event of a conflict, housing violation, crisis or other situation not listed, it is critical that students comply with the Department of Residential Living & Minnesota North College staff. If in the event a student fails to comply with designated staff members, students will be held accountable and may face consequences and/or meet with a judicial council consisting of Itasca staff and administration.

Self-Leadership

All are expected to conduct themselves in a manner that promotes and supports the well being of the community, its integrity and the well-being of other members of the community. Therefore, the Department of Residential Living reserves the right to confront behavior that is detrimental to the student, infringes upon the rights and sensitivities of others, or that has the appearance of impropriety (appears to not be in keeping with accepted university standards of what is right and proper).

The following may be viewed as some (but certainly not all) forms of questionable conduct:

- Inappropriate public displays of affection
- Use of derogatory language or behavior
- Failing to help oneself when in emotional/physical distress
- Each resident is expected to assume responsibility for his/her actions.

Mutual Respect

Residents are expected to be respectful of the individual rights and freedoms of others within the living area. Even if a shared sense of understanding does not exist between community members, residents are still expected to exhibit an outward sensitivity to the diversity inherent within the residential community.

Missing Persons Policy

If a resident student has not been seen on campus for more than 24 hours and acquaintances do not know where the student may be, the Director of Residential Living should be notified.

Under the direction of the Director of Residential Living, the Provost and Crisis Team students under the age of 18, will have their parents notified if they are determined missing for more than 24 hours and law enforcement will be notified for any student missing for more than 24 hours.

If a student has been seen in the company of an individual(s) indicating that he/she may be in danger, the DRL should be called at 218-245-5270, and/or the Grand Rapids Police Department, 911, should be notified.

If desired, students will be able to designate a confidential contact person on their Emergency Information form to contact if the student is deemed missing. At the College's discretion, in addition to a confidential contact, the College reserves the right to contact a parent and/or guardian. This information collected will be kept confidential and secure in appropriate storage places.

Policy Violation Carry-over

All disciplinary action and written warnings a resident acquires during their stay in on-campus housing with the Department of Residential Living will remain in the student's housing file for the duration of their residency on campus and may be referred to at any time during future conduct proceedings.

Disciplinary Measures

The following are first offenses resulting in eviction from Itasca on-campus housing and the Department of Residential Living. The DRL reserves the right to use discretion in decisions about all sanctions:

- Violation of Threatening Behavior Policy
 - The MNC Residential Living Staff reserves the right to remove anyone (guest, visitor, resident or student) from any on-campus housing unit if deemed a threat to the health, safety or wellbeing of others.
- Sexual Assault
- Inflicting bodily harm (fighting/physical abuse)
- Tampering with fire equipment, including alarms, extinguishers or fire panel control boxes, or lighting fires
- Intentional damage or destruction of college or personal property
- Theft of college or personal property
- Violation of the Illegal Drug Policy
- Residential Living Probation Violation

Accumulation of Offenses

Following the **3rd** documented Itasca housing handbook violation of any degree, a resident may be removed from on-campus housing.

For Threatening Behavior, Sexual Violence, Harassment and Discrimination Policies and Procedures, please refer to the Minnesota North College Student Code of Conduct.

The DRL reserves the right to handle violations on a case by case basis and will conduct an investigation to be shared, at request, with the Dean of Students.

Depending on the severity of the violation, compromised community living situation and individuals involved, the DRL reserves the right to trespass individual(s) at their discretion.

PERSONAL RESIDENCE / SPACE

Residential Living Agreement

The housing contract/agreement, that is signed prior to entrance in the Itasca residence hall, states that the length of the agreement is an academic year. If for any reason a resident decides to leave Itasca residence halls before the end of the school year, he / she must file a formal petition with the DRL and meet one of the following conditions in order for their petition to be approved:

- Official withdrawal from Itasca
- Official graduation from Itasca
- Official end of program from Itasca

Housing petitions may be obtained in the Department of Residential Living office on first floor of Itasca Hall.

- Petitions must be submitted to the DRL
- Even with an approved petition, any resident leaving MNC residence halls mid-year may risk forfeiting the \$250 deposit. (Please refer to calendar of housing dates at the beginning of the handbook.)

A STUDENT WHO LEAVES MNC RESIDENCE HALLS PRIOR TO THE END OF THE ACADEMIC YEAR WITHOUT AN APPROVED PETITION MAY BE HELD RESPONSIBLE FOR ALL HOUSING AND MEAL PLAN CHARGES.

Property Liability

MNC as well as the Department of Residential Living ARE NOT liable for personal property lost, stolen or damaged. Residents are encouraged to review their parents/guardians homeowner's policy for insurance coverage or carry their own renters insurance.

Check-In

Residents must occupy their assigned space by the second instructional day, or the resident's contract may be terminated and the space reassigned. By taking occupancy of the space, the student accepts its condition and assumes responsibility to maintain the space and all common areas in which the assigned space is located in a clean, safe and undamaged condition.

Before settling into assigned space, residents are required to perform a room / suite inventory / condition form. This form must be signed and returned to the Department of Residential Living within the first 24 hours of check-in. If this form is not given to the residents at the time of check-in, it can be obtained in the Department of Residential Living office on first floor of Itasca Hall.

The condition of all contents of the room, including floors, ceilings, windows, blinds, screens, doors, appliances, computers and furniture are considered room inventory items and the condition of each should be listed on the room / suite inventory / condition form. **The room / suite residents are responsible for the inventory and care of the items for as long as the residents inhabits the space.** This includes damage to the room caused by others. Care should be given to ensure a complete and accurate inventory, as the residents will be held responsible during check-out for any damages not listed on the room / suite / inventory / condition form.

If residents do not complete the room / suite / inventory / condition form, they will be held accountable and liable for ALL DAMAGES in the room / suite whether they were there before the student checked-in or not. Residents will be held responsible for the damage

and any cost associated with the repairs. The room / suite / inventory / condition form is a mechanism to ensure that any damages present at check-in will not be charged to the residents residing in the room / suite.

Check-Out

All residents are assigned to a space and common area/kitchen/bathroom. Both individually and jointly, all assigned residents are responsible for cleaning and daily maintenance of the unit. Upon check-out, all residents must remove ALL personal property and leave the space in the same condition as when occupancy commenced. Any and all personal property left in the space will be removed and discarded at the expense of the owner. Cleaning, repair, and disposal charges for common and assigned spaces will be assessed equally among all occupants of the space unless individual responsibility is established in writing prior to departure.

When a resident is checking out of the Itasca residence hall, please follow the listed procedures:

- Sign up for a check-out time with a RA at least 24 hours in advance of departure time. If a RA is not available, please contact the DRL.
- At the time of check-out it is the RESPONSIBILITY OF THE RESIDENT TO FIND THE RA TO PERFORM THE FORMAL CHECK OUT.
- The following areas are inspected at the time of check-out:

Kitchen:

- refrigerator / freezer
- microwave
- oven
- stove top
- drip pans
- cupboards
- countertops
- sink
- floors (swept and mopped)

Bathroom(s):

- toilet
- shower stall
- sink / vanity area
- floors (swept and mopped)

Bedroom:

- window sills
- wardrobe / desk / chest of drawers
- walls
- floors (swept and mopped)
- beds lofted properly

- Provide forwarding contact information to the Department of Residential Living. Change of address is the responsibility of the resident.
- Sign necessary exit forms with the Department of Residential Living
- **Failure to perform a proper check-out will result in a minimum \$150.00 fine.**

Residents will be charged for any and all damages and / or cleaning charges assessed to assigned space after a final walk-through is performed by the DRL after residents have vacated MNC residence halls. The DRL and Itasca maintenance staff has the final say in what the charge will be and damage / repair and / or cleaning which needs to take place after residents have vacated.

Housing Fine Payment

If a fine is not paid, it will be added to the resident's account and access to an Itasca transcript will be denied. Non-payment may affect the resident's credit rating.

Scholarship monies are not allowed to pay for fines incurred as a result of a housing violation and/or charge due to lost and/or damaged items.

Housing Deposit

A \$250 pre-payment is required to accompany all applications for Itasca residence halls. The deposit travels semester to semester with the housing contract. The deposit is refundable upon proper check out.

Vacation / Breaks

For safety and health reasons whenever residents leave the residence halls for vacation periods, it is in the best interest of the student to follow the following procedures;

- Turn off all lights
- Set room / suite temperature control to 70 degrees and on auto setting
- Unplug all appliances (excluding refrigerators and aquariums)
- Empty all garbage receptacles in the appropriate dumpster
- Close and lock all windows
- Close and lock bedroom / suite door

Residence hall staff will check the fire safety equipment in the hall and individual student rooms before each vacation period (Fall, Semester and Spring Break).

MNC residence halls will close during semester breaks and summer months. All residents will be asked to leave the building during these scheduled breaks. Residents wanting to stay in Itasca housing during specific breaks will have to apply to do so. There will be individual charges for scheduled breaks. The DRL reserves the right to deny any and all applications to stay over scheduled breaks. An application for break housing can be obtained in the Department of Residential Living office on first floor of Itasca Hall. (Please refer to calendar of housing dates at the beginning of the handbook).

Roommate / Suite Changes

Initial assignments for residents are made by the DRL based on priority, preferences, income verification and availability of space at the time of assignment. Residents may contact the DRL to discuss and request a room change at any time; no room changes will be made during the first 30 days of any academic semester except in a situation where an emergency exists.

Roommate / Suite changes are restricted prior to the first 30 days for various reasons:

- Residents have a claim to their assigned spaces until the second instructional day
- The Department of Residential Living's need to confirm existing vacancies with current roster
- New roommates need time to work through initial impressions and get to know each other before deciding on compatibility

When a roommate conflict or extenuating circumstance causes a room change request, the RAs should be contacted by all involved individuals. Then all individuals will meet with the DRL and attempt to find other possible solutions through mediation. From there the DRL and RA will decide if a room change is necessary. The roommate contract, completed

at the beginning of the academic year, will be regarded as an official document for roommate resolutions when conflicts arise.

A roommate change request form needs to be properly filled out by residents wanting to change in order to start the formal room change process. This form can be obtained through the DRL.

ROOMMATE / SUITE CHANGES NOT INVOLVING CONFLICT OR EXTENUATING CIRCUMSTANCES WILL ONLY BE ALLOWED UNTIL OCTOBER 1 OF FALL SEMESTER AND MARCH 1 OF SPRING SEMESTER.

Roommate / Suitemate Conflict Resolution

The residence hall environment is one of learning for all involved. This includes conflicts that may arise between room and suitemates. Big or small all conflicts should be confronted to insure healthy and successful relationships in the residence halls. The following steps should be taken first, if residents request the assistance of outside help.

1. Communicate with room / suitemate
 - a. What is making you upset
 - b. Why is this making you upset
 - c. What can be done to resolve the problem
2. Communicate with the Resident Assistant on the appropriate floor
 - a. Explain action taken to current point
 - b. Express the need for results and timeline
 - c. Communicate specific details of conflict and timeline of actions
3. Communicate with the Director of Residential Living
 - a. Explain action taken to current point
 - b. Express the need for results and timeline
 - c. Include Resident Assistant involved
 - d. Communicate specific details of conflict and timeline of actions

Conflict resolution will be handled in a group setting where mediation takes place. All parties involved will be brought to the table and made aware of conflict and work together to come to a common agreed upon resolution.

If it becomes necessary for an outside third party to intervene in the resolution of the conflict there are advocates on campus, contact an academic advisor for a referral.

Room Alterations

Residence hall rooms are furnished with a lofted bed and mattress (regular twin size), desk, chair, and wardrobe and / or chest of drawers. Furniture and other objects cannot block the entrance of the room.

REMOVAL OF THESE ITEMS FROM THE ROOM/SUITE IS STRICTLY PROHIBITED. RESIDENTS WHO REMOVE ANY OF THESE ITEMS WILL BE IN VIOLATION OF HOUSING POLICY AND WILL FACE PENALTIES.

Bed Lofting

All beds will remain lofted unless there is an accommodations request submitted to the DRL from Disability Support Services. Lofting & de-lofting beds has inherent hazards and will only be done with permission from the DRL and under the supervision of the RA's and/or maintenance staff.

Room Personalization

Personalizing the room is permitted and encouraged; this will be the resident's home for the school year, and they should make it feel that way! However, residents must not alter or damage the condition of the room and must conform to current housing guidelines.

Pictures, posters and decorations may be temporarily hung on the walls of your room with **thumb tacks or scotch tape**. Any damage resulting from the use of hanging materials will be charged to the student upon checkout.

DUCT TAPE SHOULD NEVER BE USED.

Residents should be considerate of room / suitemates opinion while decorating.

LARGE ROCKS or BLOCKS MAY NOT BE USED AT DOOR STOPS.

Empty alcohol containers may not be displayed and furniture made from them (lights, etc.) are not permitted in the MNC residence halls. Signs or traffic control devices which are property of federal, state, county or city governments are not permitted in any MNC residences halls. Residents found in possession of such described signs/devices will be referred to local law enforcement.

STOLEN PROPERTY IS NOT PERMITTED IN MNC RESIDENCE HALLS.

Residents are prohibited from displaying any material that violates the Minnesota North College Student Code of Conduct (available at [Student-Code-of-Conduct-Procedure Minnesota-North-College FINAL.pdf \(minnesotanorth.edu\)](#)) or MNSCU Policy 1.B1, Equal Opportunity and Nondiscrimination in Employment and Education (available at [www.mnscu.edu/board/policy/1b01.html](#)) in the hallways, and in the common kitchen/foyer area. Resident(s) must remove said material immediately following a verbal or written warning.

Safety regulations do not permit living holiday trees in the MNC residence halls. Any holiday decorations in student rooms and hallways must be fireproof. Holiday decorative lights must be UL-approved and must be miniature in size. Ceramic lights are not permitted. Lights must not be hung on curtains, the ceiling, or the windows, and must be kept from contact with fabrics. Residents must be in the room when the lights are in use.

IF RESIDENTS ARE FOUND IN VIOLATION OF THIS POLICY, THERE WILL BE A WRITTEN WARNING AND THE RESIDENT WILL HAVE 24 HOURS TO REMOVE DISALLOWED ITEMS.

Hardware replacement in the rooms/suites is not permitted. If residents require hardware changes/modifications/replacement due to an injury, illness or handicap it is requested that they contact the Department of Residential Living and allow MNC Maintenance staff to perform change/modification/replacement. Prior approval must be obtained before any change/modification/replacement is made with hardware or existing Itasca property in the room or suite.

Room Entry

Your right to personal privacy will be respected; however, MNC, its officers, employees and agents shall have the right to enter resident rooms at reasonable times for the purpose of routine inspection and repair, preservation of health, safety and quietude.

Rooms will also be entered when there are reasonable grounds to suspect that laws or Itasca policies are being violated.

Room / Suite Inspections

Room / suite inspections are performed on a regular basis to ensure a safe and healthy environment for the residents of Itasca on-campus housing. A member of the Department of Residential Living will conduct inspections. Fines and/or housing sanctions may be issued during inspections for policy violations or damages (including cleanliness). The Department of Residential Living reserves the right to hold both announced and unannounced inspections.

Damages

Residents are financially responsible for any damages to the assigned space / common area. This extends to maintenance and cleaning costs and the cost of repair or replacement. If the person who caused the damage in a shared common space cannot be identified, the damage costs will be split among all residents sharing the common space. MNC maintenance personnel will conduct all repairs.

RESIDENTS MAY NOT REPAIR ANY DAMAGES ON THEIR OWN; THOSE FOUND DOING SO MAY BE HELD RESPONSIBLE FOR ALL COSTS OF REPAIR.

Storage

Due to limited space there will be no room for storage. Any items the resident brings to MNC must be kept in their personal rooms. There are bicycles racks located outside both residence halls where bicycles are to be kept.

Room and Suite Cleaning inspections

Itasca Department of Residential Living reserves the right to conduct cleaning inspections of resident rooms and suites. Cleaning inspections are designed to ensure a safe and clean environment for all residents. There will be at minimum a 3 business day warning prior to inspections. Inspections will include the following:

Bathroom – toilet, shower, sink, mirror

Kitchen - sink stove, microwave, refrigerator, and floor

Bedroom – Floor, sink, and walkways

All residents will be responsible for the cleaning of common areas within their designated side of a suite (bathroom, sink, and kitchen). **All** Wenger Hall residents will be responsible for the bathroom in their room.

Each failed cleaning inspection will result in an issued notice that will grant residents 24 hours to clean failed areas prior to a follow-up inspection. Failed follow-up inspections are subject the following sanctions:

1st Offense: The resident will be fined \$50.00.

2nd Offense: The resident will be fined \$100.00

3rd Offense: The resident will be fined \$150.00 and be required to meet with the DRL. A 3rd cleaning inspection fine could result in the removal from on-campus housing and relinquishes housing list priority privileges in the future.

The Itasca Department of Residential Living reserves the right to apply cleaning inspection sanctions in the event that an immediate response is required for the purposes of health and safety.

Kitchen

Wenger Hall: The common kitchen located on the third floor of Wenger Hall is available for residents use. This kitchen provides a full size refrigerator, sink, microwave and oven, as well as cupboards for storage. Residents are responsible for the daily maintenance of the kitchen space. Scheduled cleaning inspections will be held if general cleanliness is not kept in the common kitchen. The DRL reserves the right to suspend kitchen use if cleanliness and maintenance is not satisfactory.

Itasca Hall: Each suite has a kitchen and is available for residents use. Each kitchen provides a full size refrigerator, sink, microwave and oven, as well as cupboards for storage. Residents in each suite are responsible for the daily maintenance of the kitchen space. Scheduled cleaning inspections will be held if general cleanliness is not kept in the common kitchen.

It is up to the residents to decide on the sharing of items in the kitchen area. This should be discussed with all room / suitemates present and a common understanding should be agreed upon before any assumptions are made.

Housekeeping

Maintenance staff is charged with keeping common areas of the MNC residence halls, parking lots and grounds clean and orderly. The clean appearance is due to their efforts. Please be considerate of their time and effort and clean up after yourself. This helps create a pleasant atmosphere in which to live. You & your roommates are responsible for assigned spaces. No one is responsible for keeping your assigned space clean except you.

Shared Space

There are areas in each residence hall which are shared by room / suitemates, such as the common kitchen area, bathroom, and foyers. It is the responsibility of all residents residing in the rooms / suites to maintain a level of cleanliness and order. Scheduled cleaning inspections will be held if general cleanliness is not kept.

In the MNC residence halls there are lounges / common areas available for the resident's use and enjoyment. These areas are to be treated with respect and common courtesy. Generally provided in the lounges/commons are table and chairs, couches or lounge furniture, television and entertainment system.

In the lounges / common areas where a fireplace is located, residents are not to tamper with the general operation of the fireplace.

Lounge / common area furniture may not be moved to individual rooms.

Lounge Etiquette

- There is absolutely no sleeping in the lounge / common area
- Students in the lounge / common areas are to abide by the dress code of the residence hall
- Residents, guests and visitors are to pick up after themselves when leaving the lounge / common area
- Residents, guests and visitors are to keep the TV volume at a reasonable level

- Residents, guests and visitors are to turn off the TV when leaving the lounge / common area
- Personal items are not to be left in the lounge overnight
- All furniture is to remain in the lounge / common area

Temperature Control

Control devices are available for residence temperature control. Part of sharing space and living with others is that a desirable temperature for all residences is maintained. If there is conflict over temperature control, this issue will be handled through the mediation process with the RA on the specific floor.

Key Cards

All Itasca residence facilities are accessed with the student ID key card. The key card is used to access your building and suite/room.

TO AVOID THEFT AND UNWANTED DISTURBANCES, DOORS TO ROOMS/SUITES SHOULD ALWAYS BE LOCKED, ESPECIALLY WHEN THE RESIDENTS ARE NOT PRESENT.

RESIDENTS ARE NOT ALLOWED TO LOAN THEIR KEY CARD TO A NON-RESIDENT AT ANY TIME FOR ANY REASON. DOING SO MAY RESULT IN DISCIPLINARY ACTION.

ANYONE PROPPING DOORS OPEN TO THE OUTSIDE OR FORCIBLY PULLING OPEN A LOCKED DOOR WILL FACE DISCIPLINARY ACTION.

THOSE ALLOWING UNESCORTED GUESTS INTO THE RESIDENCE HALLS MAY FACE DISCIPLINARY ACTION.

Violations related to security or access to the residence halls is serious and will be handled on a case by case basis. The safety & well-being of residents is paramount and any violation of these policies will result in disciplinary action and possible removal from the residence facilities.

Lost Key Cards

Lost key cards will be replaced for a \$50 charge.

Lock Out Procedures / Policy

In the event that a resident locks themselves out of their room and / or suite they are to contact the RA on duty by calling the RA DUTY PHONE or their residence hall extension, if the RA cannot be reached then contact the DRL or a member of the MNC maintenance staff.

If a resident is persistently locking themselves out of their room, on the third lock out, the resident will be charged \$25.00 for every time they are unlocked.

If lock-outs persist to an unmanageable level, the resident may face further disciplinary action.

FACILITIES AND SERVICES

Common Living Area

Located on the first floor of both residence halls are common living areas. These areas are intended for use by the residents at any time. Furniture and televisions will be provided with the intent that the residents will use them with respect.

THE FURINTURE AND FIXTURES ARE NOT TO BE REMOVED FROM THE COMMON LIVING AREAS. RESIDENTS REMOVING ANY OF THSE ITEMS WILL BE IN VIOLATION OF HOUSING POLICY AND MAY FACE DISCIPLINARY ACTION.

THERE WILL BE NO VIEWING OF PORNOGRAPHIC OR INAPPROPRIATE MATERIAL ON COMMON AREA TELEVISIONS OR COMPUTERS, STUDENTS OBSERVED DOING SO MAY FACE DISCIPLINARY ACTION.

Laundry Facilities

Laundry rooms are located on the third floor of each building. They are coin operated machines. Change machines are available as well.

PLEASE REPORT ANY PROBLEMS OR MALFUNCTIONS TO THE DEPARTMENT OF RESIDENTIAL LIVING. DO NOT ATEMPT TO REPAIR THE MACHINES. RESIDENTS FOUND DOING SO MAY BE HELD RESPONSIBLE FOR ALL COSTS OF REPAIR.

Laundry Room Etiquette

- Residents are responsible for their own belongings in the laundry room
- Residents are to be considerate of use of the machines and keep track of time of loads so others needing to use machines are able to do so in a timely fashion
- Residents are asked to write their name and room number on the dry-erase board on the machine incase contact needs to be made by others waiting for availability
- Residents are to empty the lint traps in to the garbage provided after each use
- Any personal items left in the laundry room for more than a 24 hour period will be collected and held in the lost and found until the end of each semester, at which time they will be disposed of
- Residents are asked to read machine instructions or ask a staff member for assistance if they do not know how to properly operate the machines
- Non Residents are not allowed to use laundry facilities in the residence halls

Online/Digital Conduct

Minnesota North College Itasca provides an open wireless connection for all residents. With this access comes certain responsibilities & expectations.

Minnesota North College has adopted Minnesota State's acceptable use of, computers and information technology resources, pursuant to, Minnesota State Board of Trustees Policy & System Procedures (Chapter 5-Administration, 5.22.1). All users of information technology, resources are responsible for abiding with the terms of the above, mentioned policies & procedures.

Cyber Bullying

Any conduct deemed as cyber bullying will be addressed by the DRL as a violation of the MNC Student Code of Conduct.

Mail Service

Wenger Hall resident mail boxes are located on the third floor in the laundry room area. Each student in will be assigned a specific mailbox which is opened by a combination.

Itasca Hall resident mail boxes are located on the first floor in the entrance / foyer. Each student in will be assigned a specific mailbox which is opened by a combination.

It is the resident's responsibility upon check-out to use the appropriate United States Postal Service Change-of-Address web request to forward all mail previously sent to the resident's campus address.

THE RESIDENTS MUST CHECK THEIR MAIL BOX ON A REGULAR BASIS FOR IMPORTANT INFORMATION.

Itasca Hall Address:

Resident's Name
Itasca Hall
Room/Suite Number
1851 E. Hwy. 169
Grand Rapids, MN 55744

Wenger Hall Address:

Resident's Name
Wenger Hall
Room/Suite Number
1851 E. Hwy. 169
Grand Rapids, MN 55744

Dining Service

The Viking Grill & Eatery offers a variety of meals in the cafeteria which is located in Backes Student Center.

Residents residing in on-campus housing are assigned mandatory a meal plan.

Monday through Thursday

10:30am – 6:00pm

Friday

10:30am – 4:00pm

NO BREAKFAST IS SERVED

Meals are served from the first day of the semester until the last day of finals each semester. No meals are provided in the evenings on weekends, between semesters, during breaks and when classes are not in session.

IF ON-CAMPUS HOUSING RESIDENTS DO NOT USE THE ENTIRE BALANCE OF THEIR MEAL PLAN BY THE LAST DAY OF SEMESTER FINALS, THE REMAINING BALANCE IS NOT REFUNDABLE.

West Side Basketball Court Etiquette

The location of the out-door basketball court is on the west side of Itasca Hall. The following etiquette should be taken when utilizing this area:

- Pause play when a vehicle is passing by/near court area
- Pause play when an individual(s) are exiting the west door of Itasca Hall

RESIDENT SAFETY AND SECURITY

Fire Safety

Loud, intermittent beeps will sound when a fire alarm is in progress. All residents must follow fire exit routes posted on the inside of all suite doors. IN ACCORDANCE WITH MINNESOTA STATE LAW, WHEN THE BUILDING ALARM SOUNDS, ALL RESIDENTS ARE REQUIRED TO LEAVE THE BUILDING. Residents cannot re-enter a building until notified by official campus personnel.

- Electrical devices and lights should be turned off before exiting the building and windows should be kept open.
- Residents should wear shoes and clothes appropriate for the weather.

- Residents should lock and close bedroom and suite doors taking keys and fob devices with them.
- Once outside move away from the building and keep streets, fire lanes, hydrant areas, and walkway areas clear for emergency vehicles and personnel.

In the event of limited or poor evacuation, the Director of Residential Living is authorized to direct residence hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings.

Two "announced" fire drills are conducted each year. The "announced" fire drill is designed to give residents an opportunity to evacuate the residence hall in a non-emergency situation. All residents must leave the building when the alarm sounds for the drill. Specific meeting spots will be assigned to residents before the drill is administered.

There will be two "unannounced" fire drills each year.

Fire prevention in the residence halls is taken very seriously by the Department of Residential Living and is the shared responsibility of all residents living in the halls. Microwaves are allowed in rooms; however, they must be tended to while in use. Cooking appliances such as toasters, popcorn poppers, pizza ovens, warming plates, or any other appliance which have either exposed heating elements or produce excessive heat can only be used in kitchenette/commons area.

CANDLES, INCENSE, OR ANY FLAMMABLE OR SLOW-BURNING SUBSTANCES ARE STRICTLY PROHIBITED IN ALL ON-CAMPUS HOUSING FACILITIES AND RESIDENT ROOMS.

Residents who are in possession of any of these substances will receive a written warning to remove items within 24 hours and / or may be subject to disciplinary actions.

Residents who choose to grill outside of Wenger Hall may do so provided they are tending the grill at all times. Grills must be cleaned after each use.

Resident halls are equipped with a building fire alarm system, and each student room has a smoke detector that is periodically checked by residence hall staff and maintenance personnel. Room smoke detectors sound only in the room they are located in. In accordance with Minnesota State Law, when the building alarm sounds, all residents are required to leave the building. Residents cannot re-enter a building until signaled by the residence hall staff.

In the event of limited or poor evacuation, the DRL is authorized to direct residence hall staff to enter student rooms to ensure evacuation. Any violations of evacuation procedures by residents will be handled through conduct proceedings.

ANY PERSON WHO WILLFULLY TAMPERS WITH FIRE ALARM EQUIPMENT RESULTING IN A FALSE FIRE ALARM IS SUBJECT TO CRIMINAL PUNISHMENT.

ANY RESIDENTS WHO EXHIBIT NEGLIGENCE WHILE COOKING OR USING OVEN AND SETS OFF THE ROOM FIRE ALARM OR HALL FIRE ALARM MAY FACE DISCIPLINARY ACTION.

Severe Weather Safety

During a severe weather warning, all residents must seek shelter in the lowest interior corridor of the residence halls, away from windows and outside walls. Residents should wear shoes and clothes appropriate for the weather. Residents should lock and close bedroom and suite doors and not forget keys and FOB devices. **ALL RESIDENTS ARE REQUIRED TO FOLLOW SEVERE WEATHER PROCEDURES.**

Safe areas in Residence Halls:

Itasca – 1st floor hallway & suite kitchens

Wenger – 1st floor hallway & mechanical room

Campus – Underground hallway connection Backes Student Center & Mullins Hall

There will be one “announced” severe weather drill a semester. The "announced" severe weather drill is designed to give residents an opportunity to respond in a non-emergency situation. Specific meeting spots will be assigned to residents before the drill is administered.

On-Campus Security

Resident is a prime concern to residence hall staff members. Outside doors will be unlocked during check-in and check-out times to help make moving easier. During other times it is a breach of residence hall security to prop open any door where unauthorized individuals could enter. If residents see a propped open door, they are asked to report this to the RA on duty and shut the door.

Residents are strongly encouraged to lock their room doors whenever they leave and carry their room keys with them at all times. Personal safety and protection of the residents and personal belongings cannot exist if security measures are not followed.

ANYONE PROPPING DOORS OPEN TO THE OUTSIDE OR FORCIBLY PULLING OPEN A LOCKED DOOR MAY FACE DISCIPLINARY ACTION.

THOSE ALLOWING UNESCORTED GUESTS INTO THE RESIDENCE HALLS MAY FACE DISCIPLINARY ACTION.

Wild Game / Fowl / Fish Cleaning/Dressing Policy

The cleaning/dressing of wild game, fowl or fish within the residence halls or on-campus property is strictly prohibited. The storage of non-dressed wild game, fowl or fish within the residence halls is strictly prohibited.

Individuals observed / reported violating this policy may face disciplinary action.

1st Offense: 3 hrs. of campus / community service

2nd Offense: 10 hrs. of campus / community service and \$50.00 fine

3rd Offense: Resident will meet with a judicial council consisting of MNC staff and administration

Weapons

Possession or use of items such as fireworks, firearms, explosive devices, metal-tipped darts, knives, bows and arrows, BB guns, martial arts weapons, paintballs and / or paintball guns, or other potentially dangerous items are not permitted in the MNC residence halls or on the MNC campus. If a resident is found having any of the stated items in their possession they may face disciplinary actions.

1st Offense: \$100 fine. The resident will meet judicial counsel consisting of MNC staff and administration. The weapon is confiscated and held by MNC staff for the remainder of the academic year and may be returned upon check-out.

2nd Offense: \$200 fine. The resident will be placed on disciplinary probation, which may result in removal from on-campus housing, and a letter will be placed in the resident's file located in the Records Office. This will be removed when the resident graduates provided no additional offense has occurred.

There is a safe available where residents may store firearms and other weapons. Each weapon needs to be registered with the DRL and a check-in / out process occurs when residents want to obtain their weapon for recreational use.

POSSESSION OF STATED ITEMS NOT PROPERLY REGISTERED AND STORED IN FIREARM SAFE WILL RESULT IN DISCIPLINARY ACTION AND POTENTIAL REMOVAL FROM RESIDENCE HALLS.

Accumulation of Violations Policy

Residents should be aware that Minnesota North College Itasca will remove students from housing based on accumulation of housing violations, severity of violation(s) and/or violations that are subject to State or Federal laws. These are handled on a case by case basis but the Department of Residential Living reserves the right to conduct investigations and sanction or remove students from housing based on discretion & preponderance of evidence that compromises safety of other residents.