

RESIDENCE LIFE & HOUSING HANDBOOK

2017-2018



Contents

Diversity Statement.....	7
Buildings.....	7
Residence Life and Housing Staff	9
Resident Rights and Responsibilities.....	10
On Campus Living.....	11
Housing Eligibility.....	11
Academic Requirements	11
Live-in Requirements.....	11
Withdrawal from Housing	12
Reassignments.....	16
Renter’s Insurance	16
Roommate Agreement	17
Roommate Mediation.....	17
In- Hall Services	18
Desk Hours & Resources	18
Bicycles.....	18
Cable	19
Interest Based Communities	19
Internet	19
Keys	19
Laundry	20
Lofting/ Raised/ Bunking Beds.....	20
Maintenance.....	22
Recycling	22
Residence Hall Association (RHA)	22
Trash	22
Wolf Pack Services	23
Associated Student Government (ASG)	23
Counseling Center.....	23
Disability Resource Office.....	23
Health Education Prevention	23
Health Services	23
Parking	23
Dining On- Campus	24
Service and Therapy Animals.....	24

Reporting Disabilities	25
Abandoned Property	26
Alcohol & Other Drug Policy	26
Alcohol in University Village at Walking Stick	28
Marijuana	28
Cleaning	28
Common Areas	28
Community Kitchens	29
Door Propping.....	29
Entering a Student Room.....	29
Key Responsibility.....	30
Laundry	30
Lofting and Bunking.....	30
Odors.....	30
Passive Involvement	30
Pets (Service and Support Animals are not pets).....	31
Restrooms	31
Room Decoration	31
Room Responsibility.....	32
Violence	32
Windows and Screens	32
Wheeled Transportation.....	32
Weapons, Firearms, Explosive Devices.....	33
Candles/Incense/Open Flames/Heat Sources.....	33
Check-in/Check-out	33
Checking-in.....	33
Checking-Out.....	33
Documentation	34
Health and Safety Inspections.....	34
Facility Reservation and Usage	34
Fireworks	34
Flammable Liquid.....	34
Gambling.....	34
Hall Sports	34
Harassment.....	35
Sexual Misconduct.....	35

Noise	36
Operating a Business.....	36
Posting.....	36
Smoking & Use of Tobacco.....	37
Solicitation	37
Subletting	37
Vandalism	38
Videotaping & Camera Use	38
Cohabitation.....	38
Waterbeds	38
Weights/Exercise Equipment.....	38
Assault.....	38
Bomb Threats.....	38
Elevator Safety.....	39
Emergency Notification System	39
Fire Drill.....	39
Fire and Safety Equipment.....	39
Inclement Weather	40
Snow Storms	40
Thunderstorms	40
Tornadoes.....	40
Missing Persons	40
Power Outage.....	40
Safety Phones.....	41
Theft, Loss, or Damage of Personal Property.....	41
PAC Concern Team	41
Wildlife Precautions.....	41
Residence Hall Conduct.....	41
Disciplinary Hearing	42
Decision	42
Appeal	42
Sanctions	42
University Code of Student Conduct and Disciplinary Action.....	42
Interim Action.....	42
Termination of Student Housing Contract.....	42
Damage/Cost Sheet.....	42



Welcome to Residence Life and Housing!

Welcome to the THUNDERWOLF Family! Residence Life and Housing staff is so excited that you have chosen to live on campus! Campus living is an integral part of the educational experience at Colorado State University-Pueblo. With an aim toward the development of the whole student, the Department of Residence Life and Housing strives to personalize and individualize the Residence Hall experience. It is within the residential environment of the campus that students find on-going opportunities for intellectual, social, recreational, emotional and academic success.

Living on-campus is more than a place to sleep and eat; it is an opportunity for you to meet new people, have different experiences and be involved. I encourage you to get to know your Resident Assistant and Residence Life Coordinator. These individuals can be a great resource for you regarding not only housing matters but Colorado State University-Pueblo as well.

The primary goal of the Department of Residence Life and Housing is to support the academic mission of the University by fostering a residential environment that provides affordable, safe, and comfortable living facilities which cultivate community and student development in areas of intellectual, emotional, ethical, social and cultural growth.

If our department can provide any assistance to you during the course of your residency, please let us know. Have a wonderful year!

Sincerely,

Gwen Young

Gwen Young, M.S.
Director of Residence Life and Housing



Quick References

Mailing address:

[Insert your name]

2290 Bonforte Blvd, [Mail box number]

Pueblo, CO 81001

Residence Life Staff On-Call

Each Residence Hall has a Resident Assistant (RA) on call in the building.

- Weekdays 6:00 pm- 8:00 am
- Weekends 24 hours

If residents need assistance and their RA is not available, the resident should contact the front desk of their Residence Hall. Additionally, the front desk of Culebra Hall is staffed 24/7 and is always available to assist you.

Phone Number	
Office of Residence Life and Housing	719-549-2602
Crestone Front Desk	719-549-2701
Culebra Front Desk	719-549-2602
Greenhorn Front Desk	719-549-2720
Crestone On -Call	719-252-7909
Culebra On- Call	719-553-7732
Greenhorn/ Walking Stick On- Call	719-553-7762
Sheriff's Office (NON- EMERGENCY)	719-549-2373

Address for Food Deliveries, etc.:
4320 Walking Stick Boulevard, Pueblo, CO 81001



Mission Statement

The mission of the Residence Life and Housing is to support the academic mission of the University by fostering a residential environment that provides affordable, safe and comfortable living facilities which cultivates community and student development in areas of intellectual, emotional, ethical, social and cultural growth.

Commitment to Diversity

Colorado State University-Pueblo does not discriminate on the basis of age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status, or because an individual has inquired about, discussed, or disclosed their own pay or the pay of another employee or applicant. CSU-Pueblo complies with the Equal Pay Act, Titles IV, VI and VII of the Civil Rights Act of 1964, Title IX of the Education Amendments, the Americans with Disabilities Act, as amended, Section 503/504 of the Rehabilitation Act, the Age Discrimination Act, Age Discrimination in Employment Act, the Vietnam Era Veterans' Readjustment Assistance Act, the Pregnancy Discrimination Act, Executive Order 11246, as amended, Violence Against Women Reauthorization Act of 2013, the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act the Genetic Information Nondiscrimination Act of 2008, and all civil rights laws of the State of Colorado.

The students and staff of Residence Life and Housing at Colorado State University-Pueblo are a multicultural community of individuals. We are of diverse racial, ethnic, and class backgrounds and national origins. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations differ. We are unique in that we strive to work and live together, and in the process, we can learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving and expecting others to behave in ways that demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry has no place within our community, nor does the right to denigrate another human being on the basis of all protected classes. We do not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Likewise, we do not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. All of us who work and live in Student Housing community must be committed to these principles, which are an integral part of our purpose, values, and daily activities. We expect students to respect the rights of others and to be effective citizens of Student Housing and the Colorado State University - Pueblo community.

Buildings

- Crestone Hall - Suite Style
- Culebra Hall - Suite Style
- Greenhorn Hall - Suite Style
- University Village at Walking Stick - Town Home Style

Residence Life and Housing Staff

Director of Residence Life and Housing

The Director of Residence Life and Housing supervises the Professional Staff that oversee University Housing.

Assistant Director of Housing Operations

The Assistant Director of Housing Operations manages the daily building and facilities operations for on campus housing, ensuring that operational needs of the department and residents are met.

Manager of Desk & Budget

Facilitate the work of the department by performing office management and administrative duties. Responsible for the day to day operations of the Residence Life and Housing Office.

Residence Life Coordinators (RLC)

Residence Life Coordinators are in charge of overseeing and managing the Residence Halls. They are also in charge of managing their Resident Assistant staff. Residence Life Coordinators process room change requests, policy violations, conduct issues, and other duties pertaining to the well-being of their residents and the building.

Resident Assistants (RA)

The Resident Assistant is one of the most important resources students/residents have in the Residence Halls and the Residence Hall staff member you will have the most contact with. RAs are students hired by the University and assigned to live on a floor community in the Residence Halls. RAs are knowledgeable about campus resources and the services offered to students. Resident Assistants will work with the students on their floor to build a cohesive community through regular programs, activities, events, and floor meetings. The RA will provide you with a variety of things to do that will help you grow personally and academically.

Desk Assistants (DA)

DAs are students who work at the front desk in the Residence Halls. DAs are at the front desk to provide assistance and customer service. They are able to check out equipment (e.g. games, sporting equipment, etc.), answer a variety of questions, and get you in contact with the RA-On-Call. They help ensure that only residents and their guests enter the hall and will ask for identification upon your entrance into the building.

Office Staff

The staff in the Office of Residence Life and Housing is responsible for the administrative duties in Residence Life. If a student has questions about housing contracts, room assignments, maintenance, or housekeeping, they should visit the Office of Residence Life and Housing in Culebra Hall, conveniently located behind the front desk.

Resident Rights and Responsibilities

Association of College and University Housing Officers-International Statement of Residents' Rights and Responsibilities

Residents have the rights to:

- Reasonable access to their living accommodations based on a published schedule of occupancy
- Live in a clean and secure environment
- Have access to written copies of university housing rules and regulations, or individual building policies that govern individual and group behavior
- The respect and safety of personal property
- Study without interruption or interference
- Be free from unreasonable noise
- Be free of intimidation or harassment
- Express themselves freely within established guidelines
- Expect enforcement of housing agreement/contract
- Have direct access to staff that provide assistance guidance, and support as needed.
- Host guests, within established guidelines
- Receive equitable treatment when behavior is in question
- Enjoy individual freedoms regardless of skin color, ethnicity, gender, national origin, disability, age, religion sexual orientation, gender identity, gender expression, race or political affiliation
- Have access to individual and group social, educational, and developmental opportunities in their living community

Residents have the responsibility to:

- Adhere to rules and regulations
- Comply with reasonable requests made by staff, university officials, or fellow residents
- Meet payment schedules for room, board, and other required housing fees
- Monitor and accept responsibility for behavior of guests
- Report violations of rules and regulations to appropriate staff
- Respect the rights of others, as stated above
- Respect the diverse backgrounds and interests of those others who are different from them
- Treat others in a civil manner and manage conflict in a mature manner
- Be serious in their academic pursuits
- Participate actively in self-governance
- Express themselves individually, or by association with groups
- Participate in judicial proceedings to determine appropriate standards of behavior

On Campus Living

Housing Eligibility

Students who want to live on campus must fill out a housing application, pay a \$50 non-refundable application fee and a \$200 refundable deposit. Those seeking to live in Walking Stick apartments will incur \$100 non-refundable restoration fee in addition to the fees listed above. Students interested in living on-campus must be degree seeking students.

Academic Requirements

To remain a resident within student housing a student must be deemed a full time student (12 credits).

In order to be excluded from this requirement, a student must submit their request in writing to the Office of Residence Life and Housing by completing the on-line Housing Exemption Form.

Live-in Requirements

Based upon academic research and the spirit of wanting to ensure academic success for each student, incoming first year students are required to live on campus for a minimum of two academic years unless they have received an approved housing exemption.

The chart below depicts live in requirements for Residence Life and Housing.

	Credit Hours	Distance between campus and home address	Required to live on campus
First year	Less than 24	Cannot live outside of Pueblo County	Yes
Sophomore	Less than 48	Cannot live outside of Pueblo County	Yes
Junior	More than 48	N/A	No
Senior or Above	More than 48	N/A	No
Transfer student (no on – campus experience)	N/A	Cannot live outside of Pueblo County	Yes
Transfer students with 2 semesters live on experience	N/A	N/A	No

* Credits take concurrent with high school and/or credits attained through Advance Placement (AP), CLEP, International Baccalaureate (IB), or similar programs DO NOT apply towards the live-in requirement.

*The Office of Residence Life and Housing may grant an exception to a student from the live-in requirement. Students that apply for an exemption to this policy must meet the established criteria. Request for Exemption forms are available online and in the Office of Residence Life. <https://fs30.formsite.com/csupreslife/form12/index.html>

Summer Housing

Students are eligible for summer housing if they are registered for summer classes. A housing application and deposit are required when applying for summer housing. Residents that currently

have a deposit on file only need to submit a summer housing application. Exceptions to this requirement include international students and students that receive special permission from the Office of Residence Life and Housing.

Withdrawal from Housing

Students who want to withdraw from on-campus housing must apply on-line. Reasons a student may withdraw from housing include: medical leave, study abroad, a leave of absence from the University, and/or withdrawal from the University. Students are subject to damage charges after move-out during damage assessments conducted at the end of the spring semester. To begin the withdrawal application please visit:

Underclassman: <https://fs30.formsite.com/csupreslife/form7/index.html>

Upperclassman: <https://fs30.formsite.com/csupreslife/form43/index.html>

Residence Halls

Crestone Hall and Culebra Hall (First-year students)

Crestone and Culebra are suite style Residence Halls, where bathrooms are shared between two double rooms.

Triple rooms are offered upon availability.

Each resident will have access to:

- Bedroom
 - Twin XL bed
 - Desk
 - Desk Chair
 - Closet/ wardrobe
 - 3 drawer dresser
- Micro-fridge
- Lounge area at end of hall
- Laundry facilities in building

Greenhorn Hall (Upper class students)

Greenhorn Hall is a suite style Residence Hall, where bathrooms are shared between two rooms.

Triple rooms are offered upon availability.

Each resident will have access to:

- Bedroom
 - Twin XL bed
 - Desk
 - Desk Chair
 - Closet/ wardrobe
 - 3 drawer dresser
- Micro-fridge
- Lounge area at end of hall

- Laundry facilities in building
- Community kitchen

University Village at Walking Stick Apartments (Upper class students)

The Walking Stick Apartments are furnished two-story townhome style apartments.

Double rooms are offered upon availability.

Each resident will have access to:

- Bedroom
 - Twin XL Bed
 - Desk
 - Desk chair
 - 3 drawer dresser
 - Closet
- 2 Bathrooms (shared in apartment)
- Kitchen
 - Refrigerator/freezer
 - Stove/oven
 - Garbage disposal
 - Dishwasher
- Living Area
 - 1 dining table
 - 4 dining chairs
 - 4 piece sectional couch (4 chairs combined make a couch)
- Loft Area
- Laundry facilities in clubhouse

**Single rooms are only granted with the recommendation of the Disability Resource Support Center. Please review the Accessibility in the Residence Halls section for more information.*

Den Life

Appliances

Each Residence Hall room comes with a MicroFridge unit. A MicroFridge is a compact microwave, refrigerator, and freezer unit. Permitted items must have an automatic on/off timer switch if applicable.

Residence Halls

Permitted:

- Hot Air Poppers
- Pop-up toasters
- Thermostatically Controlled Coffee Pots
- Electric Hair Rollers
- Curling Irons
- Televisions
- Stereos (Sub-Woofers are NOT permitted)
- Computers
- Light bulb candle warmer (Scentsy)

NOT permitted:

- Hot Plates
- Refrigerator/Mini fridge/ Freezer
- Microwave
- Toaster Ovens
- Deep Fryers
- Electric Frying Pans
- Sandwich Makers
- Grills (including, but not limited to George Foreman Grills)
- Any other appliance with an open heating element
- Crock pots without timers
- E-Cigarettes used within the building

University Village at Walking Stick

Unit comes with the following appliances:

- Standard size refrigerator
- Dishwasher
- Full size electric stove and oven
- Furnished Bedrooms
- Sofa
- Kitchen Table and Chairs

Permitted:

- 1 microwave per unit

- Hot Air Poppers
- Pop-up toasters
- Thermostatically Controlled Coffee Pots
- Electric Hair Rollers
- Curling Irons
- Televisions
- Stereos
- Computers
- Light bulb candle warmer (Scenttsy)

NOT permitted:

- Any additional furniture (couches, beds, bookcases, media stands) that has not been approved by Residence Life and Housing and followed furniture policy.
- Refrigerator/Mini fridge/ Freezer
- More than one microwave
- Hot Plates
- Toaster Ovens
- Deep Fryers
- Any other appliance with an open heating element
- Crock pots without timers
- Gas or charcoal BBQ grills
- E-Cigarettes used within the apartment

Additional furniture may be permitted within University Village at Walking Sticks provided that it meets the following criteria: 1) Cannot be a fire or health safety to members of the community, 2) Has been sprayed/examined by University endorsed pesticide company (each unit pays \$50 inspection fee, and 3) Is properly maintained throughout the year and disposed of at time of move out. Professional Staff members reserve the right to have students remove furniture from units if furniture does not meet furniture expectations.

A UL-approved power strip with a self-contained circuit breaker must be used on all appliances. Octopus plugs are not permitted. Residents may not leave heat producing items (blow dryers, irons, toasters, etc.) unattended. Appliances not approved or determined unsafe will be confiscated by Residence Life staff and will be returned to the student at the end of the academic year.

Consolidation

The University reserves the right to move students from one unit to another for the best utilization of the facilities at the discretion of the Office of Residence Life and Housing. The Office of Residence Life and Housing may consolidate single occupants residing in multiple capacity rooms. If the occupant is reassigned and does not move to a double room as requested, the occupant will be documented for failure to comply.

Occupants residing in a room/apartment modified for various disabilities may be required to change rooms in the event another resident is in need of such accommodations.

We understand that consolidation is not ideal. We try to work with each individual student to facilitate the process. We ask that you communicate your needs and be patient with the process.

Guests

1. Any guest under the age of 18 who is not a CSU-Pueblo student must have advance approval by RLC.
2. All guests must register at the front desk by presenting their CSU- Pueblo ID or picture ID.
3. A single student in the Residence Halls may check-in a maximum of 3 guests/visitors. There can be a maximum of 12 guests/visitors in a University Village at Walking Stick apartment at a time.
4. Must be accompanied by a host/hostess that has signed you in and who lives in that Residence Hall.
5. Guests must use the restrooms located in the lobbies and cannot shower in opposite gender rooms.
6. Host/hostess are responsible for their guests at all times. Guests are expected to follow all established roommate agreements, Residence Life and Housing policies and procedures, the Code of Student Conduct and state and federal laws. Please refer to the Residence Life and Housing policies and procedures.
7. Guests are not allowed during break periods and summer sessions.
8. Residence Life & Housing reserves the right to refuse or remove a guest for any reason. Professional staff may terminate guest privileges.

Overnight guests

In addition to all of the expectations listed above, overnight guests are to adhere to the following expectations:

9. Overnight guests must sign-in and mark that they are staying overnight. All suitemates and roommates must be notified in a timely manner about any potential guests.
10. Guests are only allowed in the room as agreed upon in each roommate agreement. These agreements may change throughout the year.
11. Guests are allowed to stay for a maximum of three nights in a seven day period and no more than 10 nights total per semester with any guest.

Reassignments

Residence Life & Housing reserves the right to make alternative assignment decisions or reassign students for such reasons as the University determines appropriate. These reasons include, without limitation: for temporary accommodation when permanent space is not available; construction, renovation, and/or maintenance activities, roommate conflicts, health, safety, and/or security concerns pending disciplinary action, and noncompliance with University regulations. Accommodations are assigned at maximum design capacity. Unoccupied rooms and/or spaces are reserved for use by Residence Life & Housing. If a vacancy occurs in an assigned room, the remaining resident(s) of the room agree(s) to accept other roommate(s) as assigned by Residence Life & Housing. Room reassignment, utility or facility disruptions, or class conflicts with meal serving periods, shall not result in the reimbursement or reduction of room and meal plan rates.

Renter's Insurance

It is highly recommended that students living in the Residence Halls and University Village at Walking Stick purchase renter's insurance to protect their property. Most insurance companies offer renter's insurance at a reasonable rate. Please contact your insurance agent for more information.

Room Changes

Room changes can be made after the second week of each semester between the designated dates. These room changes are only authorized through your RLC. All pertinent paperwork to the room change needs to be turned in to the RLC. Requests for room changes must be initiated as the resident and not by a parent/guardian or other third party. There will be a \$25.00 charge to the student's account to cover the cleaning costs associated with room changes.

Please be aware that the submission of paperwork does not automatically grant you permission to move rooms. You will receive official notification of the room change decision via your CSU-Pueblo student email. Residents moving into a more expensive room type will be billed the pro-rated difference to their university account. Residents moving into a less expensive room type will be credited the pro-rated difference to their university account.

Residents may not:

- Move into completely empty spaces (ie. Open double or triple)
- Move into a room that is completely occupied (ie. Turn a double into a triple, or a triple into a quad)
- Request someone else move out so they can move in

Students who move rooms without authorization from the Office of Residence Life & Housing will be fined \$50.00 to their university account, face disciplinary action, and may be moved back to their original room. Residence Life & Housing keeps track of room assignments for two essential reasons:

1. To help identify the location of residents for safety and security purposes
2. To track the availability of space for all students applying for housing.

Room Condition Report (RCR)

Prior to check-in, each room is inspected by Residence Life staff and preexisting conditions are documented on the RCR. When the resident arrives to check-in, the resident receives the RCR and has time to review and make any edits to the RCR. The completed RCR must be returned to the front desk during check-in of student's new living space so that the student can get their ID encoded or receive their keys if a University Village Walking Stick resident. Failure to return the RCR within the first week of moving into a residential space may result in additional charges to the student's account and waives student's rights to appeal any damages found during the end of year damage assessments of residence halls.

Roommate Agreement

Sharing a room is an exciting part of the campus living experience. During the first week of school, roommates will complete a roommate agreement contract with their Resident Assistant. The roommate agreement contract ensures that there are rules in place that all parties agree upon.

Roommate Mediation

Mediation is a process where students partake in conflict resolution with a RA. The sharing of living space with another person is part of the learning experience of residential living. All roommates are expected to invest in the relationship communication, compromising and mutual respect are keys to successfully living together.

Students should discuss issues directly with their suitemates, roommates, or neighbors. If a resolution cannot be reached by all parties, a student can ask for assistance from their RA or Residence Life Coordinator.

If a student living in the Residence Halls or University Village at Walking Stick feels unsafe, has been threatened, or has experienced physical violence at any point during the process they must contact Residence Life and Housing.

As a last resort, a room change can be considered if two mediations, one completed with a RA and the other completed with the RLC. The RLC will make the determination if one or all of the individuals will need to move, if a resolution cannot be agreed upon.

Roommate Requests

When filling out the application for housing for the next academic year, students may request another student to live with them in Residence Halls. Both students must notify the Office of Residence Life and Housing within the same week to ensure that both students will be assigned to the same room.

During the academic year, students who wish to change rooms and roommates must contact their RA and RLC to gain proper approval before moving.

In- Hall Services

Desk Hours & Resources

The front desk locations provide a warm and welcoming environment where residents can obtain an array of information and services. Examples may include but are not limited to:

- Guest sign in
- Assistance with lockouts
- Items available for check-out (cleaning supplies, vacuums, ping pong paddles and other board games, etc.)

Culebra Hall: 24 hours

Crestone & Greenhorn Hall: Varying Hours

Walking Stick: Varying Hours

Bicycles

Bicycle racks can be found:

- Patio between Crestone Hall and Culebra Hall
- East side of Greenhorn Hall
- Storage provided with unit in Walking Stick Apt.

It is essential that students provide an adequate lock to secure their bicycles when parked outside. Bicycles left on racks at the end of the academic year will be considered abandoned and will be cut off and removed. Bicycles may be stored in residents' rooms, however any resident caught riding their bicycle in a building will lose this privilege.

Cable

Each room is equipped with free, basic cable provided by Comcast. Residents need to supply a television and cable (Coaxial) cord. This service does not permit residents to purchase additional premium channels. Cable channels and a current TV Program Guide can be accessed at: <http://xfinitytv.comcast.net/tv-listings#>.

Interest Based Communities

Interest Based Community Floors (IBCs) are floors with a designated theme or requirements in order to live on the floor.

Currently Residence Life and Housing offers:

- Science, Technology, Engineering, Math (STEM)
- Nursing
- Outdoor Pursuits (OP)
- Honors

For more information visit the Residence Life and Housing office.

Internet

TWOLFnet is the residential computer network service provided to students living in all residence halls. In order to gain access to the network you must register your devices through the TWOLFnet. Use of a personal router is explicitly forbidden and may result in loss of internet privileges. If you have questions about TWOLFnet, please contact the Help Desk at (719) 549-2002 or visit <https://www.colostate-pueblo.edu/information-technology/help-desk.html>.

Keys

Crestone, Culebra, and Greenhorn Residence Halls are accessible by key card. The resident's ID serves as the card for the main doors, hallway doors, and the student's room door. Each new ID must be activated at the front desk through the encoding system. A student can only swipe into the building they live in.

In the University Village at Walking Stick apartments each student receives two keys: a key to their front door and a key to their room.

If a student is locked out of their room, they must notify the RA or DA on duty in order to be let back into their room. Once the student is let back into their room, they must show their key to the RA/DA. If a student is locked out of their room more than once, they will be fined \$5.00 more for each time after the first lock-out.

If a student loses their key, they must notify the Office of Residence Life immediately. If it is after business hours, they must notify the Resident Assistant on-duty, in order to gain access to their room. The student will have to go and get a new ID card from Auxiliary Services to be encoded. Please note that Auxiliary Services only accepts cash for replacement cards and you must have a legal form of identification. Walking Stick residents who lose their keys may be charged for a key core replacement (refer to the fee chart for more information).

Keys at University Village in Walking Sticks

Students that are issued keys for housing in University Village in Walking Sticks understand and accept the financial commitment of keys issued to them for the entire academic year and the following expectations:

- I am responsible for the key issued to me and will return it at the end of my stay in this residence hall.
- If I lose my key, I will be responsible for paying a replacement fee of \$60 minimum per key.
- I am responsible for notifying staff personnel in the case the key issued to me is lost and cannot be found.
- Keys are for individual use and are non-transferable.
- I understand that providing identifying information for bicycles, electronic devices, and other items does not make Residence Life and Housing responsible for lost or stolen items. I understand that the information that I have provided is to help in the returning of items.

Laundry

Community laundry facilities are located in each Residence Hall and in the Walking Stick Club House. This free service is available 24 hours a day, 7 days a week for current residents. Allowing off-campus visitors or non-residents to utilize the laundry facilities is not allowed. Please reference the policy section of this handbook for more information regarding etiquette and expectations.

Lofting/ Raised/ Bunking Beds

To loft, raise, or bunk your bed, contact your RA and fill out the waiver form.

<https://fs30.formsite.com/csupreslife/Loft-Kit-Preorder/index.html>



Mailboxes

Each resident must sign up for their own mailbox in order to receive mail in the Residence Halls. This box number is NOT the same as the student's room number. When a student receives a package they will be notified through their student email. Residence Life and Housing is not responsible for lost or stolen mail and packages. Residents that live in the Walking Stick Apartments will pick up their mail in Greenhorn Hall.

Maintenance

Request for repairs in your room or on your floor can be submitted online at: <https://www.colostate-pueblo.edu/residence-life-and-housing/submit-a-work-order.html>.

The University's Maintenance Services will respond to requests beginning with the most urgent repairs.

- Work orders are viewed **Monday-Friday 8:30am-4:30pm**.
- If you have an emergency maintenance request you must contact the front desk or the RA on call. Examples include:
 - Running water, backed up sink, toilet not flushing and it is the only toilet for the unit, water is leaking from the ceiling or a pipe.
 - Safety has been compromised such as a broken window, door, or a lock.
 - Heating or cooling system is not functioning.
 - Lights and/ or outlets are not working.

Residence Hall Association (RHA)

The Residence Hall Association advocates for the wants and needs of students living in the Residence Halls. Every hall has a hall council, with elections every academic year for floor and building representative positions. All residents are welcome to attend meetings and functions.

Residence Life Staff On-Call

Each Residence Hall has a Resident Assistant (RA) on call in the building

- Weekdays 6:00 pm- 8:00 am
- Weekends 24 hours

If residents need assistance and their RA is not available, the resident should contact the front desk of their Residence Hall.

Study Areas

Study Areas are located in Crestone Hall, Culebra Hall and Greenhorn Hall. Each building has a black and white printer available for students to use, this service is linked to their student account. Paper is available for use, free of charge. If there are any issues with the computers, please notify the front desk of the hall.

Trash

Trash can be disposed in one of two areas:

- Trash rooms located in most hallways.
- Large blue dumpsters found behind Residence Halls and Apartments.

Trash rooms are available in most hallways during the academic year. Remember to put your trash in a liner before disposing in the larger dumpsters. Failure to keep the trash rooms in the appropriate conditions will result in the closure of the trash room. Please reference the policy section of this handbook for more expectations regarding trash disposal.

Wolf Pack Services

Associated Student Government (ASG)

The Associated Students' Government of CSU-Pueblo is dedicated to advocating on behalf of our students by voicing their concerns and bridging the gaps between faculty, staff, administration and students. It is our mission as representatives of the student body to create a positive and conducive collegiate atmosphere that is a productive, dynamic and community focused learning environment. We believe that such an environment will establish a strong personal and professional foundation that will propel our students into a successful career and a successful life.

Counseling Center

The Counseling Center is located in the CSU-Pueblo Psychology Building. The Center offers various resources for students to help them address issues that may interfere with their learning and personal development. For more information visit their website at:

<https://www.colostate-pueblo.edu/counseling-center/index.html>.

Disability Resource and Support Center

The Disability Resource and Support Center is located in the Library and Academic Resources Center (LARC). This office is the main campus resource for students with disabilities. The mission of the Disability Resource Office is to provide a physically and educationally accessible environment for all students. More information is available at:

<https://www.colostate-pueblo.edu/disability-resource-and-support-center/index.html>.

Health Education Prevention

The Health Education and Prevention (HEP) program provides prevention education, healthy living, and learning opportunities. HEP has many opportunities available for students. Some of which include but are not limited to:

- H.A.R.T (Student Recovery Program)
- S.O.U.L (Peer Educator Group)
- Protecting the Pack (Designated Driver Pledge program)
- StepUP! (Bystander Intervention)

Health Services

Health Services is located in the CSU-Pueblo Psychology Building. This is where students can go for acute illness treatment, immunization, physical exams, and other health services. For more information visit their website at:

<https://www.colostate-pueblo.edu/student-health-services/index.html>.

Parking

All motor vehicles parked on campus must possess a valid parking permit. Failure to possess and properly display a valid parking permit will result in fines. Parking permits are sold in the

Auxiliary Services Office in the OUC during regular business hours. Visitor permits can be obtained at the Pueblo County Sheriff's office in the basement of the Administration building.

Dining On- Campus

On- campus dining is operated by Auxiliary Services located in the Occhiato University Center. Meal plans are required for all Residence Hall students living in Crestone, Culebra and Greenhorn; however, meal plans are not required for Upper Class students that live in the Walking Stick Apartments. Meal plans may be changed any time prior to check-in and up through the second week of the semester. Changes to meal plans are processed through the Auxiliary Services Office located on the main level of CSU-Pueblo's student union, the Occhiato University Center (OUC). During this time, switching meal plans can be done without penalty. Students who choose a more expensive meal plan will be billed the pro-rated difference to their university account. Students who chose a less expensive meal plan will be credited the pro-rated difference to their university account.

Office of Diversity and Inclusion

The Office of Diversity & Inclusion develops, promotes, and supports a welcoming environment for underrepresented students, faculty, and staff by providing transformative and educational learning experiences.

Office of Student Engagement and Leadership (SEAL)

The mission of Student Engagement and Leadership is to provide students with co-curricular learning and leadership development opportunities through activities, events, student organizations, fraternity and sorority life, and orientation which promote and enhance their student experience and provide them with a sense of belonging at CSU-Pueblo.

Student Recreation Center

The Student Recreation Center operates year round and offers trips, educational seminars, sporting events, fitness programs and has an equipment rental program.

Special Needs and Accommodations

Service and Therapy Animals

We recognize and value the importance of service and therapy animals as part of the student experience. Before bringing a service or therapy animal into your space you must contact Disability Resource and Support Center and Residence Life & Housing. Once your accommodation has been approved, your service or therapy animal can become a resident.

Housing accommodations

Residence Life and Housing recognizes that some students may have medical, physical, and/or psychological needs that could be greatly impacted by their housing assignment, needs that may need some consideration in accordance with the Americans with Disabilities Act and Fair Housing Act. Students should contact the Disabilities Resource and Support Center to determine their need and availability of resources.

Reporting Disabilities

Residents with disabilities are welcome to share information with their RLC at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is strictly voluntary.

Safety Assistance

Prior to arrival, students with disabilities may also request a supplemental fire alarm horn or light strobe to assist them in complying with an emergency evacuation of the building such as a fire alarm.

Residence Hall Accessibility (we are inclusive to handicap accessibility)

Our buildings meet ADA requirements.

Policies and Procedures

Abandoned Property

- A. Personal property left in a room, storage area, or bicycle room/rack, after a resident has moved out, whether by proper check-out or improper check-out, shall be deemed to have been abandoned and will be removed at the resident's expense.
- B. The University shall not be responsible for any losses of or damages to any abandoned property.
- C. Any personal items will be inventoried and an attempt will be made to contact the student, so they can claim their personal items. Residents will be given five (5) business days after the property has been left to pay removal fees and reclaim their property.
- D. Any items not reclaimed within five (5) business days will be donated or disposed of and the resident will forfeit their deposit.

Alcohol & Other Drug Policy

CSU-Pueblo students, student organizations, Greek organizations, athletic and club sports teams, and their visitors must comply with all local, state and federal laws concerning alcohol and other drugs. CSU-Pueblo will not tolerate the use of alcohol or other drugs. **Alcohol is not allowed in any of the Residence Halls, including Crestone, Culebra and Greenhorn Halls or Walking Stick Apartments.** Alcohol paraphernalia including, but not limited to empty alcohol cans, bottles and shot glasses are not allowed in the Residence Halls. Drugs and drug paraphernalia of any kind is not allowed in University Housing, inclusive of marijuana regardless of State law.

The following is the complete CSU-Pueblo alcohol and other drug policy:

A. Alcohol

1. Underage Possession or Consumption

If you are under age 21, you cannot purchase, possess, or consume alcohol.

2. Providing Alcohol to Minors

No student, regardless of age, shall provide alcohol to anyone under age 21.

3. Public Intoxication

Being intoxicated by alcohol in a public space, and being a danger to yourself or others is prohibited.

4. Severe Intoxication

Being intoxicated by alcohol to a level that requires, or appears to require, medical attention or supervision by others, is prohibited.

5. Drinking Games and Paraphernalia

The possession or use of drinking devices that dispense alcohol, such as funnels, luges, keg taps, etc. is prohibited. The promotion, possession or playing of alcohol drinking games, such as beer pong or water pong, is prohibited.

6. Alcohol in the Residence Halls

Possession or consumption of alcoholic beverages or the possession of alcohol containers (including empty alcohol containers) is prohibited in all residence halls including University Village at Walking Sticks, regardless of age.

7. Irresponsible Serving of Alcohol

When providing alcohol to those of the legal age to drink (21yrs), students must practice responsible serving procedures. Irresponsible serving procedures include, but are not limited to: providing alcohol to intoxicated individuals, providing alcohol to minors, or creating environments of binge drinking or otherwise permitting the endangerment of any party.

8. Driving While Ability Impaired or Driving Under the Influence

Students are required to follow the laws of the State of Colorado regarding alcohol and/or drugs and driving. Students receiving citations for DWAI or DUI may also be sanctioned by the University.

B. Other Drugs

1. Possession, Use, or Sale of Marijuana

Pursuant to Federal law, possession, use, or sale of marijuana is prohibited on campus.

Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus. Colorado state law requires marijuana use be restricted to those 21 years of age and older.

2. Medical Marijuana

Students and guests who have been issued a Medical Marijuana Identification Card by the State of Colorado, or have a license from another state, may not possess, use, or sell marijuana on University property, including in University housing areas. Medical Marijuana possession, use or sale is also prohibited at University sponsored events, even if held off-campus.

3. Illicit Substances

Possession, use, or sale of illicit substances is prohibited. Illicit substances include scheduled amphetamines, anabolic steroids, cocaine, hallucinogens, heroin, inhalants, marijuana, methamphetamines, tranquilizers, etc. Unscheduled substances are also prohibited (e.g. street drugs).

4. Prescription Medication

Students or guests who have been prescribed medications (including scheduled drugs) may only use those medications as prescribed. Any other use, abuse, or unauthorized sale is prohibited.

C. Medical Amnesty & Emergencies

1. Medical Amnesty

CSU-Pueblo encourages all students to call for help when any sign of alcohol poisoning or drug overdose is observed. Students who call for help to assist a friend or themselves may be eligible for medical amnesty. Students who are provided medical amnesty may not be subject to disciplinary sanctions; however, educational sanctions may be applied. Receipt of medical

amnesty is at the discretion of the Director of Student Conduct and Case Management, or designee.

2. Failure to Respond to an Alcohol or Drug-Related Emergency

Students who fail to call for medical assistance in an alcohol or drug-related emergency may be subject to disciplinary action and may receive enhanced sanctions.

Alcohol in University Village at Walking Stick

- A. Possession or consumption of alcoholic beverages or the possession of alcohol containers (including empty alcohol containers) is prohibited in all residence halls including University Village at Walking Sticks, regardless of age.
- B. The maximum capacity for a social gathering in a single Walking Stick unit is twelve people. These social gatherings must be entirely contained within the residence and comply with quiet and courtesy hour guidelines.
- C. Public display (i.e. in common areas or visible in windows) of alcohol containers is prohibited.
- D. The possession or use of drinking devices that dispense alcohol, such as funnels, luges, keg taps, etc. is prohibited. The promotion, possession or playing of alcohol drinking games, such as beer pong or water pong, is prohibited.

Marijuana

- A. While possession and use of marijuana is no longer a crime under Colorado Law, it is a violation of federal law to possess marijuana in any housing facility or other public area of the University for any reason.
- B. Marijuana found in the Residence Halls or University Village at Walking Stick shall be seized and destroyed by law enforcement.
- C. Possession of a Medical Marijuana Registry Identification Card does not authorize a student to possess, use, or distribute marijuana in any housing facility or other public area of the university.
- D. The possession of marijuana or illicit drug paraphernalia such as, but not limited to, grinders, bongs, pipes, vaporizers, scales, or items utilized for an unapproved drug related manner is strictly prohibited in all residence halls and University owned property.

Cleaning

Students are responsible for cleaning up any mess made in the common areas of their Residence Hall. It is the student's responsibility to keep their space clean. This includes removing trash and recyclables from their space and placing them in the trash rooms or the dumpsters located outside behind each of the Residence Halls and Walking Stick. Failure to maintain a clean living space will result in charges to the students' account.

Common Areas

- A. Provided furniture in hallways and lounge areas may not be removed. Persons involved in the removal or damage to furniture provided in the Common Areas will be subject to fines and disciplinary action.
- B. Individuals are not allowed to sleep in the common areas for any reason at any time. This includes all main lobbies, study rooms, computer stations, and wing lounges.
- C. Items left in any public space unattended will be abandoned property and will be confiscated by Residence Life staff.

Community Kitchens

- A. Unattended appliances or food are prohibited;
- B. Failure to appropriately clean up kitchen or cooking supplies is prohibited;
- C. Extended storage of food in community kitchen is prohibited.

Door Propping

Resident room IDs will open the main entrances of Crestone, Culebra, and Greenhorn. Student's IDs will only allow them access to the front entrance of the Residence Hall they reside in. Students should not enter Residence Halls through doors designated as exit only. Residence Hall hallways are locked 24 hours a day. Residents are not to prop open the hallway or exit doors for any reason. Disciplinary action will be taken if you fail to close doors behind you, if doors are propped open, or if the security of residents is compromised in any other fashion.

Entering a Student Room

- A. Students' personal privacy will be respected. However, Residence Life and Housing reserves the right to authorize entry into a room when there is a reasonable cause to believe the following:
 - a. There exists an immediate threat to the health or safety of the occupants
 - b. There exists a need to protect property (University or private)
 - c. It is necessary to further our basic responsibility regarding discipline and maintenance of an educational atmosphere
- B. Facility team entry guidelines:
 - a. The University reserves the right to enter the room or suite without notice during reasonable hours when necessary to provide maintenance, service, repairs, improvements, to make inspections, or for any other legitimate purpose. The hours between 9:00 a.m. and 5:00 p.m. have been designated as a reasonable time period. A Maintenance Service Door tag will be left by the maintenance personnel stating when they were in your room and what was done.
- C. Guidelines for entry:
 - a. Residence Life and Housing staff will knock on the room/apartment door three times, 30 to 40 seconds apart. If there is no answer at the door or no indication that someone is home, Residence Life and Housing staff will use their keys, open the door about six or seven inches and call out to see if anybody is home.
- D. Unauthorized entry
 - a. Entering into another student's room or vacant space without the invitation, consent or permission of the room resident or University staff at any time is prohibited.
 - b. Use of a vacant space, such as an empty neighboring suite, for storage or gathering is not permitted.

Furniture

All furniture assigned to student rooms must remain in the designated room. No furniture is to be removed by students from rooms.

Students are not permitted to bring extra furniture without prior approval from the Office of Residence Life and Housing. Please contact the Office of Residence Life and Housing for more information.

Key Responsibility

The following actions are prohibited:

- A. Failure to maintain possession of their room key or student ID card
- B. Loaning or giving a key, student ID card, or mailbox combination to another person
- C. Using a key or student ID to admit an unescorted guest or non-resident
- D. Inappropriately utilizing keys or other means to access spaces to which a student is not expressly permitted entrance

Laundry

- A. It is the responsibility of each resident to monitor and remove their laundry items in a timely manner. Laundry should not sit more than 10 minutes in any machine after the cycle has been completed. Laundry left for more than 10 minutes will be removed and placed on the counter.
- B. Residents are not permitted to remove another resident's laundry earlier than the completion of the cycle plus 10 minutes.
- C. Laundry that is left in the laundry room for longer than one week will be collected by a Residence Life staff member and donated.
- D. Use of the laundry facilities is exclusively for residents of that particular residence hall or apartment complex. Allowing non-residents into the laundry facilities or hosting non-residents while they do their laundry is not permitted.
- E. Residents are required to use high efficiency (HE) laundry soap at all times. Residents are not to fill the machines beyond their capacity. Students may be held accountable for any damage caused or maintenance performed as a result of improper usage of the machines.

Lofting and Bunking

- A. Due to fire and other safety concerns, only approved beds may be lofted in the Residence Halls. Lofting of beds may be done only to beds designed for this purpose and completed by a Residence Life and Housing staff member. Please see your RA or the front desk for more information. No beds shall be lofted using homemade lofts, cinder blocks, or risers. Students found to have illegally lofted beds will be asked to remove the loft and may be subject to disciplinary action and fines. Residents may not take any furniture or bed parts from other rooms in order to make a loft

Odors

- A. Having odors that originate from inside a resident room, common space, or lounge space that is detectable is prohibited, which includes but is not limited to: marijuana, alcohol, excessive fragrances, garbage, hygiene, or other odors.

Passive Involvement

- A. Residents are obligated to remove themselves from any situation that is a violation of Housing Policy and/or the Student Code of Conduct and report the situation to a Residence Life staff member.
- B. Residents present during a violation of a Housing Policy and/or the Student Code of Conduct can be held responsible for that violation.

Pets (Service and Support Animals are not pets.)

- A. Students may not have animals in any residential building on either a temporary or permanent basis, with the exception of fish kept in aquariums/tanks.
- B. Students shall not leave fish unsupervised over extended breaks.
- C. Students should properly clean, store, and empty fish tanks, including during extended breaks.
- D. Fish tanks cannot be over five (5) gallons and only one tank is allowed per room or apartment.
- E. Preventative measures should be taken at all times for odor control. Consideration of others must be taken into account.
- F. Residents will be charged for labor and supplies for damage to the room/suite, furnishings, or floor that exceeds normal wear and tear. When the resident vacates the room/suite, staff will bill the resident for any cleaning over and above the norm that must be undertaken because the room/suite housed the pet.
- G. Residents are expected to properly care for pets.
- H. Liability for Pets: Residents are responsible for the actions of their pets, including any personal injury or property damage the pet causes.
- I. Any violation of this pet policy, including neglect of the pet, can result in additional fines or fees, student conduct action, and possible Housing Contract cancellation.
- J. An automatic \$200 cleaning fee will be imposed for any person found in violation of this policy.

Restrooms

- A. Restroom use is for the specified sex indicated on the restroom door. Entering a restroom designated for another sex is prohibited. Within Crestone, Culebra and Greenhorn Halls, suitemates must agree upon terms of bathroom usage.

Room Decoration

- A. We want each student to take ownership of their room while maintaining a safe and welcoming learning environment. We have created these guidelines with this in mind, while also ensuring the long term sustainability and affordability of the living spaces.

Please do not:

- Write or paint on any surface of your room, your furniture, or the hallways.
- Utilize any strong adhesives that are difficult to remove including but not limited to duct tape, packing tape or epoxy.
- Use tacks, nails or staples that will leave holes in the walls.
- Display anything in your window that is visible from outside the building.

Feel free to:

- Utilize light adhesives, such as painter's tape, poster putty, or 3M strips.
- Bring your own rugs
- Hang posters and decorations
- Hang colored LED lights utilizing appropriate adhesives

Decorations must only be posters or other light items that can be hung on the wall by 3M strips, poster putty or painters tape. Please be aware that any damage upon removal of decorations is the

resident's responsibility. Only 25% of a wall, door or room should be covered with decorations in order to ensure fire safety. The use of contact paper on any University property is prohibited.

Items are not to be hung on the ceiling or any other physical structures on or near the ceiling (i.e. ventilation pipes, and sprinkler heads, smoke detector or vents).

We recognize that during holidays residents like to take the time to decorate the hallways. Residence Life and Housing encourages the expansion of student ownership through the appropriate decoration of their floor or hallway. All of the room decoration rules apply to hallway decoration. Items such as rugs, pumpkins and lawn ornaments are not permitted in the hallways because they are safety and fire hazards. In addition residents are responsible for cleaning up the decorations within a reasonable time. Residence Life and Housing reserves the right to request the removal of any hallway decorations.

Room Responsibility

- A. Behaviors which are in violation of the Housing Handbook or Code of Student Conduct that occur in a student room or suite are prohibited.

Violence

Residence Life and Housing does not tolerate acts of violence to self/and or others inside the Residence Halls.

Acts of violence are defined as:

- A. Physical acts which harm or have the potential to harm self and/or others.
- B. Physical assaults are included in these acts.
- C. Any resident engaging in violent behavior will be subject to disciplinary action.

Windows and Screens

Window screens in Residence Halls are not to be removed or tampered with for any reason. Removal or tampering with a screen can result in damage to the screen, a reduction in security, and insect problems.

- A. Screens are not allowed to be removed from windows at any time.
- B. If a screen is found removed or tampered with the resident will incur a \$100 fee.
- C. Items are not to be thrown outside the windows or placed on window ledges.
- D. Residents are not to use the windows as exits or entrances to the buildings.
- E. Students caught throwing items out of the window, placing items on window ledges, exchanging items through windows, or hanging out the window are subject to disciplinary action and could also be removed from housing.

Wheeled Transportation

- A. The use of wheeled transportation is not allowed inside any residence hall or apartment. Examples of wheeled transportation include, but are not limited to:
 - Hover Boards
 - Skate boards (including longboards and penny boards)
 - Scooters
 - Bicycles
 - Rollerblades
- B. Signs are posted where wheeled transportation is prohibited in certain areas near buildings. It is the resident's responsibility to obey posted signage.

Hover boards or other lithium-battery powered wheeled transportation is not to be stored in a residence hall or apartment.

Weapons, Firearms, Explosive Devices

Possession of firearms or simulated weapons including but not limited to the following are prohibited in and around the Residence Halls and University Village at Walking Sticks:

- air pistols
- BB guns
- paint guns
- air soft guns
- ammunition
- explosives
- fireworks
- swords
- large knives
- sling shots
- bows and arrows
- propane/butane containers

Pocket knives with blades 3 inches or shorter are permitted. The misuse of the item will result in the knife being confiscated. Possession of these items may result in disciplinary action.

By signing the Residence Life Housing contract, a student who has a permit to carry a concealed weapon, waives his/her rights to possess a weapon and/or to carry a concealed handgun. Possession of any weapon or a handgun in any Residence Hall on campus is a violation of this agreement and will result in disciplinary action.

Candles/Incense/Open Flames/Heat Sources

Residents are not permitted to burn candles or incense in any Residence Hall or University Village at Walking Sticks. Candles used with a hot plate/candle warmer are not permitted in the Residence Hall. Lighted warmers (ex. Scentsy) are allowed in University Housing because they are a warmer operated by a light bulb and not a hot plate. Any candles with wicks that have been burned will be asked to be disposed of by the resident and a fine may be imposed. Incense and any item with an open flame or exposed heat source are potential fire hazards and are prohibited.

Check-in/Check-out

Checking-in

To check into University Housing a student must bring their photo ID to the front desk of their assigned space. A Residence Life and Housing staff member will be there to assist the student with the check-in. There are several forms to complete during check-in. After completing the paperwork, you will receive your room key (depending on hall) and can begin moving in. If you are checking into a hall during the room change period of the school year, please remember you have 48 hours to move to your new room.

Checking-Out

After removing all personal items from your room, the student must return all the room furniture to its original location and vacuum the room. If a student is moving off campus or home for the summer the student must complete the forwarding address/change of address form through the

PAWS account. Once this is completed, the student needs to see a RA to complete the RCR, all check-out paperwork, and to turn in their key(s) if applicable. If you need to check-out and you can't find a RA, contact the front desk or RA on-call in the evening hours.

Documentation

Residence Life and Housing staff are required to document all violations of University policy as well as any violations of State and Federal laws. Upon request, residents documented for policy violations may view a copy of the report pertaining to the incident.

Health and Safety Inspections

Inspections are conducted to ensure the safety and sanitation of the Residence Hall. Inspection dates and times will be posted in the hall at least 24 hours prior to the inspection. University staff will check for room and refrigerator cleanliness, potential health or safety concerns, obvious maintenance needs where applicable, intact window screens and locked windows.

If a room is found to be potentially unsafe or unhealthy, the resident will be required to correct the situation within the required time frame. Rooms will be rechecked a second time. If the room fails the second check, student will be documented through the conduct process and may be subject to fines or removal from housing. Illegal items found in plain sight will be documented.

Facility Reservation and Usage

Any student group/organization wishing to reserve space in the Residence Hall lobby, Residence Hall classroom space, or study rooms must do so by making arrangements through Residence Life and Housing. Use of these spaces is expected to comply with all Residence Life and Housing, and University regulations and policies.

Fireworks

The use or possession of fireworks within the Residence Halls, University Village at Walking Sticks or on campus grounds is prohibited. Students who violate this policy may be fined or subject to disciplinary action.

Flammable Liquid

Gasoline, kerosene, ether, oil, butane and any other flammable liquids are prohibited in the Residence Halls and University Village at Walking Sticks.

Gambling

State law prohibits organized gambling in Residence Halls and University Village at Walking Sticks. Organized gambling is defined as: "Any behavior or wagering, for self or others, whether for money or not, no matter how slight or insignificant, where the outcome is certain or depends on chance."

Hall Sports

Hall sports and other potentially dangerous activities are NOT permitted within the Residence Halls. Hall sports include, but are not limited to:

- basketball
- football
- hockey
- lacrosse
- golfing
- "tag"

- wrestling
- skateboarding/ hover boarding
- roller skating/rollerblading
- soccer
- slip and slide
- water fights
- nerf gun
- frisbee
- tennis
- running
- throwing any object or ball

We encourage you to enjoy sports and other such physical activities in appropriate designated outdoor areas, at the Student Recreation Center or through organized intramural activities.

Harassment

At Colorado State University-Pueblo, Protected Class Harassment is prohibited. Protected Class Harassment is defined by University policy as:

subjectively unwelcome conduct based upon an individual's actual or perceived age, citizenship, creed, color, disability, gender, gender expression, gender identity, genetic information, national origin or ancestry, pregnancy, race, religion, sex, sexual orientation, veteran status where either:

- enduring the unwelcome conduct is made either explicitly or implicitly a condition of a Reporting Party's continued employment or academic standing; or
- the conduct is so severe, pervasive, and/or objectively offensive that the conduct unreasonably interferes with the Reporting Party's employment, academic pursuits, or participation in University activities (i.e. the conduct creates an objectively hostile environment). Generally, a single inappropriate joke or offensive epithet does not create a "hostile environment;" however, being subjected to such conduct repeatedly may constitute a "hostile environment." In determining whether the alleged conduct warrants corrective action, all relevant circumstances, including the context in which the conduct occurred, will be considered. The existence of a "hostile environment" will be determined on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.

Behaviors and actions exhibited via electronic media, including e-mail, text messaging, or social networking websites (e.g. Facebook, Instagram, Twitter, etc.) may be in violation of CSU-Pueblo's Policy on Discrimination, Protected Class Harassment, Sexual Misconduct, Intimate Partner Violence, Stalking, & Retaliation.

Sexual Misconduct

All members of the University community, and their guests, have the right to be free from sexual misconduct. As such, Colorado State University-Pueblo policies prohibit sexual misconduct (non-consensual sexual intercourse, non-consensual sexual contact, sexual exploitation, and sexual harassment), intimate partner violence, stalking, and retaliation by members of the University community. The University has zero tolerance for any of the above mentioned behaviors and will

take appropriate actions to stop the behavior, prevent its recurrence, and remedy the behavior's effects.

University employees, including RAs, (except those serving in roles expressly designated to receive confidential information regarding sexual misconduct, intimate partner violence, or stalking) are required to report any information they know about possible sexual misconduct, intimate partner violence, or stalking to the University's Title IX Coordinator. Individuals who do not want their concerns reported to the Title IX Coordinator can contact confidential resources such as the University Counseling Center at (719) 549-2830 or the Pueblo Rape Crisis Center at (719) 549-549.

For additional information/resources regarding sexual misconduct, intimate partner violence, or stalking or to report a concern/complaint, contact the Director of the Office of Institutional Equity, who is the Title IX Coordinator for Colorado State University-Pueblo. You may contact the University's Title IX Coordinator, Joshua R. Ernst (josh.ernst@csupueblo.edu) via telephone at (719) 549- 2210 or at the following address: Colorado State University-Pueblo, Administration Building – Room 304, 2200 Bonforte Boulevard, Pueblo Colorado, 81001. Please visit www.csupueblo.edu/AffirmativeAction for more information.

Noise

Courtesy hours are in effect 24 hours a day. During courtesy hours, residents and their guests are expected to avoid making noise that disturbs others and to avoid excessive noise in the common areas in and around the Residence Hall and University Village at Walking Sticks. Residents should be considerate of others and respect student's request for quiet. If noise in the University Village at Walking Stick apartment's parking lot reaches a disruptive level, the Sheriff's Office will be notified.

Quiet hours are in effect from:

10:00 pm to 9:00 am Sunday-Thursday

12:00 am to 9:00 am Friday-Saturday

During quiet hours, residents and their guests are expected to avoid making noise that can be heard outside the resident's room and to avoid excessive noise in the hallways and in common areas in the Residence Halls and University Village at Walking Sticks. **24-hour quiet hours will be in effect during exam periods.**

Operating a Business

Residents are not permitted to carry on any organized business or other commercial activity from their room or within any on-campus residential area. Doing so will result in disciplinary action.

Posting

Students:

Students in Residence Halls and University Village at Walking Sticks may post items on their room door as long as it is nondiscriminatory and does not foster an environment of harassment. Students found with questionable materials posted on their doors will be asked to remove it.

CSU-Pueblo Materials:

All flyers, announcements, and posters must be approved by Residence Life and Housing staff.

All items needing approval must be dropped off at Residence Life and Housing Office and will be reviewed. This includes flyers placed under residents' doors. Postings are removed two weeks from date of approval or at the conclusion of the event. Only Residence Life and Housing materials may go on bulletin boards, unless otherwise authorized by the Office of Residence Life and Housing.

Residence Life and Housing Materials:

Staff members advertising Residence Life and Housing programs or events may post as necessary to get information out in a timely fashion.

Note: Posting of materials in windows or the exterior of room doors contrary to the educational mission of Residence Life and Housing and Colorado State University-Pueblo is prohibited. Such items include but are not limited to materials that: promote underage alcohol use, drinking games, are obscene, verbally abusive, racially intimidating, or are demeaning to another human being.

Smoking & Use of Tobacco

The use of tobacco products, are prohibited in the Residence Halls and University Village at Walking Sticks.

This includes but is not limited to:

- smokeless tobacco
- tobacco chew
- e-cigarettes and cigarettes
- vape pens
- Hookah

Use of tobacco products is prohibited within twenty-five (25) feet of any such building, unless a University designated tobacco use shelter is otherwise provided. Tobacco products must be used in the designated areas.

Persons who wish to use tobacco products outside of the Residence Hall and University Village at Walking Sticks shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal into designated receptacles that are located around the Residence Halls.

Solicitation

Solicitation is prohibited in the Residence Halls and University Village at Walking Sticks. Solicitation includes contact for the purpose of distributing advertising or other materials, seeking funds, services, support or memberships, or attempting to sell goods or services. Any solicitation in the Residence Halls and University Village at Walking Sticks should be reported to the Office of Residence Life and Housing immediately.

Subletting

No student living in the Residence Halls and University Village at Walking Sticks may sublet their room to another individual. Residence Hall rooms are to be occupied by persons holding current, signed housing contracts.

Vandalism

If a resident damages, alters, replaces, or removes University or another's personal property, they will be charged for the damage and face strict disciplinary action.

Videotaping & Camera Use

Consistent with state law and University policy, persons living in or visiting the University Residence Halls and University Village at Walking Sticks have rights as well as responsibilities regarding the privacy of others. No person may videotape, audio record, or take photographs of any person in a private location without that person's explicit knowledge and consent. Private locations include, but are not limited to: student rooms, bathrooms, and lounges.

The Office of Residence Life and Housing reserves the right to videotape, audio record, or take photographs of any person in any public location for the purposes of safety and security.

Cohabitation

Cohabitation is prohibited; only contracted residents assigned to the room may live in the room. Cohabitation exists when a person who is not assigned to a particular Residence Hall or University Village at Walking Sticks space uses that space as if he or she were living there.

Waterbeds

Waterbeds are not allowed in the Residence Halls or University Village at Walking Sticks.

Weights/Exercise Equipment

Free weights or other weight lifting equipment under ten pounds may be used in resident rooms. Other equipment can create safety, space, and facility concerns, and is prohibited. Barbells are not permitted in the Residence Halls or University Village at Walking Sticks

Safety and Security

Assault

Students who have been assaulted or have information regarding any type of assault should contact Residence Life and Housing staff for more information about how to properly handle the situation.

Bomb Threats

In the event of a bomb threat, all University Housing will be evacuated to protect the health and safety of everyone in the Residence Hall and University Village at Walking Sticks. When a bomb threat is received, residents should assume that there is an emergency and follow these steps:

1. Remain calm.
2. Close your room door and lock it.
3. Evacuate the building using the nearest safety exit stairway.
4. People who cannot traverse stairs should exit through the main entrance if they are on the main floor. If residents are on a higher floor, they should go to the nearest stairwell and wait safely inside for emergency personnel or Residence Life staff.
5. After leaving the hall, everyone should proceed to the designated assembly point away from the building. Do not leave the assigned area unless an official tells you to.
6. Return to the hall ONLY after an official (Fire Department, Sheriff's Department, Residence Life staff member) tells you to.

Elevator Safety

All Residence Halls have elevators. If an elevator stops functioning while in operation, residents should press the alarm button and remain inside the elevator until help arrives. Only trained and authorized personnel are permitted to remove occupants from the elevator. Under no circumstances should anyone else try to release trapped occupants or attempt to force elevator doors open. In the event of inclement weather or a fire, do not use the elevator.

Emergency Notification System

In the event of an emergency or an unexpected closing of the university, Colorado State University–Pueblo will communicate pertinent information through many channels including: internet announcements, emergency messages through telephone, student emails, the CSU-Pueblo radio station, news, media releases, and text messages.

Students can sign up to receive text message alerts pertaining to campus emergencies or closures through their PAWS Student Services account.

For more information visit: <https://secure.csupueblo.edu/its/forms/ITSTWN/Authenticate.aspx>

Fire Drill

Fire Drills will occur throughout the academic year in all Residence Halls and University Village at Walking Sticks to ensure the safety of all students and staff. When the fire alarm sounds, students should assume that there is an emergency and follow these steps:

1. Remain calm.
2. Close your room door.
3. Evacuate University Housing using the nearest safety exit stairway.
4. People who cannot traverse stairs should exit through the main entrance if they are on the main floor. If residents are on a higher floor, they should go to the nearest stairwell and wait safely inside for emergency personnel or Residence Life and Housing staff.
5. After leaving the hall, everyone should proceed to the designated assembly point away from the building. Do not leave the assigned area unless an official tells you to.
6. Return to the hall ONLY after an official (Fire Department, Sheriff's Department, Residence Life and Housing staff member) tells you to.

For your own protection, obey all fire regulations. Failure to evacuate University Housing when an alarm sounds represents grounds for disciplinary action. Residence Hall staff, Campus Sheriff Deputies, and the Pueblo Fire Department reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated the building.

Fire and Safety Equipment

Tampering with fire and safety equipment in the Residence Hall, University Village at Walking Sticks, or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing or damaging exit signs, and interfering with smoke detectors. Interference with smoke detectors will result in disciplinary action. Students responsible will be assessed for all damages that occur as a result of their tampering with fire and/or safety equipment. In addition, all violators are subject to judicial action and possible criminal prosecution.

Inclement Weather

Snow Storms

When a snow storm occurs or is about to occur students should take necessary precautions and pay attention to the T-WOLF portal for pertinent information.

Thunderstorms

Students should move all activities indoors at the sign of inclement weather.

Tornadoes

When severe weather conditions exist, it is your responsibility to seek shelter away from windows or to lower levels immediately. A tornado can develop so rapidly that no warning is possible. However, should the National Weather Service (NWS) issue a Tornado Watch, residents are cautioned that the conditions favor the occurrence of tornados and severe weather. A NWS Tornado Warning indicates that a hazardous event is occurring or is imminent.

When a Tornado Watch or Warning has been issued, residents should remain calm and seek shelter on the lowest floor possible toward the center of the building and preferably in a windowless hallway. Residents should use the stairwells, not the elevators, as the potential for a power outage always exists with severe weather conditions. Residents also should stay away from windows and glass doors. Residents should remain in the designated area until the “all clear” signal has been issued.

Missing Persons

If a member of the university community has reason to believe that a student who resides in on-campus housing is missing for at least 24 hours, he or she should immediately notify the Office of Residence Life and Housing.

The Office of Residence Life and Housing will conduct a “health and safety” entry into the room of the reported missing student.

Upon initial check-in at the University Housing, students will be given the option to identify a contact person (in addition to registering an emergency contact) whom the Office of Residence Life and Housing will notify if the student is determined missing by the Office of Residence Life and Housing and Pueblo Sheriff’s Department. The additional contact information is confidential, accessible only to authorized campus officials and law enforcement, and may not be disclosed outside of a missing persons’ investigation.

If the missing student is under the age of 18 and not emancipated the Office of Residence Life and Housing will notify the parent or legal guardian and the designated missing person contact (if one was selected), no later than 24 hours after the student is determined to be missing.

Power Outage

Should any Residence Hall experience a power outage, students should remain calm and remain on their floor. Students are encouraged to have flashlights available if a power outage occurs. If a student is in an unlighted area, he/she should proceed cautiously to an area with emergency lighting and remain in that area until he/she hears from Residence Life and Housing staff. If a student is in an elevator at the time of a power outage, they should use the emergency call button or telephone to alert the authorities. In the event of a significant power outage, the front desk of the Residence Halls will serve as the central communication center for Residence Hall staff and students until

the power is restored. Residence Life and Housing is not responsible for any items that are spoiled during a power outage.

Safety Phones

There are safety phones on campus near the main entrances of each Residence Hall and other campus locations. Safety phones can be identified by their white pillars, blue lights, and have emergency printed on their sides in red letters. The safety phones ring directly to the Sheriff's Office.

Theft, Loss, or Damage of Personal Property

The University assumes no liability for the loss, damage to, or theft of property belonging to the student. The University shall not be liable for claims of any injury or injuries to any person or persons. The University is not liable for damage of property which in any way arises out of the use and occupancy of the Residence Halls and University Village at Walking Sticks. This includes, but is not limited to:

- failure of electrical power
- plumbing, sewer
- presence of snow
- steam
- the occurrence of water leakage
- explosion
- fire
- smoke
- natural occurrences
- law or government action
- any rule of regulation of any government agency

The student is responsible for obtaining personal property insurance.

CARE Team

If a resident is concerned about the health, wellbeing, or safety of any individual on campus, they should notify their RLC or fill out the form available on the CSU-Pueblo website:

<https://secure.csupueblo.edu/CampusSafety/person-of-concern.asp>

Wildlife Precautions

If a student finds any wildlife in their rooms (insects, snakes, etc.) they should contact their RA or the Office of Residence Life and Housing immediately.

Residence Hall Conduct

Residents living in On-Campus Housing are subject to the Student Code of Conduct. In addition to the Student Code of Conduct, residents are also subject to the policies and procedures contained in the Residence Life and Housing Handbook.

It is the responsibility of all members of the Residence Life community to report violations. Any violation of the Student Code of Conduct or the policies and procedures in the Residence Life and Housing Handbook should be reported to a staff member in the Office of Residence Life and Housing, such as a RA or RLC. For more specific information on process and possible sanctions,

please review the Student Code of Conduct at <https://www.csupueblo.edu/student-affairs/student-conduct/index.html> or contact the Office of Student Conduct and Case Management.

Termination of Student Housing Contract

As outlined in the Student Housing Contract, a violation of the Student Code of Conduct is a breach of the Housing Contract and may result in termination of the Contract. CSU-Pueblo will not refund a resident's unused portion of the Student Housing Contract fees when termination is as a result of dismissal for disciplinary reasons.

Damage/ Community Billing Policy

Charges may be assessed to you for damage to or loss of University property in your room, rooms of other students, and/or common areas (i.e. hallway, bathrooms, stairwells, etc.). Room and common area damage may result in the reassignment or cancellation of the housing contract of those individual(s) found to be responsible, in addition to the assessment of costs for repairs and/or replacing damaged items. Community Billing of residents may take place when damage has been done to the community and an individual or individuals is not found responsible or can't be determined. Damage Billing charges will be placed on student's PAWS accounts and written notification via student email and or letter will be provided to students.

Damage/Cost Sheet

Damage/ Replacement	Cost
Bed	\$400
Carpet Repairs	\$100-\$600
Carpet Stains	\$50/hr
Ceilings Dirty	\$50/hr
Chairs	\$150
Desk	\$80-\$300
Doors	\$100-\$300
Dresser	\$100-\$300
Fire Evacuation Instructions	\$10
Floors Dirty	\$25
Garbage Can	\$25
Unauthorized Animal	\$200
Removal of Furniture	\$100 per furniture item

Damage/ Replacement	Cost
General Cleaning	\$50
Holes In Walls	\$25-\$200
Items Left In Room	\$25
Light Fixture	\$50
Lost Key	\$80
Mattress	\$150
Mirror	\$85
Refrigerator Cleaning	\$50
Screens	\$25-\$50
Smoke Detector	\$50
Trash Removal	\$25
Window/ Blinds	\$10-\$165
Lockouts	1 st Lockout is Free Additional Lockouts are \$20 per instance



Important Dates

Fall 2017

Freshmen Residence Hall Move-In Day	Aug. 16- 8am-Noon
Upper Class Move-in Day	Aug. 19 - 8am-Noon
Classes Begin	Aug. 21
End Add Period (full-term courses)	Aug. 25
End Drop Period (full-term courses)	Sept. 4
End of Full-term Course Withdrawal Period	Oct. 20
Thanksgiving Break-All Residence halls CLOSED	Nov. 20-24
Classes End	Dec. 1
Final Exams	Dec. 4-8
Residence Hall Close	Dec. 9- 8am

Spring 2018

Residence Halls Open	Jan. 14- 8am
Classes Begin	Jan. 15
End Add Period (full-term courses)	Jan. 19
End Drop Period (full-term courses)	Jan. 29
End of Full-term Course Withdrawal Period	Mar. 16
Spring Break, All University Housing Closed	Mar. 19-23
Classes End	Apr. 27
Final Exams	Apr. 30-4
Commencement	May. 5

