

# RESIDENTIAL HOUSING STUDENT HANDBOOK



## **Mission and Goal of the Residential Housing Program**

The residential life program is an integral part of the educational program and academic support services of the institution. Therefore, the mission of the office of the Residential Programs is to assist students and ensure that the residence hall selected offers each resident the opportunity to develop academically, socially, mentally, and emotionally. The residential program will provide the best possible living accommodations with emphasis reflecting on care, welfare, safety, and security for American Indian/Alaskan Native students.

**O**ur goal is to strive to provide a living/learning environment that enhances individual growth. The facilities will be well maintained to ensure a safe and sanitary living environment conducive to study. The effective administration of all services will enhance the residential living experience for all students.

# Welcome -----

*Dear Students and Parents,*

*On behalf of the Haskell Indian Nations University Residential Housing Program, we would like to welcome you to our historic campus. We are very excited that you have chosen our university for your educational endeavors. We wish you much success and hope you have a great semester.*

*We know you and your parents are having mixed emotions but we want to reassure you that we will do our best to make this experience a positive and pleasant one. We have many resources available on campus to make your first semester here a success. If you need help with your classes tutoring is available or if you are feeling a bit homesick our counselors and dorm staff are here to help.*

*Our goal in housing is to be a part of your support group as you establish your connection to Haskell. If you have questions or concerns, please do not hesitate to ask any of our staff. We are here for you.*

*The general information that follows is provided to you for your convenience. This booklet shows information on programs within the Division of Student Life as well as other offices on campus.*

*Cordially,*

*Jim Tucker  
Director, Residential Housing  
Manager, Student Life*

*Thomas Spotted Horse  
Supervisory, College Resident Assistant*

*Ava Kilgore  
Administrative Assistant  
Student Life & Residential Housing*

## **Getting Started**

In order to qualify for on-campus housing, students must complete an application and meet the following requirements:

- Must be accepted by Haskell Indian Nations University
- Pay Housing Fee of \$56.00
- If continuing or re-admitted student, outstanding damage fees or charges must be cleared
- Must enroll in 12 credit hours per semester (if student falls below hours during the semester they will have to vacate assigned room within 48 hours of notice).
- Be in good social standing (no unresolved incident reports or deemed ineligible for housing by the Students Rights Office)

Applications can be sent in with their admission application or to the following:

Haskell Indian Nations University Residential Housing Program  
155 Indian Avenue  
Lawrence KS 66046-4800

Refunds for housing fees are not allowed once classes have officially begun for the semester.

If you have any questions regarding your application please contact our office at 785-749-8460, fax 785-832-6618, or the Haskell website at [www.haskell.edu](http://www.haskell.edu).

## **Pre-Assigned Rooms**

Pre-Assigned rooms are given to continuing students who complete the pre-enrollment process, pay their housing fee for the following semester, submit application and are in good social standing. Pre-Assigned rooms allow students to reserve their space and choose their roommate(s). Students who do not apply for pre-assigned space are given their room assignment when they return to campus for that particular semester.

## **Special Accommodations**

We do have handicap accessible rooms available to students with special needs. Please notify our office of any requests you may have. There is also a designated Americans with Disabilities Act (ADA) Coordinator on campus. Further information may be obtained by calling the Residential Housing office at (785) 749-8460 or you may contact the Disabilities Coordinator, Perry Graves at (785) 832-6607.

## **Items to Bring**

Each room is equipped with a twin-sized bed, desk, chair, wardrobe and drawers. Depending on the dorm, four (4) students share bathrooms or they use a community bathroom. We encourage students to be creative with their rooms, but also to be courteous to their roommates. The following is a list of suggested items to bring:

Alarm Clock	Bed Spread (twin)	Towels	Small Throw Rug
Sheets (twin)	Shower Curtain	Shower Shoes	Bathrobe
Mattress pad	Pillow	Iron/Ironing Board	Blanket(s)
Laundry Baskets	Desk Lamps	Personal Care Items*	Vacuum Cleaner

**\*Roe Cloud, & Blalock will need to provide their own toilet paper**

Keep in mind Kansas weather is known for uncertain weather. We do have seasonal weather and encourage students to bring clothing appropriate for when they arrive. It gets pretty hot in August, and freezing in January!

Cooking appliances (i.e. coffee pots, coffee makers, toasters, electric skillets, toaster ovens, hot plates, etc.) **are not allowed**. However, students can have residential hall-size refrigerators in their rooms. All residential halls, with the exception of Roe Cloud Hall, have kitchen areas with microwave and stove/oven available for students use. Roe Cloud Hall has microwaves provided in the common area of each suite. Laundry facilities and vending areas are available in each residential hall (at this time we do not have change machines). Also, there is a Campus Shoppe and snack bar located in Tecumseh Hall. Computer labs and study rooms are available in most residential halls as well. The Jim Thorpe fitness center is available to all students. Check with staff to see the scheduled hours of operation for these services.

## Other Conveniences for the Student

### Telephones

Personal phone lines are the responsibility of the student. There is a charge for initial hook-up and students are responsible for their monthly bill.

Students are not allowed to use the residential hall office phone for any reason other than emergency purposes. If parents are unable to make contact with the student, you may call the Residential Hall office number to leave a message and have it posted to the message board. Please do not ask staff to go and get students. Staff will page the student via intercom system and/or will take a message for the student to return the call at their earliest convenience. In Emergency situations, contact the Resident Hall office or Counseling Center and they will proceed to contact your student immediately.

### Cable Television

Each room is equipped with a cable television hook-up at no cost to the student. The basic service provides access to over 60+ channels. We also have TV rooms located throughout the residential halls for students who may not have televisions.

### **E-Mail and Internet Services**

The Computer Center at Haskell provides e-mail service to students at no cost. Students are encouraged to sign up and receive a campus e-mail address. Faculty and staff utilize this service for posting information and memorandums to students. Internet services are provided in the computer labs on campus. The labs are located in the Library, Ross Hall, and Stidham Union. If a student wishes to sign up for internet service for their personal computer they will have to make arrangements themselves through a local provider. For more information regarding computer services, contact the Computer Services Department at (785)-749-8484.

### **Room Checks**

The staff conducts weekly room inspections. This is to ensure the safety, health, and welfare of our students and resident halls. Cleaning supplies can be checked out from the staff office for cleaning. Please keep in mind: *you can lose housing privileges for not passing inspection.*

### **Parking**

There are parking lots available at each residential hall as well as designated student parking areas (these areas are color coded) near classrooms. Please do not park in circular drives. Circular drives are reserved for emergency vehicles only. Tickets are issued for parking violations. Transcripts are held if parking tickets are not paid.

## **Medical Emergencies**

Residential Hall staff is expected to respond appropriately to emergency situations. In case of an emergency the following procedures are in place for staff to utilize:

Policy:

1. Staff will respond to all emergencies reported to them by students, staff, or outside parties if the emergency is in or near their residential hall.
2. In life or death situations, staff will call 911, then notify the immediate supervisor and report the situation.
3. Staff will fill out the appropriate emergency medical form provided to each residential hall. This will assist the supervisor and other staff with information that would be needed for follow-up purposes.
4. Residents who are semi-conscious or unconscious due to apparent alcohol or other drug intake will be treated as an emergency.
5. After the emergency has passed, staff will be available to reassure other residents who may be concerned. This will be done without giving specific, confidential information. *If the student is underage and alcohol is involved, the University will contact the parent/guardian of student in regards to violation of the Substance Abuse Policy..*

(See Memorandum from I.H.S. regarding Financial Responsibility for Emergency Service-Appendix A)

## **Loss of Housing**

Students can lose their housing for the following reasons:

- Falling below 12 credit hours
- You are involved in disciplinary matters that results in eviction
- Violation of the Substance Abuse policy
- Emergency suspension when there is danger of foreseeable risks to oneself or others is evident

For more information please refer to Code of Student Rights and Responsibilities Handbook.

## **Room Damages and Charges**

When students check into their rooms they are given an inventory sheet to fill out and sign off on and *return to staff*. Staff also signs the inventory sheet which is kept in the student's file until the end of the semester. Students are encouraged to do a thorough check of their room and be sure to note any damages to the furniture and physical appearance of the room. At the end of the semester, when the student checks out, this inventory is reviewed again by staff and signed off by both student and staff. If there are damages to the room, students will be made aware that they are being charged for and will be notified through the mail. The damage fees will have to be paid when they arrive for the following semester in addition to their regular fees.

## **Room Key**

Effective Fall 2000, the replacement fee for a room key is \$25.00. If a student loses the key they are issued when they check in, they will need to go to the Business Office and pay \$25.00 for the replacement. They will then be given a receipt to give to the staff which in turn will order the replacement key. Until key is received from the locksmith, the staff will open the student's door at no charge.

For students who get locked out of their rooms accidentally, staff will open your door 2 times before you are charged the \$3.00 door opening fee. This will be included in the charges compiled at the end of each semester.

All fees must be paid to the Haskell Business Office, which is located in Navarre Hall. Fees can be paid in the form of cash, money order's, or cashier's check. Failure to pay fees could result in denial of future housing or transcript requests.

## **Disciplinary Matters**

University officials have the authority to create rules and regulations to govern the campus. The Code of Students Rights and Responsibilities is in accordance with the *Code of Federal Regulations, Title 25 Chapter 1, Sub-chapter E, Part 42; Title 25 Chapter 1, Sub-chapter A, Parts 1 and 2 as amended and 62BIAM 9.0 and the current Haskell catalog.*

The regulations in these sections govern student rights and the due process procedures within the Bureau of Indian Affairs schools and contract schools.

The Student Conduct Officer shall have primary responsibility for coordinating the system of student discipline. The students at HINU are responsible for complying with the policies, standards, rules, and requirements for academic and social behavior developed by the HINU community. At the same time, students are protected through procedures through arbitrary actions or decisions made by University personnel.

The disciplinary process begins when an incident report is written. The residential hall supervisors or other supervisory personnel will screen the reports for procedural compliance and will request to meet with student(s) involved with the report. Depending on the nature and severity of violations, students can be referred to the Committee for Student Conduct: a review panel for disposition of their case(s).

All incident reports will be routed through the Office of Student Rights to ensure due process for students by following procedure related to the initiator, investigation and disposition of complaints against the students. HINU follows a basic principle in implementing the disciplinary process in that it is more developmental rather than punitive in nature. Individual counseling and guidance are preferred means of resolving personal and social problems that may arise.

More information is provided to students in the Code of Student Rights and Responsibilities.

## **Visitation**

The Housing Program enforces the “Residential Visitation Policy” found in the Code of Student Rights and Responsibilities.

The hours of visitation in the Residential Halls are as follows:

Sunday – Thursday	Friday, Saturday, Holidays & Spring Break
12:00 p.m. to 12:00 a.m.	12:00 p.m. to 2:00 a.m.

All visitors must check in at the staff office or front desk to sign in and must leave a photo ID. Upon departure, visitors are required to sign out. Visitors may visit in the floor lounges and (with consent of roommates) in the private room of the student. Minors (children under the age of 18) are not permitted in the residence halls without supervision of parents. There will be no babysitting. Violations to the visitation policy could result in loss of visitation privileges and repeated offenses could result in loss of housing.

## **New Address and Post Office Box**

The Post Office is open Monday-Friday from 10:00 a.m. to 4:00 p.m. (closed on holidays). When students arrive on campus they will receive a post office box number. The standard address for students is as follows:

Students Name  
Haskell Indian Nations University  
155 Indian Ave. Box # (assigned box #)  
Lawrence, KS 66046-4800

All students are encouraged to sign up for a post office box. Faculty and staff send notices and letters to students through the campus mail.

## **Dining Hall Information (Curtis Hall)**

Haskell currently offers a nineteen (19) meal plan to all students residing in the resident halls. There are 3 meals served Monday thru Friday, and 2 meals served on Saturday, Sunday, and Holidays.

**Full-time students** (students enrolled in 12 credit hours or more)

- Students residing on-campus will be provided Full Meal Service without any charge except payment of the Food Service Fee.
- Student residing off-campus will be provided Reduced Meal Service at a pro-rated charge to be determined each semester.

**Part-time students** (students enrolled in less than 12 credit hours)

- Will be charged full price for any meal served to them.

Students are given ID cards when they pay their fees. These cards are used as meal cards as well. Students will only be admitted to dining room during the scheduled times and students **MUST** present ID card.

If students lose their ID card, they can apply for a replacement card for \$20.00. This fee must be paid at the Business Office and the receipt taken to the Security Office located at Winnemucca to get their replacement ID.

Sick trays are available for students who are ill. Student's designee must provide a note from the residential hall staff and student's ID in order to pick up a sick tray.

Visitors are allowed to eat in the cafeteria as well. Meal tickets can be purchased at the Haskell Business Office. The cost will vary from \$3.50 to \$5.00 dependent on meal being served at designated time.

## **Smoking and Open Flame Materials**

Smoking **is not** permitted in any residential hall. Smoking is defined as a lighted cigar, cigarette, pipe, or any other lit product (including burning of incense). Residents are not allowed to smoke on balcony areas. You must be at least fifty (50) feet away from the building to smoke.

Open flame and smoldering are also prohibited in all Residential Halls. This includes candles, plants, and herbs.

Allowances will be made for those individuals who use sage, sweet grass and cedar for religious purposes. However, staff must be notified for protection of the individuals' privacy and to set up fire watch in the Residential Hall.

## **Get Help.....Emergency Procedures**

In the event of a fire, medical, or other emergencies please call:

Public Pay Phone: 9-1-1 (no money needed to place this call)  
Campus Phone: 9-9-1-1

Please stay calm. Be sure to report the nature of the call, your exact location (name of resident hall and if a fire, location of the fire).

## **Reporting a Fire**

In the event of fire, you should leave the area immediately, closing all doors behind you, and activate the building fire alarm.

## **Fire Evacuation**

Upon activation of a fire alarm:

1. All residents, visitors, and resident hall staff will evacuate the building immediately.
2. Do not stop to take personal belongings with you. (*Just your keys!*).
3. *Before you open the door, using the back of your hand, feel the door. If it is cool, then proceed to the nearest exit. (Remember to CLOSE the door!).*
4. Use the enclosed stairwell at the end of the corridors. If there is smoke/fire in the enclosed stairwell, use the central stairwell.
5. If your door is hot, and/or there is heavy smoke in the hallway, do not attempt to leave your room. Place a rug, towel, or bed linen under the door to prevent smoke from entering your room. Wait by the window – so the fire department can see you. (if you are at ground level, exit via the window).
6. Once you exit the building, proceed to the designated safe area (100 ft from building).
7. Failure to evacuate is a violation of the Code of Student Rights and Responsibilities and you may be fined.

## **Fire Equipment**

Your residential hall is equipped with detection and alarm systems. Every sleeping room is equipped with smoke detectors, permitting early detection and notification of incipient fires, particularly while residents sleep.

These pre-warning devices must be kept in continuous working order. Do your part by not covering your smoke detectors with plastic, hats, coats, tee shirts, etc. Also, do not drape TV cable, extension cords, Christmas lights, etc., over the detectors.

The following will not be tolerated, and in some cases can be considered sufficient cause for removal from the residence halls:

1. Deliberate activation of the fire alarms.
2. Vandalism to fire alarms, smoke detectors, automatic sprinkler systems, fire extinguishers, etc.

Cost for repair/replacement of the above equipment will be borne by the resident. In addition, prosecution of individuals tampering with and/or the malicious destruction of Government property will be enforced by the University to the fullest extent of the law.

## **Tornadoes**

Tornadoes are nature's most violent and erratic storms. A tornado can travel for miles along the ground, lift and suddenly change direction and strike again. Tornadoes are formed by severe thunderstorms, most frequently in the spring and summer. There is little you can do against the strength of tornado winds, but there are actions you can take to protect yourself.

It is critical during severe weather that attention is paid to the local radio station KLWN-AM 1320 or KLZR-FM 105.9. The cable TV channel 6 runs a scroll at the bottom of this channel during a *tornado watch*. If a *tornado warning* is given, the local weather announcer of channel 6 will cut in with weather information. **(HASKELL IS LOCATED IN THE CITY OF LAWRENCE-EAST OF TOPEKA-WEST OF KANSAS CITY, IN DOUGLAS COUNTY, IN THE NORTHEASTERN PART OF KANSAS).**

Haskell is notified of severe weather via the National Weather Service. A TORNADO WATCH is issued when conditions are favorable to the formation of tornadoes. Keep an eye on the weather and be prepared to take shelter immediately if conditions worsen.

A TORNADO WARNING is issued when a tornado funnel is sighted or indicated by radar. If a TORNADO WARNING is issued, remain in the building and immediately seek refuge in the lowest level of the building or an interior hallway on the first floor. Stay away from windows and glass doors. Remain in the building until the local authorities give the "all clear".

**If you hear the siren or are notified of a tornado warning TAKE COVER! DO NOT GO OUTDOORS TO WATCH AND/OR CHASE A TORNADO!**

If a tornado touches down on the campus and once the "all clear" is given, an Emergency Base will be set up in Stidham Union. All residents will be required to check in at the Emergency Base.

## **Room Maintenance Guidelines**

The Haskell Indian Nations University Facilities Management Staff is dedicated in providing a safe and clean living environment for all residents. In the event maintenance is needed please notify the residential hall staff immediately. The following is provided to help keep your room in good condition and help us with energy conservation:

### **Thermostats**

In some residential halls, rooms are equipped with a thermostat that controls the temperature. Try to maintain the same temperature at all times. If you turn up the heat or air conditioning, please keep the windows closed.

### **Water Shut-Offs**

In some resident halls, rooms have water shut-offs located under the sink, lavatory, and toilet. In case of emergency (water overflowing), you may turn the water off at the fixture until facilities management arrives to make repairs. To prevent overflowing, do not overfill toilets with paper and/or sanitary napkins.

### **Trash**

Outside receptacles are provided for your trash. Physically take trash to the dumpster, PLEASE DO NOT THROW TRASH FROM THE WINDOWS OR BALCONIES. Dispose of trash in the timely manner – we do not need bugs or rodents!

### **Energy Consumption**

Turn off TV's, stereos, fans, lights, etc., when you leave the room.

## **Get Involved**

Get to know these people:

Resident Hall supervisors & staff  
Student Residential Aides (SRA's)  
Study Halls  
Counselors  
Custodial Assistants  
House Council Officers  
Health Center Workers

Get involved with these programs:

Wing meetings  
Academic Advisors  
  
Student Government  
Social Activities  
Intramurals  
And any other campus events

## ***DISCLAIMER***

**“Residential Housing will not be held legally responsible, should an incident occur, for any false or inaccurate information that is provided by the student in reference**

to this contract, including, but not limited to, personal history, personal property, or prior criminal convictions. Should critical information in the contract be falsified by and applicant, Residential Housing reserves the right to take action against said individual.”

## **IMPORTANT NUMBERS TO KNOW**

(If on-campus, numbers can be dialed by using the last three (3) digits of phone number. The area code for Lawrence is 785).

Housing Office

749-8460

	830-2703
Blalock Hall	749-8462
Osceola-Keokuk Hall	830-2721
Pocahontas Hall	749-8465
Roe Cloud Hall	749-8466
Winona Hall	830-2722
Academic Affairs	749-8457
Admissions	749-8454
Athletics	749-8459
Business Office	749-8450
Counseling Center	749-8445
Facilities	749-8467
Financial Aid	749-8468
Library	749-8470
Main Switchboard	749-8404
Off-Campus Counselor	830-2775
President's Office	749-8497
Recruitment	749-8437
Student Activities	749-8480
Student Bank	749-8435
Student Conduct Office	830-2752/830-2754
Student Life	749-8460
Student Support Services	749-8403
Upward Bound	749-8405