

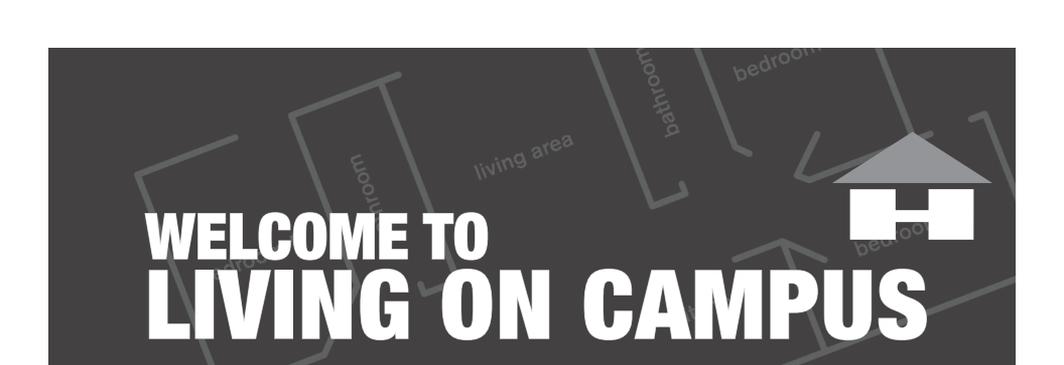


OAKLAND  
UNIVERSITY™

**UNIVERSITY  
HOUSING  
STUDENT  
HANDBOOK**

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**2014-15**



# WELCOME TO LIVING ON CAMPUS

You can now enjoy the privileges, rights and responsibilities shared by everyone in our living and learning community. Many opportunities and challenges are available to you that will enhance your academic, personal and social development. The extent to which you choose to participate in our community with your peers will determine how meaningful and positive the experience is for you.

The University Housing staff invites you to share in the development of our community. Our staff and programs are dedicated to creating a balanced environment in which the learning process, interpersonal communication and the understanding of cultural and lifestyle differences are valued and encouraged.

We are committed to making this year exciting, productive, stimulating and memorable for you. The housing staff and administration look forward to assisting and supporting you this academic year.

**IT IS YOUR RESPONSIBILITY TO READ THIS HANDBOOK AND UNDERSTAND THE POLICIES AND PROCEDURES IT CONTAINS. THE INFORMATION IN THIS HANDBOOK REFLECTS THE UNIVERSITY HOUSING COMMUNITY STANDARDS OF BEHAVIOR, WHICH YOU ARE REQUIRED TO UPHOLD.**

## UNIVERSITY HOUSING MISSION STATEMENT

### **Oakland University Housing vision**

University Housing will be recognized as an integral part of the university, in which academics and residential living work together to cultivate learning, personal well-being and social experiences that enhance student life on campus.

### **Oakland University Housing mission**

The mission of University Housing is to provide a safe living and learning experience that promotes a sense of community, civic responsibility and an appreciation for individual differences.

### **Oakland University Housing core values**

In order to cultivate learning, personal well-being and social experiences, University Housing subscribes to the following core values: academic achievement; ethical conduct; civility/citizenship; financial responsibility; personal wellness; and multicultural understanding.

## UNIVERSITY HOUSING CONTACT INFORMATION

### University Housing Office

448 Hamlin Hall  
(248) 370-3570 | housing@oakland.edu

### University Student Apartments (USA) Office

4000 Meadow Brook Road  
(248) 370-2581 | apts@oakland.edu

### Maintenance 24-Hour Trouble Line

(248) 370-2954

### Residence Halls Network Help Desk

445 Hamlin Hall  
(248) 370-2534 | wireless@oakland.edu

### Residence Halls Contact Information

Hamlin Hall	(248) 370-2992
Oak View Hall	TBD
Small Halls	(248) 370-4439
University Student Apartments	(248) 370-2582
Vandenberg Hall	(248) 370-2984

## RESIDENCE LIFE STAFF

### Apartments

The apartments have a residence director, a graduate residence director, and resident assistants.

The residence director (RD) is a full-time professional staff member who is responsible for the daily operations of the apartments and overall supervision of the apartment staff.

The graduate residence director (GRD) is a graduate student who is responsible for creating and maintaining a community environment that allows residents to develop a successful academic environment, a sense of self responsibility for their behaviors, leadership and social skills, and maturity.

Resident assistants (RA) live in each building of the Ann V. Nicholson apartments. In the George T. Matthews apartments, there are two resident assistants. RAs are upper division students who provide an appropriate atmosphere for successful academic achievement and interpersonal relationships. All apartment staff members enforce the policies and procedures covered in this handbook, and ensure that community standards of behavior are maintained and individual rights and responsibilities are enjoyed.

## CONTACTING RESIDENCE LIFE STAFF

There is a residence director and a graduate residence director on duty from 5 p.m. until 8 a.m. daily. RAs are also on duty in each building from 7 p.m. until 7 a.m., Monday through Friday. On weekends, there is an RA on duty 24 hours a day. On-duty residence hall staff members are available to assist students when they are locked out of their rooms, have maintenance problems, or experience personal difficulties during the evening when the University Housing Office is closed. A list of on-duty staff members is posted in the main lobby of every residence hall, and duty numbers shown below.

### Duty Phone Numbers

These numbers are to be called ONLY by residents of University Housing during “after hours” periods (7 p.m. until 7 a.m., Monday through Friday, and all day and night on Saturday and Sunday).

#### North Hamlin Hall

(248) 866-2243

#### South Hamlin Hall

(248) 343-0061

#### East Vandenberg Hall

(248) 866-7384

#### West Vandenberg Hall

(248) 343-0103

#### Fitzgerald House, Hill House

#### and Van Wagoner House

(248) 866-8160 | (248) 866-4110

#### University Student Apartments

(248) 343-0419

#### Oak View Hall

TBD

## Residence halls

Each residence hall has a residence director (RD), graduate residence director (GRD) and resident assistants (RAs) who have been selected for their demonstrated ability to work with students.

The residence director is a full-time professional staff member who is responsible for the daily operations of the residence hall(s) under their jurisdiction, as well as the overall supervision of their building(s)'s staff.

GRDs are graduate students who are responsible for creating and maintaining a hall environment that allows residents to develop good study habits, a sense of responsibility for their behavior, leadership and social skills, and maturity.

Resident assistants live with residents on every floor of every building. They are upper-division students who provide the appropriate atmosphere for successful academic achievement and interpersonal relationships.

All residence hall staff members enforce the policies and procedures covered in this handbook. They ensure community standards of behavior are maintained and individual rights and responsibilities are enjoyed. Additional residence hall staff members include academic peer mentors, Nightwatch members, desk receptionists, wireless technicians and maintenance assistants.

## RESIDENCE HALLS STUDENT GOVERNMENT

The Residence Halls Association (RHA) is the governing body for all residence hall students, RHA offers residents the opportunity to influence residential programs, policies and procedures. Through the association, students have access to all facets of residence hall life.

Each floor selects one RHA representative. These representatives bring floor member concerns to RHA for discussion and resolution. It is the responsibility of each representative to keep his/her floor informed of all RHA plans and decisions. Each representative also serves as a link to RHA committee chairpersons so interested floor members may become involved in committees.

In addition to the representatives, the other RHA voting members include house council presidents, or their designees, and the RHA executive board. The RHA meets weekly to make decisions and receive committee reports. **RHA meetings are open to any interested student.** Meetings are held each Thursday at 7 p.m. in the glass room in the Vandenberg Dining Center.

In addition to the RHA, each building (or in the case of the small halls and apartments buildings) has its own hall council that plans social and educational activities for the building and addresses hall concerns. Hall councils consist of an elected executive board and floor representatives. Membership is open to any interested students.

Housing student government is funded by residence hall students. The amount of \$10 per semester is included in the room cost; \$7 per semester is allotted to the Residence Halls Association; \$2 to the student's house council; and \$1 to the student's floor.

Residents do not have to be elected to attend Residence Halls Association or house council meetings and activities. Residents who participate in student government gain valuable leadership skills while promoting the community concept within the residence halls.

University Housing policies and procedures are reviewed yearly. They are consistent with Oakland University policies and procedures, and may be subject to review by the university administration and/or Board of Trustees. An individual resident or group of residents may present their concerns about University Housing policies and procedures to the University Housing Office, or submit them to the association in writing. The administration will review all concerns and notify the resident or group of its decision at the earliest possible date.

The Residence Hall Association can be reached at [rha@oakland.edu](mailto:rha@oakland.edu).

# POLICIES AND PROCEDURES

## Advertising

University Housing groups may advertise programs, activities and events through fliers, posters, banners and table tents. All advertisements must be pre-approved at least 24 hours in advance by the University Housing Office prior to posting or distribution. **Posting is not permitted on front door entrances or glass surfaces of any building.** Non-residence hall groups are not allowed to distribute any kinds of advertisement. Exceptions to this policy can only be made by the assistant director of residence life.

All student groups must follow the university's posting policy, as well as its solicitation and distribution policy. The posting policy is available at the Center for Student Activities, 49 Oakland Center. The solicitation and distribution policy is available at the Dean of Students Office, 144 Oakland Center. Student organizations registered through the Center for Student Activities, as well as any office or department on campus that wants to advertise Oakland University-sponsored programs, activities or events within University Housing, must obtain approval from the assistant director of residence life in the University Housing Office, 448 Hamlin Hall. The only off-campus programs, activities and events that can be advertised in the residence halls are those sponsored by Oakland University.

Violators of the advertising policy may lose their opportunity to advertise future events. They also may face disciplinary action and services charges.

## Alcohol

Only people 21 years and older may possess and consume alcoholic beverages. Any individual possessing and/or consuming alcohol who is not of legal age, or possessing and/or consuming alcohol in a public area within University Housing, may be issued an appearance ticket (MIP – minor in possession) by the Oakland University police. Alcohol may be possessed and consumed only in student rooms where the occupant is 21 years or older. When consuming alcohol in student rooms, apartments or cottages, the room and/or suite and/or apartment or cottage door must be closed and occupants must be in no violation of other policies. Students should be aware of the legal liability inherent in supplying alcohol to anyone not of legal age.

Neither possession (including open cans, bottles, cups, squeeze bottles, etc.) nor consumption of alcohol is allowed in any public area within the residence halls, apartments or cottages, including balconies, hallways, lounges, study rooms and community bathrooms. It is not permitted outdoors. Alcohol containers and returnables must be wrapped or contained in a bag or other packaging so the contents are not visible. It is not acceptable to hide alcohol containers in pockets or under coats and shirts. Alcohol bottles and containers may not be used as decorative items in residences.

“Common source” distribution, defined as any individual or group of students sharing or supplying alcoholic beverages, is prohibited. Kegs and consumption paraphernalia are not permitted in the residence halls.

Violations of this policy will result in disciplinary action. Students violating this policy for the first time, in most cases, will be required to attend an alcohol awareness class.

DISCIPLINARY ACTION will be taken by University Housing staff when:

- A. The possession and/or consumption of alcoholic beverages occur(s) in any public area within University Housing.

- B. The possession and/or consumption of alcoholic beverages occur(s) by residents and their guests who are not of legal age.
- C. The possession and/or consumption of alcoholic beverages results in the violation of other University Housing policies.
- D. Underage residents or guests in the presence of alcoholic beverages.
- E. The alcohol policy is blatantly violated.

#### DISCIPLINARY SANCTIONS

- A. Mandatory attendance at an alcohol education seminar and minimum disciplinary warning for first-time violators of alcohol policy if 21 years of age or older
- B. Mandatory attendance at an alcohol education seminar and minimum disciplinary probation for first-time violators of alcohol policy if under 21 years of age
- C. Mandatory attendance at an alcohol education seminar and disciplinary probation for any resident found serving alcohol to minors

The disciplinary sanction will range from warning to suspension, depending on the severity of the policy violation.

#### **Balconies**

Balconies are to be used only by residents, their guests and visitors who have direct access (via a door) to them. Balconies are considered part of the residence hall. Balconies will be closed and cleared if inappropriate behavior (i.e., yelling or other violations of the quiet hour policy, throwing anything off a balcony, spitting off a balcony, possessing and/or consuming alcohol, overcrowding, smoking, etc.) is displayed by residents, their guests or visitors. For health and safety reasons, furniture and other personal belongings are not permitted on balconies, nor can anything hang from the rails or be displayed on the balconies, except outdoor holiday lights.

Violations of this policy will result in disciplinary action, which may include restricted access for the remainder of the semester or academic year.

#### **Barbecuing**

Barbecuing is prohibited in residences, on balconies and outside of all University Housing buildings. Flammable liquids of any kind also are prohibited. Barbecuing is permitted in designated safe areas on campus with the approval of the Center for Student Activities. Flammable liquids, such as lighter fluid, gasoline and kerosene, are not permitted within 25 feet of University Housing. (University Ordinance 7.04). Students violating this policy may face disciplinary action.

#### **Bicycles/motorcycles**

All bicycles should be parked in the racks located near each building. They cannot be parked or stored in or under any stairwell or along railings. Mopeds, motorcycles or any type of engine-operated device are not to be parked or stored inside any building, nor within 25 feet of buildings. Biking is not permitted in the residences or in other university buildings.

#### **Cable**

Basic cable is included in the cost of your housing contract. Residents may not add additional services to their cable plan. Satellite dishes are not permitted. Cable from television should be connected to port B. Residents experiencing trouble with their cable can contact the University Housing Office at (248) 370-3570 to make an appointment with Comcast Cable. All other questions regarding cable service can be directed to Comcast Cable at (248) 334-1144.

## **Cleaning, room check and maintenance**

Residents are responsible for what occurs in their rooms and for keeping their living quarters free of safety and sanitary hazards for congenial group living. Reasonable sanitary conditions must be maintained. Vacuum cleaners and other cleaning equipment may be checked out at the reception desks in Hamlin, Oak View, and Vandenberg halls, and the University Student Apartments Office.

The university reserves the right to inspect, maintain and repair all rooms and buildings at any time. If the inspection reveals objects that constitute safety or sanitary hazards, the owners will be required to remove them. Residents will be assessed service charges and/or repair costs whenever masking tape, adhesive picture holders, nails, thumbtacks, decals, etc., cause damage to walls and doors as well as other wood and metal surfaces in student rooms and public areas. In the event that room repairs are needed, students should leave a message on the 24-hour Trouble Line, (248) 370-2954, or submit a request online through the My Housing portal. When making a maintenance request, students should be very specific as to the location and nature of the problem. The maintenance staff will exercise reasonable care while cleaning and repairing rooms, but the university is not responsible for personal items that are lost, damaged or stolen.

## **Communicable diseases**

Students diagnosed by their doctor or the staff at Graham Health Center with chicken pox, measles, mumps, mononucleosis, SARS or any other communicable disease that proves a health threat to the University Housing community must leave University Housing until they no longer are contagious as determined by the staff at Graham Health Center or by a licensed doctor.

## **Community bathrooms**

Community bathroom living arrangements are located in Fitzgerald, Hill and Van Wagoner Houses. They are designated for single-gender use only, depending on the floor's occupancy as male or female. Also, showers are to be taken individually (i.e., one person per shower). Students, their guests and visitors will be subject to disciplinary action for violating this policy.

## **Conditions of occupancy**

Residents must be currently enrolled in a degree-seeking program (registered for at least 8 credits for the fall and winter semesters, or 4 credits for the summer semester; see contract for details). Oakland University students during the duration of the University Housing contract. A student's university account must be current before an assignment is made. After an assignment has been made, the resident's account must remain current.

## **Contract release procedures (Termination of contract)**

Students requesting termination of their University Housing contract must complete and submit a Contract Release Form. Contract Release Forms are available in the University Housing Office, 448 Hamlin, in the University Student Apartments office, 4000 Ann V. Nicholson, and online at [oakland.edu/housing](http://oakland.edu/housing). If a student moves out of University Housing without receiving a contract release, charges will continue until the contract release has been processed or the contract expires. Room and board charges do not officially stop until your keys, sealed in a checkout envelope, signed and dated by you has been turned in to the Housing Office, 448 Hamlin Hall, or the University Student Apartments Office, 4000 Meadow Brook Road. You must follow the proper checkout procedures for contract releases. This signifies termination of your University Housing contract.

## **Cooperation and compliance with staff**

Residents and guests are required to comply or cooperate with any university staff member's reasonable request. A university staff member is defined as any university employee, including all University Housing staff. Failure to cooperate or comply will be viewed as a violation of this policy and result in disciplinary action. Any behavior viewed as interfering with a university staff member while in the performance of his/her duty also may result in disciplinary action.

## **Damage of university property**

Residents can be held responsible for damages to University Housing property, which have been incurred by them or their guests in an individual room, on the floor, in the building, or any public area within the residence halls, apartments or cottages. Destruction, tampering with or misuse of University Housing property, and/or any behavior that results in excessive cleaning will be viewed as a violation of this policy. Such behavior may result in service charges and/or assessment of repair and replacement costs to individual residents, floor or building members, along with disciplinary and/or legal action.

## **Decoration of rooms, halls, apartments and cottages**

- All hanging decorations in student rooms or corridors must be of fire resistant or fireproof materials and may not hang from the ceiling.
- Student room doors may be decorated as long as materials are not draped or hung so as to create an imminent fire possibility.
- Decorations of flame resistant materials are allowed in the University Housing lounge areas.
- Miniature lights that are UL approved and do not generate noticeable heat are permissible in student rooms, but no lights of any type are to be used in the decoration of student room doors or in hallways.
- No decorations may be placed so as to obstruct access to halls, stairwells or exits.
- Light fixtures may not be decorated.
- No extension cords are to be used from student rooms into the corridors or hallways at any time.
- All decorations should be removed from public areas and floor corridors prior to the semester break and winter closings.
- The cost of having decorations removed by custodial staff will be prorated to all floor members.
- Any decorations used as part of a floor/hall decorating contest must be removed within 24 hours of the event.
- Residences may not be painted.
- Room/suite murals and writing on walls are not allowed.
- Contact paper with adhesive backing, markers, crayons, chalk and spray paint are not allowed to be used for decorating.

## **Disorderly conduct**

Residents engaging in disruptive behavior (i.e., physical abuse, fighting, malicious destruction of property, uncontrolled horseplay, water fights, sports in the hallways, pranks, other rough play, etc.) that could endanger their own health and safety and/or that of other residents and guests will be subject to severe disciplinary action that could include immediate suspension from University Housing.

In-line skating, biking and skateboarding are not permitted in the residences or other university buildings.

## **Drugs**

As a state supported institution, Oakland University expects its students to observe federal and state laws regarding the use or possession of illegal drugs. The university does not permit the sale, distribution, use or possession of illegal drugs on campus, nor the use or possession of drug paraphernalia (i.e. bong, rolling papers, hookah pipes, scales, roach clips, etc.). The possession of a Michigan marijuana registry identification card does not exempt students from this prohibition. The use and possession of marijuana remains illegal under federal law and, as a recipient of federal funds, Oakland University is subject to the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, and could lose federal funding for any violations of those acts that require Oakland University to take measures to combat the use of drugs and alcohol. Prescription drugs are only to be used by the person to whom they are prescribed and as directed.

Students and guests who are found to be smelling of, in the presence of, or under the influence of illegal drugs are subject to disciplinary action, which could include immediate suspension or expulsion from University Housing and/or the university, as well as legal action. Students violating this policy also may be required to attend a drug awareness class.

## **Electrical appliances**

Rooms are arranged not only for your comfort but also to comply with fire regulations. The electrical system is not designed to carry heavy loads of electrical equipment. Electrical appliances, including air conditioners, sun lamps, space heaters, lava lamps and appliances requiring halogen light bulbs are not permitted within University Housing. Additionally, cooking appliances such as hot plates, electric frying pans, toasters, toaster ovens and slow cookers are not permitted within the residence halls. Grills (including George Foreman Grills) are not permitted in any university housing facility.

The electrical system is checked regularly to ensure the stress on the system is safe. If at any time it is determined that the electrical pull on the system is becoming unsafe, students may be required to remove some of their electrical appliances and take them home.

Questions regarding the appropriateness of any given electrical appliance can be directed to the Housing Office, 448 Hamlin.

## **Elevators**

State law prohibits smoking in elevators. Anyone found tampering with (i.e., prying open elevator doors) or overcrowding the elevators with people or furniture may face disciplinary action along with service charges. Residence hall staff may, for reasons of health and safety, shut down elevators for an indefinite period of time.

Elevators in the residence halls have the following maximum capacity: Hamlin can hold a maximum of 1,500 pounds; Vandenberg can hold a maximum 1,750; Hill and Van Wagoner can hold a maximum of 1,500 pounds; Oak View Hall can hold a maximum of 4,500 pounds.

## **Emergency closings**

The university reserves the right to close any or all University Housing buildings and to discontinue food service for the duration of any bona fide emergency caused by weather, power failures, strikes, riots, fires, disasters or other conditions beyond the control of the university that make it temporarily impossible or imprudent to maintain University Housing facilities or food service.

The university shall be under no obligation to abate fees or charges or to pay any damages (of any nature) as a result of any emergency closing for a period of one week or less.

## **Entering student apartments/rooms**

Normally, staff may enter student residences only with permission of the student(s) or other legal authority. However, staff may enter student residences when there is reason to suspect imminent danger to health, safety or property of a resident or if there are violations of any university or housing policy; to take inventory of university-owned equipment; to inspect the room for damage and physical maintenance; during fire drill procedures; and to check rooms for holiday recesses and semester/session break closings.

Staff members, when entering student rooms for reasons listed above, will report any visible or suspicious contraband or violations of University Housing and/or university policies.

## **Firearms**

Firearms are prohibited in Oakland University Housing residences. A firearm is permitted on campus only if a student registers and stores it with the Oakland University Police Department. Any and all persons with a state approved concealed weapons permit are also required to register and store the firearm with the OUPD. Any resident in possession of a firearm may be subject to immediate suspension from University Housing and/or Oakland University, as well as legal action.

## **Fire alarms**

Once a fire alarm sounds, all residents must vacate the building immediately. Failure to exit in a prompt and orderly fashion and evacuate to the parking lots may result in disciplinary action. Staff may check rooms during fire alarms. When leaving your room, please remember to lock your door and take your key and OU ID. Students who have registered a disability with Disability Support Services, or who have a disability that impairs their ability to leave the building under their own will, should notify their residence director at move-in so that an exit plan may be identified.

## **Fire prevention**

The most important factor in preventing a fire is you. The following are University Housing policies and suggestions regarding fire prevention:

1. Candles, oil lamps, and other open-flame or continuous burning objects are not permitted in University Housing.
2. Students may not place or store bed parts, loft pieces, furniture, trash or personal belongings in the hallways.
3. Keep posters and other combustible decorations to a minimum.
4. The only permissible forms of incense are aerosol cans, electric potpourri pots and plug-ins.
5. Check electrical cords and appliances to ensure they are in proper working order. Do not run extension cords under rugs. When purchasing approved electrical appliances, look for the UL (Underwriters Laboratories) seal on both cords and appliances.
6. Check electrical outlets and bar plugs to ensure they are not overloaded. Surge protectors with internal breakers are recommended. University Housing reserves the right to unplug any electrical outlet or bar plug for health and safety reasons.
7. Stairwell, hallway and fire doors should never be propped open.
8. Barbecue grills, halogen lamps and bulbs are prohibited.
9. Flammable liquids such as lighter fluid, gasoline, kerosene or gas engines are not permitted within 25 feet of University Housing (University Ordinance 7.04). Students violating any of the above policies may face disciplinary action.

## **Fire safety equipment**

Tampering with or misuse of the fire alarm systems, fire extinguishers or any other fire safety equipment is prohibited and subject to prosecution under state law. The action of tampering with such equipment places the lives of everyone residing and working in the residence in danger. Any student found tampering with any fire safety equipment, including fire extinguishers, smoke detectors, thermal detectors, fire alarms, fire extinguishers, and fire hoses may be immediately suspended from University Housing and/or Oakland University and may be subject to legal action and service charges. Do not hang anything from the sprinkler heads, or from any other fire safety equipment, as they may discharge, causing a flood.

## **Food service program description**

All University Housing meal programs (board plans) give students the opportunity to eat at any time at any Chartwells food service operation on campus. Those operations include:

### *Vandenberg Dining Center*

This cafeteria-style dining facility features an all-you-can-eat menu in a comfortable, contemporary and convenient location on the second floor of East Vandenberg Hall.

### *Vandenberg Dining Center II*

Details to come

### *Pioneer Food Court*

The food court is located in the Oakland Center. Subway, Papa John's Pizza, and Chick-Fil-A are among the shops available to students in this food service facility.

### *Oak View Convenience Store*

Details to come

### *Café O'Bears Coffee Shop*

This coffee shop is located in the Oakland Center's main hallway and offers an extensive line of coffee, espresso and other gourmet drinks, including smoothies.

### *Grizz Express*

This convenience store is located in the Oakland Center, across from the Pioneer Food Court, and is open until 11 p.m. Here you can grab a quick snack, as well as other essential supplies and spirit gear.

## **Food service meal plans**

Every student living in the residence halls must select a meal plan. The Vandenberg Dining Center is the primary food facility for residence hall students. It is also open to faculty, staff, guests and non-board students on a cash basis or through a voluntary meal plan. Meal plans are designed to provide various levels of flexibility. The meal plan is combined with the housing contract, and charges for food plans are included in the housing bill. Each plan includes eight guest meals students can use for friends, family members or other guests.

All University Housing Meal Programs (board plans) give students the opportunity to eat at any Chartwells food service operation on campus. Satellite operations may be found in Elliot Hall, the Human Health Building, Kresge Library and Pawley Hall. Main dining operations are located in the Oakland Center's Pioneer Food Court and the Vandenberg Dining Center.

### *Block 285 Plus 50*

Students selecting this plan may eat 285 meals during the semester in the Vandenberg

Dining Center. This plan also allows for three meal transfers per week in the Pioneer Food Court. This plan includes 50 declining balance points (meal dollars) per semester to use to purchase food in any Chartwells food facility on the basis provided for in the agreement.

### ***Block 210 Plus 100***

Students selecting this plan may eat 210 meals during the semester in the Vandenberg Dining Center. This plan also allows for three meal transfers per week in the Pioneer Food Court. This plan includes 100 declining balance points (meal dollars) per semester to use to purchase food in any Chartwells food facility on the basis provided for in the agreement.

### ***Block 150 Plus 250***

Students selecting this plan may eat 150 meals during the semester in the Vandenberg Dining Center. This plan also allows for three meal transfers per week in the Pioneer Food Court. This plan includes 250 declining balance points (meal dollars) per semester to use to purchase food in any Chartwells food facility on the basis provided for in the agreement.

A snack period extends the meal service hours in Vandenberg to 7 a.m. - 11 p.m., Monday through Thursday. Meal transfer options are available at Subway, Chopped and Wrapped, Coyote Jack's and Papa John's Pizza, Monday through Friday. Up to three meals per week may be transferred.

Residents of the student apartments and cottages are not required to purchase a meal plan, but may purchase a voluntary meal plan, if they desire. Meal plans can be purchased at check-in, or through the Chartwell's office in the Oakland Center.

Students are permitted a maximum of four meals per day.

Residents are required to present their university identification card each time they enter the cafeteria. Residents may be subject to disciplinary action as well as assessed a service charge if they fail to present identification; throw food; remove food, beverages, dishes, silverware or other food service equipment from the dining room; leave trays on tables; or cut in line.

## **Food facility hours (Fall/winter semester)**

For current facility hours, please visit [oakland.edu/housing/dining](http://oakland.edu/housing/dining).

## **Food service — missed meals and sick trays**

The university agrees to provide three different meal plan options for residents on room and board contracts, depending on the type of contract a student signs. The university is not required to make allowances for meals missed during the semester. Sick trays are available to residents who cannot go to the dining center because of illness. Sick tray forms are available in the University Housing Office, online and from your RA or residence director.

## **Furniture**

University furniture and equipment are to remain in designated public areas.

University furniture and equipment must not be taken from its original location without authorization. Students found removing lounge furniture, study room furniture or any other university property will be assessed a \$25 service charge and face disciplinary action.

### **Gatherings/Parties (Apartments)**

Each resident of an apartment may have a maximum of two (2) guests at any time. Specific attention should be paid to the alcohol policy, which prohibits distribution of alcohol and underage drinking. Residents must allow University Housing staff entrance into their apartments during social gatherings to ensure adherence to all university policies and procedures. Refusal to allow entry into the apartment could result in the involvement of Oakland University police as well as serious disciplinary action.

### **Gatherings/Parties (Residence halls)**

Residents are allowed a maximum number of two (2) guests per resident per day or evening. Guests are defined as any nonresident of Oakland University Housing. Residents also are allowed visitors, defined as Oakland University Housing residents who are not assigned to the room they are visiting. The total number of visitors, guests and assigned room residents cannot exceed a maximum of six (6) people per room in a double room. In Hamlin Hall, for three-room suites the maximum is 18 total people in the suite. In designated triple rooms, the maximum is nine (9) people. Residents are responsible for the behavior of all guests and visitors in their room, including ensuring all persons in the room are abiding by all University Housing and university policies and procedures. Specific attention should be paid to the alcohol policy, which prohibits distribution of alcohol and underage drinking. Residents must allow University Housing staff entrance into their room during a social gathering to ensure adherence to all university policies and procedures. Refusal to allow entry into the room could result in the involvement of Oakland University police as well as serious disciplinary action.

### **Guest policy (Apartments)**

Residents assume financial and behavioral responsibility of their guests. Guests may stay free of charge, but their stay is limited to two (2) days. For situations where you may need or want to have a guest for longer than this, you must obtain advance permission from the residence director of the student apartments. The consent of your apartment mates is required for all overnight guests. All members of the student apartments are responsible for securing the community's welfare by communicating to visitors the expectations established through these policies and procedures. Serving as a host also makes you responsible for the behavior of your guests at all times. No person shall permit a visitor (student or non-student) to remain in or use his or her apartment and/or use facilities of the student apartments for more than two (2) consecutive days. This includes and is not limited to: parents, siblings, children, spouses, friends and significant others. Guests must remain with their host at all times, and may not be left alone in an apartment. All guests and visitors must have picture identification available upon request.

Residents accept full responsibility for the behavior of their guests or visitors. A resident whose guests violate University Housing or Oakland University policies may lose their privilege to sign in guests for a minimum of one semester or session. University Housing staff can require, when the situation warrants, all but the assigned occupants of a room to leave.

Residents must escort their guests at all times during their stay. Guests found anywhere in the residence halls without a host may be required to leave, and the resident host will be subject to disciplinary action. Anyone who attempts to gain improper access to any apartment will be considered a trespasser, and may be subject to legal action (see trespassing policy).

This policy provides the opportunity for residents to entertain guests in their rooms. This policy does not sanction cohabitation or sexual activity in the apartments.

## **Guest policy (Residence halls)**

Residents are allowed a maximum of two (2) guests per resident per day or evening. Guests are defined as any non-resident of Oakland University Housing. Residents also are allowed visitors at any time. Visitors are defined as Oakland University Housing residents not assigned to the room they are visiting. All guests and visitors must have picture identification available upon request. Picture identification may include: driver's license, state identification card, military identification card, passport or Oakland University identification card. The total number of visitors, guests and assigned room occupants cannot exceed a maximum of six (6) people per room in a double room. In designated triple rooms, the maximum is nine (9) people. In Hamlin Hall, for three-room suites the maximum is 18 people. Foyers, bathrooms and closets are not considered rooms for purposes of this policy.

Bona fide guests may be signed into the residence halls at a Nightwatch station during the sign-in period (8 p.m. until 5 a.m.), provided their resident host accompanies them at all times. Guests who visit the residence halls prior to 8 p.m. must return to the Nightwatch station with their resident host at 8 p.m. to officially sign in. Only residents of the building may sign guests into their building. In Vandenberg Hall, resident hosts may only sign guests into the tower in which they live.

Parents, legal guardians and family members are also required to be signed in, with the exception of move-in and move-out periods, during which they must be met at the door by their son or daughter to gain admittance. Guests under the age of 16 must complete a pre-approval form from the graduate residence director (see Nightwatch procedures). The pre-approval form should be emailed to [nightwatch@oakland.edu](mailto:nightwatch@oakland.edu).

Residents may have overnight guests with advance consent of their roommates and suitemates. Guests may not stay longer than two (2) consecutive days/nights. Residents who wish to have guests visit for more than two (2) days must receive approval from their residence director. Guests are not permitted during holiday recesses or semester/session breaks. Violators of any of these policies may be subject to disciplinary action and lose their privilege to have guests. University Housing reserves the right to limit guest passes during specific times, such as move-in week, final exams and other times as posted.

Residents assume full responsibility for the behavior of their guests or visitors. A resident whose guests violate University Housing or Oakland University policies may lose their privilege to sign in guests for a minimum of one semester or session. University Housing staff can require, when the situation warrants, all but the assigned occupants of a room to leave.

Residents must escort their guests at all times during their stay. Guests found anywhere in the residence halls without a host may be required to leave and the resident host will be subject to disciplinary action. Anyone who attempts to gain improper access to any residence hall will be considered a trespasser and may be subject to legal action (see trespassing policy).

This policy provides the opportunity for residents to entertain guests in their rooms. This policy does not sanction cohabitation or sexual activity in the residence halls. Overnight guests are not allowed for first-year students during the first weekend of the fall semester.

## **Hall closings/Exception to stay requests**

All residents of the residence halls are required to leave the residence halls during holiday recesses and semester/session breaks by the last day of final exams. Holiday recesses and semester/session breaks are not included in room and board fees. Residents of the apartments and cottages are permitted to stay over breaks (except summer break) at no additional cost.

Housing will be provided for individuals who demonstrate an exceptional need to stay late, overnight or during an entire holiday recess or semester/session break after the halls close. Exceptional need is based on the traveling distance from your home or permanent place of residence to the residence halls. An exception may be granted depending on whether you live out of town (beyond the Southeast Michigan area), out of state, out of country, and/or are employed on or near campus. In case of employment, you must submit a letter from your employer verifying employment and your schedule during the recess or break. Requests to stay late will not be approved after the deadline. Forms are picked up from the University Housing Office and returned for review. \$10 per night in cash will be due when picking up your holiday key.

Guests are not permitted during any holiday recess or semester/session break.

Propping open entrance doors and other actions that allow other students or strangers to gain access to any residence hall are not permitted. If this policy is violated, you will be asked to leave the residence halls, and disciplinary action will result. In the event that a "holiday" key is issued, failure to return the "holiday" key by the first business day after the halls re-open will result in a \$25 charge. Exception to Stay request forms are required for students who wish to leave their belongings in their room between winter and summer sessions.

### **Identification of individuals**

Certain privileges are extended to individuals by virtue of their membership in the University Housing community. In order to protect the community's welfare, the integrity of this identification must be maintained. No person shall permit another to use his or her identification, including a student identification card or key, for the purpose of improperly gaining access to a student residence and/or its facilities, including offices, lounges, the community center, computer lab or mailboxes. No person shall permit use of, share or sublet their residence. No person shall fail to take responsibility of his or her visitors or guests, which includes informing them of policies and being responsible for their behavior within University Housing residences and while on university grounds or at university functions.

Students are required to present university identification to university staff members upon reasonable request. University staff members are defined as all university employees, including all University Housing staff. Students who refuse may be subject to disciplinary action. All guests visiting University Housing are required to present picture identification upon reasonable request of university staff members. Guests who refuse may be asked to leave University Housing.

### **Illegal downloading**

Illegal downloading of any kind, including the use of programs such as LimeWire or BitTorrent, is prohibited on campus, and a judicial process that includes a temporary ban from the network will be carried out if you are caught by any governing body. Please visit the university's website on downloading for more information.

### **Impermissible behavior**

To succeed personally and academically, an individual must be able to live free from unnecessary emotional stress caused by others. University Housing does not tolerate intimidation, invasion of privacy, or any threat to the well-being of another or their property that is communicated verbally, in writing or over a communication (phone, computer, etc.). No person shall threaten to harm or exhibit behavior that threatens to harm another person. No person shall physically or verbally assault, batter or intimidate another. This is a violation of the terms and conditions of your rental agreement and is subject to disciplinary and/or legal action. No person shall abuse or threaten any University Housing staff member. This includes the use of profane language and slamming of doors.

## **Keys and lockouts**

Room/building keys are distributed to residents at check-in. Residents should be protective of their key(s). Residents may not loan, duplicate or possess keys other than the one signed out to them at check-in (University Ordinance 4.15). Residents found in possession of keys not signed out to them will face disciplinary action in addition to service charges.

When residents are locked out of their room, apartment or cottage between 8 a.m. and 5 p.m., Monday through Friday, they can check out a loaner key for 24 hours at the Housing Office, 448 Hamlin Hall, or the Student Apartments Office in the 4000 building of the Ann V. Nicholson Apartments. Residents must present picture identification or be identified by a University Housing staff member to obtain a loaner key. If the loaner key is not returned after 48 hours, the resident may be charged \$25 for recoring his or her room door lock. When residents lose their room key, they must report it to the Housing Office and will be charged \$25 for recoring their room door lock. The recore is necessary to ensure the safety of residents and their property.

If residents are locked out of their room after 5 p.m. on weekdays or any time on weekends, they should contact an available University Housing staff member in their building to unlock their room door. If a staff member is not available, the resident may have to wait until the RAs go on duty at 7 p.m. The names and telephone numbers of RAs on duty are posted on the main floor of each residence hall building and at the entrance of every apartment building.

An accumulation of three lockouts within any given semester will be reviewed and may result in disciplinary action.

## **Laundry**

Laundry machines are available for resident use only. Money or tokens are not needed to operate the machines. Mechanical difficulties with washers and dryers should be reported to University Maintenance using the My Housing portal or to the maintenance trouble line at (248) 370-2954. Never leave your belongings and/or clothes unattended in the laundry room.

## **Liability**

Oakland University is not liable for loss of money or valuables or damage to any property belonging to residents or their guests in or around the residences. Residents are liable for damages to university property. We recommend securing coverage through your parents' or guardian's policy, or securing your own renter's insurance.

## **Lofts**

Lofts are permitted in student rooms and must be freestanding. Platform lofts (i.e., false floors) are not permitted. All lofts must be registered. Registration forms are available on the University Housing website or from a University Housing staff member. A copy of the completed registration form, with the signatures of all owners and appropriate staff members, must be attached to the loft in a visible location. Suggested guidelines and specifications are available in the Housing Office, 448 Hamlin.

Lofts must be disassembled the weekend prior to final exams. No loft construction or removal may be done during final exams. Residents who fail to disassemble their lofts will be charged a \$75 service charge.

## Mail services

Mail service to the residence halls will be most efficient if incoming correspondence is addressed in the following manner:

Name  
Room#, Hall  
Oakland University  
Rochester, MI 48309-4401

Mail service to the student apartments will be most efficient if incoming correspondence is addressed in the following manner:

Ann V. Nicholson Apartments	George T. Matthews Apartments
Name	Name
Apartment #	Apartment #
North Meadow Brook Road	Ravine Drive
Oakland University	Oakland University
Rochester, MI 48309-4401	Rochester, MI 48309-4401

Mail service is not available during weekends, holiday breaks or university closings. Students must pick up their mail from their mailbox using their room key. Desk receptionists will not distribute mail over the counter, nor will they accept CODs.

Packages will be delivered to the Hamlin, Oak View and Vandenberg front desks, and the University Student Apartments office. When picking up your package, please bring both the package notification slip and a photo ID.

The desk receptionists handle forwarding U.S. mail. To ensure your mail will be forwarded after you check out, you need to fill out a change-of-address card and place it in your checkout envelope. First-class mail will be forwarded for a period of two years. Magazines and newspapers will not be forwarded. To continue to receive these publications, you should change your address with the publisher at least four weeks before moving.

## Misrepresentation

No person shall misrepresent himself or herself to any other person as a student, resident, or employee of the university. No person shall misrepresent his or her identity for an improper or unlawful purpose.

## Musical instruments/Electronic and sound equipment

Students may play stereos, radios, computers, video games, TVs, VCRs, DVDs and musical instruments within the confines of their room. Students, while utilizing their equipment, are required to respect their floor/building members' rights not to be disturbed. Amplifiers and subwoofers are not permitted in residences. Students found making excessive noise may face disciplinary action, and removal of involved equipment.

## Nightwatch

The Department of University Housing has established a residence hall security program called Nightwatch to provide a safe and secure environment for residents, their guests and university property. This student-staffed program provides a monitoring system for all residence hall guests (defined as any nonresident of Oakland University Housing). Nightwatch operates seven days a week during the academic year, from 8 p.m. until 5 a.m. in all halls.

The success of this program depends on the cooperation and assistance of our residents. In Fitzgerald, Hill and Van Wagoner, the outside doors are locked at all times. Residents use their room keys to enter these buildings. This allows residents to enter and leave their hall at their convenience.

In the residence halls, the outside doors are locked from 8 p.m. to 5 a.m., except for the main entrances that are staffed by members of the Nightwatch security staff. During these hours, all persons must enter these buildings through the Nightwatch station and show proper identification. Proper identification for residents is their university identification card. Proper identification for guests is picture identification. Acceptable pieces of identification are a valid driver's license, state identification card, military identification card, passport or current Oakland University identification card. Failure by residents to present ID when entering the residence halls after 8 p.m. may result in a documented verbal warning. An accumulation of three documented verbal warnings will result in further disciplinary action. Guests who do not possess the proper identification listed above, or are under the age of 16, must email the graduate residence director at [nightwatch@oakland.edu](mailto:nightwatch@oakland.edu) 24 hours in advance of 8 p.m. for sign-in approval. In cases where the resident host is the parent/guardian/host of the minor guest, the name and phone number of the person with whom the child resides at his or her permanent address is required so that an emergency contact is available if the host is incapacitated.

Parents, legal guardians and family members are also required to be signed in, with the exception of move-in, move-out periods. In the halls with the Nightwatch program, each resident is permitted to sign in up to two (2) guests per evening. All guests who enter the building must show proper identification and must be signed in by a resident of that building. Guests will receive a Nightwatch pass that must be in their possession at all times. No guests are permitted the first weekend of the fall semester.

Residents and their signed-in guests may visit other buildings together. However, resident hosts are required to show their IDs, and their guests are required to show their Nightwatch passes and picture ID, which must be in their possession at all times. Resident hosts also are required to sign a guest log at the Nightwatch station. Guests must accompany their resident hosts at all times. Hosts must travel from building to building with their guests.

A guest may not be signed into more than one building during an evening. Guests who are involved in any inappropriate behavior and/or violate any policies or procedures will not be allowed to sign into another building during the same night. Residents assume full responsibility for the behavior of their guests and visitors. Guests must be accompanied by their resident hosts at all times during their stay. Guests may stay overnight, but may not stay for more than two (2) consecutive days/nights (see Guest policy). Anyone who attempts to gain improper access to any residence hall will be considered a trespasser and treated as such (see Trespassing policy).

Please note: During the time period between move-in and the official start of classes, no guests are permitted.

For the convenience of residents, the Nightwatch security staff provides information and assistance during their hours of operation.

### **Non-discrimination policy**

Oakland University is committed to providing equality of opportunity to all persons. In a society that relies on an informed, educated citizenry, no one should be denied the opportunity to attain his or her fullest potential. The university shall strive to build a community that welcomes and honors all persons and that provides equal opportunity in education and employment. The university complies with state and federal laws, including Title IX, that prohibit discrimination. To carry out these commitments, the university has adopted the following administrative policies: (1) 710 — Administrative Guidelines Prohibiting Discrimination; and (2) 711 — Guidelines for Handling Discrimination Complaints.

For more information, please visit [oakland.edu/policies](http://oakland.edu/policies) and review Policy 710 and Policy 711.

## **Over-assignments**

University Housing may assign a third occupant to a residence hall double room when the need arises. Normally, the third occupant in a double room will be reassigned within the first two weeks of class. If after the third week of class the third occupant has not been reassigned, all residents of the over-assigned room will receive a prorated partial refund\* back to the first day of housing charges for the time spent in over-assignment.

*\*Proration does not apply to rooms designated to be structural triples.*

## **Painting and decorating**

Painting is prohibited. Wallpaper, paneling, mirror tiles and other decorative items that deface walls, ceilings or floors also are prohibited. Installation of bookcases and other similar items is permitted if the units are freestanding. Affixing such units to the walls, ceilings, floors, etc., is prohibited. Violations will result in disciplinary action as well as assessment for damage and repairs.

## **Parking**

Students may park their automobiles in any designated parking area on campus. Between 2 and 6 a.m., cars must be parked in designated overnight parking areas only.

If you do not use your car on a daily or regular basis, it is strongly encouraged by your peers that you do not park your car in the prime parking spaces closest to University Housing. This allows those students who must use their cars on a daily or regular basis more personal safety and security while walking to and from their cars and University Housing. Recommended parking lots for those who do not require consistent access to their cars are P-29 and P-32.

## **Personal electronic equipment use**

Use of any device capable of broadcasting a wireless signal in any manner is PROHIBITED in all residence halls and student apartments. This includes, but is not limited to, wireless routers, wireless printers and cell phone hot spots. Students who are found using this type of equipment will be required to take it down and could face University Housing disciplinary action.

Desktop hubs and switches are not permitted on the Oakland University network per University Policy #850.

## **Personal safety (Oakland University Police Department)**

Students are strongly encouraged to exercise sound judgment when making decisions regarding their personal safety. Students are not encouraged to travel alone on campus after dark and should park their cars in well-lighted and well-traveled areas. It is always good practice for residents to tell their roommates/suitemates when they are going out and when they will be back. Do not let strangers or suspicious characters into any University Housing building or leave doors propped open.

If you are concerned about your safety, the safety of others or your property, or if you need any other kind of police assistance, you can contact the OUPD. They are a certified police department and available 24 hours a day. For emergencies, call 911; for non-emergencies, call (248) 370-3331; for the hearing impaired, call (248) 370-3337 (TDD).

## **Pest control**

All pest problems should be reported to University Maintenance online via the My Housing portal or the trouble hotline at (248) 370-2954 as soon as detected. The university contracts the services of an exterminator for pest control. Bug bombs are not permitted.

## **Pets**

For health and safety reasons, cats, dogs, birds, rodents and other fur-bearing animals, reptiles and amphibians, living or non-living, are not permitted in University Housing. Fish are the only pets allowed and only if your roommate approves. Fish must be confined to a bowl or aquarium (not to exceed 10 gallons).

## **Protection of personal property**

The university expects students to take reasonable precautions against theft of personal property by locking their doors whenever they leave their rooms. Because it is difficult to trace and identify stolen property, residents should keep a written record of the descriptions and serial numbers of all valuables as well as mark them permanently. The Oakland University police offers this service. Records of these items should be kept in a location known only to the owner, but readily accessible and available to police officers in the event of theft. All losses should be reported to the housing staff and the police. The Oakland University police will take a statement from you and file a report of the theft (insurance companies require the loss be reported to the proper authorities before they will honor a claim).

The Department of University Housing strongly recommends all residents carry property insurance. Check your parent's or legal guardian's homeowner's insurance to see if your personal property is covered.

## **Psychological and medical emergencies**

Residents who try to physically harm themselves with the intent to kill themselves, or verbalize their intent to kill themselves, or display irrational, uncontrollable or destructive behavior that is a threat to self and/or the welfare of others, may see immediate action from University Housing. They will not be allowed to return to University Housing until they meet with the dean of students and complete a psychological evaluation by Graham Counseling Center. Together, the dean of students and director of the Graham Counseling Center will decide whether the student is stable enough to return to University Housing and under what conditions.

In case of medical emergencies, Oakland University Police Department will be contacted to determine how seriously ill or injured the student is and will call EMS for medical assistance. University employees, including University Housing staff, are not permitted to transport residents to hospitals, doctor's offices or clinics for medical assistance. Medical assistance can be obtained on campus at Graham Health Center Monday through Friday. Call (248) 370-2341 for clinic hours or for an appointment. When Graham Health Center is closed, after-hours medical and emergency care can be obtained at Pontiac Osteopathic Hospital, (248) 338-5000; St. Joseph Mercy Hospital, (248) 858-3000; or Crittenton Hospital, (248) 652-5000.

Any questions or concerns about the procedures used in handling psychological and medical emergencies can be answered or addressed by the assistant director of residence life in the University Housing Office, 448 Hamlin, (248) 370-3570.

## **Quiet hours**

Quiet hours provide an environment that promotes academic success. **The rights to study and sleep take precedence over the right to engage in any activity that disturbs others.**

*Quiet hours in every building are:*

Sunday – Thursday	11 p.m. – 7 a.m.
Friday – Saturday	1 a.m. – 7 a.m.

All other times are considered “courtesy hours.” At the end of each semester, 24-hour quiet hours are instituted on all floors beginning at 11 p.m. on the last day of classes and continuing throughout final examination week. Students in violation of 24-hour quiet hours are subject to judicial and/or administrative action, including fines. If behavior is continually disruptive, students may be required to vacate University Housing one hour after their last exam or immediately as designated by University Housing. When students are required to leave, they may not return to the halls, apartments or cottages, except by appointment and escorted by a staff member, and then only for purposes of moving and checking out of their rooms.

It is expected that students be considerate of their peers and mindful that everyone is operating under a different schedule. It also is important to remember the University Housing community is structured to provide an active and energized living environment. This is accomplished through many planned and spontaneous interactions and programs. In planning all programs and activities, strict attention is given to scheduling activities that encourage maximum participation and reduce disruptions to the environment and residents.

In most cases, a resident violating the quiet hours policy will receive a documented verbal warning. An accumulation of three documented verbal warnings will be reviewed and may result in further disciplinary action. During 24-hour quiet periods, more serious disciplinary action may result, including removal from University Housing.

The following behaviors are considered violations of the quiet hours policy:

- A. The use of any musical instruments or electronic and/or sound equipment at a volume that interferes with the study or sleep of any resident at any time
- B. Participation in horseplay or sports, such as football or Frisbee, in the hallways
- C. Shouting or playing stereos out windows
- D. Loud, disruptive parties
- E. Loud conversations in lounges, hallways and rooms that disturb others, or which occur during quiet hours

Quiet hours also should be observed outside University Housing, particularly in the parking circles. If there is a noise problem, contact a residence hall staff member or Oakland University police for assistance. Disciplinary action may result if a resident is found violating the quiet hours policy or courtesy hours requests outdoors within 25 feet of University Housing.

## **Rates**

Rates for university housing shall be established and revised annually by the Oakland University Board of Trustees. Rates are available online at [oakland.edu/housingrates](http://oakland.edu/housingrates).

## **Reception desks**

The Hamlin Reception Desk is located on the fourth floor of Hamlin Hall in the main lobby area. The phone number for Hamlin Desk is (248) 370-2953. The Hamlin Desk is open during fall, winter and summer semesters.

The Vandenberg Reception Desk is located on the first floor of Vandenberg Hall between the two towers. The phone number for Vandenberg Desk is (248) 370-2886. The Vandenberg Desk is open during fall and winter semesters.

The Oak View Reception Desk is located inside the main entrance of the building, near the main lounge. The phone number for Oak View Desk is TBD. The Oak View Desk is open during fall, winter, and summer semesters.

Hours of operation for both desks are: Monday – Friday, 8 a.m. – midnight; and Saturday – Sunday, 10 a.m. – 10 p.m.

The following services are available at all reception desks (except where indicated):

- Change
- U.S./campus mail distribution
- Cleaning equipment
- Games
- Magazines
- Toilet paper\*
- Vending machine refunds
- Telephone numbers
- Fax (only at Hamlin)
- Tools
- Stamps

Packages may also be picked up at the reception desk. An OU student ID is required to claim all packages.

*\*NOTE: You may not stockpile rolls of toilet paper in your room or suite. The limit is two rolls per room or four rolls per suite. Disciplinary action may result if stockpiled rolls of toilet paper are found in your room or suite.*

### **Recreation areas**

Hours: 10 a.m. to 11 p.m.\*\*

The recreation areas are in the courtyard near the community house of the student apartments and there is also a sand volleyball court behind Hamlin Hall. These areas are for resident use and enjoyment. Alcoholic beverages may not be taken to the recreational areas at any time. The recreation areas are not supervised; you use them at your own risk. However, the areas are inspected. Residents are asked to report any damage to the central office. In case of a building-wide event or program, the recreational areas will be reserved for the purpose of the event.

\*\*Please note that quiet hours should also be observed in the recreation areas.

### **Refrigerators**

Portable refrigerators are permitted in residence hall rooms under the following conditions:

1. The refrigerator must not exceed the following specifications: 4 cubic feet maximum capacity.
2. The refrigerator must operate in full compliance with all sanitation and safety standards set forth by the university.
3. There is a limit of one portable refrigerator per person or two per room.
4. Refrigerators must be emptied, defrosted and unplugged before departure for semester break.

### **University Housing Network Help Desk**

The University Network Help Desk is a service offered by University Housing to all students living on campus. The help desk exists to assist students with any technological problems that they might encounter while using the university's network or their own personal computing devices.

*The help desk provides the following services:*

- Assistance with connecting personal computers, gaming devices, smartphones, e-readers and other network-enabled devices to both the wired and wireless networks in the residence halls and student apartments

- Attempted removal of viruses and malware from student computers
- Assistance with syncing Oakland University email to smartphones or iPods
- Advice on technology purchases
- Technical support for the Hamlin Hall Computer Lab
- Minor hardware installations and repairs
- Desktop support for Department of Housing auxiliary offices

Contact Information: 445 Hamlin Hall, (248) 370-2534 or [wireless@oakland.edu](mailto:wireless@oakland.edu).

### **Resident computer lab**

The computer lab in Hamlin Hall is for use by students who live on campus only. You will need your student ID to enter the lab, as well as to access the free printing service. Additionally, the computers in the lab are designed to erase all new data and changes upon rebooting. Therefore, saving to the computer is not advised. Housing is not responsible for any lost student data. Printing is free for residents only, but we ask that you PLEASE respect the service and the environment by limiting the amount of paper you use.

In addition to the Hamlin Hall Computer Lab, there are three public computers available for student use in Building 4000 in the Ann V. Nicholson apartment complex. The computers are available as long as the community room is open. Please note that printing is not offered in this area, and no lab monitor is present. If you have problems with any technology in Building 4000, please contact the University Housing Network Help Desk.

### **Room changes**

Room changes are scheduled during the second weeks of September, October and January. Students will receive notification via email of room change dates. Room changes after these dates are granted only through a special exception made by the residence director and the assistant director of residence life. Disciplinary action and a \$25 service charge will be assessed for any unauthorized (illegal) room changes. You must follow the proper check-out procedures for room changes (see “checkout procedures for between semesters and sessions,” “contract releases” and “room changes policy”).

### **Room change procedure**

1. During designated room change periods, come to the University Housing Office in 448 Hamlin or the University Student Apartments Office in the 4000 building of the Ann V. Nicholson apartments to find out which spaces are available.
2. If you are uncertain as to which room you want, take the time to look at the room(s) you are interested in and meet the roommate(s) before you make your final selection.
3. If you are certain of the room and roommate you want, you must show your student ID to request a room change for that room. The paperwork then will be processed in the Housing Office by a staff member. Only one room change is allowed during each room change period.
4. You must move from your old room into your new room within 24 hours. After you have moved into your new room, the key and inventory sheet to your old room must be returned to the Housing Office. If the key and inventory sheet are not returned within the 24-hour time limit, you may be subject to a \$25 key recore charge.
5. If you are the sole occupant of a room and do not have a guaranteed single, you should attempt to get a new roommate or change rooms during the room change period. Failure to do so may result in room consolidation, which will begin immediately after the room change period. You are not guaranteed a single room during this room change process. During consolidation, a resident’s choice of room and/or roommate will be limited to only those rooms and/or students in the consolidation process (see “room consolidation policy”).

## **Room consolidation**

Room consolidation refers to a partially vacated room where a student is the sole occupant in a double room and does not have a guaranteed single. Between the third and 12th week of class, any student who becomes the sole occupant of a room will receive a written notice from the Housing Office indicating the student must do one of the following:

1. Find a new roommate. The Housing Office will provide a list of students looking for roommates.
2. Be reassigned a new room or roommate.

Students who do not respond to the written notification will, at the discretion of the Housing Office, either be:

1. Reassigned a different room on the floor which they live, or
2. Be assigned a new roommate.

Preference for being reassigned a different room or roommate will be given to the student with the higher academic class standing as determined by the Office of the Registrar. Students who fail to cooperate with the room consolidation procedure may receive judicial documentation. University Housing retains the right to move students or terminate contracts of students who violate the terms of their contract agreement.

## **Room inventory**

During check-in and room changes, you should review the condition of your assigned room or apartment and write it down on the room inventory sheet. Be as detailed as possible. Each resident of the room is responsible for completing an inventory sheet and returning it to your resident assistant within 24 hours. The inventory sheet will be used during checkout to assess charges for damages or missing university property. Make sure both you and a resident assistant have signed the completed inventory sheet during check-in and checkout.

## **Room occupancy and use**

As an assigned occupant of the room, you are responsible for the behavior of guests and visitors in your room. You can only occupy and place belongings in your assigned room.

Residents may not use their rooms or mailing addresses for the purpose of conducting business where money or services are transacted.

To ensure sanitary and congenial living conditions, periodic checks may be made during and between semesters or sessions. Rooms found in unsatisfactory condition must be cleaned immediately by the room occupants or they will be assessed charges for excessive cleaning done by the housing maintenance staff. Reasonable sanitary conditions must prevail.

## **Security**

Building security is a concern and responsibility for all residents. Residents must avoid taking actions that jeopardize building security and must report security concerns and violations immediately to the housing staff and/or university police. It is your responsibility and that of your guest(s) to comply with building security procedures and policies. Failure to comply with posted or announced security regulations subjects the offender to university disciplinary and/or administrative action, including fines.

## **Single rooms**

All residence hall rooms are intended to have a minimum of two occupants. When less than full occupancy exists, students may be assigned a double room by themselves if their name is on the single room waiting list. In that circumstance, and at the discretion of the Housing Office, the room assignment may be designated as a single and the occupant will be charged a premium as established by the Board of Trustees. Single assignments will not be made in rooms designed to accommodate three students. Students wishing to retain their guaranteed single must sign an Accommodation Rider to Contract for University Housing Services form for a single-room accommodation.

Single rooms, when available, are located in the small halls: Hill, Van Wagoner, and Fitzgerald. These will be granted on a first-come, first-served basis from the single-room waiting list for upper-class students only. Upper-class students who submit a valid residence hall contract may request to be placed on the single room waiting list.

An exception to this policy will be granted for students with certified medical problems who require a single accommodation (i.e., extreme allergies, mobility or visual impairment). These individuals may request that the director of University Housing place them on a separate priority list. This list supersedes the regular single room waiting list.

To whatever extent possible, assignments for physical limitations or impairments are on a first-come, first-served basis. Students requesting special accommodations must provide medical documentation with their request. However, in consultation with the university physician, the director may grant higher priority based on need for accommodation. Further, certified impairments take precedence over relieving over-assignments. Students with special accommodations are encouraged to register with the Office of Disability Support Services. Lastly, if it is necessary to create a single room accommodation for impaired individuals, the director will abridge the consolidation procedure to include requiring individuals in half vacancies to move from one floor or building to another.

## **Smoking**

Oakland University is a smoke-free campus. Smoking is defined as having a lit cigar, cigarette, pipe or other lighted device. In accordance with the Oakland University smoking policy, smoking is not permitted on any Oakland University property. Complaints involving smoking by housing students and their guests can be made to the assistant directors or director in the Department of University Housing, 448 Hamlin, (248) 370-3570; the residence director, 4000 Ann V. Nicholson Apts., (248) 370-2581; or to the Dean of Students Office, 144 Oakland Center, (248) 370-3352.

Students and their guests violating this policy may be subject to University Housing and university disciplinary action. State law also provides for a civil fine of not more than \$100 for a first violation and a fine of not more than \$500 for a second or subsequent violation of the Michigan Indoor Clean Air Act (MCLA 33.12601 et. seq.).

## **Smoke detectors**

Each student apartment and residence hall room comes equipped with a properly working smoke detector for your protection. Please report to the 24-hour maintenance line, extension (248) 370-2954, if you suspect your smoke detector needs servicing. Disabling smoke detectors is a punishable act subject to disciplinary action.

## **Solicitation and distribution**

The university has a policy for solicitation and distribution, which is available at the Dean of Students Office, 144 Oakland Center. Students are prohibited from operating a business out of their room. Door-to-door solicitation and distribution is prohibited in the

residence halls, apartments and university parking lots. If you encounter an individual or group soliciting and distributing in University Housing residences, contact a University Housing staff member immediately (University Ordinance 4.20).

### **Staff harassment**

Harassment of a university employee is defined as any behavior, including gestures or swearing, that is directed at or in the presence of a staff person and is meant to intimidate or be combative while in the performance of his or her duty. Disciplinary action will be taken and may include suspension from University Housing.

### **Student harassment**

Harassment of a university student is defined as any behavior, including gestures or swearing, that is directed at or in the presence of a student and is meant to intimidate or be combative. Disciplinary action will be taken and may include suspension from University Housing.

### **Student records**

Any student resident who wishes to review his/her personal records may request a review in person to the associate director for University Housing. These records must be reviewed in the University Housing Office. Students may obtain copies at their own expense.

### **Summer sessions**

Students who will be enrolled in classes during summer sessions and have submitted a summer housing contract will not have to move their belongings out of their old rooms until they check into their new rooms. Before the end of winter semester and the start of summer semester, and between summer to fall semesters, students will receive detailed information regarding their new room assignments and the proper check-in procedures for summer sessions. All residence hall policies and procedures listed in this handbook are enforced during summer sessions.

### **Tornado warnings**

The Oakland University Police Department and/or University Housing staff will notify residents when there is a tornado warning. Tornado sirens also will be heard around campus. A warning means a tornado actually has been sighted, and you are to take cover immediately. Staff will direct you to the safest place in your building (usually the first floor or basement, away from any windows), or you should follow the instructions posted on each floor. Everyone should take shelter until an all-clear is issued by the Oakland University Police Department.

If you are caught outside during a warning and do not have time to reach a building, seek shelter in a low area or ditch. Lie face down and cover your face with your forearm to protect against flying debris.

### **Trespassing**

To ensure the health and safety of all residents and staff, access to any residence hall, apartment or cottage is governed by the following:

USE OF THIS FACILITY IS RESTRICTED TO RESIDENTS OF THIS BUILDING, UNIVERSITY EMPLOYEES AND BONA FIDE GUESTS OF RESIDENTS. UNAUTHORIZED ACCESS WILL SUBJECT VIOLATORS TO CRIMINAL PROSECUTION FOR TRESPASS, PURSUANT TO MCLA 750.552.

This notice is posted at all points of entry. If you encounter an unauthorized person in a residence, immediately contact a University Housing staff member or the Oakland University Police Department.

## **Trees and wreaths**

Live trees and wreaths are not permitted. All imitation trees and wreaths must be removed from lounges and rooms prior to departure for holiday recess. Floor, hallway or lounge decorating must pass fire code inspection. Paper products or flammable materials should not hang from ceilings nor cover walls. Light fixtures should not be covered.

## **Unauthorized entry**

There are areas in and around University Housing residence buildings where students are not permitted for reasons of health and safety. Those areas include, but are not limited to, the roofs of all buildings, window ledges, mechanical maintenance rooms, custodial closets, steam tunnels and elevator shafts. Residents are not allowed to enter other resident rooms without the expressed permission of the occupants of the room. Residents also are not allowed to enter or store their belongings in unoccupied rooms.

Students violating this policy may be subject to severe University Housing and university disciplinary action.

## **University Housing contract**

The contract between the student (resident) and the Department of University Housing (university) is for residence hall or apartment occupancy by the student. It begins on the date specified in the assignment letter and terminates at the end of the academic year, or in the case of summer contracts, the end of the summer semester. Signing the contract will immediately constitute legal obligations on both parties (the resident and the university). Both parties are required to live up to the terms and conditions of the contract unless the resident terminates his/her contract or the expiration date of the contract has passed.

## **Vacating rooms**

At the end of each semester, residents are expected to vacate their rooms within 24 hours after their last final exam or by the designated time on the last day of final exams, whichever comes first. Residents with late examinations or special problems that prevent them from leaving on time should make arrangements in advance. Last minute requests may not be honored. Residents may leave their belongings in their room between fall and winter semesters if they are returning to the same room. Residents must move all their belongings out of their assigned room at the end of fall semester if they are not returning for winter semester. Residents must move all their belongings out of their assigned rooms at the end of winter semester if they are not returning for the summer session. Storage for personal belongings is not available on campus.

## **Vending**

Most residence halls have vending machine areas. Continuation of vending machine services is wholly dependent upon nonabusive treatment of the machines. Money lost in vending machines may be claimed at the Student Affairs Office or the Hamlin, Oak View or Vandenberg desks.

## **Weapons**

Devices that can be used as weapons (knives, nunchuks, firearms, air rifles, BB guns, switchblades, Mace and other chemicals, etc.) or resemble weapons (water pistols, super soaker squirt guns, etc.) as well as any explosive devices (firecrackers, etc.) are prohibited in University Housing (University Ordinances 7.02, 7.03, 7.04). Disciplinary action will be taken and may include suspension from University Housing.



### **Windows and outside walls**

Students cannot place objects, such as stereos or speakers; throw objects, such as bottles, food, paper or clothing items; and/or spit from open windows. Students cannot lean out of, sit in, or walk in and out of open windows. Window screens must not be removed from windows. A \$25 service charge may be assessed for replacing your window screen.

For health and safety reasons, as well as for the appearance of the buildings, banners, fliers, posters and other forms of advertisement are not allowed to hang on or outside from balconies, lounge windows or individual room windows. Outside walls cannot be defaced by chalk, any form of spray paint or food. For more appropriate suggestions on advertising a program or event, please contact the Housing Office, 448 Hamlin, (248) 370-3570.

Students violating this policy, which constitutes a hazard to personal health and safety and an individual's right to privacy, may be subject to disciplinary action

### **Wired network**

In some residence halls and in the student apartments, University Housing provides wired network ports for student use. Students will need a wired network adapter for whatever device they wish to connect to the wired port, as well as a Cat5e network cable. The wired ports are the fastest and most reliable form of connectivity; as such, it is recommended that students who have access to wired ports take advantage of them as often as possible.

University Housing provides wired network ports in the following areas:

*Hamlin Hall*

*Vandenberg Hall*

*Ann V. Nicholson Apartments\**

*George T. Matthews Apartments\**

*Oak View Hall*

*Hill House*

*Van Wagoner House*

*\*The student apartments offer wired ports in both the bedrooms and the living room.*

## **Wireless network**

All of the residence halls and student apartments have access to the University Housing wireless network. In Fitzgerald House, the wireless system is the only way students can access the network. All of our Aruba wireless access points are 802.11ac capable and broadcast in both the 2.4Ghz and 5Ghz frequencies.

The network name (SSID) for all of the University Housing Wireless Network is: grizzlies

If you are living in a room that contains wireless network equipment (i.e., a wireless access point) please be advised you are prohibited from tampering with the device in any way. Students who are found to be tampering with wireless equipment will be held responsible for any damage to the unit, and will face disciplinary action.

Wireless streaming from “device to device” for most multimedia services (such as Chromecast and Apple AirPlay) is unavailable over the wireless network. If you are unsure whether your device will stream on the wireless network, please contact the Housing Network Help Desk for more information.

If at any time you are experiencing trouble with your network connection in the residence halls or student apartments, please contact the Housing Network Help Desk. Often, a remedy is as simple as installing a new driver for your network card - a process with which the Help Desk will be happy to assist with. The Help Desk is located in 445 Hamlin Hall and can be reached at (248) 370-2534 or wireless@oakland.edu.

# UNIVERSITY HOUSING JUDICIAL SYSTEM

The purpose of the University Housing judicial system is to protect and preserve the University Housing community standards established by both students and staff. Through this joint partnership, both students and staff share equally in determining the kind of living environment that is most conducive to student growth and development. The judicial system provides a timely and orderly process for the investigation and adjudication of alleged violations of these community standards. Violations of University Housing policies may be adjudicated in one of the following manners:

- A. A formal hearing with a residence director or graduate residence director
- B. A formal hearing with the associate director for University Housing
- C. Students may be referred to the Dean of Students Office for any and all violations, which may result in a university sanction (reprimand, probation, suspension or expulsion).

## **Student rights in the judicial process**

An accused student has the right to:

- A. Select a student, faculty or administrative staff member of Oakland University to advise him/her throughout the hearing process
- B. Be notified in writing of the date, time and place of the hearing; specific charge(s); nature of the evidence; and names of the witnesses to be presented at least 72 hours prior to the hearing
- C. Receive substantive and procedural due process as required by law
- D. Refuse to attend a hearing
- E. Refuse to make self-incriminating statements
- F. Make a statement on his/her behalf and use witnesses to present his/her case
- G. Obtain written notification of the decision reached during the hearing
- H. Appeal the decision to the associate director of University Housing
- I. Waive any of the above rights

## **Disciplinary sanctions**

The judicial system used by University Housing and the university is exercised as a part of the total learning process in the academic community. It is based on the premise that all individuals be held accountable for their behavior and operates based on a preponderance of evidence. The intention of the University Housing judicial system is to educate, not to punish. The goal in all judicial sanctions is to facilitate positive, responsible and constructive behavior changes.

Before disciplinary sanctions are issued, a student may receive a documented verbal warning from a University Housing staff member. The purpose of a documented verbal warning is to record that a conversation took place between a staff member and a student regarding a policy violation. An accumulation of three documented verbal warnings will be reviewed and may result in further disciplinary action. A record of the documented verbal warning is kept on file.

If a student receives a referral, an informal or formal hearing is held. If he or she is found responsible for violating a University Housing policy or policies, any one or more of the following disciplinary sanctions may be issued:

*University Housing written reprimand* – The purpose of a written reprimand is to point out the responsibility to meet certain minimum behavior standards. If the same action or any other violation of the policies and procedures of University Housing is repeated, further disciplinary action will be taken. A record of the written reprimand is kept on file.

*University Housing disciplinary warning* – This is a strong written warning indicating the resident can expect more severe disciplinary action if the same action or any other violation of the policies and procedures of University Housing is repeated. A record of the disciplinary warning is kept on file.

*University Housing probation* – A resident placed on probation is not considered to be in good standing in University Housing, and any further violation may lead to suspension or dismissal from housing. A record of the probation status is kept on file.

*Suspension from University Housing* – A resident is suspended from University Housing for a specific period of time during which all visitation privileges also are suspended. A written request must be submitted to the associate director for University Housing before readmission to housing can be officially approved.

*Dismissal from University Housing* – A resident is dismissed permanently from living on campus, and all visitation privileges are revoked.

*Assessments* – Residents may be assessed for any damage they cause to University Housing property. If the identity of residents responsible for damage is unknown, members of the appropriate room, floor or building will share equally for damage charges. University Housing service charges also may be levied against students who violate University Housing policies and procedures.

*Additional sanctions* – Additional sanctions, such as community service, work assignments, reading assignments and/or counseling, also may be issued.

A student's current disciplinary standing will be reviewed prior to issuing a disciplinary sanction. Judicial sanctions are cumulative. For example, if you are already on a University Housing warning and you are found responsible for violating another housing policy, the sanction issued may be the next level above the warning – either probation or suspension.

### **Appeals for judicial sanctions**

There is a formal appeal structure for all sanctions given as a result of any judicial proceeding. All decisions can be appealed within 10 business days of the mailing date of the written notification of the decision. The appeal must be submitted in writing to the person identified in the written notification of the decision, usually the housing or university staff member in the position one level above the individual who issued the sanction. Any questions regarding appeals for judicial sanctions may be directed to the associate director of University Housing.

### **University Housing service charges**

Failure to bus tray/table.....	\$5
Fire extinguisher/water (discharged) .....	\$10
Beds, desks not reassembled .....	\$25
Excessively dirty bathroom .....	\$25
Excessively dirty floor.....	\$25
Excessively dirty foyer.....	\$25
Excessively dirty room .....	\$25
Failure to return loaner key/holiday core key .....	\$25
Fire extinguisher/chemical (discharged).....	\$25
Improper checkout .....	\$25
Improper room preparation at recess and break closings .....	\$20
Late checkout .....	\$25
Minor damage to walls, doors, other surfaces .....	\$25
Posting of unapproved signs/banners .....	\$25
Recore .....	\$25
Removal of room window screens.....	\$25
University Housing furniture/property found in student room .....	\$25
Unauthorized room change .....	\$25
Altering of room fixtures (lights, closets, etc.).....	\$50
Contact paper with adhesive backing found in room.....	\$50
Major damage to walls, doors, other surfaces .....	\$50
Failure to remove loft.....	\$75
Murals or writing on walls and doors .....	\$75
Unapproved room/floor lounge/hallway paint job .....	\$75

### **Appeals for recess and break closing service charges**

There is a formal appeal structure for all service charges associated with holiday recesses and semester/session breaks. All charges can be appealed within 10 business days of the mailing date of the written notification of the charge(s). The appeal must be submitted in writing to the assistant director of residence life. Any questions may be directed to the assistant director of residence life.

### **Appeals for other University Housing service charges**

There is a formal appeal structure for all service charges associated with damages to university property and/or assessment of repair and replacement costs to individual residents, floors or buildings. All charges can be appealed within 10 business days of the mailing date of the written notification of the charge(s). The appeal must be submitted in writing to the assistant director of residence life. Any questions may be directed to the director of University Housing.

# UNIVERSITY HOUSING UNIVERSITY ORDINANCES

## CHAPTER 1: DEFINITIONS

**1.01 Board.** The term “Board” when used herein shall mean the Board of Trustees of Oakland University.

**1.02 University.** The term “university” when used herein shall mean Oakland University.

**1.03 President.** The term “president” when used herein shall mean the president of Oakland University.

**1.04 Police officer.** The term “police officer” when used herein shall mean the director of the Oakland University Police and other sworn officers of that department.

**1.05 Person.** The term “person” when used herein shall mean any individual, association, partnership, corporation or other legal entity.

**1.06 Campus.** The term “campus” when used herein shall mean the lands, buildings and property, both real and personal, and wherever situated, which is under the ownership, jurisdiction or control of the Board of Trustees of Oakland University.

**1.07 Street.** The term “street” when used herein shall mean any road or driveway located upon the campus of Oakland University and used or intended for use by motor vehicles and regardless of whether such road or driveway is private or public.

## CHAPTER 2. OAKLAND UNIVERSITY POLICE

**2.01 Establishment.** There is hereby established Oakland University Police to consist of a director to be known as the director of Oakland University Police and other sworn officers of the department. The Oakland University Police shall be charged with the responsibility for law enforcement and fire control on the campus and shall exercise all powers which may be necessary or incidental to the performance of that responsibility.

**2.02 Arrest and prosecution.** The director of Oakland University Police and all police officers are authorized to apprehend and arrest persons who violate any law on the campus, to make complaints as to any such violation before a court of competent jurisdiction, and to participate in the prosecution of any such law violator. Offenders may also be referred to the university conduct system.

**2.03 Search and seizure.** The director of Oakland University Police and all police officers are authorized to conduct lawful searches of persons and property on the campus incidental to the performance of their duties.

**2.04 Peace officers.** The director of Oakland University Police and all police officers are responsible for maintaining peace and order on the campus and are authorized to issue reasonable directives to any person to cease and desist from any breach of the peace. No person shall interfere with or obstruct any officer maintaining the peace, nor shall any person disobey any such directive.

## **2.05 Traffic control.**

(1) The director of Oakland University Police and all police officers are responsible for the control of traffic on the campus and are authorized to issue reasonable directives to drivers and pedestrians that will assist in the safe and orderly control of traffic, and no person shall disobey any such directive.

(2) The university, pursuant to the power conferred by MCLA 257.742 (7), as amended, expressly designates the director of Oakland University Police, in his or her discretion, to authorize and appoint persons other than police officers to issue and serve parking violation notices or citations for civil infractions involving the unlawful parking of motor vehicles on campus.

(3) Persons appointed pursuant to subsection (2) are hereby authorized and empowered to enforce on campus any university ordinance pertaining to regulating or restricting the parking of motor vehicles by way of the issuance and service of parking violation notices or citations. Such persons shall have no other legal authority to act on behalf of the university in any other capacity as a result of their expressly limited appointments and delegated authority as conferred by this section.

**2.06 Traffic engineer.** The director of Oakland University Police, or the person serving in that capacity, is hereby appointed to serve the university as traffic engineer. The traffic engineer shall exercise the powers and duties as provided in the Uniform Traffic Code, Michigan Administrative Code, 1979, with amendments, Sections R28.1001 et seq., in a manner that is consistent with prevailing traffic engineering and safety practices and that is in the best interests of the university. The traffic engineer shall issue traffic-control orders that shall specify the rules and regulations adopted or established. Such traffic-control orders shall comply in all respects with the requirements of R28.1153 (Section 2.53), of the Uniform Traffic Code.

**2.07 Fire protection.** The director of Oakland University Police and all police officers are responsible for the control of fires on campus and for the establishment of reasonable rules and regulations to minimize the hazards of fire. No person shall interfere with or obstruct any such officer engaged in fire control activities, nor shall any person disobey the fire protection rules so established.

**2.08 Lost property.** The director of Oakland University Police is responsible for the collection and disposition of abandoned, lost and found, or stolen and recovered property on the campus. The director shall maintain accounting records for such property, and shall establish regulations and procedures for the identification of the owners and for the return to them of such property and for the orderly disposition of unclaimed or perishable property in accordance with university policies and the law. The director is authorized to conduct periodic public auctions of unclaimed property and the net proceeds of any such sale shall accrue to the general fund of the university. The director of Oakland University Police may also hold lost goods which are found on the campus as the agent of the finder for return to the lawful owner and may return such goods which are unclaimed to the finder in accordance with established university policies and the law.

**2.09 Trespassers.** The director of Oakland University Police and all police officers are expressly authorized to eject or bar trespassers from the campus or any part thereof, and no person shall disobey any order of any such officer which may be issued pursuant to this authority.

**2.10 Mentally-ill persons.** The director of Oakland University Police and all police officers are authorized to take into protective custody any persons appearing to be mentally ill and a danger to themselves, other persons or property. The Oakland University Police may hold any such persons until they can be placed in the care of the University Health Center, the University Counseling Center, or released to an appropriate public or private authority or a responsible family member.

**2.11 Protection of civil rights.** The director of Oakland University Police and all police officers shall provide assistance to all persons in the protection and preservation of their constitutionally guaranteed civil rights.

**2.12 Requirement of identification.** The director of Oakland University Police and all police officers are responsible for providing security to persons and property on the campus from unlawful acts by persons who are on the campus without authority or reason. In the exercise of that responsibility the director of Oakland University Police and all police officers may act to establish the identity of persons found in areas of the campus outside of the customary hours of use of such areas or in circumstances that reasonably warrant alarm for the safety of persons or property. The director of Oakland University Police and all police officers are authorized to eject from the campus any persons unable to identify themselves and explain their presence and conduct and show that there is no reason to believe that their presence constitutes a threat to persons or property on the campus.

**2.13 Impoundment of vehicles.** The Oakland University Police are authorized to provide impoundment of motor vehicles from Oakland University. The university incorporates by reference the provisions of Mich. Admin. Code R. 28.1105 (1981) as amended, which shall have the same effect as if set out in full herein. The full text is available for inspection in the office of the secretary to the Board of Trustees and in the office of Oakland University Police.

**2.14 Abandoned vehicles.** The Oakland University Police are hereby authorized to provide for the appropriate disposition of abandoned vehicles. The university incorporates by reference the provisions of 1949 Mich. Pub. Acts 300, section 252a as amended, which shall be of the same effect as if set out in full herein. The full text is available for inspection in the office of the secretary to the Board of Trustees and in the office of Oakland University Police.

## **CHAPTER 3. TRAFFIC REGULATIONS**

**3.01 Careless driving.** No person shall operate any motor vehicle on campus at a speed or in a careless or negligent manner likely to endanger persons or property.

**3.02 Speed.** No person shall operate any motor vehicle on campus at a speed in excess of 25 miles per hour, except as otherwise posted.

**3.03 Roadways, parking lots.** No person shall operate any motor vehicle including but not limited to motorcycles on campus except on streets or parking areas established for that purpose, and within driving lanes marked for that purpose, unless otherwise authorized by the director of Oakland University Police or a designee.

**3.04 State law or ordinance.** No person shall operate any motor vehicle on campus in any manner or under any conditions which would be contrary to state or other applicable law or the provisions of any applicable university ordinance.

**3.05 Parking signs, directives.** No person shall park any motor vehicle on campus outside of designated parking spaces or in any location or manner prohibited by any sign posted by authority of the president or a designee, or contrary to the express direction of any police officer.

**Handicapper parking.** No person shall park any motor vehicle on campus in a parking space clearly identified by an official sign as being reserved for use by handicappers unless the person is a handicapper, as described by state law, MCLA 257.19a, incorporated herein by reference, or unless the person is parking the vehicle for the benefit of a handicapper.

In order for the vehicle to be parked in the parking space, the vehicle shall display one of the following:

- (1) A certificate of identification issued under state law to a handicapper on the lower left corner of the front windshield, or a similar certificate issued by another state
- (2) A special registration plate issued under state law to a handicapper, or a similar registration plate issued by another state
- (3) A special registration plate to which a handicapper tab is attached

**3.11 Right-of-way, pedestrians.** Where traffic control signals are not in place or in operation, the driver of a motor vehicle shall yield the right-of-way, stopping if need be to so yield, to a pedestrian crossing the street within any marked crosswalk or at any intersection.

**3.12 Right-of-way, vehicles.** A pedestrian crossing a street at any point other than within a marked crosswalk or at an intersection shall yield the right-of-way to vehicles on the street.

**3.13 Applicability to bicycles.** Except as otherwise provided, the operator of any bicycle upon any street shall be subject to all provisions of these ordinances which are applicable to the operators of motor vehicles and shall be entitled to the rights of motor vehicle operators as provided hereunder to the extent that the provisions of these ordinances can apply to the operation of bicycles.

**3.14 Snowmobiles, off-road vehicles.** No person shall operate a snowmobile or off-road vehicle (ORV) on campus, except as otherwise authorized by the president or a designee.

**3.15 Towing of vehicles.** The Department of Oakland University Police is authorized to provide for the towing of any vehicle parked or stored in violation of these ordinances consistent with the provisions of 1949 Mich. Pub. Acts 300, section 252d, which is hereby incorporated. The full text is available for inspection in the office of the secretary to the Board of Trustees and in the office of Oakland University Police.

**3.16 Civil infractions, university ordinances.** A person who violates the provisions of ordinances 3.01, 3.02, 3.03, 3.05, 3.06, 3.07, 3.08, 3.10, 3.11, 3.12, 3.13, 3.14, 3.18, 3.19 is responsible for a civil infraction as defined in 1949 Mich. Pub. Acts 300 as amended.

**3.17 Penalties for violation of traffic regulations.** Any provision of this chapter which describes an act or omission that constitutes a civil infraction under the terms of this chapter or the Michigan Vehicle Code, being 1949 Mich. Pub. Acts 300 as amended, shall be processed as a civil infraction, and any person found to have committed a civil infraction may be ordered to pay a civil fine of not more than \$25 and costs or other amount as determined by law. However, in the case of a civil infraction of the handicapper parking provision, the civil fine shall be not less than \$50 or more than \$100, or other amount as determined by law.

Violation of any other provision of this chapter not constituting a civil infraction, as herein provided, is a misdemeanor and shall be punishable by a fine of not more than \$25, or other amount as determined by law.

**3.06 Traffic control devices, signs.** No person shall operate a motor vehicle on the campus contrary to the regulations indicated by any sign or traffic control device posted or placed by authority of the president or a designee, or contrary to the express direction of any police officer.

**3.07 Blocking roadways, intersections.** No person shall drive a motor vehicle into an intersection or onto a marked pedestrian crosswalk unless there is sufficient space on the street ahead so that the motor vehicle can be driven clear of the intersection or crosswalk without the necessity of stopping in the intersection or upon the crosswalk.

**3.08 Vehicular sales, repairs.** No person shall park a motor vehicle on the campus for the purpose of displaying or advertising the vehicle for sale or for the purpose of washing, polishing, lubricating or repairing the vehicle; provided, however, that this prohibition shall not be applicable to emergency repairs, or to displaying, advertising or selling merchandise from a vehicle as authorized by the president or a designee. This section shall not be applicable to the Meadow Brook subdivision and non-student university residences, except as otherwise determined by the president or a designee.

**3.09 Presumption of ownership.** In a civil infraction action for the violation of any of these ordinances relating to the parking of a vehicle, proof that the particular vehicle described in the complaint was parked in violation of the ordinance together with proof that the defendant named in the complaint was either the registered owner according to the vehicle registration records of the Secretary of State or the lessee from the registered owner or that the defendant was the person to whom any university permit affixed to the vehicle was issued shall create in evidence a presumption that the registered owner of the vehicle or the lessee of the registered owner or the person to whom a university permit was issued was the person who parked or placed the vehicle at the time and place where the violation occurred.

**3.10 Mobile homes, boats.** No person shall park or store any mobile home, trailer, boat, or similar vehicle or property on the campus except in areas designated and posted for such purposes. This section shall not be applicable to the Meadow Brook subdivision and non-student university residences, except as otherwise determined by the president or a designee.

**3.18 Metered parking zones.** When a parking meter is erected adjacent to a space marked for parking, such space shall be a metered parking zone. A person shall not stop a vehicle in any such zone for a period of time longer than that designated on the parking meter after depositing a coin of United States currency of a denomination designed on the meter on the days and during the time the regulations on the meter are in force.

**3.19 Drivers to park within metered parking spaces.** Every vehicle shall be parked wholly within the metered parking space for which the meter shows a parking privilege has been granted, except that a vehicle which is too large to be parked within a single designed parking meter zone shall be permitted to occupy two (2) adjoining parking meter spaces if coins are deposited in the parking meter for each space occupied, as required in this code for the parking of other vehicles in such space.

## **CHAPTER 4. CAMPUS REGULATIONS**

**4.01 Aircraft.** No person shall land or take off in any airplane, helicopter, hot air balloon or other aircraft on the campus except with the express prior permission of the president or a designee.

**4.02 Assaults.** No person shall threaten with physical harm, assault, strike or jeopardize the safety or well-being of any person engaged in lawful activities on the campus.

**4.03 Athletics.** No person shall engage in athletic events or activities or use sports or athletic equipment on the campus except in areas specifically designated for such use; however, this provision shall not apply to the Meadow Brook subdivision and non-student university residences. No person shall engage in athletic events or activities in such manner as to disturb or endanger other persons engaged in the lawful use of the campus.

**4.04 Bicycles.** No person shall take or use a bicycle without the permission of the owner or operate a bicycle in such manner as to endanger persons or property on the campus.

**4.05 Boating.** No person shall operate a boat on any body of water on the campus, except as otherwise authorized by the president or a designee.

**4.06 Buildings.** The president or a designee is empowered to establish such rules, regulations or orders permitting, restricting or prohibiting the use of campus buildings as may be supportive of the purposes, programs and policies of the university and for the protection of persons and property on the campus, and no person shall violate any such rule, regulation or order.

**4.07 Camping.** No person shall construct, erect or occupy any tent, trailer, lean-to or other temporary shelter on the campus except with the express authorization of the president or a designee. This section shall not apply to the Meadow Brook subdivision and non-student university residences, except as otherwise determined by the president or a designee.

**4.08 Computers and other equipment.** No person shall intentionally and without proper authorization gain access to, alter, damage or destroy a computer system or computer network, or the software program or data contained in a computer, computer system or computer network. No person is authorized to utilize in any manner university computer equipment and software and other university equipment, whether owned or leased by the university: when such use would be for personal financial gain and unrelated to any legitimate academic pursuit, unless the use is pursuant to a contractual arrangement in advance of use providing for appropriate compensation to the university or when such use would be in violation of any university contractual arrangement with equipment or software vendors or lessors, or computer network organizations. No person without proper authorization may utilize computer equipment or programs to gain access to, copy, or obtain for personal use or information, records or information owned or possessed by the university.

**4.09 Destruction of property.** No person shall willfully destroy, deface or damage any university property or property of any other person on the campus.

**4.10 Dumping and littering.** No person shall dump or otherwise dispose of any refuse, litter, dirt, or waste materials of any kind on the campus, except in receptacles placed and designated for such use by the university or at locations specified by the university. Use of university receptacles is designated for the disposal of university generated waste materials only. Disposal of personal waste materials (e.g., household waste, furnishings, appliances or building materials) in university receptacles or anywhere on campus is expressly prohibited. Commercial vendors, suppliers and contractors shall use only those waste receptacles that are expressly assigned for their use by the university. No person shall operate a truck or other vehicle for transporting goods or materials on campus from which all or any part of the contents are blowing, dropping, falling or otherwise escaping or that is otherwise causing dirt or litter to be deposited on the campus.

**4.11a Fires.** No person shall cause or allow open burning on the campus except under the supervision of or with authorization by the director of police or a designee.

**4.11b Fire alarms and emergency equipment.** No person shall sound an alarm for fire or other emergency except upon reasonable information and belief that there is a fire or other emergency which necessitates an alarm. No person shall tamper with, damage or circumvent an alarm system or other emergency equipment.

**4.12 Forgery.** No person shall make, forge, manufacture, print, reproduce, copy, alter or forge the signature of another on any official university record, document or identification form with the intent to use any such document, record or identification form for an improper or unlawful purpose. No person shall knowingly possess or use any such forged or altered document.

**4.13 Gambling.** No person shall engage in unlawful gambling activities under conditions that are contrary to the provisions of state law or any applicable university policy.

**4.14 Horses.** No person shall ride any horse or other animal on campus except with the express authorization of the president or a designee. This section shall not apply to the Meadow Brook subdivision and non-student university residences, except as otherwise determined by the president or a designee.

**4.15 Locks.** No person shall possess, duplicate, make or cause to be made or duplicated any key, card or unlocking device to operate any lock or locking mechanism used or maintained by the university except with the authorization of the president or a designee.

**4.16 Misrepresentation.** No person shall misrepresent himself or herself to any other person as a student or employee of the university. No person shall misrepresent his or her identity for an improper or unlawful purpose.

**4.17 Pets.** No person owning or controlling any dog, cat or other pet animal shall permit such animal to be on the campus without a restraining leash or unless confined within a cage or other enclosure that will assure the protection of persons lawfully on the campus from contact with such animal, provided, however, that this section shall not apply to the deer herd living on the campus or other wildlife programs established on the campus with the authorization of the president or a designee. It shall be unlawful for any person in control of any animal upon the campus in developed or landscaped areas to fail to pick up, remove and properly discard of such animal's feces, manure or solid waste. This section shall not apply to the Meadow Brook subdivision and non-student university residences, except as otherwise determined by the president or a designee.

**4.18 Picnics.** No person shall picnic on the campus except in locations designated as picnic areas or as otherwise authorized by the president or a designee. This section shall not apply to the Meadow Brook subdivision and non-student university residences, except as otherwise authorized by the president or a designee.

**4.19 Plants.** No person shall break, cut, pick or mutilate any tree, shrub or herbaceous plant or remove there from any identification sign or tag, except in accordance with duly established landscaping, forestation or capital improvement, or approved research or teaching programs of the university, or except as otherwise authorized by the president or a designee. This section shall not apply to the Meadow Brook subdivision and non-student university residences, except as otherwise authorized by the president or a designee.

**4.20 Selling and advertising.** No person shall sell or advertise for sale any goods, wares, merchandise or services, or take orders or make contracts for such sales on the campus, except as authorized by the president or a designee. Identifying information contained in such material, such as the name of a person, business entity or organization, shall create a rebuttable presumption that the person, business entity or organization is responsible for distribution on campus.

**4.21 Signs.** No person shall erect, place or post any sign, poster or advertisement except on bulletin boards or at other locations authorized for such use by the university and in accordance with university procedures. Identifying information contained in such material, such as the name of a person, business entity or organization, shall create a rebuttable presumption that the person, business entity or organization is responsible for distribution on campus.

**4.22 Smoking.** No person shall smoke in an area where it is prohibited by signs posted in accordance with university policy and state law or in areas where it would be hazardous to smoke.

**4.23 Swimming.** No person shall swim in any waters on the campus except in designated swimming pools or as expressly authorized by the president or a designee.

**4.24 Telephones.** No person shall use any telephone or other communications device to harass, offend or disturb any other person, nor shall any person use threatening, obscene, immoral or insulting language over any telephone or other communications device. No person shall use any telephone or other communications device to summon emergency service of any type as a prank or otherwise when such service is not needed.

**4.25 Theft.** No person shall use, take or carry away, without permission, any property of another person or any university property.

**4.26 Trespassing.** No person shall enter or remain on the campus without proper authorization or lawful invitation, nor shall any person remain on the campus after being lawfully requested to leave. The provisions of 1970 Mich. Pub. Acts 26 are incorporated by reference and shall have the same effect as if set out in full herein. The full text is available for inspection in the office of the secretary to the Board of Trustees and in the office of Oakland University Police.

**4.27 Wildlife.** The campus is deemed to constitute a sanctuary for all forms of wildlife, and no person shall kill or capture any wild animal, bird or fish on the campus, except as otherwise authorized by the president or a designee.

## **CHAPTER 5. ALCOHOLIC BEVERAGES**

**5.01 Unlawful use of alcoholic beverages.** The following provisions govern the general possession, consumption, and distribution of alcoholic beverages on the campus. Additional rules and regulations that are not inconsistent with these provisions may be promulgated by the president or a designee, or the president may restrict the use of alcoholic beverages on campus as the president deems to be in the best interest of the safety and welfare of the university community.

- A person who is less than 21 years of age shall neither possess nor consume any alcoholic beverage on the campus.
- No person shall provide any alcoholic beverage to another person on campus who is less than 21 years of age.
- No person shall consume, possess or distribute any alcoholic beverage on the campus, except as established by this section. The lawful possession and lawful and responsible use of alcoholic beverages shall be permitted:
  - in private homes and leaseholds on campus;
  - in private areas of university housing facilities, including rooms, suites, apartments, and the private lounge provided to Meadow Brook Theatre actors as part of their residence arrangement;
  - during scheduled and university-approved activities at campus facilities that are regularly licensed for alcoholic beverage use, under the rules applicable to those facilities;

- during activities at another location when the president or the president's designee specifically approves in writing alcoholic beverage use at the activity, and when a special liquor license is in effect at the location.
- The use of alcoholic beverages shall not be deemed to be responsible if it causes material impairment of the senses, judgment or physical abilities of the user, or if it causes the user to create a disturbance that interferes with the normal and uninterrupted use of the campus.
- It shall be a misdemeanor for a person to be intoxicated on the campus and acting in a manner that endangers directly the health or safety of another person or property or causes a disturbance that interferes with the normal and uninterrupted use of the campus.

**5.02 Operation of a motor vehicle.** No person shall operate a motor vehicle while under the influence of intoxicating liquor or a controlled substance when, due to consumption or use of intoxicating liquor or a controlled substance, the person's ability to operate a motor vehicle is visibly impaired. The provisions of 1949 Mich. Pub. Acts 300, sections 625a through 625h, as amended, are incorporated by reference and shall be of the same effect as if set out in full herein. The full text is available for inspection by the public in the office of the secretary to the Board of Trustees and in the office of Oakland University Police.

**5.03 Expenses of emergency response.**

- **PURPOSES:** The university finds that a significant number of traffic arrests and traffic accidents on campus involve drivers who were operating a motor vehicle while under the influence of alcoholic beverages and/or a controlled substance. In addition, the university finds that in traffic accidents involving drivers who were operating a motor vehicle while under the influence of alcoholic beverages and/or a controlled substance there is a greater likelihood of personal injury and property damage. As a result of these determinations, a greater operational and/or financial burden is placed upon the Oakland University Police by persons who are operating motor vehicles while under the influence of alcoholic beverages and/or a controlled substance.
- **DEFINITIONS.** As used in this chapter, "emergency response" means:
  - the providing, sending and/or utilizing of services by the Oakland University Police to an accident involving a motor vehicle where one or more of the drivers were operating the motor vehicle while under the influence of an alcoholic beverage or controlled substance, or the combined influence of an alcoholic beverage and controlled substance; or
  - the making of a traffic stop and arrest by a police officer when the driver was operating the motor vehicle while under the influence of an alcoholic beverage or controlled substance.
  - "expense of emergency response" means the costs associated with the occurrence of an emergency response as set forth in paragraph (a)(i) or (ii) hereof, whichever is applicable. The expenses of making an emergency response, as set forth in paragraph (a) (ii) hereof, shall include the costs connected with the administration, provision and analysis of chemical tests and the videotaping of the driver, if applicable.
- **LIABILITY; PRESUMPTION**
  - Any person who, while under the influence of an alcoholic beverage or any controlled substance, or the combined influence of an alcoholic beverage and any controlled substance, operates a motor vehicle, which operation results in an emergency response, shall be responsible and/or liable for the expenses of the emergency response.
  - For purposes of this chapter, it shall be presumed that a person was operating a motor vehicle under the influence of an alcoholic beverage if chemical analysis of the driver's blood, urine or breath indicates that the amount of alcohol in the driver's blood was in excess of 0.07 percent.

## **CHAPTER 6. DISORDERLY CONDUCT**

**6.01 Unlawful assemblies.** No person shall assemble with others on the campus in any manner which causes or constitutes a disturbance, noise, riot, obstruction or disruption which obstructs or interferes with the free, normal and uninterrupted use of the campus for educational programs, business activities, and related residential, food service and recreational activities.

**6.02 Unlawful individual activities.** No person shall engage in any activity, individually or in concert with others, which causes or constitutes a disturbance, noise, riot, obstruction or disruption which obstructs or interferes with the free movement of persons about the campus or which interferes with the free, normal and uninterrupted use of the campus for educational programs, business activities, and related residential, food service, and recreational activities, nor shall any person in any way intimidate, harass, threaten or assault any person engaged in lawful activities on the campus.

**6.03 Conduct at performances.** No person shall disrupt or interfere with any authorized performance before an audience on the campus, including concerts, plays, lectures, scientific demonstrations, athletic contests and similar activities by making of noise, display of signs, engaging in demonstrations, throwing or dropping projectiles, entering upon the stage, playing field or other performance area, or by any other means.

**6.04 Public events.** No person shall enter or attempt to enter into any concert, theatrical performance, lecture, dance, athletic contest or other event contrary to the rules or qualification for eligibility for entry as established by the sponsors or without a ticket, where required.

**6.05 Loitering or prowling.** No person shall loiter or prowl on the campus at a time or in a manner that is not usual for law abiding individuals and under circumstances that reasonably warrant alarm for the safety of persons or property. Among the circumstances that may be considered in determining whether such alarm is warranted is the fact that the person takes flight upon the appearance of a police officer, refuses to identify him/herself, or manifestly endeavors to conceal him/herself or any object. Unless flight by the person or other circumstances make it impracticable, a police officer shall, prior to any arrest for an offense under this section, afford the person an opportunity to dispel any alarm which would otherwise be warranted by requesting identification and an explanation for the person's presence and conduct.

## **CHAPTER 7. DRUGS AND WEAPONS**

**7.01 Drugs.** No person shall possess, use, distribute, sell or manufacture illegal drugs, narcotics or controlled substances on the campus, except as permitted by law.

**7.02 Weapons and explosives.** No person shall possess a pistol or any other firearm, dangerous weapon, weapon, explosive or incendiary device on the campus provided, however, that the occupants of single family residences in the Meadow Brook subdivision and non-student university residences may possess firearms as permitted by law. A weapon is any object designed to cause physical injury or any other object capable of causing physical injury or death. A dangerous weapon is any weapon designed to be dangerous and capable of causing death or serious bodily harm, or any other object capable of causing death or serious bodily harm that is used as a weapon. Items presumed to be dangerous weapons include, but are not limited to, daggers, dirks, stilettos, blackjacks, billies, metallic knuckles, bludgeons, ninja stars and pocket knives opened by mechanical device. This section shall not be applicable to the authorized display of fireworks or cannon fire at events approved by the president or a designee.

**7.03 Toy weapons.** No person shall possess a toy weapon on the campus with the intention or effect of using such toy weapon to threaten, assault, intimidate or otherwise injure any other person.

**7.04 Chemical or gas ejecting device.** No person shall possess any unlawful chemical or gas ejecting device or dangerous chemical, biological or radiological substance on the campus with the intention of using or threatening to use such substance to injure, assault or coerce any other person. This section shall not operate to prohibit the lawful use of a CS (chemical substance) device as described and provided in 1980 Mich. Pub. Acts 346.

**7.05 Confiscation.** All police officers are authorized and directed to confiscate any object or substance which may be located on the campus or in the possession of any person in violation of this chapter.

**7.06 Possession by police officers.** The provisions of this chapter shall not be deemed to prohibit police officers or other law enforcement officers from bearing arms or law enforcement equipment on the campus.

## **CHAPTER 8. PROMULGATION OF PROCEDURES, RULES AND REGULATIONS**

**8.01 Standards for regulations.** Any and all procedures, rules and regulations that may be promulgated by the president or a designee or by the director of Oakland University Police pursuant to the authority delegated by these ordinances shall conform to the following prescribed standards:

- Such rules and regulations shall be reasonably related to the health, safety and welfare of persons and property on the campus.
- Such rules and regulations shall be nondiscriminatory in their nature and application and shall not be arbitrary or capricious.
- Such rules and regulations shall be supportive of the programs conducted at the university and consistent with the orderly conduct of the business of the university.
- No such rule or regulation shall deprive any person of any constitutionally guaranteed civil right except in those cases provided by law for the welfare and safety of the community.

**8.02 Procedure for adoption.** Procedures, rules and regulations of general application may be promulgated by the president or a designee or by the director of Oakland University Police pursuant to the authority delegated by these ordinances. Those rules and regulations shall be written and posted at one or more public places on the campus at the time of adoption, and a compilation of all such rules and regulations shall be maintained at the office of the secretary of the Board of Trustees and the office of Oakland University Police.

**8.03 Ad hoc rules and regulations.** Any rule or regulation that is established by the president or a designee or by the director of Oakland University Police pursuant to the authority delegated by these ordinances and which is directly communicated by the president or a designee or by the director of Oakland University Police to any person orally or in writing shall be deemed to be in effect as to such person.

## **CHAPTER 9. PENALTY FOR VIOLATIONS**

**9.01 Penalty.** Except as provided in Chapter 3 of these ordinances (traffic regulations), any violation of these ordinances shall be a misdemeanor punishable by a fine of not more than \$100 or by imprisonment for not more than 90 days, or both, or as otherwise determined by law.

**9.02 University judicial system.** Any violation of these ordinances by a student may also be referred to the dean of students for adjudication through the university's judicial system.

**9.03 Employee discipline.** Any violation of these ordinances by an employee may also be referred to the appropriate office for employee discipline.

**9.04 Denial of access to campus.** Any individual who violates these ordinances and whose actions pose a threat to the health and/or safety of the university community or to university property, or whose actions constitute trespass may also be referred to the university administrator designated by the president for a hearing, which may result in an order denying the offending individual access to the campus for a specified period of time.

## **APPENDIX**

### **RESIDENT STUDENT BILL OF RIGHTS**

Each resident student possesses certain individual rights and responsibilities that must be held in high regard. Each resident also must respect the rights of other students. This document defines the rights and responsibilities of resident students, in actualizing their freedoms without placing constraints upon such rights of other residents. The basic rights of a resident student include:

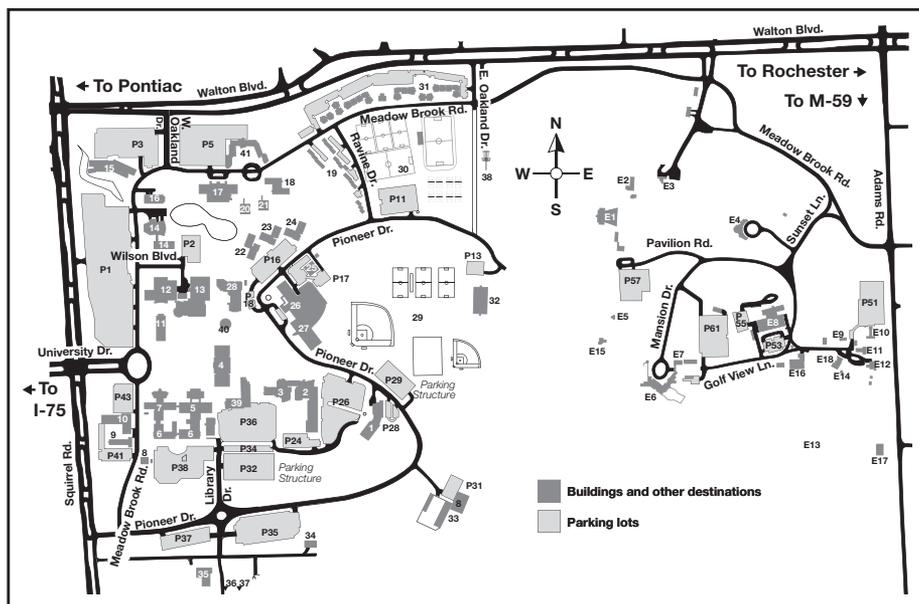
1. The right to read, study and sleep in one's room as well as utilize any residence hall or apartment area for its intended purpose, free from undue interference (i.e., unreasonable noise and other distractions) that inhibits the exercise of this right
2. The right to expect that a roommate will respect one's personal belongings
3. The right to a clean environment in which to live
4. The right to free access to one's room and facilities without pressure from a roommate
5. The right to privacy
6. The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other residence hall students
7. The right to redress grievances free from fear of intimidation, physical harm and/or emotional harm, including the right to due process
8. The right to expect reasonable cooperation in the use of "room-shared" appliances
9. The right to expect properly functioning facilities and equipment within the residence halls that have been provided for residence halls usage, as well as timely maintenance of these facilities and equipment when problems arise

*These rights are subject to review by the House Policy Committee, in conjunction with the director of University Housing, in accordance with the policies of Oakland University Housing. Process of mediation involving students and residence hall staff is the primary process by which conflicts are resolved. Nothing in the Residence Hall Student Bill of Rights and/or its implementation shall deny any individual her/his basic rights guaranteed under the United States Constitution nor deny other alternatives for redress of grievances that are available under the individual's status as a student and as a citizen of the state of Michigan.*

*Oakland University House Policy Committee Residence Halls Association.*

# Oakland University | Campus

2200 North Squirrel Road, Rochester, Michigan 48309-4401 | oakland.edu/map



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Hannah Hall of Science (HHS)	7
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Four-Bedroom Floor Plan

