

2008 / 2009
Resident Handbook



Colorado State University—Pueblo
Residence Life & Housing



Office of Residence Life and Housing

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Residence Life & Housing Staff

The Office of Residence Life and Housing is dedicated to enriching your educational experience at Colorado State University - Pueblo. The department employs many full-time staff members and student employees to help provide a quality living environment. Residence hall staff members enhance your academic endeavors by offering additional opportunities for growth and development.

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Resident Assistant (RA)

Your RA is one of the most important resources you have in the residence halls. RAs are selected upper-class students assigned to individual floors. RAs are students who have been chosen to provide leadership and assistance to the residents of the hall. They provide support and serve as a campus resource for students.

Student Assistant (SA)

SA's are students who work at the front desk in the residence halls typically from the hours of 10:00 pm to 8:00 am. SA's help ensure that only residents and their guests enter the hall. SA's may verify your identification by asking to see your student ID upon entry into the building. Additionally, SA's check-out equipment (games, sports equipment, etc.) and provide services to the hall.

Hall Director (HD)

The Hall Director is your professional staff member who resides in your residence hall and whose primary responsibility is the supervision of daily hall operations. The HD supervises Residence Assistants and is available to assist you with your on campus living experience.

Student Coordinators (SC)

The Student Coordinators are student positions who are trained staff member responsible for helping with the management, selection, and training of the student staff, program development for residents, and many other duties.

Assistant Director

The Assistant Director is a live-in full time professional who is responsible for the administration of the Office of Residence Life and Housing. The Assistant Director's office is located in the Office of Residence Life and Housing.

Services and Facilities

Breaks

Residents will need to vacate the residence hall by the time and date posted. Those residents needing to stay the entire break or additional time will need to contact the Office of Residence Life and Housing. A key will be checked out to those residents signed up to stay, which will allow them access through the front main doors.

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Cable TV

Each room is equipped with free, basic cable provided by Comcast. Residents need to supply a television and cable (Coaxial) cord. This service does not permit residents to purchase additional premium channels. Cable channels and a current TV Program Guide can be accessed at Comcast.com.

Checking Into the Residence Halls

To check into a residence hall, bring your photo ID to the front desk of your assigned residence hall. A Residence Life and Housing staff member will be there to assist you with the check-in. There are several forms to complete during check-in. After completing the paperwork, you will receive your room key and can begin moving in. If you are checking into a hall during the room change period of the school year, please remember you have 24 hours to move to your new assignment.

Checking Out of the Residence Halls

After removing all personal items from your room, you must return all the room furniture to its original location and vacuum the room. The trash bins need to be emptied and if dirty, cleaned. Once this is completed, see your RA to complete the room inventory and all check-out paperwork, and turn in your key. If you need to check-out and you can't find your RA, contact the front desk.

24 Hour Computer Lab

The 24 hour computer lab is located in the main lobby. It is the only 24/7 computer lab on campus. There is also a printer located in the 24 hour computer lab for residents. Priority is given to those residents that are working on papers or assignments related to academics. Cell phones need to be turned off or silenced and calls should be answered outside of the computer lab. Food and drink is not allowed in the computer lab. Residents abusing or tampering with the computers will lose their computer lab privileges. Viewing of offensive material is not allowed in the computer lab. Violators will lose their computer lab privileges and possibly face disciplinary action.

Facility Reservation

Any student group/organization wishing to reserve space in the residence hall lobby, gym, or study rooms must do so by signing up at the front desk. Use of these spaces is expected to comply with all Residence Life and Housing, and University regulations and policies.

Furnishings

Each residence hall room is furnished with:

Belmont Residence Hall

- Two Desks
- Two Desk Chairs
- Two Twin XL beds w/ mattresses
- Two Closets
- Window Blinds
- Two Trash Bins
- One Phone Jack
- One Ethernet (BlueSocket) internet access
- Comcast cable service

Off-Site Residence Hall

- Two Desks
- Two Desk Chairs
- Two Double beds with linens
- Two Closet Areas
- Window Blinds
- Two Trash Bins
- One Phone Jack
- Wireless internet access
- Comcast cable service

All furniture must remain in the room. Students are permitted to bring extra furniture as needed

within the regulation guidelines.

Garbage Removal

Residents are responsible for removing their trash from their rooms. Dumpster access is located near the front entryway. Trash should not be placed in the hallway. Those who do so will be warned and told to take it out or place it back in their room. Students who must use hypodermic needles and syringes for medical reasons must dispose of these items properly. Contact the Office

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of Residence Life and Housing for more information.

Heating & Cooling

Personal and/or privately owned air-conditioner units are not allowed in the residence hall. Each hall has central heat and air that are on a system of heated and chilled water that cannot be switched back and forth quickly. Maintenance staff will evaluate the weather patterns to determine when to switch over the system.

Kitchen

The kitchen is located in the main lobby of the Belmont Residence Hall. Residents can check the kitchen key out at the front desk by providing a student ID. Residents are responsible for cleaning the kitchen before returning the key. The front desk staff will check to ensure the kitchen is clean before returning the residents ID.

Laundry Facilities

There is a 24 hour laundry room located on the lower level of the Belmont Residence Hall. The washers and dryers are coin operated or you can also use your Fiesta Cash from your student ID, through a swipe card system. If you need change, a coin machine is located in the lobby to the left of the front desk. There is a laundry detergent dispenser located in the laundry room as well. The Office of Residence Life and Housing is not responsible for lost, damaged, or stolen items. If there is a machine that is not working, please inform the front desk staff.

Lobby

The residence hall lobby is open 24 hours a day for study purposes and social interaction. Residents are expected to meet their guests at the main entrance to the hall. The lobby will close at the discretion of Hall Staff personnel due to excessive noise, traffic, or other disturbances.

Lockouts

You should carry your key with you at all times. However, if you should get locked out of your room, see the front desk to check out a spare room key for 15 minutes. If you misplaced your key and know where it is you can check out a room key at the front desk for up to 3 days. If you lose your key, report the loss to the front desk immediately. There is a \$50 fee for a key core replacement.

Long Distance Services

When dialing long distance, you must use a calling card.

Mail Services

Each resident is assigned their own mailbox. This box number is not the same as your room number. If you are receiving a package you will have a slip in your box. Take this slip along with your student ID to the front desk and they will retrieve your package for you. The Office of Residence Life and Housing is not responsible for lost or stolen mail and packages. Be sure to reset the dial on your mailbox so others can't open it.

An example of what your address is:

YOUR NAME
YOUR MAILBOX NUMBER
2290 Bonforte Blvd.
Pueblo, CO 81001

Residents can send mail by placing it in the drop off box located in the lobby next to the mailboxes. Residents can also use the Physical Plant to ship larger items or pay postage.

Maintenance

If repairs are needed in your room or on your floor, see the front desk to fill out a work order. Once you have completed the work order it sent to the Physical Plant. The University's Maintenance Services will respond to requests starting with those repairs taking precedence (emergencies) first.

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Harassing/Prank Calls

If you receive a harassing phone call, hang up and report the call to the front desk or your RA. CSU-Pueblo Campus Police will contact you in order to obtain needed information, give additional instructions and/or complete a report. Prank calling is also prohibited and will not be tolerated.

Residence Hall Association

The Residence Hall Association of Colorado State University – Pueblo is a residence hall government made up of students who live in the residence halls. The purpose of the Residence Hall Association is to provide a voice for all the residents who live in the halls and to represent the students to the Office of Residence Life and Housing, and other CSU – Pueblo administration.

TWOLFnet

TWOLFnet is the residential computer network service provided to students living in all residence halls. ResNet lets you connect your personal computer, when equipped with a 10 BaseT Ethernet adapter, directly to CSU-Pueblo's computer network and, through the University network, to the Internet. The Office of Residence Life & Housing and the division of Academic Computing and Telecommunication Services offer TWOLFnet service cooperatively. If you have questions about TWOLFnet, please contact the Help Desk at 719-549-2002.

Room Keys

A room key is issued to each resident at the beginning of the semester. Your room key allows you access to only your hall's main door, your floor's door and your room door. You are expected to carry your key at all times. If you misplaced your key and know where it is you can check out a room key at the front desk for up to 3 days. If you lose your key, report the loss to the front desk immediately. There is a \$50 fee for a key core replacement.

Telephone Services

Colorado State University – Pueblo provides one phone line per room for residents. The resident must provide a telephone and an answering machine. Long distance is not provided by the University and a calling card is required.

Residence Hall Housing Agreement

TERMS AND CONDITIONS OF RESIDENCE

The terms of this Agreement apply to the entire academic year (August – May), or if entered into after the start of the academic year, to the remainder of the academic year. The agreement between the University Housing Office of Colorado State University-Pueblo and the student is intended as a license for use of campus living facilities. It is not intended as a lease arrangement offering property interest to the student. This agreement entitles the student to use our property in the discretion of and subject to the management and control of the University Housing Office. The Belmont Residence Hall Agreement becomes effective and binding upon the receipt and acceptance of

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the signed agreement and the \$125 deposit. Please note \$25 of this deposit is a non-refundable processing fee. The remaining \$100 deposit is used a) to reserve a residence hall assignment, b) for damages that the resident incurred, c) for outstanding room and meal plan balance, d) for improper checkout and e) for charges for cleaning or failure to properly return rental equipment – such as a micro-fridge will be charged against the deposit. If charges exceed the deposit, the student will be responsible and liable for the additional amount which, may be deducted from any accounts held by the university or a “hold” may be placed on transcripts or further registration until the account is paid in full. If there are no damages or outstanding balances, or after the resident has fulfilled their housing and meal plan agreement, the deposit will be refunded by mail after checkout from the residence hall. Deposits are returned through the Colorado State University-Pueblo Accounting Office approximately 6 weeks after check out. Entering into a Residence Hall Agreement constitutes an acceptance by the student of the terms and conditions, and operating policies and procedures of the University and University Housing Office. Please read carefully your agreement and the Residence Hall Policies so that you can be certain that you understand your commitment to on-campus living. Occupancy in the residence hall is a privilege extended to the student by the University. The continuation is based on the student’s reasonable and satisfactory personal conduct and the observance of all University’s regulations.

TERMINATION OR CANCELLATION OF AGREEMENT

For students who are not required to live on campus, i.e. continuing students and transfer students, all agreement cancellations must be received **IN WRITING**, at the Office of Residence Life and Housing as follows:

I understand that my housing deposit will be refunded only if a written request for cancellation is received by:
August 1 for academic year (fall and spring semesters)
January 2 for spring only
May 1 for summer session I only
June 1 for summer session II only

Students who want to get released from their housing agreement at anytime during the academic year MUST go through the Housing Agreement Release Appeal Process. If approved, the student forfeits their housing deposit.

PAYMENT/FINANCIAL OBLIGATION OF CHECK-IN

The student will pay the University the room and meal plan rates as prescribed by the Board of Governors for each semester during the term of the contract. The initial rates are guaranteed for the academic year. Charges will be effective the first day Belmont Residence Hall officially opens. A student is officially checked into a Residence Hall room once they have, 1) been given a key to their assigned room and/or 2) completed and signed the room inspection and inventory report. After check in, the student is fully obligated and responsible to pay their room and meal plan in full according to the Residence Life Agreement regardless of usage. Failure to pay in full the assignment charges prior to check out does not relinquish the financial obligation and responsibility of the student to complete the Residence Hall Agreement. Students wanting to check out of the residence hall prior to the completion of the agreement must go through the Housing Appeal Process. If approved, students are subject to the “Room Refund Schedule” rate at the discretion of the Housing Office.

MEAL/ROOM REFUND

If a student withdraws from the institution or is approved to be released from the housing agreement, refunds for the meal plan are prorated and the cost of the unused portion is given as a credit on the students university account. A student who is granted a housing release approval from the Housing Agreement Release Committee or withdraws from the institution and properly checks out of the residence hall prior to the conclusion of the semester will be refunded on the following schedule.

FALL SCHEDULE

First Week of Semester	75% of Room Charge
Second Week of Semester	50% of Room Charge
Third Week of Semester	25% of Room Charge
Fourth Week of Semester	0% of Room Charge

SPRING SCHEDULE (this will also apply to returning students who are successful in the Housing Appeal Process)

First Week of Semester	75% of Room Charge
Second Week of Semester	50% of Room Charge
Third Week of Semester	25% of Room Charge
After Third Week of Semester	0% of Room Charge

MIMIMUM CREDITS

The student must enroll in and maintain a minimum of six (6) academic credits per semester to be eligible to live in Belmont Residence Hall.

GUESTS

Nonresident guests are permitted under the following conditions: the student host has permission from his or her roommate to have a guest and is responsible for the conduct of this guest; all guests must comply with Colorado State University-Pueblo rules and regulations; overnight guests are limited to no more than three consecutive nights or six nights total for the semester with approval from the Director.

Overnight guests must be registered at the front desk by their resident host. Overnight guests are not permitted until classes begin each semester nor during the week of final exams. Residents will be held responsible for the behavior of all of their resident/no-resident guest(s) at all times.

WEAPONS/EXPLOSIVES

Dangerous weapons, including but not limited to firearms, martial arts equipment, hunting knives, swords, paint ball guns, etc. are **NOT** permitted in Belmont Residence Hall. All weapons **MUST** be stored at the Pueblo County Sheriff's Department at Colorado State University - Pueblo. Flammable liquids, explosives of any nature, including fireworks, are not permitted in the residence hall. Residents having weapons or explosives in the hall may be evicted.

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APPLIANCES

While cooking is not permitted in the residence hall rooms, small appliances without an open source of heat that are Underwriters Laboratory approved and in good repair may be used. Any appliance having an open source of heat such as toasters, toaster ovens, or hot plates are prohibited. Small refrigeration units that are approved by the Residence Life and Housing Office may be used.

PETS

No pets, other than fish in a 10 gallon aquarium or smaller, are allowed in Belmont Residence Hall or on the adjacent grounds. Residents having pets may be subject to eviction. Sight-, mobility-, and hearing-impaired students are allowed to have "helping dogs" live with them. Student must submit written documentation from the Colorado State University-Pueblo Disabilities Services Office.

ALCOHOL/DRUGS

Alcohol is **NOT** permitted in Belmont Residence Hall. Any student possessing or consuming alcohol, possessing empty alcohol containers and/or possessing or using illegal drugs or drug paraphernalia in the residence hall will be subject to residence hall disciplinary sanctions.

SMOKING/CANDLES/INCENSE

Smoking, incense, candles or any other open flame are **NOT** allowed in Belmont Residence Hall.

ROOM/FLOOR ASSIGNMENTS AND OCCUPANCY

Colorado State University-Pueblo reserves the right to make reassignments and temporary assignments of accommodations as considered necessary. Floor or room changes may not be made without written approval of the Director of Residence Life and Housing. Room consolidation will occur for students who paid for a double room and are occupying a half-filled double room. The student agrees to follow any disciplinary actions by residence hall staff including reassignment of room or floor. Room or roommate changes may be made only with approval of the Director of Residence Life and Housing. Any unauthorized room changes will result in the student's return to the original room. Room changes may begin two weeks after the first day of classes. University Housing reserves the right to deny any request for reassignment or to reassign students as needed.

LIABILITY

The University assumes no liability except as specifically provided by law. We advise that you secure insurance against personal liability of loss or damage to your personal belongings. You are responsible for all damage done by you, your guests, children and/or other dependents or family, and you will be charged for the repair, replacement, or treatment for all property or persons so damaged. The University shall not be liable for damage to persons or property, which is beyond the control of the University. This includes, but is not limited to: failure of electrical power, plumbing, sewer, or presence of snow, steam or the occurrence of leakage, explosion, fire, smoke, natural occurrences, law or government action, or any rule of regulation of any government agency.

ROOM FURNISHINGS

Each room is furnished with two desks, two chairs, two beds, and two wastebaskets. Furnishings must remain in student rooms, as storage space is not available. Furniture substitutions may be made only in cases of documented medical need; water-filled furniture is not permitted.

KEYS

Each student is issued (1) key to his/her room. Loss of this key during residency or failure to return the key at time of checkout will result in charges being assessed to the student for a lock change or replacement. One "spare" key is available per room. If a student checks out the key and fails to return it by the designated date, the student will be charged \$50 for a lock change.

DAMAGE LIABILITY – INDIVIDUAL AND GROUP

The student is liable for any damage to university property and agrees to pay for the replacement or restoration of the property, with the exception of reasonable wear and tear. Students on individual floors will be liable for damage above normal wear and tear to public areas on their particular floor under the following conditions: a) that the damage cannot be assigned as the responsibility of identified persons; b) that there is reason to believe that responsibility for the damage lies among the residents on that floor or their guests.

MEALS

All Belmont Residence Hall students are required to purchase a meal plan. Each resident will be required to show his/her university I.D. card before receiving each meal. Food service privileges are non-transferable in part or in whole. Food service is not provided over the Thanksgiving Break, Winter Break or Spring Break recesses. Should unanticipated adverse market and economic conditions arise, adjustments in the food service may be necessary. No refund is made for missed meals and missed meals are not transferable to others. When a student purchases a meal plan with fiesta cash, the dollar amount of fiesta cash listed is for the entire semester. Students with special dietary needs are encouraged to talk with the food service manager for accommodations. Meal plans may be changed any time prior to check in and up through the second week of the semester.

CHECKOUT REQUIREMENTS

Students checking out of Belmont Residence Hall must complete all required procedures, including cleaning of room, completion of room checkout sheet, and returning key(s) to the front desk. Failure to complete checkout procedures will result in forfeiture of the security

deposit along with a \$50 improper checkout fee. Student's who move out once the academic year has started, must show the Housing Office the appropriate paperwork prior to being able to check out. If students want to break their housing contract, they must go through the appeal process. All appeal requests are not guaranteed. The student is responsible for returning the room to the original condition at check-in as well as returning all BRH key(s) that have been signed out. A \$50 charge will be incurred by the student for each key that is not turned in at time of checkout. Students who fail to checkout by the designated time will be assessed a \$50 late checkout fee.

HOUSING DURING BREAK PERIODS

University Housing will be available for students who remain in Pueblo during the Thanksgiving Break and/or Spring Break. Students will need to sign up at the front desk by the designated date and be approved by the director of BRH. Room charges may or may not apply. Food Service is not available during this time. Students must leave 24 hours after their last final examination or by 5:00 p.m. on Friday of

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the last final exam, whichever occurs first. Failure to turn in key(s) will result in a \$50 charge for a lock change. *Students may leave their belongings in their rooms during the Fall-Spring semester breaks.*

DISMISSAL

Should the student be a danger to himself/herself or others in the opinion of University staff (due to psychological or medical reasons), the Residence Life and Housing Office reserves the right to immediately remove the student from Belmont Residence Hall until the situation is assessed and a determination made regarding continuation of the residence hall contract.

WITHDRAWAL/EVICTION NOTICE

Should the student withdraw from the university for any reason the student agrees to vacate Belmont Residence Hall within 24 hours of withdrawing.

Students whose behavior violates Belmont Residence Hall or University policies will be required to vacate the residence hall within 24 hours. Students who are evicted from the residence hall are still responsible for their room and board charges.

EXCEPTIONS/TERMINATION

Any exception to the housing agreement must be requested, documented, and approved in writing by the Residence Life and Housing Office. The student agrees that the University may terminate this agreement and take possession of the room at any time for violation of the agreement, University rules and regulations, or for reasons of health or safety.

PRIVACY RIGHTS

Colorado State University-Pueblo reserves the right to enter student rooms at any time for the purpose of inspecting the premises when an authorized agent of CSU-Pueblo has reasonable belief that a) an occupant of the room may be physically harmed or endangered; b) damage is being done to Colorado State University-Pueblo property; c) Colorado State University-Pueblo policy as stated in the University Catalog, Colorado State University-Pueblo Standards of Conduct, the Residence Hall Handbook or subsequent written notices is being violated; d) housekeeping, maintenance and/or repair is necessary.

RIGHT OF ENTRY

The University recognizes your right to privacy. However, employees or designees of the University may enter a student's room without permission for health, safety, welfare, maintenance purposes, or in the event that there is reason to believe the student has violated or is violating University, University Housing, state, local, or federal laws or policies. Housing Staff members may enter a room in the event that a noise disturbance (i.e. alarm clock, loud noise, etc.) is occurring in the absence of the resident, or to check the occupancy status of the room. If there is a policy violation in "plain view" the student will be held accountable for the violation. Maintenance staff may enter a room as necessary for maintenance safety checks. Other students or family members will not be admitted into a room in the absence of the occupants unless prior written permission was arranged directly with the staff member admitting the person. If it becomes necessary to search a room, a staff member must acquire internal permission to search from the Director of Residence Life and Housing, or the Dean of Student Life. Searches of a criminal nature will be performed by law enforcement officials and in accordance with all due process as guaranteed by law.

FAILURE TO COMPLETE HOUSING AGREEMENT

This agreement is binding for the entire academic year (fall and Spring Semesters) or remaining portion. Failure to complete the contract for any reason, (except as provided above) will result in a charge of an amount equal to the deposit, in addition to charges for the room and meal plan as stated in the Room Refund Schedule section of this document. Renewal students are subject to terms on the Renewal Reservation Form. No transfer of contract to another student is permitted. Students who are removed from the University or residence hall due to disciplinary sanctions are still responsible for their room and board charges in full. Students who receive approval for breaking their agreement will forfeit their deposit.

CLOSURES & SEMESTER BREAKS

Belmont Residence Hall is closed during semester break. All students must be out of their rooms 24 hours after their last final exam or **no later than 5:00 p.m. on the last day of each semester.**

SUMMER SESSIONS

Students attending summer sessions and want to live in the residence hall will need to complete a room reservation form for summer housing. Summer Session students may check in between 9 am – 5 pm on the Saturday or Sunday prior to the first day of summer classes. Students will need to checkout of the residence hall no later than 10:00 a.m. on the Saturday after the last day of their summer session classes. CSU-Pueblo summer session students living in the residence hall for the summer must also purchase a meal plan.

RESNET (RESidential High-Speed InterNET)

Students living in University Housing areas are provided one high-speed Internet connection per student. By signing this contract, students agree to the terms of the ResNet Acceptable Use Policy (AUP). The AUP addresses potential misuse of the ResNet service, including the following topics: Illegal activity, Security, Software Requirements, Content, Electronic Mail, Chat, Web space, Shared resources, and Violations. To view the entire AUP on the Internet, go to the TWOLF student portal (<http://www.colostate-pueblo.edu/twolf>) and click on the Technology Policies link under Information Technology Services, then click ResNet Policy. You may also ask for a hard copy of the policy from the Information Technology Services office in Admin 111.

Students living in Belmont Residence Hall are expected to conform to standards of conduct consistent with the educational objectives and priorities of Colorado State University - Pueblo. Respect and consideration for the rights of others and their needs for study and rest must receive priority over other needs. Each student is expected to respond appropriately to requests from staff and fellow students concerning behavior, which does not honor this priority.

Colorado State University – Pueblo does not discriminate on the basis of race, color, religion, national origin, sex, veteran status or disability or handicap and complies with all Federal and Colorado State Laws, regulations, and executive orders regarding affirmative action requirements.

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Residence Life Commitment to Diversity

The students and staff of Belmont Residence Hall at Colorado State University – Pueblo are a multicultural community of individuals. Our community is diverse in racial, ethnic, and class backgrounds as well as national origins. The views in our community encompass a wide range of religious and political beliefs, and our sexual orientations may differ. Our community strives to work and live together, and in the process, we hope to learn from each other in an atmosphere of mutual respect.

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

Bigotry has no place in our community, nor does the right to denigrate another human being on the basis of age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. We do not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against another member of our community. Likewise, we do not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. All of us who work and live in the residence hall community must be committed to these principles, which are an integral part of our purpose, values, and daily activities. **By signing this contract, the student agrees to abide by the above statements.** Please return the white copy and keep the yellow copy for your records

Student Responsibilities

An important part of your learning experience at CSU-Pueblo includes meeting new people from a wide range of backgrounds, sharing a room in a residence hall, eating with friends in the campus dining facility, participating in activities, and truly finding out what it is like to be on your own. By living on-campus, you are a member of the university community. There are some basic expecta-

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tions that govern the nature of interpersonal relationships in the residence halls.

Nondiscrimination Policy

Colorado State University - Pueblo is an Equal Opportunity/Affirmative Action employer and educational institution and does not discriminate on the basis of age, race, color, religion, sex, sexual orientation, disability, national origin or Vietnam era or other veteran status, in the admission to, or participation in, any educational program or activity which it conducts, or in any employment policy or practice.

The University complies with the Civil Rights Act of 1964, related Executive Orders 11246 and 11375, Title IX of the Education Amendments Act of 1972, Sections 503 and 504 of the Rehabilitation Act of 1973, Section 402 of the Vietnam Era Veteran's Readjustment Act of 1974, the Age Discrimination in Employment Act of 1967, as amended, Americans with Disabilities Act of 1990, the Civil Rights Act of 1991, and all civil rights laws of the State of Colorado.

Accordingly, equal opportunity of employment and admission shall be extended to all persons and the University shall promote equal opportunity and treatment through a positive and continuing affirmative action program.

Any complaint arising by reason of alleged discrimination should be directed to the, or the Director of the Office for Civil Rights, U.S. Department of Education, Philadelphia, PA.

Sexual Harassment Policy

Colorado State University of Pueblo is committed to maintaining a learning and working environment for all students, faculty, and staff that is fair and responsible and that is free of sexual harassment. Sexual harassment undermines the mission of the University and offends the integrity of the University community and will not be tolerated.

Sexual harassment is a form of unlawful sex discrimination prohibited by both state (KRS 344) and federal (Title VII of the Civil Rights Act of 1964; Title IX of the Education Amendments) law. Additionally, federal and state law and University policy prohibit any form of retaliation against a person who files a discrimination complaint, including sexual harassment, or who participates in an investigation.

Colorado State University of Pueblo strictly prohibits sexual harassment by its agents, employees (faculty and staff) and students.

Roommate Responsibilities

Sharing a room is an exciting part of the campus living experience. Together you will make your room, home for the next ten months. During the first week, it is helpful to discuss how to make the room work for both you and your roommate. Successful roommates communicate, compromise and consider each other's feeling. Your Resident Assistant can help you with establishing a plan for you and your roommate.

Residence Hall Regulations

Alcohol

The use and/or possession of any beer, wine or any other alcoholic beverages is strictly prohibited on-campus. Empty alcoholic beverage containers, either in one's personal possession or in your room constitutes a violation of University regulations. Therefore, alcoholic beverage containers are not permitted as room decorations. Knowingly being in the presence of alcohol may also constitute

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a violation of University policy.

No guest of a resident will be allowed to bring alcohol in or around any campus housing facility. The Residence Life staff reserves the right to stop people from bringing alcohol into the building(s). You and your guest may be asked to open all backpacks, bags, coolers and other containers when entering a residence hall. This procedure is a safety and security measure that helps prevent unauthorized items/materials from being brought into the halls. Your cooperation with such requests from staff at the front desk is expected and appreciated. You and your guests may be denied entrance if you choose not to cooperate with any such request.

Animals/Pets

Other than service animals, the only pets allowed in the residence halls are fish kept in bowls or aquariums less than 10 gallons. No other animals are permitted to enter or be kept in the residence hall. Any resident found to be in violation of this regulation will need to remove the animal in violation immediately. If the unauthorized animal cannot be removed, Facilities Services will be contacted and the animal will be taken to the appropriate sanctuary and the resident will be charged any expenses incurred.

Bicycles

A Bicycle rack is located near the south entry doors of the Belmont Residence Hall. It is essential that students provide an adequate lock to secure their bicycles when parked outside. The proper use of this lock would include locking your bicycle to a bicycle rack. Bicycles left on racks at the end of the academic year will be considered abandoned and will be cut off and removed prior to the beginning of the next academic year. Bicycles may be stored in resident's rooms, however any resident caught riding their bicycle anywhere in the building will lose this privilege.

Campaigning

Students who would like to campaign within the residence halls will need to abide by the Solicitation and Posting/Advertising regulations as stated in this guide. These regulations are designed to prevent unwanted solicitation and escort violations, as well as prevent the posting and distributing of campaign materials in non-approved locations.

Candles/Incense/Open Flame or Heat Source

Candles used with a candle warmer are allowed in the residence hall. Any candles with wicks that have been burned will be confiscated. Incense and any item with an open flame or exposed heat source are potential fire hazards and are prohibited.

Contract

The University reserves the right not to contract with persons who are violating the terms and conditions of a housing contract, who have previously violated the terms and conditions of a housing contract, who have violated University rules and regulations, or who have a past due balance with the University. Additionally the University reserves the right to terminate the contract during the academic year due to any of the reasons outlined in the contract.

Controlled Substances/Drugs

The manufacturing, sale, possession/use of, and/or possession with the intent to distribute of any controlled substances(s); or paraphernalia which has been declared illegal by municipal, state, or federal law is prohibited in or around any University housing building. Anyone found in violation of

this policy will be subject to disciplinary action by Student Judicial Affairs and appropriate action under municipal, state and federal law.

Damages

Charges may be assessed to you for damage to or loss of University property in your room, rooms of other students, common areas (i.e. hallway, bathrooms, stairwells, etc.) and in public areas. Room and common area damage may result in the reassignment or cancellation of the housing contract of

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those individual(s) found to be responsible in addition to the assessment of costs for repairs or replacements.

Decorations

Personalizing your room can add immensely to the comfort of your room. Keep in mind, while decorating, that you are responsible for maintaining the condition of your room. The following is prohibited: contact paper, spray adhesive, wallpaper, borders, paneling and painting. In addition, safety issues must be considered. All issued furniture must stay in the assigned rooms. Furniture or other items shall not block the doorways, hallways or stairs. Items may not be hung from the ceilings or near fire alarms or smoke detectors. In addition, neon lights are not permitted and halogen lights must have guards or caps.

Disease

Students shall report immediately to the University any infectious or contagious disease occurring or existing within the residence hall.

Electrical Appliances

To help ensure a safe living environment, the following appliances are permitted: microwave ovens (less than 700 watts), refrigerators (no more than 4 cubic feet), coffee pots, air popcorn poppers, pop-up toasters, hair dryers, electric shavers, radios, TVs, stereos and irons. Microwave ovens are the only cooking appliances permitted for use in student rooms. No homemade electrical appliance will be permitted. You must provide an UL-approved power strip with a self-contained circuit breaker if you plan to operate appliances in your room. Octopus plugs are not permitted. Additionally, residents must be present when using any cooking appliance or iron in student rooms or in hall kitchens.

Those items which are NOT allowed include but are not limited to: electric heaters, oil popcorn poppers, hotplates, toaster ovens, "George Foreman" or similar type grills, open coiled or open flame appliances, deep fryers, convection ovens and any appliances with an open heating element and torchier lamps and neon lights. Also, only those halogen lights with guards will be permitted.

Micro-Fridges are available to rent at the front desk. They are \$100 for the entire academic school year or \$75 for one semester. They include a freezer, refrigerator, and microwave all in one unit.

Elevators

Residents may not tamper with the elevator at any time. Students with substantial loads or carts can see the front desk or their RA to let them on the elevator. Residents are not allowed to prop the elevator door open at anytime. Ringing the bell in non-emergency situations is prohibited.

Fire Alarm Procedures

When An Alarm Sounds:

1. Leave your room immediately.
2. Close the room door and lock it.
3. Walk quietly and quickly to the nearest exit. Do not use the elevators.
4. Remain outside until the signal is given to return to your room.

For your own protection, obey all fire regulations. Failure to evacuate a hall when an alarm sounds

represents grounds for disciplinary action. Residence Hall staff, Campus Police Officers, and the Pueblo Fire Department reserve the right to enter student rooms to locate the source of any potential fire or smoke hazard and to ensure that everyone has evacuated the building.

Fire and Safety Equipment

Tampering with fire and safety equipment in the residence hall or in any campus building is prohibited. Tampering includes pulling false fire alarms, discharging fire extinguishers, removing exit signs,

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and interfering with smoke detectors. Interference with smoke detectors will result in disciplinary action. Students responsible will be assessed for all damages that occur as a result of their tampering with fire and/or safety equipment. In addition, all violators are subject to judicial action and possible criminal prosecution.

Flammable Liquids

Gasoline, kerosene, ether, oil and any other flammable liquids are prohibited in residence hall.

Furniture

All furniture assigned to student rooms must remain in the designated room and therefore, no furniture is to be removed by students from rooms. Furnishing is not to be removed from anywhere else in the residence hall.

Hall Sports

Hall sports and other potentially dangerous activities are NOT permitted within any residence hall. Hall sports include, but are not limited to: basketball, football, hockey, golfing, "tag", wrestling, skateboarding, roller skating/rollerblading, soccer, slip and slide, water fights, Frisbee, tennis, etc. We encourage you to enjoy sports and other such physical activities in appropriate designated outdoor areas, at the Student Recreation Center or through organized intramural activities.

Health and Safety Inspections

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

If a room is found to be potentially unsafe or unhealthy, the resident will be required to correct the situation. Rooms will be rechecked until the situation is resolved. Illegal items found in plain sight will be confiscated.

Implied Consent

You are responsible for all activities that occur in your room. By allowing the existence of behaviors or items that violate residence hall or University policy, you have consented to the violations. As a resident, you are responsible for taking an active role in ensuring that unlawful or inappropriate behaviors or items do not exist in your residence hall room. It is your responsibility to report behaviors or items that violate residence hall or University policy to a staff member. Passive participation in events that violate University policy or residence hall regulations will not be tolerated.

Lofting

Due to fire and other safety concerns, there can be no lofting of any kind of the bed in residence hall. This includes homemade lofts, cinder blocks, and risers. Students found to have lofted beds will be asked to remove the loft and can be subject to disciplinary actions and assessment. Residents may not take any furniture or bed parts from other rooms in order to make a loft.

Noise

Courtesy hours are in effect 24 hours a day. During courtesy hours, residents and their guests are expected to avoid making noise that disturbs others and to avoid excessive noise in the hallways and in the commons areas in and around the residence hall. Residents should be considerate of others

and respect other student requests for quiet.

Quiet hours are in effect from:

10:00 pm to 9:00 am Sunday-Thursday & 12:00 am to 9:00 am Friday-Saturday.

During quiet hours, residents and their guests are expected to avoid making noise that can be heard outside the resident's room and to avoid excessive noise in the hallways and in common areas in

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and around the residence halls. 24 hour quiet hours will be in effect during exam periods.

Operating a Business

Residents are not permitted to carry on any organized business or other commercial activity from their room or within any on-campus residential area.

Pack and Store

Personal property left in a room or storage area after a resident has moved out, whether by proper check-out or improper check-out shall be deemed to have been abandoned and will be removed and disposed of at the resident's expense. The University shall not be responsible or liable for any losses of or damages to any abandoned property. The University reserves the right to have University personnel pack and store any personal property left in the room after a resident has vacated the hall or after posted academic year closing. If items are packed and stored, the resident will be notified in writing of the action, the charge incurred, and the date by which items must be re-claimed. Residents will be given 30 days to pay assessments and reclaim their property. Any items not reclaimed within 30 days will be donated.

Personal Safety

Residents should not engage in activities that might place themselves or others at risk of bodily harm. This includes but is not limited to: propping exterior doors, throwing objects out of windows, sitting on window ledges, entering onto any roof area, or the use of bicycles, rollerblades or skateboards within the residence hall. These behaviors may result in disciplinary action or termination of a student's housing agreement based upon the severity of the incident.

Posting/Advertising in the Residence Hall Common Areas

Registered student organizations, and other University affiliated organizations or departments will be able to have materials posted in designated common areas of the residence halls for purposes of giving notice of university related events or activities. As space is limited, such materials must be no larger than 8 ½ by 14 inches and will be placed in designated posting areas (i.e. bulletin boards) by Residence Life and Housing staff and are limited to one sign per posting area per event or activity. The name of the sponsoring registered student organization or other university affiliated organization or department and contact information must appear on each posting. Any materials desired to be displayed in designated posting areas in the residence halls must be submitted to the Office of Residence Life and Housing, 48 hours prior to the desired posting date to allow the staff adequate time to distribute and post such material. Materials not meeting these requirements or materials placed on surfaces in common areas of the residence halls by agents other than housing staff, will be removed and disposed of.

Property Loss or Theft

The University is not responsible for loss or damage to residents or other person's money, valuables, or personal property for any cause. Moreover, the University is not responsible for any injuries, including but not limited to death, to residents or guests, or damage to their property that may result from a violation of any University policy or housing guideline or arising from any other misuse of the premises. Each resident is strongly encouraged to obtain renters insurance to insure his/her personal property.

Roofs/Ledges

Students are not permitted on roofs and window ledges. In addition, items are not to be placed on

the outside of window ledges or hung outside the windows.

Room Entry by Staff

The Residence Life and Housing staff members make every reasonable effort to respect your privacy. However, authorized personnel may enter your room in cases of emergency, for maintenance, pest control, safety inspection, or when you or your guest's behavior appears to violate the law, University regulations or policies. Residence Life and Housing staff members may

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need to exercise right of entry to turn off unattended stereos, radios, persistently ringing alarm clocks, or other noise producing devices, after attempting to contact you or your roommate by knocking on the door.

Maintenance requests made by you, your roommate or Residence Life and Housing staff members for work or repairs in their room, grant University personnel the right of entry into the your room without notification. In addition, the University conducts periodic pest control measures. Residents will be notified when regular spraying, fogging, or other treatment will occur and the University reserves the right to exercise its right of entry in such cases.

Severe Weather

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

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

Soliciting

Solicitation is prohibited in the residence hall, whether by any non-University individual or group, or students, student representatives of firms and/or student organizations. Solicitation includes contact for the purpose of distributing advertising or other materials, seeking funds, services, support or memberships, or attempting to sell goods or services. Any solicitation in the residence halls should be reported to the Residence Life and Housing Office immediately. The sliding of material under doors of student rooms is prohibited.

Smoking/Use of Tobacco Products

The use of tobacco products is prohibited in the residence hall. The use of tobacco products is prohibited within twenty five (25) feet of any such building intake duct, window or entrance or entryway, including ramps, walkways, pathways, and any such similar means of entry, unless a University designated tobacco use shelter is otherwise provided. Tobacco products must be used in the designated areas.

Persons who wish to use tobacco products outside of the residence hall shall do so in a manner that minimizes an accumulation of smoke and tobacco waste. Individuals who use tobacco products are responsible for the proper disposal of such in designated receptacles.

Visitation

Visitation is a time when a guest is permitted to visit with you in your room. Guests will not be let into the building without having you, their host, present. Guests will need to wait outside the building until you are able to accompany them into the building. All guests must sign in at the front desk and be accompanied by you during their entire visit. Guests staying overnight must fill out a temporary ID to stay within the residence hall.

Residents with non-registered guests or who fail to escort guests while in the building will be subject to judicial action. Residents who host guests are responsible for the actions of their guests. University Housing staff reserves the right to limit the number of guests checked in at one time.

Any guest under the age of 18 who is not a CSU-Pueblo student must have advanced permission by the Office of Residence Life and Housing to visit. Underage guests may not stay in the residence hall

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as an overnight guest. Residence Life and Housing may alter visitation privileges through established University discipline procedures if a violation of any University policy or residence hall regulation occurs.

Visitation - Hours

Guests entering the residence hall after 10:00 pm are required to sign in at the front desk and remain in the lobby. Guest wishing to stay the night must fill out the required forms at the front desk.

Visitation - Cohabitation

Cohabitation is prohibited; only contracted residents assigned to the room may live in the room. Cohabitation exists when a person who is not assigned to a particular residence hall room uses that room as if he or she were living there.

Examples of this may include, but are not limited to, accessing the room while the assigned occupants are not present, utilizing a key to enter a room to which one is not assigned, keeping clothing and other personal belongings in the residence hall, sleeping overnight in the room on a regular basis, and using the bathroom and shower facilities as if they lived in that room. When a guest's continual presence hinders a roommate's ability to study, sleep, and/or occupy their room, this will be considered a violation of this policy as well.

All overnight guests must be checked in at the front desk regardless of the length of their stay. Guests are allowed to stay for a maximum of three nights in a seven day period. An excessive number of visits, even if they last no more than three nights in a seven day period, may also be considered a violation of this policy. All overnight visitations must be consistent with any established roommate plan.

Visitation - Checking in Guests

It is the responsibility of each resident to be present to check in/out his or her guest. Furthermore, it is the responsibility of each resident to escort the guest at all times while the guest remains in the building. Guests must provide a state issued picture ID to the front desk when checking in. This identification will be returned when the guest leaves the building. False identification will be turned over to the CSU Pueblo Campus Police for appropriate action.

Residents are responsible for their guests' behavior, for any damage incurred, and for the adherence to all University policies and procedures

Sign-In/Sign-Out Procedures

1. Host must meet his/her guest at the door.
2. At the front desk, the Desk Worker will record on the register the guest's name, time and room where the visitor will be.
3. The guest must remain with the host at all times. At no time is a visitor permitted to remain in the room or hall without the host. The host is responsible for the actions and behavior of his/her guest.
4. When the guest leaves the hall, the host must sign the guest out at the front desk.
5. A host must sign up his/her guest each time he/she has a visitor, even if the same guest visits more than one time each day.

Visitation – Escorting Guests

You are responsible for escorting your guests within the building at all times; this includes to the restroom. Under no circumstances should guests use a restroom not designated for their gender. You are responsible for informing your guest(s) of all University policies and residence hall regulations. You are responsible for your guests' behavior, for any damage incurred, and for adherence to all University policies and residence hall regulations and procedures. Unescorted guests may be asked to leave the building and may be subject to arrest for trespassing.

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Visitation – Loss of Privilege

Like most opportunities at the University, visitation is not a right but rather a privilege. Loss of visitation privileges” may be a result of disciplinary action.

The suspension of visitation privileges for a specific period of time can include, but is not limited to, the inability to check in any guest to the residence hall

Waterbeds

Waterbeds are not allowed in the residence halls.

Weights

Vinyl covered dumbbells up to 50 pounds each and workout sets are allowed in the residence hall. Barbells are not permitted in the residence halls.

Windows

Items are not to be thrown outside the windows or placed on window ledges. Students caught throwing items out of window, placing items on window ledges, exchanging items through windows, or hanging out the window are subject to disciplinary action, possible prosecution by local authorities and could also be removed from housing. Screens are not allowed to be removed from windows at any time.

Weapons

Possession of firearms including air pistols, BB guns, paint guns, air soft guns or other weapons such as ammunition, explosives, fireworks, swords, large knives, sling shots, bow and arrows, etc. are prohibited in and around the residence halls. Pocket knives with blades 3 inches or shorter are permitted, however misuse will result in the knife being confiscated.

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Important Phone Numbers

Belmont Residence Hall Front Desk	549-2601
CSU Pueblo Campus Police	549-2373
Campus Closure.....	549-2100
Campus Closure (website)	www.colostate-pueblo.edu

Other Important Numbers:

Name	Telephone Number	Name	Telephone Number

For more information about...

Campus Recreation Center	549-2067
Career Center	549-2980
Dining Services (Chartwells)	549-2831
Counseling Center	549-2479
Dean of Students	549-2586
Campus Bookstore	549-2146
Student Health Services.....	549-2830
Library	549-2986
OUC.....	549-2946
Office of Residence Life and Housing	549-2602
Office of Student Activities	549-2151
Outdoor Pursuits	549-2085
Parking	549-2373
Student Activities Board	549-2151
Student Financial Services	549-2753
Student Government.....	549-2866
Student Life Office.....	549-2586
TWOLFnet	549-2002

If you have a question about...

1. Your telephone service in your room. See the front desk.
2. Computer labs on campus or your internet service in your room contact ext. 2002.