Hello!

My name is Isabelle Swanson, and I am writing to you as a fellow student and the President of OU’s Housing Center Student Association (HCSA). I am incredibly honored to have the privilege of welcoming you to campus and telling you a little bit about HCSA!

HCSA’s mission is simple: we are here to Make Housing a Home. We do this by putting on fun events to foster community and advocating for the needs of students who live on campus; our way of serving our community.

By living on campus your membership is automatic and your level of involvement is up to you. Whether you help plan events or simply attend them, join a committee to work on improving campus life or bring up an issue you see on campus at a General Council meeting. We encourage you to participate in our organization!

We also have a fantastic leadership opportunity: starting this year, our Resident Student Associations (RSAs) for Adams, Couch and Walker will be run entirely by freshmen. This will be a great way to take on a leadership position within your campus community, so keep an eye out for further details! Following @OUHCSA on Instagram and Twitter is a great way to get updates about this and much more!

This time last year, I was in the same position you are in now. I was a freshman and didn’t know a single person here at OU. I got involved in HCSA to find a community of my own. I remain involved because I wanted others to feel the same joy that I found in making fantastic friends and sharing awesome experiences. Boomer!

-Isabelle Swanson
HCSA President
isabelle.swanson@ou.edu
THE UNIVERSITY OF OKLAHOMA MISSION
To provide the best possible educational experience for our students through excellence in teaching, research and creative activity and service to the state and society.

HOUSING AND FOOD SERVICES CORE PURPOSE
We bring life to the university community.

RESIDENCE LIFE’S EDUCATIONAL PRIORITY
Housing and Food Services will cultivate and empower caring and engaged global citizens.
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ou.edu/housingandfood
The staff at the University of Oklahoma and Housing and Food Services is dedicated to personal and academic excellence. Please take pride in your new community and get involved when and where the opportunity arises.

Speak up.
When something needs doing or improving, speak to your resident adviser or contact us at housinginfo@ou.edu. Don’t wait for someone else to do it.

Report Problems.
If something is not working properly, report it. Help Housing and Food Services to be the best it can be.

Help us to keep OU beautiful.
Simple actions like picking up litter when you see it and recycling your waste are contagious. Our communities and campus will look better, and you will be doing something important for the environment.

Treat people well.
In a community where people are respectful, kind and interested in one another, a sense of pride builds naturally. Treat people as you would like to be treated, and your actions will come full circle.

As a student and member of the University of Oklahoma residence hall community, you are free to be yourself as you explore the richness that the OU experience has to offer. However, issues of human dignity, equality and safety are non-negotiable. Refrain from and discourage behaviors that threaten the safety, freedom, comfort and respect all OU community members deserve.
LIVING IN A COMMUNITY

Housing and Food Services strives to provide a pleasant and safe community for all students. Each member of the community has a responsibility to be courteous and observe basic personal safety practices. Students who feel uncomfortable or unsafe should make those concerns known to the director of Residence Life. Contact Diane Brittingham at (405) 325-1284 or dbrittingham@ou.edu. All conversations are confidential.

PARTICIPATION IN ASSESSMENT

Housing and Food Services is dedicated to providing quality service and a positive experience for students. As part of our effort to constantly improve and enhance our programs, you may be asked to participate in one or more assessment surveys. Your input is incredibly valuable to Housing and Food Services and helps us to continue to meet the needs and expectations of students.

COMMITMENT TO DIVERSITY

The university residence halls are composed of various cultural and ethnic groups. Students living in the residence halls are afforded an opportunity to interact with a variety of people different from themselves. Housing and Food Services is committed to diversity among its students and staff, and seeks to aid students in the enhancement of their cultural experiences; to promote cultural esteem among all races, religions, national origins and ages; and to encourage respect for different abilities, sexual orientations and genders. Students are, thereby, expected to demonstrate consideration for other students and their values at all times.
RESIDENTIAL CURRICULUM

Why a Residential Curriculum?

The Scope is an innovative approach to an old idea: learning happens everywhere on campus. We utilize a curricular approach to learning in our on-campus living environments—we call this model The Scope. The Scope is aligned with the mission of the University of Oklahoma and the goals of the Division of Student Affairs. We believe that living with us on campus is a transformative experience and The Scope provides students those opportunities for growth and development.

The value of residential education is well documented in higher education scholarly literature. The past 10 years have seen a shift to providing a curriculum for residential engagement as opposed to offering programs with less educational value. To be sure, community building and social engagement remain a priority in all residence life programs, but the transparency and intentionality of the residential curriculum allows students and staff alike to perceive the learning happening in our on-campus living spaces in an entirely new light.

Our focus areas, or learning goals, were developed collaboratively with Residence Life, Housing and Food Services, and the Division of Student Affairs. We believe these five learning goals encompass the ideas that all students can learn and grow with while at the University of Oklahoma. Residence Life provides strategies for learning within these five goal areas including: residential programming, international interactions with peer mentors and Resident Advisers, and connecting campus partners and resources with residential students.

Elements to a Curricular Approach*

- Directly connected to the mission of the University of Oklahoma
- Based on research and developmental theory
- Student staff members are essential — but not experts in education
- Learning goals drive our programming in on campus living spaces
- Learning is sequenced and assessed

*From ACPA Ten essential Elements of a Residential Curriculum

Housing and Food Services will cultivate and empower caring and engaged global citizens.
Learning Goals and Narratives

Community
Interacting with others through the exchange of ideas and culture, becoming aware of self and others, developing ability to work with others and live in harmony, sharing social experiences and demonstrating commitment to the University of Oklahoma.

Identity Exploration
Encourage continuous discovery and understanding of an individual’s personal and social identity as well as the identities of others. Develop a personal identity through exploration of ideas, beliefs, values, ethics and relationships that may look different from previous experiences. Communicate effectively, develop leadership skills, practice healthy behaviors and reflect upon experiences to seek personal growth.

Academic Engagement
Provide opportunities for academic engagement to enhance the environment for learning by exposing students to academic resources and to assist them in facilitating an added component to the classroom environment. Foster an environment that promotes academic achievement through proactively pursuing knowledge inside and outside of the classroom setting.

Committed Compassion
Develop a compassion for others and a sense of responsibility built on this compassion. Demonstrate an awareness of others’ experiences, a willingness and ability to empathize with these experiences and perspectives, a desire to put others’ needs before one’s own when appropriate, and a sense of duty to serve and act on behalf of others in the local and global community.

Intercultural Competence
Constructively communicate, relate and engage with individuals of similar and differing cultures. Recognize components of privilege and how personal identity can be made of many differing ideas.
## Residential Curriculum Rubric

<table>
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<th>MOVING IN</th>
<th>MOVING THROUGH</th>
<th>MOVING OUT</th>
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<tr>
<td>Lean on University staff to assist in relationship formation.</td>
<td>Become more familiar with their residence and university community; engage, grow and learn within their community.</td>
<td>Feel like a member of the OU family and feel empowered to engage in and create their own communities.</td>
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<tr>
<td>Able to respectfully discuss previously formed ideas of self.</td>
<td>Begin exploring new experiences, as well as realizing personal preferences and interests.</td>
<td>Develop a deeper awareness of self and recognize that identities are not fixed, but will continually grow and develop.</td>
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<tr>
<td>Able to locate and identify academic resources.</td>
<td>Begin to seek out academic resources as they move toward more comprehensive learning, critical thinking and knowledge creation.</td>
<td>Recognize and appreciate lifelong learning and enjoy working creatively and independently with fewer guidelines.</td>
</tr>
<tr>
<td>Service based on campus expectations.</td>
<td>Action is local or regionally based and prioritized to their interests and identities.</td>
<td>Continuing service locally, regionally, nationally and even globally.</td>
</tr>
<tr>
<td>Understand the basics of personal identity.</td>
<td>Recognize elements of privilege, establishing genuine relationships with students from other cultures, backgrounds and identifiers.</td>
<td>Advocating for differing identities, cultures and backgrounds, be an agent of change for a more socially just society.</td>
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COMMUNITY
• Interacting with others through the exchange of ideas & culture
• Becoming aware of self & others
• Developing ability to work with others & live in harmony
• Sharing social experiences & demonstrating commitment to the University of Oklahoma.

IDENTITY EXPLORATION
• Encourages continuous discovery & understanding of an individual’s personal & social identity as well as the identities of others
• Develop a personal identity through exploration of ideas, beliefs, values, ethics, & relationships that may look different from previous experiences
• Communicate effectively, develop leadership skills, practice healthy behaviors, & reflect upon experiences to seek personal growth

ACADEMIC ENGAGEMENT
• Provide opportunities for academic engagement to enhance the environment for learning by exposing students to academic resources & to assist them in facilitating an added component to the classroom environment
• Foster an environment that promotes academic achievement through proactively pursuing knowledge inside and outside of the classroom setting

COMMITTED COMPASSION
• Develop a compassion for others & a sense of responsibility built on this compassion
• Demonstrate an awareness of others’ experiences, a willingness and ability to empathize with these experiences & perspectives, a desire to put others’ needs before one’s own when appropriate, & a sense of duty to serve and act on behalf of others in the local & global community
COMMUNITY LIVING
Activities
Housing and Food Services presents students an opportunity to participate in multiple programs. These programs embrace social, recreational and educational activities; diversity and multiculturalism; and community service. Not only are you encouraged to attend, you are invited to participate and take an active role in the planning of activities.

• Faculty-In-Residence
The Faculty-In-Residence program invites distinguished faculty members and their families to share living and working space in the residence halls with the students. The faculty member and family will live in a residence hall apartment for the duration of the academic year, offer residence hall-based seminars and programs, sponsor and co-host guest speakers, and eat meals with the students.

• Alternative Programming
Alternative Programming is a complimentary social activity scheduled late nights or on the weekend. The activities offer all housing residents an opportunity to attend an all-campus social event on designated weekends throughout the year. These programs are conveniently located within the residence hall area.

Housing Center Student Association (HCSA)
HCSA is the student government organization for the residence halls, providing a way for residents to help determine policies and procedures governing the residence halls. HCSA works closely with housing administrators and other student government organizations on campus to provide the best possible living environment for you. All students living in university residence halls are members of HCSA. HCSA supports the following programs and services:

• Educational and social activities
• Leadership and learning opportunities such as student government retreats to state, regional and national residence hall leadership conferences
If you have any questions or are interested in becoming involved, please contact the HCSA president at hcsa@ou.edu

General Council meets weekly on Monday nights at 7:30 p.m. in Davenports, located above Couch Restaurants. All residents are welcome to attend to voice housing concerns. Call (405) 325-2636 for more information.

• Resident Student Association (RSA)
Each spring, residents in the residence halls and in OU Traditions Square elect new presidents to serve a one-year term. These presidents represent the center in planning residence hall and campus activities. The center presidents, in cooperation with all community residents, comprise the Resident Student Association. RSA organizes social and educational programs and projects to improve the environment of the residence halls. Activities are financed by appropriations from the University of Oklahoma Student Association and Housing and Food Services.
RESIDENCE LIFE

• National Residence Hall Honorary (NRHH)

NRHH recognizes the top 1 percent of housing students who contribute to the success of the campus residence hall and apartment community. NRHH sponsors social and community service activities. Membership is open to all students living in university-owned housing. Contact the HCSA office at (405) 325-2636 for more information.

Roommate Bill of Rights and Responsibilities

Sharing a room with someone is like any other relationship — to be successful it requires openness, flexibility, respect and compromise. Right from the beginning, it is very important to communicate openly with your roommate. Learning to live with another person, to acknowledge and respect each other’s differences, and to allow one another the space to grow is one of the most valuable parts of the residence hall experience. This declaration outlines basic rights and responsibilities that will help healthy roommate relationships develop.

As a roommate, YOU have the following RIGHTS:

• To read and study free from undue interference in one’s room.
• To sleep without undue disturbance from noise, roommate, guests, etc.
• To expect that a roommate will respect one’s personal belongings.
• To a safe and clean environment in which to live.
• To free access to your room and facilities without pressure from a roommate.
• To personal privacy.
• To host guests during approved visitation hours who respect the rights of your roommate and other hall residents.
• To be free from fear of intimidation and physical and/or emotional harm.
• To expect reasonable cooperation in the use of shared appliances (refrigerator, etc.) and a commitment to honor agreed-upon procedures.

As a roommate, YOU have the following RESPONSIBILITIES:

• To keep your door locked.
• To observe quiet hours, keep your stereo and voice at a reasonable volume in the residence halls, and to remind others that you expect the same of them.
• To let your roommate know of your wishes and preferences for hours of sleep, study and guest visitation, and to work through any differences you may have in a peaceful manner.
• To listen to your roommate’s wishes and respond appropriately.
• To read and follow the rules and regulations established to support the educational purposes of the university (provided for you by Housing and Food Services in the Community Living Guide) and to sustain a safe and comfortable living community in the residence halls.
• To examine your own behavior when confronted by another and work toward resolving conflicts: You also have the responsibility to interact with others in a non-aggressive and non-threatening manner.
• To notify a staff person of your problem in a timely manner, and to cooperate with the staff as they work with you to resolve your problem.
• To participate in floor meetings and to adhere to and enforce community policies and guidelines.
• To be a positive member and influence in your community.
• To recognize that community cannot exist if any individual is excluded; any action, direct or covert, that discriminates on the basis of race, gender, religion, handicap, national origin, age or sexual orientation cannot be tolerated in a community based on mutual respect and cooperation.

Room Changes
Room changes are done on a routine basis throughout the year, except during the first two weeks of the fall semester and the last two weeks of the spring semester. Only room changes authorized by Housing and Food Services are allowed. Students who complete an unauthorized room change will be charged for occupying two rooms and will be subject to disciplinary actions.

To avoid being assigned a roommate, students may request a single room. Students who request a single room and are granted a single room will pay a single-room rate and will not have the option to move back into a double room for the rest of the semester. Students who are assigned a double room, but who do not have a roommate, may be assigned a roommate at any time. If you have a double room, you must leave one half of the room empty. If a resident fails to do this and makes a space unavailable for a potential new roommate, that resident can/will be charged dual occupancy/single room rate until the issue is resolved.

It is advisable to check online at ou.edu/housingandfood to obtain the most current room and board rate information. Dates and room change request details will be posted on the Housing and Food Services' website and social media pages. There will be a $75 fee for the second and subsequent approved room change requests. Room Change Request forms are available through your Resident Adviser. Residents are only able to fill out a Room Change Request for themselves. Residents cannot request that roommate(s) and/or suitemate(s) be moved.

Sometimes community living can be a source of stress for LGBTQ students. Our housing staff is committed to making sure students have a living environment that contributes to their overall success at the university. Many of our housing professional staff and Resident Advisers have completed our LGBTQ Ally training to help them better understand the unique issues of the LGBTQ
community. If you are concerned about your specific situation as it relates to University Housing, please contact Diane Brittingham, director of Residence Life, at (405) 325-1284 or the Gender and Equality Center, at (405) 325-5352 to confidentially discuss your individual circumstance.

- Emergency Room Changes
  Should a student require a room change because of an emergency, they are advised to contact their Resident Adviser or center office immediately.

RESIDENCE HALL POLICIES

Residence Life Staff
The residence halls are staffed by a variety of full-time and student employees to ensure residents' safety and security, as well as to address the needs of each community. They also sponsor and organize social, education and cultural programs and participate in community service activities.

  Resident Advisers (RAs) are carefully selected and trained student leaders who live in our communities. They work to develop a friendly atmosphere, cooperation, mutual respect in the corridor, and an environment conducive to academic success. RAs provide students with information or refer them to appropriate resources, help with personal problems and concerns, and assist residents in other ways so that all benefit from the University and group living experience. Your Resident Adviser will work to establish a relationship with you and will definitely want to check in with you about your experience here at the University of Oklahoma. They are your best resource for getting plugged into campus.

  Resident Directors (RDs) are live-in paraprofessional staff members who supervise the RAs. These staff members are graduate students who are working on an advanced degree. These staff members are responsible for administrative tasks, conduct meetings with residents for minor disciplinary issues, supervising student staff, and serving on the after-hours duty rotation.

  Center Coordinators (CCs) are full-time staff members who supervise the RAs and RDs. They are responsible for all operations and supervision of the center. They handle administrative functions, conduct meetings for major disciplinary issues, supervise all center staff, and are responsible for the day-to-day operations of the center.

Checking Into the Residence Halls
Students will be asked to complete a room inventory and assessment through the Housing Portal upon arrival. This inventory and assessment will be used again once the room is vacated. Any damages to a room during a student's occupancy of the space will be considered the student's responsibility, and appropriate charges may be assessed. The inventory should be complete by September 1, 2017.

  It is imperative to report fully on the inventory sheet the condition of each individual item in the room.

  If a student vacates without official approval, the room will be inventoried and any room damages will be assessed.

  Appropriate charges will be applied to the student's Bursar account.

Noise
- Quiet Hours
  All guests and residents will abide by the quiet hours while living in the community. During quiet hours, noise heard outside of a resident's door is considered too loud. Residents are encouraged to address noise issues among themselves. However, if needed, residence life staff and Community Service Officers also will address excessive noise. Quiet hours are as follows:
  - 9 p.m. - 11 a.m. Sunday through Thursday
  - Midnight - 11 a.m. Friday and Saturday
• Noise Violation
  An RA, RD, CC or a member of OUPD may issue a citation for noise at any time of the day or night.
  - First Offense - $15
  - Second Offense - $30
  - Third Offense - Fine up to $45 or disciplinary process

Visitation
  Visitation exists to ensure at a certain time members of a floor community are able to have privacy from people who are not members of that area. Non-community guests are expected to vacate the premises in a timely fashion so as to ensure the privacy of the remaining community members is respected. Support of the visitation policy is your responsibility as well as the university's. If you feel your roommate or other members of your community are abusing the visitation policy, please contact your RA. Housing and Food Services reserves the right to alter visitation policies as necessary for the best interest of the community.

Freshman Floor Visitation Hours
  - 11 a.m.-midnight: Sunday through Thursday
  - 11 a.m.-2 a.m.: Friday and Saturday
  Non-community member guests must vacate the community by the end of the stipulated visitation timeline. Failure to comply with this regulation will result in the eviction of the guest from the premises and disciplinary action against the resident. First-floor areas and all areas in front of security doors have 24-hour visitation privileges.

• Visitation
  Presence and/or entry by a non-community member on a residence hall floor or in a residence hall room past established visitation hours is prohibited.

RESIDENCE LIFE

• First Offense - $15
• Second Offense - $30
• Third Offense - Fine up to $45 or disciplinary process

• Community Hours
  Community hours are the hours where you may play your music a little louder, open your door and talk to friends while not disturbing others in the community. During community hours, noise heard more than two doors down is an unacceptable level. Community Hours are:
  - 11 a.m. - 9 p.m. Sunday through Thursday
  - 11 a.m. - midnight Friday
  - 11 a.m. - midnight Saturday
  - 24-hour quiet hours will be observed and strictly enforced during finals weeks.

Guests
  Residents are responsible for their guests and their guests’ actions. Non-residents of a floor community are expected to abide by the stipulated freshman and upperclass visitation policies governing that community, the University of Oklahoma and the residence halls. Non-residents of a floor community must be escorted at all times. As a guest's host, residents should make their guests aware of university and residence hall policies. You will be held accountable and liable for any university infractions or building damage done by your guest. Disregard for university regulations will result in the eviction of the guests from the premises.

• Student Guidelines for Bringing Minors to the University
  - A minor should not be left unattended while the parent or guardian is attending class or conducting any other business or social function on campus.
  - Line of sight supervision of children by the parent or guardian is required at all times.
  - Minors are not allowed in high-risk areas such as: Laboratories, shops, studios, mechanical rooms, power plants, garages, animal facilities, food preparation areas; any
areas, indoors or out, containing power tools or machinery with exposed moving parts; university vehicles, boats, aircraft, snow machines, grounds equipment, farm equipment, heavy duty or other motorized equipment; any other high-risk areas (no playing in stairwells or doorways, no access to rooftops, construction zones, etc.).

- Minors are not allowed in classrooms with the student while classes are in session unless permission is granted by the faculty member. If a minor becomes disruptive, the faculty member may require the student and minor to leave

**Restroom Policy**

Visitors restrooms are located:
- Adams Center: Basement of each tower
- Couch Center: Basement of building
- Walker Center: Basement of building

Under no circumstance may guests use the community restrooms located on floors two through four in Cate Center. Access to the community restrooms is authorized only for those residents specifically contracted to that particular house and floor. Failure to comply with the restroom policy will result in the eviction of the guest from the premises and disciplinary action against the resident.

**Residence Hall Closings**

Students may remain on campus during Thanksgiving, winter and spring breaks.

- Summer break - Residents must be out no later than noon on May 12, 2018, or within 24 hours of their last final exam, whichever occurs first, unless he or she is participating in graduation exercises.

**Checking out of the Residence Halls**

The residence halls close for the conclusion of the academic year at noon on Saturday, May 12, 2018.

Graduating seniors or those participating in graduation exercises will be allowed to stay overnight on Saturday, but must vacate their rooms by 1 p.m. Sunday, May 13, 2018.

Students should discuss any questions they may have in advance of finals week with their RA, RD or CC.

Check-outs must be scheduled a minimum of 24 hours in advance. Resident Advisers will post available times, and students should be ready at their scheduled check-out time.

Prior to the scheduled check-out time, the room should be clean and returned to its original condition.

For those residents in Adams, Couch and Walker Centers sharing a restroom, the last person to vacate the suite is not solely responsible for cleaning the restroom. A cleaning charge is typically assessed to all members of the suite for an unclean restroom, not just the last resident to vacate the suite.

Students should remove all possessions and property from the room before the Resident Adviser completes the inventory and inspects the room. Failing to do so could delay check out. Students accompany Resident Advisers on an inspection of the room to determine its condition.

- If charged for any damage, students sign the “Damage Charge Form” to verify receipt.
- Check out is complete when the room key is returned to the Resident Adviser along with the signed inventory sheet.
- Determination by a Resident Adviser of a room’s condition may not be final. The Center Coordinator, as well as the Housing and Food Services Maintenance Team, check all rooms upon closing of the residence halls and may find it necessary to assess additional charges.
Express Checkout: the Convenient Way to Check out

Express Checkout is the quick and easy checkout process that will allow you to maximize flexibility during this hectic time. Express Checkout is the default method for all students living in the residence halls. If you would prefer an in-person checkout experience, please speak to your Resident Adviser.

If you would like to sign up for Express Checkout:

1. Log on to the housing portal
2. Complete the Express Checkout form
3. When you’re ready to leave, pack up your belongings
4. Turn in your key to your center desk

A $10 convenience fee is applied to your Bursar account upon signup. You are still responsible for all applicable damage and cleaning charges.

AMENITIES
Hall Amenities
• Courtesy Phones

  Courtesy phones are available for use on each hallway of each floor within the residence halls.
  - For on-campus numbers beginning with 325: Dial “5” plus the last four digits of the telephone number.
  - For on-campus numbers beginning with 487: Dial “7” plus the last four digits of the telephone number.
  - For local, off-campus: Dial “8,” wait for the dial tone and then dial the number.
  - Long distance: Requires a long-distance billing code from OU IT or a pre-paid calling card that students can purchase at most convenience stores.
Equipment Checkout

Each Resident Student Association operates an office staffed by student volunteers who provide equipment checkout for a variety of items (vacuum cleaners, DVDs, pool sticks and balls and sports equipment).

The following are the center presidents’ office locations are:

- Adams Center: Johnson Tower
- Couch Center: Couch Center First Floor
- Walker Center: Walker Center First Floor
- Traditions Square East: Clubhouse
- Traditions Square West: Clubhouse

Operating hours vary among the individual centers. Please contact your individual center for a schedule.

Laundry Facilities

Washers and dryers are located in the following areas:

- Cate Center: Building south of Quad 3
- Sooner Sense-operated washers and dryers are located in the following areas:
  - Adams Center: Basement of each tower
  - Couch Center: Basement
  - Walker Center: Basement

Residents will have credits for eight laundry cycles (washing and drying are two separate cycles) preloaded to their Sooner Card each week. One additional dollar for drying credit also is available in case students need it to add more drying time to ensure a larger laundry load is completely dry. The credits will expire at 11:59 p.m. each Saturday and will not roll over to the next week. Washing machines are not to be used for dyeing.

Please remember to be considerate of others and promptly remove clothes from the washers and dryers. The university is not responsible for articles left unattended. If you have a problem with a washer or dryer, please email cam@ou.edu.

TV lounges and social lounges

TV watching is available in each community’s lounge on a 24-hour basis with priority of program selection deferred to floor community members on a first-come basis.

Residence hall facilities, including TV and community social lounges, are for use by residents of the community and their escorted guests only. Non-residents of a floor community are not permitted in a TV or social lounge unless accompanied by a member of that floor’s community.

Lounge Activities

Lounges on the first floor of Adams, Couch and Walker Centers as well as McCasland, and Muldrow basements in Adams Center may be reserved for use. There may be a fee for use of these spaces. Requests for use and reservations are made through the director of Residence Life’s office, Walker Center, Rm. 126.

Room Amenities

Room Furnishings

The university provides a bed, closet, dresser, nightstand desk and desk chair for each student. These items may not be removed. Students will be billed for furniture replacement or repair (other than normal wear and tear). Students must supply linens and toiletries.

Only those residents paying a single-room
rate are allowed to have furniture items removed from their room.

Only Facilities Management staff may remove furniture from a resident’s room. Damages to rooms and furniture are the occupants’ responsibility unless the occupants can demonstrate to the satisfaction of the residence hall staff that others are responsible. All students are responsible for the care of university property, both in the rooms and common areas (lounges and hallways). Due to safety concerns, the configuration of your furniture within the room must allow easy entrance and exit through both the main door and the restroom door. You also must allow a clear line of sight from the room doorway into the majority of the room.

- **Furniture or Fixtures Removed**
  - First Offense - $30
  - Second Offense - $60
  - Third Offense - Fine up to $90 or disciplinary process

This includes the unauthorized removal, taking and/or possession of university property, placing furniture in the hallway, to include but not limited to furniture and signs. Removal of university property also may be interpreted as theft.

- **Refrigerators and Microwaves**

  One refrigerator and one microwave are allowed per room. Please coordinate with your roommate on these purchases. Each appliance may not exceed 3-cubic-feet capacity or outside dimensions of 25” x 25” x 25”.

  Microwaves may not consume more than three amps per hour of electricity when running and may power between 500-750 watts. A mini-fridge may power between 150-350 watts. Please note that any appliance with a flame or hot coil is prohibited.

  MicroFridge® rentals are offered through Collegiate Concepts, Inc., a partner with OU Housing and Food Services. The MicroFridge® is a convenient, all-in-one package that includes a microwave, freezer and refrigerator with only one plug in. The MicroFridge® is Energy Star-rated, meets OU safety standards, saves electricity and reduces the risk of overloading circuits. Rental deadlines are available online at ou.edu/housingandfood/move-in.

- **Air Conditioners**

  All residence halls are air-conditioned. Window air conditioning units are not allowed.

- **Cable Television**

  Contour on Campus is the new OU campus-wide streaming Cox cable television service. Cable television is now provided to students through their individual OU campus network connection.

- **Electrical Appliances**

  The following electrical appliances are allowed:
  - Desk lamps (non-halogen lamps only)
  - Refrigerators and microwaves
  - Clocks, radios, record/CD players, stereos and televisions
  - Computers, typewriters and printers
  - Popcorn poppers
  - Keurigs/single serving coffee makers that do not contain a hot plate
  - Electric blankets, hair dryers, irons, shavers and toothbrushes

  Please do not plug more than two pieces of equipment into an electrical outlet. The use of multiple-plug taps or multiple extension cords is prohibited. Extension cords may be used, but are not to be placed under carpets or through doorways. Frayed, damaged or spliced cords are safety hazards and, as such, are prohibited.

- **Room Decorations**

  We encourage you to decorate your residence hall room; however, please take a few details into consideration:
You are prohibited from painting any surface in your room, including the walls, any wooden or metal surface, the ceiling, room and bath room doors, and air-conditioning/heating units. Please contact your Center Coordinator if you have any questions.

The use of nails, screws, tacks, double-sided tape, paste, glue, fasteners, contact paper, etc., on doors, windows, ceilings, walls, bureau drawers and bookshelves is strictly prohibited. These items damage surface finishes. You will be charged at the end of the year for damages to the permanent furnishings.

Windows are part of the building that complement the total campus ambiance. For safety and security purposes, items other than curtains are prohibited from being attached, hung or displayed on the inside of residence hall windows. Decorating windows for university-sponsored activities or national holidays will be allowed, provided the display is hung by means that will not damage the window or surrounding walls (no decals) and the display is removed one week after the activity/date. Residence Life staff have the authority to ask a student to remove inappropriate or offensive decorations. Failure to remove the decoration or display could result in a failure to comply citation.

Arrangements can be made for students to bring some limited personal furniture items. You are prohibited from removing furniture from lounge areas and/or other rooms and removing fixed furnishings from their base in your room to create additional space. You will be charged for any damaged or missing furnishings.

There must be at least 10 inches of clearance on all sides of the heater/air conditioner.

Hanging any type of lights from the ceiling is strictly prohibited.

Only 20 percent of your room door may be decorated. Door/hallway holiday decorations must be taken down within one week after the holiday.

Due to fire code, hanging paper, fabric or other flammable substances on the outside of your room door is strictly prohibited.

Light strands and hallway floor mats are not allowed in the halls due to fire-safety rules.

You must return your room to its original condition prior to vacating.

Prohibited

Combustibles

If you use combustibles such as fabrics, cardboard or similar materials in decorating your room, please ensure the items are flame-proofed. Purchase only UL- or FM-approved material marked “flameproof” or “flame retardant.”

Halogen Lamps and Space Heaters

Halogen lamps and space heaters are strictly prohibited due to the potential fire danger.

Hover Boards

Recent information has revealed that the batteries in these devices can be dangerous and are prone to creating a safety and fire risk. The use, possession, or storage of Hover boards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited in on-campus housing facilities. Students will be asked to remove the device from the building immediately. Possession of such a device shall not constitute a student conduct violation unless the student declines to remove the device.

Open-Flame and Incendiary Devices

Open-flame devices, to include but not limited to possession and use of candles, incense, Bunsen burners, gasoline/kerosene lanterns and/or incendiary devices, whether store-
bought or man-made, are prohibited. Damages incurred by the university as a result of a violation of this policy will be collected from the student by the university.
- First Offense - $15
- Second Offense - $30
- Third Offense - Fine up to $45 or disciplinary process

**Ledges and Roofs**

Students are prohibited to be on or to use the residence-hall ledges or roofs for sun bathing, climbing, hanging laundry or any other purpose. Seek assistance from an RA for items thrown or dropped onto ledges and/or roofs. Violation of this rule also is covered under unauthorized entry.

**Pets**

Excluding fish in a glass or clear plastic aquarium (not to exceed 30 gallons) all pets (to include but not limited to dogs, cats, laboratory rodents, snakes, ferrets, reptiles, etc.) are prohibited inside the residence halls, including public and private areas. Aquariums are subject to approval by department. Reasons include health, sanitation and allergen concerns. Guests also are prohibited from bringing pets inside the residence halls.
- First Offense - $15
- Second Offense - $30
- Third Offense - Fine up to $45 or disciplinary process

**Skates/Scooters**

For your safety and of those within the residence halls, as well as personal and university property, the use of in-line skates or scooters inside the residence halls is prohibited.

**Water Beds**

Water beds are prohibited in the residence halls due to excessive weight and the chance of water damage from leaks.

**Water Guns**

Use of water guns inside the residence halls is prohibited.

**Windows**

Removing screens from windows is prohibited. It is prohibited to accidentally or intentionally throw, drop and/or allow any objects to fall out of a tower or quad window or off the window ledge. Climbing out of a window to gain access to a ledge or roof is strictly prohibited.

**SERVICES**

**ACADEMIC SUPPORT**

**Housing Learning Center**

The Housing Learning Center is a partnership with the University College’s Assessment and Learning Center as a collaborative effort with Housing and Food Services. The HLC is located in Adams Center Muldrow Tower, Room 105, phone (405) 325-2HLC (2452).

Complimentary tutoring is available for various courses. Please call for hours and tutoring availability.

**24-Hour Monitored Quiet Study Area**

The 24-hour monitored quiet study area is located in Adams Center, Johnson Tower, first floor. This area maintains 24-hour, seven-days-a-week quiet hours. This amenity is provided to help residents study.

**24-hour monitored quiet study area policies**

The study area provides a safe and quiet location 24 hours a day, seven days a week for residents to study within the residence halls. Please respect the following policies while using the facilities:
- Facilities are available on a first-come basis. To accommodate the most students, sharing study rooms and tables may at times be necessary.
- All students must have their Sooner Card with them to utilize the study facilities.
Everyone must check in with the study area monitor when entering and check out when exiting. While using the facility, students must leave their Sooner Card at the front desk.

Study areas may only be used by Housing and Food Services residents; however, residents may bring guests into the study area. Residents are responsible for their guest’s behavior.

Quiet hours are in effect 24 hours a day for the entire year in the entire study area, which includes the rooms, monitor area and the area immediately outside.

Students are expected to respect the rights of those around them. If a student’s noise level infringes on their neighbor’s right to observe quiet time, then the noise level will be considered excessive and the student will be cited. If the noise continues, the resident will be required to leave.

The rules, regulations and policies found in the Student Code of Conduct, the Community Living Guide and the study area policies are used to govern the study area. A student violating any policy will face disciplinary consequences, which may include but are not limited to the loss of study area usage privileges.

In case of emergency in the study area, please contact OUPD at (405) 325-1911 or the study area monitor.

Computer support for network services is provided by OU Information Technology. All residence hall rooms have access to the campus computer network. To access the campus network, you need to:

- Have a computer
- Be equipped with an Ethernet cord
- Possess compatible computer software

Information Technology may be contacted through the following:

- Website: needhelp.ou.edu
- Phone: (405) 325-HELP

Computer Labs

- The computer lab in Couch Center is provided as productive work environments for residence hall and university students, faculty and staff.
- The primary use of the computer lab is for work related to academic pursuits. Academic work takes precedence over all other uses of the lab, such as non-academic email, Internet usage, playing games, etc.
- Anyone engaged in an activity or use of the computer lab which hampers or interferes with the ability of other students to do academic work may be asked by the student assistant to quit the activity and/or leave the lab. Examples include exceeding bandwidth use, loud conversations and disruptive behavior.
- Any theft or damage to computer lab equipment resulting from misuse will be the financial responsibility of the student(s) involved and is punishable by disciplinary actions in accordance with the Student Code (Title 16, Sections 8 through 10).
- Copying of software is prohibited.
MAINTENANCE AND ROOM REPAIRS

Maintenance

For routine repairs to your room, submit an online maintenance request by going to ou.edu/housingandfood. For emergency repair (items which, if not promptly repaired, may result in personal injury or damage to property) occurring after midnight or on holidays, contact Facilities Management at (405) 325-4421.

Maintenance inspections are performed in each residence hall room once a semester. Air units, fire protection devices and restroom facilities are the focus of the inspections. Notification of the inspections will be made the week prior to room entry. All appliances should carry the Underwriters Laboratories and/or Factory Mutual label.

General Housekeeping

Housekeepers clean the public area lounges and hallways of all the centers and the community restrooms in Cate and David L. Boren Hall. Those living in Adams, Couch and Walker must clean their own restrooms.

To help make your housekeeper’s job easier, act responsibly. Please do not litter the hallways and lounges. It is also inappropriate to sweep dirt from your room into the hallway. Please check your Terms and Conditions on your contract for any cleaning charges that may occur.

MAIL

Mail is delivered to the residence halls Monday through Saturday during the academic year, excluding days the university or the U.S. Postal Service is closed. Residents are assigned a mailbox. In Walker, Couch and Adams Centers, four suite mates share one mailbox. In Cate you share a mailbox with your roommate.

Mail Forwarding

Any student moving off campus and wanting their mail forwarded to their new address will need to go to ou.edu/spo/change, log in and supply their information. This process will forward mail for a six-month period. Filing a change of address with the USPS will NOT forward mail from an OU address.

Post Offices on Campus

• Cate Center, Oliver House

Oliver House hosts a full-service post office branch where students may mail parcels and purchase stamps and money orders.

Hours of operation are 8:30 a.m. through 4:15 p.m., Monday through Friday. The phone/fax number is (405) 325-1755. Students can send and receive faxes at the post office. The student post office is closed Saturdays and Sundays.

If a student receives a package through USPS, they will be notified via email and text message, and may pick it up during the post office’s operating hours. Students must present their Sooner Card to receive their package. Students that receive a package cannot pick it up until they have received an email notification from SPO@ou.edu (not Amazon or any other sender notification). There are internal steps that must be completed to ensure account ability throughout the delivery process before the package can be picked up.

• Oklahoma Memorial Union

The Union post office is open 8:15 a.m. through 4:45 p.m. Monday through Friday. Post office boxes are available to rent. Call (405) 325-1821 for more information on services.

COMMUTING ON CAMPUS

Bicycles

Here are some things to remember about having a bike on campus:

• Non-folding bicycles are prohibited within the residence halls even when residents are gone
for breaks (Thanksgiving, winter, spring break). Bicycles that can be folded and take up no more than 92 cubic inches of space can be stored in a student's residence hall room. Students are asked to fold and unfold these bicycles outside of the residence halls. Bicycle racks and lockers are located outside of each residence hall. For an outside storage locker, contact Housing and Food Services at (405) 325-6153.

- Any bicycle operated on campus shall be registered with OUPD. This requirement applies regardless of whether the owner is a student, faculty, or staff member. Registration is at no cost. Visit ou.edu/oupd for more information.
- Always lock your bicycle when unattended.
- Do not secure a bicycle to a tree, sign post or handrail. Bicycles that block stairways, ramps or other pedestrian or emergency access, or are secured to a tree, sign post or handrail are subject to impoundment, and the owner may be fined.
- After the end of the spring semester, any unregistered bicycle left around the residence halls without a summer permit will be considered abandoned property and will be confiscated by Housing and Food Services. The University will not reimburse owners for locks or chains removed during this operation. Summer residents will receive a tag for their bicycle to denote that they are living in the residence halls.
- All motor vehicles, except mopeds, are prohibited from parking in bicycle racks.

Cars and Parking

If bringing a motor vehicle to campus, students must purchase an on-campus parking permit at the Parking Office at 1332 Jenkins Ave., (405) 325-3311 or online at ou.edu/parking.

To purchase a parking permit, bring vehicle information to the Parking Office or online to the above page. Permits can be paid for by cash, credit card, check or charge to a bursar account.

- Housing Parking
  
  While living in the residence halls, students may purchase one of the following (dependent upon specifications):
  - Priority Parking Permit (issued if student has successfully completed 24-credit hours and previously lived in the residence halls for one academic year). To purchase a Priority Parking Permit, students must get verification from Housing and Food Services.
  - Non-priority parking permit (issued for students with 23 or fewer credit hours)

  The parking areas are easily identifiable by signs posted throughout the residence hall area. Residents may only park in areas labeled “Permit Required” or “Multi-Purpose Parking.”

- Visitor Parking
  
  Metered visitor parking is located on the south side of Walker Center.

- Car Repairs
  
  Due to the inherent hazards and potential environmental consequences, residence hall parking areas may not be utilized for general repair or maintenance of motor vehicles. Please restrict mechanic work to checking tire inflation, oil, transmission or other fluid levels or changing a tire or air filter. Additional service must be performed off campus at a properly equipped facility. Improper disposal of waste oil, fluids, tires and batteries harms the environment and is a violation of state law. Please dispose of all wastes properly.

  Derelict vehicles may not be parked on campus and are subject to impoundment.
OU Campus Dining is proud to offer more than 25 restaurants across campus, including Couch Restaurants, our all-you-care-to-eat operation.

MEAL PLANS
Meal plans, along with many other things, are accessed with your Sooner Card. Check balances online - Sooner Card Online at www.ou.edu/soonercard.

Meal Plan Choices
The following meal plans are available for the 2017-2018 academic year.

- 12 Meals per week and 250 Meal Points per semester
- 10 Meals per week and 400 Meal Points per semester
- 8 Meals per week and 550 Meal Points per semester
- 6 Meals per week and 700 Meal Points per semester

Enhanced meal plans also are available at an additional cost:

- 14 Meals per week and 400 Meal Points per semester
- 10 Meals per week and 700 Meal Points per semester

• Meals
  One swipe of your Sooner Card equals one meal at Couch Restaurants. A meal is all-you-care-to-eat and does not roll over to the next week. Meals reset every Sunday at 12:01 a.m.

• Meal Points
  One meal plan point is equal to $1. Meal plan points can be used to make purchases at all on-campus restaurants anytime they are open. Meal plan points work on a declining balance and last for an entire semester.
• Meal Exchanges
Select restaurants across campus will allow students to "exchange" a meal for a $8.50 exchange value. Meal exchanges are available after 2 p.m. at locations north of Lindsey Street and anytime during business hours at locations south of Lindsey Street.

Meal Points roll over from fall to spring semester, but not from spring to the next fall semester. Unused Meal Points will expire on the Friday of finals week of the spring semester. If you do not return to Adams, Couch, David L. Boren Hall or Walker Center for the spring semester of your contract, you forfeit your meal plan, including both meals and points.

CAMPUS RESTAURANTS
• Acre Provisions (Opening Fall 2018)
Located in Cross, the theme of Acre Provisions is called “Modern Farmhouse” with emphasis on health and the local sourcing of the food found in the marketplace.
• Amicus Café
Hot entrees, pizzas and daily specials served up to our brightest legal minds in the OU College of Law.
• Baja Fresh
Located in the Oklahoma Memorial Union Food Court, Baja Fresh Express offers flame grilled Mexican flavor.
• Basic Knead (Opening Fall 2018)
Located in Cross, Basic Knead offers high-quality handmade staples such as pizza, pasta and breakfast baked goods.
• Bedrock Café
Located on the far northeast side of campus in Sarkeys Energy Center, Bedrock is a great place to grab some coffee or a snack before study time.
• The Bookmark
If you’re studying in the library, there’s no better place to get your caffeine fix or grab a sandwich.
• Café 201
Located in the Innovation Hub, Café 201 features a variety of coffee beverages, snacks and Cow on the Fly items.
• Charles W. Graham Café
Located on the lower level of Gould Hall, the Charles W. Graham Cafe is the perfect place to grab a coffee on the go.
• Chick-fil-A
Featuring the national chain’s full menu of items and everyday favorites.
• Couch Express
Home to the original grilled cheese sandwich on campus, Couch Express is a great stop on the way to class. Make sure you don’t miss Bread Bowl Tuesday.
• Couch Restaurants
Completely renovated in 2009, “the Caf” is now the ultimate community-dining experience and operates under the name Couch Restaurants. Upon entering Couch Restaurants, you have access to 14 restaurant concepts that feature made-to-order stir-fry, gourmet burgers, traditional Mediterranean entrees, customized pasta dishes, an endless gourmet dessert bar, bold vegan and vegetarian dishes, a deli and salad bar and the world’s only all-you-care-to-eat Chick-fil-A. You can view the Couch Restaurants menu by visiting ou.edu/housingandfood/onlinemenu.
• Credo Kitchen (Opening Fall 2018)
Located in Cross, Credo is a fast casual restaurant with a higher-end feel where freshness and flavor are king.
• Crossroads
Crossroads serves a wide variety of food, from burgers and sandwiches to ice cream and breakfast.
• Einstein Bros Bagels
Einstein Bros Bagels wrote the book on bagels. They also have great coffee and espresso.
CAMPUS DINING

• Elements Café
   If you happen to be on the Research Campus and want a cup of coffee or free popcorn, this is your place.

• Flying Cow Café
   Located in the National Weather Center, the Flying Cow Café offers a daily special, pizzas, sandwiches, burgers and breakfast.

• Glow Kitchen (Opening Fall 2018)
   Located in Cross, Glow Kitchen is an allergen-friendly restaurant creating food free of the top 8 allergens.

• The Laughing Tomato
   The Laughing Tomato offers fresh, hearty and flavorful selections. The delectable menu incorporates soups, wraps, salads and an ample selection of snacks.

• Milkflower Gelateria (Opening Fall 2018)
   Located in Cross, Milkflower is an eye-catching gelateria serving fresh, clean ingredient gelatos and desserts.

• Qdoba
   Located on the south side of Headington Hall, Qdoba serves made-to-order burritos, tacos, quesadillas and more.

• Quiznos
   Quiznos offers toasted sub sandwiches, salads and soups.

• Raising Cane’s Chicken Fingers
   Located on the first floor of Adams Center, Raising Cane’s serves hot, crispy chicken fingers made from fresh, never-frozen premium chicken tenderloins.

• Redbud Café
   A great little café to sit and grab a snack while you browse the Sam Noble Oklahoma Museum of Natural History.

• Starbucks
   Everyone’s favorite coffee and tea right here on campus in Oklahoma Memorial Union.

• The Trailer
   The Trailer is OU’s newest food truck. Serving freshly made burgers, wraps, breakfast tacos, and more, The Trailer is a fun spot to grab a bite outside.

• Union Market
   Union Market offers a variety of dining options including extensive salad and hot bars, soups, fresh fruit and snacks. Union Market also features The Range, which serves gourmet grilled cheese sandwiches and poutine.

• Xcetera
   Xcetera is the on-campus convenience store to use for any number of purchases. From snacks and drinks to laundry detergent and school supplies, they have all the essentials.

SPECIAL DIETS
   Housing and Food Services is happy to accommodate any dietary need. We have a dietitian on staff who offers counseling to students with a wide variety of nutritional concerns to ensure their needs are being met while they are on campus. In addition, we offer numerous vegetarian, vegan, gluten-free friendly and Halal options.

DINING VISITORS
   Anyone may dine in Couch Restaurants. All guests are required to pay the cash price before entering. A student can pay for guests with Meal Plan Points or with a Meal. Below are cash prices for meals:
   • Breakfast: $10.50
   • Lunch: $12.50
   • Dinner: $12.50
   • Special Dinner: $14.50
SOONER CARD AND COMMUNITY ACCESS CARDS

The University issues you a Sooner Card. This card is your campus ID, your access to your meal plan, and your access to the residence halls, campus events and various on-campus facilities. For Sooner Card questions, contact the Sooner Card office at (405) 325-3113 or soonercard@ou.edu

If you misplace your Sooner Card, Community Access Cards are available at your center’s front desk. You may receive a Community Access Card for a period of no longer than three business days. If you find your permanent Sooner Card, you must return the Community Access Card to the location that the Community Access Card was issued to you. If your permanent card is not recovered, you must go to the Sooner Card office in either the Oklahoma Memorial Union, Room 127, or Stubbeman Place, 1107 Elm Ave., to purchase a new, permanent Sooner Card. Failure to return the Community Access Card could result in a $50 charge to your Bursar account. You may suspend your permanent card by visiting www.ou.edu/soonercard.

Please be aware that the Community Access Card will not have your OU ID number or picture attached to it. You will not be able to access your meal plan until you find your permanent card or replace your Sooner Card. Meal vouchers are available for use at Couch Restaurants; these meals will be deducted from your meal plan balance.

KEYS

Each student also is issued a key for his or her room when he/she checks into the residence hall. Keys are the property of the University of Oklahoma and may not be duplicated or shared. Each resident is responsible for carrying his/her room key and university ID at all times.

Any tampering with or propping of the security doors or locking mechanisms is strictly prohibited.

- Locked Out

If a resident gets locked out of his/her room, contact the Center Office for the duty Resident Adviser for re-admittance. In the event that the Center Office is closed, students should call the on-duty RA. If it is not possible to contact an RA, call OUPD at (405) 325-1717, and they will contact a staff member to assist in the situation.

- Key Missing

A missing room key, whether lost, stolen or misplaced, should be reported to the center office immediately. A temporary replacement key will be issued for 48 hours. If at the end of 48 hours the resident is unable to locate the key, the resident will be charged a recombination fee for the room. Report the theft of a room key to your CC and OUPD, (405) 325-2864. Failure to report the loss or theft of a key promptly or loaning your key to an individual not on the contract for your room is a violation of housing regulations and may result in disciplinary action.

- Return of a Room Key

The original room key (and restroom key where applicable) is collected by the Resident Adviser when residents permanently check out of the residence hall rooms. In either instance, failure to return the original room key will result in an automatic lock recombination and charge.
The Housing and Food Services room and board contract is for the academic year. The university retains the right to terminate the housing contract or reassign residents to different rooms or centers upon violation of the terms of the contract or when it is in the best interest of the student and/or the university. Violation of the terms of the contract includes, but is not limited to, violations stated within this handbook as well as the University of Oklahoma Student Code of Responsibility and Conduct. Decisions can be appealed through Housing and Food Services’ office in Walker Center, Room 126.

- **Payments**
  The first payment of the fall semester is due on or before Sept. 21. The first payment of the spring semester is due on or before Jan. 21. Payments are due on the first day of each month, but late charges will accrue after the 21st day of each month if the balance is not paid on or before that date.

  To make payments on your room and board, please visit the Office of the Bursar, located on the first floor of Buchanan Hall. The mailing address is 1000 Asp Ave., Room 105, Norman, OK 73019-0430. Be sure to include your name and student ID number with any payment. Payments also may be made online at one.ou.edu. The telephone number is (405) 325-3121.

- **Past-Due Payments**
  A financial and legal obligation is incurred when a student or parent signs a room and board contract. The contract specifies the payment procedures. Please refer to the terms and conditions of the room and board contract, and don’t hesitate to call (405) 325-2511 or visit the main housing office in Walker Center should you have any questions. Following are some key items about payments and billing to remember.
  - Even if you do not receive a statement, charges are due on the payment due dates.
  - Payment of the charges must be made within 15 days of the due date.
  - Any student who has not been successfully contacted or who has not responded to requests may be issued a stop on their future enrollment until payment arrangements have been made.
  - If a student withdraws and payment is not received for outstanding room and board fees, the fees will be reflected on the student’s account at the Bursar.

Enrollment is a privilege granted only to students with accounts in good standing. You may not be permitted to enroll for any future semester if your Housing and Food Services account is not in good standing.
Release from Housing and Food Services Contract

The Regents’ policy provides that certain students are required to live in university housing. All single freshman students under 20 years of age must live in a university residence hall for the academic year EXCEPT for those who have earned 24 or more hours of college credit in residence or have already lived in university residence halls for two semesters. Exception from this policy is by special permission only, granted in writing by the Vice President for Student Affairs or his/her delegate(s). Application for exemption must be made to the Housing and Food Services office, Room 126, Walker Center.

Release from housing and cancellation of your room and board contract is not automatic, and would incur a 25% buyout charge. Students must visit the Housing and Food Services office to apply for a release, and applications are located in the Housing and Food Services office in Walker Center, Room 126.

For this housing release application to be processed and a decision to be rendered in a timely fashion, it must be properly completed (including the attachment of all required supporting documentation) and submitted to Housing and Food Services. Students are advised to be mindful of the winter break period and that applications for release submitted in December may be processed after the semester break. Students may be liable for all payments and conditions as specified in the housing contract.

Students do not need to apply for a release from their contract to move to Headington Hall. Students may complete a “Room Change Request,” which is available through their Resident Adviser or at the Center Office.

One of the following four criteria must be met to be considered to be released from the room and board contract:

- Marriage during the contract period
- A documented condition of emergency approved by the Room and Board Release Committee
- Graduation
- If a lease request is approved, a student must:
  - Visit the Housing and Food Services office to obtain the proper withdrawal forms
  - Notify his or her RA to schedule a mutually convenient time to check out and inventory the room.

A release is not complete until the room inventory is completed and the room key is returned.

Students who withdraw at the beginning of the spring semester and do not notify the Housing office prior to the end of the fall semester will be charged the first two weeks room portion of their contract, plus the $250 cancellation fee. If they use their meal plan, they will be charged a daily rate of the meal plan plus the $250 meal plan administrative fee. If they do not use their meal plan they will only be charged the $250 meal plan administrative fee. We do not pro-rate the room portion of the contract for the first two weeks or the last two weeks of the contract.

Withdrawal from University and Housing and Food Services Contract

If a student is withdrawing from the university, the following steps must be taken to withdraw from his or her Housing and Food Services Contract in the order listed below:

- Drop classes
- Visit the Housing and Food Services office to obtain the proper withdrawal forms
- Notify his or her RA to schedule a mutually convenient time to check out and inventory the room.
CONDUCT & BEHAVIOR

Rules set forth in the Community Living Guide should be interpreted broadly. They are not designed to define misconduct in exhaustive terms. You are responsible for acquainting yourself with the information contained in this publication, educating yourself on the Student Code of Conduct, and for abiding by campus behavior standards. The rules and regulations encourage a standard of conduct that is necessary for academic growth and personal development. Should you violate any policy, you may be issued a citation, referred to Student Conduct through disciplinary referral or referred to criminal prosecution if the incident violates university standards and/or law. All students are responsible and accountable for their actions. Selected policies and rules are outlined here for your convenience.

• The Buckley Amendment
  The Family Educational Rights and Privacy Act of 1974 (referred to as the Buckley Amendment) grants you the right of privacy toward your records, both academic and disciplinary. With this right exists a responsibility to behave and act in a manner appropriate to community standards. Failure to act responsibly and/or accept responsibility for actions may result in administrative action.

• University Perspective and In Loco Parentis
  The University of Oklahoma does not replace your parents or guardian (the act of replacing a parent or guardian is referred to as in loco parentis). The university recognizes you as an adult responsible for your actions. Because the university is not a parent, students will be accountable, legally if necessary, for their actions.

• Title IX
  The University of Oklahoma does not discriminate in its educational or employment benefits, activities or programs on the basis of gender pursuant to Title IX of the Education Amendments of 1972. Please familiarize yourself with the University’s Sexual Misconduct, Discrimination and Harassment Policy and related procedures located online at ou.edu/eoo. Should you experience sexual assault or other sexual misconduct, discrimination or harassment, please contact the Title IX Coordinator, Bobby Mason, or the Interim Sexual Misconduct Officer, Kristen Burkett, at (405) 325-2215, Four Partners Place, Suite 1000, Norman, OK, to learn about reporting options and available resources.

Student Conduct Office
  Student Conduct is responsible for the
day-to-day administration of the Student Discipline System. This includes handling citation payments, citation appeals, all violations of the Student Code (including disciplinary referrals) that occur on-campus, off-campus and in the residence halls and providing clarification regarding information contained within the Student Code. Student Conduct is located in Walker Center, Room 209W. For more information, you may contact Student Conduct by phone at (405) 325-1540.

- **Disciplinary Procedures**

  The responsibility for enforcement of the provisions of the Student Code within and surrounding the residence halls lies with you, as well as the residence hall staff. Any member of the university community may report violations to Student Conduct for review. Charges of alleged violations of the Student Rights and Responsibilities Code should be reported immediately to an RA, a center office or an Assistant Director of Housing and Food Services.

  If disciplinary charges are initiated against you, you will receive notification via your OU email account from the Student Conduct Office within 30 class days. Upon receipt of the letter, you will be required to schedule an appointment within two class days. Failure to do so may result in a stop on your enrollment. At your scheduled meeting, you will have the opportunity to discuss the incident with your caseworker. The caseworker either will support the charges and issue sanctions or dismiss the charges depending on the totality of the information available. The student can then choose to accept the sanctions offered by the caseworker or request, in writing, to go to a hearing. Depending on the severity of the case, you will be assigned to one of the following hearing bodies:

  - Campus Disciplinary Board; or,
  - Campus Disciplinary Council.

  The hearing body will be responsible for determining whether a violation of the Student Code has occurred based on the information presented at the hearing.

- **Campus Disciplinary Board**

  CDBs established under Title 13 of the Student Code act on authority delegated by the university Regents through the president. Although CDBs perform a function adjudicative in nature, CDBs are not within the superstructure of any federal, state, county or local judicial system.

  CDBs may render the following sanction or combination of sanctions: admonition, warning, censure, disciplinary probation, restitution, fine (up to $150), and/or educational alternative.

  Refer to the University of Oklahoma Student Code of Responsibilities and Conduct, Title 13, The University Discipline System, Section 3: Campus Disciplinary Boards, for a more thorough explanation of the CDB’s authority, duties and responsibilities as well as your rights to appeal.

- **Campus Disciplinary Council**

  CDCs act on authority delegated by the university Regents through the president. Although CDCs perform a function adjudicative in nature, CDCs are not within the superstructure of any federal, state, county or local judicial system.

  CDCs may render the following sanction or combination of sanctions: admonition, warning, censure, disciplinary probation, restitution, fine (up to $250), educational alternative, suspension and/or expulsion.

  Refer to the University of Oklahoma Student Code of Responsibilities and Conduct, Title 13, The University Discipline System, Section 1, for a more thorough explanation of the sanctions.
• **Statute of Limitations on Sanctions**
  
  Records of the sanctions of suspension and expulsion shall be maintained permanently.
  
  Records of disciplinary probation shall be maintained for four years.
  
  Records of lesser sanctions shall be maintained for one year from the last day of the academic year in which the incident occurred or 15 months, whichever is shorter.
  
  Refer to the University of Oklahoma Student Code of Responsibility and Conduct, Title 17, Sanctions, Section 2: Campus Disciplinary Councils, for a more thorough explanation of the sanctions, as well as your rights.

• **Representation**
  
  Students are entitled to representation during the disciplinary process. For more information, contact the University of Oklahoma Student Association general counsel at (405) 325-5471.

• **Contractual Meeting**
  
  Depending on inappropriate behavior, severity of residence-hall violation(s), or accumulation of multiple residence-hall violations, you may be summoned by a center coordinator who will conduct a contractual meeting based on the terms and conditions of the Residence Hall and Food Service contract agreement. Specifically cited will be paragraph 14, listed below.
  
  “The university retains the right to terminate this agreement upon violation of its terms or in the best interests of the student and/or the university as determined by Housing and Food Services.
  
  This contract also can be terminated upon violation of any provisions of the University of Oklahoma Student Code if such violation places in jeopardy the safety, welfare or property of residents or of the university. The student can appeal this decision through Housing and Food Services.”
  
  During the contractual meeting you will be allowed to respond to the alleged behavior. Upon the conclusion of the contractual hearing, the center coordinator will render a determination as follows:
  
  • Allow you to remain in your present room
  • Allow you to remain within the residence-hall community
  • Terminate your housing contract, at which point you would have 48 hours to vacate the residence-hall premises
  • An alternate option of the administrator’s choosing

  You will be notified of the Center Coordinator’s decision within 48 hours of the meeting. If necessary, additional disciplinary charges also may be assessed against you through a CDB or CDC. To appeal the decision, contact the director of Residence Life at (405) 325-1284. The appeal must be scheduled and completed within the deadline stipulated in the Center Coordinator’s correspondence.

• **Citation Offenses**
  
  Citations may be issued for violations occurring inside the residence halls, at residence hall-sponsored activities, the dining locations, and/or surrounding residence hall property and premises, to include but not limited to parking lots, sidewalks, laundry
facilities, basketball and volleyball courts, etc. Signing a citation does not acknowledge or profess guilt; rather, signing a citation acknowledges you are in receipt of the citation or referral. This avoids citations and referrals from being issued without your knowledge.

Please be aware citations may be over turned by appropriate residence hall administrators in lieu of formal disciplinary charges (through either a Campus Disciplinary Board or Campus Disciplinary Council).

The following violations may be handled through citation or disciplinary referral depending on the severity of the violation. The current student code can be found at studentconduct.ou.edu

### Citation

There are several processes with which a student needs to become familiar in the event a citation or disciplinary referral is issued.

Citations are processed through the Student Conduct Office, located in Walker Center, Room 209W. A student has 10 class days to pay or appeal a citation. A "class day" is defined as any weekday when regularly scheduled spring, summer, fall or intersession classes are held. Failure to pay the citation within the designated time frames will result in the amount being doubled and sent to the student’s Bursar account. Students receiving multiple citations for any given policy violation will be required to meet with the Resident Director of his or her assigned residence hall.

### Citation Appeals

Citations must be paid or appealed within 10 class days. The citation appeals board will review every appealed citation. It usually takes approximately one month to process your appeal. After the appeal has been heard and voted upon, you will receive a letter via your official OU email account from the Student Conduct Office informing you of the outcome. The following are not considered grounds for an appeal of a citation:

- Ignorance of the rule
- Failure to receive a warning - university housing and its staff strictly enforces all rules and regulations. Warnings are not a right, and the decision to give a warning or citation is not subject to appeal.
- The behavior of the Resident Adviser or the Community Service Officer during the event. The board will only determine whether or not the violation occurred. If you felt the behavior of the RA or CSO was inappropriate, feel free to contact their supervisor at the following number:
  - Adams Center: (405) 325-4802
  - Couch Center: (405) 325-0867
  - Walker Center: (405) 325-1277
  - CSO Supervisor: (405) 325-2864

If you have additional questions regarding citation appeals or payments, you may contact Student Conduct in person at Walker Center 209W or by phone at (405) 325-1540.

### Appeals Board

All decisions of an Appeals Board are FINAL. Only applications concerning the administration of the appeal process, not the factual determination of the appeal, will be considered for review by Housing and Food Services.

### Written Appeals

Clearly and concisely, without editorializing
or attacking those in question, outline your concerns for the issuance of the citation and explain the reasons why your appeal of the citation should be granted. You may want to include additional documentation of witnesses or any proof substantiating your claims.

### Defacement of University Property

For example: writing, drawing or marking of any kind upon any permanent interior or exterior wall, sign or similar vertical surface, furniture, hallways, sidewalk, mall, patio, terrace, or street is prohibited. Defacement also includes any spitting of saliva or any tobacco products, etc., on aforementioned items.

- **First Offense** - $15
- **Second Offense** - $30
- **Third Offense** - Fine up to $45 or disciplinary process

### Decorative/Non-Permanent Structures

In each center, and in each community, Resident Advisor and Residence Life Staff make an effort to create a welcoming environment for all residents. As part of this, posters, hall decorations, door decorations, and other items are often hung. The accidental or malicious destruction of these items will be subject to disciplinary action, including citations, contractual meetings with a Center Coordinator, and/or referral to the Office of Student Conduct.

### Drugs

Students who participate in the use, manufacture, sale or distribution of illegal drugs are subject to disciplinary action. Drug paraphernalia, including bongs, clips, pipes and other items used in preparation or consuming illegal drugs, is not allowed. These items are subject to confiscation by Department of Public Safety officials.

Housing considers the possession, use, sale or distribution of illegal drugs detrimental to students and to the educational process. Housing has a no-tolerance policy.

Those who have problems with drugs are urged to visit Goddard Health Center at (405) 325-4611 or Counseling and Testing Services (405) 325-2911 for assistance.

### Elevator Tampering

Tampering with, prying open or attempting to ride on top of the elevators is strictly prohibited, in addition to being extremely dangerous. We will not tolerate vandalism of elevators, elevator placards or official Housing and Food Services communication.

### Firearms, Explosives and Other Dangerous Weapons

The use or possession of firearms (including BB, air and pellet guns), explosives, firecrackers, ammunition and other dangerous weapons is prohibited.

### Gambling

Gambling, the selling of lottery or raffle tickets, etc., is prohibited. This includes, but is not limited to, playing cards for money or property.

### Institutional Property Misuse

To include but not limited to fire alarms and fire equipment (extinguishers, hoses, sprinklers, smoke and fire detectors, etc.),
elevators, security systems and devices. Knowingly submitting a false fire alarm, including any intentional activation of a fire alarm for malicious purposes, is a felony and may be prosecuted as such.

- First Offense - $30
- Second Offense - $60
- Third Offense - Fine up to $90 or disciplinary process

- Littering
  Throwing or depositing refuse in public (to include but not limited to back stairwells, hallways, lounges, exterior grounds, etc.) and/or private areas rather than disposing of trash in appropriately designated trash receptacles, to include trash cans and trash chutes, is prohibited.

- First Offense - $15
- Second Offense - $30
- Third Offense - Fine up to $45 or disciplinary process

- Propping Open Security Doors
  Security doors (internal and external) are locked for the safety and security of the residence-hall community and occupants. Propping open, tampering with the locking mechanism or admitting anyone not residing in the secured areas once the doors are locked is strictly prohibited.

- First Offense - $50
- Second Offense - Disciplinary process

- Unauthorized Entry
  Entry by any individual into a room and/or community other than one’s own past established visitation hours is prohibited. This also includes entering or residing in a room not officially contracted to you, or allowing others access to an empty room or suite.

  In addition, you are not to allow another individual not contracted to the room to remain in your room unattended. It also is a violation to avoid a visitation violation by hiding in a suitemate’s room. Furthermore, unauthorized entry includes but is not limited to access to restricted areas, ledges and roofs.

- Vandalism
  Each year, wanton and senseless acts of vandalism result in thousands of dollars worth of damage to Housing and Food Services facilities and personal property on this campus. These crimes cost you money and create an inconvenience to you and your neighbors.

  Do not tolerate vandalism. Perpetrators identified as participating in acts of vandalism will be subject to disciplinary action in addition to any criminal and/or restitution charges.

- Violation of Published Residence Hall Rules
  Includes but is not limited to noise, propping open security doors, not vacating room and/or residence hall during fire alarm, possession of pets, riding bicycles inside the residence halls, use of skates inside residence halls, using an elevator during a fire alarm, decorating a room door, etc.

- First Offense - $15
- Second Offense - $30
- Third Offense - Fine up to $45 or disciplinary process

- Failure to Comply
  Failure to comply with lawful directions of institution officials acting in performance of their duties. Violations include failure to provide to a university official (to include but not limited to OU Police Department officials, resident advisers and all Housing and Food Services staff, housekeepers, etc.) upon demand a student ID or legitimate form of identification. Providing false information to a university official acting in performance of duties may result in additional disciplinary charges.

- First Offense - $15
• Second Offense - $30
• Third Offense - Fine up to $45 or disciplinary process

• Copyright Infringement

Downloading music and/or videos from free, unlicensed sources or sharing music and video files from your computer without proper licensing is considered illegal copyright infringement. The music and film industries have taken great interest in attempting to detect and prevent such illegal file sharing. As a member of the university community, many of you utilize the university’s network system. Use of this network system is governed not only by local, state and federal law, but also by university policy. Misuse of the university’s network system can lead not only to state and federal civil and criminal penalties, but also to Student Code violations.

The university’s computer use policies can be found at: www.ou.edu/committees/itc/policy/Acceptable_Use_of_Information_Resources.html. Further, the Student Code provides that theft of or tampering with computer software or data files belonging to others is prohibited conduct. This shall include violations of copyright laws, trade secrets and license agreements. When used with multiple computer systems, the proper number of copies of software and data files must be purchased/licensed. The Student Code can be found in its entirety at: http://studentconduct.ou.edu under IMPORTANT LINKS.

• No-Smoking Policy

The University of Oklahoma is a tobacco-free institution. Smoking is not allowed in any of the OU residence halls, including student rooms. This includes but is not limited to: hookahs and illegal drugs.

Breach of this policy will be considered a violation of Title 16, Section 5, of the Student Code, resulting in appropriate disciplinary action against the offender.

• Residence Hall Computer Network Policy

• Residential Computer Network services and wiring may not be modified or extended beyond the area of their intended use. This applies to all network wiring, hardware, labs and in-room jacks.
• The Residential Computer Network (in-room connections and/or computer lab) may not be used to provide Internet access to anyone outside of the university community for any purposes other than those that are in direct support of the academic mission of the university.
• The Residential Computer Network is a shared resource. Thus, network use or applications that inhibit or interfere with the use of the network by others, on or off campus, are not permitted. This includes, but is not limited to, any type of port scanning of any network on or off campus.
• Use of the residential network must comply with the Student Code (specifically but not limited to Title 16), other published university policies and regulations, as well as applicable local, state and federal laws. You may view the Student Code at ou.edu/student code.
• Forgery or other misrepresentation of one’s identity via electronic mail or any other form of communication is a Student Code violation and thereby subject to university disciplinary actions. Prosecution under state and federal laws also may apply.
• The University of Oklahoma sexual and racial harassment policy (as detailed in the Student Code) also covers all uses of electronic technology and communications on campus, including (but not limited to) email correspondence and news groups. Refer to the sexual and racial harassment policy for further information and description.
of your options for addressing sexual and racial harassment.

- Under no circumstance will any individual be permitted to use their network connection or computing privileges for commercial purposes. Any commercial use of the facilities is explicitly prohibited by the university and is grounds for removal of campus network privileges. Any machine which provides services for a commercial operation (e.g., a website selling commercial products), provides services of a commercial nature (e.g., provides Web services for a fee), or has a top-level domain name other than .edu is explicitly prohibited from the campus network.

Failure to comply with any of the above policies may result in termination of in-room network services, loss of computer-lab privileges, prosecution by the university based on Student Code violations, a review of your housing contract, standard disciplinary procedures for faculty and staff, and/or criminal prosecution in state and/or federal courts. Housing and Food Services and/or Information Technology reserves the right to terminate any in-room connection WITHOUT NOTICE should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

Users are responsible for all traffic originating from their machines, regardless of:
- Whether or not they generated it
- Whether or not they know what they are doing
- Whether or not they realize they have violated any specific policies

In most cases, unintentional violations will result in a temporary loss of connectivity pending the resolution of the problem. Repeat violations may result in a longer-term or permanent loss of connectivity or disciplinary charges. In some cases, especially those in which the Student Code has been violated, further action may be taken by Housing and Food Services and/or Information Technology when deemed appropriate.

The University of Oklahoma provides computer labs and in-room connection services in the residence halls in support of the educational mission of the university. It is the responsibility of each student to use these services appropriately and in compliance with all university, city, state and federal laws, policies and regulations. In addition, students also are bound by the Student Code.

For questions regarding the residential computer network, call the IT help desk at (405) 325-HELP or visit needhelp.ou.edu.

- Alcohol

Alcohol and/or “memory bottles” (empty alcohol containers) are not allowed in the residence halls.

- Alcohol Policy

  - Student Alcohol Policy

All campus-affiliated student organizations and all students who are currently enrolled at the University of Oklahoma or are pre-enrolled for subsequent semesters and have attended the institution for at least one semester in the current or past academic year are responsible for following federal, state and local laws, the Student Rights and Responsibilities Code, and the Student Alcohol Policy.

(1) All fraternities, sororities and residence halls shall be dry. Alcoholic beverages will not be allowed inside fraternity houses, sorority houses and OU residence halls or on the grounds surrounding them. Fraternity officers and members will sign an agreement to abide by this policy, which will be strongly enforced. Enforcement for campus alcohol violations and punishments
has been increased.

(2) To curtail alcohol abuse on and off campus, the University has adopted a mandatory, minimum “Three Strikes” policy. The first alcohol violation, whether off campus or on campus, will automatically result in appropriate parent/guardian notification and further alcohol education. A second violation will also automatically carry parent/guardian notification and an appropriate sanction. A third violation will result in automatic suspension from the University for a minimum of one semester. Parents/guardians will be informed of this policy at the time their son or daughter enrolls at OU.

(3) Events where alcohol is served, which are sponsored by campus-affiliated student organizations, shall be restricted to only Friday nights and Saturday nights.

(4) Transportation to and from off-campus parties sponsored by campus-affiliated student organizations shall include designated drivers or public transportation provided by the sponsoring group.

(5) Alcohol education programs have been expanded and all entering undergraduate students, age 22 and under, are required to complete these programs to remain in good standing. In addition, upon joining a fraternity or sorority, new members will participate in a University-approved alcohol education program before their new member program begins.

(6) An anonymous, confidential hotline has been established at (405) 325-5000 where violations of the anti-hazing, dry fraternity, sorority and residence hall policies may be reported.

(7) All fraternity and sorority recruitment events are alcohol-free. In addition, regulations have been established for IFC fraternities to regulate summer recruitment activities. These regulations include: mandatory registration of recruitment-related facilities, notification one calendar week prior to recruitment events, and open invitations to IFC and University representatives to attend any recruitment activities.

(8) Campus-affiliated student organizations are required to present a plan annually for organizationally-sponsored events prior to any activities where alcohol is served.

(9) Fraternity and Sorority Student Life has enhanced the University’s statement on prohibited hazing activities. Fraternity and sorority officers will sign a pledge to abide by this policy and report violations. It also will be provided to new members who will sign a statement promising to report violations. This statement on prohibited hazing activities also will be given to the new members’ parents/guardians, who will be urged to report any violations.

(10) The University has established a formal relationship with licensed alcohol counselors for immediate student referrals.

(11) The University has established the SafeRide program that is contracted with local public transportation companies to provide safe rides to discourage drinking and driving.

(12) Because of the critical student health and safety issues, any conflicting policy or process will be waived.

- Three Strikes Policy
  - Definition of a Strike
    A “strike” is the University’s official recognition of a student’s or organization’s violation of the University’s Student Alcohol Policy. Nothing herein shall waive a student’s right to due process. A strike is a final University disciplinary action that finds the
accused guilty of an alcohol-related violation. A student or organization may be charged with an alcohol-related violation based on the following:

1. A conviction, deferred sentence, or a plea that has the effect of conviction of an alcohol-related violation of which the University is made aware; or

2. A University finding or allegation that a student or organization may have committed an alcohol-related violation prohibited by the Student Rights and Responsibilities Code. Such violations include, but are not limited to, the conduct prohibited by Title 16 of the Student Rights and Responsibilities Code, the Student Alcohol Policy, incident reports and citations. Upon notification of the foregoing, or any other violation reasonably related to alcohol, the University may charge the student pursuant to the Student Rights and Responsibilities Code and the student shall be entitled to an appropriate hearing as defined by the Student Rights and Responsibilities Code. Whether by decision of an appropriate disciplinary body, administrative official, or by a negotiated settlement, any final University disciplinary action resulting in a finding of guilt for an alcohol-related violation shall be considered a strike. Alcohol violations and misconduct shall include, but shall not be limited to, minor in possession; public intoxication; manufacture, use or possession of false identification; driving under the influence; driving while intoxicated; actual physical control and involvement in a crime while under the influence. Student Affairs, by and through the Student Conduct Office, shall determine if a charge is alcohol related; however, the final determination shall be made by an appropriate disciplinary body or administrative official. A final disciplinary action shall be a decision to which no further right of appeal exists in the Student Rights and Responsibilities Code.

- **Reporting Mechanisms**
  
  The University may act on any reliable information it receives. Although not an exhaustive list, the University may be notified of prohibited conduct in the following ways:

  1. A police report from the University of Oklahoma Police Department
  2. A police report from the Norman Police Department
  3. Reports from other law enforcement or security agencies that are received by the University
  4. Notification by a University official that an alcohol violation occurred
  5. Any other information deemed reliable by the University that comes to the attention of a University official

  Once notified of alleged prohibited conduct, the University may investigate the information received to determine if the conduct constitutes a violation prior to taking action. Nothing herein shall waive a student’s right to due process. The University strongly supports and encourages any student seeking transportation assistance in the event he/she cannot safely operate a motor vehicle. Further, the University strongly supports and encourages students seeking medical and/or mental health care in the event of alcohol-related illness or other concerning behavior related to alcohol use. To ensure students prioritize their own safety and health, the University shall not utilize information that a student has sought or accessed medical / mental health treatment or the SafeRide program as a basis upon which to initiate disciplinary action or as evidence in any disciplinary proceeding.

- **Individual Sanctions**

  The following sanctions are mandatory
minimum sanctions for alcohol violations. Based on the severity of the infraction, the University reserves the right to impose any appropriate additional sanction(s). Any violation by an individual student remains part of the individual’s record until graduation. If a student is suspended after the third strike and is readmitted to the University of Oklahoma, the student is readmitted with two strikes.

- **1st Strike**
  - Parent/Guardian notification via return receipt certified mail
  - $75 administrative fee
  - Satisfactorily complete a defined alcohol education program
  - Censure. The notation of Censure shall be removed upon graduation from the University of Oklahoma subject to completion of disciplinary sanctions.

- **2nd Strike**
  - Parent/Guardian notification via return receipt certified mail with a follow-up telephone call
  - $150 administrative fee
  - Satisfactorily complete a defined alcohol counseling program
  - Satisfactorily complete 20 hours of approved community service
  - Disciplinary probation. The notation of disciplinary probation shall be removed upon graduation from the University of Oklahoma subject to completion of disciplinary sanctions.

- **3rd Strike**
  - Parent/Guardian notification via return receipt certified mail with a follow-up telephone call
  - Automatic Suspension

- **Deferred Strike**
  - The following individual alcohol violations shall be entitled to an automatic deferred first strike: minor in possession and/or public intoxication. In other similar, limited circumstances the University Vice President for Student Affairs, at his/her sole discretion, may grant a deferral for a first strike. A first strike based on a Driving Under the Influence (DUI) incident is not eligible for deferral. A deferred first strike will not be considered a violation and will not be maintained as a disciplinary record of the University unless the student commits another alcohol violation of any nature, within the 12-month period of deferral. In such event, the deferral of the first strike shall be revoked and the second alcohol violation shall be considered a second strike. To qualify for the ultimate removal of the deferred first strike, the student must not commit any other alcohol violation for a period of 12 months from the date the student is found responsible by the University for the deferred alcohol violation. Moreover, students are only entitled to one deferred strike during their attendance at the University.

- **Removal of Individual Strike**
  A student who has received a first strike may request that the strike and the record be removed from his/her student file provided the student meets the relevant eligibility criteria and provides documents evidencing the following criteria. This request must be made in writing to the Student Conduct Officer. In order to be eligible to request to have the strike and the record removed from his/her student file at the University, the student must present documentation of the following:

  (1) It has been one year since the student was found responsible by the University for an alcohol violation.
(2) The student has not received any additional charges or alcohol-related violations on or off campus since the student was found responsible by the University for the alcohol violation at issue.

(3) The student timely completed all agreed-upon sanctions required by the University. Removal of the strike is at the sole discretion of the University Vice President for Student Affairs or his/her designee. Additionally, this opportunity for a student to have a first strike removed from his/her University record does not apply to DUls, applies only to charges under the University’s Three Strike Policy, and in no way limits any other available action by the University including, but not limited to, any violation of the Student Rights and Responsibilities Code. Moreover, a student is only entitled to one strike removal during his/her attendance at the University.
SAFETY AND SECURITY
CAMPUS SAFETY BEST PRACTICES

COMMON SENSE APPROACH TO SAFETY

Security is every resident’s business. Crime is a nearly universal fact of life in society today. Unfortunately, the campus is not immune from criminal activity. The majority of crimes occurring in the residence halls are thefts and are opportunistic in nature. In other words, if property is unmarked or unsecured it is susceptible to being stolen.

The university has taken direct measures to aid you in protecting you and your property. A number of resources are provided to help you maintain a secure environment.

- **Security Cameras**
  In order to provide a safer, more secure environment, security cameras are in use in many first-floor areas as well as the elevators and stairwells in the residence halls. They also are in Couch Restaurants’ storage and loading areas, and student dining areas. They are in standard bubble casings. They are not located in upstairs living areas.

- **Report Suspicious Floor Activities**
  Be aware of what goes on in your residence hall. You and your fellow residents are in the best position to recognize intruders, improper and destructive behavior, tampering with fire safety equipment, and vandalism. You should not assume anyone who wanders onto or is present on your floor is a guest. An unfamiliar face may be a thief looking for an unlocked door. Promptly report suspicious persons or activities to OUPD at 911 from a university phone or (405) 325-1911 from a non-university phone.

- **Malicious and Harassing Phone Calls**
  Harassing, annoying, obscene or threatening telephone calls are crimes. You are not obliged to stay on the telephone or talk to anyone. If you receive an unwelcome call — hang up! OUPD can provide additional information about problem calls.

  OUPD and the Telecommunications Office, (405) 325-1873, cooperate in investigating harassing telephone occurrences. A brochure on malicious calls is available through OUPD.

- **Crimestoppers**
  at (405) 325-STOP (7867)

  OUPD established the OU Campus Crimestoppers program in 1992 to assist in the investigation of unsolved crimes occurring on or off campus.

  If you have information about a crime call (405) 325-STOP (7867) 24-hours a day, 365 days a year. All callers will remain anonymous and may be eligible for a reward of up to
$1,000. This program has allowed OUPD to solve cases that would have otherwise gone unsolved.

Crime affects you, even if you are not a direct victim, through higher insurance and housing costs. Help OUPD keep the university and residence halls safe and secure environments for everyone, including yourself.

- **Damage or Loss of Personal Property**
  You are responsible for damage or loss of institutional property from your room, regardless of the cause. The university does not assume responsibility for any loss of personal property. Your personal property loss may be covered on your parent or guardian’s homeowner’s insurance. If not, there are insurance companies that will provide low-cost renter’s or tenant insurance.

  Any missing items should be reported to OUPD immediately at (405) 325-1911. Please remember: always lock your room door.

  - **Residence Hall Room**
    Keep your residence hall room locked at all times - when you are in the room and when you are gone, even if just to visit a friend down the hallway.

  - **Textbooks and Backpacks**
    Backpacks and their contents, including textbooks and laptops, are high-risk theft items. Don’t leave these items unattended in your residence halls or on campus.

  - **Motor Vehicle**
    Not only should you keep your room locked, but your motor vehicle as well. Do not leave anything in your parked vehicle you cannot afford to lose. Make a habit of checking your vehicle periodically if you do not drive it regularly.

- **Mark your Valuables Through Operation Identification**
  Mark your valuables and portable property, including vehicle contents and accessories, with your driver’s license number. Engravers may be checked out from the SafeWalk Office in Cate Main free of charge.

- **Missing Persons Policy**
  The purpose of this policy is to define the procedures for the University of Oklahoma’s response to reports of missing students, as required by the Higher Education Opportunity Act of 2008

  The policy applies to students who reside in University Housing. This includes the residence halls and university-owned apartments.

  For purposes of this policy, a student may be considered a “missing person” when he or she is absent from the university for more than 24 hours without any known reason.

- **SafeWALK: (405) 325-WALK (9255)**
  Housing and Food Services provides a complimentary service to accompany you anywhere on campus and the Greek community from 8 p.m. to 2 a.m., seven days a week. This service is staffed by trained Resident Advisers who are readily available to assist students. Shirts and badges identify SafeWalk staff. The SafeWalk office is located in the Cate McSpadden Building.

  To reach SafeWalk, call (405) 325-WALK (9255).

- **Emergency Telephones**
  Familiarize yourself with emergency telephones (identified by a blue light and distinctive sign) available outdoors across campus. In the residence hall areas, the telephones are located:
• Third Street and Asp Avenue, southeast corner of Walker Center
• Walker/Adams Mall at the south end near the volleyball court
• Cate Center, north of the Cate basketball court
• Cate Center volleyball court between Cate Center Quad 4 and Adams Center
• Multi-purpose parking lots south of Huston Huffman Center
• Corner of 4th Street and Maple Street, south west of multi-purpose parking lot

If you require assistance from OUPD or wish to report persons or activity warranting police attention, these telephones provide free 24-hour direct access to the OUPD.

• Security Doors

All security doors on living floors are locked 24 hours a day during the academic year. Propping open a security door or tampering with door hardware could result in penalties for the floor community or individuals responsible.

• Soliciting, Proselytizing and Advertising

As a member of our community, you have the right of privacy. To protect you we prohibit door-to-door soliciting, proselytizing or political campaigning.

• Soliciting and Proselytizing

Door-to-door solicitation in the residence halls for sales or for proselytizing on behalf of causes or groups is prohibited. This policy does not prohibit students from arranging personal visits with individual students with which they are acquainted with the consent of both parties. If disturbed contact your center office.

• Advertising on Bulletin Boards

Bulletin boards are for public use. However, all posted items must first be approved by the director of Residence Life. Users are expected and required to respect previously posted material. Housing and Food reserves the right to remove signs hung without approval. Bulletin boards in the residence hall are cleared on a weekly basis to avoid clutter and eliminate outdated material. Forms are available in Walker Center, rm. 126, or online at ou.edu/housingandfood.

• Sidewalk Chalking

Chalking sidewalks without prior authorization is prohibited. Permission to chalk sidewalks must be granted through the Housing and Food Services Office in Walker Center, room 126. The form can be found in the Housing main office or online at ou.edu/housingandfood. If you have any questions call (405) 325-1284.

• Prohibited

- Material, posters, fliers, etc., attached to glass and brick interiors and exteriors
- Chalking the brick exteriors

EMERGENCY EVACUATION

Emergency evacuation instructions are posted in your community’s hallway. If your community does not possess an emergency evacuation placard, contact your RA or center office for a replacement.

You are urged to read the placard and familiarize yourself with emergency procedures, equipment and exits. When an emergency occurs, it is often too late to learn what to do. Please see the last page of this book for emergency assembly locations.
• Emergency Evacuation for Students with Disabilities

Students with disabilities are responsible for selecting at least two other students on their individual floor to assist them in an emergency evacuation. Each of the designated student aides will serve as a back-up should one or the other be unavailable to assist the student with a disability.

Upon evacuation, the student with a disability and student aide will vacate the building through posted emergency exits. In the event the stairwell is in use by others, the student with a disability will wait on the landing while the student aide will evacuate the building and notify the public safety authorities of the presence of a person with a disability in need of evacuation assistance. For further information on disability considerations, please contact Housing and Food Services at (405) 325-2511.

• Fire

• Fire Evacuation

Whenever the fire alarm sounds, you and all other occupants in the residence halls must evacuate the building and proceed to the designated alternate refuge area until you are notified it is safe to return to your building and room. As you leave your room, close your door. Students who do not vacate the building during the sounding of the alarm will be subject to disciplinary action. Meet at the emergency evacuation safe location designated by your RA.

Upon the sounding of the alarm:

• Move quickly and quietly to the exit for your area. In an orderly fashion, go to the designated waiting area for further instructions.
• Wear a coat and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use. Bring along your keys and ID.

• If you are away from your room when the alarm sounds, proceed to the nearest exit without returning to your room.
• Do not use elevators. Use stairways only.

• Fire Drills

An unannounced fire drill will be conducted by the fire marshal once a semester. This is in compliance with state law as well as for your own protection and safety. The purpose of the fire drill is to acquaint you with the exit routes from your buildings as well as familiarize you with the sound of the fire alarm. The fire drill allows the staff to test the alarm system to ensure it is properly functioning. The alarm signal is the same for a drill as for an actual emergency. During the drill, university officials will inspect all areas of the building, including residents’ rooms.

• Minimizing the Risk of Fire

Students demonstrating any of the following behavior will be subject to disciplinary action and prosecution:

• Falsely reporting a fire, serious injury or any other emergency
• Pulling a fire alarm when no fire is evident
• Setting a fire or possessing or using flammable or highly combustible materials
• Tampering with or misusing (accidentally or intentionally) public area fire-safety equipment, including fire extinguishers, sprinklers, smoke detectors, exit signs, alarm pull stations, alarm horns and hoses
• Possessing, using or manufacturing fireworks or explosives
• Using unauthorized appliances, candles or incendiary devices
• Failing to leave a building at the sound of the alarm or when so directed by residence hall staff
• Hanging fliers, decorations or other adornments on room doors and/or in any public area
• Smoking in the residence halls is prohibited.
SAFETY

- Incense burning is prohibited.
- Open flame devices are prohibited.
- Due to extreme fire hazard, open flame devices, such as lanterns, candles, potpourri pots or warmers using votives or canned fuel are strictly prohibited in the residence halls.
- Wickless candles can be used.

Adams Center Emergency Evacuation Areas
- If you live in either McCasland or Muldrow Tower evacuate to point “H”.
- If you live in Johnson Tower, evacuate to point “I”.
- If you live in Tarman Tower, evacuate to point “I” or Third Street.
• David L. Boren Hall Emergency Evacuation Areas
  • If you live in David L. Boren Hall, evacuate to point “C”.
• Couch Center Emergency Evacuation Areas
  - If you are located on the NW or SW side of Couch Center, evacuate to point “F”.
  - If you are located on the NE or SE side of Couch Center, evacuate to point “G”.

• Walker Center Emergency Evacuation Areas
  - If you are located on the NW or SW side of Walker Center, evacuate to point “J”.
  - If you are located on the NE or SE side of Walker Center, evacuate to point “K”.
• **Severe Weather**  
Since Oklahoma weather can be severe and difficult to predict, it is important that you know which county you are in so that you can interpret forecasts and warnings provided by the media and other sources. The University of Oklahoma Norman campus is in Cleveland County. In the case of severe weather, watches and warnings will be announced over the intercom system in all centers. Students should be aware of their surroundings at all times by checking weather bulletins and listening for the City of Norman severe weather sirens.

• **Best Available Refuge Areas**  
Severe weather refuge areas have been identified for each specific building. Please consult the back of your room door or placard in the elevator lobby for information specific to your floor or contact an RA.

• **Civil Defense and Siren Tests**  
The City of Norman maintains a citywide civil defense warning siren network that is used to signal imminent danger from tornadoes. It is a familiar sound, as it is tested every Saturday at noon year round as the weather permits.

• **Imminent Danger**  
A steady siren for three to five minutes means imminent danger. Take refuge immediately in the nearest suitable refuge space. Refuge space should be identified in advance. Refuge space information also can be found in every elevator lobby. Once the sirens sound, it is too late to seek refuge at a remote location.

• **All-Clear Signal**  
An “all-clear” signal will NOT be given via the siren systems. It is urged that reliance be placed on the information disseminated by OU Emergency Preparedness University Meteorologist by checking ou.edu/emergencypreparedness/weather, like OU Emergency Preparedness on Facebook or follow @ouemergencyprep on Twitter. Information specific to Norman campus weather situations will be found at these locations.

An “all-clear” signal usually will be given on the local radio stations for any imminent danger warning disseminated by means of the City of Norman siren system (KGOU 106.3-FM, WWLS 640-AM or KNOR 1400-AM). These stations also may be used for weather advisories and updates. An “all-clear” emergency notification message via OU Alert emergency notification system will also generally be sent once the weather danger has passed. Ensure that your emergency contact information is updated and correct at accounts.ou.edu so that you will receive emergency messages.

• **Tornado Watch: Conditions are favorable for tornadoes.** In the event that the National Weather Service issues a Tornado Watch for the area (Cleveland County), on-duty Residence Life staff will initiate a pre-recorded voice announcement over the Emergency Command System making residents aware of the situation and suggesting that residents stay alert to the weather conditions by listening to local radio/television stations.

Residence Life staff will also post a watch-specific notification sign on the first floor of each residence hall building, and in elevator cars, alerting residents to stay tuned to weather conditions on TV/radio. Residence Life Staff will also monitor the NOAA Weather Radio, utilizing Specific Alert Message Encoding (SAME) programmed for the Cleveland County and Norman areas, in each center office.

Students living in University Residence Halls are advised to follow the emergency response procedures permanently posted in the elevator lobbies, hallways, back-side of resident’s room doors or online at ou.edu/emergencypreparedness.
- **Tornado Warning**: A tornado has been sighted. In the event that the National Weather Service issues a Tornado Warning, and/or the City of Norman civil defense sirens are sounded, a pre-recorded voice announcement will play throughout all residence halls simultaneously over the Emergency Command System, that will advise residents to take immediate precautions.

  Students living in University Residence Halls are advised to follow the emergency response procedures permanently posted in the elevator lobbies, hallways, back-side of resident’s room doors or online at ou.edu/emergencypreparedness.

  **Once the sirens sound, it is too late to seek protection at a remote location. Everyone must seek protection immediately.**

  - **In Case of a Tornado Warning.**
    - GET INDOORS, GET DOWN, COVER UP
    - Immediately move to the place identified in your building’s tornado plan.
    - If you are unclear where that is, seek an interior space away from windows, with as many walls between you and the storm, and as low as possible.
    - After a tornado warning is issued it is too late to seek the Best Available Refuge Area.

  - **In Case of Advanced Notice Before a Tornado Warning is Issued**: There may be days identified by the National Weather Service as a “Particularly Dangerous Situation” (PDS) where the potential for tornadoes is highly likely. OU may take precautions on these days in advance of a tornado warning and close operations to allow people to seek Best Available Refuge Areas.

  Do not wait until a tornado warning is issued to move. After a tornado warning is issued it is too late to seek the Best Available Refuge Area.
IN CASE OF A TORNADO WARNING:

- “GET INDOORS, GET DOWN, COVER UP”
- Immediately move to the place identified in your building's tornado plan.
- If you are unclear where that is, seek an interior space away from windows, with as many walls between you and the storm, and as low as possible.
- After a tornado warning is issued it is too late to seek the Best Available Refuge Area.

IN CASE OF ADVANCED NOTICE BEFORE A TORNADO WARNING IS ISSUED:

- There may be days when an enhanced risk to safety may be identified by the National Weather Service. OU may take precaution on these days in advance of a tornado warning and close operations to allow people to seek Best Available Refuge Areas.
- The attached map shows the route from your building to the Best Available Refuge Area.
- Do not wait until a tornado warning is issued to move. After a tornado warning is issued it is too late to seek the Best Available Refuge Area.
• Adams Center Best Available Refuge Areas
  - The below map shows the route from your building to the Best Available Refuge Area.
  - Do not wait until a tornado warning is issued to move. After a tornado warning is issued, it is too late to seek the Best Available Refuge Area.

• Adams Center Severe Non-PDS Day
  - When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol: 🏘️
  - Residents of floors 2-6 may proceed to their interior hallway with all doors shut, or stay in their restroom with the doors shut.
  - Residents of floors 7-12 may proceed to the basement or to those safe zones on floors 2-6.
• Couch Center Best Available Refuge Areas
  - The below map shows the route from your building to the Best Available Refuge Area.
  - Do not wait until a tornado warning is issued to move. After a tornado warning is issued, it is too late to seek the Best Available Refuge Area.

COUCH CENTER:
OCCUPIANTS ON FLOORS 2-4 TO COUCH CENTER BASEMENT.
OCCUPIANTS ON FLOORS 5-12 TO COUCH CENTER SHELTER.
*ALTERNATE LOCATION - BIZZELL LIBRARY
• **Couch Center Non-PDS Day**
  - When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol: 
  - Residents of floors 2-6 may proceed to their interior hallway with all doors shut, the elevator lobby, or stay in their restroom with the doors shut.
  - Residents of floors 7-12 may proceed to the basement or to those safe zones on floors 2-6.
• David L. Boren Hall Best Available Refuge Areas
  ▪ The below map shows the route from your building to the Best Available Refuge Area.
  ▪ Do not wait until a tornado warning is issued to move. After a tornado warning is issued, it is too late to seek the Best Available Refuge Area.

• David L. Boren Hall Non-PDS Day
  ▪ When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol: 
  ▪ Close windows if time permits.
  ▪ Residents should head to floors 2 -4 in the innermost hallways, with all doors shut and away from windows.
  ▪ Residents may also utilize the central stairwell and stairwell landings between floors 2-4.
• Walker Center Best Available Refuge Areas
  - The below map shows the route from your building to the Best Available Refuge Area.
  - Do not wait until a tornado warning is issued to move. After a tornado warning is issued, it is too late to seek the Best Available Refuge Area.

• Walker Center Non-PDS Day
  - When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol: ⬤
  - Residents of floors 2-6 may proceed to their interior hallway with all doors shut, the elevator lobby, or stay in their restroom with the doors shut.
  - Residents of floors 7-12 may proceed to the basement or to those safe zones on floors 2-6.
• Active Shooter Procedures

If gunshots are heard in or around a campus facility that precedes an OU Alert emergency message making notification of an armed individual or active shooter, use a continuous assessment process to decide upon appropriate survival action. If you receive an OU Alert, emergency notification message that a shooter is on campus, avoid the area and do not call 911 unless there is a life threatening emergency.

- If an armed individual on campus / active Shooter is INSIDE the building:
  - Get Out. If it is possible to flee the area safely and avoid danger, do so.
  - Move quickly; do not wait for others to validate your decision.
  - Make it routine practice to keep your keys and cell phone on your person. Leave other belongings behind.
  - Leave the area and use a route to avoid being seen by the shooter. Listen continually for sounds of a threat and move away from it.
  - When outside move away from the building as quickly as possible. Keep moving until you are completely out of the area.
  - Call 911 to report the incident as soon as safely possible.
  - If contacted by police, do exactly as you are told.

- If an armed individual on campus / active Shooter is INSIDE the building and you cannot get out:
  - Hide Out. Move to area that can be locked or barricaded.
  - Turn off lights and all noise producing devices.
  - Remain out of any line of sight from doorways and any interior windows. Do not stay directly in front of doors.

- If located with others quickly formulate your plans should the armed individual gain entry to your space. Spread out and look for improvised weapons. There may be more than one armed individual.

- Get down on the floor or under a desk and remain silent.

- Call 911 only if you can do so without giving away your location to the armed individual.

- Unknown or unfamiliar voices may be misleading and designed to give false assurances; therefore do not let anyone in the room or building in case that person is the armed individual or may be someone being held hostage by the armed individual.

- Stay in place without giving away your location until contacted by authorities.

- Once contacted by police, do exactly as you are told.

- If an armed individual gains access to your room implement your plan to Take Out the threat.

- Assume the active shooter will succeed in wounding or killing everyone unless he is stopped.

- Coordinate with any others trapped in the situation to throw things to distract the shooter as you attack as a group from all directions.

- Use group body weight to pin the armed individual and any weapons.

- If possible, isolate the weapon, but DO NOT pick it up.

- When you have the advantage, do not relinquish it until officers are on the scene and direct you to do so.

- When contacted by police do exactly as you are told.

- If an armed individual on campus / active Shooter is OUTSIDE your building:

  - Close and lock all windows and doors; if locks are not an option attempt to
obstruct the doorways with heavy objects.
- Turn off all lights, silence all sounds (e.g. cell phones, televisions, copy machines). Remain calm and quiet.
- Stay away from doors and windows.
- Call 911 to report the incident as soon as possible.
- If you are OUTSIDE and the shooter is in the same area:
  - Use a continuous assessment process listening continuously for sounds of a threat and move away from it.
  - If getting out of the area is not possible, hide out behind a building, car or other large object until you can safely move.
  - Remain calm and quiet and silence all sounds (e.g. cell phones) until you are in a safe location.
  - Call 911 to report the incident as soon as possible.
  - If getting out or hiding out are not possible formulate a plan to take out the shooter.
  - When contacted by police do exactly as you are told.
CAMPUS RESOURCES

BEHAVIOR INTERVENTION TEAM

The mission of the University of Oklahoma’s Behavior Intervention Team (BIT) is to promote student, faculty and staff success and campus safety by identifying individuals who demonstrate behaviors that may be early warning signs of possible disruptive or violent behavior and intervene at the earliest possible point.

The focus of OU's Behavior Intervention Team is care and concern for students, faculty members or staff members who may be in distress. Team members coordinate resources and implement a coordinated response with the goal of providing assistance to the individual while mitigating risk in an effort to keep the OU community healthy and safe.

These behaviors, especially when more than one are present, may be signs that a student, faculty member or staff member is in distress:

• Experiencing a decline in work or academic performance
• Demonstrating disruptive or disturbing behavior
• Showing dramatic changes in appearance, behavior or weight
• Having problems at home, with classes or work
• Making disturbing comments in conversation, email, letters, social media postings or papers
• Sad, anxious or experiencing dramatic mood shifts
• Abusing alcohol or drugs
• Isolating themselves socially
• Acting paranoid or suspicious
• Frequently angry or easily frustrated
• Struggling with health problems

To make a report to BIT, you can call the BIT Hotline at (405) 325-7700, email the team at Norman-BIT@ou.edu, or fill out the online report form at http://www.ou.edu/normanbit/index.html.

INTERNATIONAL STUDENT SERVICES

Housed out of the College of International Studies, International Student Services has been providing services to international students for over fifty years. They assist more than 2,000 international students and their dependents from over 100 countries, providing expert advice and support to every international student. They work with international students, faculty and staff, community members, US federal officials, and a variety of government agencies. Services provided
include immigration and visa advice and support, enrollment guidelines and assistance, scholarships, health insurance availability, and student employment opportunities, among multiple other services. They can be reached via phone at (405) 325-3337 or by email at iss@ou.edu.

LGBTQ ALLY
LGBTQ Ally is a program sponsored by the Division of Student Affairs and the Gender and Equality Center. LGBTQ Allies are faculty, staff or students who have participated in educational training and are committed to providing support and inclusion for lesbian, gay, bisexual and transgender students. Allies also are committed to educating others about LGBT issues. LGBTQ Allies place a sign in their office that designates them as an active ally. You also may see allies wearing LGBTQ Ally buttons. Several members of Residence Life have participated in Ally training, are proud to serve as LGBTQ Allies, and are devoted to providing a safe and supportive environment for LGBT students. A complete list of LGBTQ Allies can be found at www.ou.edu/content/studentlife/diverse_communities/lgbtq/LGBTQ_ally

OU ADVOCATES
OU Advocates is a group of staff advocates on-call 24 hours a day, 7 days a week to respond if any of our OU community experiences sexual assault, relationship violence, stalking, or harassment. OU Advocates can be accessed through OUPD, the Gender and Equality Center or by calling 405-615-0013. OU Advocates is available for female and male identified individuals.

OU CARES
OU Cares is an initiative based out of the Graduation Office aimed at helping students overcome personal challenges to their success at OU. Students work one-on-one with staff to create an action plan to address the issue(s) impeding their success. Students should contact OU Cares with any issue they feel is getting in the way of their ability to create success at OU. These issues may include but most definitely are not limited to the following.
- Choosing a Major
- Improving GPA
- Improving Study Skills
- Homesickness
- Financial Concerns
- Planning for Graduation

OU Cares can be reached via phone at (405) 325-8103 or by email at oucares@ou.edu.

OU COUSINS
The OU Cousins program was created in 1996 by President and Mrs. David Boren as a way of developing understanding, friendship, and unity among U.S., International, and exchange students at the University of Oklahoma. Through this program, students are matched according to hobbies, majors, and countries of special interest. Each International or exchange student is matched with one or two American students and invited to participate in monthly programs that are free of charge. In addition, students are encouraged to get together outside of official Cousins events and share their respective cultures with one another through normal daily life. To join this program, contact OU Cousins by phone at (405) 325-3163 or via email at oucousins@ou.edu. Registration for the 2015 school year begins on August 1, 2015.
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