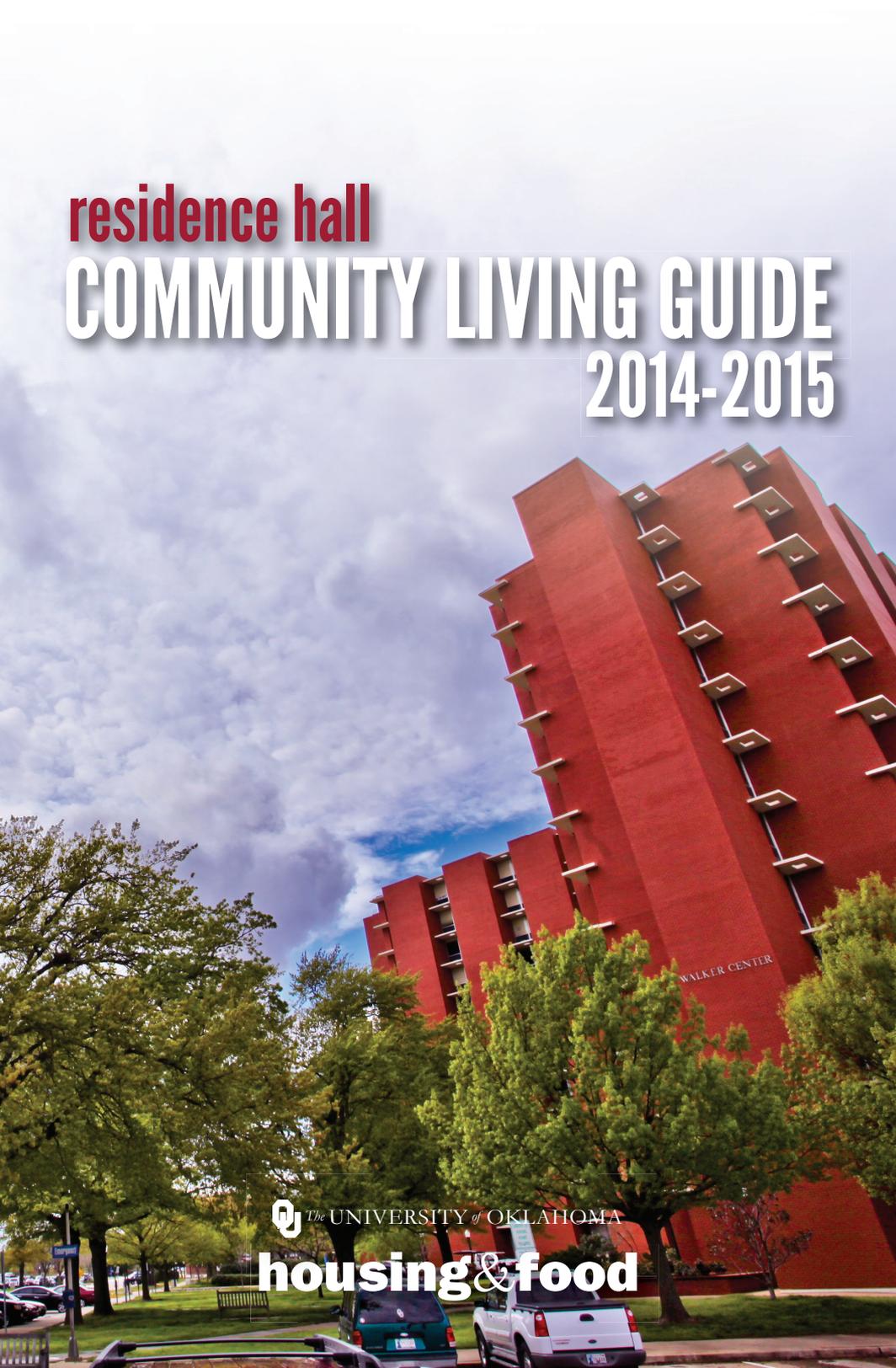


residence hall

COMMUNITY LIVING GUIDE

2014-2015



WALKER CENTER

 *The UNIVERSITY of OKLAHOMA*

housing & food

WELCOME FROM HCSA



I say welcome, because YOU are the most integral part of what our organization has to offer. Just by living on the University of Oklahoma's beautiful campus you have opened up a window of opportunities for success and leadership development. YOU are now a member of the Housing Center Student Association (HCSA), and how much you get involved is up to, you guessed it, YOU. I'm Jeremiah Stinnett, the president of HCSA and hopefully, your searchlight to navigating campus life. I'm ecstatic to see what this year has to offer every resident, and what amazing, fun and memorable experiences we can discover together!

HCSA is a student-led organization that works to serve residents' needs through programming, advocacy and service. Our goal is to make the residence halls a home. As a member of our family, you have the ability to play an important role. It all begins by joining your center's Resident Student Association (RSA) for weekly meetings. Meetings are only an hour a week, but you'll immediately be included in decisions for your center. Do you like Ping-Pong? Start a Ping-Pong tournament! Do you like cake decorating? Let's have a cake decorating party! The possibilities are endless. It's up to you to decide what events will make everyone feel at home in the residence halls. In addition, you can help organize a diverse range of events such as sushi rolling, blood drives, study parties and video game tournaments.

You also can join HCSA during weekly General Council meetings. These meetings allow for any student to show up and have their voice heard. If you want to change the quiet hours during dead week, fix a broken washing machine or install a new hydration station, WE can do that. You can help advocate for you and your fellow residents' needs. You just have to show up!

From free DVD rentals to the opportunity to attend regional and international conferences, HCSA is an organization you'll want to explore! You can learn more about us at ou.edu/hcsa.

Jeremiah Stinnett
HCSA President



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.





TABLE OF CONTENTS

Residence Life	6
Commitment to Diversity Statement	7
Participation in Assessment	7
Living in a Community	7
Services	7
Academic Support	7
Computer Support	8
Maintenance and Room Repairs	9
Mail	9
Amenities	10
Community Living	14
Residence Halls	17
Commuting on Campus	20
Campus Dining	22
Meal Plans	22
Campus Restaurants	23
Special Diets	24
Dining Visitors	24
Campus Access/Keys	26
Sooner Card	26
Keys	26
Contracts	27
Contracts	27
Conduct and Behavior	29
Safety and Security	41
Common Sense Approach to Safety	41
Emergency Evacuation	43
Campus Phone Directory	57



ou.edu/housingandfood



RESIDENCE LIFE

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 out 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.



ou.edu/housingandfood

RESIDENCE LIFE

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.

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.

LIVING IN A COMMUNITY

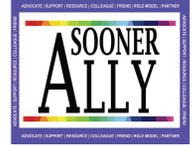
Housing and Food Services strives to provide a pleasant and safe community for all students. Each member of the community has a responsibility to be courteous and observe basic personal safety practices. Students who feel uncomfortable or unsafe should make those concerns known to the director of Residence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



SERVICES

SOONER ALLY

Sooner Ally is a program sponsored by the Division of Student Affairs and the Women's Outreach Center. Sooner 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. Sooner Allies place a sign in their office that designates them as an active ally. You also may see allies wearing Sooner Ally buttons. Several members of Residence Life have participated in Ally training, are proud to serve as Sooner Allies, and are devoted to providing a safe and supportive environment for LGBT students. A complete list of Sooner Allies can be found at www.ou.edu/content/studentlife/diverse_communities/lgbtq/sooner_ally_list.html.



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 Areas

24-hour monitored quiet study areas are located on Walker 12 and Adams Center, Johnson Tower First Floor. These areas maintain 24-hour, seven-days-a-week quiet hours. This amenity is provided to help residents study.

RESIDENCE LIFE

• 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 their 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

IT Services

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

Computer Labs

- The computer labs in Couch and Walker Centers are 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

RESIDENCE LIFE

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.

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 suitemates share one mailbox. In Cate you share a mailbox with your roommate.



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 may pick it up during the post office's operating

RESIDENCE LIFE

hours. Students must present their student ID to receive their package

• 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.

AMENITIES

Room Amenities

• Room Furnishings

The university provides a bed, closet, dresser, 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-foot 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

Each room is equipped with expanded basic cable TV service. If students would like to purchase premium channels or services individually, they must contact Cox Communications. Cox Communications can be reached at (405) 600-8282.

• Electrical Appliances

The following electrical appliances are allowed:

- Desk lamps (non-halogen lamps only)
- Refrigerators and microwaves

RESIDENCE LIFE

- Clocks, radios, record/CD players, stereos and televisions
- Computers, typewriters and printers
- Popcorn poppers
- 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.



Hall Amenities

• 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. If additional cycles for washing and/or drying are needed, residents can add Sooner Sense to their account. The cost for cycles that exceed the preloaded, eight-cycle credit is \$1.50/cycle. Visit ou.edu/soonercard for more information about Sooner Sense.

Laundry credits and Sooner Sense are two separate stored value accounts on a student's Sooner Card. Students can see funds in each account by visiting Sooner Card online at ou.edu/soonercard.

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

RESIDENCE LIFE

of Residence Life's office, Walker Center, Rm. 126.



• 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 center 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
 - Cate Center: Cate Main Building
 - 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.

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.

• 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

• 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.

• 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.

RESIDENCE LIFE

• 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

• Skates

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

• Halogen Lamps and Space Heaters

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

• 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."

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.

- 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.
- Due to fire code, hanging paper, fabric or other flammable substances on the outside of your room door is strictly prohibited.
- Hanging any type of lights from the ceiling is strictly prohibited.
- 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.
- There must be at least 10 inches of clearance on all sides of the heater/air conditioner.
- You must return your room to its original condition prior to vacating.
- Only 20 percent of your room door may be decorated. Door/hallway holiday decorations must be taken down within one week after the holiday.

RESIDENCE LIFE

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



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 multi-culturalism; 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.

- **Adopt-A-Professor**

The Adopt-A-Professor Program was designed to help students establish and maintain rapport with faculty members outside of the classroom. Research on the success rates of college students demonstrates that students who interact regularly with one or more faculty members are more likely to remain in college and graduate. Housing and Food Services believes activities in the residence halls provide ideal opportunities for increased interaction between faculty members and students. Each community will be assigned a faculty member,

allowing that faculty member to become an integral part of the residence hall community.

- **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.

- **Weekend Programming**

Weekend Programming is a complimentary social activity scheduled either on Friday or Saturday. 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.

- **Floor/House Officers**

To promote community ownership among the residents, your floor elects officers at the beginning of each year for positions of president, vice president, secretary and treasurer and social, academic and intramural chairs. Residents in these positions help coordinate activities with the RA for the community and help outline community policies.

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

RESIDENCE LIFE

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 8 in Davenport, 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.



- **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

RESIDENCE LIFE

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.



Rights of Privacy

As a student you have the same rights of privacy as other citizens in their homes. Entry into your room is authorized only:

- By your permission.
- By your roommate's permission.
- For repairs, room inspections or maintenance after reasonable notice has been given or you requested the service.
- To turn off unattended loud stereos or radios, persistently sounding alarm clocks or telephones, or other noise-producing devices, after unsuccessfully attempting to contact you or your roommate.
- During fire drills or alarms.
- During emergencies where danger to life, safety, health or property is reasonably feared.
- Upon authority of a search warrant issued by a university official pursuant to the Student Code of Conduct or by a court of competent jurisdiction.
- For closing inspections during all closings.

Room Changes

Room changes are done on a routine basis throughout the year, except during the first two weeks of the fall and spring semesters. 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

RESIDENCE LIFE

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. 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 or at the Center Office.

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 Sooner 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 Kathy Moxley from the Women's Outreach Center (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 HALLS

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. RAs work with professional staff in the building to plan educational, recreational, cultural, and social programs within the community. RAs promote an environment in which each resident can learn and grow. 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 first-year experience here at the University of Oklahoma. They are your best resource for getting plugged into campus.

Checking Into the Residence Halls

Students will be asked to complete and sign a room inventory. This same inventory sheet will be checked again when a 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.

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.

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.

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

• Upperclass Visitation Hours

Only those floors occupied exclusively by upper-class students and identified as such have

24-hour visitation privileges; however, this privilege does not allow for cohabitation or residency of a non-contracted community individual.

• Community Hours

Community hours are the hours where you may play your stereo 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. Monday through Thursday
- 11 a.m. - midnight Friday
- 11 a.m. - midnight Saturday
- 11 a.m. - 9 p.m. Sunday
- 24-hour quiet hours will be observed and strictly enforced during finals weeks.



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

• Quiet Lifestyles Floor

Quiet Lifestyles Floor students agree to keep noise levels at a minimum 24 hours a day. Residents and guests found in violation of the noise policy will be subject to a citation or further disciplinary action.

• 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

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
 - Cate Center: First floor of each house and in the Cate Main Building
 - 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

Room and board payments made during the fall semester do not cover winter break. Students may remain on campus during Thanksgiving and spring breaks; however, Housing and Food Services closes during winter break. During winter

break, students will not have access to their rooms. Winter break housing is available at an additional fee, and students are advised to visit the main office at Walker Center, Room 126, to find out about location and cost.

- Winter break - Break begins Dec. 13, 2014, and classes resume Jan. 12, 2015. Residents may return beginning Jan. 7, 2015, at 9 a.m.
- A student must vacate his or her room no later than Saturday, Dec. 13, 2014, at 10 a.m. or within 24 hours of their last final exam - whichever occurs first, unless he or she is participating in graduation exercises.
- Summer break - Residents must be out no later than noon on May 9, 2015, 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 9, 2015.

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 10, 2015.

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.

COMMUTING ON CAMPUS

Cars and Parking

If bringing a motor vehicle to campus, students must purchase an on-campus parking permit at the Parking Office in Stubbeman Place, (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.

Bicycles

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

- Bicycles are not permitted within the residence halls even when residents are gone for breaks (Thanksgiving, winter, spring break). 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.



CAMPUS DINING

OU Campus Dining is proud to offer more than 20 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.

Meal Plan Choices

The following meal plans are available for the 2014-2015 academic year.

- 12 Meals per week and 150 Meal Points per semester
- 10 Meals per week and 300 Meal Points per semester
- 8 Meals per week and 450 Meal Points per semester
- 6 Meals per week and 600 Meal Points per semester

Enhanced meal plans also are available at an additional cost:

- 14 Meals per week and 300 Meal Points per semester
- 275 Meals per semester
- 10 Meals per week and 600 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.



CAMPUS DINING

• Meal Exchanges

Select restaurants across campus will allow students to “exchange” a meal for a \$7.50 exchange value. Meal Exchanges are available whenever Couch Restaurants is closed and during all normal operating hours of restaurants south of Lindsey Street and Crossroads that accept meal exchanges.

• Block Meal Plans

These plans give students access to all of their meals at the beginning of the semester. Students may use these meals however they want. Additional deposits may be made any time at the Housing and Food Services office located on the first floor of Walker Center. These plans are only available to upperclass students.

Any unused amount on Meal Plan Points accounts will be forfeited on the last day of each semester, unless otherwise noted by the director of Food Services. Meal Plan Points are non-refundable and non-transferable. If you move out of Cate, Couch, Walker or Adams Center before the end of your academic year housing contract, you forfeit your meal plan.

CAMPUS RESTAURANTS

• Amicus Café

Hot entrées, pizzas and daily specials served up to our brightest legal minds in the OU College of Law.



• 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.

• Bookmark Café

If you're studying in the library, there's no better place to get your caffeine fix or grab a sandwich.

• 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.

• Crossroads

The university's only restaurant open 24/7, Crossroads serves a wide variety of food, from burgers and sandwiches to ice cream and all-day breakfast.

• Ruthie's

Our take on a 50s diner, Ruthie's in Cate main serves up burgers, fries and hot sandwiches.

CAMPUS DINING

• Einstein Bros Bagels

Einstein Bros Bagels wrote the book on bagels. They also have great coffee and espresso.

• 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 offers a daily special, pizzas, sandwiches, burgers and breakfast. A feature item is the 3 lb. EF5 Burrito, finish it in one hour and get a free T-shirt.



• 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.

• O'Henry's

Nestled in Cate Main, O'Henry's offers a wide variety of made-to-order sandwiches and wraps. O'Henry's is the place to go if you're in the mood for a hot or cold sandwich, salad or soup.

• Oliver's

Right across from O'Henry's, Oliver's serves made-to-order omelettes, pancakes and all-day breakfast. It also features burgers, chicken strips and other favorites.

• 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

• Roscoe's

Roscoe's offers a variety of coffee drinks and on-the-go snacks from its home in Cate Main.

• Starbucks

Everyone's favorite coffee and tea right here on campus in Oklahoma Memorial Union.

• Taco Mayo

Taco Mayo caters to all your Mexican food cravings.

• 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

If you have a food allergy question about campus menu selections, please contact our ingredient specialist, Dot Flowers, at dflowers@ou.edu.

DINING VISITORS

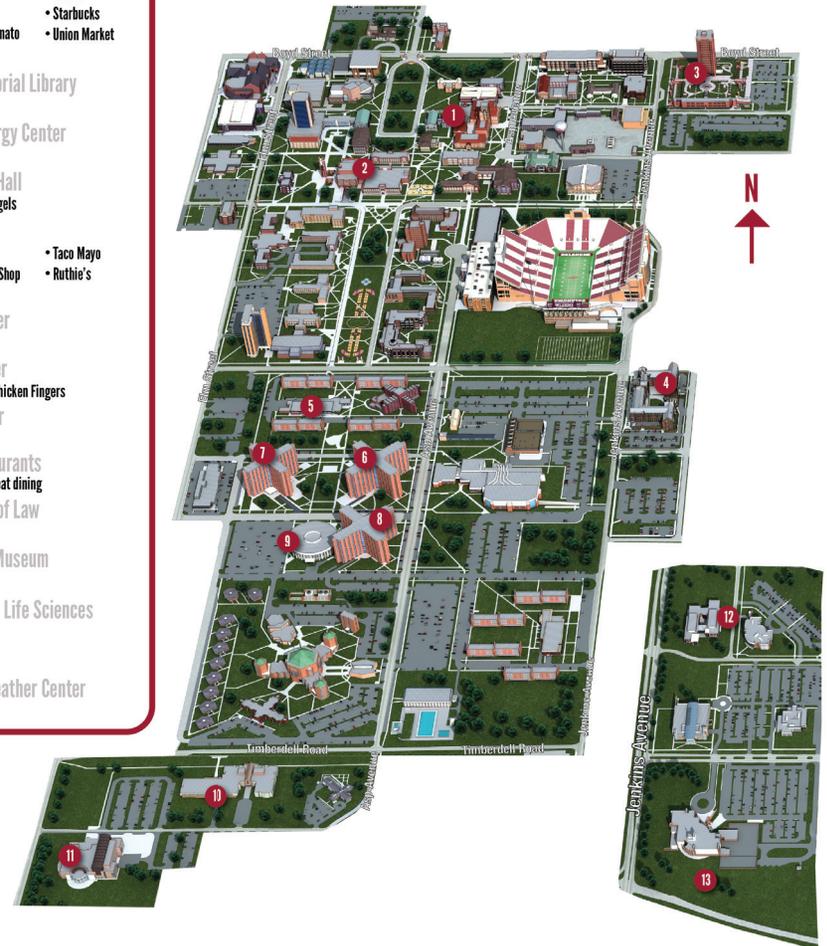
Anyone may dine in Couch Restaurants. All guests are required to pay the cash price before entering. A student can pay for guests with Meal Plan Points or with a Meal. Below are cash prices for meals:

- Breakfast: \$10
- Lunch: \$12
- Dinner: \$12
- Special Dinner: \$14

CAMPUS DINING

CAMPUS DINING MAP

1. Oklahoma Memorial Union
 - Crossroads
 - Chick-fil-A
 - The Laughing Tomato
 - Quiznos
 - Sbarro
 - Starbucks
 - Union Market
2. Bizzell Memorial Library
 - Bookmark Café
3. Sarkeys Energy Center
 - Bedrock Café
4. Headington Hall
 - Einstein Bros Bagels
5. Cate Main
 - Oliver's
 - Roscoe's Coffee Shop
 - O'Henry's
 - Taco Mayo
 - Ruthie's
6. Walker Center
 - Xcetera
7. Adams Center
 - Raising Cane's Chicken Fingers
8. Couch Center
 - Couch Express
9. Couch Restaurants
 - All-you-care-to-eat dining
10. OU College of Law
 - Amicus Café
11. Sam Noble Museum
 - Redbud Café
12. Stephenson Life Sciences Center
 - Elements Café
13. National Weather Center
 - Flying Cow Café





CAMPUS ACCESS/KEYS

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 office at (405) 325-3113.

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 card, you must return the Community Access Card to the location that the Community Access Card was issue to you. If your permanent card is not recovered, you must go to the Sooner Card Office in the Oklahoma Memorial Union, Room 127 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.



CONTRACTS

CONTRACTS

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' main 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 ozone.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 or a \$25 late charge is added.
- 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. Students must visit the Housing and Food Services office to apply for a release, and applications are located in the main 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 Sooner Housing Center. 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:

- Moving to live with a parent or legal guardian within a 50-mile radius
- 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 main Housing office prior to the end of the fall semester will be charged the first two weeks room portion of their contract, plus the \$165 cancellation fee. If they use their meal plan, they will be charged a daily rate of the meal plan plus the \$165 meal plan administrative fee. If they do not use their meal plan they will only be charged the \$165 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.

• Non-Freshman Buy-Out Option

Those considered for release may be required to buy out the Housing and Food Services contract at 25 percent of the remaining value. This option is only available for non-freshman students.



CONDUCT AND 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.

• 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

CONTRACTS

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

CONTRACTS

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 overturned 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



CONTRACTS

- ◆ 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

Cate Center: (405) 325-2411

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.



• 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 Act of 1972. Please familiarize yourself with the policies and procedures of the University's Sexual Assault, Discrimination and Harassment Policy, located online at ou.edu/eoo. Should you experience any sexual assault, harassment or discrimination, please contact the university's Title IX Officer, Laura Palk (405) 325-3549, or Kathleen Smith, the Sexual Misconduct Officer, at (405) 325-2215, Cate Center, Bldg 4, Norman, Ok., to file a complaint.

• 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.

CONTRACTS

Because the university is not a parent, students will be accountable, legally if necessary, for their actions.

• 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.

• Prohibited Behavior

▪ 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

▪ Drugs

Students who participate in the use, manufacture, sale or distribution of illegal drugs are subject to disciplinary action. Drug paraphernalia, including bongos, 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

CONTRACTS

- ◆ Second Offense - \$30
- ◆ Third Offense - Fine up to \$45 or disciplinary process

▪ Security Doors Propped Open

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

CONTRACTS

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.

• 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/studentcode.

- 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

CONTRACTS

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 send an email to 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 where violations of the anti-hazing and 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

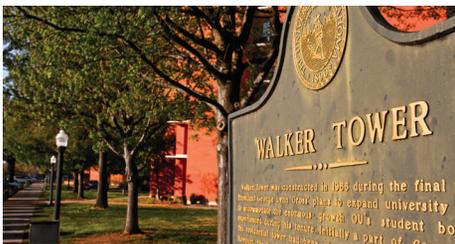
♦ Definition of a Strike

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



CONTRACTS

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

CONTRACTS

University record does not apply to DUIs, 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.



ou.edu/housingandfood



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 Main 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

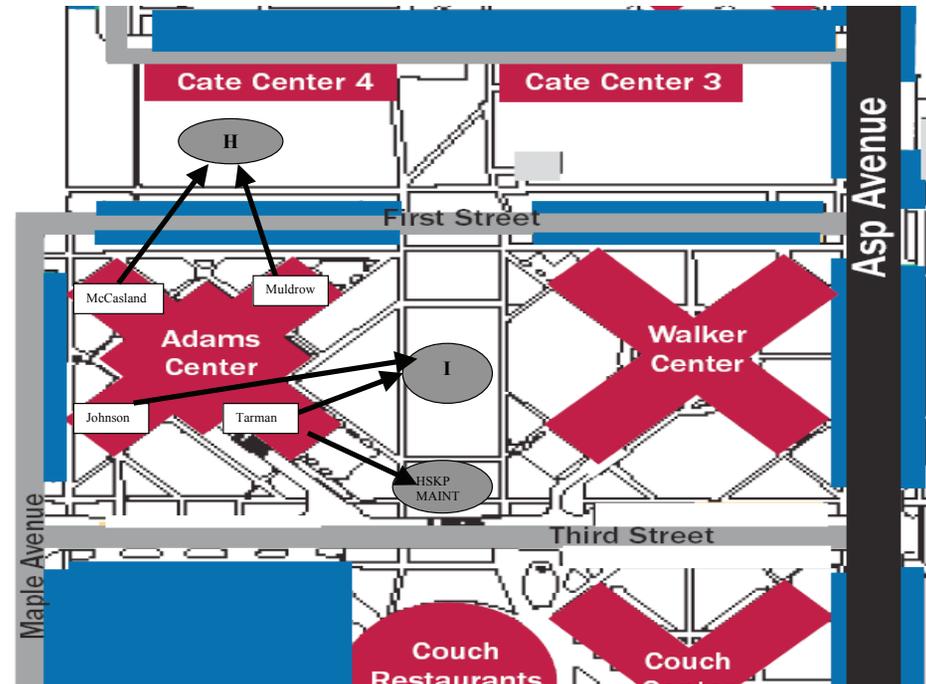
Students demonstrating any of the following behavior will be subject to disciplinary action and prosecution:

- ♦ 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 fire works 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.

- 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.

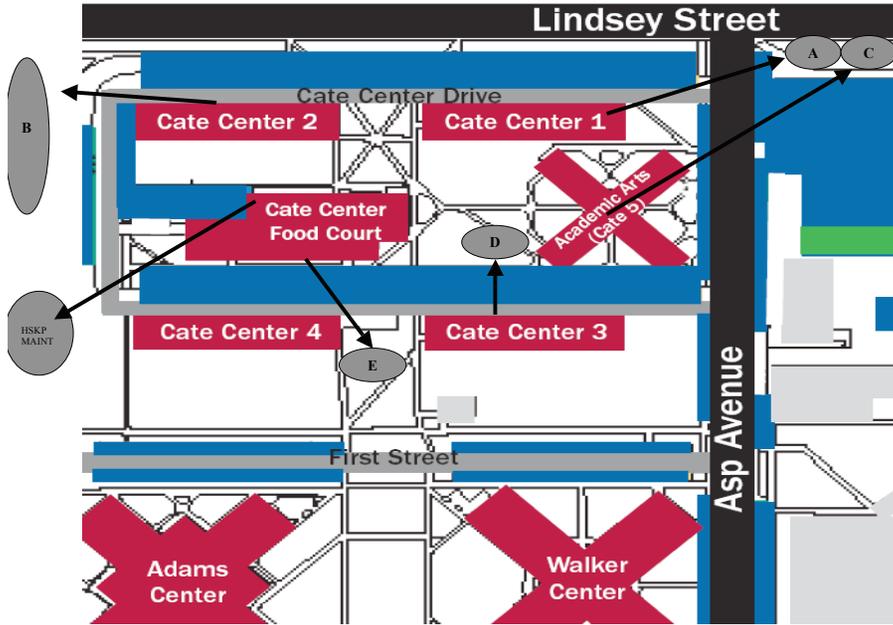
• Adams Center Emergency Evacuation Areas

- 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.



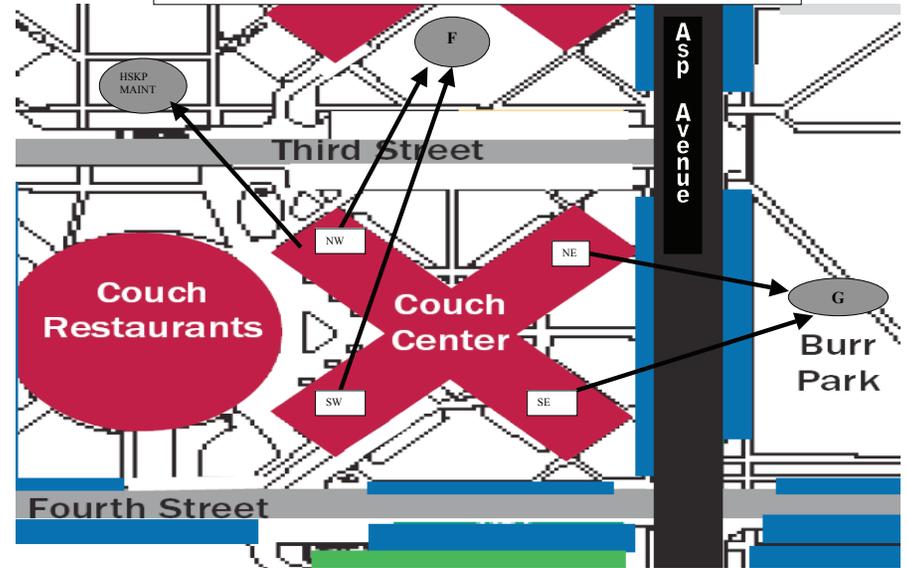
• Cate Center Emergency Evacuation Areas

- If you live in Cate Center 2, evacuate to point "B".
- If you are located in Cate Center Food Court, evacuate to point "E".
- If you live in Cate 3, evacuate to point "D".
- If you live in David L. Boren Hall, evacuate to point "C".



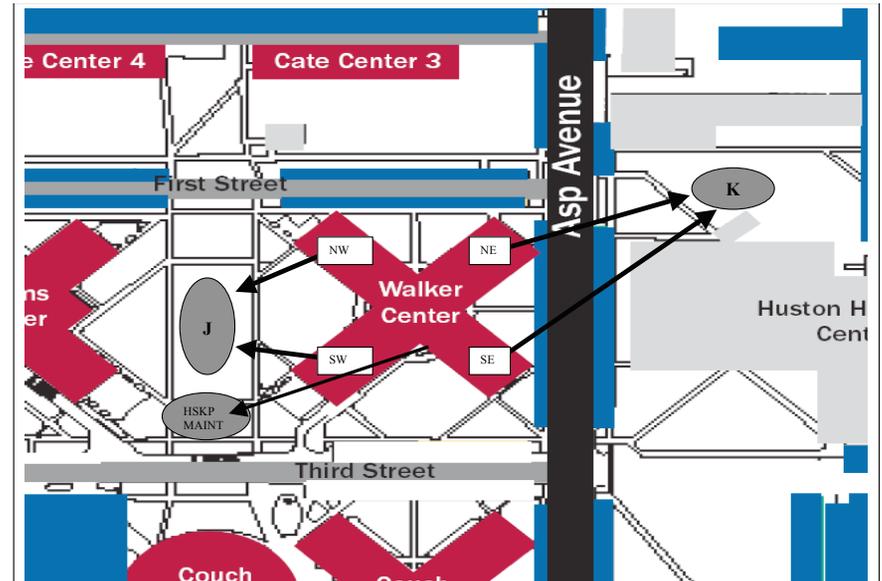
• Couch Center Emergency Evacuation Areas

- 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 Couch Center, evacuate to point "J".
- If you are located on the NE or SE side of Couch 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 broadcast media for forecast information.

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.

- **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.

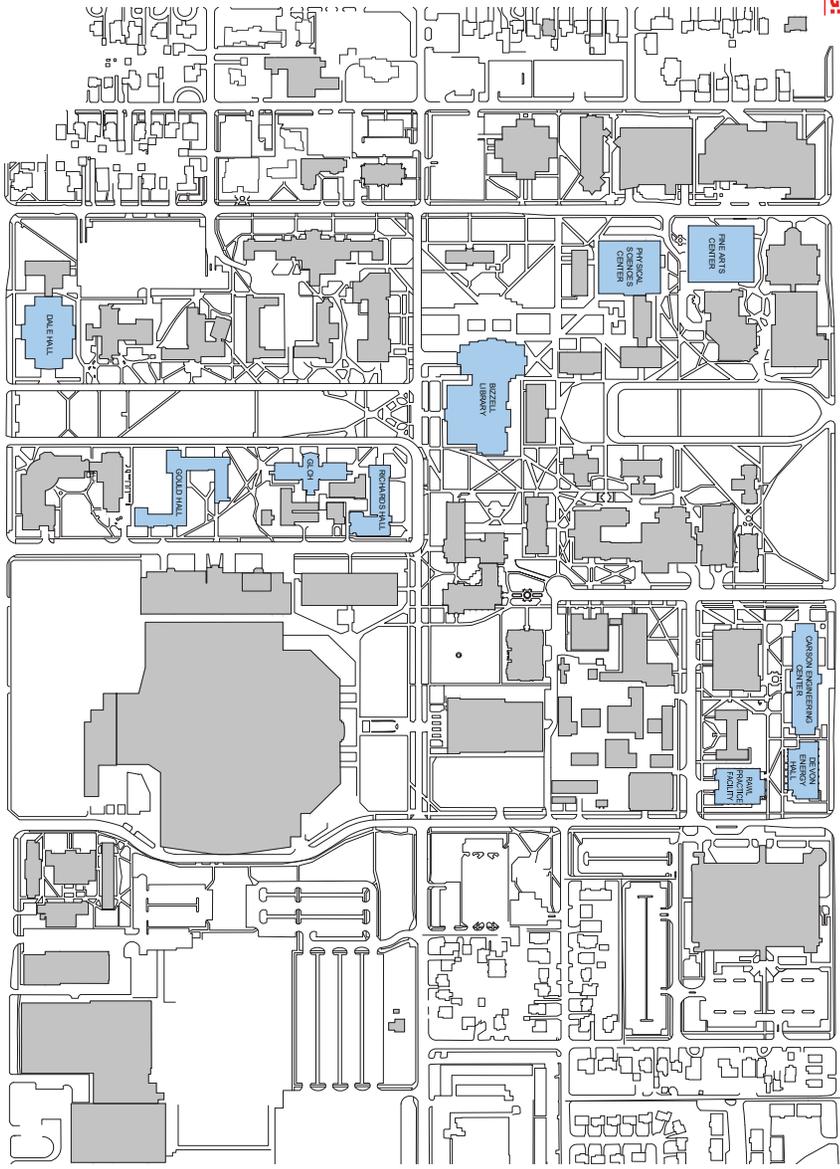
Do not wait until a tornado warning is issued to move. After a tornado warning is issued it is too late to seek the Best Available Refuge Area.

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 identified by the National Weather Service as a "Particularly Dangerous Situation" where the potential for tornadoes is highly likely. 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 buildings with 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.



Main Campus Map

BEST AVAILABLE REFUGE AREA MAP MAIN CAMPUS

LEGEND

■ BEST AVAILABLE REFUGE AREA

➤ ROUTE TO BEST AVAILABLE REFUGE AREA

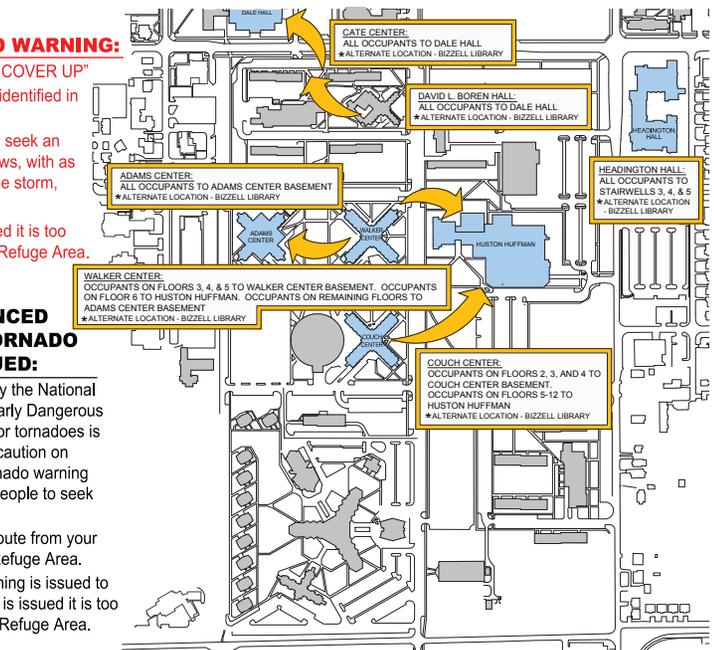
NORTH

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" where the potential for tornadoes is highly likely. 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.



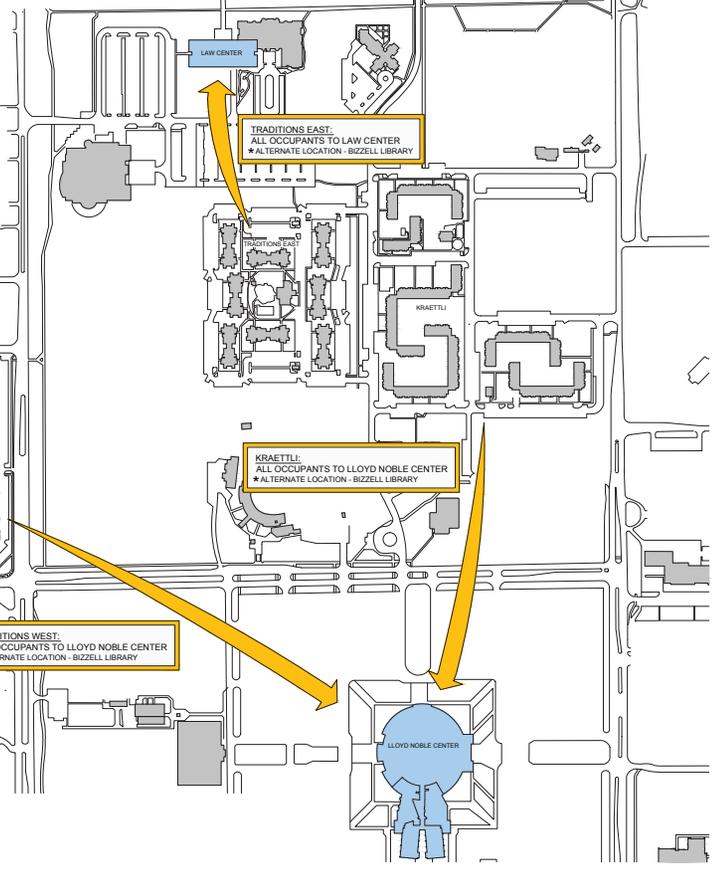
BEST AVAILABLE REFUGE AREA MAP STUDENT HOUSING

LEGEND

■ BEST AVAILABLE REFUGE AREA

➤ ROUTE TO BEST AVAILABLE REFUGE AREA

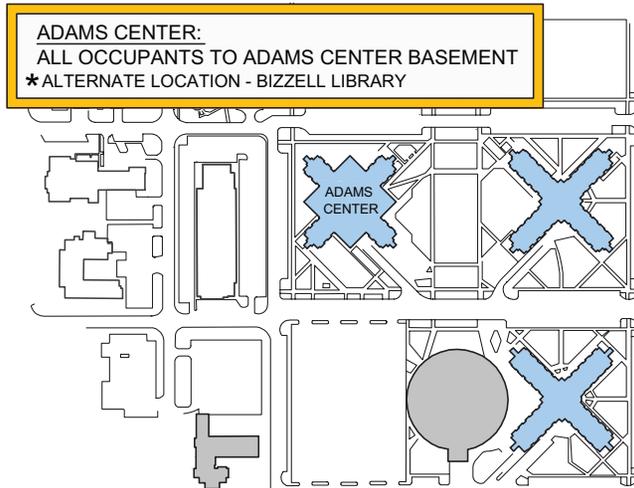
NORTH



Housing Map

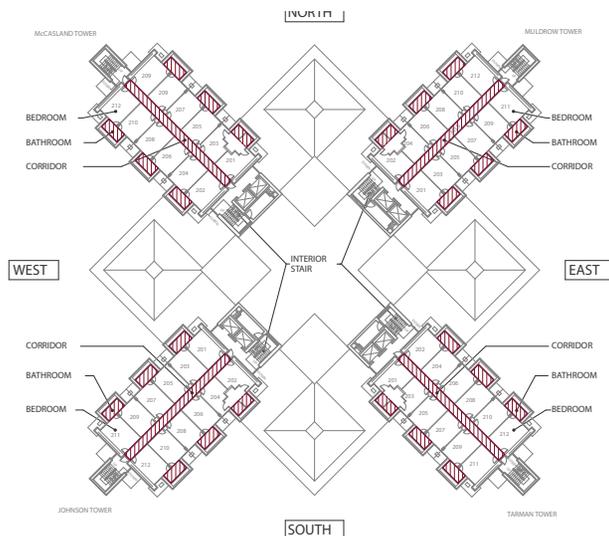
• Adams Center Best Available Refuge Areas

- 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.



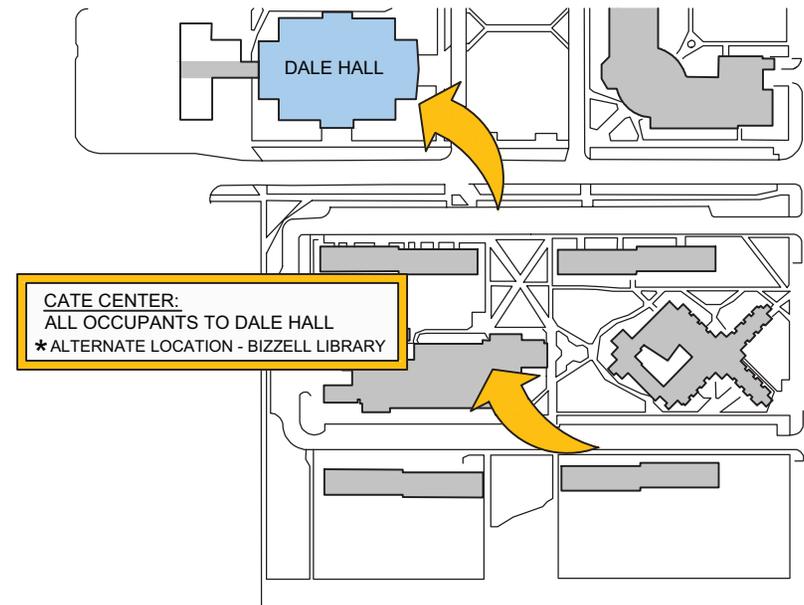
• Adams Center Severe Non-PDS Day

- 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.



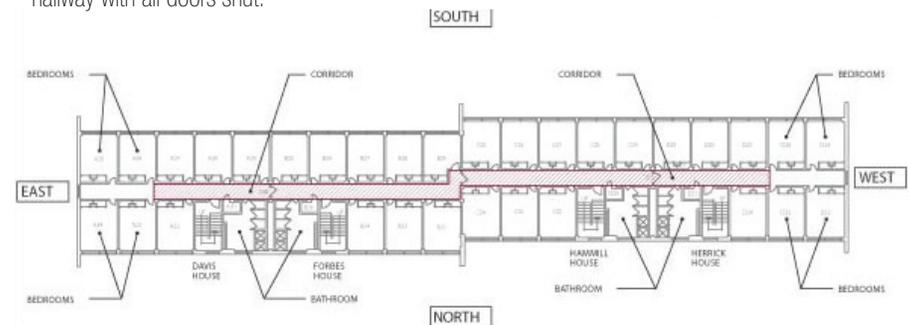
• Cate Center Best Available Refuge Areas

- 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.



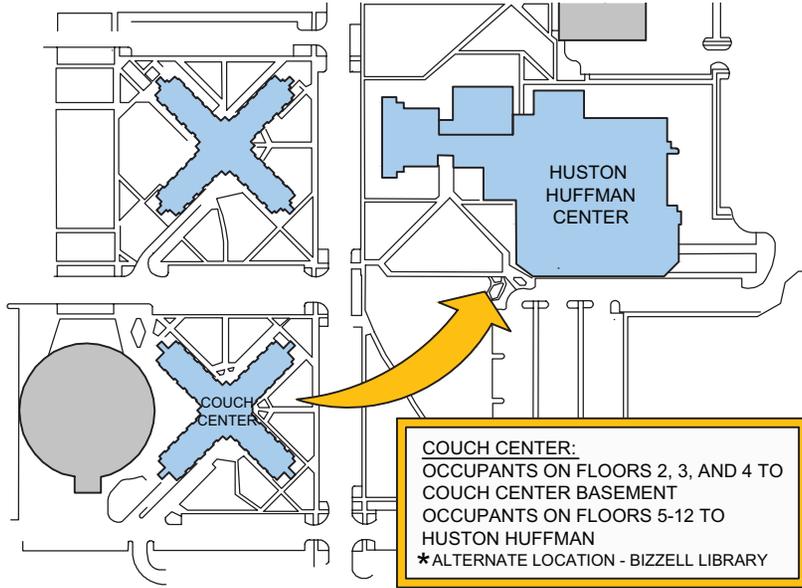
• Cate Center Non-PDS Day

- When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol: 
- Close windows if time permits.
- Residents should head to floors 2 or 3 in the innermost houses of the quad, staying in the hallway with all doors shut.



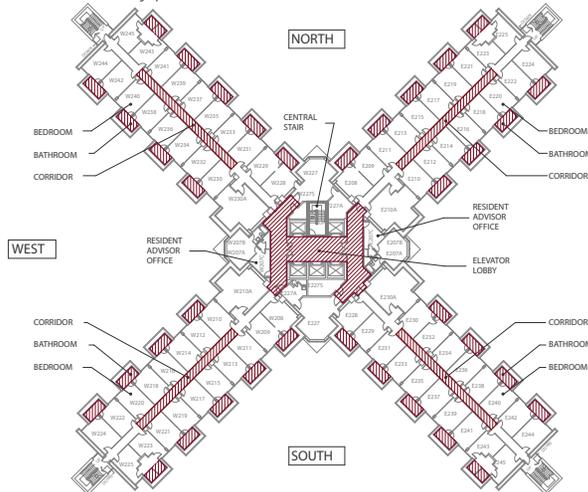
• Couch Center Best Available Refuge Areas

- 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.



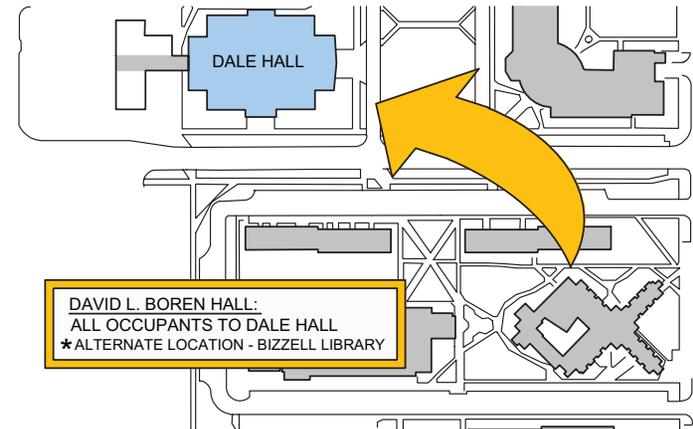
• Couch Center Non-PDS Day

- 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.



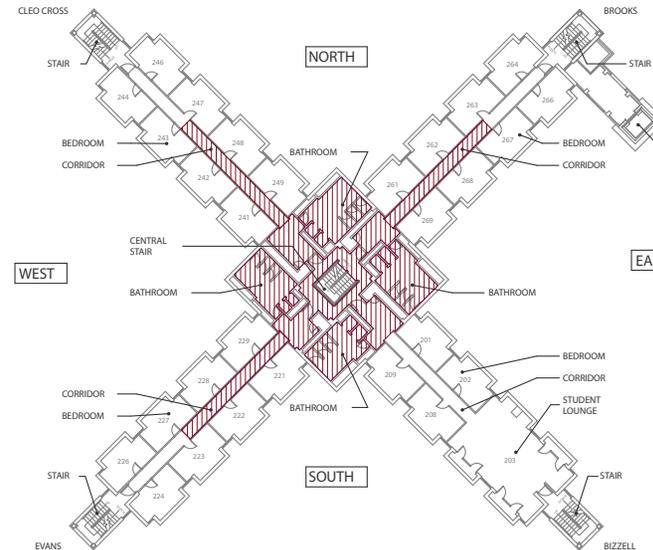
• David L. Boren Hall Best Available Refuge Areas

- 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

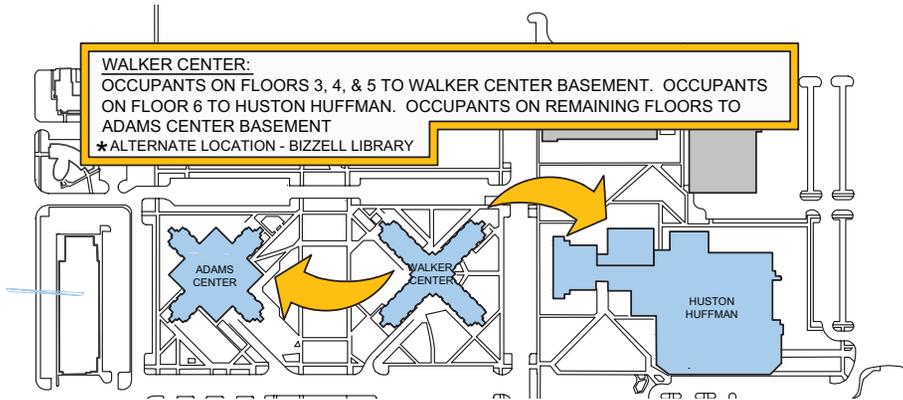
- When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol:
- Close windows if time permits.
- Residents should head to floors 2 - 4 in the innermost hallways, with all doors shut and away from windows.
- Residents may also utilize the central stairwell and stairwell landings between floors 2-4.



SAFETY

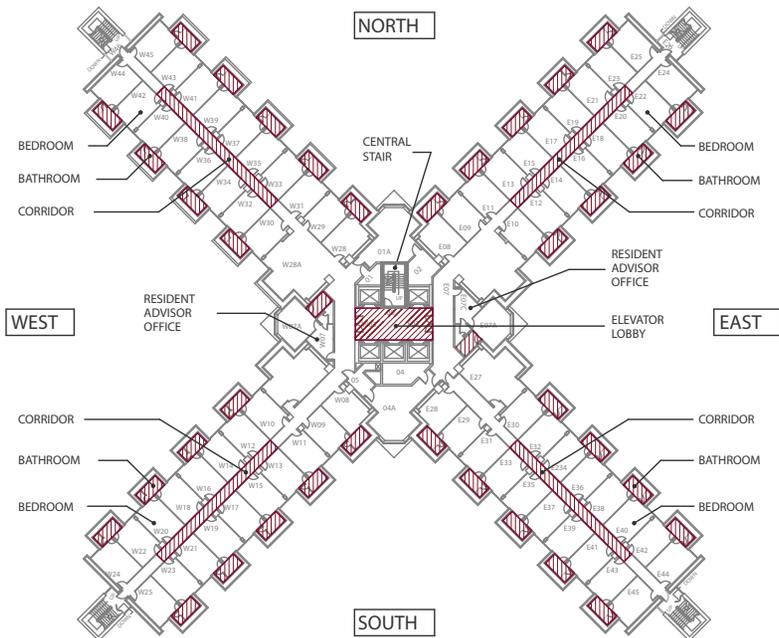
• Walker Center Best Available Refuge Areas

- 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.



CAMPUS DIRECTORY

CAMPUS OFFICES - ALL (405) AREA CODE

Admissions	325-2252	Information Technology	325-4357
Airport (Westheimer)	325-7233	Bizzell Library	325-4141
Alumni Affairs	325-1710	Lloyd Noble Center	325-4666
Armory	325-2021	National Scholars	325-1290
Athletic Department	325-8200	National Weather Center	325-1147
Benefits	325-2963	OCCE	325-4414
Bookstore (Stadium)	325-3511	Oklahoma Daily	325-2521
Bursar	325-3121	Oklahoma Memorial Union	325-2121
Campus Activities Council	325-4030	OUPD (Non-Emergency)	325-2864
Campus Grounds	325-6041	OU Post Office (Union)	325-1821
CART	325-2278	OU Post Office (Cate)	325-1755
CLEP Testing	325-6602	Parking Services	325-3311
Commencement	325-2756	Photo Archives	325-3717
Disabled Resources	325-3852	President's Action Line	325-1212
Distance Learning	325-1921	Printing Services	325-4176
Diversity Enrichment	325-3742	Provost	325-3221
Donations	325-0311	Prospective Student Services	325-2151
Employee Verification	325-2961	Public Affairs	325-1701
Facilities Management	325-3060	ROTC Air Force	325-3211
Faculty Senate	325-6789	ROTC Army	325-3012
Financial Aid	325-4521	ROTC Navy	325-2021
Fred Jones Jr. Museum of Art	325-3272	Sam Noble Museum of Natural History	325-4712
Goddard Health Services	325-4441	Sooner Card	325-3113
Golf Course	325-6716	Sooner Club	325-8000
Graduation	325-0841	Sooner Suites	325-2270
Greek Student Life	325-6350	Speaker Series	325-6789
History of Science	325-2741	Student Life	325-3163
Housing and Food Services	325-2511	Student Media	325-7099
Huston Huffman Center	325-3053	Student Services Center	325-3521
Intramurals	325-3053	Swimming Pool	325-4837
International Student Services	325-3337	Switzer Center	325-2345
		Transcripts	325-2012
		University Club	325-4678

CAMPUS DIRECTORY

COLLEGES

Architecture	325-2444	Fine Arts	325-7370
Arts and Sciences	325-4411	Graduate College	325-3811
Atmospheric and Geographic Sciences	325-3095	Honors College	325-5291
Business	325-3611	Journalism and Mass Communication	325-2721
Earth and Energy	325-3821	Law	325-4699
Education	325-1081	Liberal Studies	325-1061
Engineering	325-2621	OU Health Sciences Center Main	271-4000
		University College	325-3521



INDEX

A

Adams Center 7, 9, 10, 11, 12, 20, 23, 24, 32, 43, 45, 49
 Adopt-A-Professor 14
 Advertising 43
 Air conditioner 11, 14
 Alcohol Policy 36

B

Bicycle 21
 Block Meal Plans 23
 Bursar 8, 18, 21, 27, 28, 31, 54

C

Cable Television 11
 Campus Disciplinary Board 30, 31
 Candles 13, 44, 45
 Cars 20
 Car Repairs 21
 Cate Center 9, 10, 11, 12, 20, 23, 24, 32, 42, 43, 46, 50
 Center Coordinator 13, 18, 30, 31
 Chalking 43
 Checking Into the Residence Halls 18
 Checking out of the Residence Halls 20, 26, 28, 29
 Citation 14, 19, 29, 31, 32, 38
 Citation appeals 29, 32
 Collegiate Concepts, Inc. 11
 Combustibles 13
 Community Hours 18
 Commuting 20
 Computer labs 9, 35, 36
 Computer Network Policy 35
 Computer Support 9
 Contracts 23, 26, 27, 28, 29, 30, 31, 34, 36
 Copyright Infringement 35
 Couch 9, 10, 11, 12, 20, 23, 26, 32, 47, 51
 Couch Restaurants 2, 15, 22, 23, 24, 41

Courtesy Phones 12
 Cox Communications 11
 Crimestoppers 41

D

David L. Boren Hall 9, 46, 52
 Defacement of University Property 33
 Dining visitors 24
 Discrimination and Harassment Policy 32
 Double room 17
 Drugs 33

E

Elevator Tampering 33
 Emergency Room Changes 17
 Emergency Telephones 42
 Enrollment 28, 29
 Equipment Checkout 12
 Exemption from Housing Policy 28

F

Facilities Management 9, 10, 54
 Faculty-In-Residence 14
 Fire 13, 14, 17, 33, 34, 44
 Firearms 33
 Fire drill 17, 44
 Furniture 10, 11, 13, 33

G

Gambling 33
 Guests 8, 12, 16, 18, 19, 20, 24, 41

H

Halogen lamps 11, 13
 HCSA 2, 15
 Heater 14
 Housing and Food Office 23, 27, 28, 43
 Housing Learning Center 7

I

Incendiary Devices 13, 44

Incense 13, 45
 In Loco Parentis 33
 Institutional Property Misuse 33
 Insurance 42

K
 Keys 20, 26, 28, 44

L
 Laundry 11, 13, 24
 Ledges and Roofs 13, 34
 Littering 34
 Lounges 9, 10, 12, 13, 34

M
 Mail 10
 Maintenance 9, 16, 20
 Meal Exchanges 23
 Meal Plans 22, 23, 24, 26, 28
 Meal Points 22, 23, 24
 Meals 22
 Microwaves 11
 Minors 19
 Missing Persons Policy 42

N
 National Residence Hall Honorary 15
 National Weather Service 48
 No-Smoking Policy 33

O
 Officers 15
 Oklahoma Memorial Union 10, 24, 54
 Open-flame 13, 45
 Operation Identification 42
 OU Information Technology 9, 12, 36, 54
 OUPD 8, 19, 21, 26, 41, 42, 43, 54

P
 Painting 13
 Parking 20, 21, 54
 Parking Office 21, 54
 Parking permit 21
 Payment 20, 27, 28, 29, 32
 Pets 12
 Post Offices 10, 54
 Privacy 16, 18, 32, 43
 Proselytizing 43

Q
 Quiet hours 16, 19
 Quiet Lifestyles Floor 19

Quiet study area 7, 8

R
 Refrigerators 11
 Release from Housing and Food Services Contract 28
 Residence Hall Closings 20
 Resident Advisers 6, 17, 18, 19, 20, 26, 28, 29, 32, 34, 42, 43, 44, 49
 Resident Directors 17, 18, 19, 20, 31
 Resident Student Association 2, 15, 18
 Restroom 9, 10, 19
 Room change request 17
 Room Changes 17
 Room inventory 18
 Roommate 10, 11, 15, 16, 17, 18

S
 Safety 10, 11, 17, 34, 41, 44, 47
 SafeWALK 42
 Security Cameras 41
 Security Doors 18, 26, 34, 43
 Severe Weather 48, 49, 50, 51, 52, 53
 Sexual Assault 32
 Refuges 48, 49
 Sidewalk Chalking 43
 Single room 17
 Siren Tests 48
 Skates 13, 34
 Soliciting 43
 Sooner Ally 7, 17
 Sooner Card 22, 26, 54
 Space heaters 13
 Special diets 24
 Spring break 20, 21
 Student Code of Conduct 8, 9, 17, 27, 29, 30, 31, 33, 35, 36, 38, 40
 Student Conduct Office 29, 31, 32, 38
 Student Discipline System 29, 30
 Summer break 20

T
 Telecommunications Office 41
 Thanksgiving 20, 21
 The Buckley Amendment 32
 Tornado 48, 49
 Traditions Square 12, 15

U
 Unauthorized Entry 13, 34
 University Collections Division 27

University College 7, 55

V
 Vacuum cleaners 12
 Vandalism 33, 34, 41
 Visitation 16, 18, 19, 34
 Visitor Parking 21

W
 Walker 7, 9, 10, 11, 12, 20, 21, 23, 31, 32, 43, 47, 53
 Water Beds 12
 Water Guns 12
 Windows 13, 14
 Winter break 20, 21, 28
 Withdrawal from University and Housing and Food Services Contract 28, 29
 Women's Outreach Center 7, 17



housing & food

a department of Student Affairs

Printed by the University of Oklahoma Printing Services, July 2013.

This publication has been produced at no cost to the taxpayers of the State of Oklahoma. Housing and Food Services is a department in OU's division of Student Affairs. The University of Oklahoma in compliance with all applicable federal and state laws and regulations does not discriminate on the basis of race, color, national origin, sexual orientation, genetic information, sex, age, religion, disability, political beliefs, or status as a veteran in any of its policies, practices or procedures. This includes but is not limited to admissions, employment, financial aid and educational services. For questions regarding discrimination, sexual assault, sexual misconduct, or sexual harassment, please contact the Offices of Institutional Equity as may be applicable - Norman campus (405) 325-3546/3549, the Health Sciences Center at (405) 271-2110 or the OU-Tulsa Title IX Office at (918) 660-3107.

Please see www.ou.edu/eoo.