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*Home!*



HOUSING & RESIDENCE LIFE  
THE UNIVERSITY OF OKLAHOMA

# COMMUNITY LIVING GUIDE



2021-2022



# HOUSING & RESIDENCE LIFE

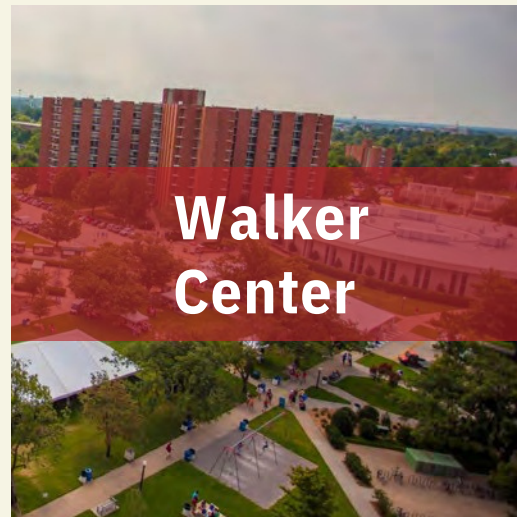
*The UNIVERSITY of OKLAHOMA*



**Couch  
Center**



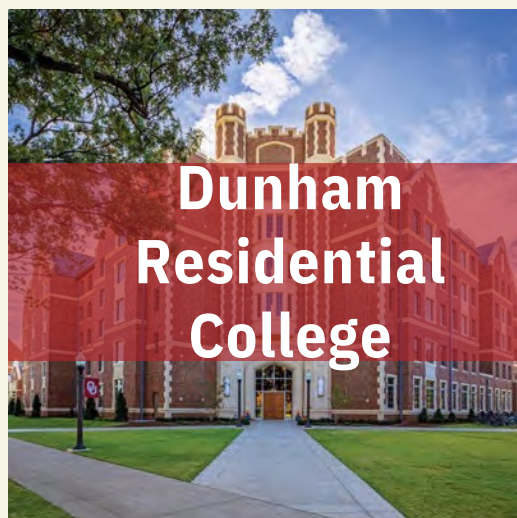
**Cross  
Village**



**Walker  
Center**



**David L. Boren  
Hall**



**Dunham  
Residential  
College**



**Headington  
Residential  
College**



**Kraettli  
Apartments**



**Traditions  
Square  
East**



**Traditions  
Square  
West**

**1406 ASP AVE., RM. 126  
(WALKER CENTER)**

**(405) 325-2511**

**HOUSINGINFO@OU.EDU**



**@OUHRL  
@OUCAMPUSDINING**



**@OU\_HOUSINGANDFOOD**



**@OU\_HRL  
@OUCAMPUSDINING**



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## UNIVERSITY OF OKLAHOMA

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.

## UNIVERSITY OF OKLAHOMA DIVISION OF STUDENT AFFAIRS

Student Affairs strives to enhance students' academic success by developing student skills, cultivating diverse campus life experiences, and enriching the University community through programs and services.

## HOUSING & RESIDENCE LIFE'S PURPOSE & EDUCATIONAL PRIORITY

We bring *life* to the University community. Housing & Residence Life will cultivate and empower caring and engaged global citizens.







The staff at the University of Oklahoma and Housing & Residence Life is dedicated to personal and academic excellence. Please take pride in your new community and get involved when and where the opportunity arises.

## 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.

## SPEAK UP

When something needs doing or improving, speak to your Resident Adviser or contact us at [housinginfo@ou.edu](mailto:housinginfo@ou.edu). Do not wait for someone else to do it.

## REPORT PROBLEMS

If something is not working properly, report it. Help Housing & Residence Life to be the best it can be. Maintenance request: [https://www.ou.edu/facilities/maintenance\\_requests](https://www.ou.edu/facilities/maintenance_requests)

## HELP US 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.



As a student and member of the University of Oklahoma 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 of all OU community members that they deserve.



# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*



# COMMUNITY LIVING GUIDE

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## RESIDENCE LIFE



## LIVING IN A COMMUNITY

Housing & Residence Life 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 Assistant Director of Residence Life. Contact Derek Binsfield at [dbinsfield@ou.edu](mailto:dbinsfield@ou.edu) or Brian Rock at [rock@ou.edu](mailto:rock@ou.edu). All conversations are confidential.

## COMMITMENT TO DIVERSITY

The University of Oklahoma on campus community is 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 & Residence Life 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 & Residence Life 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 and helps us to continue to meet the needs and expectations of students.



## 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 music or TV, persistently sounding alarm clocks or phones, or other noise-producing devices, after unsuccessfully attempting to contact you or your roommate.
- During fire drills or security 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 move-out periods.

## STAFF

Housing & Residence Life areas are staffed by a variety of professional staff members 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, educational, and cultural programs and participate in community service activities.

**Assistant Directors** are full-time staff who supervise RLC's and oversees various areas of the Residence Life community. They serve as department liaisons for Housing Operations, conduct and provide strategic planning for curriculum.

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

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

**Residence Life Coordinators (RLC)** are full-time staff members who supervise the RAs and RDs. They are responsible for all operations and supervision of the building(s) in which they oversee. They handle administrative functions, conduct meetings for major disciplinary issues, supervise all community staff, and are responsible for the day-to-day operations of the area.



## ROOMMATE BILL OF RIGHTS & 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. The following 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 (refrigerators, etc.) and a commitment to honor agreed-upon procedures.

### As a roommate, YOU have the following RESPONSIBILITIES

- To keep your door locked.
- To observe quiet hours, keep your music, TV, etc., and voice at a reasonable volume, and 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 this Community Living Guide) and to sustain a safe and comfortable living community in the residence halls and apartments.
- To examine your own behavior when confronted by another and work toward resolving conflicts. You also have the responsibility to interact with others and not be threatening or aggressive.
- To notify a staff member 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 community 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 or identity cannot be tolerated in a community based on mutual respect and cooperation.

## ROOMMATE BILL OF RIGHTS & RESPONSIBILITIES

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## CHECK-IN

Students will be asked to complete a room inventory and assessment upon arrival. For the towers and colleges this is done on the [Housing Portal](#) and on [Roompack](#) for Traditions. The inventory and assessment will be used again once the room is vacated. Any damages to a room(s) during a student's occupancy of the space will be considered the student's responsibility, and appropriate charges may be assessed. The inventory should be complete within the first week of living on campus.

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.

## ROOM CHANGES

Room changes are done on a routine basis throughout the year, except during the first and last two weeks of the fall semester and the last two weeks of the spring semester, as well as when the University is closed. Only room changes authorized by Housing & Residence Life are allowed. Students who complete an unauthorized room change will be subject to disciplinary actions.

To avoid being assigned a roommate, students may request a single room. For traditional residence hall rooms, students who request a single room and are granted a single room will pay a single room rate and will not have the option to move back into a double room for the rest of the semester. Students who are assigned to a double room without a roommate may be assigned a roommate at any time.

In traditional residence hall rooms, if you have a double room, you must leave one-half of the room empty. If a resident fails to do this and makes a space unavailable for a potential new roommate, that resident can/will be charged dual occupancy/single room rate until the issue is resolved.

It is advisable to check online at the Housing & Residence Life website to obtain the most current room and board rate information. Dates and room change request details will be posted on the website and social media accounts. There will be a \$75 fee for the second and subsequent approved room change request. Room Change Request forms are available on the Housing Portal. Residents are only able to fill out a Room Change Request for themselves. Residents cannot request that roommate(s) and/or suitemate(s) be moved.

Sometimes community living can be a source of stress for LGBTQ+ and underrepresented 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 professional staff, including all of Residence Life, have completed Aspiring Ally and DEI Training training to help better understand the unique issues within their community. If you are concerned about your specific situation as it relates to Housing & Residence Life, please contact your building's RLC to confidentially discuss your individual circumstance.

*If you believe that you require an emergency room change, contact your RA or front office immediately.*

## CLOSINGS

Students may remain on campus during Thanksgiving, Winter, and Spring breaks.

### Summer Break

Residents must be out within 24 hours of their last final exam, OR by check-out dates announced by the Housing & Residence Life Office, whichever occurs first unless he or she is participating in graduation exercises.

## CHECK-OUT

### Residence Halls & Residential Colleges

The residence halls close for the conclusion of the academic year at noon on the Saturday following the last exam in May. Graduating seniors or those participating in graduation will be allowed to stay overnight on Saturday and must vacate their space by 1 p.m. the Sunday following graduation.

Check-outs must be scheduled a minimum of 24 hours in advance on the Housing portal. Prior to the scheduled check-out time, the room should be clean and returned to its original condition.

For residents in Cross Village, Couch, and Walker Centers, Dunham College, and Headington Colleges 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.

***You are still responsible for all applicable damage and cleaning charges.***

Students should remove all possessions and property from the room before the Resident Adviser or staff member completes the inventory and inspects the room. Failing to do so could delay your check-out. Students accompany staff on an inspection of the room to determine its condition. Please note the following:

- If charged for any damage, students sign the “Damage Charge Form” to verify receipt with RAs and/or staff.
- Check-out is complete when the room key is returned, along with the signed inventory sheet.
- Determination by a Resident Adviser or staff member of a room’s condition may not be final. The CCs, as well as the Housing & Residence Life Maintenance Team, check all rooms upon closing of the communities and may find it necessary to assess additional charges.

## EXPRESS CHECK-OUT

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

### Express Checkout Process:

- Log on to the [housing portal](#).
- Complete the Express Checkout form.
- When you’re ready to leave, pack your belongings.
- Turn in your key to your center desk or reception area.



# NOISE-COURTESY HOURS VISITATION

## NOISE

### Quiet Hours

All guests and residents must abide by the quiet hours while living in the community. Residents are encouraged to address noise issues among themselves. During quiet hours, noise heard outside of a resident's door is considered too loud. If needed, Housing & Residence Life staff and/or Community Service Officers will address excessive noise. Quiet hours are as follows:

- 9 p.m. - 11 a.m., Sunday to Thursday
- Midnight - 11 a.m., Friday and Saturday

## COURTESY HOURS

Courtesy hours are the hours when you may play your music or TV a little louder, open your door and talk to friends and other practices that do not disturb others in the community. During courtesy hours, noise heard more than two doors down is unacceptable.

Courtesy Hours:

- 11 a.m. - 9 p.m., Sunday to Thursday
  - 11 a.m. - Midnight, Friday and Saturday
- 24-hour quiet hours are observed and strictly enforced during final 2 weeks of the semester



## 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, 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 responsibility.

If you feel your roommate or other members of your community are abusing the visitation policy, please contact your RA. Housing & Residence Life reserves the right to alter visitation policies as necessary for the best interest of the community.

### Visitation Hours

11 a.m. - Midnight: Sunday - Thursday

11:00 a.m. - 2:00 a.m.: Friday - 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.

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.

# GUEST-MINORS ON CAMPUS RESTROOM POLICIES

## GUESTS

Residents are responsible for their guests and their guests' actions. Non-residents of a floor community are expected to abide by the stipulated first-year and upper-class 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 guest hosts, 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. Disregarding University regulations will result in the eviction of the guests from the premises.

## RESTROOM POLICY

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

## MINORS ON CAMPUS

- 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.







## GENERAL INFORMATION

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

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

in an entirely new light.

Our focus areas, or learning goals, were developed collaboratively with Housing & Residence Life and the Division of Student Affairs. We believe these three learning goals

encompass the ideas that all students can learn and grow with while at the University of

Oklahoma. Residence Life provides strategies for learning within these five goal areas, including Residential programming, intentional interactions with peer mentors and Resident Advisers, and connecting campus partners and resources with residential students.

## ELEMENTS TO A CURRICULAR APPROACH\*

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

*\*From American College Personnel Association's (ACPA) Ten Essential Elements of a Residential Curriculum*

## LEARNING GOALS & NARRATIVES

Educational Priority: Housing & Residence Life will engage and support students in being socially and academically responsible.



### COMMUNITY ENGAGEMENT

Community engagement is involvement and participation in the housing and greater OU community. This engagement requires students to play an active role in their communities by building connections with their peers, finding their place on campus, and fully immersing themselves in the college experience. This in turn creates a sense of belonging within the community, pride in their university, and helps our students feel at home at OU. These principles can then be carried out into the larger community as students work to develop the skills needed to be engaged and caring global citizens.

Students will be able to:

- Build a support system of respect and understanding through shared experiences.
- Identify various areas of influence and how to contribute to those communities.
- Examine and modify their actions to positively impact the community

Community Engagement	Moving In	Moving Through	Moving Out
Build a support system of respect and understanding through shared experiences.	Resident has built some connections with peers and can identify systems of support	Resident has built connections and systems of support, while continuing to develop relationships and engage in perspective taking	Has developed lifelong relationships and frequently engages with systems of support and can help others connect
Identify various areas of influence and how to contribute to those communities.	Resident engages in their housing community through active participation with peers, staff, and larger building community.	Resident engages with the campus and local community through participation in RSOs, community service, and advocacy.	Resident participates in local, state, and national civic engagement through advocacy and activism.
Examine and modify their actions to positively impact the community	Resident can identify how their actions and consequences impact their experience	Resident can reflect on their actions and the impact their choices can make on the community	Resident can reflect on their actions and choose ethically responsible behaviors and actions





## ACADEMIC ENGAGEMENT

Academic engagement is the students' efforts and investment in their academic work and learning. Learning never stops. Therefore, being exposed to new ideas, utilizing campus resources both in and outside the classroom, and having academic discourse are important components of engaging academically. Lastly, academic engagement prepares students to apply what is learned in the classroom to everyday life, which deepens understanding, and enhances their abilities to transform society.

Students will be able to:

- Recognize transferable skills and academic strategies that will assist in addition to the classroom.
- Identify and discover professional development opportunities and connections that will impact their success.
- Practice academic success through contributions and interactions with continuing learning initiatives and utilizing resources.

Academic Engagement	Moving In	Moving Through	Moving Out
Recognize transferable skills and academic strategies that will assist in addition to the classroom.	Resident acknowledges that certain skills and academic strategies are needed to accomplish their academic goals	Resident explores their personal preferences on learning and begins to build an arsenal of skills that are effective for them	Resident can identify and intentionally apply the transferable skills and academic strategies they developed to the classroom as well as real world scenarios
Identify and discover professional development opportunities and connections that will impact their success.	Resident seeks opportunities directly related to academic success and can identify several academic/career interests	Resident seeks opportunities for learning inside the classroom and begins to explore opportunities outside of the classroom that correlate to their career pursuits	Resident utilizes their professional network and skills that have been developed to transition into the professional world
Practice academic success through contributions and interactions with continuing learning initiatives and utilizing resources.	Resident confides in student staff and peers for academic support	Resident seeks academic support services offered on-campus	Resident can state and find all academic resources to assist their academic excellence



## CULTURAL ENGAGEMENT

Cultural Engagement is encouraging continuous discovery and understanding of an individual's personal and social identity, as well as the identities of others. It also engages with individuals of similar and different cultures to develop leadership skills, practice healthy behaviors, and reflect upon experiences to seek personal growth. Advocating for self and others for a more socially just society is also a value of cultural engagement.

Students will be able to:

- Develop and articulate their personal identity through the exploration of ideas, beliefs, values, ethics, and relationships that may look different from previous experiences.
- Recognize components of privilege and how personal identity can be made of many differing ideas.
- Apply their understanding of cultural competencies to advocate for socially just communities

<b>Cultural Engagement</b>	<b>Moving In</b>	<b>Moving Through</b>	<b>Moving Out</b>
Develop and articulate their personal identity through exploration of ideas, beliefs, values, ethics, and relationships that may look different from previous experiences.	Resident can understand their own identity as they understand it through personal upbringing	Resident can articulate identities that they hold and are able to reform their understanding through lived experiences	Resident can identify and articulate different identities they hold and how they have evolved through their own lived experiences and exploration of different values and beliefs
Recognize components of privilege and how personal identity can be made of many differing ideas.	Resident may struggle with aspects of privilege and how to acknowledge it based on values and words from current support systems	Resident is beginning to explore aspects of privilege through listening to the lived experiences of others with different identities than their own	Resident can articulate their own identity and the privileges that exist within them while also advocating for understanding of how privilege works
Apply their understanding of cultural competencies to advocate for socially just communities	Residents may not fully understand cultural competency but may advocate for peers in specific situations	Resident has a more advance knowledge of cultural competency and is beginning to advocate for socially just communities within certain spaces	Resident has a robust understanding of cultural competency and is active in advocating for socially just communities within all spaces





## COMMUNITY LIVING ACTIVITIES



Housing & Residence Life presents students an opportunity to participate in multiple programs. These programs embrace social, recreational, and educational activities; diversity and multiculturalism; and community service. Not only are you encouraged to attend, you are invited to participate and take an active role in the planning of activities.

### Alternative Programming

Alternative Programming is a complimentary social activity scheduled at night or on the weekend. The activities offer all housing residents an opportunity to attend an all-campus social event on designated nights and weekends throughout the year. These programs are conveniently located within the residence halls, colleges, or apartment areas.

### National Residence Hall Honorary (NRHH)

NRHH recognizes the top one percent of housing students who contribute to the success of the campus residence hall and apartment communities. NRHH sponsors social and community service activities. Membership is open to all students living in University-owned housing. Contact Brian Rock at [rock@ou.edu](mailto:rock@ou.edu) for more information about NRHH.



# HOUSING CENTER STUDENT ASSOCIATION (HCSA)

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

## Educational and social activities

**Leadership and learning opportunities, such as student government retreats to state, regional, and national residence hall leadership conferences**

If you have any questions or are interested in becoming involved, please contact the HCSA president at [hcsa@ou.edu](mailto:hcsa@ou.edu). General Council meets weekly on Monday nights at 7:30 pm. in the Couch Center Storm Shelter, located on the north end of Couch Center.

All residents are welcome to attend to voice housing concerns.

## Community Councils (CC)

Each year, residents in the residence halls and colleges, including Traditions Square, elect CC Executive Board members to serve a one-year term. These students represent their communities in planning residence hall and campus activities, while also serving as advocates for the residents in their hall.

The board members, in cooperation with all community residents, comprise the Resident Student Association. CC organizes social and educational programs and projects in congruence with Residence Life's Learning Goals to improve the environment of the residence halls. Activities are financed by appropriations from the University of Oklahoma Student Association and Housing & Residence Life.



## EQUIPMENT CHECK- OUT

Each Community Council 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).

### Office Locations

- Cross village: Building B
- Couch Center: First Floor
- Walker Center: First Floor
- Traditions East & West: Clubhouse
- Dunham College: First Floor
- Headington College: First Floor

Operating hours vary among the individual communities. Please contact your individual building for a schedule.



## FRONT DESKS & RECEPTION AREAS

Each residential community has a front desk or reception area that can assist you with lockouts, questions, resources, and other questions. Desks are staffed by Housing & Residence Life staff. For help after hours, please call the number posted at the front desk.

## LAUNDRY FACILITIES

Washers and dryers are located in the following areas:

- Cross Village: Buildings: A, B, C, and D
- Couch Center: Basement
- Dunham & Headington Residential Colleges: Basement
- Walker Center: Basement
- Traditions: Within apartments
- Kraettli also has its own facility.

Residents (other than Traditions) will have credits for eight laundry cycles (washing and drying are two separate cycles) pre-loaded to their Sooner Card each week. One additional dollar for drying credit is also available in case students need to add more time. The credits will expire at 11:59 p.m. each Saturday and will not roll over to the next week. Washing machines are not to be used for dyeing fabric in any way.

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 submit a maintenance request.





## TV & SOCIAL LOUNGES

Common spaces, including TV and community social lounges, are for use by residents of the community and their escorted guests only. Non-residents of a community are not permitted in a TV or social lounge unless accompanied by a member of that community.

### Lounge Activities

Lounges in all residential spaces may be reserved for use. There may be a fee for use of these spaces. Requests for use and reservations are made through [Engage](#).

## ROOM AMENITIES & POLICIES

### Room Furnishings

Although it can differ from building to building, the University provides a bed, closet, dresser, nightstand, desk, and desk chair for each student. These items may not be removed. Students will be billed for furniture replacement or repair (other than normal wear and tear). Students must supply linens and toiletries. Only those residents paying a single room rate are allowed to have furniture items removed from their room.

Only Facilities Management staff may remove furniture from a 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, hallways, etc.).

### Room Furnishings, continued.

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.

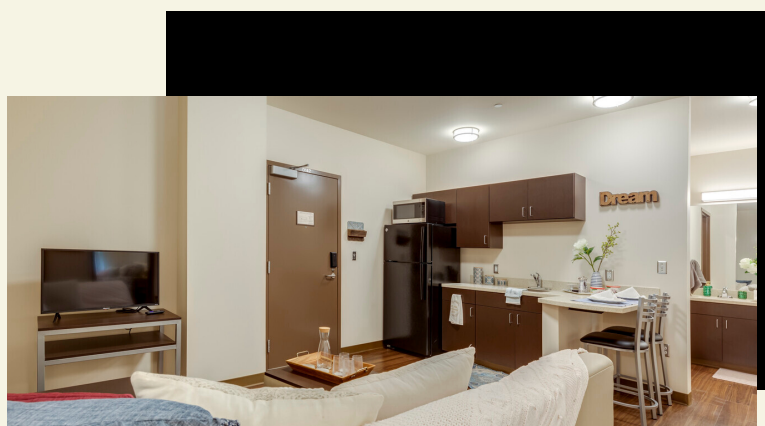
### Furniture or Fixtures Removed

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 & Microwaves

One refrigerator and one microwave are allowed per room. Please coordinate with your roommate(s) on these purchases. Each appliance may not exceed 4 cubic feet capacity.

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.



# ROOM AMENITIES & POLICIES

## Refrigerators & Microwaves continued.

MicroFridge® rentals are offered through Collegiate Concepts, Inc., a partner with OU Housing & Residence Life. 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 the Housing & Residence Life [website](#) under "move-in."

## Air Conditioners

All residence halls, apartments, and residential colleges are air-conditioned. Window units are not allowed.

## Cable TV

"Contour on Campus" is the new OU campus-wide streaming Cox cable television service. Cable television is now provided to students through their individual OU campus network connections. In some cases, you will need to contact Cox yourself to request cable and it is out of your own pocket. Your RA or another staff member can help you with this and Cox knows the procedures.



## Electrical Appliances

The following electrical appliances are allowed:

- Desk lamps (non-halogen lamps only)
- Refrigerators and microwaves
- Clocks, Bluetooth devices, game systems, TVs, and entertainment appliances
- Computers, printers, similar devices
- Popcorn poppers
- Keurigs/single-serving coffee makers that do not contain a hot plate
- Electric blankets, hairdryers, irons, shavers, and toothbrushes

Please do not plug more than two pieces of equipment into an electrical outlet. The use of multiple-plug adaptors or multiple extension cords is prohibited. Extension cords may be used, but are not to be placed under carpets or through doorways.

Frayed, damaged, or spliced cords are safety

hazards and, as such, are prohibited.

## Room Decorations

Please take a few details into consideration when decorating your room:

You are prohibited from painting any surface in your room, including the walls, any wooden or metal surface, the ceiling, room and bathroom doors, and air-conditioning/heating units.

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 check-out for damages to the permanent furnishings.

## Room Decorations continued.

- Windows are part of the building that complements the total campus ambiance. For safety and security purposes, items other than curtains are prohibited from being attached, hung, or displayed on the inside of residence hall windows. Decorating windows for University-sponsored activities or national holidays will be allowed, provided the display is hung by means that will not damage the window or surrounding walls (no decals), and the display is removed one week after the activity/date. Residence Life staff have the authority to ask a student to remove inappropriate or offensive decorations. Failure to remove the decoration or display could result in a "failure to comply" citation.
- Arrangements can be made for students to bring some limited personal furniture items. You are prohibited from removing furniture from lounge areas and/or other rooms and removing fixed furnishings from their base in your room to create additional space. You will be charged for any damaged or missing furnishings.
- There must be at least 12 inches of clearance on all sides of the heater/air conditioner.
- Hanging any type of light from the ceiling is strictly prohibited.
- Only 20 percent of your room door can be decorated. Door/hallway holiday decorations must be taken down within one week after the holiday.
- Due to the fire code, hanging up paper, fabric, or other flammable substances on the outside of your room or the apartment door is strictly prohibited.

- Light strands and hallway floor mats are not allowed in the halls, due to fire safety rules.
- You must return your room to its original condition prior to vacating.
- No self-adhesive LED lights are allowed to be hung in your room.

## COMPUTER SUPPORT

### IT Services

Computer and Wi-Fi support for network services is provided by OU Information Technology. All residence hall rooms have access to the campus computer network like the rest of campus with your 4X4. To use the Ethernet, you must contact OU IT to set it up in your room. You cannot have your own Wi-Fi devices or routers in your space, as it may interfere with the University's connection. For IT concerns, contact OU IT here:

Website: [needhelp.ou.edu](https://needhelp.ou.edu)

Phone: (405) 325-HELP





## Computer Labs

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



## MAIL & POST OFFICES

Mail is delivered to the 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 their building or apartment complex and more information can be found from the reception desk, RA, or staff member.

Including flower arrangements and certain perishable items, staff CANNOT accept mail or deliveries on behalf of residents. Delivery workers are not allowed on residential halls/floors. Students should meet food and other delivery service personnel outside of your the building or in the lobby during opened hours.

### Mail Forwarding

Any student moving off-campus and wanting their mail forwarded to their new address will need to go to the Printing and Mailing Services [website](#), log in, and supply their information. This process will forward mail for a six-month period. Filing a change of address with USPS will NOT forward mail from an OU address.

### Campus Post Office: Oklahoma Memorial Union

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

FedEx is also available at the Crimson & Cream Copy Shop in Stubbman Place at 1105 Elm Ave. Norman, OK 73072

## Campus Post Office: Stubbman Village

Stubbman Village 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. to 5:00 p.m., Monday through Friday. 10:00 am - Noon Saturday. The phone number is (405) 325-1755. Students can also send and receive faxes at the post office. The student post office is closed on Saturdays and Sundays.

If a student receives a package through USPS they will be notified via email and text, and may pick it up during the post office's operating hours. Students must present their Sooner Card to receive their package.

Students that receive a package cannot pick it up until they have received an email notification from [SPO@ou.edu](mailto:SPO@ou.edu) (not Amazon or any other sender notification). There are internal steps that must be completed to ensure account ability throughout the delivery process before the package can be retrieved.



## COMMUTING ON CAMPUS

### Bicycles

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

- 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 free.
- Always lock your bicycle when unattended.
- Do not secure a bicycle to a tree, signpost, or handrail. Bicycles that block stairways, ramps, or other pedestrian or emergency access, or are secured to a tree, signpost, 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 & Residence Life.
- The University will not reimburse owners for locks or chains removed during this operation. Summer residents will receive a tag for their bicycles to denote that they are living in campus facilities.
- All motor vehicles, except mopeds, are prohibited from parking in bike racks.

# PARKING AND MAINTENANCE

## Cars & Parking

If bringing a motor vehicle to campus, students must purchase an on-campus parking permit at the Parking Office at 1332 Jenkins Ave. Call (405) 325-3311 or visit their [website](#).

It is best to apply and purchase your parking permit online.

## Housing Parking

The parking areas are easily identifiable by signs posted throughout the campus housing 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.

**Note:** Disability and reserved parking spots require permits. Students may be required to move their vehicles on football game days or during other University events.

## 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.

Abandoned and inoperable vehicles may not be parked on campus and are subject to impoundment.

## MAINTENANCE & ROOM REPAIRS

For routine repairs in your room, submit an [online maintenance request](#). For emergency repairs (items which, if not promptly repaired, may result in personal injury or damage to property), see your reception desk or staff members. After midnight or on holidays, contact Facilities Management at (405) 325-4421.

Health and Safety 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. All appliances should carry the "Underwriters Laboratories and/or Factory Mutual" label.





# HOUSEKEEPING-PROHIBITED ITEMS

## POLICY VIOLATIONS

### GENERAL HOUSEKEEPING

Housekeepers clean the public area lounges and hallways of all the centers and the community restrooms in the residential colleges and David L. Boren Hall. *Those living in Cross Village, Couch, and Walker must clean their own restrooms.*

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

### PROHIBITED ITEMS

#### Combustibles

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

#### Halogen Lamps & Space Heaters

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

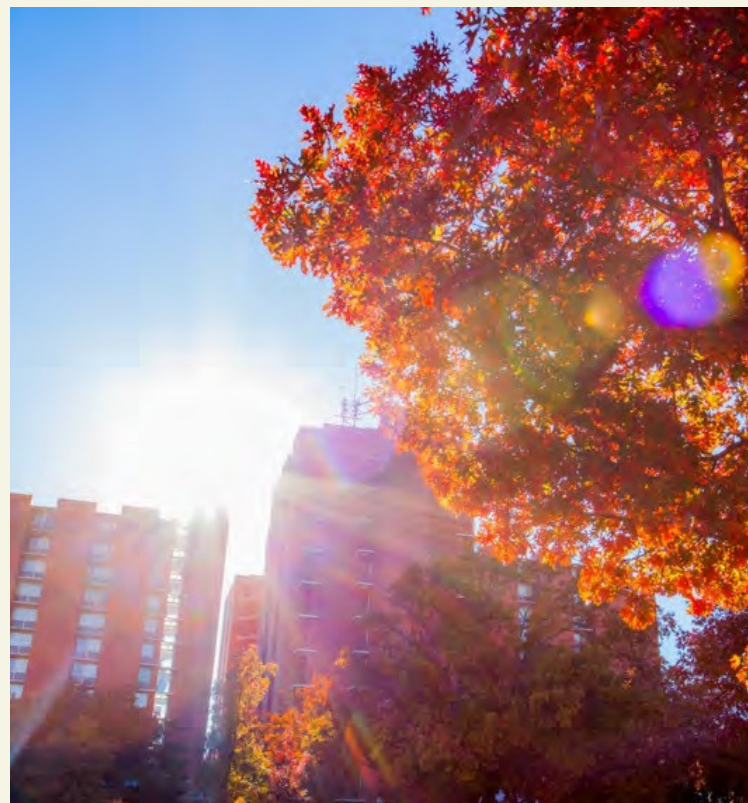
#### Hover Boards

The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices with a UL listing, is permissible in on-campus housing facilities.

**Open-Flame & 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 strictly prohibited items.

### POLICY VIOLATION OFFENSES

Damages incurred by the University as a result of a violation of the "prohibited items" policy will be collected from the student by the University.



# PETS-SCOOTERS-LEDGES WATERGUNS-WINDOWS

## PETS

Excluding fish in a glass clear aquarium (not to exceed 30 gallons), all pets, including but not limited to: Dogs, cats, laboratory rodents, snakes, ferrets, reptiles and etc. are prohibited inside the Residence Halls, including public and private areas. Aquariums are subject to approval by Housing and Residence Life department.

## SERVICE ANIMALS

All service and emotional support animals must be registered with the Accessibility and Disability Resource Center <https://www.ou.edu/adrc> or 405-325-3852

## SKATES & SCOOTERS

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

## LEDGES & ROOFS

Students are prohibited to be on or using the Residence Halls ledges or roofs for sunbathing, climbing, hanging laundry, or any other purpose. Seek assistance for an RA for items thrown or dropped onto ledges and/or roofs. Violations of this rule is covered under unlawful entry.

## WATER GUNS

The use of water guns inside the Residence Halls is prohibited.

## WINDOWS

Removing screens from windows is prohibited. It is prohibited to accidentally or intentionally throw, drop, and/or allow any object to fall out of the windows or off the ledge.







# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*



# COMMUNITY LIVING GUIDE

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## CAMPUS DINING



# MEAL PLANS

Meal plans, along with many other things, are accessed with your Sooner Card. Check balances online: [Sooner Card Online](#). Don't forget to use the mobile option!

## MEAL PLAN OPTIONS

- 12 Meals per week and 250 Meal Points per semester
- 10 Meals per week and 400 Meal Points per semester
- 8 Meals per week and 550 Meal Points per semester
- 6 Meals per week and 750 Meal Points per semester

### Enhanced Meal Plan Options (with additional cost)

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



## MEALS

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

## MEAL POINTS

One meal plan point is equal to \$1. Meal plan points can be used to make purchases at all on-campus restaurants anytime they are open. Meal plan points work on a declining balance and last for an entire semester.

Meal Points roll over from fall to spring semester, but not from spring to the next fall semester. Unused Meal Points will expire on the Friday of finals week of the spring semester. If you do not return to Housing & Residence Life for the spring semester of your contract, you forfeit your meal plan, including both Meals and Meal Points.

## MEAL EXCHANGES

Select restaurants across campus will allow students to “exchange” a meal for a \$9 exchange value. Meal exchanges are available after 2 p.m. at locations north of Lindsey Street and anytime during business hours at locations south of Lindsey Street.



## CAMPUS RESTAURANTS

OU Campus Dining is proud to offer more than 25 restaurants across campus, including Couch Restaurants, our favorite all-you-care-to-eat operation.

[Click here](#) to see our campus dining options, hours, locations, and menus.

## SPECIAL DIETS

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

## DINING VISITORS

Anyone may dine-in at 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: \$11
- Lunch: \$13
- Dinner: \$13
- Special Dinner: \$15





# CAMPUS DINING MAP



## 1. OKLAHOMA MEMORIAL UNION

- Crossroads
- The Laughing Tomato
- Chick-fil-A
- Baja Fresh
- Quiznos
- Union Market
- Starbucks
- University Club

## 2. CATE RESTAURANTS

- Roscoe's
- Taco Mayo

## 3. THE RESIDENTIAL COLLEGES

- Dunham and Headington Colleges' Dining Halls

## 4. HEADINGTON HALL

- Einstein Bros. Bagels
- Wagner Dining Hall (Headington Hall Residents Only)

## 5. FIRST STREET EATS

- Local food trucks every Thursday\* (\*weather permitting)

## 6. WALKER CENTER

- Xcetera

## 7. COUCH RESTAURANTS

- All-you-care-to-eat dining

## 8. COUCH CENTER

- Couch Express

## 9. CROSS VILLAGE

- Acre Provisions
- Born & Grazed
- Pitch Fork
- Sushi with Gusto
- Basic Knead
- Credo Kitchen
- Glow Kitchen
- The Hive
- Milkflower Gelateria

## 10. OU COLLEGE OF LAW

- Amicus Café

## 11. THREE PARTNERS PLACE

- Café 201

## 12. NATIONAL WEATHER CENTER

- The Flying Cow Café



**FOR A LIST OF RESTAURANT DESCRIPTIONS AND MENUS, VISIT OUR WEBSITE [OU.EDU/HOUSINGANDFOOD](http://OU.EDU/HOUSINGANDFOOD).**





# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*



# COMMUNITY LIVING GUIDE

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## ACCESS & CONTRACTS

## SOONER CARD/COMMUNITY ACCESS CARDS

The University issues you a Sooner Card. This card is your campus ID, your access to your meal plan, and access to the residence halls, campus events, and various on-campus facilities.

If you misplace your Sooner Card, Community Access Cards are available at your center's front desk or your building's reception area. You may receive a Community Access Card for a period of no longer than two business days. If you find your permanent Sooner Card, you must return the Community Access Card to the location where it was issued. If your permanent card is not recovered, you must go to the Sooner Card office in either the Oklahoma Memorial Union, Room 127, or Stubbeman Place, 1107 Elm Ave., to purchase a new, permanent Sooner Card. Failure to return the Community Access Card could result in a \$50 charge to your Bursar account. You may suspend your permanent card [here](#).

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.

## KEYS

Each student is issued a key for their room when they check into the residential facility. Keys are the property of the University of Oklahoma and may not be duplicated or shared. Each resident is responsible for carrying their key and university ID at all times.

Tampering with or propping of the security doors or locking mechanisms is prohibited.

### Lock-Outs

If a resident gets locked out of their room, contact the reception desk or the duty Resident Adviser for re-admittance. In the event that the 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.

### Missing Keys

A missing room key, whether lost, stolen, or misplaced, should be reported to your facility's 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 at (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. The original room key (and restroom key, where applicable) is collected by the RA or staff member when you permanently check-out. In either instance, failure to return will result in an automatic lock change and charge.



# HOUSING CONTRACTS -PAYMENTS

Residents must adhere to the terms of the Housing & Residence Life Contract. 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 the Housing & Residence Life office in Walker Center, Room 126. For the most detailed information please refer to the Terms and Conditions of your contract, which were emailed to you upon completion of your contract and can also be found on the housing [website](#).

## PAYMENTS

The first payment of the fall semester is due on or before September 25. The first payment of the spring semester is due on or before January 25. For more information regarding payment options please contact the Student Financial Center at [sfc@ou.edu](mailto:sfc@ou.edu) or by phone at (405) 325 – 9000. Payments can be made [online](#).

### Past-Due Payments

A financial and legal obligation is incurred when a student or guardian 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.

It is important to keep in mind that failure to keep your account in good standing can have an effect on your ability to enroll. 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 & Residence Life account is not in good standing.





# CONTRACT RELEASES UNIVERSITY WITHDRAWAL

## RELEASE FROM CONTRACT

Students wishing to move out of University Housing may apply for a release from their contract. Release from housing and cancellation of your room and board contract is not automatic and can incur fees up to 25% of the remaining cost of the contract, as well as two \$250 administrative fees for housing and for the meal plan associated with the contract. Students may obtain an application for release or a move request on the [housing portal](#). If you have questions please contact the Housing & Residence Life office at [housinginfo@ou.edu](mailto:housinginfo@ou.edu) or by phone at (405) 325-2511.

Students approved for a release will be contacted with information on next steps to take to complete their check-out. Charges will continue for students with approved releases until they complete a proper check-out.

For full details regarding a release, please refer to the Terms and Conditions of your contract emailed to you on completion of your contract or on the housing website.

## WITHDRAWAL FROM THE UNIVERSITY & YOUR CONTRACT

If a student is withdrawing from the University, the following steps must be taken to withdraw from their Housing & Residence Life contract:

- Drop classes
- Visit the [housing portal](#) to request withdrawal and to fill out the appropriate forms.
- Notify his or her RA or staff member to schedule a mutually convenient time to check-out and complete the inventory of the room.

Those who withdraw from the university are still responsible for any charges associated with their housing contract until they are officially checked out.





# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*



# COMMUNITY LIVING GUIDE

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## CONDUCT & BEHAVIOR



# GENERAL INFORMATION

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 OU Student Code of Conduct, and for abiding by campus behavior standards. The rules and regulations encourage a standard of conduct that is necessary for academic growth and personal development. Should you violate any policy, you may be issued a citation, referred to Student Conduct through disciplinary referral, or referred to criminal prosecution if the incident violates University standards and/or law. All students are responsible and accountable for their actions. Selected policies and rules are outlined here for your convenience.

## THE BUCKLEY AMENDMENT

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

## UNIVERSITY PERSPECTIVE & "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 and because the University is not a parent, students will be held accountable, legally if necessary, for their actions.

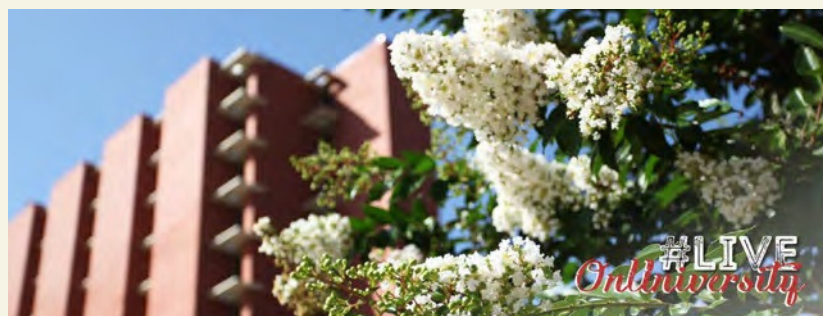
## TITLE IX

The University of Oklahoma does not discriminate in its educational or employment benefits, activities, or programs on the basis of gender pursuant to Title IX of the Education Amendments of 1972. Please familiarize yourself with the University's Sexual Misconduct, Discrimination, and Harassment Policy and related procedures located online at the Institutional Equity Office [website](#). Should you experience sexual assault or other sexual misconduct, discrimination, or harassment, please contact the Title IX Coordinator, Faustina Layne, at (405) 325-2215, Four Partners Place, Suite 1000, Norman, OK, to learn about reporting options and available resources.



### FERPA

Family Educational Rights and  
Privacy Act





# STUDENT CONDUCT OFFICE DISCIPLINARY PROCEDURES

## STUDENT CONDUCT OFFICE

Student Rights, Responsibilities, and Restoration administers the Student Rights and Responsibilities code via the university's discipline system. Their philosophy emphasizes, positive behavior changes, improved decision-making, and a focus on assisting students to overcome problems while completing their educational goals. Additionally, the department serves as a source of support to the University of Oklahoma community (OU) for dispute resolution and positive alternatives to hazing and alcohol/drug abuse.

Historically, the office has achieved these goals through the facilitation of a traditional student conduct model. However, beginning in the Fall 2021 semester, the office will enhance its services by expanding its philosophy and practices to include an array of conflict resolution services that include but are not limited to: conflict coaching, mediation, restorative justice, and shuttle diplomacy. Enhancing the services provided by SR3 is in direct alignment with each tenant of the mission of the Division of Student Affairs, and ultimately the University.

Under this expanded model, SR3 will continue to educate, and hold students accountable, while also working to resolve the underlying conflicts that lead to the student's conduct incident. Finally, the office will provide an avenue to repair harm caused to the OU community and its members. These goals will be achieved through 3 primary focus areas:

·Providing Conflict Resolution services to members of the University of Oklahoma community

- Educational Programming and Outreach to members of the OU community
- Restoring and Reintegrating community members after harm has been caused

For more information pertaining to SR3 services, support, and the student code please visit our website at <https://www.ou.edu/studentconduct>.

## 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 or another staff member.

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.

# **SANCTIONS-REPRESENTATION CONTRACTUAL MEETING**

## **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 Government Association (GSA) general counsel at (405) 325-5474.

## **CONTRACTUAL MEETING**

Depending on inappropriate behavior, the severity of residence hall violations, or the accumulation of multiple residence hall violations, you may be summoned by an RLC who will conduct a contractual meeting based on the terms and conditions of the residence hall or apartment contract agreement. Specifically cited will be paragraph 14, listed here:

"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 & Residence Life. 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 & Residence Life."

During the contractual meeting, you will be allowed to respond to the alleged behavior. Upon the conclusion of the contractual hearing, the RLC 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 Residence Life 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) 325-7888. The appeal must be scheduled and completed within the deadline stipulated in the Residence Life Center Coordinator's correspondence.

# ALCOHOL-PROPERTY DEFACEMENT DRUGS-ELEVATORS-FIREARMS

## ALCOHOL

A more exhaustive version of the alcohol policy can be found on the Student Conduct [website](#) and you are responsible for knowing and understanding it.

## DEFACEMENT OF OU 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.

### Decorative/Non-Permanent Structures

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



## DRUGS

Students who participate in the use, manufacture, sale, or distribution of illegal drugs are subject to disciplinary action. Drug paraphernalia, including: Bongs, clips, pipes, and other items used in preparation or to consume illegal drugs, is not allowed. These items are subject to confiscation by OUPD 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 the University Counseling Center at (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 & Residence Life communications.

## FIREARMS, EXPLOSIVES, & OTHER WEAPONS

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



# **GAMBLING-PROPERTY MISUSE-LITTERING SECURITY DOORS-SMOKING UNAUTHORIZED ENTRY**

## **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.

## **LITTERING**

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



## **PROPPING SECURITY DOORS**

Security doors (internal and external) are locked for the safety and security of the Residence Hall community and its 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.

## **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, illegal drugs, vapes, and chewing tobacco. Breach of this policy will be considered a violation of the Student Code, resulting in appropriate disciplinary action against the offender.

## **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-RULE VIOLATIONS

## FAIURE TO COMPLY

## COPYRIGHT INFRINGEMENT

### VANDALISM

Each year, senseless acts of vandalism result in thousands of dollars worth of damage to Housing & Residence Life 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. It is important to contact OUPD and your staff about vandalism

### 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 a fire alarm, possession of pets, riding bicycles inside the residence halls, use of skates inside residence halls, using an elevator during a fire alarm, using forbidden decorations, etc.



### FAILURE TO COMPLY

This means failure to comply with lawful directions of institution officials acting in the performance of their duties. Violations include failure to provide to a University official, (to include, but not limited to, OUPD officials, RAs, and all Housing & Residence Life staff, housekeepers, etc.) upon request, a student ID or form of identification. Providing false information to a University official acting in the performance of duties may result in additional disciplinary charges.

### COPYRIGHT INFRINGEMENT

Downloading music, videos, and/or shows from free, unlicensed sources or sharing music and video files from your computer without proper licensing is considered illegal copyright infringement. The music and film industries have taken great interest in attempting to detect and prevent such illegal file sharing.

As a member of the University community, many of you utilize the University's network system. Use of this network system is governed not only by local, state, and federal law, but also by University policy. Misuse of the University's network system can lead not only to state and federal civil and criminal penalties, but also to Student Code violations.



# RESIDENTIAL COMPUTER NETWORK POLICIES

The University's computer use policies can be found [here](#). 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.



## RESIDENTIAL COMPUTER NETWORK POLICIES

- 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 connections 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, other published university policies and regulations, as well as, applicable local, state, and federal laws.
- Forgery or other misrepresentation of one's identity via electronic means 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 social media platforms. Refer to the sexual and racial harassment [policy](#) for further information and description of your options for addressing sexual and racial harassment.

# RESIDENTIAL COMPUTER NETWORK POLICIES

- 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 (such as a website selling commercial products), provides services of a commercial nature (such as 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 & Residence Life and/or Information Technology reserves the right to terminate any in-room connection WITHOUT NOTICE should it be determined that network traffic generated from said connection drastically inhibits or interferes with the use of the network by others.

Users are responsible for all traffic originating from their computers, tablets, phones, and other devices, 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 & Residence Life 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.



# 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:

- A police report from the University of Oklahoma Police Department
- A police report from the Norman Police Department
- Reports from other law enforcement or security agencies that are received by the University
- Notification by a University official that an alcohol violation occurred
- 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.







# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*



# COMMUNITY LIVING GUIDE

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## SAFETY & SECURITY



# SECURITY CAMERAS-OUPD SUSPICIOUS ACTIVITY-VALUABLES



Security is every resident's business. 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 the property is unmarked or unsecured, it is susceptible to being stolen.

The University has taken direct measures to aid you in protecting yourself 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 every first-floor areas, as well as, the elevators and stairwells in the residence halls. They are also 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.

## CONTACT OUPD

Help OUPD keep the University and residence halls safe and secure environments for everyone, including yourself. Call 911 for emergencies and please involve your RA or reception desk. For issues that are not as immediate, you can contact OUPD at (405) 325-1717 or (405) 325-1911. See all of the OUPD services [here](#).

## 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. Promptly report suspicious persons or activities to OUPD at 911 from a university phone or (405) 325-1911 from a non-university phone.

## MARK VALUABLES

Mark your valuables and portable property, including vehicle contents and accessories, with your driver's license number.

# HARASSMENT-MISSING PERSONS SAFEWALK PERSONAL PROPERTY DAMAGE

## MALICIOUS & HARASSING CONTACT

Harassing, annoying, obscene, or threatening phone calls, texts, or messages through social media are crimes. You are not obliged to stay on the phone or in the conversation. If you receive an unwelcome advancement: Hang up or don't respond!

As always, reach out to your Residence Life Staff or contact OUPD to cooperate in investigating harassing phone or social media occurrences. [This section](#) of the OUPD website explains online safety.

## 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.

Every resident needs a confidential contact and that can be done on your Housing Portal. This policy applies to all residents. 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.

## OU SAFEWALK

**SafeWalk: (405) 325-WALK (9255)** is a free service utilizing trained RAs to accompany members of the University community anywhere on campus when they call. Staff members are readily identifiable by special shirts, coats, and badges. SafeWalk is opened nightly from 8 p.m. to 2 a.m. Visit the website [here](#) to learn more about SafeWalk, as well as SafeRide.

## 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 to always lock your door.

### Residence Hall Room

Keep your residence hall room or apartment locked at all times: When you are in the room, when you are gone, and even while visiting friends down the hall.

### Textbooks & 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.

### Vehicles & Transportation

You should always keep your vehicle locked, 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.





# EMERGENCY PHONES-SECURITY DOORS SIDEWALK CHALK SOLICITING & ADVERTISING

## EMERGENCY OUTDOOR PHONES

Familiarize yourself with the emergency phone poles (identified by blue light and distinctive signage) available outdoors, all across campus. In the residence hall areas, the telephones are located in the following areas:

- 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, Southwest of multi-purpose parking lot

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

## SECURITY DOORS

All security doors on occupied 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.

## SIDEWALK CHALKING

To sidewalk chalk you need prior authorization. Permission to chalk sidewalks must be granted through the Main Housing Office. Chalking the brick exteriors is prohibited as is placing advertisements to glass or brick surfaces.

## SOLICITING, & ADVERTISING

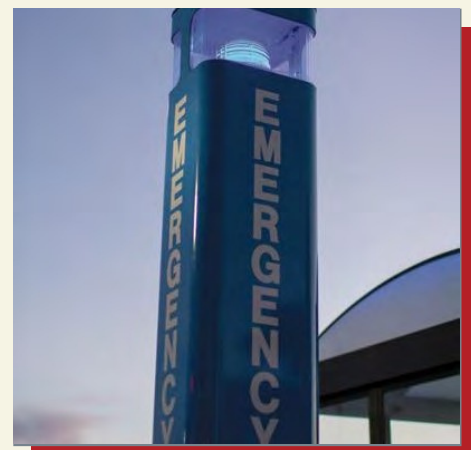
As a member of our community, you have the right of privacy. To protect you, we prohibit door-to-door soliciting, proselytizing, or political campaigning.

### Soliciting

Door-to-door solicitation in the residence halls for sales or for donations 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 reception 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 & Residence Life reserves the right to remove signs hung without approval. Bulletin boards in the residence halls are cleared on a weekly basis to avoid clutter and eliminate outdated material. Forms are available in the Main Housing Office in Walker Center, Room 126, or online [here](#).



## EMERGENCY EVACUATION

Emergency evacuation instructions are posted in your community. If your community does not possess an emergency evacuation placard, contact your RA or reception 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 few 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 & Residence Life at (405) 325-2511.

### 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 or staff.

### Upon the Sounding of a Fire 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 appropriate clothing and shoes. Carry a towel in case of smoke. Keep these items easily accessible for emergency use.
- Bring 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.



# EMERGENCY EVACUATION

## Fire Drills

Fire Drills will be conducted by the fire marshal once a semester. This is in compliance with state law, as well as, for your own protection and safety. The purpose of the fire drill is to acquaint you with the exit routes from your buildings, as well as, familiarize you with the sound of the fire alarm.

The fire drill allows the staff to test the alarm system to ensure it is properly functioning. The alarm signal is the same for a drill as for an actual emergency. During the drill, University officials will inspect all areas of the building, including residents' rooms.

## Minimizing the Risk of Fire

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

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

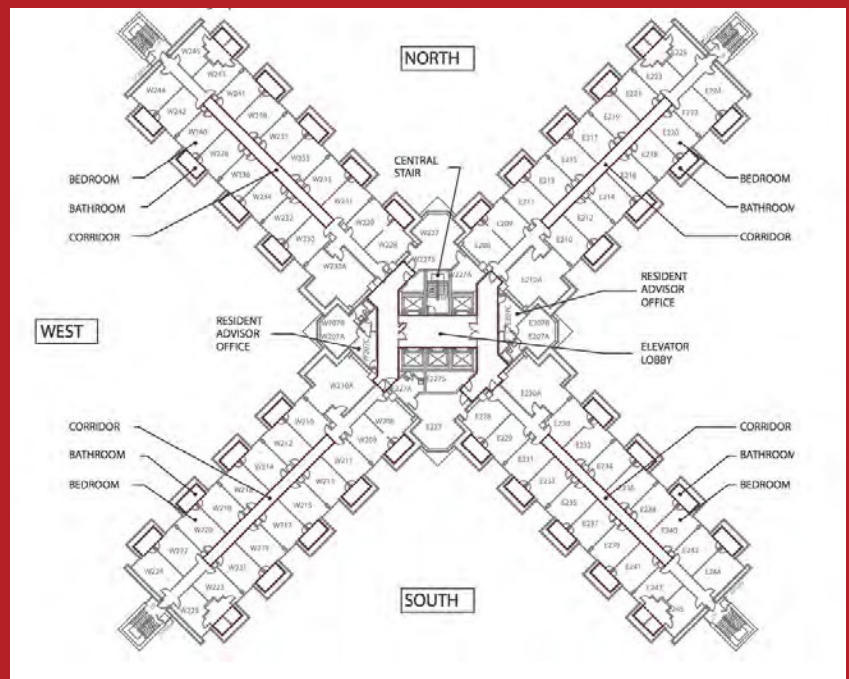
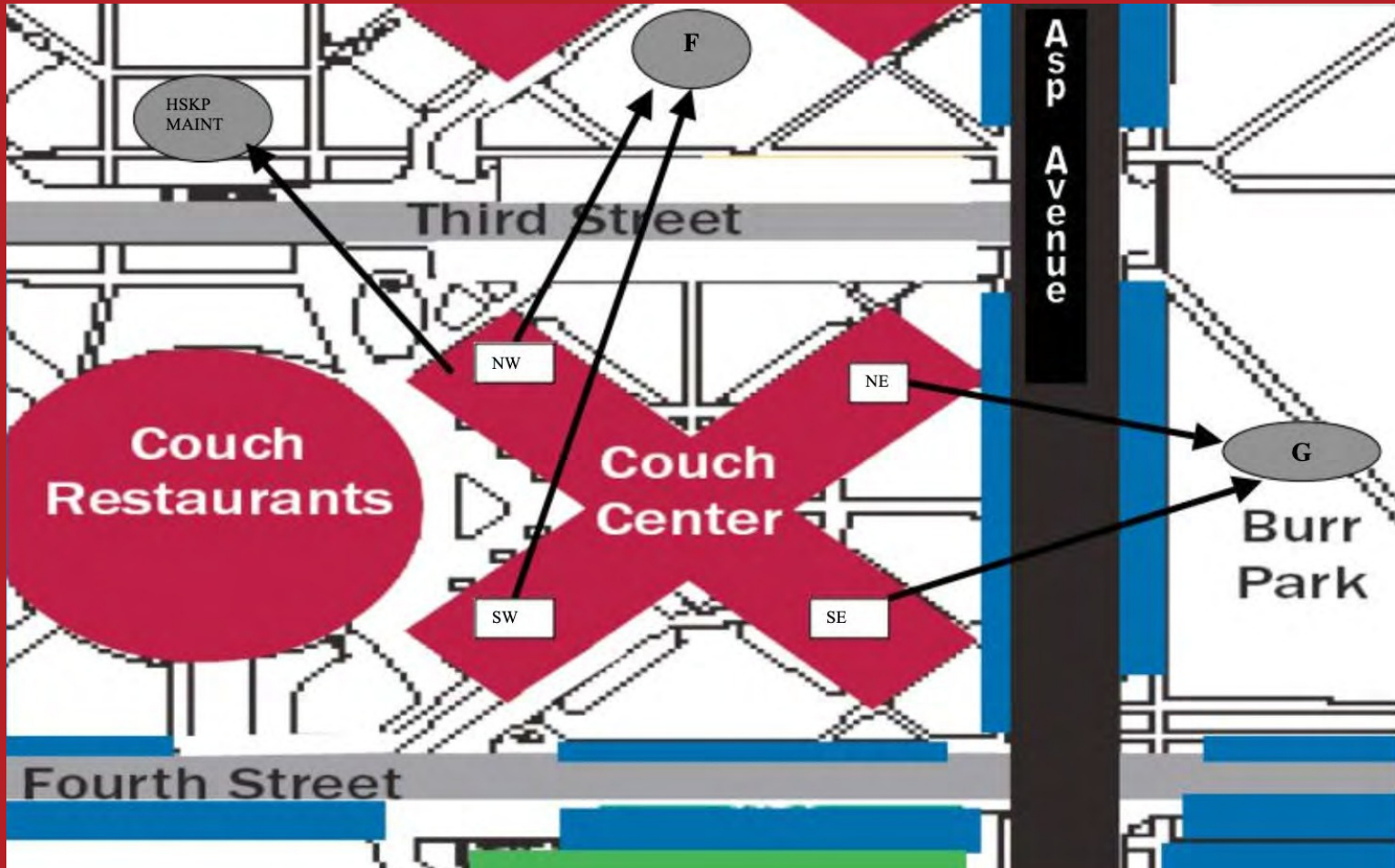
## Prohibited Materials to help Minimize the Risk of Fire

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



# EMERGENCY EVACUATION: COUCH CENTER

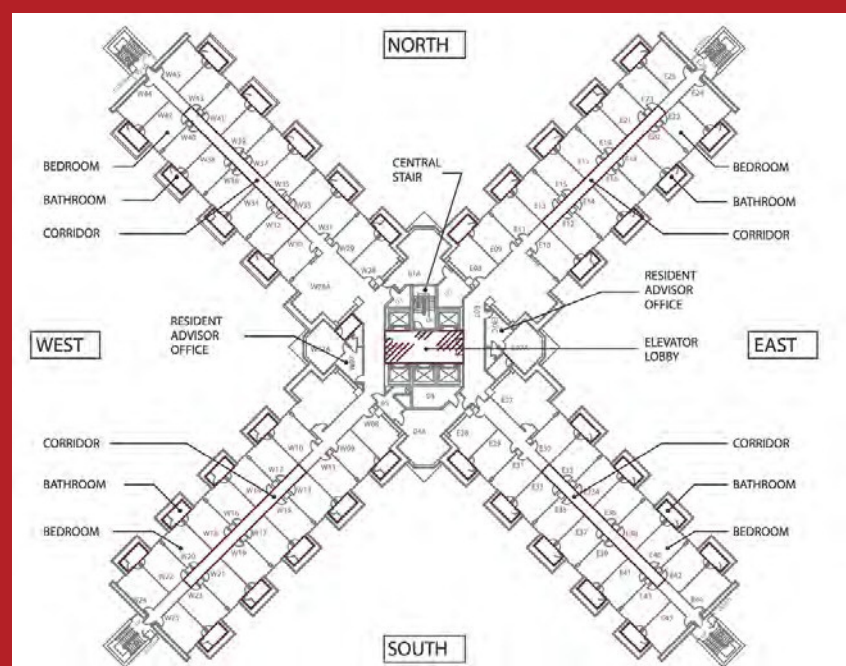
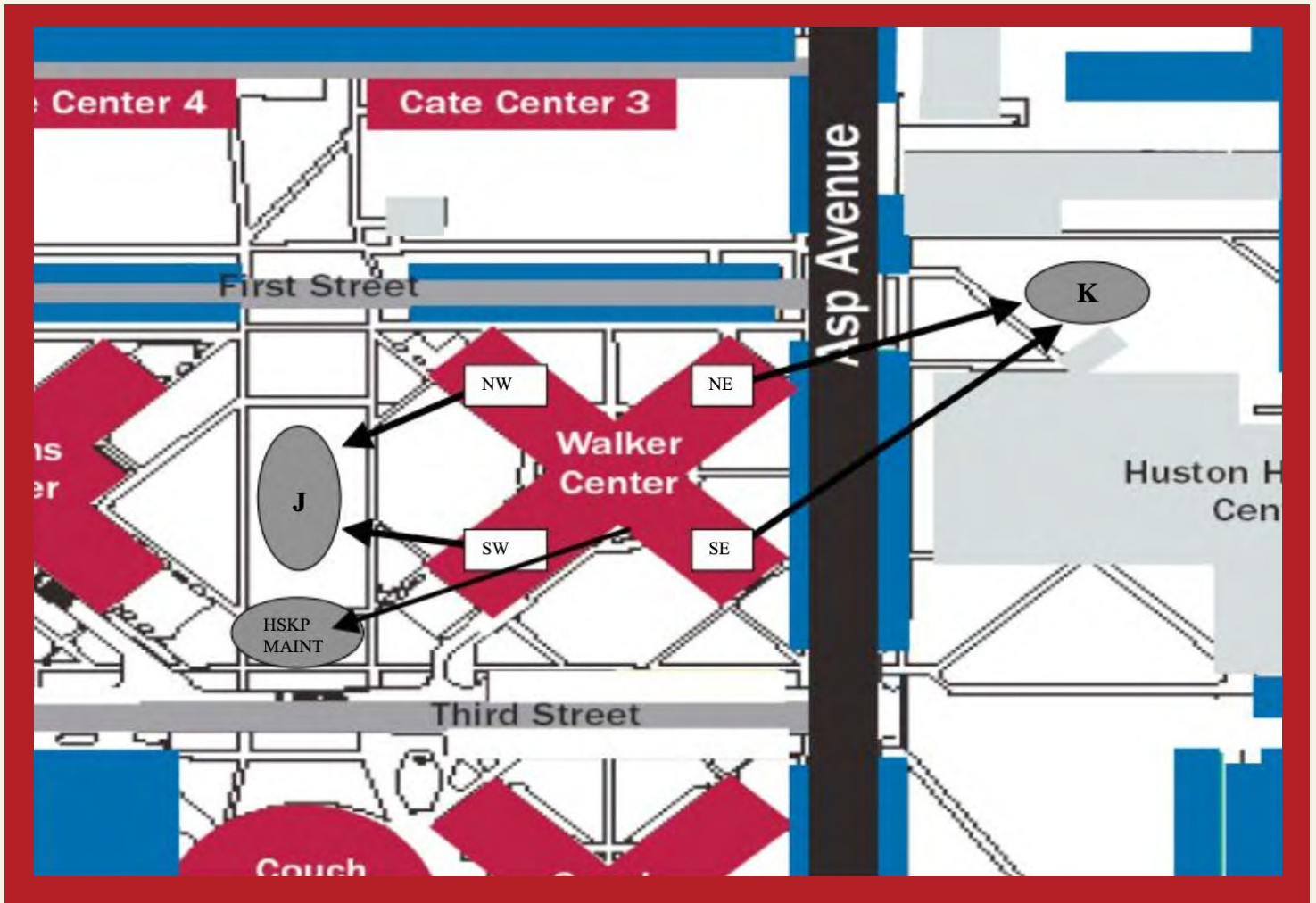
- If you are located on the NW or SW side of Couch Center, evacuate to point “F.”
- If you are located on the NE or SE side of Couch Center, evacuate to point “G.”





# EMERGENCY EVACUATION: WALKER CENTER

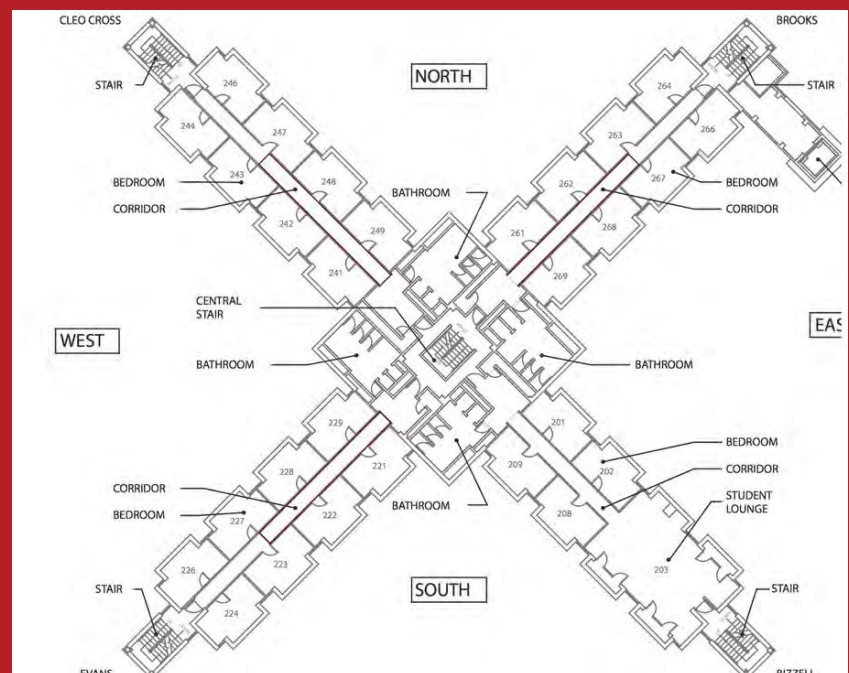
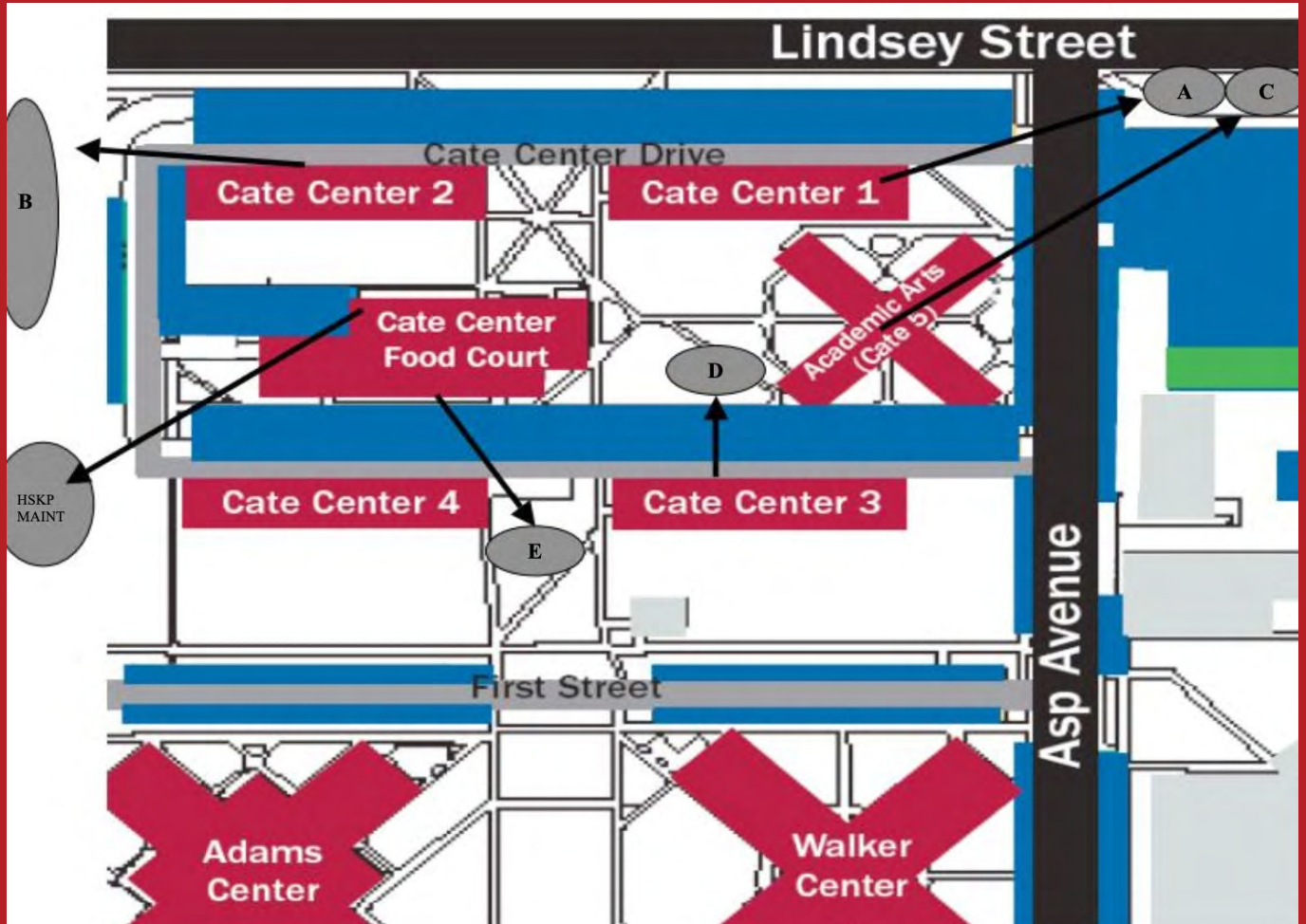
- If you are located on the NW or SW side of Walker Center, evacuate to point “J.”
- If you are located on the NE or SE side of Walker Center, evacuate to point “K.”





# EMERGENCY EVACUATION: DLB HALL

If you live in David L. Boren Hall, evacuate to point "C."



# 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 lobby for information specific to your community or contact an RA or other staff member.

## 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 a tornado. 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 spaces should be identified in advance. Refuge space information also can be found online. Once the sirens sound, it is too late to seek refuge at a remote location.

## ALL-CLEAR SIGNAL

An “all-clear” signal will NOT be given via the siren systems. It is urged that reliance be placed on the information disseminated by the OU Department of Campus Safety under the emergency preparedness University meteorologist by checking this [website](#). You can also follow OU emergency preparedness updates and information on the OU Department of Campus Safety [Facebook](#) or [Twitter](#) @OUemergencyprep. Information specific to Norman campus weather situations will be found at these locations.

An “all-clear” signal usually will be given on the local radio stations for any imminent danger warning disseminated by means of the City of Norman siren system (KGOU 106.3-FM, WWLS 640-AM, or KNOR 1400-AM).

These stations also may be used for weather advisories and updates. An “all-clear” emergency notification message via OU Alert emergency notification system will also generally be sent once the weather danger has passed. Ensure that your emergency contact information is updated and correct at [accounts.ou.edu](https://accounts.ou.edu) so that you will receive emergency messages.



# TORNADO WARNING

## TORNADO WARNING

This means 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](#).

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 in the Housing & Residence Life storm shelters or personal facilities.

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.



# SEVERE WEATHER MAP

## IN CASE OF A TORNADO WARNING:

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

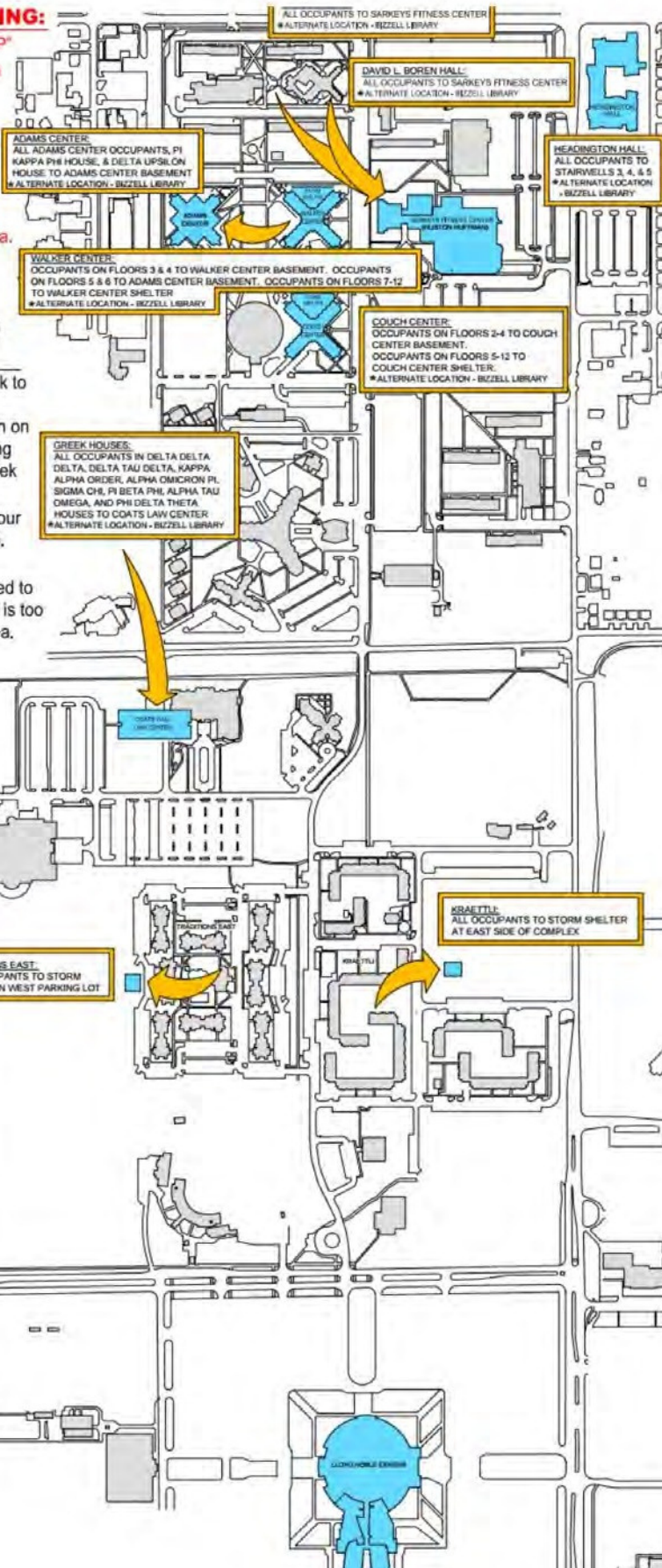
## IN CASE OF ADVANCED NOTICE BEFORE A TORNADO WARNING IS ISSUED:

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

## BEST AVAILABLE REFUGE AREA MAP STUDENT HOUSING



## Housing Map





# SEVERE WEATHER MAP

## IN CASE OF A TORNADO WARNING:

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

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

- There may be days when an enhanced risk to safety may be identified by the National Weather Service. OU may take precaution on these days in advance of a tornado warning and close operations to allow people to seek Best Available Refuge Areas.
- The attached map shows 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.

## BEST AVAILABLE REFUGE AREA MAP MAIN CAMPUS

LEGEND
 BEST AVAILABLE REFUGE AREA

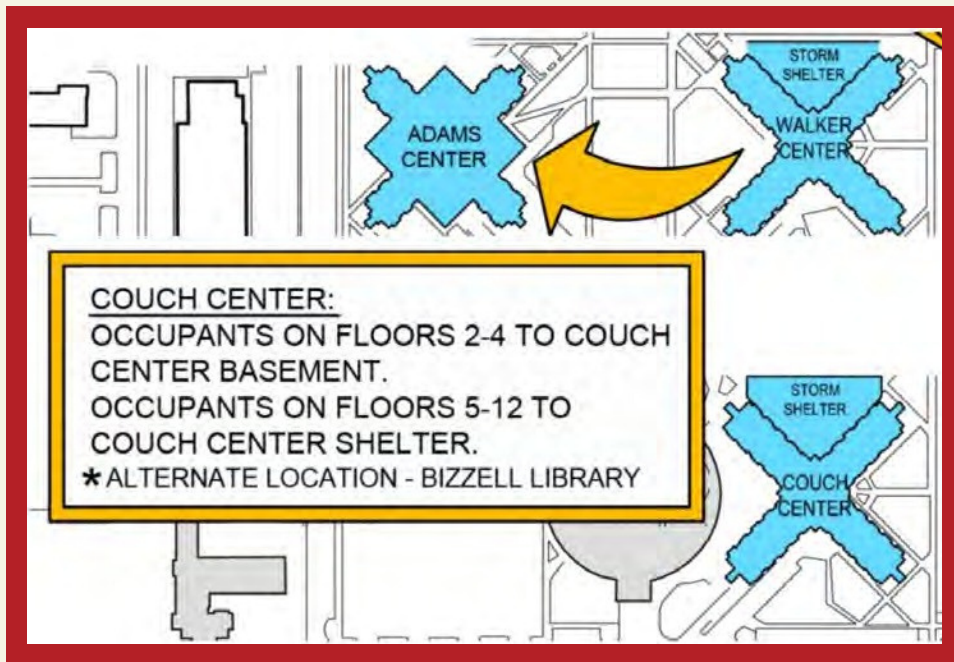


## Main Campus Map



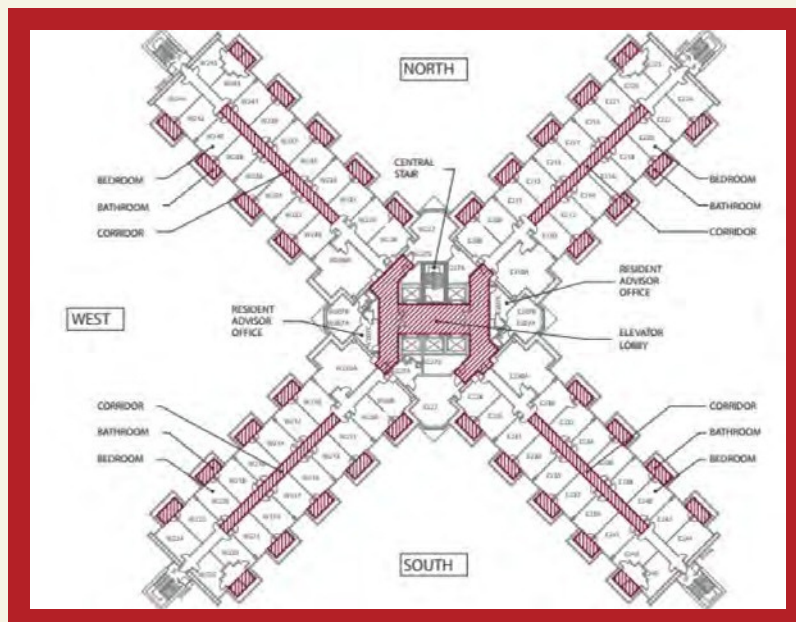
# SEVERE WEATHER: COUCH CENTER

- 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 SEVERE NON-PDS DAYS

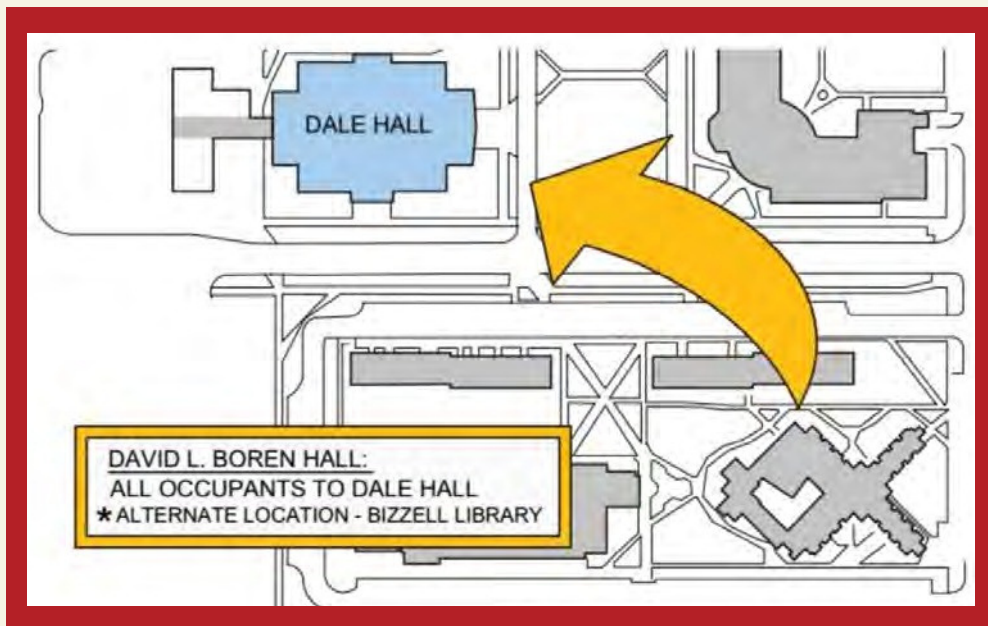
- When knowledge of a storm is given, please proceed to the nearest refuge area, designated on this map with this symbol: ////
- Residents of floors 2-6 may proceed to their interior hallway with all doors shut, the elevator lobby, or stay in their restroom with the doors shut.
- Residents of floors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





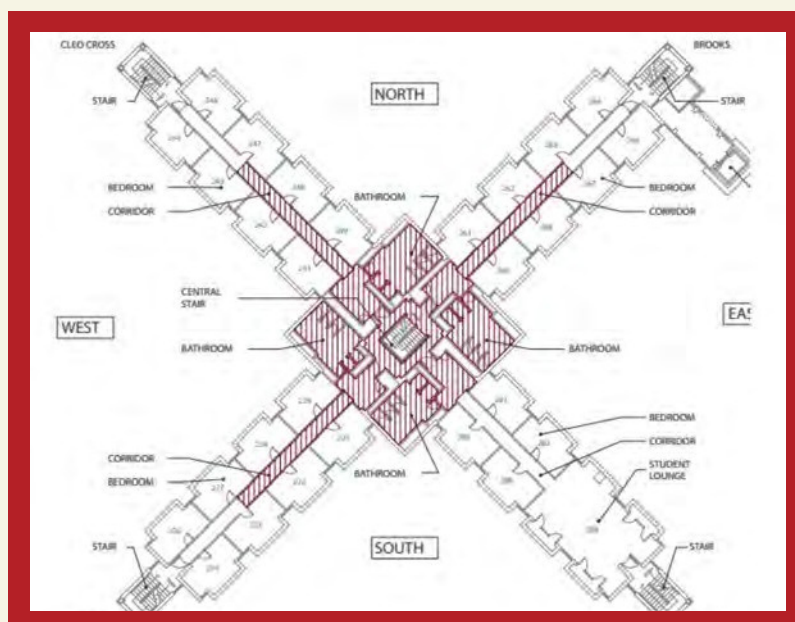
# SEVERE WEATHER: DLB HALL

- 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.



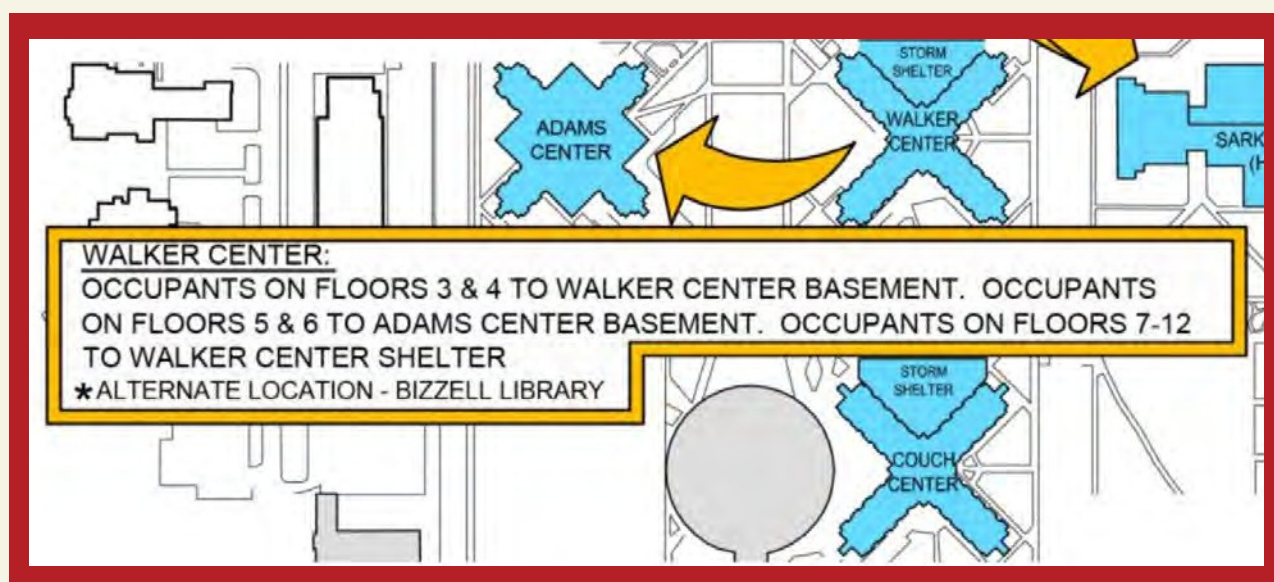
## DAVID L. BOREN HALL SEVERE NON-PDS DAYS

- 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.



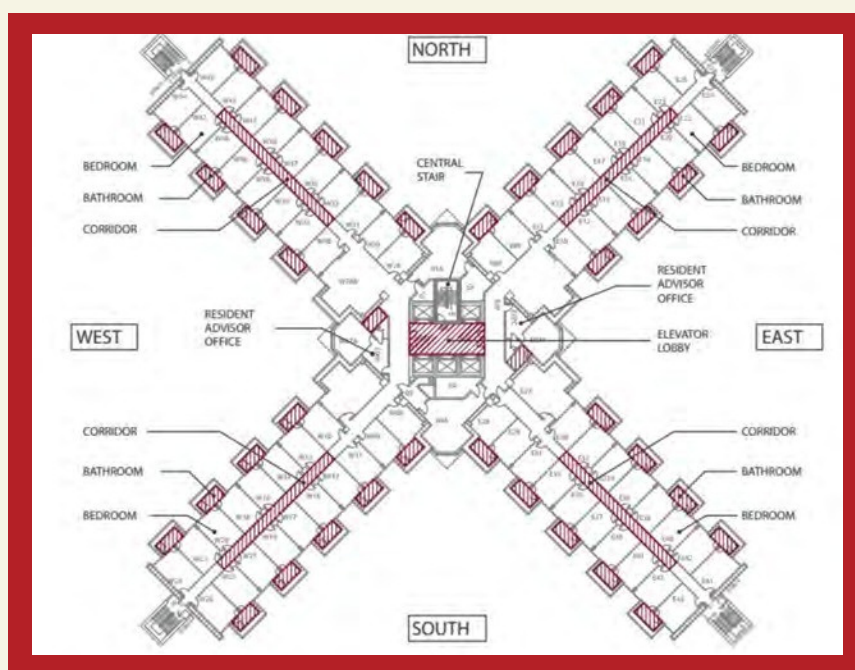
# SEVERE WEATHER: WALKER CENTER

- 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 SEVERE NON-PDS DAYS

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





# ACTIVE SHOOTER PROCEDURES

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

## **If an Armed Individual on Campus/Active Shooter is INSIDE the Building**

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

## **If an Armed Individual on Campus/Active Shooter is INSIDE the Building & you CANNOT Get Out**

- Hide Out. Move to an area that can be locked or barricaded.
- Turn off lights and all noise-producing devices.
- Remain out of any line of sight from doorways and any interior windows. Do not stay directly in front of doors.
- If located with others, quickly formulate your plans should the armed individual gain entry to your space. Spread out and look for improvised weapons. There may be more than one armed individual.
- Get down on the floor or under a desk and remain silent.
- Call 911 only if you can do so without giving away your location to the armed individual. Unknown or unfamiliar voices may be misleading and designed to give false assurances; therefore, do not let anyone in the room or building in a case that person is the armed individual or maybe someone is being held hostage by the armed individual.
- Stay in place without giving away your location until contacted by authorities.
- Once contacted by police, do exactly as you are told.



# ACTIVE SHOOTER PROCEDURES

## If an Armed Individual Gains Access to your Room, Implement a Plan to "Take Out" the Threat

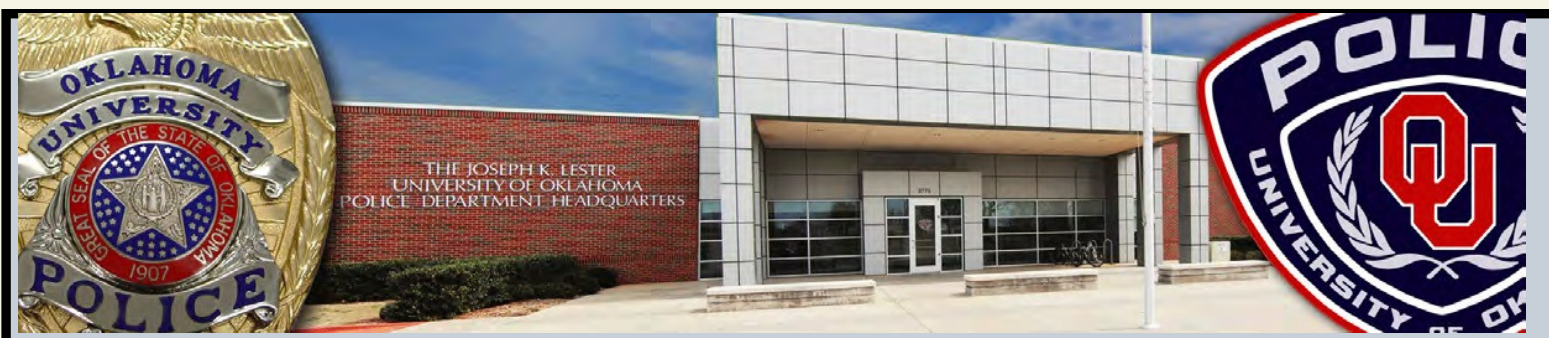
- Assume the active shooter will succeed in wounding or killing everyone unless he is stopped.
- Coordinate with any others trapped in the situation to throw things to distract the shooter as you attack as a group from all directions.
- Use group body weight to pin the armed individual and any weapons.
- If possible, isolate the weapon, but DO NOT pick it up.
- When you have the advantage, do not relinquish it until officers are on the scene and direct you to do so.
- When contacted by police do exactly as you are told.

## If an Armed Individual on Campus/Active Shooter is OUTSIDE your Building

- Close and lock all windows and doors; if locks are not an option, attempt to obstruct the doorways with heavy objects.
- Turn off all lights and silence all sounds.
- Remain calm and quiet.
- Stay away from doors and windows.
- Call 911 to report the incident as soon as possible.

## If you are OUTSIDE and the Shooter is in the Same Area

- Use a continuous assessment process listening continuously for sounds of a threat and move away from it.
- If getting out of the area is not possible, hideout behind a building, car, or another large object until you can safely move.
- Remain calm and quiet and silence all sounds until you are in a safe location.
- Call 911 to report the incident as soon as possible.
- If getting out or hiding out is not possible, formulate a plan to take out the shooter.
- When contacted by police do exactly as you are told.







# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*



# COMMUNITY LIVING GUIDE



# RESOURCES

# BEHAVIOR INTERVENTION TEAM (BIT) INTERNATIONAL STUDENT SERVICES

## BEHAVIOR INTERVENTION TEAM

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

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

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

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

To make a report to BIT, you can call the BIT Hotline at (405) 325-7700, email the team at [NormanBIT@ou.edu](mailto:NormanBIT@ou.edu), or fill out the online report [form](#).

The University Counseling Center can also be contacted at (405) 325-2911.

## INTERNATIONAL STUDENT SERVICES

Housed out of the College of International Studies, International Student Services has been providing services to international students for over fifty years. They assist more than 2,000 international students and their dependents from over 100 countries, providing expert advice and support to every international student. They work with international students, faculty and staff, community members, U.S. federal officials, and a variety of government agencies.

Services provided include: Immigration and visa advice and support, enrollment guidelines and assistance, scholarships, health insurance availability, and student employment opportunities, among multiple other services. They can be reached via phone at (405) 325-3337 or by email at [iss@ou.edu](mailto:iss@ou.edu).



# ASPIRING ALLY-OU ADVOCATES GRADUATION SUPPORT-OU COUSINS



## ASPIRING ALLY

LGBTQ+ Ally is a program sponsored by the Division of Student Affairs and the Gender and Equality Center. LGBTQ+ Allies are faculty, staff, or students who have participated in educational training and are committed to providing support and inclusion for lesbian, gay, bisexual, and transgender students. Allies also are committed to educating others about LGBTQ+ issues. LGBTQ+ Allies place a sign in their office that designates them as an active ally. You also may see allies wearing LGBTQ+ Ally buttons.

Several members of Residence Life have participated in Ally training, are proud to serve as LGBTQ+ Allies, and are devoted to providing a safe and supportive environment for LGBTQ+ students.

## OU ADVOCATES

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

## OU CARES

OU Cares is an initiative aimed at helping students overcome personal challenges to their success at OU. Students work one-on-one with staff to create an action plan to address the issue(s) impeding their success. Students should contact OU Cares with any issue they feel is getting in the way of their ability to create success at OU. These issues may include, but most definitely are not limited to, the following:

- Choosing a major
- Improving GPA
- Improving study skills
- Homesickness
- Financial concerns
- Planning for graduation

OU Cares can be reached via phone at (405) 325-8103 or by email at [GPS@ou.edu](mailto:GPS@ou.edu).

## OU COUSINS

The OU Cousins program was created in 1996 by former OU President and Mrs. David Boren as a way of developing understanding, friendship, and unity among U.S., International, and exchange students at OU. Through this program, students are matched according to hobbies, majors, and countries of special interest. Each International or exchange student is matched with one or two students from the U.S, and invited to participate in monthly programs that are free of charge. In addition, students are encouraged to get together outside of official Cousins events and share their respective cultures with one another through normal daily life. Join and learn more [here](#).

# CAMPUS DIRECTORY

## ACADEMIC SUPPORT

### CAMPUS DIRECTORY

Click [here](#) and [here](#) to access the University of Oklahoma all-campus directory and to search for departments, faculty and staff members, organizations, Colleges, and more.

### 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 & Residence Life. The HLC is located in Cross Village Building A Room 112 Phone: (405) 325-2HLC (2452). Complimentary tutoring is available for various courses. Please call for hours and tutoring availability.







# HOUSING & RESIDENCE LIFE

*The UNIVERSITY of OKLAHOMA*

1406 ASP AVE., RM. 126  
(WALKER CENTER)

|| (405) 325-2511 ||

HOUSINGINFO@OU.EDU



@OUHRL  
@OUCAMPUSDINING



@OU\_HOUSINGANDFOOD



@OU\_HRL  
@OUCAMPUSDINING