Welcome

Mission
The mission of Housing and Dining Services is to provide you with an affordable, safe and pleasant living environment that supports your ability to succeed at K-State. We're confident you'll find the residence halls well-maintained and staffed with people to assist you. Our dining centers offer nutritious and satisfying meals. We also provide many social, educational and cultural programs that enhance your experience at K-State.

We encourage you to become involved in your new environment. Use this year to take some risks and try new activities. Students living in the halls represent diverse values, backgrounds, cultures and lifestyles. We hope you'll challenge yourself to meet those who are different. The residence halls offer rich and unique opportunities to learn about yourself and others.

This handbook is an important source of information. It outlines policies and procedures that apply to life in the K-State residence halls. You're expected to understand and abide by these policies, as you have agreed through your residence hall contract. This handbook also contains information about your staff and your hall's services. Please ask a staff member if you have questions about these policies, procedures or other information in this handbook.

Mission Statement
We will support students by engaging in collaborative relationships that encourage scholarship, community and self-discovery. By creating intentional environments of quality and care, we will enable students, faculty and staff to achieve excellence.

Statement of Inclusion
Kansas State University’s Department of Housing and Dining Services is dedicated to creating a culture that welcomes and embraces students from all backgrounds. By constructing meaningful dialogues and educational programming within our on-campus communities, we strive to engage students and staff members in the exploration and celebration of identities that align with — as well as differ from — their own. Through our continued efforts, it is our mission to enable students and staff alike to develop greater cultural competence in order to foster communities of justice and inclusive excellence.

From the Director
Dear K-Stater,
On behalf of Housing and Dining Services, I want to welcome you to our campus community. Our mission is to enhance the quality of life for each and every resident. Our department strongly believes living on campus positively complements your educational experience outside the classroom. We have staff and services ready to assist you during the coming year. While living with us, we encourage you to meet new friends, become involved in the numerous activities offered and enjoy the safety and convenience of on-campus living.

Sincerely,
Derek Jackson
Director of Housing and Dining Services
# TABLE OF CONTENTS

## WELCOME
- Mission, Mission Statement
- Statement of Inclusion

## RESIDENCE HALL DIRECTORY ........................................... Page 4
- Other Important Numbers

## 2018-2019 RESIDENCE HALL CALENDAR ......................... Page 5

## WELCOME, CONTINUED
- Developing a Residence Hall Community ................. Page 6
- Photo Disclosure

## KNOW YOUR STAFF ....................................................... Page 7

## RESIDENCE HALL GENERAL INFORMATION .................. Page 8
- Academics in the Residence Halls
- Communicable/Infectious Diseases
- Communication
- Conduct Processes and Procedures
- Contract Termination
- Desk Services
- Housekeeping
- Identification Card
- Keys
- Laundry Facilities
- Mail
- Maintenance
- Parking
- Room Checkout Procedures
- Roommate Conflict
- Room Entry/Access
- Room Selection and Transfers
- Safety and Security
- Self-Destructive Behavior
- Special Accommodations
- University Break Housing
- Vending Machines

## RESIDENCE HALL LEADERS ........................................ Page 12
- K-State Association of Residence Halls
- National Residence Hall Honorary
- Housing and Dining Ambassadors
- Hall Councils

## RESIDENCE HALL POLICIES ............................................ Page 13
- Alcohol
- Appliances
- Bicycles
- Candles/Open Heating Elements
- Community Restrooms
- Compliance
- University Policies on Conduct
TABLE OF CONTENTS

RESIDENCE HALL POLICIES, CONTINUED
- Damages
- Decorations
- Disruptive Behavior
- Drugs
- Elevators
- Fire Safety and Fire-Safety Equipment
- Furniture
- Gambling
- Guests and Visitors
- Hall and Floor Meetings
- Meningococcal Vaccine Policy
- Outdoor Activities Prohibited Indoors
- Pranks
- Quiet Hours/Noise
- Room, Floor and Kitchen Responsibilities
- Room Remodeling Guidelines
- Safety
- Smoking
- Tampering with University Property
- Technology Usage Policy
- Theft
- Threatening Behavior
- Unauthorized Access
- Violent Games Policy
- Voyeurism
- Weapons

PET POLICY ................................................................. Page 18

SALES AND SOLICITATION ........................................ Page 20

DINING SERVICES ...................................................... Page 22
- Menus
- On-The-Go Meals
- Meal Hours
- Special Diets and Needs
- Dining Center Entry
- Meal Plans and Meal Entry
- Guests
- Dining Room Decorum

APARTMENT LIVING AT JARDINE .............................. Page 24
- Traditional Apartments
- Renovated Apartments
- Highly Renovated Apartments
- Modern Apartments
- Contact Information

K-STATE AND COMMUNITY RESOURCES ..................... Page 25
### Front Desks
- Boyd Hall: 785-395-6477
- Ford Hall: 785-395-3136
- Goodnow Hall: 785-395-5150
- Haymaker Hall: 785-395-3710
- Honors House: 785-395-3936
- Living Community at Jardine Apartments: 785-532-3790
- Marlatt Hall: 785-395-3411
- Moore Hall: 785-395-2362
- Putnam Hall: 785-395-6628
- Smurthwaite House: 785-395-2900
- Van Zile Hall: 785-395-2999
- Wefald Hall: 785-395-3536
- West Hall: 785-395-3727

### Other Important Numbers
- Emergency: 911
- Maintenance: 785-532-6466
- Derby Student Success Center: 785-532-2646
- Cornerstone Coffee and Bakery, Jardine Marketplace: 785-532-1326
- Cornerstone Coffee and Bakery, Wefald Hall: 785-532-7155
- Quik Cats Cliffside, Chester E. Peters Rec Complex: 785-532-4913
- Quik Cats Jardine Marketplace: 785-532-1326
- Quik Cats Kramer: 785-532-7153
- Quik Cats Moore Hall: 785-395-2362
- Quik Cats Van Zile: 785-532-2287
- Union Station by JP’s, K-State Student Union: 785-532-1114
- Overtime Grill, Kramer Dining Center: 785-532-5711
- The Bakery: 785-532-7023
- Residential Computing Helpline (ResNet): 785-532-2711

### Housing and Dining Services
- 104 Pittman Building: 785-532-6453
- Toll free: 888-568-5027
- FAX: 785-532-6855
- Web address: housing.k-state.edu
- Email: housing@k-state.edu

### Residence Life Office
- 103 Pittman Building: 785-532-7659

### Dining Centers
- Derby: 785-532-6483
- Kramer: 785-532-6482
- Van Zile: 785-532-6484

### Jardine
- Jardine Apartments Office: 785-532-3790
All dates are subject to change.

**Sunday, Aug. 12, 2018 - Residence Halls Open for Early Fall Semester Occupancy**
Residence halls open for early fall semester occupancy at 10 a.m. Sunday, Aug. 12. Students have the option to move into their permanent residence hall assignment earlier than the official opening date (Aug. 18). Students moving into the residence halls prior to Aug. 18 will be charged a daily fee covering housing and most meals. Meals for early occupancy students will begin with breakfast on Aug. 13. Check the housing and dining services website for the dining center schedule.

**Saturday, Aug. 18, 2018 - Residence Halls Officially Open for Fall Semester Occupancy**
Residence halls officially open for fall semester occupancy at 10 a.m. Saturday, Aug. 18.

**Saturday, Sept. 1, 2018 - Labor Day Weekend - Halls Open**
All residence halls are open. Check the housing and dining services website for the dining center schedule. No classes on Monday, Sept. 3.

**Sunday, Nov. 18, 2018 - Fall Break - Halls Close**
Residence halls close at noon Sunday, Nov. 18. The evening meal on Friday, Nov. 16, is the last meal served. Residence halls reopen for occupancy at 1 p.m. Sunday, Nov. 25. Breakfast on Monday, Nov. 26, is the first meal served.

**Saturday, Dec. 15, 2018 - Winter Break and End of Semester - Halls Close**
Residence halls close at noon on Saturday, Dec. 15. The evening meal on Friday, Dec. 14, is the last meal served.

**Thursday, Jan. 17, 2019 - Residence Halls Open for Early Spring Semester Occupancy**
Residence halls open for early spring semester occupancy at 1 p.m. Thursday, Jan. 17. Students have the option to move into their permanent residence hall assignment earlier than the official opening date (Jan. 20). Students moving into the residence halls prior to Jan. 20 will be charged a daily fee covering housing and most meals. Meals for early move-in students will begin with dinner on Jan. 17. Students needing to move into the residence halls prior to Jan. 17 will be accommodated on a case-by-case basis. Meals prior to Jan. 17 will be available only if a dining center is serving. Check the housing and dining services website for the dining center schedule.

**Sunday, Jan. 20, 2019 - Residence Halls Officially Open for Occupancy Spring Semester**
Residence halls open for spring semester occupancy at 1 p.m. Sunday, Jan. 20. The first meal served is breakfast on Monday, Jan. 21. Check the housing and dining services website for the dining center schedule. Tuesday, Jan. 22 is the first day of class for the spring semester.

**Saturday, March 9, 2019 - Spring Break - Halls Close**
Residence halls close at noon Saturday, March 9. The evening meal on Friday, March 8, is the last meal served. Halls reopen for occupancy at 1 p.m. Sunday, March 17. Breakfast on Monday, March 18, is the first meal served.

**Saturday, May 18, 2019 - End of Semester - Halls Close**
Residence halls close at noon Saturday, May 18. Residents who need to remain on campus must make prior arrangements with staff. The evening meal on Friday, May 17, is the last meal served.

Revised 6.22.18
Developing a Residence Hall Community

We believe people who live together form natural communities. We are committed to helping students learn from one another and treat each other with friendship and mutual respect.

As a member of a residence hall community, you have a voice in developing expectations for each other. From negotiating “house rules” with your roommate(s), to developing community standards for the floor, to getting involved in hall government — you have an opportunity to make a difference, both in your life and the lives of others.

Photo Disclosure

From time to time, Kansas State University takes and uses photographs or videotaped images of housing residents while in public spaces for promoting, publicizing or explaining Housing and Dining Services, without compensation or any form of payment to the resident or claims for payment or royalties. All ownership of the photos remains solely with the university. If you want to opt out of your image being used in photographs, please email the Housing and Dining Services Marketing and Communications office at hdmktg@k-state.edu.
Resident Assistants (RAs)
RAs are full-time students, selected and trained by Housing and Dining Services, who offer you day-to-day living assistance. RAs live on each floor to help residents with problems and concerns. One of the RA's most important roles is to help you and your neighbors maintain a community environment that supports your ability to learn and succeed in college. RAs create this environment through special programs, intentional conversations, and management of resources and hall leadership responsibilities. RAs are also responsible for communicating and interpreting university and residence hall policies and regulations, and responding to unacceptable behavior that violates policies and regulations.

Residential Learning Assistants (RLAs)
Residential Learning Assistants (RLAs) are undergraduate students who act as peer mentors in residential CAT communities and support students' academic and social development during their first year at K-State. RLAs live in a residence hall near the students in their CAT community.

Community Assistants (CAs)
CAs staff residence hall front desks (except Smurthwaite and Honors House) 24 hours a day when the halls are open. CAs provide information and services such as checking out sports and kitchen equipment, reporting needed repairs, providing mail services and more.

Door Assistants (DAs)
DAs staff the main entrance of the residence halls during limited access hours. DAs check IDs to identify all persons entering the residence halls and maintain a register of all guests Thursday through Saturday, 9 p.m. to 3 a.m.

Student Success Assistants (SSAs)
SSAs staff the front desks of the two Student Success Centers. SSCs are student leaders who are available to assist you with academic concerns.

Community Coordinators (CCs)
Each hall or community has a full-time, live-in, professional staff member. The CC is a graduate of a master’s program, usually in college student personnel. The CC is responsible for planning and supervising all services and operations in the hall or community. Duties include: advising residence hall student groups, planning educational programs, supervising and training RAs, helping residents develop and maintain positive communities, and helping residents with academic, housing and personal problems.

Assistant Community Coordinators (ACCs)
ACCs are full-time graduate students pursuing academic work, often in student counseling/personnel services, who also live in the residence halls. Most halls and communities have at least one ACC who assists the CC in all areas of hall management, community development, student group advising and staff supervision.

Assistant Coordinators for Departmental Initiatives (ACDIs)
ACDIs are full-time graduate students who work with Housing and Dining Services on projects related to the four focus areas of leadership, enrollment management, academics and diversity. They assist the area coordinator for student development and the area coordinator for student recruitment in these endeavors.

Area Coordinator for Student Development
This area coordinator is responsible for facilitating leadership opportunities and multicultural education for on-campus residents, including advising the K-State Association of Residence Halls and the department’s Equity and Inclusion Committee. Contact this AC in the Student Success Center located in the Derby Dining Center for assistance with locating resources on diversity and leadership, or ways to become more involved on campus.

Area Coordinator for Student Recruitment and Academic Support
This area coordinator is responsible for representing the department to prospective students and their families, and overseeing the day-to-day operations of the academic resource center and the Honors House. This includes doing group presentations, coordinating residence hall tour processes and advising K-State’s National Residence Hall Honorary chapter. The area coordinator for student recruitment and academic support is available in Wefald Hall.

Area Coordinator for Residence Life
These area coordinators are responsible for oversight of the residence hall communities. They directly supervise the CCs and provide support for the overall student experience in the residence halls. The AC for the Derby and Strong communities is located in the Derby Student Success Center and the AC for the Kramer Community is located in Wefald Hall.

Facilities Management Staff
Our staff performs all basic maintenance in the halls. Prompt reporting of damages or items needing repair helps keep your room and residence hall community in good shape. You can report a need for maintenance by contacting the front desk or a staff member.

Housing and Dining Services’ staff is available to help you with concerns, resolve difficult situations and create memorable experiences in the residence halls.

Dining Center Unit Directors
Each dining center has a unit director who oversees the planning and operation of its dining rooms and food programs. Unit directors and their registered dietitians are available for consultation of special dietary concerns and suggestions.

Administrative Staff
The Pittman Building is the central administration area for Housing and Dining Services. The administrative staff is responsible for supporting the management of our organization and can assist you with questions and concerns regarding your contract, account, employee payroll, and lost or misplaced student ID card.
Academics in the Residence Halls
The residence halls are a vibrant part of the K-State academic community. We are committed to helping you succeed in your academic pursuits. Throughout the year, you’ll have the opportunity to take advantage of a wide array of programs, resources and services in the halls that help improve academic skills and involvement with faculty.

Do not hesitate to seek out your hall staff for assistance with class-related problems, and do not be surprised if staff approaches you about your academic progress. We care about your success and hope to assist you throughout the academic year.

Student Success Centers
Conveniently located on the first floor of the Derby and Kramer Dining Centers, the Student Success Centers offer a wide range of support for students. Free tutoring, study space and other services are available to on-campus students. Academic resource assistants (ARAs) staff the centers and help provide students with information about important programs and services for their success at K-State.

Residential CAT Communities
Residential CAT Communities provide an added opportunity for first-year students to connect with up to 22 other students who share their academic interests by placing them in the same residential community and in three common courses. Students in residential CAT communities will be directly connected to their faculty members as well as a residential learning assistant (RLA).

Communicable/Infectious Diseases
Residents are expected to immediately report to RAs, RLAs, CCs and ACCs any infections or contagious diseases within the facility. Housing and Dining Services will work with medical professionals in Lafene Health Center for proper course of action in regards to communicable/infectious diseases.

Communication
Housing and Dining Services staff may contact you by phone, mail or email about a variety of issues such as maintenance requests, information about holiday breaks, safety issues and other important information. Information may also be dispersed through floor/area meetings, bulletin boards and paper notices delivered to your room and apartment. Your K-State email is the primary source of communication at Kansas State University and Housing and Dining Services. You are responsible for checking your email and physical mailbox frequently. Residents’ physical mailboxes are located in the lobbies of your community (for Strong Community residents, mailboxes are located in Van Zile Hall) or the mailroom in Jardine Apartments. Any notices to a resident shall be deemed received by residents on the date delivered to the resident’s K-State email or mailbox.

Conduct Processes and Procedures
Housing and Dining Services staff members are expected to report any significant event that occurs in Housing and Dining Services communities. An incident report is a written account of an event or situation by the person who has the earliest and most direct involvement with the incident. Charges of policy violations originating from an incident report are considered alleged pending completion of the student conduct process. Any member of the Housing and Dining Services community can report behavior that is inconsistent with community standards. If the alleged misconduct occurs in or on Housing and Dining Services property complaints should be brought to a Housing and Dining Services staff member (RA, RLA, ACC, CC, AC, etc.).

All student conduct procedures are designed to minimize disruption to the Housing and Dining Services community. When an incident takes place, the following conduct protocol occurs until the case is concluded with a final decision. If a formal complaint is filed against a student, usually through an incident report, a conduct hearing officer is assigned to consider charges against the student. A conduct hearing officer will be assigned according to the severity of the situation, previous conduct record, and the community where the violation occurred. The conduct hearing officer may be an Assistant Community Coordinator, Assistant Coordinator for Departmental Initiatives, Community Coordinator or Area Coordinator. The conduct officer for an alleged violation may not be in the same community where the violation occurred. In some situations, a case may be handled by the Office of Student Life or Office of Institutional Equity.

Contract Termination
Please reference your contract for contract termination provisions.

Reasons for modification or termination include, but are not limited to: failure of the student to comply with the terms of this contract or be formally enrolled at the university; involvement of the student in actions or activities detrimental to the health, safety, welfare or security of self or other residents or disruptive of the residence hall community. If the contract is terminated for one of the reasons above, the student is required to pay the remainder of the contract based on the terms found in the cancellation section of the contract.

In addition, Housing and Dining Services reserves the right to terminate or modify the terms of the contract if the director of Housing and Dining Services or an authorized designee of the director learns a resident has been charged with or convicted of a crime or crimes against persons or involving any other conduct that may threaten the safety or security of other residents. Modification of the contract may include, but is not limited to, relocating the student to another university housing facility or restricting the student’s access to housing facilities. If the contract is terminated under the terms of this paragraph, the student’s payment obligation shall be prorated to the date of termination.

Desk Services
All residence halls, except Smurthwaite and the Honors House, have 24-hour front desk service. Community assistants (CAs) can help with emergency situations by contacting appropriate staff and emergency personnel. They also provide other services such as distributing mail and checking out vacuum cleaners, computer and study room keys, games, kitchen utensils and more.
Housekeeping

You are responsible for the cleanliness of your room. Vacuum cleaners and other cleaning equipment may be checked out at your residence hall front desk.

Community areas such as bathrooms, lounges and hall corridors are cleaned by custodial staff, Monday through Friday. This does not include the bathrooms in suites — you are responsible for cleaning your suite bathroom. As a courtesy to others, you are expected to keep your room clean to provide a pleasant environment for yourself and others.

Identification Card

Your K-State ID card bearing your name, Wildcat ID (WID) number and picture is your permanent ID card to use while attending K-State. This card provides you with hall and meal access. Report lost cards immediately to the Union ID Center, any dining center or the Pittman Building. Misuse of an ID card includes loaning, falsifying or altering it in any way, or any unauthorized use of the card. Misuse can result in disciplinary action or prosecution, as well as a misuse fee by the department, as dictated by the K-State ID misuse policy. Please carry your ID card on you at all times. You will use your card to gain access to your residence hall. If you do not have your card when entering the hall, you will need to be verified to be allowed in the building. If you have to be verified, it will be recorded on your key card. The first five ID card verifications or lockouts are free. After that, each time will cost $10. These charges will be added to your student university billing account.

Keys

When a room key is reported missing or unaccounted for, the department replaces the lock cylinder to help ensure your security and the safety of others. If you lose your key(s), inform a staff member to initiate a lock change.

You will be charged $50 for the cost of replacing the lock in addition to the cost of creating a new key or keys.

If you are locked out of your room, you may rent an extra key at the front desk. Your first five ID card verifications or lockouts are free. After that, each time is $10. If the rental key is not returned within 24 hours, another 24-hour key loan period will be charged to you. We may change your door lock at a cost of $50, plus the key rental charge. These charges are added to your student university billing account.

Laundry Facilities

A laundry facility is available in each residence hall. To utilize the washing machines or dryers, students will need to activate the machines by swiping their K-State ID cards through the card reader within the laundry facility. Charges for laundry will be deducted from the student’s Cat Cash or account. Learn more about Cat Cash at union.k-state.edu/services/cat-cash. Laundry rules are posted in each laundry room, and residents are expected to follow these rules in consideration of fellow residents.

Please report malfunctioning machines to your residence hall front desk staff.

Tampering with and/or maliciously damaging laundry appliances or facilities is a violation of the law, university regulations and residence hall expectations. It may result in criminal prosecution and/or university disciplinary action.

Mail

All incoming mail addressed to hall residents is delivered Monday through Saturday, except on holidays. U.S. mail distribution is regulated by federal policies. Campus mail is limited to official university communications. Each residence hall has a specific zip plus four code. Please refer to the hall-specific pages found at housing.k-state.edu/living-options/res halls/index.html for this specific information. Utilization of the zip plus four code assists in the timely distribution of your mail. Please allow an additional two to three business days for sending and receiving mail to residence halls, as all mail is initially filtered through the University Central Mail office.

Maintenance

Maintenance problems in your room or elsewhere in the hall should be reported immediately to a staff member. Be specific about the problem and give the staff member permission to enter your room to address the issue. Students may go to the front desk or to a student staff member to submit a work order or to report a maintenance issue. If a work order is in by 2 p.m., it will probably be completed the same day. For emergencies, student service technicians (SSTs) are available during non-business hours every day of the year.

Parking

A resident may purchase a parking permit through KSIS or at k-state.edu/parking. All motor vehicles including mopeds must display a current permit. Any vehicle not displaying a campus parking permit is subject to ticketing. A student living on campus with a residence hall contract may purchase a resident (R) parking permit from Parking Services, which allows you to park in the R and Z lots.

The Residence Life office assigns upgrades to the D and GM lots adjacent to the residence halls using a seniority-based points system that considers age, credit hours earned, academic class standing, the number of semesters lived in the residence halls and residence hall leadership. There is no application process for this free upgrade. Any student living in the residence halls who owns an R permit is in consideration for an upgrade. Students who qualify for an upgrade after receiving their R permit will be notified via email to their K-State account. It is unlikely a freshman student will be assigned to a parking lot adjacent to their hall.

Residents with special parking needs should contact Parking Services. All residence hall parking lots are restricted 24 hours a day, seven days a week. All parking rules and regulations are enforced 24 hours a day, seven days a week. To avoid receiving a ticket, only park in your assigned lot. Refer additional parking questions to Parking Services at 785-532-PARK (7275) or parking@k-state.edu. Offices are located in the KSU Parking Garage south of the Union.

Room Checkout Procedures

Rooms must be vacated within 24 hours of the student’s last final examination each semester, by the official residence hall closing time or by official withdrawal from classes, whichever comes first. As set forth in your residence hall contract, checkout procedures include making contact and cooperating with the applicable University Housing and Dining Services staff for the Resident’s selected Residential Space such that applicable checkout forms may be filled out completely by the applicable University Housing and Dining Services staff, returning all keys, and completing a forwarding address card for mail. The Resident shall remove all personal property prior to or at the time this contract is terminated by either party or expired. Additionally, the Resident agrees to maintain the Residential Space and surrounding areas in good condition, and at a condition not less than the condition of such space and areas at the beginning of the Occupancy Period. The Resident shall be charged actual damages, as reasonably determined by the University, for failure to clean and/or return the Residential Space in as good of a condition at the end of the Occupancy Period, and the University will provide notice to the Resident of those charges. To satisfactorily clean, follow these steps:

- Sweep and mop floor
- Clean windows and window ledges
- Dust shades/blinds
- Clean and dust all furniture, including inside drawers
- Ensure all original furniture is inside the room.

If the Resident fails to officially check out of the Residential Space in accordance with this paragraph, the University will at its discretion, process and complete an administrative checkout and access liquidated damages in the amount of $75 for failure to checkout or incomplete checkout, $50 for lock replacement, and other amounts reflected in the University Schedule of Charges for key replacement and other applicable fees, all as applicable.
Roommate Conflict
To avoid conflict with your roommate(s) or another resident, all residence hall residents will be required to complete a roommate agreement shortly after all occupancy changes. These agreements will include:

- Communicating: Sit down and talk about habits, preferences and personal values.
- Establishing room/apartment rules: Common topics include cleaning, borrowing belongings, study times and guests.

Let your building staff help you be proactive! Should conflict with your roommate(s) or another resident develop, our best advice is to:

- Talk to your roommate(s) when neither of you are angry or upset.
- Carefully explain what the issue is and why it frustrates/upsets you.
- Be specific and tactful.
- Do not threaten or give ultimatums, i.e., “if you don’t, I’ll…”
- Be prepared to make compromises.
- If you aren’t able to have a civil conversation on your own, seek help from the student staff in your community (RA/RLA).
- If relocation is necessary, keep in mind that it is usually the person who requests the change that will move.

Room Entry/Access
A Housing and Dining Services staff member may authorize entrance to a student’s room for these reasons, but not limited to:

1. The resident’s permission.
2. To shut off TVs, radios, persistently ringing alarm clocks, telephones, etc.
3. During emergencies that present potential danger or threat to life, safety, health or property.
4. By lawfully issued search warrant.

5. To provide room maintenance, repair service, health and safety inspections, or pest control, some of which may occur over break periods.

Room Selection and Transfers
Your ability to select your room is primarily based on the date your contract and payment were received by Housing and Dining Services, the information you provided on the contract, and space availability. Current students have an opportunity to select rooms for the following year provided they follow the room selection process. If your initial hall or room preference is not met, you may inquire about the hall or room transfer process at the front desk in your hall after the official hall opening date. Transfers are made when space is available following an initial holding period. Changing rooms without permission from your Community Coordinator is not permitted. If you change rooms without proper paperwork, an improper checkout charge of $75 is assessed to your student university billing account and you will be required to move back to your assigned room. The University reserves the right to change the Resident’s selected Residential Space to accommodate ADA situations, when there is a need to consolidate residents due to vacancies in multiple rooms, and when other unforeseen situations might make it necessary, but only after consultation with the Resident.

To request a room transfer or checkout, you must contact the (A)CC of your community. Once permission to move is granted, you must complete the check-out process. Requests for interhall transfers will be fielded by our Occupancy Coordinator, but may be approved upon meeting with the (A)CC of the community. More information about the checkout procedure, please reference the section above.

Safety and Security
Students have access to their residence hall at all times the university is in session. An electronic door-access system requires use of a resident’s K-State ID card. Students may enter their own hall by sliding their K-State ID card through the access card reader installed near most doors. Access to all residential living spaces is restricted 24 hours a day. From 9 p.m. to 6 a.m., the main front doors are the only accessible entrance to each hall. The side entrances may not be used during those hours. There will be a door assistant (DA) at the main entrance door during...
the hours of 9 p.m. to 3 a.m. on Thursday through Saturday nights. This person will verify only residents and their registered guests are entering the residence hall. Exterior wing doors have electronic sensors that detect when doors are left ajar. **Students are encouraged to lock their door and carry their room key and K-State ID card at all times.**

The halls have appropriate fire protection equipment, including a smoke detector in each room and a general fire alarm system in each hall. Smoke detectors are equipped with either a warning seal or electronic monitoring device. Community assistants, hall staff and emergency facilities management staff are available 24 hours a day to respond to the needs of students. A university police officer will walk the perimeter of all halls on a scheduled basis.

**Self-Destructive Behavior**

Kansas State University has a clear and distinct interest in maintaining a safe and educational environment in the residence halls and apartments. The regular operation and day-to-day activities of residential communities and individual residents can be seriously disrupted by self-destructive behavior. Please refer to the University Policy found at [www.k-state.edu/studentlife/policies/studentlifehandbook/withdrawdisruptivebehavior.html](http://www.k-state.edu/studentlife/policies/studentlifehandbook/withdrawdisruptivebehavior.html). Behavior reported to or observed by Housing and Dining Services staff will be referred to the Office of Student Life.

**Special Accommodations**

Students who require specific accommodations to meet their needs should work with the Student Access Center to request accommodation and to learn more about the resources available to them.

Students with a disabled parking placard may park in the designated handicap stalls located at the residence halls. Students must have both state and residence hall parking permits displayed.

Shuttle service provides transportation (a van equipped with a hydraulic lift) for residents with disabilities throughout campus, including residence halls. The shuttle service operates from 7:30 a.m. to 4:30 p.m., Monday through Friday. Contact the Student Access Center at 785-532-6441 for information.

A resident with special dietary needs should contact a Housing and Dining Services dietitian for assistance in choosing appropriate foods from the menu. It may not be possible to accommodate all dietary requests. While every effort is made to make dining center meals meet dietary restrictions, we cannot guarantee that they will. Safety cannot be guaranteed for residents with life-threatening allergies. Ingredients and nutritional content of menu items may vary and cross contamination could occur during production or service. Manufacturers may also change their product formulations or ingredients without our knowledge. Dining Services makes every effort to identify ingredients in food products but cannot assure against the possibility that the food contains ingredients other than those identified. It is, therefore, the responsibility of the customer to read ingredient labels and decide what foods to avoid. For questions regarding ingredients or assistance, please consult a unit manager at any time. Medically related diet orders or dietary restrictions must be communicated to dining services dietitians through the medical staff at Lafene Student Health Center.

**University Break Housing**

University break housing is available for an additional cost, but ONLY in Wefald, Marlatt, Moore and West. Students who have selected any of the break periods are allowed to stay in their assigned rooms in these halls during the selected university breaks. Meals may not be served during breaks; please contact your hall staff for specifics. All other halls are closed during university breaks. Break housing contracts are valid for the breaks selected. If space allows, students living in non-continuous halls can apply for a break housing contract. If approved, the resident will be required to move to a continuous hall for the duration of their break period contract. Summer housing is available, but a summer contract must be submitted.

**Vending Machines**

Vending machines containing snack items and beverages are provided in most residence halls. If you find a machine empty, broken or failing to provide a product you have paid for, report it to the front desk staff.

Tampering with and/or maliciously damaging any vending machine is a violation of the law, university regulations and residence hall expectations. It may result in criminal prosecution and/or university disciplinary action.
You have a variety of opportunities for leadership and involvement in your hall, floor and wing community. Many student leaders at K-State have their first leadership experience in the residence halls. Whether you are a freshman or a senior, a returner or a new student, you can get involved.

Check into available leadership positions at your hall front desk. This is a wonderful opportunity to meet people, build strong friendships, familiarize yourself with different organizations, improve your community and just have fun!

**K-State Association of Residence Halls (ARH)**

Participating in ARH gives you an opportunity to be involved in the administration and implementation of policies for the residence halls. Representatives from each hall meet with the ARH executive board to address issues affecting residents. ARH also serves as the student voice to Housing and Dining Services administration.

ARH sponsors campus-wide residence hall activities such as Homecoming, Late Night Breakfast and the American Red Cross blood drive. Many of these events are coordinated by student planning committees which are advised by staff members.

ARH student delegations represent the residents of K-State residence halls at regional and national conferences. Often these conferences provide ARH with information regarding other residence hall programs in the country, as well as provide delegates with invaluable leadership experience.

**National Residence Hall Honorary (NRHH)**

NRHH is the only national student honorary that recognizes the top one percent of residents who have contributed outstanding service and leadership in the residence halls while demonstrating academic excellence. New members may be selected and inducted each fall and spring.

**Housing and Dining Ambassadors**

This group of residence hall leaders represents the department to prospective students, families and other university constituents. They share their excitement and positive experiences from living in K-State residence halls with others.

**Hall Councils**

Each residence hall community has a governing board that administers policies and procedures based on its hall constitution written and ratified by residents. By being a member of your hall council, you are part of the primary decision-making process that plans social, recreational and cultural activities.
In addition to policies and procedures established by K-State, ARH and hall councils, you are expected to abide by residence hall policies. Please consult your floor officers or hall staff to learn more about your individual hall policies.

Being present where a violation of the residence hall policies or Student Code of Conduct is occurring will ordinarily constitute a violation of those policies/codes. If you are present and realize a violation is occurring, it is your responsibility to: 1) Leave the room and/or area immediately; and 2) Report violation(s) to hall staff immediately.

Violations of university or Housing and Dining Services policies may result in termination of a student’s housing contract.

Alcohol
In accordance with federal and state law, residents who are under the age of 21 are not permitted to possess or consume any alcoholic beverages in the residence halls or on university property. Consumption of any alcoholic beverages above 3.2 percent is not permitted in the residence halls or on university property.

Residents who are 21 years of age or older may consume or be in possession of up to 30 containers of alcoholic canned/bottled beverages that are 3.2 percent (alcohol content) or lower in the residence halls. A resident or guest under the age of 21 is not permitted by policy or law to consume alcohol in the residence halls. If a resident is over 21, and their roommate does not meet that qualification, then the resident who is 21 may consume 3.2 percent if they have consent of their minor roommate and the door is closed when alcohol is consumed. If a resident over 21 years of age is consuming alcohol in their room, the only minors allowed in that room are the resident’s roommate(s); any other minors will be in violation of the alcohol policy and documented accordingly. Visitors to the hall who are over 21 years of age may drink 3.2 percent as long as the hosting resident is over 21 and is present at the time of consumption as well as having the consent of all other roommates.

Open containers are prohibited in all residence hall stairways, elevators, lobbies, front porches, general public areas, storm shelters and in your room with the door open. Transport of unopened 3.2 percent containers by a person who is over 21 to a resident’s room, where that resident is also over 21, is permitted. There are to be no kegs in the residence halls or on Housing and Dining Services properties.

The use of alcohol does not circumvent your responsibility for the consequences of your behavior under the influence of alcohol and/or other prohibited substances. Any person 21 years or older is responsible for a minor if they knowingly supply them with alcoholic beverages and/or other prohibited substances.

If a staff member encounters a violation of these policies, they will ask the residents to dispose of the beverages in an appropriate manner. Disposal efforts should be supervised and documented by staff members. All occupants of the room will be treated with equal standards, and will be documented and reviewed by professional staff members. In order to avoid continuous abuse of this policy, violations should be handled by the appropriate senior staff members. The CC/ACC of each hall may decide how to best handle residents who are found in violation of this policy.
Appliances
Appliances allowed in the residence halls are coffee makers, microwaves, refrigerators, hot pots and corn poppers. Microwaves must be 800 watts or less. Refrigerators must be 5.0 cubic feet or less. Microwaves are provided in Wefald Hall — students should not bring their own. Appliances with an open or closed heating element are NOT allowed in the residence halls, except for coffee makers and flameless candle warmers.
Each residence hall has a kitchenette and limited pots, pans, utensils, etc. available for residents to use. Each kitchenette includes a refrigerator, stove, oven and sink.

Bicycles
All bicycles on university property must be registered and display a bicycle permit. Bicycle permits are available at no cost from Parking Services at www.k-state.edu/parking/forms.

Bicycles must be parked in the bicycle racks provided. Bicycles that are parked on or locked to permanent fixtures (e.g., access ramps, light posts, trees, etc.) may be removed at any time by Housing and Dining Services and impounded at the owner’s expense.

You may store your bicycle in your residence hall room with the permission of your roommate(s). Bicycles may not be hung from pipes. The pipes will not support bikes and will break, causing major building damage. Bicycles cannot be ridden inside the dining centers or residence halls.

Abandoned and unregistered bicycles, including any bicycles that have been registered online but do not display a registration permit, will be periodically tagged and subsequently collected by HDS. Unclaimed bicycles will be donated to charity.

More information about campus bicycle regulations is available from Parking Services at 785-532-PARK (7275) or parking@k-state.edu. If you have questions about your tagged bicycle or would like to inquire whether your bicycle has been collected by HDS, you may contact the Residence Life office at 785-532-7659 or reslife@k-state.edu.

Candles/Open Heating Elements
Open flame devices are not permitted in the residence halls (e.g., candles, incense).

Air conditioners, space heaters, appliances with an open or closed heating element (except for coffee makers and flameless candle warmers) or halogen lamps are not permitted in the residence halls. Slow cookers, 3 1/2 quarts or less, are allowed in the residence halls.

Community Restrooms
Community restrooms are cleaned once a day, Monday through Friday. Students and guests are expected to use a different restroom while cleaning is occurring.

Compliance
As stated in the K-State Student Code of Conduct, “Failure to comply with directions of university faculty, staff, or law enforcement officers acting in performance of their duties or failure to identify oneself to these persons when requested to do so” is a violation of the Student Code of Conduct. You are expected to respond to reasonable requests of any Housing and Dining Services staff member acting in the performance of her/his duties, including presenting identification such as your K-State student ID or another form of identification upon request.
You are also expected to comply with judicial process sanctions mandated to you by residence life staff and/or hall judicial board as stated in Article VI, Section 3.A, number 20-7 of the Student Code of Conduct.

University Policies on Conduct
All residents must be familiar with and abide by the conduct standards set forth in university policies, including but not limited to:

• The Student Code of Conduct (www.k-state.edu/sga/judicial/student-code-of-conduct.html)
• The anti-discrimination/anti-sexual violence/anti-stalking and domestic/dating violence policy at PPM 3010 (www.k-state.edu/policies/ppm/3000/3010.html)
• The Threat Management Policy (www.k-state.edu/policies/ppm/3000/3015.html)
• The Critical Incident Response Team process (www.k-state.edu/studentlife/cirt)

To make a report concerning the Student Code of Conduct, please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=10.

To make a report concerning the anti-discrimination/anti-sexual violence/anti-stalking and domestic/dating violence policy at PPM 3010, please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=18.

To make a Threat Management Report, please contact the Director of Labor Relations.

To make a Student of Concern Report, please visit cm.maxient.com/reportingform.php?KansasStateUniv&layout_id=16.
Elevators are provided for the convenience of residents and to ensure that buildings are accessible for students with mobility impairments. As a matter of safety and courtesy to those living around you, elevators are to be used only as they were intended and in accordance with posted regulations.

Violations of the drug policy may result in termination of a student's housing contract.

We report all incidents of suspected possession, use and sale of illegal drugs to the police. If seals are removed or broken, a charge is assessed to the residents of the room at the end of the school year or at the time of checkout from the room.


damages will be divided equally between the room residents, unless one of the residents accepts full responsibility or is found individually responsible.

Hall council funds are used to support programs, activities and special events for hall, floor and wing residents. Damages to public areas affect the entire residence hall community, as well as decrease the hall council’s ability to sponsor and pay for additional activities. Warning seals are placed on window screens to discourage residents from tampering with them. If seals are removed or broken, a charge is assessed to the residents of the room at the end of the school year or at the time of checkout from the room.

Decorations
Residents may use decorative holiday lights in common areas with the coordination and approval of the Community Coordinator or Assistant Community Coordinator. Decorative lights may be used within students’ rooms but must not be attached to door frames, metal bed frames, windows, fire alarms, sprinkler heads or life safety equipment. All lights must be UL-listed. Mini light strings should have no more than 60 bulbs, and connect no more than three strands. The provided lighting should not be covered in paper, fabric, or other materials.

If you choose to decorate your room, we ask that you use flame-resistant or flame retardant materials. Do not cover more than 20 percent of the wall space and don’t cover the door with combustible materials such as fabric, paper or wrapping paper. Do not obstruct emergency lights, sprinkler systems, fire alarm systems or exit signs. Cut trees are not permitted indoors on campus, but artificial trees are allowed. Use only 14-gauge or larger three-prong grounded cords with molded ends. “Zip” cords are not permitted on campus. Do not run extension cords through doorways, under carpets or above acoustic ceiling tiles. Do not tandem-plug extension cords (connect one cord to another). UL-listed surge suppressors with over current protection are recommended to replace extension cords.

Disruptive Behavior
You are expected to act in a manner that not disturb the academic pursuits or infringe upon the privacy rights, privileges, health or safety of other persons.

Drugs
It is a violation of the law, as well as published university and residence hall policies, to possess, use or sell illegal drugs or other controlled substances. This includes prescription medication that has not been prescribed to the individual possessing or using the medication.

We report all incidents of suspected possession, use and sale of illegal drugs to the police. Because the use of illegal drugs is also a violation of published university and residence hall policies, incidents may be referred for university disciplinary action. Violations of the drug policy may result in termination of a student’s housing contract.

Elevators
Elevators are provided for the convenience of residents and to ensure that buildings are accessible for students with mobility impairments. As a matter of safety and courtesy to those living around you, elevators are to be used only as they were intended and in accordance with posted regulations.

The furniture in your room has been designated for use only in your room and is inventoried both when you move in and when you move out. You will be held financially responsible for missing furniture. All furniture provided, including bed frames and mattresses, must remain in the room, but additional pieces may be added as space allows.

Furniture may not be removed from individual rooms or common areas (lobbies, lounges, etc.). No furniture is permitted outdoors. Removal of furniture from public areas creates an inconvenience for other residents who utilize these areas and is reported as theft of state property. If furniture from lobbies is found in your room, you are required to move it back to the lobby, and you are charged a minimum of $10.

The furniture in your room has been designated for use only in your room and is inventoried both when you move in and when you move out. You will be held financially responsible for missing furniture. All furniture provided, including bed frames and mattresses, must remain in the room, but additional pieces may be added as space allows.

Gambling
Playing cards for money and other forms of gambling are illegal as defined by Kansas state law and are not permitted in the residence halls or on campus.

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Playing cards for money and other forms of gambling are illegal as defined by Kansas state law and are not permitted in the residence halls or on campus.

Guests and Visitors
A resident may host a guest(s) anytime during a 24-hour period. The host is responsible for the actions of their guest(s). All guests must be registered 24 hours a day, seven days a week through the door assistant (DA) or the front desk of each building. Residents hosting guests are required to remind their guests to be in possession of a form of identification at all times while in the residence hall. The host is also required to escort their guests at all times. The host must have permission from their roommate(s) before a guest(s) is permitted in the room. The rights of a resident take priority over those of a guest(s). A guest(s) that is the same gender as the host may stay overnight for up to three consecutive nights provided the occupancy of the room does not exceed the number of beds/spaces in the room. A guest(s) that is not the same gender as the host may visit but may not stay overnight. It is the responsibility of a resident to notify staff of any policy violation. At the beginning of the year, each hall may determine its own policy regarding when members of the opposite gender may visit student rooms. These are both upon approval of hall staff.
Hall and Floor Meetings
Residence hall staff conduct hall and floor meetings to communicate important events or information. These meetings are mandatory unless publicized otherwise. You are responsible for all information covered whether or not you attend. If you cannot attend, you may receive the information from a roommate, floormate or by contacting your resident assistant.

Meningococcal Vaccine Policy
It is a policy of the Board of Regents of the State of Kansas that all incoming students residing in the residence halls be vaccinated for meningitis or sign a waiver refusing the meningitis vaccine. Every student must submit a meningococcal vaccine documentation form to Lafene Health Center regardless if you receive the vaccine or not. You can log in using your id and password to mylafene.k-state.edu. Once you are logged in, click on “forms” and fill out the vaccination form. You can also access the TB questionnaire on the site. All incoming students are required to upload your vaccination records and can do so on this site. You may receive the vaccine by making an appointment at Lafene Student Health Center or with your physician. Failure to submit a meningococcal vaccine documentation form is a violation of your residence hall contract.

Outdoor Activities Prohibited Indoors
Outdoor activities are not allowed in the halls. This includes, but is not limited to, bouncing balls, throwing Frisbees and balls, Nerf guns or other Nerf products, rollerblading, skateboarding and bicycle riding. No outside water activities are allowed in the halls. This includes, but is not limited to, swimming/wading pools, water guns, water balloons, water slides, etc. In addition, these activities are not allowed on porches as such activities may result in damage to property and constitute vandalism. If you participate in any of these activities and damage occurs, you will be charged for repairs. If you have a question about sporting activities, contact the CC or ACC of your hall.

Pranks
Pranks are not allowed in the residence halls as they may cause physical or psychological damage.

Quiet Hours/Noise
Noise which is disruptive to others is prohibited both inside and in surrounding areas of residence halls. Courtesy and consideration for others is expected at all times. If noise is bothering one person on the floor, wing, or in the building, it is too loud. The following specific guidelines are in place to help maintain a reasonable level of noise in the residence halls:

Quiet hours (the absence of loud noise or distraction) are in effect Sunday through Thursday from 10 p.m. to 10 a.m., and Friday and Saturday from midnight to 10 a.m. At other times, you are expected to exercise good judgment with respect to noise. Do not make or cause noise that infringes upon the rights and need of others to sleep and study. Quiet hours may be adjusted by a community by a vote through the hall council and staff. The hours may be adjusted up to one hour before or after the start and end times of the quiet hours.

Courtesy hours are in effect 24 hours a day. Any loud noise or distraction that attracts the attention of other students and/or staff members is not compatible with a proper living and learning environment in the residence halls.

Final exam quiet hours are in effect 24 hours a day from 11:59 p.m. on the Saturday immediately before finals to the end of the last final of the semester. Hall councils have the opportunity to select up to two hours per day during finals week for slightly relaxed quiet hours.

Enforcement of quiet hours or courtesy hours is the responsibility of everyone in the hall, not just hall staff. If noise bothers you, please respectfully ask the person(s) involved to decrease the noise level. If they refuse, or if you have to speak to them again, you may contact hall staff to contact the person. In addition, it is expected that if someone asks you to decrease your noise level, you do so immediately.

Room, Floor and Kitchen Responsibilities
Each resident is responsible for the proper care and cleaning of their individual room and suite, bathroom or detached bathroom, including the guidelines for break and holiday periods and checkout. Individual residents will pay for any charges assessed for damages in their rooms, as determined by the staff member completing the final inspection of the space, as approved by the ACC and CC.

Personal trash must be disposed of in the appropriate receptacles (i.e. trash and recycling rooms), and may not be left or disposed of in common areas (e.g. hallways, bathrooms, lounges, stairways). With reasonable notice, Housing and Dining Services staff may dispose of abandoned property in kitchens or bathrooms. Each resident is responsible for properly disposing of garbage and boxes, including taking cardboard boxes to the proper outside receptacle. All residents using the common area kitchens are responsible for cleaning the stoves, ovens, sinks, counters and microwaves, and for removing all trash from the kitchen after use.

Appropriate conduct is expected of you and your guests when using commons areas. Sleeping is prohibited in lobby and recreational areas. Organizations or groups outside HDS may not use lobbies or other common area spaces of the residence halls unless part of an officially sponsored staff or hall program.

Room Remodeling Guidelines
All furniture provided, including bed frames, bed ends and mattresses, must remain in the room. Housing and Dining Services and Kansas State University are not responsible for injury to the student, their family or guests which might result from use of the halls and/or dining centers.

Bringing your own loft is not permitted, as all halls provide loftable beds. The provided lofts can be set up in multiple ways, but they must be set up within the guidelines set by Housing and Dining Services. Safety bars must be in place if the bed is lofted. The lofts provided may not be altered. Examples of the bed frames in each hall are available on the Housing and Dining Services website.

Rooms may be individualized, but must comply with safety and fire codes and not damage any room surface or furniture. Construction is not allowed in a resident’s room. Elevated floors or other platforms are not allowed. Nothing can restrict the room exit and a 36-inch minimum passageway to the door must be maintained. Nothing can occur within 36 inches of the front of the heating/AC unit, sprinkler head or smoke detector.

Modifications to the electrical, lighting or mechanical systems are not allowed. Posting is allowed in a resident’s room, but removable tape that does not mar walls, woodwork and ceilings must be used. Sheetrock walls should only have push pins used on them. Any type of tape
that pulls the paint and paper off may result in a damage charge. Residents may not use the following materials (please note that this is not an all inclusive list): nails, screws, duct/cellophane tape, double-stick pads and poster putty. These materials cause damage and may result in repair costs to the resident. Damages to a room or its contents not recorded on the room condition card given to a student at check in will be charged to the student and/or roommate(s).

Safety

Students are not permitted to engage in activity that would endanger the safety or security of themselves or others. This includes but is not limited to: climbing trees, structures, roofs, buildings, window ledges or balconies, propping open doors, etc.

Smoking

Please refer to the university smoking policy that can be found at www.k-state.edu/cleanair/index.html.

Tampering with University Property

Tampering with or manipulating university property is strictly prohibited. This includes but is not limited to: thermostats, air vents, electronic devices (i.e. tvs, computers, printers), furniture, kitchen and laundry appliances, mailboxes, doors/locks, keys, electrical outlets, etc.

Technology Usage Policy

When using the computing resources of Housing and Dining Services, you agree to the following:

- It is the responsibility for the user to be aware of and follow all University policies and procedures listed in the K-State Policies and Procedures Manual. View K-State’s complete set of policies at www.k-state.edu/its/policies.
- Usage must always be legal, ethical, reflect academic honesty and community standards, and show restraint in the consumption of shared resources.
- To refrain from viewing, copying, altering or destroying anyone’s files without explicit permission from the owner of the files.
- It is the responsibility to follow all University policies including PPM 3010 at www.k-state.edu/policies/ppm/3000/3010.html.
- To refrain from posting, mailing, displaying, or otherwise distributing obscene materials.
- To refrain from making, distributing or using unauthorized copies of licensed software, music or literature, videos or copyrighted materials.
- To refrain from damaging files or intentionally damaging or destroying equipment, software or data belonging to K-State or individual users.
- To refrain from using residential network connections for monetary gain.
- To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P, HTTP or distributed transaction server) via the residential network.
- To refrain from connecting a router (or similar device) on the residential network.
- Violation of any policy could result in sanctions, including, but not limited to, administrative cancellation of computing resources and services, cancellation of housing contracts, dismissal from the university or legal action.

Prohibited Network Devices:

Certain devices are prohibited on the K-State network due to their potential to cause issues or outages with the network. These issues can range from decreased network performance to complete outages for a building or multiple buildings.

- IT policy prohibits installation or use of any and all networking equipment on the K-State network such as a router, switch, repeater, bridge, VPN server/concentrator, hardware firewall, wireless access point (WAP), or any similar equipment.
- Any type of Network Address Translation (NAT) device (software or hardware based) is prohibited.
- Running a server of any kind on the K-State network is prohibited. (i.e. FTP, SMTP, DHCP, P2P, HTTP or distributed transaction server).

- Network printers and print servers are not supported.

These policies can also be found on the housing.k-state.edu/resources/resnet.

Threatening Behavior

Please refer to the university Threat Management Policy that can be found at www.k-state.edu/policies/ppm/3000/3015.html#Threat.

Unauthorized Access

If you receive annoying, harassing or threatening telephone calls, emails or social media interactions, please report them immediately to a staff member as well as the K-State Police Department. You will be given a telephone harassment form to complete. Placing annoying or harassing calls or making threats by telephone is a violation of the law, university regulations and residence hall expectations.

Unauthorized Access

You are prohibited from entering restricted access areas that may include, but are not limited to, behind front desks, roofs of residence halls/dining centers, and mechanical or custodial rooms other than those specifically provided for resident use. You may not use another student’s keys or student ID to enter a residence hall or residence hall room.

Violent Games Policy

K-State has a policy (Chapter 8590 in K-State’s Policies and Procedures Manual) regarding games that are violent or perceived as violent. This policy is in effect in the residence halls, dining centers, and all other campus locations. More information regarding this policy can be found at k-state.edu/policies/ppm/8590.html.

Voyeurism

Video voyeurism (including photo voyeurism) is prohibited at Kansas State University Housing and Dining Services, and is illegal under Kansas Law, which can be viewed at law.justia.com/codes/kansas/2017/chapter-21/article-61/section-21-6101. Video voyeurism is defined in part as an act that—for an individual’s own amusement, entertainment, sexual arousal, gratification or profit, or for the purpose of degrading or abusing another person—intentionally uses or installs an imaging device to secretly view, broadcast or record a person—without that person’s knowledge and consent—who is dressing, undressing or privately exposing the body at a place and time when that person has a reasonable expectation of privacy. At Kansas State University Housing and Dining Services, a reasonable expectation of privacy exists in most areas, including but not limited to student rooms, suites, apartments, bathrooms (including showers) and changing areas. Read more about this and other forms of privacy invasion at law.justia.com/codes/kansas/2017/chapter-21/article-61/section-21-6101.

Voyeurism

Please refer to the university firearms and weapons policy that can be found at k-state.edu/policies/ppm/3700/3770.html.

Weapons

Drill Rifles

Drill rifles and related material as issued by Kansas State University ROTC or precision military drill team are prohibited in the residence halls/apartments upon notification to a Student Living staff member of involvement with these programs. The drill rifles must be properly stored in the students assigned room at all times. These items may not be used to play with, shoot projectile of any kind, or intimidate others. All practicing of or usage of drill rifles and related materials may not occur on Housing and Dining Services property. Predetermined practice fields are shared with members of the precision military drill team by ROTC.
PET POLICY

Because of the health risks involved, pets not accustomed to containment, those with strong odors and those not in good health are not permitted in the residence halls. Housing and Dining Services has worked with the College of Veterinary Medicine to identify suitable pets. Before a student may bring a pet into the residence hall, they must have written preapproval from their roommate(s) and the CC. Contact staff to complete a pet registration form. This form is available through your front desk, RA, CC or ACC. CCs may deny a pet request or require a pet to be removed if the pet policy is not followed.

Housing and Dining Services is not responsible for the health and/or safety of pets.

This pet policy does not apply to assistance animals. Assistance animals may be approved through a request for University Housing Accommodations when an animal is necessary to allow a student an equal opportunity to use and enjoy university housing. Requests for reasonable accommodation in university housing are submitted to the Student Access Center.

A. Types of pets allowed

1. Each pet must be relatively quiet, low in odor, nonpoisonous, nonvenomous, harmless and disease free.

2. The following pets have been approved for the residence halls:
   a. Amphibians with an adult size no more than eight inches in length not including a tail, specifically:
      i. Frogs, Toads, Newts and Salamanders
   b. Birds, specifically:
      i. Budgies, Cockatiels, Finches and Lorikeets
   c. Insects, specifically:
      i. Stick and leaf insects (Families Phasmidae and Phyllidae), Ornate beetles (Order Coleoptera) and Hissing cockroaches
   d. Mammals, specifically:
      i. Rodents, specifically:
         1. Hamsters, Gerbils, Rats, Mice, Guinea Pigs, Degus and Chapman chinchillas
      ii. Other, specifically:
         1. African Pygmy Hedgehogs
   e. Marsupials, specifically:
      i. Small-tailed opossums and Sugar gliders
   f. Reptiles, specifically:
      i. Snakes no more than 48 inches in length, Lizards no more than 24 inches in length, not including a tail, and Turtles and Tortoises with a shell size no more than 12 inches in diameter.
   g. Other, specifically:
      i. Fish, Hermit and Fiddler Crabs, Snails

3. Any pet not mentioned above is considered prohibited and will not be allowed in the residence halls.

4. Other pets may be added to the approved list by Housing and Dining Services.

B. Types of habitats

1. Each resident will be allowed to have a maximum of two habitats. Only two pets allowed per habitat. The number of fish allowed per habitat will depend on the gallons of the tank.

2. Each habitat must be a cage or aquarium constructed so as to provide a quality and secure environment for the pet(s).

3. Each non-aquatic habitat must surround the pet(s) on all sides.

4. Each habitat will be inspected for adequacy by a staff CC/ACC member or designee at the time of approval.

5. The habitat will be constructed so as to preclude the accidental release of the animal.

6. The amount of water designated for all pet habitats may not exceed 30 gallons.

C. Care of pets

1. Pets will be kept in their habitats or guardian’s care at all times.

2. Pets must be provided quality care at all times.

3. All pets must be taken home over campus holidays/breaks (as stated in the check out sheets, fish tanks may remain over the shorter campus/holiday breaks).

4. If pets are not taken care of then the CC/ACC may consider removal of the pet from the hall.

D. Common areas

1. First floor and basement common areas in each building must remain free of pets.

2. Unless otherwise stated, resident pets are considered prohibited in lobbies, hallways and restrooms in all halls.
3. Pets may be transported through these areas but may not loiter.

4. Exceptions may be made by the staff and residents of each floor through a petition signed by a simple majority of floor residents with the agreement of the CC/ACC.

5. Severe resident concerns, validated by the CC/ACC, will supersede any exception made.

6. Pets that require live food such as mice, small rodents, or mammals may not be publicly fed for entertainment, nor may feedings be advertised.

E. Pet approval

1. A pet may be brought to the Residence Halls on Move-In Day if the pet approval form has been filled out and approved by the CC/ACC and the roommate. This form must have a signed date prior to the day you move in.

2. If the above requirement has not been met then there will be a one week waiting period from the date of the signed approval forms by the CC/ACC and the roommate before the pet may enter the Residence Halls.

3. Each habitat will require a separate agreement.

4. If a resident wishes to change the size of a habitat for a previously approved pet, a new agreement will be required.

5. If a resident wishes to add a pet to the current habitat, a new pet agreement may be required at the discretion of the CC/ACC or designee.

6. Each agreement must be signed by all of a resident’s roommates and a staff CC/ACC member.

7. Upon approval of the pet agreement the resident will receive a registration card outlining the terms of the agreement to be kept available in his/her room at all times to be shown to staff upon request.

8. Upon approval each habitat will be required to display an Approved Pet Habitat Tag with the type of animal, date of approval, number of pets in the habitat, school year approved for, and signature of the CC/ACC, above or under the light switch at the entrance of the designated pet room.

9. If a pet becomes a problem with any resident, it is their responsibility to bring such problems to the attention of a RA staff member or the CC/ACC.

10. If a student moves to a different hall during the school year, the student needs to complete another pet approval form and receive a new Approved Pet Habitat Tag from the new hall.

F. Breeding

1. There will be no breeding of animals of any kind allowed in the Residence Halls.

2. If there are any questions please direct them to your CC/ACC.

G. Violations

1. Violations of this policy will be referred to the CC/ACC.

2. Any resident concerns brought forth that cannot be resolved between residents will be referred to the judicial officer.

3. If immediate action is deemed necessary, the CC/ACC may take appropriate action.

4. Any damage by the pet(s) will be paid for by the owner. Owner of the pet will be charged if the pet escapes their habitat requiring assistance in finding, and any damages to property.

5. Responsibility relies on the pet owner, to follow these guidelines. If the guidelines are not met, the CC/ACC has the right to immediately remove the pet.

This policy may be reviewed by committee in the spring semester of odd numbered years.

Each pet container will require a separate agreement. If the pet becomes a problem with a resident’s roommate or those in the surrounding communities, the CC may remove the pet at any time.

Approved Pet Habitat Tag: (A neon tag attached to the habitat similar to the EXAMPLE below.)

Name of Student ______________________________

Type of Animal ______________________________

Number of Pets in this Habitat ______________________

Date Approval ________________________________

Signature of CC/ACC __________________________

Approved for ___________________________________________ academic year
SALES AND SOLICITATION

Solicitation is defined as "any uninvited contact, generally involving distribution of literature or request for money." Soliciting is not allowed in the residence halls at any time.

This policy was created to ensure a resident's right to privacy, study and sleep. The following guidelines are established to prevent the possibility of unethical or high-pressure sales tactics and to ensure that money raised in residence halls is used for the purpose for which it is collected. These guidelines for advertising, sales, research, fundraising and solicitation will govern the K-State residence halls, Smurthwaite Leadership/Scholarship House and Honors House. You may ask solicitors to leave your community, or you may contact the staff on duty.

1. In no case is door-to-door solicitation permitted, nor may a resident be coaxed, forced or embarrassed into participating.
2. It will be the responsibility of all students to report immediately to the hall staff on duty any violations of the stated policies. Violators will be subject to hall judicial board review.
3. Any exceptions to the stated guidelines must be made through ARH executive board. The president, who will work in conjunction with the director of Housing and Dining Services, must be contacted at least two weeks prior to the scheduled date of the event. Exceptions will be considered only if they are beneficial to the residents and meet their expressed needs.
4. Any violations, complaints or questions should be referred to ARH executive board in order to prevent further abuse of the policy.
5. Individual halls may further limit these guidelines (i.e., make more strict), but may not exceed them.
6. Any individual or organization must meet all the conditions applying to their type of activity.

A. Advertising
1. Commercial advertising in the form of posters, displays, mail-in cards, printed materials, etc., is not permitted in common areas in ARH member halls.
2. Product samples, giveaways (i.e., practical items which may be used by residents) or coupons may be distributed in the main lobby of each hall or through hall staff only with permission from the involved CC in consultation with the hall council.
3. Exceptions: Students who have received permission to conduct a business from their rooms (according to Sec. D, 1) may post notices on the "free market" bulletin boards in the hall in accordance with hall limitations. Notices may also be posted on a resident's personal door with permission of the roommate(s). Any damages to the door will be the responsibility of the resident doing the posting.
4. Any advertising in dining service areas must be approved by the appropriate dining center unit director or assistant director of Housing and Dining Services.

B. Sponsored programs
1. Individual hall councils, ARH, the university and OSAS registered groups will be allowed to publicize a specific activity or event within the member hall. The publicity must include the name(s) of the sponsoring group(s) — (i.e., hall council, ARH, university or OSAS registered group(s)).
2. The publicity may include reference to business sponsors; however, the business sponsorship may not be a major component of the publicity.
3. Publicity making reference to or suggesting the abuse of alcohol/drugs or any irresponsible use of alcohol/drugs will not be permitted.
4. All publicity shall not violate the common standards of decency.
5. Publicity will be approved at the discretion of the ARH advisor or their designated representative. The ARH advisor will work with the ARH president to administer exceptions to the guidelines.

C. Research (academic, commercial, theological, etc.)
1. Research (surveys, interviews, questionnaires, etc.) may not be conducted in the residence halls, Smurthwaite Leadership/Scholarship House, Honors House, or the dining service buildings, unless in the opinion of the director of Housing and Dining Services such activity has direct application to and benefit for residents.
2. If the director of Housing and Dining Services grants permission, written notification will be provided to CC and hall councils. Approval must then be obtained from each CC and hall council involved.
3. Any research activity will be completely voluntary and will meet all university guidelines. The person(s) to whom permission has been granted shall be the sole administrator(s) of the research.

D. Sales
Products and/or services may be sold within a residence hall or leadership/scholarship house within these limitations:
1. Commercial business, excluding charitable fundraising (see Sec. E), may be conducted by an individual from their room provided that:
   a. Written permission is obtained from roommate(s). The consenting parties may withdraw permission at any time.
   b. Approval is obtained from the hall council and the CC of the hall concerned. If the business becomes objectionable to other residents in the hall, permission may be revoked by the CC or hall council.
   c. Advertising conforms to limits established by this guideline (see Sec. A, 3) and those established by individual halls.
   d. Business complies with local and state requirements.
   e. No responsibility or guarantee of the business is implied or assumed by K-State or the residence hall system.
2. The business will not cause the resident to take unfair advantages of residence hall facilities.
   a. Mail should be handled through the post office downtown if the amount exceeds normal personal mail, as determined by the CC.
   b. The resident operating the business shall only use his or her fair share of his or her room for storage, and may not use any other hall facilities for storage or sale.

E. Fundraising
1. An ARH fundraising approval form must be signed by the stated proper authorities prior to the scheduled event. This form must be available at all times during the stated event for proof of approval. Forms may be obtained from any ARH executive member.
2. Residence halls, floors, corridors or residents of halls may conduct fundraising projects in the hall intended to benefit and involve only hall residents provided the following conditions are met:
   a. Approval is obtained from the CC and hall councils concerned.
   b. The actual fundraising activities are confined to those areas of the halls open to the public as designated by the hall council.
3. Residence halls, floors, corridors or residents of halls may conduct fundraising activities intended for charitable purposes for halls, outside agencies or university
groups provided the following conditions are met:

a. Approval of event and time frame of event must be obtained from each CC and hall council concerned.

b. Activities are confined to those areas of the halls open to the public as designated by the hall council.

c. Soliciting groups must agree to provide proof of how money raised in residence halls was used.

F. Political campaigns (public and university)

1. Door-to-door campaigning will not be allowed.

2. Campaign materials will not be allowed in common areas of residence halls or dining service areas except on a resident's door or in a resident's room with the permission of roommate(s), or in a designated posting area. Any damages caused by the posting of campaign material will be the responsibility of the residents therein.

3. As designated by each individual hall council, all candidates must be allowed opportunity for equal time and publicity when speaking, if any candidate is allowed to speak.

4. To speak to the ARH/hall council of a residence hall, a candidate must contact the president at least three days in advance of the time wishing to speak to seek approval. A candidate will not be allowed to arrive at a meeting and speak to a group without the ARH/hall president’s prior approval.

5. Before speaking with hall residents in any public area of the hall (other than at a hall council meeting), a candidate must receive prior permission from the floor president of the floor on which they wish to speak.

6. Campaigning (whether verbal, oral or written in the form of posters, fliers, letters, etc.) by a candidate and/or their representative(s) will not be allowed in the dining service areas or residence halls. The only exception shall be items of personal clothing and buttons worn by an individual.

7. The use of the dining service areas for political forums or debates sponsored by a community's council or by ARH must be approved by the appropriate dining center unit director or their designated representative and the ARH advisor.

8. Chalking on sidewalks, etc., will not be permitted within 50 feet of a residence hall or dining service area.

9. Solicitation of funds for political organizations or candidates will not be allowed within the residence halls or dining service areas.

10. Violations of the above guidelines will also constitute violations of SGA election guidelines and will be reported to the SGA election committee.

11. For university student body president/vice president candidates, each hall will set a designated space for campaign material. These postings can go up one week before elections and be removed 48 hours after polls close.

12. Distribution of written campaign materials, of any form, via hall mailboxes will not be allowed in the residence halls. This will include personally addressed fliers, brochures, etc.

13. The posting of printed campaign materials on individual bulletin boards is not allowed in the residence halls.

14. Printed campaign materials (i.e., fliers or letters) may be posted in the front lobby area as designated by the individual hall council.

G. Theological activities

1. Distribution of theological information or literature will be allowed only in the main lobby or at the main desk in the residence halls with permission of the CC.

2. Door-to-door theological discussion or solicitation will not be allowed.

3. Sponsorship and arrangements for appearance by the individual hall councils will be necessary before any theological organization or member of an organization may enter the residence hall or dining service public areas for speaking engagements or discussions.

4. Solicitation of funds for theological organizations will not be allowed in the residence halls or dining service areas.

5. All theological research must meet qualifications as stated in Sec. C.
Dining Services at K-State provides students with a variety of convenient dining options that offer contemporary, great-tasting and nutritious meals.

Our residence hall dining program has been recognized by the National Association of College and University Food Services (NACUFS) for having the best daily menus in the nation. Dining services has also earned several of NACUFS’ top awards for special event dinners, nutrition education initiatives and the best recipe using locally grown foods. We’ve won the National Frozen Food Association grand prize distinction three times for creativity shown in using fruits, vegetables and other frozen foods. Dining services has also won several top awards in industry-sponsored national recipe competitions.

Another notable aspect of our operations is the source of several of our ingredients. How many university dining operations do you know that are able to get beef and milk supplies from their own campus? Thanks to Weber and Call halls, we can! We also obtain locally grown fresh produce when available. Learn more about our sustainability efforts at housing.k-state.edu/dining/sustainability.

Menus

Menus are written by a committee of registered dietitians and management staff with input from residents. A file of over 8,000 recipes is continuously updated by a research and development team that gleans the best ideas from the marketplace, modern cookbooks and stylish food publications. Talented staff, creative recipes and a from-scratch production system supports a menu that represents the quality expectations of an award-winning dining program.

Menus never repeat exactly the same food item selections. Weekly menus are posted on the web at housing.k-state.edu/dining.

Breakfast features a hot entrée and continental selections including hot and cold cereal, toast, bagels, homemade muffins and coffee cakes, fruit and yogurt, Call Hall milk and a variety of juices and beverages.

Lunch and dinner menus include two or three traditional entrées and a variety of specialty-line options. Menu selections also include such items as hot side dishes, homemade soup, freshly prepared salads from a salad bar, fruit, ice cream, beverages, homemade cookies, cakes and other desserts. Our all-you-care-to-eat model allows you to get all the fuel you need to support your active university lifestyle. To avoid waste, however, we ask that you take what you want, but eat what you take.

On-the-Go Meals

When you need to take your meal with you, On-the-Go Meals are available at scheduled times during the day in Kramer and Derby dining centers. These portable, convenient meals are available with your campus meal plan. You can speak with the worker at the checkstand stand for On-the-Go Meal locations and times.

Meal Hours

Meal hours are posted in the residence halls and dining centers and on the web at housing.k-state.edu/dining. Dining times may vary between dining centers.

Please enjoy your meal in the dining room — unless you choose the On-the-Go option, we request that no food items be taken from the dining rooms.
Special Diets and Needs

All Dining Services locations are staffed with registered and licensed dietitians who are available to assist residents following a medically necessary diet plan. The dietitian in your facility will be happy to help you plan your meals and locate the appropriate foods within the dining center to keep you healthy and safe. Also, nutrition information is available for each item featured on the daily menu pages to further assist you.

Students who live in our residence halls and anticipate the need to follow a medically necessary diet plan should complete our allergy accommodations form (housing.k-state.edu/dining/nutrition/index.html) along with their physician. The student can then request a meeting with a dietitian at their dining center and provide them with the completed accommodations form.

Please recognize that the ingredients and nutritional content of food items served in the dining centers may vary. Manufacturers may change their product formulation or consistency of ingredients without our knowledge, and product availability may fluctuate. While we make every effort to identify ingredients, we cannot assure against these contingencies. It is ultimately your responsibility to determine whether to question ingredients or eat selected foods. Please note that we may not be able to accommodate all food allergies. Housing and Dining Services cannot guarantee the safety of students with life-threatening allergies.

Dining Center Entry

Residents enter our dining centers using a biometric screening process. This system will scan your finger and match it with your Wildcat ID Card, then deduct a meal from your meal plan. It will make meal times faster and more efficient, and you will no longer need to worry about locating your ID card for every meal. How it works: A random number sequence, which identifies your finger’s pressure points, will be tied to your WID. These numbers are only applicable to our system, and no image of your actual fingerprint is stored. Your K-State ID does serve as a meal card and can also be used to gain access. To sign up for biometric screening, visit your dining center office.

Meal Plans

Each meal plan has been priced assuming some meals will not be eaten. Meals are not refundable and not credited from one week to another because the overall price is less than the cost of every available meal. Unused meals cannot be transferred to another resident who has run out of meals during a given week. Students can increase their meal plan at any time throughout the year. Meal plans can be decreased one time each semester no later than Sept. 15 for fall and Feb. 15 for spring.

Guests

Students’ friends, parents or other guests are welcome. Guests may pay the guest meal price at the checker’s stand or use a student’s guest passes.

Guest passes are added to residents’ meal accounts each semester. Residents may use their two (2) bonus guest meal passes as soon as the semester begins. Unused passes will expire at the end of each semester, and cannot be carried over. No refunds are made for unused bonus meal passes. Students who leave the residence halls before the end of the semester will forfeit unused passes. Passes can be used at any meal except Fall Dinner (November), Holiday Dinner (December), and Spring Dinner (March or April). Guest tickets for special dinners must be purchased at least 24 hours in advance from the dining center secretary.

Guest rates are updated at housing.k-state.edu/dining.

Dining Room Decorum

We want students to enjoy themselves while dining with friends and guests. Since others will sit at the same tables throughout the meal period, we ask that students be courteous and leave the dining area as tidy as possible.

For safety reasons, shoes and shirts must be worn in the dining centers. All dining centers are smoke-free.
APARTMENT LIVING AT JARDINE

K-State’s Jardine Apartments feature one-, two-, three- or four-bedroom apartments, in modern, highly renovated, renovated and traditional construction. Jardine is open to students who are upperclassmen, graduate, nontraditional, married (with or without children) or single parents. Jardine is a smart housing choice with affordable prices (gas, water, trash and internet are included), an on-campus location and a strong sense of community.

Traditional Apartments
Feature one- or two-bedroom apartments, furnished or unfurnished.
Appliances provided are stove and refrigerator. Some apartments may have additional amenities.

Renovated Apartments
Feature one- or two-bedroom apartments, furnished or unfurnished.
Appliances provided are stove and refrigerator. Some apartments may have additional amenities.

Highly Renovated Apartments
Feature one-, two-, or three-bedroom apartments, unfurnished.
Appliances provided are full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

Modern Apartments
Feature one-, two-, three- or four-bedrooms or studio, loft, and town house apartments, unfurnished.
Appliances provided are full-size stove, microwave, refrigerator, dishwasher and washer and dryer.

We encourage you to take a look at Jardine as you consider your future housing options. Students living in the residence halls are given priority through the Choose Your Experience process in the spring semester. To schedule a tour or receive more information about Jardine, contact:

Hybrid Apartments
Feature three- or four-bedroom apartments, furnished.
Rented by the bedroom on 10-month contract, with roommates assigned by Housing and Dining Services to other bedrooms within the unit.
Appliances provided are full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

Jardine Apartments Office
2008 Tunstall Circle
Manhattan, KS 66502-2551
Phone: 785-532-3790
FAX: 785-532-3793
Email: apartments@k-state.edu
K-STATE AND COMMUNITY RESOURCES

Health and Wellness

**Cats’ Cupboard: The K-State Food Pantry**

Cats’ Cupboard Initiative is a collaborative effort among students, faculty, staff and community focused on promoting food security for students at K-State. This initiative aims to provide direct food access through an on-campus food pantry, in addition to education and engagement opportunities. Cats’ Cupboard will be accessible to all K-State students. We encourage students to take food, hygiene and cooking equipment that correspond with their personal needs, and may utilize the pantry as often as they see fit.

009 Fairchild Hall
785-532-0366

catscupboard@k-state.edu

**The Center for Advocacy, Response and Education (CARE)**

CARE is a safe space for any member of the K-State community who has been affected by dating, domestic and sexual violence, stalking or sexual harassment. CARE provides confidential services for survivors of dating, domestic and sexual violence. Although they will respect your privacy to the greatest extent possible, the Office of Student Life may need to share some of your information with others to ensure that the University responds appropriately and effectively to any concerns you share with them.

206 Holton Hall
785-532-6444

**Counseling Services**

Counseling Services helps students who are dealing with issues such as stress, family concerns and relationships. Make an appointment today to get help.

1105 Sunset Ave., 101 Lafene Health Center
785-532-6927

**The Crisis Center, Inc.**

The Crisis Center in Manhattan provides confidential 24-hour hotlines, 24-hour crisis intervention, safe shelter, food and subsistence, advocacy, referrals, supportive counseling and other services to residents within Riley County.

785-539-2785 or 800-727-2785

**Family Center**

The K-State Family Center is a therapy training/service center that provides high-quality, affordable individual, family, couple and group therapy for people living in the Manhattan area.

139 Campus Creek Complex
785-532-6984

**Lafene Health Center**

Lafene Health Center offers high-quality health care at a reasonable cost for K-State students.

1105 Sunset Avenue
785-532-6544

**Office of Institutional Equity**

The Office of Institutional Equity and Compliance (OIE) supports the university’s mission to promote human and intellectual diversity by providing equal access and opportunity through fostering an inclusive environment for all members of the university community.

009 Fairchild Hall
785-532-0366

catscupboard@k-state.edu

**Pawnee Mental Health Services**

Pawnee offers Psychiatric (medication) evaluation and treatment services for children, adolescents and adults experiencing medical symptoms related to their emotional and mental health as well as their alcohol or drug use. Pawnee provides medication services for people experiencing mild to moderate symptoms as well as for people experiencing severe and persistent symptoms. Pawnee’s Prevention, Treatment and Recovery Services program treats alcohol and drug addiction as a primary disease in which a holistic treatment approach must be used. An individual’s mental state, physical condition, social environment, emotional and spiritual life are all considered when treating addiction.

2001 Clifflin Road
785-587-4300

**Recreational Services**

Recreational Services’ mission is to develop, promote and manage the administration of recreational and fitness facilities, services and programs for the campus community at Kansas State University. Active and healthy lifestyles enhance opportunities for the continuance of personal and professional maintenance and growth. These lifestyles are positively affected by the quality and quantity of the services, programs and facilities we provide. Recreational Services promotes student development and provides leadership opportunities in a diverse setting for its participants and employees. Recreational Services administers intramural/ recreational sports and fitness and wellness programs for the campus.

101 Peters Rec Complex
785-532-6980

recservices@k-state.edu

**Via Christi Hospital in Manhattan**

Via Christi Hospital in Manhattan is a healthcare leader in northeastern Kansas, with 150 physicians, 800 employees and 350 volunteers serving the people of Manhattan and the surrounding areas with a wide range of quality health and wellness services.

1823 College Avenue
785-776-3322

**Identity and Multicultural**

**Diversity and Multicultural Student Affairs**

Diversity and Multicultural Student Affairs is committed to promoting diversity in every sector of Kansas State University. The office provides vision and leadership in diversifying all university functions as well as students, faculty, staff and the curriculum.

224 Anderson Hall
785-532-6276 office

**International Students and Scholar Services**

International Student and Scholar Services is the key point of contact for the international community here at K-State. You should feel free to approach a staff member with any concerns you might have during your stay in Manhattan. If we are not the right people to help you, we will connect you with the appropriate people to assist you. Please let us know what you need to make your stay here the best it can be!

104 International Student Center
785-532-6448

issss@k-state.edu
**LGBT Resource Center**
The LGBT Resource Center at Kansas State University is dedicated to helping the Lesbian, Gay, Bisexual and Transgender (LGBT) students, staff, faculty and allied members of our campus and surrounding communities to be more secure, educated and productive in their personal and professional surroundings. It is the goal of the Resource Center to promote equity, respect and social justice through programs, outreach and education. The Center is open to all and provides information regarding resources available to those of differing sexualities and gender identities and helps to build and nurture a diverse and inclusive campus community that supports all aspects of the curricular and co-curricular lives of our students, faculty, staff and community members.

207 Holton Hall
785-532-5352
lgbt@k-state.edu

**Multicultural Student Organizations**
The Office of Diversity houses 29 Multicultural Student Organizations. These organizations represent our historically underrepresented domestic students. MSOs provide multiple opportunities for all students to gain leadership skills, learn about academic resources, and become culturally aware. The president and vice president of each MSO meets together once a month with the Office of Diversity and represents the Multicultural Student Organization Leadership Council. The mission of the MSOLC at Kansas State University is to collaborate among groups of multicultural students and promote their academic and intellectual growth, as well as foster positive relationships among all students.

224 Anderson Hall
785-532-6276

**Campus Safety**
**K-State Police Department**
The K-State Police Department has many officers that patrol our campus 24 hours a day, seven days a week. K-State Police monitor numerous emergency phone call boxes located throughout our campus. Additionally, the LiveSafe app is an app for the K-State community which allows you to connect with university safety resources, access safety maps and emergency information, and use peer-to-peer location tracking with group chat so friends can monitor and talk to you as you travel the campus.

108 Edwards Hall
Emergency: 911
Non-emergency: 785-532-6412

**Riley County Police Department**
This is the local police department who serves the members of Riley County. They work to preserve a safe campus/city environment through reporting and safety services. Their mission statement is: “To reduce crime and improve the quality of life for the citizens we serve.”

1001 S. Seth Child Road, Manhattan, KS 66502
785-537-2112

**SafeRide**
The mission of the SafeRide Program is to save lives and prevent injuries and damage to property by offering students and their guests a safe alternative to driving under the influence and other threatening situations. Hours of operation for SafeRide, 11 p.m. to 3 a.m. on Thursday, Friday and Saturday.

785-537-6345

**Wildcat Walk**
If you are ever uncomfortable walking on campus alone, this service will provide an escort to meet you and walk you to another on-campus destination or up to two blocks off-campus. If you are driving to campus you can arrange to be met in your parking lot and be escorted to the residence halls or another location. Simply call the phone number listed below or push one of the blue light emergency buttons found throughout the K-State campus. This service operates 24 hours a day, seven days a week. The Wildcat Walk is a service provided by the K-State Police Department.

785-395-7233

**Access and Accommodations**
**Office of Student Life**
The Office of Student Life fosters an environment of collaboration, responsibility and mutual respect in partnership with students and all of our university colleagues. This office provides services such as: providing direct support and services to students, advocating for students in a variety of settings, connecting students with accurate referrals for academic and personal problems, encouraging appreciation of diverse experiences and perspectives, and coordinating the university response to campus and student crises, monitoring the campus environment and safety issues, administering and advising the student judicial program, and serving as a resource for student family members.

201 Holton Hall
785-532-6432

**Student Access Center**
Student Access Center appreciates disability as an integral part of the K-State University experience. We are committed to providing equal access and opportunity to all campus programs and services for students with disabilities. Through collaboration and support of the entire campus community, the Access Center promotes disability pride, self-determination of the student, and universally accessible design principles, so everyone has full access to university life.

202 Holton Hall
785-532-6441
785-370-0431 video phone

**Finances**
**Office of Student Financial Assistance**
Our primary focus is to successfully guide each student through the scholarship and financial aid process. To assist in meeting this objective, every student at K-State is assigned a personal financial aid advisor. Our financial aid advisors are available to offer information to students and their families, such as how to apply for K-State scholarships or how to complete the Free Application for Federal Student Aid (FAFSA).

104 Fairchild Hall
785-532-6420
finaid@k-state.edu

**Powercat Financial**
Powercat Financial is a free service that pairs you with student financial counselors who can help with budgeting, managing student loan decisions, saving, credit use, transitioning into work, reviewing job offers, managing debt and more.

302 K-State Student Union
785-532-2889
Academic Support and Student Involvement

Academic Achievement Center and K-State Writing Center
The Academic Achievement Center (AAC) is a free resource for all K-State students. Equip yourself with the tools needed to succeed, engage in your coursework, and feel empowered by your ability to achieve academic success. The AAC offers free small group, one-on-one and online tutoring through the Holtz Hall Tutoring Center, Supplemental Instruction to complement your large-lecture courses, Academic Coaching to develop strategies to maximize your personal strengths and conquer difficult classes, and Student Success Courses to learn the skills and strategies needed to be successful at K-State.

101 Holton Hall
785-532-6492

Center for Student Involvement
The Center for Student Involvement is the designated point of contact for registered student organizations. The center facilitates the registration process, provides information and offers general programming on relevant topics to running a student organization.

114 K-State Student Union
785-532-6541

Housing and Dining Services

Housing and Dining Services Multicultural Student Lounge
The Multicultural Student Lounge provides opportunities to connect with other students on campus, to receive tutoring sessions and to explore a multicultural library. Monthly roundtables and programs are held by the Social Justice Alliance.

Kramer Dining Center, 1st Floor
Phone coming soon

Housing and Dining Services Student Success Center
To assist on-campus students with their studies, the student success center in Derby Dining Center offers computer stations, free tutoring and printer/copier access.

134 Derby Dining Center
785-532-2646
Kramer Dining Center, 2nd Floor
Phone coming soon

ResNet
ResNet is the technical support help desk for students living on the K-State campus. Our goal is to help make your technology experience throughout the school year as smooth and seamless as possible. We can assist you with network registration, connection issues, computer virus removal and general technical support for your computer, mobile device, printer or gaming device. Students are responsible for installing and updating operating system security patches and K-State’s anti-virus software (Trend Micro) on their machines.

ResNet Help Desk, 133A Derby Dining Center
785-532-2711