WELCOME

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.

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

Handbook Overview

This handbook has been prepared to help you become better acquainted with your new surroundings and give you a better understanding of our procedures and policies. It serves as part of your rental agreement and may be amended from time to time. If you have questions or concerns regarding your residence, please do not hesitate to talk with your area staff member or call the Jardine office.

One of our goals is to maintain the goodwill of residents in the Jardine Apartments community and to keep this relationship at the highest level possible. Therefore, we welcome your suggestions for improvement and invite you to submit your ideas to the Jardine office for consideration. Our staff is eager to hear your concerns and comments about life at Jardine. We are here to serve you and look forward to developing a strong positive relationship with you.

Jardine Apartments Mission

Jardine Apartments, located on the K-State campus, impacts lives through educational and social development. A trained, professional staff provides a comfortable, safe and affordable home for residents from all over the world.

Student Living 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.
Eligibility

Residents are generally eligible to continue residency as long as they: (1) continue to be full-time students, and (2) do not violate the terms of the agreement and/or the rules and regulations of the university. The most common reasons for termination of an agreement by the university are:

- Failure to keep current with rental payments.
- Policy violations involving care of the premises or community life guidelines.
- Limitations imposed by the nonextendable agreement policy for nonstudents.
- Failure to maintain university status by not carrying an adequate academic load or making satisfactory progress toward a degree.
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, graduates, 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. Applicants provided a stove and refrigerator. Some apartments may have additional amenities.

Renovated Apartments
Feature one- or two-bedroom apartments; furnished or unfurnished. Applicants provided a stove and refrigerator. Some apartments may have additional amenities.

Modern Apartments
Feature one-, two-, three- or four-bedroom apartments; furnished. Applicants provided a full-size stove, microwave, refrigerator, dishwasher, washer and dryer.

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. Applicants provided a full-size stove, microwave, refrigerator, dishwasher, washer and dryer. Electricity is included in rent. Freshmen who are approved to live in hybrid apartments are required to have a meal plan. For all other hybrid residents, meal plans are optional.

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

Plan B: University Billing Account Plan (KSIS)
A resident can choose to charge rent to his or her university KSIS account of equal payments on a monthly or semester schedule. The first charge will be based on the student’s university billing account the month prior to occupancy and due as specified. Residents who choose Plan B will be charged a $25 KSIS processing fee at the beginning of each semester.

Rent
Residents have options regarding the payment of rent:

Plan A: Prepayment
One payment will be due July 1, 2018, and one payment will be due Dec. 1, 2018. Payments will be made directly to Housing and Dining Services and may be paid with cash, check, money order or credit card. All payments made directly to Housing and Dining Services by closing time on the above dates will be automatically converted to the university billing account (pay each semester) and due as specified.

Traditional Apartments
Option 1: Pay each semester and due as specified.
Option 2: Pay each semester and due as specified

Dining Services by closing time on the above dates will be automatically converted to the student’s university KSIS account of equal payments on a monthly or semester schedule. The first charge will be based on the student’s university billing account the month prior to occupancy and due as specified. Residents who choose Plan B will be charged a $25 KSIS processing fee at the beginning of each semester.

JARDINE STAFF AND RESIDENTS’ COUNCIL

Associate Director
The associate director is a member of the management team for Housing and Dining Services. Focus areas of responsibility include apartment living, residence life and conference services and guest housing.

Area Coordinator for Apartment Living
The area coordinator for apartment living provides management and supervision as related to administration, property management and programming activities for the complex. They also directly select, supervise and train full-time staff and indirectly manage undergraduate and graduate student staff. The area coordinator has a master’s degree in student personnel or a related field and is a resource for areas across campus and the community.

Community Coordinators (CCs)
The community coordinators provide direct oversight for their respective neighborhoods including management and supervision as related to administration, property management and programming activities. They also assist with selection and training of undergraduate and graduate student staff. CCs have a master’s degree in student personnel or a related field and are resources for students.

Assistant Community Coordinators (ACCs)
ACCs are the in-resident student staff. Administrative responsibilities for assistant coordinators consist of the general supervision of buildings, including conducting check-in/checkout procedures and assisting with lockouts. In addition to being advocates for community development and social programming, Jardine ACCs also serve as resource persons and liaisons between residents and Housing and Dining Services.

Resident Assistants
Resident assistants are live-in undergraduate student staff. Resident assistant responsibilities include general supervision of buildings, including conducting check-in/checkout procedures and assisting with lockouts. In addition to being advocates for community development and social programming, resident assistants also serve as resource persons and liaisons between residents and Housing and Dining Services.

Administrative Assistant
The administrative assistant handles daily office operations and residents’ inquiries.

Occupancy Coordinator
The occupancy coordinator is responsible for the implementation of the application and assignment process. This staff member is located in the Pittman Building and coordinates all matters related to a resident’s occupancy while at Jardine.

General Maintenance Repairs Staff
Each neighborhood has a general maintenance and repair technician who manages all matters related to a resident’s occupancy while at Jardine.

Residents’ Council
The Jardine Residents’ Council is a monthly forum where residents are invited to come hear updates on the Jardine community, learn about housing and campus resources, ask questions of staff and get to know other members of the community. Each month, there is a new central topic and all residents are encouraged to attend.

Jardine Apartments Office
2088 Tunstall Circle
Manhattan, KS 66502-2551
Phone: 785-532-3790
FAX: 785-532-3793
Email: apartments@ksstate.edu
**Communications**

**Telephone Directory**

**Jardine Office:**
- Tower Building: 785-532-3790
- Office Hours: 8 a.m. - 5 p.m., Monday-Friday

**Housing and Dining Services Office**
- Primrose Building: 785-532-6453
- Office Hours: 8 a.m. - 5 p.m., Monday-Friday
- Housing Cashiers Hours: 8:30 a.m. - 4:30 p.m., Monday-Friday

**Housing and Dining Services Facilities Management Office**
- Davenport Building: 785-532-6966
- Fall/Spring Hours: 8 a.m. - 5 p.m., Monday-Friday
- Summer Hours: 7:30 a.m. - 4 p.m., Monday-Friday
- Phone: 785-532-2711

**University Police**
- Emergency: 911 or 785-532-6400
- Nonemergency: 785-532-6412

**Telecommunications Services**
- Callers must first dial a “9” to access the outside line.

**K-State Computing and K-State Telecom**
- Westar: 785-776-4779
- Via Christi Hospital: 785-776-3322
- Riley County Emergency: 911
- Fire Department: 785-532-6400

**Health Center**
- 785-532-6544

**Lafene**
- 785-532-6927

**University Cashier’s Office**
- 785-532-6317

**ResNet**
- 785-532-2711

**Office Hours**
- 8 a.m. - 5 p.m., Monday-Friday

**For after-hours maintenance emergencies, contact 785-532-6466. The call is forwarded to on-call facilities management staff.**

**How to contact the Jardine office:**
- Monday-Friday: 8 a.m. - 5 p.m.: During office hours, call 785-532-3790.
- After hours contact or on weekends, you may call the staff-on-duty cell phone at 785-564-2409.

**Forwarding email**
- When you receive mail that is not yours, please place it in the blue outgoing mailbox in the mail facility.

**Photo Disclosure Policy**

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.
RESIDENTS’ RESPONSIBILITIES

General Responsibilities

1. Residents shall use apartments only as a residence for those on the agreement, including roommates or spouses and/or dependent children.
2. Residents shall notify the Jardine office of any change in their family, roommate or academic status that may affect their eligibility to reside in apartments. This includes bedroom changes in modern apartments.
3. Residents shall not sublease the apartment.
4. Residents shall not transfer the agreement to another person without the approval of Housing and Dining Services and all roommates where applicable.
5. Residents shall not harbor cats, dogs or any other unapproved animals in the apartment. When a pet is permitted, residents shall follow the pet regulations as outlined in the handbook and regulations given during the approval process.
6. Residents, including spouses and/or dependent children, and guests shall not substantially disrupt the living environment of Jardine Apartments community members.

Insurance

In consideration of being permitted to use the premises, the resident agrees to waive any claims, including claims for negligence, against the State of Kansas, Kansas State University, Housing and Dining Services, and their employees or agents for loss of property or for personal injury to the resident(s) or his/her family or guests arising from use of the premises. Residents are encouraged to carry their own health and personal property insurance. In consideration of being permitted to use the premises, the resident agrees to waive any claims, including claims for negligence, against the State of Kansas, Kansas State University, Housing and Dining Services, and their employees or agents for loss of property or for personal injury to the resident(s) or his/her family or guests arising from use of the premises. Residents are encouraged to carry their own health and personal property insurance.

In consideration of being permitted to use the premises, the resident agrees to waive any claims, including claims for negligence, against the State of Kansas, Kansas State University, Housing and Dining Services, and their employees or agents for loss of property or for personal injury to the resident(s) or his/her family or guests arising from use of the premises. Residents are encouraged to carry their own health and personal property insurance.

Alterations

Residents shall not make interior or exterior alterations, including, but not limited to, painting, reconfiguration, and modification of the plumbing, heating, and/or electrical systems. Whendecorating your apartment, please keep these requirements in mind:

- All materials (e.g., curtains or wall hanging) must have a flame spread number no greater than 75 (class A or B materials). A label or manufacturer’s statement to this effect must be available for fire inspectors. Shaping materials (such as a parachute from the ceiling) may not be used.
- Carpeting and rugs may be used, but floors may not be elevated. Carpeting may not be used on walls.
- At the resident’s own risk, regular beds may be bunked only to the height of 70 inches (to the top of the mattress). Bunked beds cannot be installed where ceilings are not 70 inches or higher. Lofted beds must comply with safety and fire codes. Housing and Dining Services and Kansas State University are not responsible for injury to the student or their family or guests which might result from use of non-university provided or student built lofted beds. Sleeping lofts are not permitted. A sleeping loft is any bunking made out of wood, etc. that is larger than a 4-by-8-foot platform.
- Doors or passageways which limit egress shall not be permitted.
- Additional wiring, tie-ins, or modifications to electrical, equipment, lighting, or outlets are not permitted.
- Furniture and decoration may not obstruct aisles or return vents through the connector units, which must be made accessible for maintenance. This applies to all heating units. No furniture will be allowed 1 foot to either side or 3 feet directly in front of the connector or the door to the utility space for the heating and air-conditioning unit.
- Each apartment must be left in the same condition as prior to the residency. Any damage to the apartment, including all provided appliances and furniture, will be the responsibility of the resident.
- Washers and dryers are not permitted in units where they are not already provided by Housing and Dining Services.
- Residents are responsible for disposal/removal of materials at the end of residency.
- Smoke detectors should have a surrounding area that allows for free ventilation.
- Damages to common areas will be charged equally for all residents of the apartment unless one resident assumes responsibility for the damage.

Academic Initiatives

The Derby and Kramer Student Success Centers offer computer stations, free tutoring, study space and printer/copier access. The centers and their services are open to all Jardine students.

Apartment 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 loud and disruptive TV’s, radios, persistently ringing alarm clocks, telephones, etc.
3. During emergencies when there is potential or actual danger to life, safety, health and/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.

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. Parking bicycles in the stairwell areas is prohibited. Bicycles that are parked or locked to permanent fixtures (e.g., access ramps, light posts, trees, etc.) may be removed at any time by Housing and Dining Services (HDS) and impounded at the owner’s expense. 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-RAMP (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.

Children
All Jardine Apartments residents are responsible for attending to children and guests in all locations, including without limitation, on balconies. Parents/guardians are responsible for supervision of their children. Children under the age of 12 are not permitted in the Frith Community Center or out in the community without an adult. Children under the age of 12 are not permitted at programs or events without adult supervision, unless otherwise noted. Children must be accompanied by a parent/legal guardian to off-site events sponsored by the Jardine Apartments for the entire event, and no exceptions to this policy will be made. Any damage to KSU property by children living in or visiting the Jardine Apartments is the responsibility of the parent(s) and hosting resident(s), if not the parent(s). Children locked out of an apartment are not provided entry by Housing and Dining Services staff unless a Right of Entry form has been signed and is on file with the Jardine office. Forms are available on request.

Communicable Diseases
Residents are expected to immediately report to RA’s, RLAs, CC’s and ACC’s any infectious or contagious diseases of persons who are in or have been in 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, holiday breaks, safety issues, and other important information. Information may also be dispensed through floor/area meetings, bulletin boards, and paper notices delivered to your room and apartment. Your KSU 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 mailroom in Building 7 at Jardine Apartments, north of the Jardine office/Tower building. Any notices to a resident shall be deemed received by residents on the date delivered to the resident’s KSU email or mailbox.

Community Spaces
Visit housing.k-state.edu/event-space/index.html to learn more about our event spaces, how to reserve them and the costs associated with reserving them.

The Overlook/The Plaza
The Overlook at the pond and The Plaza are attractive outdoor venues. Common events hosted here include weddings, receptions and reunions.

Jardine Tower, Floors One through Five
Each floor of the Tower at Jardine brings a different dynamic, which will help you shape a unique event. The five Tower floors may be rented individually or as one unit.

Plaza Academic Resource Centers
The Plaza Academic Resource Center provides a classroom-type setting.

Frith Community Center
The Frith Community Center is available for private parties, organizational meetings, classes, etc., related to K-State activities. The center houses a kitchen and a large hall with the capacity to hold 152 persons.
An air conditioner is a major loss of heat if not properly set off. Residents are responsible for the actions and behaviors of their guests. Children’s toys must be kept off of the grass when not being used. Unclaimed toys will be left in the detector at all times. Tampering with fire-safety equipment or materials on kitchen cabinets and walls pose a pest and fire hazard. Any resident seeking an accommodation for an assistance animal must complete the Request for University accommodation forms. Any other questions should be referred to Parking Services at 785-532-PARK (7275) or ParkingServices. Mopeds Mopeds must have a motorcycle permit. Mopeds, due to being fuel driven, are not allowed in any portion of the apartment or balcony. Fire extinguishers are available in each laundry facility should a fire occur. Residents are expected to leave the laundry facilities in clean condition. Empty soap boxes, tissues, newspapers, etc., should be discarded in trash receptacles. When parking in dry storage areas, residents should move their clothes from the machines in order to offer greater availability to other residents and prevent theft. Housing and Dining Services is not responsible for stolen items. Smoking is not allowed in laundry facilities. This area is not a play area for children and children under the age of 12 should not be left alone in a laundry facility. If residents of modern apartments experience problems with their washers or dryers, they should contact facilities management staff at 785-532-6466.

**Fire Safety and Fire Safety Equipment**

- Smoke detectors are installed in all units. Units with smoke detectors in common areas will be marked accordingly. The fire alarm system in each building is monitored around the clock.
- Residents are responsible for ensuring that detectors are working properly. Residents should check the system and replace batteries as needed.

- In the event of a fire alarm or other emergency, all residents must evacuate the building immediately. Staff, periodic fire drills will be conducted. The primary reason for conducting fire drills is to practice a response for a real fire situation. For this reason, specific dates and times will not be announced to residents.

- Property managers are required to evacuate the building using the stairs, not the elevators, and to comply with staff instructions.

- The facilities management staff will cover the metal cabinet with material that will not allow air infiltration.

- If an apartment is not warm, residents should note the following:
  - An air conditioner is a major loss of heat if not properly set off. Residents are responsible for the actions and behaviors of their guests.
  - Children’s toys must be kept off of the grass when not being used. Unclaimed toys will be left in the detector at all times. Tampering with fire-safety equipment or material that will not allow air infiltration.
  - Residents should close and latch all storm and regular windows, open all heater fans (convectors and dampers) and remove lint from the piping (convectors fins).
  - Furniture, carpeting, etc., must not block the intake at bottom of convector boxes and must be spaced at least 6 inches from the walls.
  - In modern apartments, a small heater is installed in the thermostat that regulates a heat pump system. There is concise information about the steps to follow when the thermostat is set to "off" if the thermostat is set to "off" the fan will run all of the time, consuming more electricity. Also, only easily movable furniture should be placed in the laundry room if the room is being used for a laundry station.
  - Residents are responsible for ensuring that detectors are working properly. Residents should check the system and replace batteries as needed. Residents must report lost keys to the Jardine office. Additional apartment keys may be ordered for a fee, but must be returned to the Jardine office when they are no longer needed.
  - If a resident is locked out after hours, please contact staff on duty or facilities management staff. A charge is assessed for after-hours lockouts.
  - During business hours for residents of traditional and renovated apartments, a lockout key will be issued for 15 minutes at the Jardine office. Proper identification must be used for the key to be released to the resident. The key must be returned to the Jardine office.
  - If a resident of a modern apartment is locked out of their bedroom in the apartment, staff from the Jardine office will accompany the resident to the apartment and admit them to their room. Proper identification will be required to admit them to their apartment. If the resident is locked out of the apartment due to not having a door access card, a time-sensitive emergency unlock code will be issued at the Jardine office.

- Contact paper should not be placed on kitchen shelves; only nonadhesive shelf paper is allowed on kitchen shelves. Aluminum foil, plastic wrap, wallpaper, newspaper, etc., should not be used to cover kitchen cabinets, stove or walls in the apartments. Materials on kitchen cabinets and walls pose a pest and fire hazard. Any damage is assessed at checkout.

**Pet Regulations**

- In order to protect the rights of all residents, ensure humane treatment of pets, and meet sanitation policies of the Jardine community, pets are not allowed at Jardine with the exception of fish in a tank not exceeding 10 gallons. No other pets are allowed.

- Any resident seeking an accommodation for an assistance animal must complete the Request for University accommodation forms. Any other questions should be referred to Parking Services at 785-532-PARK (7275) or ParkingServices.

- Mopeds Mopeds must have a motorcycle permit. Mopeds, due to being fuel driven, are not allowed in any portion of the apartment or balcony. Any other questions should be referred to Parking Services at 785-532-PARK (7275) or ParkingServices.
**Pond Safety**

Residents are asked to exercise caution when near the pond. The pond is not for recreational use. At no time should residents or their guests be in on or in the pond for any reason including, but not limited to, swimming, the use of watercraft, fishing and任何 reason including, but not limited to, swimming, the use of watercraft, fishing and

**Maple Syrup Policy**

The maple syrup is available for students to use for cooking purposes. The syrup must not be used for any reason other than that for which it is designed. Only toilet paper should be flushed down the toilet. No greasy or food should be disposed down the kitchen drains. Hot water should be run periodically to flush the drains. Should drains or toilets become clogged, residents may contact the Housing and Dining Services Facilities Management at 785-532-4466.

**Smoking**

Please refer to the university smoking policy that can be found at [www.k-state.edu/reslife/smokingpolicy](http://www.k-state.edu/reslife/smokingpolicy).

**Technology Usage Policy**

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

- To refrain from connecting a router (or similar device) on the residential network.
- 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 damaging files or intentionally damaging or destroying network printers and print servers.
- To follow all university policies including PPM3010, which prohibits stalking and unlawful harassment that constitutes discrimination.
- 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 using residential network connectors for monetary gain.
- To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P or distributed transaction server) via the residential network.
- To refrain from using residential network connectors for monetary gain.
- To refrain from storing or distributing any material that is explicitly prohibited
- To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P or distributed transaction server) via the residential network.
- To refrain from distributing or making available any content that is explicitly prohibited
- 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 using residential network connectors for monetary gain.
- To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P or distributed transaction server) via the residential network.
- To refrain from distributing or making available any content that is explicitly prohibited
- 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 using residential network connectors for monetary gain.
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- 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 using residential network connectors for monetary gain.
- To refrain from providing a server of any kind (i.e. FTP, SMTP, DHCP, P2P or distributed transaction server) via the residential network.
Indoor Health, Safety and Aesthetic Standards Policy

Residents are expected to abide by all Kansas and city of Manhattan laws and ordinances, as well as by KS State alcohol policy. The apartment community is part of a larger community, and as such, is not only governed by its own regulations, but also by university policies and state law. The State of Kansas establishes the age at which alcohol consumption is legal. Persons may only drink alcohol if they are of legal age and use an apartment with the door closed. A resident or guest under the age of 21 is not permitted by policy or law to consume alcohol in Jardine Apartments. Residents found responsible for violations of alcohol and/or drug policy violations will be referred to the campus judicial office and/or University Police. Consumption of alcoholic beverages is not permitted outside of apartments, regardless of legal age. In addition, open containers are prohibited in all stairways, elevators, lobbies, breezeways, storm shelters, general public areas and in your apartment with the door open. The legal consumption of alcoholic beverages shall not interfere with the academic endeavors of another resident.

Room and Kitchen Responsibilities
1. Each resident is responsible for the proper care and cleaning of their individual bedroom including the guidelines for break and holiday periods and check outs. 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.
2. All residents are responsible for cleaning the stove, oven, sink, countertops, microwaves, and removing all trash from the kitchen after use.
3. After reasonable notice, Housing and Dining Services staff may dispose of abandoned property in the apartment. Each resident is responsible for properly disposing of garbage and boxes, including taking cardboard boxes to the proper outside receptacles.
4. Housing and Dining Services staff conduct indoor aesthetics checks for all apartments. When an apartment is checked, a notification email is sent indicating the date of inspection and concerns noted. Below is a breakdown of the fines imposed. This violation is documented for any rental history inquiry submitted to the Jardine office. If residents wish to contest the evaluation of their apartment, they have the opportunity to contact the Jardine office in the form of a written appeal and may call 785-532-3790 to discuss this matter.

Outdoor Activites Prohibited Indoors
Outdoor activities are not allowed in the apartments or in apartment corridors. This includes, but is not limited to, bouncy balls, throwing Frisbees and balls, Nerf guns or other Nerf products, rollerblading, skateboarding, hoverboarding, and bicycles. No outdoor water activities are allowed in the apartments or corridors. This includes, but is not limited to, swimming/wading pools, water guns, water balloons, water slides, etc. In addition, these activities are not allowed because 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 questions, contact the CC or your area residence advisor.

Outdoor Health, Safety and Aesthetic Standards Policy
To preserve the community’s aesthetic appearance, the following rules apply:
1. Bugs and clothing articles must be hung over railings and porch railings or put on boarders.
2. Flower boxes or pots must be kept to a reasonable number, not use the building for support, and include only live plants. Empty flower boxes or pots must be stored inside the apartments.
3. Floors not to obstruct walkways in case of emergency, not in use should not be left on the porch area.
4. Mopeds, motorcycles or any motorized vehicle are prohibited in apartments, under the stairs, on balconies or porches at any time. Mopeds are required to be registered on campus through the Parking Services office.
5. Furniture, boxes or other personal property except lawn chairs, barbecue grills and bicycles are not permitted to be stored outside on porches or balconies that are not attached to porches or air conditioner supports.
6. Storage is not allowed in any stairwell. Items placed in stairwell areas are removed at the owner’s expense, without notice Kansas State University. Housing and Dining Services, and the Jardine office are not responsible for any damage, loss, etc., that may happen to items found in the stairwell area.
7. Residents may only park their registered bicycles in the bicycle racks provided. Tires, kickstands, stools and other multi-wheeled vehicles are not allowed to be stored outside.
8. Bird feeders are permitted as long as they are hung in a tree located 15 feet away from the edge of the concrete sidewalk and hung at least 5 feet high.
9. Trash of any kind is not allowed to be left outside of the apartment, to include the porch/balcony area.

Housing and Dining Services staff conduct outdoor aesthetic checks for all apartments on a continuous basis. An apartment has a violation; notification is sent indicating the date of inspection and concerns noted. Below is a breakdown of the penalty system established to respond to violations.
1. The first violation and all following violations result in the removal of the items not permitted by Housing and Dining Services. Following the collection, items are held by the Jardine office for a period of 30 days. Failure to retrieve confiscated items results in the removal of the items from the apartment and the owner’s expense, without notice. Kansas State University, Housing and Dining Services, and the Jardine office are not responsible for any damage, loss, etc., that may happen to the collected items after 30 days.
2. The second violation results in removal of the item, and a charge associated with its removal will be assessed.
3. The third violation results in removal of the item, a charge associated with its removal will be assessed. If the owner does not retrieve their property, the items are considered abandoned and removed at the owner’s expense, without notice.

This violation is documented for any rental history inquiry submitted to the Jardine office if residents wish to contest the evaluation of their apartment, they may submit a written appeal to the Jardine office within 24 hours of receiving notice.

Most noise problems can be avoided early on by residents communicating with one another. They should not to know their neighbors before a problem starts. Then if a problem develops, it’s easier to address.

Alcohol and Drug Policy
Residents are expected to abide by all Kansas and city of Manhattan laws and ordinances, as well as by KS State alcohol policy. The apartment community is part of a larger community, and as such, is not only governed by its own regulations, but also by university policies and state law. The State of Kansas establishes the age at which alcohol consumption is legal. Persons may only drink alcohol if they are of legal age and use an apartment with the door closed. A resident or guest under the age of 21 is not permitted by policy or law to consume alcohol in Jardine Apartments. Residents found responsible for violations of alcohol and/or drug policy violations will be referred to the campus judicial office and/or University Police. Consumption of alcoholic beverages is not permitted outside of apartments, regardless of legal age. In addition, open containers are prohibited in all stairways, elevators, lobbies, breezeways, storm shelters, general public areas and in your apartment with the door open. The legal consumption of alcoholic beverages shall not interfere with the academic endeavors of another resident.

Pest Prevention Requirements
1. Aluminum foil, plastic wrap, contact paper, wallpaper, etc., shall not be used to cover kitchen cabinets, stove or walls in the apartments. In addition, paper and loose plastic bags should not be stored as they provide a hiding place for insects and create a fire hazard.
2. Raw meat should not be stored outside of the freezer/refrigerator if exposed to the elements, meat attracts insects and poses a health hazard for residents.
3. Food items should not be evident on the tile/carpet. Tampering with the colored safety seal affixed to the water sprinkler is a minimum misdemeanor.

Fire Safety
Residents are encouraged to talk with roommates regarding fire safety practices and related behavioral issues. Depending on the circumstances, all residents living in a room, suite, or apartment can be held accountable for violations that are discovered within the unit/apartment.

Decoration
Decorative lights may be used in 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.

Smoke detectors are placed in all rooms. Residents must not remove the detector, dismantle the battery or cover the detector with any type of tape. Tampering with the colored safety seal affixed to the water sprinkler is a minimum misdemeanor.

JARDINE POLICY OVERVIEW

6. Excessive clutter is not tolerated. Personal property should be organized and general housekeeping performed to ensure the safety of occupants. Trash of any kind is not allowed to be left outside of the apartment, to include the porch/balcony area.

5. Furniture, boxes or other personal property except lawn chairs, barbecue grills and bicycles are not permitted to be stored outside on porches or balconies that are not attached to porches or air conditioner supports.

4. Mopeds, motorcycles or any motorized vehicle are prohibited in apartments, under the stairs, on balconies or porches at any time. Mopeds are required to be registered on campus through the Parking Services office.

3. Toys must not obstruct walkways in case of emergency, not in use should not be left on the porch area.

2. Flower boxes or pots must be kept to a reasonable number, not use the building for support, and include only live plants. Empty flower boxes or pots must be stored inside the apartments.

1. Rugs and clothing articles must be hung over railings and porch railings or put on boarders. Floorboards should be secured/stapled thoroughly to remove excessive debts.

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JARDINE POLICY OVERVIEW
Residents must do the following:

- Review of their agreement and possible eviction.
- Written documentation from a physician must be filed with the Jardine office.
- If residents have medical conditions prohibiting extermination in their apartments, notification email is sent to notify residents that their apartment has been inspected.

Pest Control Policy

1. The first violation results in a written warning.
2. The second violation results in a charge assessed with the inspection.
3. The third violation results in a charge assessed with the inspection and eviction at the end of the semester.

This violation is documented for any rental history inquiry submitted to the Jardine office. Residents may follow instructions on the violation notice or contact the Jardine office at 785-532-3790 to discuss the matter.

Residents must do the following:

- Practice cleanliness.
- Wash dishes daily.
- Grind store paper or loose plastic bags in the apartment.
- Thoroughly clean the kitchen weekly. Do not let grease accumulate on the stove and cabinets.
- Get rid of garbage on a regular basis.
- Avoid excessive clutter or piles of clothing.
- Store food in covered containers and dishes.
- Check tacks and doors for broken latches. Common places to check for pests include: around the sink, stove, cupboards, and cabinets.
- Report all sightings of pests immediately.
- Make compromises.
- Carefully explain what the issue is and why it frustrates/upsets you.
- Talk to your roommate(s) when neither of you are angry or upset.

Residents should respect the rights of others in regard to noise level and abide by the noise levels — quiet hours policy.

It is important to also realize people make a certain amount of noise under normal circumstances. Residents should be aware of and tolerant of individual differences in lifestyles and routines.

The best way of dealing with noise problems is for residents to get to know their neighbors before a problem starts. If, however, a noise problem develops, it is easier to address the issue with their neighbor.

Residents must respect the rights of others in regard to noise level and abide by the Jardine Apartments quiet hours policy.

Roommate Conflict

Living in the on-campus community is a living experience where all members have certain rights and responsibilities. Since the members of a residence hall/apartment community are unique individuals with different perceptions and values, the interpretation of appropriate living conditions can sometimes conflict. When conflict between members of a community occurs, it is important to address the conflict rather than let it escalate. While resolving conflict is not easy, it can lead to understanding, respect among community members, and help build a positive living environment.

Residents who disagree should:

- Communicate clearly.
- Avoid confrontations or public displays of anger.
- Understand that differences arise.
- Communicate your perspective and values.
- Listen and empathize with others.
- Respect the other person’s perspective.
- Be specific and tactful.
- Make compromises.

Do not threaten or give ultimatums (e.g. “If you don’t ___( ), I’ll ___”). If you aren’t able to have a civil conversation on your own, seek help from your Housing and Dining Services student staff within your community.

If relocation is necessary/wanted, keep in mind that it is usually the person who moved out who is responsible for the costs of moving.

When conflict with your roommate(s) or another resident occurs, try 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.
- Make compromises.
Safety of Yourself and Others
Students shall not engage in activity that would endanger the safety or security of themselves or others. This includes but is not limited to: climbing trees, structures, buildings, windows or other objects or entering space between propping open doors, etc.

Sales and Solicitation Policy
Sales and Solicitations on University property, including Housing and Dining Services property, can be found at PPM 8810 at www.k-state.edu/policies/ppm/8810.html.

The following guidelines are established by Housing and Dining Services and the Jardine Apartments and, except for item (2) limited to solicitation of student academic endeavors, (2) to protect students from commercial exploitation, including misleading, unethical or high pressure sales tactics, and (3) to protect and promote student safety and security of the Jardine Apartments community, upholds these guidelines which are construed and applied in a manner consistent with applicable university and Kansas Board of Regents policies and federal, state and local laws.

A. Advertising shall conform to the following guidelines:
1. Advertising shall tell the truth and shall reveal significant facts, the concomitant of which would mislead the public.
2. Advertising shall be designed to attract the attention of exaggerated claims. Advertisers shall provide proof of claims on request.
3. Advertising shall be free of statements, illustrations or implications which are libelous or obscene.
4. Advertising shall offer only merchandise or service which is readily available for purchase at the advertised price.
5. Advertising of guarantees and warranties shall be explicit, including the nature of the guarantee or warranty, and the extent and identity and responsibility of the guarantor or warrantor.
6. Advertising materials shall be limited to those of competent witnesses who are reflecting a real and honest choice.
7. Door-to-door solicitation, fundraising, campaigning, sales and advertising are not permitted in the Jardine community.

Self-Destructive Behavior
Kansas State University endeavors to maintain a safe and educational environment in the residence halls and apartments. The regular operation and day-to-day activities of all buildings, residents and individuals can be substantially affected by self-destructive behavior. Please refer to the University Policy Found at www.k-state.edu/studentlife/studentsafety/selfdestructivebehavior.html

Tampering with University Property
Tampering with or manipulating university property is strictly prohibited. This includes but is not limited to: thermostats, electronic devices, a hot water heater, air conditioners, furnaces, lamps, laundry appliances, mailboxes, doors, locks, keys, electrical outlets, etc.

ThREATening Behavior
Please refer to the university Threat Management Policy that can be found at www.k-state.edu/policies/ppm/0500/0510.html

Transfer Policy
Residents who are transferring will pay the current rental rate through the end of their current agreement period and will begin paying their new rate at the beginning of the new agreement unless otherwise determined by the Jardine Apartments staff with advanced notice to the resident. When offered a transfer apartment, residents will be granted three days to complete the transfer.

All transfer requests will be coordinated by the Jardine occupancy coordinator who will advise the resident of their options and any charges that may apply.

Residents must be checked out of their current apartment before the end of the lease in which they transferred or otherwise determined by the Jardine Apartments staff with advanced notice to the resident.

All transfer requests filed in the Jardine office will be processed on a first in, first out basis.

If residents refuse an offered apartment, they are moved to the end of the transfer list. Residents may only decline a transfer twice before they are removed from the transfer list.

There is a $320 transfer fee per person for Jardine-to-Jardine transfers unless the resident has experienced a life event (e.g., acceptance into graduate school) or a change in family status (e.g., marriage or childbirth/adoption) within a predetermined time. The predetermined time is determined on the resident’s official request a transfer and the circumstances related to the specific situation.

Residents must contact the Jardine Apartments office to discuss specifics regarding transfer eligibility and/or a complete listing of the situations in which the transfer fee may be waived.

Transfer requests during the Choose Your Experience process (mid-January through February, may). Any current Jardine resident may choose to preference a transfer during the annual Choose Your Experience/Jardine Agreement renewal process.

A move-in date will be coordinated with the occupancy coordinator with advanced notice based on availability of the new apartment.

Transfer requests at times other than the Choose Your Experience Process
Residents must reside in the assigned apartment for a period of three months before being allowed to request a transfer to another apartment.

Vacating Policy
To vacate without penalty, a resident of Jardine Apartments must:

1. Complete an Intent to Vacate form (ITV) at least sixty (60) days in advance of the end of their contract, which for all residents on an apartment agreement is June 30.
2. For all residents, on a Hybrid Agreement, the contract ends May 31. If you are not staying in Jardine for the summer, you must not fill out an ITV. If there is a gap in your agreement period you will be billed with 30 days June 1st to 1st of the ITV.
3. Meet the criteria for vacating at the end of the semester during the window of consent process in the month of December during which residents are able to vacate for approved reasons with no penalty

Any resident wishing to vacate their apartment at any time other than the conclusion of the term of their agreement shall contact the Jardine Apartments office to see if they qualify to vacate early. A resident who wants to vacate prior to or at the conclusion of the fall semester must also submit an ITV form at least sixty (60) days in advance of vacating falls

Advertising shall be in compliance with any additional rules that include but are not limited to:

Deposits
The student will be responsible for 100% of the percent through the end of December.

Residents graduating at semester or participating in an academic program (student teaching, internship, cooperative study or study abroad) may terminate this agreement at the end of the fall semester without penalty if they have submitted an ITV at least sixty (60) days in advance of vacating and provided documentation from their advisor.

If a resident vacates early, all remaining residents are still liable for payment of the resident's portion of the apartment rental rate, but the remaining eligible residents may designate a new resident to replace the vacating resident(s). The new resident(s) must be mutually agreeable to the remaining resident(s) and to the Jardine Apartments office. When a new resident(s) replaces the vacating resident on the agreement via a signed addendum Failure to check out properly will affect your rental history with Housing and Dining Services.

Room Checkout Procedures:
As set forth by your Jardine Apartment Agreement, checkout procedure include:

1. Residents(s) must be responsible for the cost of cleaning, replacement and repair of furniture, and fixtures on the premises. Residents will be charged for a lock change and new keys if a key is lost or not returned at checkout. This includes all apartments.

2. Residents(s) are responsible for the reimbursement to the staff that check your apartment.

3. Residents(s) are responsible for the reimbursement of any additional bills by mail or email each month from Westar. Payment is made directly to Westar and any questions or concerns about these bills should be directed to them. It is the responsibility of the residents to request cancellation.

Maintaining continuous Westar coverage in an occupied apartment is the responsibility of all roommates, regardless of which roommate is the official account holder. All residents shall properly set up electricity prior to moving into Jardine and maintain continuous service and an up-to-date account with Westar.

Charges incurred for any violation of these provisions will result in Housing and Dining Services deducting additional charges from the resident(s) account. Any additional charges will be communicated to all residents. In addition, all additional electrical services including a nonrefundable $25 per person processing fee for each transaction to a student’s university K-State account. Charges incurred, but not limited to, penalties for failure to establish and/or maintain utilities as required, reconnection fees for noncontinuous service during a transfer of account holder among roommates, or reconnection fees following an action or lack of response from the resident.

Gas Service
Traditional apartment stays, hot and water operate on gas. The cost for gas service is included in the monthly rent; no additional fees are assessed for this service. If problems or strange smells associated with gas are noticed residents must immediately contact the Housing and Dining Services Facilities Management office at 785-532-6466.
DINING SERVICES

Dining Services at K-State provides students with a variety of convenient dining options that offer contemporary, great-tasting and nutritious meals. The following information and more can be found at housing.k-state.edu/dining.

Our on-campus 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’s top awards for special event dinners, nutrition education initiatives and for the best recipe using locally grown foods. We’re a part of the National Farm to Institution grand-prize donation three times for creativity shown in using fruits, vegetables and other fresh foods. Dining services has also seen 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 Callhalls, 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 15,000 recipes is continuously updated by a research and development team that plans the best ideas from the marketplace, modern cookbooks and stylish food publications. Talented staff, creative recipes and afrom-scratch production system supports a menu that represents the quality expectations of an award-winning dining program.

Menus never repeat nearly the same food items selections. Menus are posted on the web at housing.k-state.edu/dining.

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

Lunch and dinner menus include two or three traditional entrees and a variety of specialty-line options. Menu selections also include such items as hot side dishes, homemade soups, freshly prepared salads from a salad bar, fruit, ice cream, beverages, homemade cookies, cakes and other desserts. Our all-you-care-to-eat model selections also include such items as hot side dishes, homemade soups, 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.

Meal Plans for Purchase

Jardine residents wishing to purchase a meal plan may do so in person at the Pittman Building or online at housing.k-state.edu/dining/meal-plans.

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. Please contact Housing and Dining Services (104 Pittman Building; 785-532-6453) to initiate changes or refunds, or for answers to questions.

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 tidy as possible.

For safety reasons, shoes and shirts must be worn in the dining centers. All dining centers are smoke-free.
The shopping shuttle service is sponsored by the K-State Association of Residence Halls, the Office of International Student and Scholar Services and the small fee. All K-State students with a valid K-State ID may use the ATA Shuttle as a free service. Spouses and children may ride for a housing.k-state.edu/shuttle-index.html

Go to to view the schedule. This service may not be available during university breaks and/or summer. ATA Shuttle JARDINE COMPLEX MAP

JARDINE COMPLEX MAP

K-State Housing and Dining Services and the Flint Hills Area Transportation Agency (ATA) have partnered up to provide students, faculty and staff with a free shuttle service during the academic year. The fixed-route loop connects Jardine Apartments and Derby Dining Center.

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. Cat’s Cupboard is 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 Student Union Hall
785-532-6926
www.catscupboard.org

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 victims 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 have shared 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 Summit Ave., 101 Lafene Health Center
785-532-6227

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.

785-539-2783 or 800-727-2783

Family Center

The 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
785-532-6894

Lafene Health Center

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

1105 Summit Avenue
785-532-6944

Office of Institutional Equity

The Office of Institutional Equity is engaged in training, outreach, and conducting investigations in accordance with Title IX laws, regulations, executive orders, and other applicable policies that uphold equal opportunity and civil rights laws.

103 Edwards Hall
785-532-6220

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 child or 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 holistic treatment approaches must be used. An individual’s mental, physical, social environment, emotional and spiritual well-being are all considered when treating addiction.

2001 Cliff Road
785-537-4300

Recreational Services

Recreational Services’ mission is to develop, promote and manage the administration of recreational facilities for use by students and the campus community at Kansas State University. Active and healthy lifestyles enhance opportunities for the continuance of personal and professional success and growth. These lifestyles are adversely affected by the quality and quantity of the services and programs and facilities that are provided. Recreational Services promotes student development and provides leadership opportunities in diverse settings for faculty and employees. Recreational Services administrators are committed to the continuous evaluation of recreational sports and fitness and wellness programs for the campus.

101 Peters Rec Complex
785-532-6980

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 area with a wide range of quality health and wellness services.

1621 College Avenue
785-776-3322

Identity and Multicultural 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
785-532-6278

International Students and Scholar Services

International Students 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
785-532-6446

catscupboard@k-state.edu
785-532-0366

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104 International Student Center
785-532-6446

students.k-state.edu
The LGBT Resource Center at Kansas State University is dedicated to helping the Lesbian, Gay, Bisexual, and Transgender (LGBT) students, staff, faculty and alums of our campus and surrounding communities to be more secure, validated and productive in their personal and professional surroundings. It is the goal of the Resource Center to promote equity, respect and social justice through advocacy, 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 and staff and community members.

207 Hilton Hall 785-532-5417

Multicultural Student Organizations
The Office of Diversity houses 26 Multicultural Student Organizations. These organizations represent our historically underrepresented domestic students. MOSI 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 MOSI meets together once a month with the Office of Diversity and represents the Multicultural Student Leadership Council. The mission of the MOSI 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 Addison 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 provided by K-State community which allows you to connect with university safety resources, access safety maps and emergency information, and use our peer-to-peer location tracking with group chat so friends can monitor and talk to you as you travel the campus.


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

224 Anderson Hall 785-532-6420

Access and Accommodations
K-State Police

Wildcat Walk
If you are ever uncomfortable walking on campus alone, this service will provide an escort to move you safely from one off-campus destination to 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 hall 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

Academic Support and Student Involvement

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, managing appropriation of diverse experiences and perspectives, and inspiring the university response to campus and student crises, monitoring the campus environment and safety issues, experimenting and advising the student judicial program, supporting, and serving as a resource for student family members.

201 Hilton Hall 785-532-6442

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 self-determination of the student, and universally accessible design principles, so everyone has full access to university life.

202 Hilton Hall 785-532-6432 785-370-8431 video phone

Finances
Office of Student Financial Assistance

Our primary focus is to successfully guide all K-State students 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 Hallstrom Hall 785-532-6420

Powercat Financial

Financial Planning 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 785-532-2899

Multicultural Student Lounge
The Multicultural Student Lounge provides opportunities to connect with other students on campus, to review housing options and to explore a multicultural library. Monthly roundtables and programs are held by the Social Justice Alliance.

207 ResNet Help Desk, 133A Derby Dining Center.

ResNet

ResNet offers computer stations, free tutoring and printer/copier access.

To assist on-campus students with their studies, the student success center in Derby Dining Center offers student academic advising, fee help, and computer printer/copier access.

114 Derby Dining Center 785-532-2046

Becktel

Becktel 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, computer 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 antivirus software (Trend Micro) on their machines.

113 Derby Dining Center 785-532-2711

Housing and Dining Services

Housing and Dining Services Multicultural Student Lounge
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JARDINE APARTMENTS CONTACT INFO

2008 Tunstall Circle, Manhattan, KS 66502-2551
785-532-3790 • apartments@k-state.edu

After Hours
785-564-2409 (Staff on Duty) • 785-532-6466 (Maintenance Emergencies)

K-STATE DEPARTMENT OF HOUSING AND DINING SERVICES

104 Pittman Building, 1531 Mid Campus Dr. North
Manhattan, KS 66506
785-532-6453 • 888-568-5027 • housing@k-state.edu

@KStateHDS

KANSAS STATE UNIVERSITY NOTICE OF NONDISCRIMINATION

Kansas State University prohibits discrimination on the basis of race, color, ethnicity, national origin, sex (including sexual harassment and sexual violence), sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status, or veteran status, in the university's programs and activities as required by applicable laws and regulations. The person designated with responsibility for coordination of compliance efforts and receipt of inquiries concerning the nondiscrimination policy is the university's Title IX Coordinator: the Director of the Office of Institutional Equity, equity@k-state.edu, 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801. Telephone: 785-532-6220 | TTY or TRS: 711. The campus ADA Coordinator is the Director of Employee Relations and Engagement, who may be reached at charlott@k-state.edu or 103 Edwards Hall, 1810 Kerr Drive, Kansas State University, Manhattan, Kansas 66506-4801, 785-532-6277 and TTY or TRS 711.

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