

UNIVERSITY OF MONTANA- WESTERN



STUDENT
HOUSING
HANDBOOK
2024-2025

Table of Contents

Home Away from Home	4
Helpful Hints for Your Safety	4
Access Cards, Keys, and Locks	5
Room Inspection	6
Resources	6
Communication	6
Laundry.....	6
Mail and Packages	7
Mailing Address	7
Bicycles	7
Trash and Recycling	7
Smudging.....	7
Hypodermic Needles	7
Vending Machines	8
Energy Conservation	8
Repair and Maintenance	8
Bed Height Options.....	8
Personal Property	8
Common Area Damage/Vandalism	9
Assignments.....	9
ADA Accommodations and ADA Accessible Spaces	9
Conditions of Occupancy.....	10
Room Changes	10
Release During the Semester.....	10
Semester Break	11
Abandoned Property	11
Emergency Procedures.....	12
Fire Alarms and Fire Equipment	12

Fire Emergency	12
Medical Emergency.....	12
Police Emergency	13
Residence Hall Policies	13
Non-Discrimination Statement	13
Alcohol and Drug Offenses	15
1. Alcohol Policy.....	15
2. Illegal Use or Misuse of Drugs	16
3. Tobacco Free Policy	17
Illegal and Disruptive Conduct.....	17
4. Disruptive Behavior.....	17
5. Noise Policy/Quiet Hours	18
Residence Life Property.....	19
6. Building Security.....	19
7. Cleanliness	19
8. Fire Safety	20
9. Misuse of Facilities	21
10. Possession of Prohibited Items	22
Other Conduct Issues	23
11. Animals.....	23
12. Firearms, Explosives, and Weapons	24
13. Gambling	25
14. Guests and Visitors	25
15. Sales in Residence Halls.....	26
16. Violent and Sexual Offenders	26
17. Sports and Recreation	26
Important Numbers.....	28
Emergency Numbers	28
Campus Resources	28

Welcome to Montana Western Residence Life

Home Away from Home

The Residence Life staff are great resources and happy to assist you! The main Bulldog Life Office is in the basement of the Student Union Building and is open Monday-Friday from 8:00am-5:00pm and 7:00pm-9:00pm. We encourage you to contact your Resident Assistant on your floor/wing with any questions or concerns you have while living on campus. Additionally, the Area Coordinator, our professional live-in staff member, is available in Davis Lobby during business hours.

It is important to become involved in your Residence Life community. Residence Life offers several ways to get involved with your community like RA planned events and more! Talk with your RA about how to get involved with your community.

The residence halls are owned and operated by the University on a self-supporting basis. This means your room fees pay for the cost of operations (e.g., utilities, maintenance, and staffing), capital improvement work, and repayment of money borrowed for the original construction and the interest on these loans. These buildings are your University home. Your cooperation, personal concern, and care are needed to avoid any unnecessary and wasteful expenses such as damage repair and replacement.

No community is entirely risk free. Crimes take place in our society as well as on our university campuses. The University and the Bulldog Life Office want to encourage you to take joint responsibility for your safety here on campus. The best protection against criminal activities is for all residents, faculty, and staff to be aware of and report any suspicious acts. All members of our community can reduce the risk of campus crime by being responsible for their personal safety and taking practical precautions.

Whenever it becomes necessary to change our policies or regulations, we will notify residents via their University email. These policies are reviewed and updated annually, and the updated policies go into effect in August of each year. Continuing residents will be notified of the updated policies via their University email and will be expected to abide by the current policies regardless of date of occupancy.

Helpful Hints for Your Safety

Always. . .

- Be aware of your surroundings. If something seems like a problem, step up and say something. It's up to you!
- Lock your door at night or whenever you leave the room.
- Lock your vehicle.
- Tell your roommate/friends where you're going and when you plan on returning.
- Look assertive and confident, and be aware of your surroundings.
- Trust your gut feelings. If you feel uncomfortable, get out of the situation.
- Know where the emergency phones are on campus (lit with a blue light).
- Contact the RA on call if you have a problem or see something/someone that you think is unsafe.
- If there is an emergency, call 911 immediately.
- Take advantage of educational programs in your hall.

Never. . .

- Leave your room unlocked when you are not home. If you have misplaced your key, please request a temporary key from the Bulldog Life Office. If you believe the key is permanently lost, new ones can be requested for \$60 through the Bulldog Life Office in the Student Union Building.
- Prop open the hallway or outside doors of buildings. They are locked for your safety.
- Let people in the building you don't know. They will have Bulldog Card access if they are allowed to access the building.
- Lend your Bulldog Card, keys, or access card to friends.
- Put social norms or etiquette before your own personal safety

Access Cards, Keys, and Locks

The University of Montana Western assists students in protecting their personal property as well as the property of the residence halls by providing each student with a room key. Students access the outside residence hall doors using their Bulldog Card, and when a student checks into the residence hall, they will be issued a room key. Each student must return this key at the time they move out of the residence halls. Charges will be assessed if the room key is not returned at the time of move out.

Outside residence hall doors are locked 24/7. Students are advised to always have their room key and Bulldog Card on them.

Residence Life and the students are jointly responsible for safety in their communities. Residents can take responsibility for their own security of the hall by locking their rooms, reporting suspicious behavior, and not propping open doors. Residence Life offers periodic personal security programs to help provide a safe and secure community for its residents.

If a resident loses their room key or their Bulldog Card, a temporary key/card may be obtained at the Bulldog Life Office or calling the RA on duty after business hours. The temporary room key checkout fee is \$1.00, which will be charged to the student's account. Temporary keys/cards must be returned within 7 days of checkout.

Room Inspection

The University recognizes the right of privacy of all residents living in the residence halls, but also reserves the right to inspect its property at any time for necessary reasons. For health, safety, or emergency purposes, it is sometimes necessary for a University staff member to enter a resident's room when they are not present. Every effort will be made to have one or both occupants of the room present when an inspection is made. Periodic inspection of rooms will be made by the Resident Assistant on each floor to check or residence life professional staff for cleanliness and safety, and to ensure that health standards are being maintained. Written notification will be made at least 24 hours before these health/safety inspections.

Resources

Communication

Residence Life will send official communication to your student email (umwestern.edu). Students cannot opt-out of receiving email to their student email account and are responsible for monitoring their student email account regularly.

Laundry

Every residence hall provides washers and dryers for residents only. It is \$1.50 for washing and \$1.50 for drying to be paid through Bulldog Bucks on the Bulldog Card scanners on the machines. If you are new to doing laundry, refer to the chart in the laundry room for helpful tips, or ask your hall staff for assistance. Please do not leave laundry unattended and make sure to not overload the washers. Residence Life is not responsible for lost, stolen, or damaged laundry.

Mail and Packages

All letters and packages for residential students will come to the Bulldog Life Office. An email will be sent to your student email account notifying you that you received a package/letter. You will need to present your Bulldog Card or valid photo ID at the Bulldog Life Office to sign for your package.

Mailing Address

Your mailing address consists of your first and last name. If you do not have both names, then your package may be returned to the sender. Please use the following address:

(Your Name)
750 E Cornell Street
Dillon, MT 59725

Bicycles

Bicycle racks are available outside family housing and the residence halls. Students are responsible for proper lockup and security of their bikes. All bikes must be removed from residence hall racks at the end of spring semester, or they will be confiscated by Montana Western.

Trash and Recycling

Residents are responsible for taking out their own personal trash. Personal trash should not be placed in the common areas (lounges, bathrooms, etc.). Instead, personal trash must be taken outside to the appropriate dumpsters. Personal trash must never be placed in the hallways outside a resident's room, nor may trash be swept into the hallway. Charges may be assessed to your student account if this occurs.

Smudging

Any person wishing to smudge within Residence Life student living spaces must make their request by submitting the form on the housing portal ([found here](#)). All submissions will be reviewed by the Assistant Director of Residence Life, and then the student will receive an official email from the Residence Life Office regarding their request. No resident may smudge on Residence Life premises until they receive that email from the Residence Life Office acknowledging their request (submitting this form does not complete the process).

Hypodermic Needles

Some students have medical conditions requiring the use of needles. Improper disposal of hypodermic needles is dangerous, because these needles may carry blood-borne

pathogens. Proper disposal of hypodermic needles in the proper container is mandatory. Please keep our campus and staff safe by properly disposing of needles.

Vending Machines

Snacks and soft drinks are available in the Mathews and Jordan Lobbies.

Energy Conservation

Energy costs are the most expensive item in the residence halls' operation. The residence halls do not receive any state or University funds and must pay for this cost out of room rental. Please help keep housing rates reasonable by conserving energy:

- Set room thermostat at 65.
- Turn lights and other electrical appliances off when not in use.
- Report any malfunctions of heating/ventilating units in the [housing portal](#) immediately.

Repair and Maintenance

If repairs or special maintenance are needed, please notify your Resident Assistant. You can also log on to the [housing portal](#) to submit a maintenance requests. The Residence Life Office reserves the right to make assessments for special cleaning of residents' rooms, and for missing room furnishings including windows, screens, mattresses, etc. These charges may be significant. For purposes of safety, sanitation, and general upkeep, the University reserves the right to maintain and make repairs in the residence hall rooms anytime during the school year. Management and maintenance staff may enter any room for the above purposes whether the room's occupants are present or not.

Bed Height Options

All residence halls have adjustable/moveable furniture. Beds can be arranged in several ways, including standard height, captain height, or lofted. For additional information, or to sign up for these services, please log on to the [housing portal](#). Residents may only request one bed height change per semester.

Personal Property

Residents should report any personal property that is missing from their rooms to their RA and the Dillon Police Department immediately. The information to be given should include: a complete description of the items and their value; whether the room was locked; whether a key was lost recently; and any person suspected of the theft.

Do not leave personal property in residence hall common areas. Items left in common areas will be collected and discarded by maintenance or Residence Life staff.

If a loss occurs outside the residence halls, the resident should report it to the Dillon Police Department. The University as a state institution is not responsible for damage to or theft of personal property on campus, unless the loss is due to negligent or wrongful acts or omissions of University agents or employees. Insurance for personal property while on campus may be available through parents' homeowners' insurance, tenant's coverage, or purchased through a private company. Residence Life has a preferred vendor for renters insurance, GradGuard. Grad Guard has reasonable student rates. You can visit the GradGuard website by visiting <https://gradguard.com/umwestern>.

Common Area Damage/Vandalism

Residence Life is a non-profit enterprise. Rental rates are set at a level to cover expenses and do not include excessive damage costs. Our preference is to hold individuals responsible for damage caused intentionally or unintentionally. Students are encouraged to report in a timely manner any acts of vandalism or damage in their community to a member of the Residence Life staff.

Repair and maintenance costs will be assessed to the individual whenever possible. When individual(s) responsible cannot be identified specifically, costs will be shared by the smallest identifiable group of residents within a building, floor, wing, room, or suite. Examples of vandalism that may result in shared costs distributed within a community include, but are not limited to bulletin boards or signage ripped off walls; ceiling tile damage; damage to paint/vinyl in stairwells, hallways, bathrooms, or lounges, etc.

Residence Life may refuse, revoke, suspend, or reassign housing for a student or group of students based on inappropriate behavior or damages. If students are found responsible for malicious or careless damage to University property they will be sanctioned through the conduct process. If no responsible individuals can be identified, common area damages will be assessed as outlined above.

Assignments

ADA Accommodations and ADA Accessible Spaces

All ADA related accommodations must be requested through the [housing portal](#) with supporting documentation. Residence Life processes housing accommodation requests received on a first-come, first-serve basis. Therefore, timely submission of housing applications followed by accommodation requests is critical.

Residence Life has multiple spaces that are fully ADA accessible. Students requiring housing modifications receive priority to these spaces. If you are living in an ADA accessible space and do not have accommodation to do so, Residence Life reserves the right to relocate you to a similar space in the event the space is necessary for a student requiring modifications.

Conditions of Occupancy

Eligibility for Residence Halls requires that:

1. You must maintain enrollment in the University of Montana Western as a student with at least seven (7) credits during fall and spring semesters.
2. You must demonstrate satisfactory progress toward a degree by successfully completing at least seven (7) credits per semester.

If your account is not paid in full at the conclusion of each semester, you will not be eligible to live in Residence Life for the following academic term or housing period until your account is paid in full. If you drop a class(es) and fall below the seven (7) requirement during a fall or spring semester, you must immediately notify the Bulldog Life Office to maintain your occupancy.

For extenuating circumstances, the resident can submit a request by emailing residencelife@umwestern.edu to take fewer than seven (7) credits in the fall or spring semester. Requests will be reviewed by the Assistant Director of Residence Life or designee. All requests are subject to approval.

Room Changes

Room changes are allowed during the semester as space allows. No room changes are allowed during the first two weeks of classes to complete the semester audit.

If you are having issues with your roommate, please talk to your Resident Assistant or the Area Coordinator. All room changes including room swaps must be approved by the Bulldog Life Office.

Release During the Semester

Once you have picked up your keys, you are considered to be moved into the residence halls. In order to move out mid-semester, you must be released by the Assistant Director of Residence Life. To request to be released, you must fill out a form and write a statement explaining why you would like to be released. The form is available online at www.umt.edu/housing/forms.

Rooms are assigned for both Fall and Spring semesters. Moving out at the end of Fall Semester must be approved by the Bulldog Life Office. Requests to move out at the end of Fall Semester must be submitted two weeks before the residence halls close for the semester. Notices and changes to plans submitted after then are assessed as a \$25.00 improper checkout fee.

If you are not properly released for Spring Semester, you will not receive a refund on your room charges. If you are released for Spring Semester, you will be charged a \$200.00 cancellation fee, plus a prorated amount for the days you had keys for the room and until an official checkout is completed.

Semester Break

The residence halls close for Winter Break on noon the day after finals end. Students living on campus again for the Spring Semester may leave their items in their room but must be out of the hall by the time the halls close for break, unless they have made arrangements to stay. Students that wish to stay in their residence hall room for any part of the Winter Break must be approved by the Bulldog Life Office by 5:00 pm the Friday one week before residence halls close.

Please note that there are additional charges to stay for Winter Break, as this is not included in the semester housing rate. The residence halls will re-open for Spring Semester on Friday before classes start at 9:00 am. Students who wish to arrive early must be approved by the Bulldog Life Office before winter break. The student will be responsible for paying a fee per day that they arrive early.

Abandoned Property

Any personal property left on the premises by the resident after they vacate will be removed. Any individual item left in an assigned resident space with an estimated value of less than \$200 will be donated or disposed 48 hours after the resident has vacated unless the resident has contacted the Bulldog Life Office to provide notification that they mistakenly left something in their space and to make other arrangements. Due to health and pest concerns, mattresses and fabric couches or chairs will be disposed of regardless of value.

Property with an estimated value of \$200 or greater will be temporarily stored. Housing will attempt to contact the residents via their official UM Western email address to notify them of the items being stored. Items that are deemed valuable and left in a resident's assigned space will be held in storage for 10 days after notification of the property found in the unit. Failure to retrieve these belongings by the deadline will result in items becoming the property of the University of Montana Western.

If an assigned resident space is left in an unreasonable dirty or unsanitary state that poses a threat to the health, safety, sanitation, or structure of the Residence Life facilities or other residents, Residence Life reserves the right to immediately dispose of all abandoned property regardless of value.

Emergency Procedures

Fire Alarms and Fire Equipment

All possible measures are taken to maintain a safe community for the residents. This includes having established fire evacuation rules and regular fire drills. Tampering with fire alarms and fire equipment is prohibited. Prosecution by the criminal authorities and/or disciplinary action under the Western Residence or Dean of Students conduct resulting in dismissal from the University are potential penalties for intentionally setting off false fire alarms, the unauthorized use of fire equipment, and for starting fires.

In case of a fire, call 911. Fires are a potentially serious problem in all shared living space communities due to the high concentration of individuals living in each building. Please use caution and common sense to avoid a disaster.

Prevention can save your life and the lives of others. Explore your community and familiarize yourself with all exits. Keep exits and access areas clear of all debris and storage. Residence hall staff will conduct fire drills twice annually for all residents to evaluate proper evacuation routes in case of a fire emergency. Please note that halogen lamps, candles with wicks, and incense are not allowed to reduce the risk of fires within the residence halls.

Fire Emergency

When the general alarm for your building sounds, you must evacuate the building immediately via the closest emergency exit. Be sure you close and lock your room as you leave. The emergency exit routes are clearly marked. Residents must proceed in an orderly fashion by walking quickly to the emergency egress routes and out of the building.
ELEVATORS CANNOT BE USED AS EMERGENCY EXIT ROUTES.

Students with disabilities who cannot egress through the building should go to the nearest safe area of rescue and activate the area of rescue signal. Emergency personnel will come to this area and assist the student from the building.

Once outside the building, please proceed to an evacuation point at least 25 feet away to ensure room for emergency vehicles and personnel and to prioritize your safety.

- **Mathews Hall students:** Your evacuation point is the front lawn of Mathews Hall, closest to Atlantic Street.
- **JDC and Family Housing residents:** Your evacuation point is the basketball court next to Clark Hall.

In the event of inclement weather, students will be directed to other buildings for shelter during the emergency. Do not re-enter the building until you are instructed to do so by a Residence Life staff member or on-scene emergency personnel.

Medical Emergency

If you believe there is a medical emergency, call 911 immediately. Medical response personnel will include Dillon Police Department and an ambulance from Dillon Emergency Services.

Police Emergency

For police emergencies, dial 911 or (406) 683-3701. Dillon Police Department Officers will respond to all campus police emergencies.

Residence Hall Policies

Students have the responsibility to conduct themselves in a manner that does not impair the welfare or educational opportunities of others in the University community. Students must act as responsible members of the community, respect the rights, privileges, and dignity of others, and refrain from actions which interfere with normal University functions.

In addition to the Student Conduct Code, Residence Life expects all students and their guests to abide by the following policies within the residence halls. Students may find the [Student Conduct Code](#) online and a current list of all [Residence Hall Policies](#) online at in this handbook. Violations to any policies within the Student Conduct Code or Residence Hall Policies will be documented, and students are subject to the disciplinary process.

Residents will be notified via their student email should they have a mandatory meeting resulting from a policy violation. Residents are responsible for checking this email in a timely manner for all University communications. Residence Life reserves the right to deny a room/apartment change pending the result of a conduct case.

Non-Discrimination Statement

The University of Montana Western is committed to providing an environment that emphasizes the dignity and worth of every member of its community and that is free from harassment and discrimination based upon race, color, religion, national origin, creed,

service in the uniformed services (as defined in state and federal law), veteran status, sex, age, political ideas, marital or family status, pregnancy, physical or mental disability, genetic information, gender identity, gender expression, or sexual orientation. Such an environment is necessary to a healthy learning, working, and living atmosphere because discrimination and harassment undermine human dignity and the positive connection among all people at our University. Acts of discrimination, harassment, sexual misconduct, stalking, and retaliation will be addressed consistent with this policy. Consistent with state and federal law, reasonable accommodation will be provided to persons with disabilities.

It is important that members of the Western community understand that the law does not just prohibit discrimination and harassment of employees by employers. The law also prohibits discrimination and harassment between members of the Western community more generally: for example, between an instructor and a student, between two students, between two employees, or between a student and an applicant or campus guest.

The policy applies in all University programs and activities, including, but not limited to, discrimination in athletics, instruction, grading, university housing, and university employment. In addition, the law prohibits retaliation against an individual for opposing any practices forbidden under this policy, for bringing a complaint of discrimination or harassment, for assisting someone with such a complaint, for attempting to stop such discrimination or harassment, or for participating in any manner in an investigation or resolution of a complaint of discrimination or harassment. It is central to the values of this University that any individual who believes they may have been the target of unlawful discrimination or harassment feel free to report their concerns for appropriate investigation and response, without fear of retaliation or retribution. This policy shall not be construed or applied to restrict academic freedom at Western, nor shall it be construed to restrict constitutionally protected expression, even though such expression may be offensive, unpleasant, or even hateful.

Report policy violations to:

Nicole Hazelbaker

Dean of Students

Telephone: 406-683-7900

Email: Nicole.hazelbaker@umwestern.edu

Office: Dean of Students Center

Website (with online option for submitting complaint):

<https://www.umwestern.edu/student-reporting-forms/>

For more information about reporting, resources and other information about Title IX at University of Montana Western go to <https://www.umwestern.edu/title-ix/>

Alcohol and Drug Offenses

1. Alcohol Policy

A. Residents and their guests must abide by the Student Conduct Code expectations regarding alcohol use.

B. For residents under the age of 21:

i. Residents and their guests who are under the age of 21 may not possess or consume alcohol. Based on Montana State Law, being intoxicated by alcohol is considered possession of alcohol.

ii. Residents who are under the age of 21 may not display and/or possess alcohol containers (empty or full), shot glasses, alcohol decorations (trophy bottles), beer boxes and cases, etc.

iii. It is a violation of policy for anyone under the age of 21 to be present in a residential space where they know that alcohol or alcohol containers are present (empty or full), or in a common area where violations of this policy are occurring.

C. For residents over the age of 21:

i. Residents and their guests may not consume alcohol in the presence of those under the age of 21, excluding roommates. This includes drinking in common areas while underage guests are present.

ii. It is a violation of housing policy to be visibly intoxicated in the residence halls. Students who are 21 or over who are disruptive because of the use of alcohol may be considered in violation of this policy.

iii. Residents of legal age must discreetly transport alcohol to their rooms.

iv. Containers of alcohol are not permitted in public or common areas either inside or outside of residential buildings. Common areas include, but are not limited to, outside entry or adjacent sidewalk areas, all lounges, lobbies, kitchens, recreation rooms, entertainment areas, hallways, bathrooms, stairways, fire exits, elevators, and laundry rooms, and a student room with an open door.

Behavior in violation of this policy is addressed through student conduct and may require participation in an online alcohol class. More severe consequences are dependent on the behavior displayed at the time of documentation. The cost of the online program is the responsibility of the student. Alcohol violations also carry with them the prospect of a Minor In Possession (MIP) and other criminal charges.

2. Illegal Use or Misuse of Drugs

A. Residents and their guests must abide by the Student Conduct Code expectations regarding drug use.

B. The possession, use, distribution, and cultivation of drugs in university housing is prohibited. This is true even if a resident has a medical card.

i. Although the State of Montana permits the use, possession, and/or cultivation of medical and recreational marijuana, federal law prohibits the use, possession, and/or cultivation of marijuana in educational institutions and other recipients of federal funds. The use, possession, and/or cultivation of marijuana is therefore prohibited in University of Montana Western housing facilities on the University of Montana Western premises. Even if a student, faculty, or staff member possesses documentation permitting the use, possession, and/or cultivation of marijuana, this activity cannot occur on University of Montana Western premises.

C. It is a violation of policy for anyone to knowingly be present in a room/suite where drugs are present, or where violations of the Student Conduct Code are taking place.

D. It is prohibited to be under the influence of drugs in any form, with the exception of the use of prescriptions in the manner that is instructed by a medical professional. Residents and their guests who exhibit behaviors that appear to have been influenced by drug use may be subject to disciplinary process. Such behaviors may include, but are not limited to slurred speech, odor of drugs, lack of balance, or swaying.

E. Residents may not possess drug paraphernalia, which includes equipment, products and materials of any kind which are marketed or designed for drug use including, but not limited to, bong, smoking pipes, vaporizers, and roach clips.

Residence Life staff is instructed to call the police and allow law enforcement to take over a situation if illegal drugs are suspected to be present. Federal Student Financial Aid may be withdrawn if a student is convicted of a drug crime. The University has strict policies regarding the illegal use and abuse of substances. Do not jeopardize your education by using illegal substances.

3. Tobacco Free Policy

A. Residence Life supports the University of Montana Western's tobacco free campus policy and does not permit the use of tobacco products in any of our residence halls or family housing building. All buildings are designated "No Smoking" in all areas including student rooms. Smoking of any kind (e.g., hookahs, E-cigarettes, and vape/vapor/vaporizer pens) and the use of tobacco products (e.g., chew, snuff, etc.) are not allowed in areas including study rooms, restrooms, hallways, stairways, lobbies, elevators, lounges, student rooms, etc.

B. In accordance with the University of Montana Western's tobacco free campus policy, students may also not smoke or use tobacco products, E-cigarettes, or vape/vapor/vaporizer pens outside the residence halls on campus property. Tobacco use is allowable outside of those borders and beyond boundaries of any property of the University of Montana Western.

Illegal and Disruptive Conduct

4. Disruptive Behavior

A. Any act that poses a danger to health, safety, or property within housing facilities is prohibited.

B. Students shall not obstruct or disrupt the University living environment. Disruptive behavior is behavior that interferes with the University living and learning environment, or that interferes with the other students' rights to socialize, study, or sleep. Disruptive behavior may include, but is not limited to the following:

- i. Excessive noise or nuisance; -
- ii. Failure to cooperate with the reasonable directive of a University official (including all members of Residence Life or Dillon PD), acting in the performance of their duties, including attending any required meetings.
- iii. A student's failure to obtain express consent from the resident(s) of another room prior to entrance.

C. Any unauthorized use of electronic or other devices to make an audio or video recording of any person without that person's prior knowledge, or without effective consent when such a recording is likely to cause injury or distress, is prohibited. This includes, but is not limited to, surreptitiously taking pictures of another person in a restroom or other location where a person would expect privacy.

D. Residents who assist anyone in a policy violation or a crime may be in violation of housing policy themselves.

Hall staff reserve the right to require items that cause an ongoing disruption to the living environment be removed from the residence halls immediately.

5. Noise Policy/Quiet Hours

The realities of community living dictate that individuals respect community needs for the moderation of noise regardless of established quiet hours. Noise is any sound which is disturbing to any resident. To reduce the amount of noise in the living groups, specified quiet hours are established in each living group.

A. Excessive Noise - Noises that are disruptive at any time are prohibited. Disruptive noises, including but not limited to, loud stereos, amplified instruments, or loud voices, infringe on the rights of other students. Residents with stereos are encouraged to use headphones. Amplifying music or other sounds out of residence hall windows into public spaces is prohibited. While it is the responsibility of all to control noise, it is also the responsibility of those bothered by noise to contact the offending party and request that the problem be corrected. All residents must assume responsibility for monitoring their own behavior.

B. Courtesy Hours - Courtesy hours are always in effect. Courtesy hours allow all residents to sleep, study, and relax or host visitors without distracting noises from neighbors. If any student makes a reasonable request that another student reduce the volume of their music, talking, and TV, they must comply with the request. Residents must comply with staff requests to reduce noise. For more information see the Disruptive Behavior policy. Retaliation against the person making such a request may result in further conduct action.

C. Quiet Hours - Quiet Hours are from 10:00 pm to 10:00 am beginning Sunday evening through Friday morning, and from 12:00 am (midnight) to 10:00 am beginning Friday evening through Sunday morning. When quiet hours are in effect, the living environment should be quiet enough to allow others to sleep. Guidelines for behavior during Quiet Hours include:

- i. Radios and stereos should not be heard outside the room.
- ii. Musical instruments should not be played in the residence hall.
- iii. The right of a roommate to study and sleep has priority over your right to entertain guests in your room.

Residence Life reserves the right to perform maintenance and construction of the residence halls, which may occur throughout the year and at various times of the day. Maintenance and construction may cause noise within the residential facilities.

Residence Life Property

6. Building Security

- A. Outside residence hall doors are locked 24/7. Propping doors jeopardizes the safety of students, staff, and property. Residents are prohibited from propping exterior and hallway doors.
- B. Residents may not open doors for non-residents of the hall or allow non-residents to follow them into the building. Residents are responsible for the behavior of anyone they allow into the building. See the Visitors and Guests Policy for more information.
- C. Residents are responsible for proper use of their access cards, including Bulldog Cards. Students may not loan their access cards to other people.

Residence Life and the students are jointly responsible for safety in their communities. Residents can take responsibility for their own security of the hall by locking their rooms, reporting suspicious behavior, not allowing people to follow them into the building, and not propping open doors.

7. Cleanliness

- A. Residents must keep their contracted spaces (including bathrooms, common spaces, and shared kitchens in suite-style arrangements) clean and free of health and safety hazards, pests, and odors. Emergency maintenance and/or pest removal, with charges, could ensue if determined to be necessary.
- B. Residents must clean up after themselves in common areas. Common areas can include kitchens, lounges, lobbies, bathrooms, hallways, laundry rooms or other space that is for general resident use. Restrictions to access and charges could ensue if it is determined you were responsible for messes left in such areas.
- C. Residents must clean and disinfect public kitchen after any usage to return it to a clean state, ensuring that all cookware is turned off, undamaged, and serviceable. All items in fridges must be labeled with date and names—expired/unlabeled items will be discarded. Personal cookware and equipment should not be stored in public kitchens—doing so could result in its disposal. If an appliance is unserviceable at time of use, it is required that you report it to a Residence Life staff member immediately.
- D. All trash must be disposed of properly in the outside dumpsters.

E. Residents may not store their personal items in areas outside of their assigned space, including, but not limited to, study lounges, hallways, roommate's desk or closet spaces, other rooms within a pod/suite, and common spaces, even if they do not have a roommate. Hallways must always be kept clear of all belongings.

The Bulldog Life Office has vacuums to check out for student use. Some cleaning equipment is also available on each floor.

8. Fire Safety

A. Residents may not tamper with, disable, cover, or damage fire equipment, including but not limited to sprinkler heads, smoke detectors, alarms/strobe lights, exit signs, pull stations, sprinkler system, fire doors and fire extinguishers, heat sensors, and fire safety signage. Residents who tamper with fire equipment may face disciplinary action, a monetary fine, or both, and may also be referred to law enforcement authorities.

B. Residents may not hang items from the sprinkler heads, cages covering the sprinkler heads, pipes associated with sprinklers, or the ceiling.

C. Candles, incense, heat lamps, butane torches, gasoline canisters, and space heaters have been found to be a severe fire hazard, and their use is prohibited in the residence halls. Wickless candles are an acceptable alternative and provide fragrance without the flame. Exceptions to this policy for religious or spiritual purposes, including smudging, need to be approved by the Assistant Director of Residence Life prior to any such practices (more information can be found in the housing portal under Form Selector).

D. Students may not plug power strips or extension cords into other power strips or extension cords. Do not overload outlets. Do not use extension cords and/or surge protectors that are not UL rated and/or do not have fire shield capabilities.

E. Residents may not store cigarette butts inside their room or hall, they must be properly disposed of outside of the facilities.

F. Residents may not leave items in the hallways, as they pose a tripping hazard. These items include, but are not limited to shoes, bikes, bed parts, and trash.

G. Residents and their guests are not allowed to sleep in public and common areas.

H. Residents and their guests may not leave food unattended while cooking. Residents may only put food and items that are microwave safe into a microwave.

I. Christmas trees are permitted in residence halls, but the tree and all decorations must be fireproof first.

J. Residents are not allowed to post on the walls or ceilings in the hallway.

K. No more than 30% of any door or wall surface inside a resident's room may be covered with combustible materials. Wall surfaces include doors, windows, ceilings, and floors.

L. Due to potential safety concerns and fire hazards, posters and/or decorations cannot be placed on the window. Hanging blankets, sheets, tapestries, or other items (e.g. plants, decorations, window clings, stickers, or paint, etc.) that physically or visually restricts or blocks access to the room is prohibited. Window obstruction of any kind is considered a hindrance to egress. University-provided window shades are approved by campus Fire Safety personnel. Shades and shade hardware should not be tampered with or removed.

M. Students are free to display posters and other decorations inside their room. The exterior of the door may not have any decorations or other displays. University Student Housing staff may place nametags for students on the outside of the door. Students will be given the option to post their nametag with their preferred name or blank or not at all.

N. When a fire alarm is activated, all persons inside a residential facility are required to leave the building immediately, even if it is believed to be a drill or false alarm.

9. Misuse of Facilities

A. All residence halls facilities are reserved for the exclusive use of students who reside in the residence halls and their guests.

B. Nonresidents may not use any hall facilities for any reasons. Unauthorized use of residence hall facilities (bathrooms, lounges, study rooms, laundry rooms, computer rooms, etc.) may result in disciplinary action and/or criminal action.

C. Residents may not damage any University property or property owned by other residents.

D. Residents may not permanently alter University property/space.

E. Residents may not take, damage, or alter university postings, decorations, or advertisements.

F. Residents are required to report any individuals they see damaging property. A witness may be subject to disciplinary action if they fail to report.

G. Residents may not remove any University-issued furniture from their assigned room or residence hall common areas.

H. Residents may not remove window screens or throw items from the windows for any reason.

I. Residents may not enter or exit the building through the windows.

J. Residents may not climb the building exteriors.

K. Residents may not leave food or any cooking devices unattended while cooking. Burned food or failing to provide adequate ventilation while cooking may activate the building alarm and the resident responsible may be financially liable for any associated costs.

10. Possession of Prohibited Items

A. Please exercise good judgement when deciding to bring items to the residence halls. All items need to meet the following criteria to be permitted within the residence halls:

i. All items should be in good working order and cannot be under recall by the manufacturer. Some information regarding recalls can be found here:

<https://www.cpsc.gov/Recalls>.

ii. Any damaged or altered items are prohibited.

iii. All appliances should be UL listed and have fire shield capabilities.

iv. All appliances must have an automatic shutoff.

v. Items should be shut off when not in use and any cords should be examined to ensure they are not worn or frayed or subject to pinch damage.

vi. The misuse or illegal use of electrical appliances creates serious hazards in residence halls and is prohibited.

vii. No exposed heat element (e.g., hot plates, toasters, toaster ovens, and electric woks).

viii. No open flame.

ix. Storing flammable or combustible liquids or gases is prohibited, including, but not limited to, gasoline, kerosene, butane, and cleaning fluids that have flammable or toxic chemicals.

x. Any appliance that produces steam, smoke, or grease laden vapors is prohibited. Clothes irons, electric kettles used to boil water, hot air poppers, coffee pots, hot pots, and scent diffusers are the only exceptions.

- xi. Any device with light bulbs that generate excessive heat is prohibited (including halogen bulbs and/or incandescent bulbs that exceed 100 watts).
- xii. Any device that exceeds the electrical load is prohibited.
- xiii. Any items that violate the University of Montana's End User Agreement (found [here](#)).
- xiv. Any approved cooking appliance must be attended at all times.

B. The following items are never approved in the residence halls:

- i. Barbecues and grills; crockpots; electric fryers; electric grills and sandwich makers/presses; electric woks; fog, smoke, and haze machines; hookahs, hookah smoking accessories, e-cigarettes, vaporizers; hot plates; Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices; portable space heaters; pressure cookers and instant pots; rice cookers; and toasters and toaster ovens.
- ii. Air conditioners are not allowed in the residence halls unless approved by the Office of Student Success.

C. Exceptions

- i. Cooking appliances are not allowed in the residence hall rooms except for coffee pots, electric hot pots with no exposed heating element, microwaves (1200 watt max), and popcorn poppers. Items will be confiscated by Residence Hall Staff and held until semester ends.
- ii. Mini refrigerators must be under 4.0 cubic feet.

If the use of your item poses a health or safety concern, causes a disruption to the community, causes property damage or property loss, regardless of whether the item is approved, you may be subject to disciplinary action and associated costs or sanctions.

Other Conduct Issues

11. Animals

- A. Fish, in 10-gallon tanks or less, are the only pets allowed in the residence halls. No gravel is allowed down the drains in the sinks, showers, or toilets.
- B. All other animals of any kind, except certified service or approved emotional support animals, are strictly prohibited in the residence halls.
- C. Pets will not be permitted to "visit" or be on the premises for any reason. Exceptions will be made for individuals requiring a service animal(s).

D. Individuals with approved ESAs must follow the expectations outlined in the ESA Policy. If you need a copy of your signed ESA Policy agreement, contact the Bulldog Life Office.

Requests to have an animal approved as emotional support must go through the Director of Student Success. This request must be submitted and approved prior to the animal being at the residence hall.

12. Firearms, Explosives, and Weapons

A. Possession, use, or threatened use of firearms, ammunition, dangerous chemicals, weapons, and destructive devices are prohibited.

i. "Firearm" means a weapon, by whatever name known, which is designed to expel a projectile by the action of black powder, smokeless powder, or compressed air and which is readily capable for use as a weapon. Ammunition is not allowed in the residence halls.

ii. "Weapon" means any object that may be used to injure. Not all weapons can be listed here. Some common weapons that are prohibited include, but are not limited to, knives having a blade that projects or swings into position by force of a spring, by centrifugal force, or by gravity and is commonly known as a switchblade knife; or any knife with a blade longer than 4 inches or not intended for kitchen use. Weapons also include, but are not limited to, any hunting or target bow; any crossbow; any dirk, dagger, slingshot, metal knuckles, bow and arrow, BB/pellet gun, blowgun, paintball gun, sword, stun gun/Tasers or any similar instrument by the use of which injury could be inflicted upon the person or property of any other person.

iii. "Destructive Device" means a projectile containing an explosive or incendiary material or any other dangerous chemical substance; or a bomb, grenade, missile, or similar device or any launching device.

B. Pepper spray/mace/bear spray is permitted as a tool for safety and should only be deployed in the case of an emergency. If used in an offensive manner and not in self-defense, it is considered a non-lethal weapon subject to this policy. Offensive use of pepper spray could also come with criminal charges in the State of Montana.

The University of Montana Western offers firearm storage through Residence Life. Firearms can be stored or checked out Monday-Friday from 8:00 am to 5:00 pm. Please contact Bulldog Life Office at (406) 683-7565 for additional information.

13. Gambling

In compliance with state laws, no form of gambling is permitted in the residence halls.

14. Guests and Visitors

A. Guests and visitors are defined as any individuals who are not contracted residents of the specific room or building in question.

B. No persons other than escorted guests, residents, or University staff on University business may enter a living space. Residents must escort their guest(s) the entire time their guest(s) is in the building.

C. Residents are responsible for the behavior of their guest(s). Guests are expected to comply with all state, federal and University rules and policies. Residents who host a guest(s) who fails to comply with these expectations may be subjected to the disciplinary process under the Student Conduct Code regarding the guest's behavior and/or charged for damage caused by the guest.

D. Only people assigned to a room may reside in that room.

E. Residents are responsible for ensuring that their guest(s) are using the appropriate bathroom facilities.

F. Residents may not give their room keys or Bulldog cards to their guests, including temporary keys.

G. Guests are permitted only with the permission of the contracted resident(s) of the room and then only in designated areas and within the previously agreed upon frequency. In no event will guests be permitted more often than the frequency listed below. Residents may have guests stay providing they meet all of the following criteria:

- i. They receive permission from all roommate(s) or suitemate(s), if applicable;
- ii. For visits occurring during the day, the guest does not stay for longer periods of time than agreed upon by all the contracted residents of the space, considering what would be reasonable for other contracted residents to enjoy the use of their room/suite;
- iii. The guest stays no longer than three consecutive nights; and
- iv. Residents may only have a guest stay for a total of seven nights in a semester.
- v. Guests may not float or rotate between rooms to circumnavigate the above policies.

Guests staying in a space after 2:00 am are defined as overnight guests. For guests requesting to stay longer than three consecutive nights and/or seven nights in a semester, please see your Area Coordinator for the guest request process.

Guests that are violating policies or damaging property may be asked to leave. Roommates and suitemates are strongly encouraged to take some time to talk about arrangements for guests and about how all parties feel about the potential disruption guests can cause before the guests are invited to stay. If roommates feel that their rights are being violated, it is their responsibility to contact a staff member.

15. Sales in Residence Halls

In regards to resident and community privacy, safety, and security (with exception of local newspaper delivery), general sales and non-commercial and commercial solicitation are prohibited in residence halls (e.g., political campaigning, event promotion, donation boxes, etc.). To guarantee the privacy of all residents, no agents or solicitors are allowed to enter the residence halls. Residents bothered by unauthorized persons should report them to the hall staff immediately. For information on residence hall flyer approval process, please contact the Bulldog Life Office.

16. Violent and Sexual Offenders

Any student who has been designated as a violent or sexual offender by a county, state, or federal court, and who is requesting housing in University facilities must notify the Bulldog Life Office of this information prior to execution of the contract. The Bulldog Life Office must also be notified when a student residing in University residence halls is a violent or sexual offender within 24 hours following such designation by a county, state, or federal court. The University reserves the right to review the student tenant's offender status and the potential risk to the community due to the tenant's residence in University facilities. After such review, the University may deny occupancy to a tenant based on either offender's designation status. Residents may not host guests that have been designated as a violent or sexual offender by a county, state, or federal court.

17. Sports and Recreation

A. Activities in hallways, residence hall rooms, lounges, or other indoor areas, or areas adjacent to buildings that could interfere with the living-learning environment are prohibited. This includes dribbling basketballs, running in the halls, throwing or catching objects of any kind, skateboarding, riding bikes, and any other activity that could be considered a sport.

B. The use, possession, or storage of Hoverboards, Swagways, IO Hawks, Skywalkers, and similar devices, is prohibited on campus until safety standards for them can be developed

and implemented, and the prohibition is lifted. Recent information has revealed that the batteries in the devices are dangerous and prone to explosion, creating safety and fire risk. Until a time that the safety standards for these devices are improved, Residence Life has prohibited them from being in any of our residence halls or apartments.

Important Numbers

Emergency Numbers

Emergency Services	911
Dillon Police Department	(406) 683-3701
National Suicide Hotline	988

Residence Life On-Call Numbers

Professional - On call	406-925-0989
JDC – On call	406-925-5117
Mathews – On call	406-925-9828

Campus Resources

Area Coordinator Office	406-683-7422
Bulldog Card	406-683-7565
Bulldog Life Office	406-683-7565
Campus Dining	406-683-7144
Counseling Services	406-683-7388
Financial Aid Office	406-683-7511
ITS	406-683-7777
Learning Center	406-683-7143
Safe Ride	406-865-0075