

# RESIDENCE LIFE HANDBOOK



## WELCOME

### Mission

The mission of the Office of Residence Life is to provide you with an affordable, safe and pleasant living environment which supports your ability to succeed at the university. We are confident you will find the residence halls well maintained and staffed with people to assist you. Our dining services offer nutritious and satisfying meals. We also provide many social, educational and cultural programs that enhance your learning experience.

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

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

### From our team

On behalf of the staff of Residence Life, we want to welcome you to our campus family.

Our mission is to enrich the quality of life for every resident. Our department strongly believes living on campus not only enhances your experience outside the classroom but aides in your academic endeavors as well. We have staff and services ready to assist you during the coming year.

While living on campus, we encourage you to meet new friends, become involved in the numerous activities offered, and enjoy the safety and convenience of on-campus living. We are available for any assistance, questions or guidance, so don't hesitate to reach out.

Sincerely,

Alyssa Wendel, Housing Manager



## Developing a Residence Hall Community

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

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

Building communities can be fun, but also may produce challenges.

### Photo Disclosure

Kansas State University has the perpetual, world-wide right to reproduce, use, exhibit, display, broadcast, distribute and create derivative works of university related photographs or videotaped images taken in public spaces of on-campus housing residents for use in connection with the activities of the university for promoting, publicizing or explaining the campus. This includes, without limitation, the right to publish such images in the alumni magazine, on the university’s website, and public relations/promotional materials, such as marketing and admissions publications.

These images may appear in any of the wide variety of formats and media now available and in the future to K-State Salina, including, but not limited to print, broadcast, videotape, CD-ROM and electronic/online media. All photos are taken without compensation to the resident or claims for payment or royalties. All electronic or nonelectronic negatives, videos, slides, photographs and prints are the property of and owned by the university. Any questions regarding this photo disclosure policy should be emailed to Communications and Marketing at [salinamarketing@k-state.edu](mailto:salinamarketing@k-state.edu).





# RESIDENCE HALL GENERAL INFORMATION

## Academics in the Residence Halls

The residence halls are a vibrant part of our campus academic community. We are committed to helping you succeed in your academic pursuits. Throughout the year you have the opportunity to take advantage of a wide array of programs, resources and services in the halls that help improve academic skills and involvement with faculty.

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

## Academic Resource Centers

Conveniently located just inside the lobby of the Technology Center the Library offers a wide range of academic benefits, from study skills workshops to tutoring sessions. Peer tutoring provides assistance to students outside the classroom for courses where students typically experience difficulty.

Our peer tutors have successfully mastered the course material and come highly recommended by faculty. Peer tutoring is free to all currently enrolled K-State students and is available for several undergraduate courses. To schedule a tutoring session go to [salina.k-state.edu/student-success/academic-support/tutoring/](http://salina.k-state.edu/student-success/academic-support/tutoring/).

Currently, we have tutors for math, science and computer courses. Tutoring for writing and English courses is available in the Writing Center. If you require assistance in a subject that is not listed, please contact us at 785-826-2636.

## Appliances

Keurig coffee makers, microwaves and corn poppers are allowed in the residence halls. Microwaves must be 800 watts or less. Appliances with an open or closed heating element are NOT allowed in the residence halls except for coffee makers and flameless candle warmers.

Any items that are not allowed will be confiscated by housing staff or security and a fine will be assessed.

## Checkouts

If you move out of your residence hall room permanently or transfer to another hall or room, you need to checkout. Check out procedures include cleaning your room, returning all keys, completing a forwarding address card for the mailroom, being accountable for all room damages and having your Resident Assistant conclude the checkout process.

Failure to complete these procedures results in charges for improper checkout, lock replacement, damages that have not been assessed and daily accrued charges being assessed to your student university billing account.

## Contract Termination

This contract may be modified or terminated at the discretion of the Office of Student Life. A student is given notice and an opportunity to discuss the basis for any proposed modification or termination of this contract with the Housing Manager and a representative of the Office of Student Life.

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

In addition, Residence Life reserves the right to terminate or modify the terms of this contract when a resident has been charged with or convicted of a crime or crimes against persons or involving any other conduct that may threaten the safety or security of other residents. Modification of the contract may include, but is not limited to, moving the student to another university housing facility or restricting the student's access to housing facilities. If the contract is terminated under the terms of this paragraph, the student's payment obligation shall be prorated to the date of termination. Please refer to your signed housing contract for further details.



## Desk Services

The front desk, located in Harbin and Schilling halls are staffed by desk assistants. For times specific to your hall contact your Resident Assistant. The front desk provides services such as distributing mail, checking out vacuum cleaners and cleaning supplies, games and more.

## Network Connection

There are no additional charges for Internet services in our residence halls. Wireless access points have been set up in the building as well as wired Ethernet access in every room. Information Systems will help with network connection setup or problems with Internet. Their office is located at 186 Technology Center or you can call them at 785-826-2666.

An on-campus Ethernet connection allows on-campus residents to access K-State's academic resources while living within the residence halls. With an appropriately configured computer, you will have access to the K-State network by either wired or wireless means. Ethernet connections allow you to use your personal computer to:

- Access the Library for academic resources.
- Use KSIS to organize your class schedules and access grades/billing/student information.
- Retrieve course information from departmental websites.
- Turn in assignments electronically on K-State Online.
- Email professors, friends and family.
- Conduct research for a class paper.
- Access the Internet from the comfort of your residence hall room.

To take advantage of the Ethernet connection, students need either a 10/100/1000 BaseT Ethernet or a wireless card installed in their personal computer. You will also need an Ethernet cable to connect to the wired Ethernet network. These Ethernet cables are available for purchase from the bookstore in the College Center, or from local retailers. The network supports Intel-compatible personal computers running Windows 10 or Linux, and Macintosh computers running OS X. Please bring system and software and documents for your computer with you to campus. For further information on computer recommendations, please review the following website: [k-state.edu/it/buying/](http://k-state.edu/it/buying/).

Residents should install operating system security patches and K-State's anti-virus application on their machines before they arrive to campus. For further information, please visit the website at [k-state.edu/it/buying/](http://k-state.edu/it/buying/) where you will find useful information, contacts, and an FAQ section that answers most questions related to Residence Hall computer and network resources.

## Housekeeping

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

Community areas such as bathrooms, lounges and hall corridors are cleaned by custodial staff, Monday through Friday. This does not include the bathrooms in suites, you are responsible for those. As a courtesy to others, you are expected to clean up after yourself in public areas.

## Identification Card

Your K-State ID card bearing your name, Wildcat ID (WID) number and picture is your permanent ID card to use while attending K-State. This card provides you with hall and meal access. Report lost cards immediately to the Office of Student Life. Misuse of an ID card includes loaning, falsifying or altering it in any way, or any unauthorized use of the card. Misuse can result in disciplinary action or prosecution, as well as a misuse fee by the department, as dictated by the K-State ID misuse policy.

Please carry your ID card on you at all times. You will use your card to gain access to your residence hall. If you do not have your card when entering the hall, you will need to be verified to be allowed in the building.

## Keys

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

You will be charged \$50.00 for the cost of replacing the lock and creating new key(s).

If you are locked out of your room, the Residence Life Staff can unlock your door. Your first five lockouts are free. After that, each time is \$10.00.

These charges are added to your student university billing account.

## Laundry Facilities

A laundry facility is available in each wing. Washers and dryers are available free of charge to students living in the residence halls. Laundry rules are posted in each laundry room, and residents are expected to follow these rules as consideration of fellow residents.

Please report malfunctioning machines to the Residence Hall front desk staff.

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

## Mail

All incoming mail addressed to hall residents is delivered Monday through Friday, except on holidays. U.S. mail distribution is regulated by federal policies. Campus mail is limited to official university communications.

### The mailing address is:

Student name  
Residence hall, room #  
Kansas State University Salina Campus  
2300 Centennial Rd  
Salina, KS 67401





## Maintenance

Maintenance problems in your room or elsewhere in the hall should be reported immediately to your resident assistant. Should you need immediate assistance contact the residence hall front desk or a Resident Assistant.

## Parking

On campus parking is provided at no charge by K-State Salina. A parking permit must still be displayed in the window at all times. Permits can be picked up in the Security Office in Technology Center 100. On campus residents parking lot is located behind the residence halls. A resident with special parking needs should contact Parking Services.

Once you receive your parking permit you may park in any unreserved spot in your assigned lot. All residence hall parking lots are reserved 24 hours a day, seven days a week. To avoid receiving a ticket, only park in your assigned lot.

## Room Changes and Hall Transfers

Your hall assignment is based on the date your contract and payment were received. If your initial hall or room preference is not met, you may inquire about the hall or room transfer process at the Residence Hall front desk after the first week of classes. Transfers are made when space is available. Changing rooms without permission from the Residence Life Coordinator is not permitted. If you change rooms without proper paperwork, an improper checkout charge of \$75.00 is assessed to your student university billing account and you will be required to move back to your assigned room. A nondisabled student occupying a room modified for a student with a disability may be required to change rooms if there is a need to use the assigned room.

## Room Entry

Students agree to allow periodic/emergency access to their rooms by authorized personnel to determine if university property is being maintained satisfactorily, and to ensure the protection of the health and safety of all residents. Staff check each room for health and safety once a month. Filters are changed at major breaks. To do this maintenance needs to access the room and the space in front of the heating/air-conditioning unit.

## Safety and Security

Students have access to their residence hall at all times the university is in session. An electronic door-access system requires use of a resident's K-State ID card. Students may enter their own hall by sliding their K-State ID card through the access card reader installed near most doors. All entrances to the residence halls are locked 24 hours a day.

Exterior wing doors have electronic sensors that detect when doors are left ajar. These exterior wing doors are to be used only in an emergency.

Students are encouraged to lock their door and carry their room key and K-State ID card at all times.

The halls have appropriate fire protection equipment, including a smoke detector in each room and a general fire alarm system in each hall. Smoke detectors are equipped with either a warning seal or electronic monitoring device. Seals are placed on smoke detectors to discourage residents from tampering with them. If seals are removed or broken, a charge is assessed to the residents of the room. Hall staff and Campus Security are available 24 hours a day to respond to the needs of students. Campus security officers walk the perimeter of all halls on a scheduled basis.

## Special Accommodations

Students who require accommodations to meet special needs should contact their hall staff.

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

A resident with special dietary needs should contact the food service vendor for assistance in choosing appropriate foods from the menu. It may not be possible to accommodate all dietary requests. While every effort is made to make dining center meals meet dietary restrictions, we cannot guarantee that they will.

Safety cannot be guaranteed for residents with life threatening allergies. Ingredients and nutritional content of menu items may vary and cross contamination could occur during production or service. Manufacturers may also change their product formulations or ingredients without our knowledge. The dining center makes every effort to identify ingredients in food products but cannot assure against the possibility that the food contains ingredients other than those identified. It is, therefore, the responsibility of the customer to read ingredient labels and decide what foods to avoid. For questions regarding ingredients or assistance, please consult a unit manager at any time.



## University Break Housing

Continuous housing is available, but at an additional cost. Students signing additional days contracts are allowed to stay in their assigned rooms in these halls during scheduled university breaks. There are times when meals are not served. Summer housing is available, but a summer contract must be submitted.

## Vacating Residence Halls

Rooms must be vacated within 24 hours of the student's last final examination each semester, by the official residence hall closing time or by official withdrawal from classes, whichever comes first. A student leaving the residence hall system must officially check out with residence life staff to stop additional daily charges from accruing. An official checkout includes cleaning your room, returning all keys, completing a forwarding address card for the mailroom, being accountable for all room damages and having your residence hall staff conclude the checkout process. Failure to complete these procedures results in charges for improper checkout, lock replacement, damages that have not been assessed and daily accrued charges being assessed to the student's university billing account. The resident understands and agrees that Residence Life may dispose of all items lost or abandoned by a student at the end of each semester.







## Vending Machines

Vending machines containing snack items and beverages are provided in each residence hall. If you find a machine empty, broken or failing to provide a product you have paid for, report it to the Admissions Office, 208 College Center, 785-826-2640. You may be asked to complete a refund form. Tampering with and/or maliciously damaging any vending machine is a violation of the law, university regulations and residence hall expectations. It may result in criminal prosecution and/or university disciplinary action.



# KNOW YOUR STAFF

## Resident Assistants (RAs)

RAs are full-time students, selected and trained by Residence Life, who offer you day-to-day living assistance. RAs live on each floor to help residents with problems and concerns. One of the RA's most important roles is to help you and your neighbors maintain a community environment that supports your ability to learn and succeed in college. RAs create this environment through special programs, intentional interventions, management of resources and hall leadership responsibilities. RAs are also responsible for communicating and interpreting university and residence hall policies and regulations, and responding to unacceptable behavior that violates policies and regulations.

## Residence Life Assistant (RLA)

The RLA is a part-time student employee, live-in position. The RLA is responsible for assisting the RA's and campus programming under the direction of the Office of Student Life. Duties include helping residents with academic, housing and personal problems; advising residence hall student groups; assisting with RA events; and helping residents develop and maintain positive communities.

Check out student organizations to get involved, or start your own! Groups exist in the following areas, and more:

- Aviation
- Engineering Technology
- Business
- Social Work
- Social and Service Groups

Residence Life staff is available to help you with concerns, resolve difficult situations and create memorable experiences in the residence halls.

## Custodial Staff

Residence life employs a custodian who is responsible for helping keep common areas such as computer labs, hallways and lounges neat and tidy. As a resident, you are responsible for keeping your room clean. If you are having difficulty with the environmental conditions of your room, contact the Residence Life staff.

## Facilities Management Staff

Facilities staff performs all basic maintenance in the halls. Prompt reporting of damages or items needing repair helps keep your room and residence hall community in good shape.





## CAMPUS LEADERS

You have a variety of opportunities for leadership and involvement on campus. Whether you are a freshman or a senior, a returner or a new student, you can get involved.

### Judicial Board (J-Board)

Judicial Board members help influence the residence hall community by addressing inappropriate behavior and its affect on others, while ensuring a resident's right to due process. J-Board members hold formal hearings to rule on allegations of hall policy violations.

### Student Leaders

You have a variety of opportunities for leadership and involvement on campus. Many student leaders at K-State receive extensive leadership experience on campus. Whether you are a freshman or a senior, a returner or a new student, you can get involved.

- Resident Assistants
- SSS Peer Mentors
- Peer Tutors
- Writing Center Mentors
- Student Life Center Employees

### Student Organizations

Check into Student Organizations on campus. This is a wonderful opportunity to meet people, build strong friendships, familiarize yourself with different organizations, improve your community and just have fun!

### Student Governing Association (SGA)

Student body government, representing student needs and concerns.

### Programming Board

Student led board that plans events for the year such as bowling leagues, casino nights, dances, speakers, movies, etc.

For more information about how to get involved with any of the above campus leadership activities, contact the Housing Manager at 785- 819-0044.



# UNIVERSITY POLICIES ON CONDUCT

## Policy Prohibiting

### Discrimination, Harassment and Sexual Violence

Behavior that may be in violation of municipal, state and federal laws is reported and referred to appropriate agencies. Behavior that may be in violation of established and published university policies and residence hall regulations and expectations is reported and may be referred for disciplinary action. Findings may result in the assignment of educational projects, transfer to another residence hall or termination of a residence hall contract, among other penalties. The Academic & Student Services Office administers the university discipline process in conjunction with the Student Government Association's student judiciary system. When the situation warrants, the Office of Student Life and Residence Life, who act as their designees, confer with students for behavior which might be in violation of published university policies. The university disciplinary process may result in sanctions that include warning, probation, loss of privileges, dismissal or suspension.

More information about the residence hall and university judicial processes is available from the Residence Life office at 785-819-0044, Office of Student Life at 785-826-2662.

### What Is Harassment?

Conduct toward a person or persons based on race, color, ethnic or national origin, sex, sexual orientation, gender identity, religion, age, ancestry, disability, genetic information, military status or veteran status, that has the purpose or effect of creating an intimidating, hostile or offensive educational, work or on-campus housing environment for the person is considered harassment. In the academic environment, the alleged behavior must have the purpose and effect of creating an intimidating, hostile or offensive environment. The behaviors must be sufficiently severe or pervasive that it alters the terms, conditions, or privileges of a person's employment, academic opportunities, use of on-campus housing or participation in university sponsored activities.

### What Is Sexual Violence?

In the policy, sexual violence is defined as a physical act perpetrated against a person's will, or where a person is so incapacitated that he or she is incapable of giving consent due to the use of drugs or alcohol, or where a person is incapable of giving consent due to an intellectual or other disability. A number of different acts fall into the category of sexual violence, including but not limited to, rape, sexual assault, sexual battery, domestic violence and dating violence. Use of alcohol or other drugs by a perpetrator or victim does not excuse acts of sexual violence.

**Sexual violence is considered sexual harassment, and is therefore considered to be discrimination.**

### What Is Sexual Harassment?

In this policy, sexual harassment is a type of harassment that involves unwelcome sexual advances, requests for sexual favors, disparagement of members of one sex, or other conduct of a sexual nature when: submission to or rejection of such conduct is made either explicitly or implicitly a term or condition or used as the basis for or as a factor in decisions affecting an individual's employment, education, on-campus housing, or participation in a university-sponsored activity or program, or unreasonably interfering with the work, on-campus housing, academic performance or participation in any university-sponsored activity of the person of the person(s).

The conduct must be sufficiently severe or pervasive that it alters the terms, conditions, or privileges of the person's employment, use of on-campus housing, academic opportunities, or participation in university-sponsored activities or programs.

Sexual harassment may occur between persons of the same or opposite sex, and either as single or repeated incidents. Whether conduct is sufficient to constitute "sexual harassment" is evaluated under the totality of the circumstances, including the frequency of the conduct, its severity, whether it is physically threatening or humiliating, or merely an offensive utterance. These factors are evaluated from both subjective and objective viewpoints, considering not only effect that conduct actually had on the person, but also the impact it would likely have had on a reasonable person in the same situation. The conduct must subjectively and objectively meet this definition to be "sexual harassment" under the university's policy.

**Sexual harassment meeting this definition is considered discrimination.**

**More definitions, including but not limited to, those for stalking, consent and sexual intercourse, can be found on the K-State Policies web page at**

**[www.k-state.edu/policies/ppm/3000/3010.html](http://www.k-state.edu/policies/ppm/3000/3010.html).**

### Who Does the Policy Cover?

The policy covers employees, students, applicants for employment or admission, contractors, vendors, visitors, guests, and participants in university-sponsored programs or activities. The policy extends to other university-owned or operated locations.







## Does the Policy Apply to Off-Campus Activities?

In some situations, the policy may apply to alleged violations that happen off-campus or during after-hour functions sponsored by the university. Incidents that occur off-campus that are not related to university-sponsored events may be investigated if those occurrences relate to discrimination, harassment, or retaliation alleged on campus.

## Is the Process Confidential?

Complaints are confidential and will not be disclosed to anyone who does not have a need to know — this requirement applies to complainants, respondents, witnesses, and any others involved with a complaint. The University cannot guarantee absolute confidentiality, although the University will protect the privacy of all parties to the extent possible.

## How Do I Report an Incident?

The Office of Institutional Equity (OIE) encourages anyone who is aware of an incident that might violate the policy to contact the OIE as soon as possible to review the matter. Individuals who want to report an incident of discrimination, harassment, or sexual violence should make a report to the OIE (785-532-6220). You can visit the website at [www.k-state.edu/oie](http://www.k-state.edu/oie) for additional information. These persons may also tell their immediate supervisor and/or an administrator, or contact the Academic & Student Services Office (if it relates to a complaint of sexual violence).

Complaints must be filed within 60 calendar days for allegations involving discrimination and harassment, or retaliation. For allegations involving sexual violence, complaints must be filed within 180 calendar days of the last alleged violation.

## View the Policy

To read the entire policy, go to [www.k-state.edu/oie/resolution](http://www.k-state.edu/oie/resolution).

### For More Information

▶ Please direct questions to the Assistant Dean of Student Life  
at 785-826-2662.



# RESIDENCE HALL POLICIES

## Residence Hall Policies

In addition to policies and procedures established by K-State, you are expected to abide by residence hall policies. Please consult Residence Life staff to learn more about the hall policies.

### Alcohol

Residents who are 21 years of age or older may consume or be in possession of alcoholic canned/bottled malt beverages that are 3.2% (alcohol content) or lower in the residence halls.

A resident who is 21 years of age or older may be in possession of 30 containers or less of 3.2% . If a resident is over 21, and their roommate does not meet that qualification, then the resident who is 21 may consume 3.2% if they have consent of their minor roommate and the door is closed when alcohol is consumed. Visitors to the hall who are over 21 years of age may drink 3.2% as long as the hosting resident is over 21 and is present at the time of consumption as well as having the consent of all other roommates.

Consumption of any alcoholic beverages which are above 3.2% is not permitted in the residence halls or on university property. Any container that once held alcohol above 3.2% is not allowed in the halls. Open or closed containers are prohibited in all residence hall stairways, elevators, lobbies, bathrooms and general public areas except for transport of unopened 3.2% containers by a person who is over 21 to a resident's room, where that resident is also over 21. There are to be no kegs in the residence halls or on university property. (If a resident over 21 years of age is consuming alcohol in their room, the only minors allowed in that room are the resident's roommate(s); any other minors will be in violation of the alcohol policy and documented accordingly.)

Any person 21 years of age or older is in violation of this policy if they knowingly supply a minor with alcoholic beverages. In accordance with federal and state law, residents who are under the age of 21 are not permitted to possess or consume any alcoholic beverages in the residence halls or on university property.

Staff members are responsible for making residents aware of the laws and policies concerning alcoholic beverages, and to ensure that the aforementioned policies are followed. If a staff member encounters a violation of these policies, they should ask the residents to dispose of the beverages in an appropriate manner. Disposal efforts should be supervised and documented by staff members. All occupants of the room will be treated with equal standards, and will be documented and reviewed by professional staff members. In order to avoid continuous abuse of this policy, violations should be handled by the appropriate senior staff members. The Residence Life staff may decide how to best handle residents who are found in violation of this policy.

### Bicycles

You are expected to abide by all the regulations for bicycles on campus. More information about campus bicycle regulations is available from Parking Services at [salina.k-state.edu/campus-life/campus-resources/parking/](http://salina.k-state.edu/campus-life/campus-resources/parking/). All bicycles must be registered with Campus Security. All unregistered bicycles will be periodically tagged as unregistered/abandoned bicycles by hall staff. Campus Security will collect all abandoned bicycles at the end of each academic semester. Abandoned bicycles will be donated to charity. Bicycles may be parked only in the bike racks outside each residence hall. Please do not chain bicycles to the front steps, access ramps or any sign posts. Bicycles that are chained to permanent fixtures (e.g., light posts, trees, etc.) are removed and impounded at the owner's expense.

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

### Candles/Open Heating Elements

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

Any devices that produce an open flame or heating element will be confiscated by residence life staff or security and a fine will also be assessed.

### Compliance

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

### Damages

If you accidentally or intentionally damage residence hall property, you are expected to make restitution for the cost of repair or replacement. You may not alter or make repairs to any university property.

Charges for room damages are divided equally between the room residents, unless one of the residents accepts responsibility or is found individually responsible.

Community-based fees may be assessed to all or multiple residents when damages to residence hall public areas are reported or noticed by Residence Life staff members,, unless a resident accepts responsibility or is found individually responsible. Damages to public areas affect the entire residence hall community, as well as decrease the office Residence Life's ability to sponsor and pay for more activities.

### Drugs

It is a violation of the law, as well as published university and residence hall policies, to possess, use or sell illegal drugs or other controlled substances. This includes prescription medication that has not been prescribed to the individual possessing or using the medication. We report all incidents of suspected possession, use and sale of illegal drugs to the police. Because the use of illegal drugs is also a violation of published university and residence hall policies, incidents may be referred for university disciplinary action. Violations of the drug policy may result in termination of a student's housing contract.



## Elevators

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

## Fire Safety and Fire-Safety Equipment

Tampering with fire-safety equipment or falsely setting off a fire alarm is a violation of the law and published university and residence hall expectations. Violators are reported to the K-State Salina Campus Security, referred to the Office of Student Life and may also be referred for university disciplinary action. Smoke detectors are equipped with either a warning seal or electronic monitoring device. This is to discourage residents from tampering with them. If the smoke detector is tampered with or seals are removed or broken, a charge is assessed to the residents of the room.

Fire safety in the residence halls is a very serious matter. You are expected to learn the fire-safety policies and guidelines. In the event of a fire, it is important you know about the fire-safety equipment around you. When the fire alarm sounds you are expected to evacuate the building using the stairs, not the elevators, and to comply with staff instructions.

## Firearms and Weapons

The open carry of any weapon on K-State property is illegal. Review the full Kansas State University Weapons Policy at [k-state.edu/policies/ppm/3700/3700.html](http://k-state.edu/policies/ppm/3700/3700.html).

## Furniture

Furniture may not be removed from individual rooms or common areas (lobbies, lounges, etc.). No furniture is permitted outdoors. Removal of furniture from public areas creates an inconvenience for other residents who utilize these areas and is reported as theft of state property. If furniture from lobbies is found in your room, you are required to move it back to the lobby, and you are charged a minimum of \$10.00.

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

## Gambling

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

## Guests and Visitors

A resident may host a guest(s) anytime during a 24-hour period. The host is responsible for the actions of their guest(s). Residents hosting guests are required to remind their guests to be in possession of a form of identification at all times while in the residence hall. The host is also required to escort their guests at all times. The host must have permission from their roommate(s) before a guest(s) is permitted

in the room. The rights of a resident take priority over those of a guest(s). A guest(s) may stay overnight for up to three consecutive nights provided the occupancy of the room does not exceed the number of beds/spaces in the room. It is the responsibility of a resident to notify staff of any policy violation.

## Hall and Floor Meetings

Residence hall staff conduct hall and floor meetings to communicate important events or information. These meetings are mandatory unless publicized otherwise. You are responsible for all information covered whether or not you attend.

## Ledges and Window Screens

For safety reasons, it is a violation of university and residence hall expectations to remove window screens or climb onto ledges or roofs. Warning seals are placed on window screens to discourage residents from tampering with them. If seals are removed or broken, a charge is assessed to the residents of the room.

If found in violation, residents will be referred to the Office of Student Life and may also be referred for university disciplinary action.

## Meningococcal Vaccine Policy

It is a policy of the Board of Regents of the State of Kansas that all incoming students residing in the residence halls be vaccinated for meningitis or sign a waiver refusing the meningitis vaccine.

Every student must submit a meningococcal vaccine documentation form regardless if you receive the vaccine or not. You can download and print off a copy of this form at [k-state.edu/lafene/meningitis.html](http://k-state.edu/lafene/meningitis.html). Failure to submit a meningococcal vaccine documentation form is a violation of your residence hall contract.



## Outdoor Activities

Outdoor activities are not allowed in the halls. This includes, but is not limited to, bouncing balls, throwing Frisbees and balls, Nerf guns or other Nerf products, rollerblading, skateboarding and bicycle riding. No outside water activities are allowed in the halls. This includes, but is not limited to, swimming/wading pools, water guns, water balloons, water slides, etc. If you participate in any of these activities and damage occurs, you will be charged for repairs. If you have a question about sporting activities, contact the Residence Life staff.

## Pet Policy

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

**Residence Life is not responsible for the health and/or safety of pets.**

This pet policy does not apply to assistance animals. Assistance animals may be approved through a request for University Housing Accommodations when an animal is necessary to allow a student an equal opportunity to use and enjoy university housing. Requests for reasonable accommodation in university housing are submitted to the Diversity and Inclusion Coordinator. Please contact the Residence Life Office at 785-819-0044, or Student Life at 785-826-2662 for more information about the process for getting an assistance animal approved.

### A. Types of pets allowed

1. Each pet must be relatively quiet, low in odor, nonpoisonous, nonvenomous, harmless and disease free.
2. The following pets have been approved for the residence halls:
  - a. Amphibians with an adult size no more than eight inches in length not including a tail, specifically:
    - i. Frogs, Toads, Newts, and Salamanders
  - b. Birds, specifically:
    - i. Budgies, Cockatiels, Finches, and Lorikeets
  - c. Insects, specifically:
    - i. Stick and leaf insects (Families Phasmidae and Phyllidae), Ornate beetles (Order Coleoptera), and Hissing cockroaches
  - d. Mammals, specifically:
    - i. Rodents, specifically:
      1. Hamsters, Gerbils, Rats, Mice, Guinea Pigs, Degus, and Chapman chinchillas
    - ii. Other, specifically:
      1. African Pygmy Hedgehogs
  - e. Marsupials, specifically:
    - i. Small-tailed opossums, and Sugar gliders
  - f. Reptiles, specifically:
    - i. Snakes no more than 48 inches in length; Lizards no more than 24 inches in length, not including a tail; and Turtles and Tortoises with a shell size no more than 12 inches in diameter
  - g. Other, specifically:
    - i. Fish, Hermit and Fiddler Crabs, Snails
3. Any pet not mentioned above is considered prohibited and will not be allowed in the residence halls.
4. Other pets may be added to the approved list at the concurrence of K-State Association of Residence Halls (ARH) and K-State Salina Residence Life.







## B. Types of habitats

1. Each resident will be allowed to have a maximum of two habitats. Only two pets allowed per habitat. The number of fish allowed per habitat will depend on the gallons of the tank.
2. Each habitat must be a cage or aquarium constructed so as to provide a quality and secure environment for the pet(s).
3. Each non-aquatic habitat must surround the pet(s) on all sides.
4. Each habitat will be inspected for adequacy by the Residence Life staff or designee at the time of approval.
5. The habitat will be constructed so as to preclude the accidental release of the animal.
6. The amount of water designated for all pet habitats may not exceed 30 gallons.

## C. Care of pets

1. Pets will be kept in their habitats or guardian's care at all times.
2. Pets must be provided quality care at all times.
3. All pets must be taken home over campus holidays/breaks (as stated in the check out sheets, fish tanks may remain over the shorter campus/holiday breaks).
4. If pets are not taken care of then the Residence Life staff may consider removal of the pet from the hall.

## D. Common areas

1. First floor and basement common areas in each building must remain free of pets.
2. Unless otherwise stated, resident pets are considered prohibited in lobbies and hallways, and restrooms in all halls.
3. Pets may be transported through these areas but may not loiter.
4. Exceptions may be made by the staff and residents of each floor through a petition signed by a simple majority of floor residents, with the agreement of the Residence Life staff.
5. Severe resident concerns, validated by the Residence Life staff, will supersede any exception made.

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

## E. Pet approval

1. A pet may be brought to the Residence Halls on Move-in Day if the pet approval form has been filled out and approved by the Residence Life staff and the roommate. This form must have a signed date prior to Move-in Day.
2. If the above requirement has not been met then there will be a one week waiting period from the date of the signed approval forms by the Residence Life staff and the roommate before the pet may enter the Residence Halls.
3. Each habitat will require a separate agreement.
4. If a resident wishes to change the size of a habitat for a previously approved pet, a new agreement will be required.
5. If a resident wishes to add a pet to the current habitat, a new pet agreement may be required at the discretion of the Residence Life staff or designee.
6. Each agreement must be signed by all of a resident's roommates and a staff Residence Life staff member.
7. Upon approval of the pet agreement the resident will receive a registration card outlining the terms of the agreement to be kept available in his/her room at all times to be shown to staff upon request.
8. Upon approval each habitat will be required to display an Approved Pet Habitat Tag with the type of animal, date of approval, number of pets in the habitat, school year approved for, and signature of the Residence Life staff, above or under the light switch at the entrance of the designated pet room.
9. If a pet becomes a problem with any resident, it is his/her responsibility to bring such problems to the attention of a RA staff member or the Residence Life staff.
10. If a student moves to a different hall during the school year, the student needs to complete another pet approval form and receive a new Approved Pet Habitat Tag from the new hall.

## F. Breeding

1. There will be no breeding of animals of any kind allowed in the Residence Halls.
2. If there are any questions please direct them to the Residence Life staff.

## G. Violations

1. Violations of this policy will be referred to the Residence Life staff.
2. Any resident concerns brought forth that cannot be resolved between residents will be referred to the Judicial Board.
3. If immediate action is deemed necessary, the Residence Life staff may take appropriate action.
4. Any damage by the pet(s) will be paid for by the owner. Owner of the pet will be charged if the pet escapes their habitat requiring assistance in finding, and any damages to property.
5. Responsibility relies on the pet owner, to follow these guidelines. If the guidelines are not met, the Residence Life staff has the right to immediately remove the pet.

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

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

## Pranks

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

## Presence During a Violation

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

## Quiet Hours/Noise

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

Quiet hours (the absence of loud noise or distraction) are in effect: Sunday-Thursday, 10 p.m. to 10 a.m., Friday and Saturday, midnight to 10 a.m. At other times, you are expected to exercise good judgment with respect to noise. Do not make or cause noise that infringes upon the rights and need of others to sleep and study. Quiet hours may be adjusted.

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

Final exam quiet hours are in effect 24 hours a day from the Sunday immediately before finals at 10 a.m. to the end of the last final of the semester.

Enforcement of quiet hours or courtesy hours is the responsibility of everyone in the hall, not just hall staff. If noise bothers you, please respectfully ask the person(s) involved to decrease the noise level. If they do not decrease the noise, or you have to go speak to them again, you may contact hall staff to contact the person.

In addition, it is expected that if someone asks you to decrease your noise level, you do so immediately.

## Room Remodeling Guidelines

All furniture provided, including bed frames, bed ends and mattresses, must remain in the room. Residence Life and Kansas State University are not responsible for injury to the student, their family or guests which might result from use of the halls and/or dining centers. Loftable or bunkable beds are provided in all halls so bringing a loft is not permitted. All provided beds can be lofted or bunked without purchasing any special kit. Safety bars must be in place if the bed is lofted. The lofts provided may not be altered.

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

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

## Sales and Solicitation

Solicitation is defined as any uninvited contact, generally involving distribution of literature or request for money. No soliciting whatsoever is allowed in the residence halls. This policy was created to ensure a resident's right to privacy, study and sleep. Do not hesitate to confront solicitors and ask them to leave your community, or contact the staff on duty. For more information refer to the Policies set by K-State Association of Residence Halls in Manhattan.

## Smoking

Smoking is not permitted anywhere on campus. There is no smoking allowed anywhere in the residence halls. This includes all lobbies, lounges and rooms. Electronic cigarettes and hookah are included as smoking.

## Theft

Attempted or actual theft of, or damage to property, is prohibited as stated in the Student Code of Conduct.

## Threatening Behavior

Conduct that threatens or endangers the mental or physical health or safety of any person, including, but not limited to, physical abuse, verbal abuse, threats, intimidation, harassment, and coercion is prohibited as stated in the Student Code of Conduct.

## Unauthorized Access

You are prohibited from entering restricted access areas that may include, but are not limited to, behind front desks, roofs of residence halls and mechanical or custodial



rooms other than those specifically provided for resident use. You may not use another student's keys or student ID to enter a residence hall or residence hall room.

## Use of Lobbies and Recreation Areas

Your residence hall has common areas that you and your guests may use. Appropriate conduct is expected of you and your guests. Please pick up any trash and return furniture to its proper location. Sleeping is prohibited in lobby and recreation areas. Quiet/courtesy hours are in effect in lobbies and recreational areas and Residence Life staff may limit the use of such areas in order to reduce disruption to others.

## Violent Games Policy

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

## Student Code of Conduct

All K-State students should be familiar with the K-State Student Code of Conduct. It can be found at: [k-state.edu/osas/code.html](http://k-state.edu/osas/code.html).

# POLICIES SET BY K-STATE ARH

## Sales and Solicitation

Revised July 2013

The following guidelines are established by ARH to limit harassment of residents, to prevent the possibility of unethical or high pressure sales tactics, and to ensure that money raised in residence halls is used for the purpose for which it is collected. These guidelines for advertising, sales, research, fund raising and solicitation will govern the K-State Salina residence halls.

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

## A. Advertising

1. Commercial advertising in the form of posters, displays, mail-in cards, printed materials, etc., is not permitted in common areas in ARH member halls.
2. Product samples, giveaways (i.e., practical items which may be used by residents) or coupons may be distributed in the main lobby of each hall or through hall staff

only with permission from the involved RLC in consultation with the HGB.

3. Exceptions: Students who have received permission to conduct a business from their rooms (according to Sec. D, 1) may post notices on the "free market" bulletin boards in the hall in accordance with hall limitations. Notices may also be posted on a resident's personal door with permission of the roommate(s). Any damages to the door will be the responsibility of the resident doing the posting.

4. Any advertising in dining service areas must be approved by the appropriate dining center unit director or assistant director of Housing and Dining Services.

## B. Sponsored programs

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

## C. Research (academic, commercial, theological, etc.)

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

## D. Sales

Products and/or services may be sold within a residence hall or leadership/scholarship house within these limitations:

1. Commercial business, excluding charitable fund raising (see Sec. E), may be conducted by an individual from his or her room provided that:
  - a. Written permission is obtained from roommate(s). The consenting parties may withdraw permission at any time.
  - b. Approval is obtained from the HGB and the RLC of the hall concerned. If the business becomes objectionable to other residents in the hall, permission may be

revoked by the RLC or HGB.

c. Advertising conforms to limits established by this guideline (see Sec. A, 3) and those established by individual halls.

d. Business complies with local and state requirements.

e. No responsibility for or guarantee of the business is implied or assumed by K-State or the residence hall system.

2. The business will not cause the resident to take unfair advantages of residence hall facilities.

a. Mail should be handled through the post office downtown if the amount exceeds normal personal mail, as determined by the RLC.

3. The resident operating the business shall only use his or her fair share of his or her room for storage, and may not use any other hall facilities for storage or sale.

## E. Fundraising

1. An ARH fund-raising approval form must be signed by the stated proper authorities prior to the scheduled event. This form must be available at all times during the stated event for proof of approval. Forms may be obtained from any ARH executive member.

2. Residence halls, floors, corridors or residents of halls may conduct fundraising projects in the hall intended to benefit and involve only hall residents provided the following conditions are met:

a. Approval is obtained from the RLC and HGBs concerned.

b. The actual fund-raising activities are confined to those areas of the halls open to the public as designated by the HGB.

3. Residence halls, floors, corridors or residents of halls may conduct fund-raising activities intended for charitable purposes for halls, outside agencies or university groups provided the following conditions are met:

a. Approval of event and time frame of event must be obtained from each RLC and HGB concerned.

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

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

## F. Political campaigns (public and university)

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

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

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

4. To speak to the ARH/HGB of a residence hall, a candidate must contact the president at least three days in advance of the time wishing to speak to seek

approval. A candidate will not be allowed to arrive at a meeting and speak to a group without the ARH/hall president's prior approval.

5. Before speaking with hall residents in any public area of the hall (other than at an HGB meeting), a candidate must receive prior permission from the floor president of the floor on which he/she wishes to speak.

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

7. The use of the dining service areas for political forums or debates sponsored by a hall's HGB or by ARH must be approved by the appropriate dining center unit director or his/her designated representative and the ARH advisor.

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

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

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

11. For university student body president/vice president candidates, each hall will set a designated space for campaign material. These postings can go up one (1) week before elections and be removed forty-eight (48) hours after polls close.

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

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

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

## G. Theological activities

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

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

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

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

5. All theological research must meet qualifications as stated in Sec. C.







# DINING SERVICES

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Our goal is to provide students with a variety of convenient dining options that offer contemporary, great-tasting and nutritious meals.

## Menus

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

Lunch and dinner menus include two traditional entrees and a variety of specialty-line options. Menu selections also include such items as hot side dishes, homemade soup, freshly prepared salads from a salad bar, fruit, ice cream, beverages, homemade cookies, cakes and other desserts.

## Meal Hours

Meal hours are posted in the residence halls and outside the dining room. When applicable the dining menu can be viewed on the web at <https://www.salina.k-state.edu/student-life/housing/dining/>.

Enjoy your meal in the dining room or take advantage of the to-go option. The to-go option allows a person to pick up a meal. Contact the dining center for this option and if you want to pick the meal up early.

## Special Diets and Needs

A resident with special dietary needs should contact Ameriserve for assistance in choosing appropriate foods from the menu. It may not be possible to accommodate all dietary requests. While every effort is made to make dining center meals meet dietary restrictions, we cannot guarantee that they will.

Safety cannot be guaranteed for residents with life threatening allergies. Ingredients and nutritional content of menu items may vary and cross contamination could occur during production or service. Manufacturers may also change their product formulations or ingredients without our knowledge. The dining center makes every effort to identify ingredients in food products but cannot assure against the possibility that the food contains ingredients other than those identified. It is, therefore, the responsibility of the customer to read ingredient labels and decide what foods to avoid. For questions regarding ingredients or assistance, please consult a dining center employee at any time.

If you are ill and unable to eat in the dining center, a meal may be picked up by a roommate, friend or hall staff. Check with your hall staff for more information.





## Meal Cards and Meal Plans

K-State Salina food service is contracted through Sodexo. A meal card (K-State ID) must be used for dining center access. Only one entry per meal period is permitted.

Residents may purchase 14 or 19 meals per week, each meal plan has been priced assuming some meals will not be eaten. Meals are not refundable and not credited from one week to another since the board price is less than the cost of every available meal. Unused meals cannot be transferred to another resident who has run out of meals during any given week. Students can increase the number of meals per week at any time throughout the year.

Off-campus students have the option to purchase a 5, 14 or 19 meal plan. Meal plans run from Saturday to Friday. Unused weekly meals do not carry over from week to week.

Meals per week can be decreased during the first two weeks of each semester. If you have dietary needs please contact the Centennial Dining General Manager, Karen Keehner at 785-826-2922 or karen.keehner@sodexo.com. All students will be required to have a K-State ID Card or the equivalent issued by the K-State Salina ID Center to be swiped at every meal. Students can get their ID card made at the ID center, located in the Security Office in Technology Center 100.



### 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: 785-532-6620 | 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.

Post-Graduation Statistics | [k-state.edu/postgrad-stats](http://k-state.edu/postgrad-stats) | [ksdegreestats.org](http://ksdegreestats.org)

### Consumer Information Disclosure:

The Annual Security Report (Clery Report) is intended to inform the public of information about crime on and around campus, efforts to improve campus safety, and university policies. Its purpose is to provide individuals with information that will help them make informed decisions relating to their own safety and the safety of others. The Annual Security Report may be found at <http://www.k-state.edu/studentlife/reportsandpolicies/>. Anyone, including prospective students and employees, may obtain a paper copy by contacting the Office of Student Life.