



STUDENT HOUSING AND RESIDENCE LIFE **COMMUNITY HANDBOOK**



Welcome to **Student Housing and Residence Life (SHRL) at Cameron University for the 2025–2026 academic year!** We're excited to welcome you to our residential community. Living on campus is more than just having a place to stay—it's about being part of a vibrant environment where you can grow academically, socially, and personally.

Please take time to review this handbook carefully. It outlines your **rights and responsibilities as a resident**, the **Code of Student Conduct**, and **SHRL policies and procedures**. These policies are designed to support a safe, inclusive, and academically-focused residential experience for all students.

As a resident, **you are entering into a binding Housing Contract** with Cameron University, the Office of Student Housing and Residence Life (SHRL), and the Board of Regents of the University of Oklahoma. You are responsible for understanding and complying with all terms and conditions outlined in your Housing Contract, available on the University Housing website.

By residing on campus, you are also a member of the **Residence Hall Association (RHA)**, a student-led group that promotes community involvement and gives residents a voice in shaping their residential experience.

SHRL staff members, including your Resident Assistant and our professional housing team, are here to assist and support you. We encourage you to participate in our programming, engage with your peers, and make the most of your on-campus living experience.

We're glad you're here—welcome home.

Office of Equal Opportunity

Cameron University, in compliance with all applicable federal and state laws and regulations, does not discriminate on the basis of race, color, national origin, sex, sexual orientation, genetic information, gender identity/expression (consistent with applicable law), marital status, age (40 or older), religion, political beliefs, disability, or status as a veteran in any of its policies, practices or procedures. This includes, but is not limited to, admissions, employment, housing, financial aid, and education services. Inquiries regarding non-discrimination policies may be directed to: Cameron University Equal Opportunity Officer and Title IX Coordinator, 580-581-6712, or eo-tix@cameron.edu.

Office of Student Development – Disability Services

The Office of Student Development works in conjunction with SHRL to provide reasonable accommodations, including those related to emotional support animals and other disability-related needs.

Cameron University is committed to supporting students with disabilities in accordance with the Americans with Disabilities Act Amendments Act (ADAAA) of 2008 and Section 504 of the Rehabilitation Act of 1973, as amended. The university's philosophy is that students with disabilities must have equal access to educational opportunities. The Office of Student Development is responsible for coordinating services and reasonable accommodations in the academic setting. Students seeking accommodations should contact the office and complete an Accommodation Request Form.

Please note: The Office of Student Development does **not** evaluate requests for employment-related accommodations.

Contact Information:
Office of Student Development

North Shepler – Room 314
2800 W. Gore Boulevard
Lawton, OK 73505

Phone: (580) 581-2209

Email: student_development@cameron.edu

General Housing Information

Student Housing and Residence Life (SHRL)

Cameron University
McMahon Learning Center
502 SW University Drive
Lawton, OK 73505

Business Hours:

Monday–Friday: 8:00 AM – 5:00 PM

Phone: (580) 581-2392

Email: housing@cameron.edu

After-Hours / Emergency Contact (RA on Duty)

Available 24/7, including weekends and holidays, for urgent matters such as lockouts, noise complaints, or other related emergencies.

Location	Contact Number
Cameron Village	(580) 483-3577
North Shepler Hall	(580) 483-8326
South Shepler Hall	(580) 483-8829

Live-In Coordinators & Student Leadership Opportunities

Student Housing and Residence Life (SHRL) employs professional **live-in Coordinators** who are responsible for the administration, student staffing, operations, and programming in the two primary residential areas on campus:

- **North and South Shepler Halls**
- **Cameron Village Apartments**

These Coordinators live on campus and are available to support residents through direct supervision, policy enforcement, crisis response, and community development.

Key Responsibilities:

- Supervise daily operations and housing procedures within their assigned area.
- Provide direct support to residents and assist with concerns related to housing, safety, and student well-being.
- Oversee student staff including **Resident Assistants (RAs)** and **Summer Housing Assistants (SHAs)**.
- Implement educational and social programming designed to foster student engagement, academic success, and a sense of belonging.
- Emergency response.
- Collaborate with other departments to support student success and campus involvement.

Student Leadership Opportunities in Housing

SHRL offers multiple opportunities for students to get involved, develop leadership skills, and contribute to the campus living experience:

- **Resident Assistant (RAs):** RAs are student leaders who live in the residence halls and apartments. They build community, help

enforce policies, serve as peer mentors, and host events and programs. RAs receive extensive training in conflict resolution, and crisis response.

- **Housing Assistant (HAs):** Housing Assistants work in the SHRL office to assist with front-desk operations, mail/package distribution, resident services, and general administrative support.
- **Housing Facilities Assistant (HFAs):** Facilities Assistants support the physical upkeep of residence halls by assisting with room setups, inspections, safety checks, and general cleanliness.
- **Summer Housing Assistant (SHAs) :** Summer Housing Assistants support SHRL during summer housing operations. Responsibilities vary based on the specific assignment and may include administrative work, facilities support, guest services, and housing transitions.
- Compensation may include:
 - Free housing not including fees (based on role and availability)
 - Meal plan (based on role and availability)
 - Hourly or monthly pay (based on role and availability)
- **Residence Hall Association (RHA):** All residents are automatically members of the RHA, which advocates for student needs and organizes events that enhance the residential experience. Students may apply for leadership roles within RHA to help shape campus life.

Community Living and Engagement

Being a part of a residential community is a unique and valuable experience that can lead to lifelong friendships and personal growth. However, living in a shared environment also comes with responsibilities and expectations.

The **Office of Student Housing and Residence Life (SHRL)** encourages active community building and promotes positive developmental opportunities for all residents.

1. The Rights of the Resident

As a resident, you and your roommates, suitemates, and neighbors share a set of mutual rights and responsibilities. The following rights should guide your actions and be considered during any conflict resolution process:

- The right to expect roommate(s) will respect one's personal belongings.
- The right to free access to one's room and facilities without pressure from a roommate.
- The right to have guests, with the expectation that guests will respect the rights of the host's roommate(s) and other community members.
- The right to confront any situation where your rights are being infringed.
- The right to be free from fear, intimidation, and both physical and emotional harm.
- The right to reasonable cooperation in the use of shared spaces and appliances.

2. Roommate Agreements

All residents are expected to create a Roommate Agreement with their roommate(s) at the beginning of the semester, and again whenever there is a change in occupancy. These agreements should reflect shared expectations and be in compliance with the Code of Student Conduct, as well as SHRL policies and procedures.

Roommate Agreements serve as a proactive tool to support open communication and mutual understanding. In the event of a conflict, SHRL staff may reference the agreement during mediation efforts to help guide a respectful and productive resolution

3. Conflict and Mediation

Residents are expected to maintain respectful, honest, and direct communication with their roommates, suitemates, and neighbors. Conflicts are a natural part of communal living, and addressing them early can prevent escalation.

We recommend the following communication steps:

1. **Complete a Roommate Agreement** within the first week of moving in.
2. **Talk directly with your roommate/suitemate** if a conflict arises—adjust the agreement if needed.
3. **If unresolved**, contact your **Resident Assistant (RA)** to schedule a mediation session.
4. **If issues persist**, the parties involved will meet with the **Professional On-Call (POC)** or designated SHRL Coordinator for formal resolution planning.

Residents are expected to make sincere attempts to resolve issues through communication and mediation. If a relationship reaches a point where one party needs to move, it is typically the reporting party who initiates the room reassignment process.

Please note: SHRL will not support requests aimed solely at removing another resident from a space. Room reassignment requests must be submitted to and approved by the **Coordinator for that area** or SHRL administration.

4. Noise

Maintaining a quiet, respectful environment is essential to supporting academic success and wellness.

- Noise levels in and around residential facilities should remain moderate and respectful.
- Residents should be able to sleep and study without unreasonable disruptions.
- Roommates, suitemates, and neighbors are encouraged to discuss and agree upon acceptable noise levels early in the semester.

If you experience excessive or ongoing noise issues:

1. **Start by talking directly** with your roommate(s), suitemate(s), or neighbor(s).
2. If the problem continues, **contact the RA on duty** for support.
3. For serious or repeated disturbances, the matter may be escalated to a **Professional On-Call (POC)** or SHRL Coordinator.

Communication

The Office of Student Housing and Residence Life (SHRL) and Cameron University will communicate with residents **only** through their official Cameron University student email account.

Residents are responsible for checking their university email regularly, as this is the **primary method** for delivering important information related to housing and campus life.

You may receive communications about:

- Maintenance and facility access
- Emergency notifications
- Events and community programs

- Mail and package deliveries
- Policy updates and contract notices
- Required meetings with SHRL staff
- Safety and security information

In accordance with the Family Educational Rights and Privacy Act (FERPA), SHRL will not release or discuss a student's housing information with parents, guardians, or third parties unless the student has completed a FERPA release form on file with the Dean of Students Office. SHRL is not responsible for missed communications due to students not checking their official email accounts.

Internet Access – ResNET

All SHRL residents have access to the university-provided residential internet network (ResNET). This network supports both wired and wireless internet connections and is included as part of your housing fees.

For internet setup, troubleshooting, or device connection support, please contact Cameron University's **Information Technology Services (ITS)** directly.

- Website: <https://www.cameron.edu/housing/current-residents/its-resnet>
- ITS Support Portal: <https://www.cameron.edu/its>
- Email: **support@cameron.edu**

SHRL does not manage or support personal devices, connectivity, or internet performance issues. For all technical concerns, students must work directly with ITS.

Disclaimer: Cameron University reserves the right to manage bandwidth, block unauthorized devices, and enforce computer use

policies for security and operational integrity. By connecting to the campus network, you agree to comply with university and state technology usage policies. SHRL assumes no responsibility for personal device malfunctions or data loss during troubleshooting.

Mail and Packages

All mail and packages are received and distributed through the **Student Information Desk** located in:

First and Last Name McMahon Center
502 SW University Drive
Lawton, OK 73505

Students must present a **valid Cameron ID** to pick up mail or packages. You will be notified via your student email account when a package arrives for you. Please check your email regularly for updates.

SHRL does not assume liability for **lost, damaged, misdirected, or stolen mail or packages**. SHRL acts as a facilitator between students and postal/delivery vendors and cannot guarantee delivery times, contents, or conditions of items received.

To ensure timely and accurate delivery, please use your full name and correct building address when ordering or receiving mail.

For questions or assistance, please contact the SHRL Office.

Assignment and Administrative Policies

Residents entering Cameron University Student Housing and Residence Life (SHRL) agree to the terms and conditions outlined in the official Housing Contract. This Handbook serves as a supplement and provides summaries of key policies but does not replace the Housing Contract. For complete information on your rights, responsibilities, and housing

agreement terms, please review the full contract here: [2025–2026 Housing Terms and Conditions](#).

Cameron University Student Housing and Residence Life (SHRL) manages all housing assignments in accordance with established guidelines to ensure a fair and equitable process for all students. Assignments are based on criteria such as application dates, availability, student status, and special accommodations when applicable. Residents are expected to live in the space assigned to them and may not transfer or sublet their rooms without prior approval from SHRL.

Administrative policies govern important aspects of residency, including the check-in and check-out processes, room changes, contract modifications, and occupancy requirements. Residents must adhere to deadlines and procedures set by SHRL to maintain their housing privileges. Failure to comply with administrative policies can result in loss of housing eligibility or additional charges. SHRL reserves the right to reassign rooms as necessary to address community needs, maintenance issues, or disciplinary actions.

Residents are encouraged to communicate promptly with SHRL staff regarding any housing concerns or requests. While SHRL strives to accommodate room change requests and other administrative needs, approvals are subject to availability and compliance with university policies. All residents are responsible for understanding and abiding by these administrative policies as part of their housing agreement, helping maintain a safe, respectful, and smoothly functioning residential community.

Check-In

Check-in is managed by Student Housing and Residence Life (SHRL) and takes place on scheduled dates. For specific move-in details, please visit cameron.edu/housing/move-in.

To complete the check-in process, students must:

- Submit all required documentation
- Review and agree to the 2025–2026 Housing Contract
- Pay the first-time residential deposit

Failure to move in by the established deadline without prior approval from SHRL may result in your status being changed to “No Show” and loss of your housing assignment, as outlined in the Housing Contract.

Check-Out

All residents are contractually required to vacate their assigned housing unit by the officially posted date and time and must follow all checkout procedures established by SHRL. Detailed checkout instructions, including floor meetings and steps for returning keys, will be emailed to residents via their university email account. Simply leaving the unit or not responding to checkout communications will not be considered a proper checkout.

Units must be left clean, sanitary, and in substantially the same condition as at move-in, allowing for normal wear and tear.

Improper Checkout

Failure to follow checkout procedures—including not returning keys, leaving excessive mess, or abandoning personal property—may result in financial penalties, such as:

- Key replacement fees
- Cleaning and repair costs
- Improper checkout fines
- Charges for abandonment of property
- Additional cleaning charges
- Conduct sanctions

Residents have the right to appeal these charges in accordance with the appeal policies outlined in the Damage Summary or on our website: cameron.edu/housing/current-residents/housing-charges.

Room Reassignments

Each semester begins with a **Housing Freeze** during the first three weeks, during which no Room Reassignment Requests will be processed. This freeze allows Student Housing and Residence Life (SHRL) to assess available spaces due to no-show residents and to address any facility-related concerns.

After the freeze, residents who wish to request a reassignment must submit their request **in writing to their assigned Housing Coordinator**. Contact information for Housing Coordinators can be found on the SHRL website. Approval of room reassignments is at the discretion of the Housing Coordinator or SHRL administration and is based on space availability, university needs, and the reason for the request.

Residents involved in roommate conflicts are expected to participate in a **mediation process with their Resident Assistant (RA)** before reassignment will be considered. In accordance with the Terms and Conditions, the University reserves the right to reassign residents when necessary to protect health and safety as a condition of continued residency. A fee may be charged to cover costs associated with the reassignment, including meal plan adjustments, administrative fees, or other related expenses, etc.

Vacant Spaces

If your roommate moves out during the academic year, you may be assigned a new roommate at any time. You are expected to keep all belongings within your assigned space and refrain from using the vacant bed, closet, or desk.

Vacant spaces must **remain move-in ready**. They may not be used for storage, guests, or other purposes. Once the space has been cleaned by SHRL staff, charges will apply if the area is found occupied or not in acceptable condition. This includes full cleaning fees.

Misusing a vacant space or attempting to discourage a new roommate from moving in may result in conduct sanctions and/or financial penalties for lost revenue.

Residence Hall Singles Buyout

If space allows, residents in double-occupancy rooms without an assigned roommate may have the opportunity to buy out the room as a single. This option is coordinated through the Housing Coordinator on a case-by-case basis and is subject to availability and SHRL approval.

For clarification, a *single* is defined as a room occupied by only one resident, regardless of its original furniture configuration, size, or amenities. When residents elect to buy out a double room as a single, they are purchasing the exclusive right to occupy the space—not any additional furnishings, amenities, or adjustments to the room setup.

If approved, residents must pay the prorated cost of a private room. Contact your Housing Coordinator for current rates and to confirm eligibility.

Space Consolidations

At times, SHRL may need to consolidate housing assignments to better utilize space or accommodate student needs. If you are affected, you will receive **advance notice**, though the timeline may be as short as **24 hours** depending on the circumstances.

All residents are expected to cooperate fully with consolidation efforts. Refusal to consolidate may result in reassignment or additional housing charges.

Break Closings

Residence Halls close during **Winter Break, Spring Break, and Summer Break**. Exact closing and reopening dates are posted on the **SHRL website** and the **University Academic Calendar**. Generally, halls close on the **Saturday at 12:00 p.m.** following the final day of classes or exams before the break.

To remain in University Housing during a break period or intercession (including summer), students must:

- Have a current housing contract for the current or upcoming semester.
- Submit a formal request to SHRL and receive written approval.

Note: **Apartments not close** during Winter or Spring Break. However, residents in these areas are still expected to follow SHRL procedures for extended absences.

Additional closing instructions will be communicated via university email by SHRL. Residents are strongly encouraged to **plan ahead** and complete all required check-out procedures to avoid fines or conduct actions.

Assessing Damage Charges

Residents **may not repair or attempt to fix** broken or malfunctioning university property, including fixtures, furniture, equipment, or premises. All repair requests must be submitted through the **work order system**. For any needed repairs, please refer to the Maintenance section.

If damage occurs due to **resident negligence, misuse, or intentional actions**, the responsible resident(s) will be charged for the cost of repairs, including labor, materials, and administrative fees necessary to restore university property to good condition.

At **move-in**, residents must carefully inspect their room and submit any concerns on the **Room Condition Report** by the deadline. Failure to report existing issues may result in incorrect damage charges at move-out.

The University covers damages caused by **normal wear and tear**; however, residents are financially responsible for any damage beyond that. Charges for repair or replacement reflect actual costs incurred, including labor and administrative fees. Damage charges may result in forfeiture of deposits or additional fees billed during the contract period.

Maintenance and repairs are scheduled based on Housing availability and occupancy. Some repairs may be deferred to a later date. SHRL staff will conduct **Health and Safety inspections twice per semester** (Fall, Spring, and Summer) to assess unit and property conditions.

Improper Check-Outs

Failure to complete all required move-out procedures will result in a **\$75 Improper Check-Out Fee per offense**. This fee is assessed for each instance where residents do not follow the proper check-out process, including but not limited to returning keys late or not at all, leaving belongings behind, or failing to complete the final inspection.

Resident Code of Community Standards

Cameron University Student Housing and Residence Life (SHRL) residents are expected to read, understand, and abide by all policies outlined in this document, as well as the Housing Terms and Conditions.

These policies represent the behavioral expectations and community standards you agree to when signing a housing contract with SHRL.

Cameron University operates a completely dry campus. The use, possession, or distribution of alcohol is strictly prohibited on university property, regardless of age. Although marijuana use may be permitted under Oklahoma state law in some situations, marijuana and all other federally controlled substances remain prohibited in all residential facilities and university-owned property.

Violations of these policies will be addressed through the SHRL Conduct Process, which operates separately from, but in coordination with, the University's Student Code of Conduct. While a housing violation may be considered minor in the university-wide conduct system, it may still result in serious consequences through SHRL's process, including educational sanctions, housing probation, relocation, or contract termination. Depending on the nature and severity of the violation—especially if it involves distribution to minors, safety threats, or potential criminal activity—incidents may be referred to other campus departments and adjudicated under other relevant University policies such as:

- The Office of Student Development
- The Dean of Students Office
- Or other university entities if the behavior presents broader community or legal concerns.
- Students may be held accountable in one or multiple systems depending on the violation. All residents are responsible for their own behavior and the behavior of their guests, and will be held to these standards as long as they reside in university housing.

Housing Violation Adjudication Process

If you are found responsible for violating any University or SHRL policies, you will be notified via your official University email account and required to attend a meeting with an appointed hearing officer—typically your Housing Coordinator. Housing Coordinators serve as designated hearing officers under the Student Code of Conduct. The Director of Student Housing and Residence Life serves as the Chief Judicial Officer for all housing-related violations and appeals.

Adjudication Process

1. Incident Report

All allegations begin with the submission of an official Incident Report, which may be completed by staff, residents, or other members of the University community.

2. Notice of Meeting

You will be notified of the scheduled conduct meeting at least **48 to 72 business hours in advance**. This notification will include the date, time, location, and reason for the meeting. You may choose to be present; however, if you choose not to attend, a decision will be rendered in your absence based on the available information.

3. Conduct Meetings:

You will meet with a Housing Coordinator or, in more serious cases, the Director of Student Housing and Residence Life. During the meeting, you will have the opportunity to respond to the alleged violation(s) and present any supporting evidence or witnesses.

4. Determination and Standard of Evidence

The University uses the **preponderance of the evidence** standard in all conduct hearings. This means a finding of responsibility will be made if it is determined that it is *more likely than not* that a policy violation occurred.

5. Sanctions

If found responsible, you may be assigned sanctions that correspond to the nature and severity of the violation (see below).

6. Appeals

You may submit a written appeal within the timeframe stated in your outcome letter. Grounds for appeal include:

- Insufficient evidence to support the decision
- Procedural error that significantly affected the outcome
- The sanction imposed was unduly harsh in proportion to the offense

Appeals will be reviewed by the Director of Student Housing and Residence Life or their appointed designee. All decisions at the appeal level are final.

Advisors in the Conduct Process

Students participating in a conduct meeting are permitted to have one advisor present. The following conditions apply:

- The advisor **may not** be a student involved in the incident under review.
- The advisor's role is solely supportive; **they may not speak during the meeting**. Their purpose is to provide quiet guidance to the student they are advising.
- If you wish to bring an advisor, you must email the hearing officer (Housing Coordinator or Director) at least **two (2) business days in advance** of the scheduled meeting to request approval.
- The advisor may be required to submit a **FERPA waiver** through the Dean of Students Office in order to be present.
- Advisors who do not follow these guidelines may be asked to leave the meeting.

Types of Conduct Meetings

- **Educational Meetings or Interventions:**

Typically held for first-time, minor violations such as alcohol use, guest policy breaches, or failure to meet health and safety standards. These are designed to be reflective and corrective in nature.

- **Administrative Meetings or Conduct Hearings:**

Held for repeated violations or serious infractions, including but not limited to drug use, disorderly conduct, or actions that compromise the safety of others. These may result in significant disciplinary outcomes.

Sanctions

Depending on the type and severity of the violation, one or more of the following sanctions may be imposed:

Educational Sanctions:

- Community service
- Online education modules
- Reflective papers
- Peer-to-peer education programs
- Written warning

Administrative Sanctions:

- Written warning
- Housing probation
- Restriction of certain housing privileges
- Monetary fines or fees
- Administrative relocation within University Housing
- Termination of Housing Contract

- Removal or reduction of housing scholarship or waiver

Failure to comply with or complete assigned sanctions may result in additional disciplinary action, further hearings, or referral to the Office of Student Development or the Dean of Students.

Final Authority

If a violation or appeal is escalated to the Director of Student Housing and Residence Life, **that decision shall be considered final and binding.** No further appeals within the housing conduct system will be accepted.

1. Alcohol and Controlled Substances

Cameron University maintains a strict dry campus policy. The possession, use, distribution, or display of alcohol and alcohol-related paraphernalia is strictly prohibited on all university property, regardless of a person's age. This ban applies to all areas of campus, including residence halls and university-owned apartments.

Marijuana and all other federally controlled substances are also prohibited in all residential facilities and university-owned property, regardless of any state laws permitting their use.

Distribution or provision of alcohol or controlled substances to minors (persons under the legal drinking age of 21) is strictly forbidden and considered a severe violation of university policy and state law.

Violations will result in serious consequences, including but not limited to:

- Referral to campus security and local law enforcement for potential criminal prosecution,
- Disciplinary action through the Student Housing & Residence Life (SHRL) Conduct Process and the University Student Code of Conduct.

- Additional educational or punitive sanctions as determined by university officials.

The university maintains a zero-tolerance approach due to the safety risks and legal implications of alcohol and controlled substances on campus.

2. Conduct and Behavior

- All residents, guests, parents, and visitors are expected to maintain respectful and safe behavior at all times while on university residential property. This includes adherence to community standards and policies set forth by Cameron University Student Housing & Residence Life:
 - Horseplay, roughhousing, excessive noise, or any disruptive behaviors are strictly prohibited inside all residential facilities. Physical activities and sports must be confined to designated recreational areas and are not permitted within residence halls, apartments, or other university housing spaces.
 - Residents are responsible for the conduct of their guests, including family members and parents. Any behavior that compromises the safety, well-being, or comfort of others, or that violates university policies, may result in disciplinary action. This includes, but is not limited to, warnings, fines, contract termination, and removal from university housing.

University staff members are authorized to enforce these behavioral expectations and to intervene as necessary to maintain a safe and respectful living environment. Non-compliance with staff directives or interference with their duties may result in additional sanctions.

3. Decorations

Residents may decorate their personal and shared living spaces with the following guidelines:

- All decorations must be nonflammable and cannot block or hinder emergency exits.
- Decorations in shared spaces must have approval from all occupants.
- No alterations to walls, floors, furniture, doors, or building structures are allowed. Painting is prohibited.
- Only painter's tape or 3M removable adhesive tape may be used; nails, screws, stickers, or other adhesives are not permitted.
- Decorations may not be hung from ceilings or outside windows; aluminum foil is prohibited for window decoration.
- LED strip lights and outdoor string lights are not allowed indoors; only cool-touch indoor string lights are permitted following manufacturer guidelines.
- Road signs, traffic cones, and emergency lights are not allowed without proof of ownership.
- Biological decorations (e.g., pumpkins, gourds, live trees) are prohibited inside and outside for pest control reasons; only artificial holiday trees are allowed.
- Outdoor decorations must be well-maintained and not interfere with walkways, entrances, or landscaping.

4. Drugs and Other Intoxicating Substances

- The possession, use, or distribution of illegal drugs, including marijuana, and any associated drug paraphernalia, is strictly prohibited on all university property. Any resident found dealing drugs or in possession of drug paraphernalia will be reported to campus police, face disciplinary action, and have their housing contract terminated.

5. Fire Safety and Equipment

- Residents must immediately evacuate buildings when fire alarms sound. Failure to evacuate may result in criminal charges and disciplinary action.
- Tampering with fire safety equipment, including false alarms, disabling smoke detectors, or decorating fire devices, is prohibited and subject to legal and disciplinary consequences.
- Removing smoke detector covers or batteries is strictly forbidden.

6. Grounds and Trash

- Trash must be disposed of properly in dumpsters or trash locations. Dumpster lids must be closed after use.
- Residents must not store trash on balconies, patios, or decks.
- The university is not responsible for lost or damaged personal property left unattended.

7. Guests and Visitation

- Guests are individuals who do not reside in the specific room, floor, or building.
- Roommates must grant permission before a guest may be present; residents may restrict guest access to their spaces.
- Guests must be accompanied at all times and present a valid university ID or government-issued ID.
- Individuals with terminated housing contracts are not permitted as guests.
- Hosts are responsible for their guests' behavior and any damages caused.
- Residents may not loan their keys to others.
- Overnight guests require prior roommate permission and must not exceed 72 hours of visitation within a two-week period.

- Babysitting is not permitted in any SHRL facility. In addition, minors under age 18 must be accompanied by a parent or legal guardian at all times while in residential areas

Residence Life reserves the right to restrict or alter visitation privileges, especially during breaks or special circumstances.

8. Identification

- Proper identification must be presented upon request by university staff. Students are required to present a valid Cameron University ID, and guests (including parents and visitors) must present a valid government-issued ID.
- Failure to present proper identification when requested will be considered a violation of university policy and may result in disciplinary action.
- Misuse or misrepresentation of identification is strictly prohibited and subject to disciplinary measures under the university's conduct code.

9. Keys

- Duplication of keys is strictly prohibited.
- Residents may not loan their keys to others.
- After five lockouts per semester, fees will be assessed for further lockouts as outlined in the Lockout Policy section.
- Lost keys must be reported immediately to SHRL professional staff or student information desk. Re-core charges will be billed accordingly.
- Failure to return keys at move-out will result in re-core charges billed to the resident's account.
- Broken keys will be replaced at no cost if turned in and not damaged through misuse.

10. Noise Policy

- Residents are expected to maintain reasonable noise levels to respect neighbors. Noise heard beyond two doors down a hallway, between floors, or outside apartments is considered excessive.
- “Courtesy Hours” are in effect at all times; residents should avoid disruptive noise.
- “Quiet Hours” are enforced daily from 12:00 a.m. (midnight) to 8:00 a.m., during which noise should not be audible outside the resident’s room or apartment.
- Quiet Hours may be extended or adjusted during finals or at SHRL’s discretion.
- Repeated noise violations may result in disciplinary action, including contract termination.

Please note: While these hours are standard, events sponsored by SHRL or other official University departments may occasionally extend beyond these designated hours. Additionally, Student Housing and Residence Life reserves the right to modify quiet hours at any time for any reason.

11. Non-Compliance

- Residents and guests must comply with all reasonable requests from university staff, including showing identification.
- Interfering with staff duties or verbal abuse, harassment, or intimidation toward staff will result in disciplinary action.

12. Parties and Gatherings

- Maximum occupancy for gatherings is limited as follows, in accordance with fire code regulations:
 - Single dorm rooms: up to 4 individuals

- Double dorm rooms: up to 8 individuals
- 2-bedroom apartments: up to 8 individuals
- 4-bedroom apartments: up to 16 individuals
- Exceeding these limits is strictly prohibited and will result in immediate dispersal of the gathering and disciplinary action for all involved.
- Residents are responsible for adhering to these occupancy limits to ensure safety and compliance with university policy.

13. Prohibited Items

The following items are prohibited in all residential areas unless otherwise approved:

- Climate control devices such as air conditioners and heaters
- Cooking appliances such as fryers, hot plates, exposed coil appliances, grills using propane or charcoal (except approved outdoor charcoal grills for apartments only)
- Candles, incense, wax warmers, fog machines, hookahs, flammable liquids
- LED strip lights, black lights, halogen lamps, lava lamps, oil lamps, and strobe lights
- Subwoofers, waterbeds, excessive trash, empty beverage containers
- Non-university locks or latches, live trees, gardens, peel-and-stick tiles, wall stickers
- Pets other than fish in tanks no larger than 10 gallons in residence halls or 15 gallons in apartments. Fish tanks must be emptied and cleaned prior to extended breaks.

14. Solicitation and Posting Policy

- Door-to-door sales, canvassing, and fundraising are prohibited in residential areas unless approved.
- Residents may not operate a business from university housing.
- The Office of Student Housing and Residence Life supports freedom of expression and the open exchange of ideas. While prior approval is not required, only materials from **Registered Student Organization (RSO)** may be posted in residential areas. All postings must follow the guidelines below to ensure respect for the community and shared spaces.
 - Only registered student organizations in good standing with the university are permitted to post materials.
 - Materials may only be placed in designated posting locations within residential facilities.
 - All postings must clearly indicate the sponsoring organization.
 - Content must comply with university policies, including those related to safety, non-discrimination, and harassment.
 - Posting on unauthorized surfaces (e.g., walls, windows, doors) is prohibited.
 - Non-compliant materials may be removed by Housing staff without notice.

15. Tobacco-Free Campus

Cameron University enforces a tobacco-free campus policy. Use of tobacco products, including vaping devices, is prohibited on all university property.

16. Transportation

- Bicycles may be stored on exterior racks or inside apartments with roommate approval; bicycles are not permitted inside residence halls.

- Motorized vehicles (including scooters, hoverboards, motorized skateboards, Segways) are prohibited inside all buildings.
- Storage of trailers, boats, campers, or motorhomes on campus is not permitted.
- Riding bicycles or other vehicles inside buildings is prohibited, except for medically necessary devices.
- Hoverboards are prohibited in all residential areas.

17. Weapons and Projectiles

- Possession or use of firearms, fireworks, BB guns, pellet guns, air guns, paintball guns, stun guns, knives over 3 inches (excluding kitchen knives), bows and arrows, slingshots, or any other weapons or devices capable of causing harm is strictly prohibited. Violations will result in immediate disciplinary action and possible criminal charges.

18. Windows, Balconies, Patios, Decks, Awnings, and Roofs

- No storage of personal items is allowed on patios, balconies, decks, hallways, stairs, or walkways. Only patio furniture is permitted on patios or balconies.
- Bicycles may not be attached to or stored on patios, balconies, or decks.
- Residents may not remove window screens, tamper with window locks, or use balcony railings for sitting, climbing, or leaning.
- Furniture assigned to apartments or rooms must remain inside those units and may not be used outdoors.
- Unsafe activities or those interfering with building operations are prohibited.
- Posted signage regarding capacity, noise, or access must be followed.
- Residents and guests must clean up after using these areas.

- Items left blocking access or walkways may be removed and discarded after 24 hours.

19. Rooftops

- Access to the rooftops of any Student Housing and Residence Life facility is strictly prohibited for residents and their guests due to significant safety hazards. Unauthorized presence on rooftops constitutes a violation of university policy and may result in disciplinary action.

20. Room Use

- Residents shall not sublet, assign, or permit others to occupy their assigned room or apartment without prior written approval from Student Housing and Residence Life. Use of university housing for commercial purposes is expressly forbidden. Removal or unauthorized relocation of university-owned equipment or furnishings from assigned rooms or apartments is prohibited and subject to disciplinary and financial liability for replacement or repair.

21. Vandalism

- Any act of removal, destruction, defacement, or damage to university property—including but not limited to elevators, ceilings, walls, furniture, and grounds—is strictly prohibited. Residents found responsible will face disciplinary sanctions and will be held financially liable for all damages incurred.

22. Running and Roughhousing

- Running, rollerblading, skateboarding, skating, roughhousing, scuffling, use of water guns, and the throwing, bouncing, or kicking of objects within Student Housing and Residence Life

facilities are prohibited. Such conduct poses safety risks and disrupts the community environment and will be subject to disciplinary measures.

23. Thefts and Assaults

- All instances of theft or assault must be reported promptly to the Office of Public Safety (581-2911) and Student Housing and Residence Life staff. Residents bear sole responsibility for securing personal property and are encouraged to maintain appropriate insurance coverage. The University disclaims liability for loss, theft, or damage of personal belongings.

24. Tunnels and Crawl Spaces

- Entry into tunnels, crawl spaces, or other restricted areas within or adjacent to residential facilities is strictly forbidden. Attempts to access these areas may result in disciplinary action, including contract termination, due to safety and security concerns.

25. Propping of Exterior Doors

- Propping open any exterior door within Student Housing and Residence Life facilities is strictly prohibited. This action compromises building security, endangers residents, and violates community safety protocols. Individuals found responsible for propping doors will be subject to disciplinary measures.

26. Cohabitation

- Cohabitation is strictly prohibited. Unauthorized occupancy of a unit by any individual not officially assigned to that space is a violation of the Housing Agreement. Cohabitation includes, but is not limited to:

- Storing personal belongings in a space not assigned to the guest
- Frequent or regular overnight stays by an unregistered individual
- Use of restroom or shower facilities as though assigned to the unit
- Receiving mail or packages at the unit address by individuals not officially assigned to that space
- Guests who interfere with a roommate's ability to study, sleep, or fully utilize their assigned space may also be grounds for conduct action.
- Residents found responsible for cohabitation violations may face disciplinary action and/or financial penalties.

27. Hygiene and Cleanliness

- Residents are responsible for maintaining an acceptable level of cleanliness and personal hygiene within their assigned living space, including shared areas such as bathrooms and kitchens.
- Living spaces must be kept in a clean and sanitary condition to promote a healthy and respectful community environment.
- Excessive trash, unpleasant odors, spoiled food, or unsanitary conditions may result in health and safety inspections and/or conduct action.
- Residents must properly dispose of trash and recyclables in designated areas and are expected to clean up after themselves in all common areas.
- Failure to maintain cleanliness standards may result in disciplinary action and/or charges for additional cleaning or pest control services.

28. Community Damage Billing

- If specific individuals responsible for damage cannot be identified, costs may be shared among all residents of the affected area (e.g., hallways, lounges, kitchens, shared bathrooms).
- **Billing Process:**
 - Incident is reported and investigated.
 - Residents are notified via official university communication.
 - If no responsible party is found, charges are split among residents.
 - Charges are applied to student accounts.
 - Residents may appeal charges following the procedures outlined at: cameron.edu/housing-charges

29. Community Spaces and Shared Area

- SHRL offers multiple community spaces for residents, including lounges, libraries, and computer labs. These areas are owned and operated by the Office of Student Housing and Residence Life (SHRL) and are designed to foster a safe and respectful community environment.
 - Residents are welcome to use these spaces but must treat all furniture, equipment, and supplies with care. Removing or stealing items such as furniture, print paper, or other materials is strictly prohibited. Residents are also not permitted to decorate or alter these areas in ways that violate community guidelines or health and safety regulations.
 - Hallways and windows are considered shared community spaces. Residents are **not allowed to place personal belongings outside their doors or windows**, especially if such items could pose health or safety risks or violate university policies. These rules help maintain a safe, clean, and accessible living environment for all.

- Laundry rooms are shared facilities meant to serve all residents. Clothing or personal items left in laundry machines or laundry rooms for **more than three business days** may be removed and discarded by SHRL or Facilities staff. These policies ensure that laundry areas remain clean, functional, and safe for everyone's use.

30. Privacy and Recording Devices

- To respect the privacy of all community members, **residents may not install or use Ring cameras, surveillance cameras, or other recording devices in any areas where residents have a reasonable expectation of privacy**, including but not limited to hallways, shared entryways, and windows. These restrictions are in accordance with applicable privacy laws and university policy. Violations may result in disciplinary action and removal of the unauthorized devices.

31. Deliveries and Food Orders

- SHRL recognizes that residents may wish to order food or receive personal deliveries. To ensure safety, protect community spaces, and prevent disruptions to the residential environment, the following policies apply:
- Meeting Delivery Personnel:
 - Residents must meet delivery personnel (e.g., food, packages) near the main entrance of the building. Delivery drivers are not permitted to access residential hallways, floors, or rooms.
- Student Desk Deliveries:
 - Residents may opt to have deliveries sent to the Student Desk, where items can be picked up during posted business hours.
- Consideration for Safety:

- Residents are encouraged to consider their own personal safety and the safety of others when coordinating deliveries. Avoid inviting unknown individuals into residential areas, and promptly collect items to prevent unattended packages.
- Responsibility for Deliveries:
 - SHRL is not responsible for lost, stolen, misplaced, or unclaimed deliveries. Residents are solely responsible for coordinating, tracking, and retrieving their items in a timely manner.

SHRL Facilities and Operations

The Office of Student Housing and Residence Life (SHRL) is committed to maintaining safe, functional, and well-maintained residential communities. This section outlines your responsibilities as a resident regarding facilities, cleaning, maintenance requests, safety expectations, and liability information.

As part of your legally binding Housing Contract, you are responsible for understanding and upholding these standards. SHRL, in conjunction with Cameron University, retains the right to update, clarify, or enforce policies outlined in this handbook and contract throughout the academic year. Students who fail to comply with facilities-related responsibilities may be subject to disciplinary action and/or financial charges.

Cameron University assumes **no liability** for loss, theft, or damage to personal property. Residents are strongly encouraged to carry **renter's insurance** to cover damages caused by fire, water, power outages, or other unforeseen circumstances.

Maintenance Service Requests (Work Orders)

- Residents are **not permitted** to make repairs or alterations to university-owned units, buildings, furniture, or fixtures. All maintenance requests must be submitted through the official Cameron University work order portal at: [Physical Facilities -Work Order Request](#).
- You must provide your specific location and a detailed description of the problem when submitting a request. Residents are responsible for entering their own work orders to ensure accurate communication and timely follow-up.
- Please note, different trades handle different types of repairs (e.g., plumbers handle plumbing issues, carpenters handle carpentry). Submit separate work orders for each maintenance issue you experience.
- SHRL works in conjunction with Cameron University Physical Facilities to process and prioritize work orders. Requests are prioritized daily and assigned to the appropriate trades staff. Response and completion times may vary due to workload, staffing, and the complexity of the issue.
- Routine maintenance is provided at no charge unless damage or repair is a direct result of resident or guest negligence or irresponsible behavior. Charges for such damages will include labor, materials, and an administrative fee. Repairs due to normal wear and tear will not incur charges.
- Personnel are available Monday through Friday, 8:00 AM to 4:00 PM, excluding state/federal holidays and university closures. For emergency maintenance outside these hours, contact the Resident Assistant On-Call (RAOC) for your area.

Emergency maintenance issues include but are not limited to:

- No electrical power in the entire room or apartment
- No water service in the entire building or apartment

- No heat when outside temperature is below 50°F (as reported for Lawton, OK)
- No air conditioning when outside temperature is above 75°F
- Flowing water from broken pipes causing flooding
- Toilet clog/back-up not cleared by plunging when no other toilet is available
- Other plumbing disasters
- Unsafe conditions such as electric shock hazard or broken window with missing glass

*Residents are **not allowed** to make alterations such as painting, wallpapering, installing shelving or TV mounts, adding locks, removing doors, installing satellite dishes, or removing/storing university-owned furniture off-site.*

Light Bulbs

If a university-installed light bulb in your room burns out from normal use, submit a work order through the workorder portal for replacement. Please be specific in describing the issue and location. SHRL maintenance staff does not replace bulbs in student-owned lamps or equipment.

Window Screens

Window screens serve as safety, security, and pest control devices. Do not remove your screens unless for cleaning purposes. If you need assistance reinstalling a screen, submit a work order. Do not use windows as an entry or exit point, except in the event of an emergency. Damaged screens or windows may result in repair charges to the resident(s) assigned to the space.

Plumbing Items

- To avoid clogs and damage, please follow these guidelines:

- Do not flush sanitary wipes, baby wipes, or flushable wipes
- Do not flush feminine hygiene products
- Only flush toilet paper and bodily waste
- Avoid placing large food particles or non-food items in garbage disposals.
- Run water while using the garbage disposal.
- Do not pour grease, oil, sand, or fish tank gravel down any drain.
- Do not use chemical drain cleaners (e.g., Draino) or toilet bowl color cleaners.
- Do not use dish soap in dishwashers—only dishwasher detergent.

If the toilet is clogged and cannot be cleared with a plunger, do not continue flushing. Do not attempt plumbing repairs beyond using a standard plunger.

If plumbing issues occur, submit a detailed work order through Cameron University workorder system. Damages caused by misuse, neglect, or vandalism may result in charges. Always use trash cans for waste disposal—drains are not for bulk waste.

Personal Safety and Your Living Space

1. Stolen Property

- The Office of Student Housing and Residence Life (SHRL) does not assume responsibility for lost or stolen items. Always lock your door when leaving and store valuables securely. In the event of a theft, notify your RA and Cameron University Police immediately to file a report.

2. Renter's Insurance

- Cameron University is not liable for any damage or loss of personal property, including but not limited to fire, water damage, power outages, or appliance failure. Students are strongly encouraged to purchase renter's insurance. Some students may already be covered under a parent or guardian's homeowner's policy—please consult with your insurance provider.

3. Fire Extinguishers and Other Fire-Safety Devices

- Every residential unit is equipped with a fire extinguisher. Do not tamper with, disable, or remove fire safety equipment including extinguishers or smoke detectors. Check that your extinguisher is charged and report any concerns via a work order. Tampering with fire safety devices is a serious violation of Housing Terms and Conditions and may result in disciplinary action, including fines, suspension, or expulsion, and possible criminal charges.

4. Contagious Disease and Health Issues

- Residents diagnosed with a contagious disease deemed hazardous to others may be temporarily removed from campus housing or required to isolate in their assigned room. Return to housing is contingent upon SHRL receiving medical clearance or appropriate documentation through the Office of the Dean of Students. In accordance with FERPA, health-related disclosures are only shared with appropriate officials if necessary and permitted by law.

5. Cleaning & Resident Maintenance Expectations

- Residents are responsible for cleaning their assigned space and for cooperating with roommates and suitemates in keeping shared spaces sanitary and safe. This includes regular cleaning of private and shared bathrooms, kitchens (where applicable), and

common areas within apartments or suites. Recommended cleaning supplies include (but are not limited to):

- Toilet plunger (with flange — flat-bottomed sink plungers are not effective for toilets)
- Toilet brush and toilet cleaner
- Floor cleaning tools such as vacuums, brooms, dust pans, mops, and buckets
- Glass cleaner, multi-surface cleaner, oven cleaner, and tile or floor cleaner
- Reusable cloths, sponges, rags, gloves, and scrub brushes
- Trash cans and bags
- Light bulbs for student-owned appliances
- SHRL does not provide cleaning supplies, tools, or vacuums to residents.

6. Abandoned Property

- Personal belongings left in a room or common area for more than ten (10) days following move-out or contract termination will be considered abandoned. SHRL reserves the right to dispose of such property through donation, recycling, storage, or trash removal.
- SHRL assumes no responsibility for loss or damage to abandoned property and may charge the resident for removal, storage, or disposal fees.

7. Appliances: What's Allowed and What's Not

- For fire safety and electrical hazard prevention, only approved appliances are permitted. Prohibited items may be confiscated and residents may be subject to fines. Prohibited Appliances Include:
- Hot plates, hot pots, portable burners, air fryers with exposed heating coils

- Electric skillets, NuWave ovens or cooktops, oil or deep fryers
- Open coil toasters, exposed element appliances, propane stoves
- Space heaters, kerosene heaters, or any open-flame device
- Any item without an automatic shut-off
- Permitted Appliances (with auto shut-off or fully enclosed):
 - Standard coffee makers (12 cups or fewer)
 - Clothing irons
 - George Foreman-style grills (without exposed coils)
 - Crock pots, rice cookers, toaster ovens (with enclosed heating elements)
 - One mini-fridge per bedroom (max 3.2 cu. ft.)
 - One microwave per resident; no wattage limit in apartments, 1100-watt max in residence halls
 - Outdoor charcoal grills are permitted at Cameron Village apartments only. They must be stored and used **at least 25 feet** from any building and never brought indoors. Residents may store **one bag of charcoal** inside, sealed and away from heat sources.

For a detailed checklist of what to bring or avoid, visit: [Things to Bring Checklist](#)

Bed Bugs & Pest Control

SHRL reserves the right to conduct **inspections and professional pest control treatments** as needed. Residents are required to:

- **Allow access** to their room for inspection or treatment Comply with instructions and treat personal belongings at their own expense if bed bugs or other pests are found

Preventative pest control is performed regularly. Residents with concerns should report issues promptly to SHRL staff.

Campus Safety

- Cameron University and the Student Housing and Residential Life (SHRL) conduct regular emergency drills in accordance with local, state, and federal regulations, including at least one fire drill per semester in all residential facilities.
- Residents are required to comply with all safety procedures and directions from SHRL or university officials during drills and actual emergencies.
- Noncompliance, including failure to evacuate, follow instructions, or interfering with safety operations, may result in conduct action and fines up to **\$250**.
- Residents are responsible for knowing evacuation routes, exits, and safety protocols posted in their residence halls.
- In an emergency, residents must act promptly to protect their own safety and the safety of others. While SHRL staff may assist, individuals are expected to exercise sound judgment and follow all official guidance.
- Cameron University also utilizes an Emergency Notification System to deliver urgent alerts via phone, text, and email. Residents are encouraged to keep their contact information up to date. For full details, visit:
www.cameron.edu/current-students/student-services/handbook/campus-safety/emergency-notification
- Additional information on campus safety:
<https://www.cameron.edu/ops>