

# STUDENT HOUSING HANDBOOK



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College of the Muscogee Nation



Student Housing Handbook  
2016-2017

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**Student Housing Handbook**  
**Updated May 2016**  
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# CMN Student Housing

## Who We Are

The College of the Muscogee Nation (CMN) is a residential campus, offering modern, clean and comfortable accommodations for the single Student-Resident. The CMN Student Housing Complex is comprised of co-ed housing units which provide furnished bedrooms, living areas, and private baths. Each unit has local telephone service, cable and internet connection.

## People Who Are Here To Help

A number of professional and paraprofessional staff live in and/or work in your housing unit to make on-campus living a pleasant and educational experience. These individuals work in a variety of capacities and we strongly encourage you to get to know them. In addition to the Dean of Student Affairs, CMN Student Housing staff includes:

Ohhecv  
Housing Manager

The Housing Manager is a full-time professional staff member who manages the CMN Student Housing Office and housing units and is on call 24 hours a day, 7 days a week when CMN is in session. You are encouraged to visit with the Housing Manager regarding ideas, suggestions and/or any concerns you may have regarding on-campus living. The Housing Manager's primary responsibilities include but are not limited to, working with program development, advising Student-Residents on residential life, supervising and training Student-Resident workers, working with Student-Residents and/or guests who have violated housing policies, serving as an information and communication center for Student-Residents and visitors, assisting Student-Residents with lost keys, maintenance, repairs, mail and packages, and reporting emergencies.

It is not the job of the Housing Manager to police the housing units, but he/she deserves the respect and cooperation of every Student-Resident. The most important duty of the Housing Manager is to help the Student-Resident. The Housing Manager has been trained to answer questions and assist the Student-Resident. Often the Housing Manager may just be someone to talk to. Student-Residents are required to follow the requests and instructions of the Housing Manager. The Housing Manager is a CMN employee. The Housing Manager reports to the Dean of Student Affairs.

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Resident Assistant

Resident Assistants (RA), are Student-Resident employees assigned in different capacities of the housing department. Each RA is selected based on leadership, enthusiasm, sensitivity, ability to relate to others, knowledge about CMN and the ability to accept responsibility. Each RA goes through a selection process and attends training throughout the trimester. Resident Assistants are your primary resource for information and assistance with any residential concerns. Each RA is responsible for enforcing CMN policies as well as state, tribal, and federal laws. An RA is

assigned to the housing units to provide support to staff and Student-Residents. Enforcing rules is a tough part of the job, but is a part of the job that all RAs are expected to fulfill fairly and consistently. Student-Residents are required to follow the requests and instructions of the RA on duty. Resident Assistants are CMN employee's, they must maintain a minimum grade point average of 2.0 in order to hold Resident Assistant position. Resident Assistants report to the Housing Manager.

### **Office Hours**

The CMN Student Housing Office hours are Monday through Friday from 8:00 a.m. to 5:00 p.m.

### **Check-In Procedures**

In order to move-in to a housing unit, the Student-Resident must check-in with the CMN Student Housing Office. At this time, the Student-Resident will receive his/her key(s) and a Check-In Form. Prior to moving any personal belongings into the housing unit, the Student-Resident is required to complete the Check-In Form. The Check-In Form requires that the Student-Resident perform a visual inspection of the living area, his/her bedroom, and bathroom and note any deficiencies on the form which will protect the Student-Resident from unnecessary liability and/or housing account charges. In order for the Student-Resident to receive his/her mailing address, telephone number, and mailbox key, the form must be returned to the Housing Manager.

### **Use of CMN Student ID**

You must carry your CMN Student ID with you at all times on campus. Any CMN official, CMN Security, Lighthouse Police, or CMN Student Housing staff may request that you show your Student ID at any time. All Student-Residents are required to comply.

## **Getting Involved**

### **The Student Housing Organization (SHO)**

All Student-Residents have a voice in the Student-Resident activities, cultural programming, and environmental improvements. The Student Housing Organization (SHO) serves as the unifying body for the Student-Residents by promoting leadership and community involvement. Many Student-Residents choose to get involved in various leadership roles that are designed to provide better programs and services for Student-Residents. The Student Housing Organization serves all Student-Residents through elected officer positions and representation in the CMN Student Senate.

By taking advantage of SHO programs, you will gain personal strength and confidence. Your overall college education is enhanced by becoming involved in SHO. First, by participating in many different experiences, you will gain insight into your personal strengths and skills within academic and extracurricular areas. Second, involvement allows you to learn how to utilize free time in a variety of activities and events which you can pursue on your own and integrate into

your own lifestyle. Finally, programming for groups is one way to build communities and to develop personal support within a group setting.

## **Student-Resident's Rights and Responsibilities**

Student-Residents and CMN Student Housing Staff are a multi-cultural community of individuals. We are of diverse tribal, religious, sexual orientation and socio-economic origins. We are unique in that we strive to live and work together. People living in CMN Student Housing have an opportunity to live in this community environment and accept the responsibility for being a member of such a group. When you live with Student-Residents, you come to recognize the ways in which the behavior of others affects your life and vice-versa. To help ensure that Student-Residents can exercise their rights as individuals while at the same time ensuring that the rights of those around them are upheld, certain basic policies have been established to facilitate mutual respect and consideration among Student-Residents.

Within the CMN Student Housing environment, certain guidelines are necessary to ensure the rights of every individual. To a large extent, the protection of those individual and group rights is up to the Student-Resident. Each Student-Resident has the responsibility as a citizen in the housing community to stand up for his/her own rights. Rights such as privacy, rest, cleanliness, safe environment and positive academic learning environment remain important to the CMN Student Housing program. Student-Residents must work with the Housing Manager as well as his/her peers to ensure the protection of those rights by following the policies outlined in this Handbook.

A Student-Resident has the right:

- To access to his/her living accommodations.
- To live in a clean and secure environment.
- To expect a competitive price on housing accommodations and food service.
- To written copies of housing rules which govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express himself/herself creatively within established guidelines.
- To expect enforcement of the CMN Student Housing Contract.
- To direct access to staff that provides assistance, guidance and support as needed.
- To host guests within established guidelines.
- To equitable treatment when behavior is in question.
- To enjoy individual freedoms without regard to race, sex, national origin, handicap, age, religion, sexual orientation or political affiliation.
- To participate in Student-Resident government bodies and housing committees.
- To individual and group educational and developmental opportunities in their living community.

A Student-Resident has the responsibility:

- To be enrolled in a minimum of 12 hours to live in Resident Housing.
- To be enrolled in at least six hours of on-campus classes.
- To attend at least 75% of all classes in order to reside in CMN Housing.
- To know and adhere to rules and regulations of CMN and CMN Student Housing.
- To abide by all local, state, tribal and federal laws and ordinances.
- To comply with reasonable requests made by staff and/or CMN officials.
- To meet expected room and meal plan payment schedules.
- To uphold CMN Student Housing security rules and regulations.
- To monitor and accept responsibility for the behavior of guests.
- To report violations of rules to appropriate staff.
- To respect the rights of others, as stated above.
- Search for solutions to problems. Start with the Housing Manager, and then if necessary, bring housing unit problems to the Dean of Student Affairs.
- To participate actively in self-governance.
- To participate in housing committees as requested.
- To express himself/herself individually or by association with groups.
- To participate in conduct proceedings to determine appropriate behavior standards.
- To contribute positively to the community by participating in educational and development activities.

### **Living with Roommates and Neighbors**

Policies for the CMN Student Housing community were developed to establish an environment in which Student-Residents may live together with maximum freedom while recognizing the rights of fellow Student-Residents. All Student-Residents accept the responsibilities involved with living in an on-campus community situation and should make an effort to be aware of how their actions affect their neighbors and roommates.

Students should:

- Address grievances with the assistance of the CMN Student Housing staff.
- Respect fellow Student-Residents;
- Keep an open mind in regard to other Student-Resident;
- Actively participate in the care of CMN Student Housing;
- Actively take responsibility for yourself;
- Help others.

If a conflict with your roommate or another Student-Resident develops, the best advice is to:

- Talk to your roommate or the other Student-Resident when neither of you is angry or upset.
- Carefully explain what the difficulty is and why it causes problems for you.
- Be specific and tactful.
- Do not arouse or threaten (e.g. “You never...” or “If you don’t I’ll...”).
- Be prepared to compromise on the issue.

- If the efforts to solve a problem with your roommate or the other Student-Resident fail, then talk to the Housing Manager. Often he/she can provide insight into a problem or will mediate a conflict.
- Keep in mind the person who requests a roommate change is usually the person who moves.

## **Incident Reports**

An incident requiring the attention or intervention by the Housing Manager, CMN Security, or RA will be reported to the Dean of Student Affairs. Violations of CMN policies, medical and emergency situations and instances of property loss or damage are documented on Incident Report Forms and forwarded by the Housing Manager to the appropriate CMN Official for follow-up and/or referral. A Student-Resident can pick-up an Incident Report Form at the CMN Student Housing Office.

## **Judicial Hearings**

The Student Housing Judicial System is an effective method of establishing an environment in which Student-Residents recognize the rights of fellow Student-Residents. Such an environment requires the cooperation of all participants in accepting the responsibility of how their actions affect their neighbors. When a policy infraction is believed to have occurred, it should be reported to the Housing Manager, Security, or RA. The Resident Manager and CMN Security will investigate the reported incident, gather information and write an incident report. If a violation has been determined then a Judicial Hearing will be set to hear the evidence and determine a sanction if necessary. The Student-Resident will be contacted concerning a hearing date by either a Hearing Card issued to the Student-Resident after an incident report is filed by the Housing Manager or RA or a letter delivered by the Housing Manager that the Student-Resident must sign. If a Student-Resident receives a request to appear at a hearing, he/she should be aware that failure to appear will be considered permission for the hearing officer to review and make a decision without the Student-Resident's input. A Judicial Committee will be called and presided over by the Dean of Student Affairs. After the hearing, a decision will be made concerning the Student-Resident's involvement, and if necessary, corrective measures to be taken including but not limited to community service, fines, and/or probation or suspension from student housing.

Housing Judicial Hearing procedures:

1. The Judicial Hearing committee will be comprised of the Resident Manager, 1 faculty/staff member, 1 Security staff, and 1 student Residential Assistant. The committee is chaired by the Dean of Student Affairs, who votes in the event of a tie.
2. The Resident Manager will notify the person(s) in writing of the violation against him or her and the time, date and location of the hearing within 10 business days. The written notice will be hand-delivered directly to the person for his or her signature.
3. The hearing will proceed even if the student(s) is/are not present. Students may have one designated person present, who is not legal counsel.
4. The Judicial Hearing committee members will be provided with the incident report and evidence (if any) of the violation prior to the hearing.

5. The student will be given an opportunity to give his or her account of the incident. The student must provide his or her own evidence and/or documentation in order to dispute the violation.
6. The Committee will make a decision to either dismiss the violation if substantial information is presented or to proceed to issuing sanctions.

Possible sanctions include, but are not limited to:

- Fines, community service, research papers;
- CMN Housing Probation ;
- Suspension from CMN clubs;
- Financial restitution to injured party;
- Suspension from CMN Housing;
- Other appropriate sanctions as determined.

Non-compliance with sanctions may include, but is not limited to:

- Mandatory counseling and/or expulsion from CMN Housing.

### **Re-admittance Consideration**

Any student that has been removed from housing due to any violation except for fighting or drugs (see individual policies regarding zero tolerance in regards to fighting and drugs) may be accepted for re-admittance under a probationary status after his or her suspension term has been served. Residents must adhere to standards of the probationary guidelines which may be specific to each individual circumstance. Residents must sign and acknowledge an understanding that any further violations in Student Housing will result in permanent removal.

### **Judicial Appeal**

Students who wish to appeal the decision of the Judicial Hearing must submit a written statement to the Dean of Student Affairs claiming one of the following reasons within 5 business days after receiving the hearing decision letter.

Students may appeal the decision of the Judicial Hearing with documentation of one of the following conditions:

1. The procedures of the hearing were not followed properly.
2. New evidence has been confirmed and will impact the validity of the hearing.
3. The resolution/sanction does not adequately reflect the violation.

The Dean of Student Affairs will set an ad hoc committee of new members and follow the same procedures as the Judicial Hearing for an appeal. An appeal hearing can only review the appeal conditions as stated previously. The decision of the appeal committee will be final.

# **CMN Student Housing Rules and Regulations**

## **Insurance Coverage**

The College of the Muscogee Nation cannot be responsible for any damage or loss of property due to fire, facility failure, severe weather, or theft. In addition, CMN cannot be responsible for injuries suffered in classes, during intramural activities, or anywhere on campus, unless CMN has been found negligent in some manner. The College of the Muscogee Nation does not insure Student-Residents; therefore, Student-Residents are encouraged to carry their own life, health and personal property insurance. CMN does not endorse the use of a specific insurance company over another.

## **CMN Student Housing Contract**

Your CMN Student Housing Contract is legally binding for the duration of the term specified: one trimester or as indicated on your Student Housing Room Reservation Sheet which is an addendum to your contract. Please read the terms of your CMN Student Housing Contract. If you need to move out of CMN Housing before the end of the trimester, your first step is to come by the Student Housing Office to discuss your situation with the Housing Manager. If you are withdrawing from CMN or under the required 12 hours (dropping all your classes for the trimester), you will still need to speak with the Housing Manager to begin the process to check-out properly. A Student-Resident who does not fulfill his/her agreement to live in CMN Student Housing according to the contract will be held liable for all penalties and charges per the contract terms.

## **Breaking Your CMN Student Housing Contract/Deposit Refund**

Breaking your CMN Student Housing Contract will result in the forfeiture of your \$150.00 deposit, as well as the incurrence of charges to buy out the remainder of your contract. Refer to the Terms and Conditions of your CMN Student Housing Contract if you are cancelling your contract or room reservation. Allow 6-8 weeks if you are receiving a refund.

## **CMN Student Housing Payment Requirements**

All charges are due by the first day of class each Trimester. Accounts not paid by the beginning of class will be considered delinquent. A late payment penalty of 1% per month will be assessed on the delinquent account. If the Student-Resident has not paid his/her bill in full, on the final day of the Trimester he/she will be required to move out and turn in the key.

## **Housing Unit/Room Keys/Lock-Out/Lost Keys**

Each Student-Resident is issued a key(s) to his/her housing unit/room. Once you have checked in with the Housing Manager and picked up your key(s), your responsibility for the upkeep, contents, and behavior within the housing unit/room begins. This responsibility continues until you officially check-out of the housing unit/room and your key(s) is returned. A Student-Resident must never give his/her key(s) to anyone. If you are locked out of your housing

unit/room, you must bring your CMN ID to the CMN Student Housing Office and the authorized staff will let you into your housing unit/room after verifying that you are the Student- Resident who lives in that housing unit/room. You may be charged \$5.00 to be let back into your housing unit/room. If a Student-Resident is repeatedly locked out of his/her housing unit/room (more than twice in a Trimester), the charges can be increased, but will not exceed \$25.00 for each entry. If you lose your key(s) or it is stolen, immediately report it to the Housing Manager (and to Lighthorse Police in case of theft). You will be issued a new key and you will be charged \$50.00 for each lost key.

### **Housing Unit/Room Transfers**

Housing unit/room changes can be made after the first two weeks of the Trimester. To transfer to another housing unit/room, submit a Request for Room Change to the Housing Manager for approval. Every effort will be made to accommodate your transfer request based on availability. When a transfer is approved, you have 48 hours to complete your move. If your move is not completed within 48 hours, you will be required to pay for both housing units/rooms. When you have completed your move, your old housing unit/room must be cleaned thoroughly:

- Swept and mopped;
- Windows and window ledges cleaned;
- Shades/blinds dusted;
- All furniture cleaned and dusted; and
- Complete a Check-Out Form with the Housing Manager and turn in key in accordance with the Check-Out Procedures Section of this Handbook.

NOTE: *The first unit/room change is FREE, and then a \$15.00 charge for each move thereafter.*

### **Housing Unit/Room Use**

Student-Residents are not permitted to sublet or assign their housing units/rooms or use their housing units/rooms for commercial purposes.

### **Housing Unit/Room Cleaning (Housekeeping)**

Student-Residents are responsible for keeping their housing units/rooms clean, cleaning their own bathrooms, and emptying trash into the designated dumpsters located outside the Student Housing Complex. Custodial staff cleans public areas (walkways, parking lot, and laundry facility) daily. For health reasons, if Staff has to clean Resident Student's unit, or if there is trash removed from a Student-Resident's housing unit/room there will be a \$100.00 cleaning charge assessed to the Student-Resident's account for cleaning unit and/or a \$ 15.00 charge for each bag of trash.

### **Trash Violations**

A Student-Resident who is in violation of placing trash in any place besides the designated trash dumpsters will face disciplinary action, including but not limited to fines and community service.

## **Mold/Mildew**

Student-Residents must acknowledge that it is necessary to keep doors and windows closed during humid seasons in order to keep the housing unit humidity at a minimum. Student-Residents must keep the air handler and intake grate clean of dust and lint and take other measures to prevent mold and mildew from accumulating in the housing unit. Student-Residents must clean and dust the housing unit on a regular basis to prevent the growth of mold and remove visible moisture accumulation on windows, walls, and other surfaces. Student-Residents must not block or cover any heating, ventilation, or air-handling ducts. A Student-Resident must immediately report to the CMN Student Housing Office any evidence of a water leak, excessive moisture, or evidence of mold or mildew-like growth that cannot be removed by simply applying a common household cleaner and wiping the area. Further, any failure or malfunction in the heating, ventilation, or air conditioning system must be reported to the CMN Student Housing Office.

## **Thermostats**

Thermostats are controlled by CMN Maintenance staff in order to maintain optimal working conditions of the geo-thermal units. Students are not allowed to tamper with the thermostat or thermostat cover. Any damage to the thermostat and/or cover may result in a fine to the responsible individual or all residents within the unit.

## **Babysitting**

Babysitting is NOT permitted in CMN Student Housing.

## **Maintenance**

Routine maintenance is provided by CMN staff as needed. Repairs must be reported to the CMN Student Housing Office. If you have a problem or need a repair made in your housing unit/room, contact the CMN Student Housing Office and be as specific as possible about the problem. Every effort will be made to expedite the work. If you have an emergency maintenance issue, contact the Housing Manager or CMN official immediately. After hours, contact your Resident Assistant for help. Please allow reasonable response time for repairs, and let the CMN Student Housing Office know if your problem does not get fixed.

## **Housing Unit/Room Entry/Access**

Student Housing staff, its agents, and employees have the right to enter any housing unit/room by pass key or otherwise at all reasonable and necessary times to inspect the housing unit/room for purposes connected with the maintenance, housekeeping, health, safety, and security of the housing unit/room. Staff members will inspect for purposes connected with the interest in maintaining the integrity of CMN policies including will include but is not limited to checking for illegal/un-allowed items in closets, book bags, drawers, and refrigerators.

Entrance to a housing unit may be authorized (1) by the Student-Resident's permission; (2) for repairs and housing unit/room inspections (room checks); (3) to shut off loud stereos, TVs, radios, persistently ringing alarm clocks, telephones, etc.; (4) during emergencies when danger to life, safety, health, and/or property is feared; (5) by search warrant issued by a city, state, tribal, or federal court; (6) if CMN Student Housing or Lighthouse Police have reasonable cause to enter a Student-Resident's housing unit/room and (7) during break periods to provide housing unit/room maintenance, repair service, safety inspections, and/or pest control.

*NOTE: Room checks to ensure the integrity of CMN policies, health and safety will be conducted on a regular basis. CMN Student Housing will NOT permit anyone but the assigned Student-Resident to enter a Student-Resident's housing unit/room (except for reasons previously stated).*

### **Fighting/Assault**

All residents have the right to a peaceful living experience and to that end CMN Student Housing incorporates a zero tolerance policy on fighting and/or assault. All students who are involved in a physical fight or any student who assaults another student will be permanently suspended from CMN Student Housing.

### **Noise Disturbance**

You must be considerate of other Student-Residents at all times, respecting their rights to sleep, study, and not to be disturbed. The noise level of all activities must be confined within one's own housing unit. The rule for determining whether volume levels are too loud is as follows: any noise, music or voices that can be heard outside of a Student-Resident's housing unit is too loud. All Student-Residents are entitled to quiet enjoyment of CMN Student Housing. If the noise level is not sustained at an acceptable level, removal of the object making the noise and/or other disciplinary action may occur. See the Resident Quiet Hours policy under the Visitation policy (p. 17).

### **Verbal Abuse/Harassment**

As an equal opportunity institution, CMN endeavors to assure that individuals are treated fairly without regard to race, national origin, religion, sexual orientation, or physical limitation. In keeping with this policy, the use of racial or ethnic epithets, slurs, or sexual harassment directed at any individual on campus is NOT tolerated. Violators will be subject to disciplinary action. Occasionally, CMN Student Housing staff must confront Student-Residents to remind them of various policies. Unfortunately, Student-Residents sometimes respond by shouting or making rude, vulgar, indecent, or obscene comments to the staff member. Anytime this is done within earshot of CMN Student Housing staff, it will be considered verbal abuse. An Incident Report will be written and referred to the Housing Manager and/or the Dean of Student Affairs. Regardless of how minor the policy violation, disciplinary action could result.

## **Telephone/Text Message Harassment**

Telephone/Test Message harassment includes annoying, abusive, or obscene phone calls or text messages designed to irritate, anger, or threaten the receiver. Such harassment is a violation of CMN policy. A Student-Resident found responsible for or associated with the harassment of another Student-Resident is subject to CMN disciplinary action, including the removal of telephone service and/or other sanctions. If a Student-Resident should receive a harassing phone call or text message, he/she should document any phone call and save any text message and notify the Housing Manager immediately, who shall notify Lighthouse Police.

## **Fireworks, Firearms, and Weapons**

All fireworks, firearms, dangerous weapons (including knives), swords, dangerous tools, explosives, ammunitions (including blanks and hand-load components), bull whips, bow and arrows, darts, metal knuckles, clubs, blackjacks, air guns, paint ball guns, BB guns, play guns, or any other offensive or defensive weapons are prohibited in the housing units and on the entire CMN campus. Violators are subject to criminal and/or civil penalties, including CMN disciplinary action. Any such items will be confiscated and not returned.

## **Bicycles**

Student-Residents are allowed to keep bicycles on campus. It is the responsibility of the student to keep your bicycle securely locked when not riding it. A bicycle rack is located near the CMN Student Housing entrance. Bicycles may not be stored inside housing units' entry walkways, breezeways, ramps, or sidewalks. Bicycles may not be left by people who are not currently a CMN student-resident. Bicycle riders must follow Tribal and state traffic laws when riding on campus.

## **Skate-Boarding, Electronic Skateboards, Roller-Blades, and Remote Control Vehicles**

Electronic skateboards, including self-balancing boards/scooters, and any other similar equipment are prohibited from being used, stored and/or charged in any Student-Resident housing due to a potential fire hazard.

The use of skateboards, electronic skateboards, roller blades, and remote control vehicles are prohibited in housing units' entry walkways, breezeways, and sidewalks. Skate boards, bicycles, and roller blades are prohibited from being used as recreational activities, this includes, jumping, acrobatic tricks, or jumping curbs, on CMN streets, parking lots, breezeways, or sidewalks due to the hazard of injury and destruction of property. Skate boards, bicycles, and roller blades are viewed as forms of transportation to be used on CMN streets only from building to building. It is strongly suggested for students to use helmets and safety gear to guard against injury.

## **Solicitation**

Soliciting of any kind is prohibited unless the Housing Manager has authorized the activity.

## **Cooking/Electrical Appliances**

Cooking is NOT permitted in Student-Resident housing units/rooms. The following appliances are approved: popcorn popper (hot air), iron, coffee pot (drip-through type only), small refrigerator (1 amp and less than 6.0 cu ft.), microwave oven (maximum wattage permitted, 700 watts), micro fridge, CD player, stereo, clock, hair dryer, radio, TV, VCR, personal computer, and printer. Power strip/surge protector must be used when more than two appliances are in use. Stereos, TVs, and refrigerators should be plugged directly into an electrical outlet. Extension cords, freezer, ice maker, halogen lamps, black lights, hot plate, grill, crockpot, other electrical/cooking appliances, window fans, space heaters, and portable AC units are not permitted. Student-Residents who possess appliances not approved will be asked to remove them and will be subject to a \$25.00 charge for violation of CMN Fire Safety codes. Any unauthorized item will be confiscated and returned as the student removes the item from CMN property and a \$25.00 charge will also be levied against Student-Resident's account for each cooking infraction.

## **Pets**

Student-Residents are not allowed to keep any pets on CMN property.

## **Moving Furniture or Equipment**

CMN Furniture and equipment may not be moved from room to room, traded or removed from a housing unit/room and mattresses should be left on the bed frames to help keep mattresses in good condition. Doing so constitutes theft of CMN property and disciplinary and/or legal action will result. A mattress found off the bed frame will result in charges to the Student-Resident of a minimum of \$35.00.

## **Room Decorating**

Student-Residents are allowed to decorate their housing units/rooms with posters, pictures, and art that do not depict violence, drugs, alcohol, obscenities, pornography and other items in bad taste. All wall hangings must use adhesives that do not damage walls, woodwork, floor, windows, or ceiling surfaces. Glue, gummed hooks, nails, tacks, sticky tape, or anything that may take paint off may not be used. It is advised that you check with the CMN Student Housing Office and verify what items may be used. Items may not block windows or be hung over the windows or blinds due to fire code. Writing is not permitted on windows and walls. Do not hang anything on sprinkler systems or smoke detectors. Student- Residents should be aware that they could be charged up to three times the amount for the cost of repairing damages to housing unit/room or door surfaces from the use of adhesives that chip paint, make holes or otherwise damage the housing unit/room.

## **Housing Unit/Room Damages**

Student-Residents assume full responsibility for furnished items and agree to be responsible for all loss, breakage and/or other damage to the housing unit/room and furnished items. Damage to

the “common living area” will be the responsibility of all the Student-Residents with the housing unit.

### **Water Fights**

Water fights are prohibited due to the potential for personal injury and property damage. Student-Resident organizations can participate in approved and organized water activities as long as they have been approved through the CMN Student Housing office.

### **Recreational Activities (Ball Playing)**

Due to the likelihood of property damage and the potential for personal injury, the use of any sporting equipment and recreational activities are only permitted in designated areas and are not permitted in housing units or parking lots. A Student-Resident who damages a window or any portion of CMN Student Housing will be responsible for replacement costs.

### **Building Exterior**

Screens must not be removed from windows. Student-Residents are not allowed on roofs or ledges and may not place or hang anything from roofs or ledges. Student-Residents are not allowed to throw items from windows. Student-Residents will be held liable for damages to property or personal injury resulting from items being thrown from windows, roofs and ledges. Student-Residents should not, for any reason other than emergency procedures, be found entering and exiting through the window to any building. Removal of the screen will result in a minimum reinstallation charge of \$25.00. Additional sanctions may result depending on the actions of the individual(s) and/or the consequences of these actions.

### **Excessive/Prohibited Furniture and/or Personal Items**

Housing units have been designed to provide each occupant with a comfortable amount of living space in regards to the square footage and furnishings provided. Large furniture and/or excessive items are prohibited in order to allow for a comfortable living environment for all residents. The CMN Resident Manager will make the final determination on the definition of large furniture and/or excessive items. Furniture and/or items not allowed in housing must be removed immediately. Residents will be fined \$25.00 each day if not in compliance.

Please check with the Resident Manager if you have any questions whether a piece of furniture or item(s) is allowed.

Prohibited Furniture and Items including but not limited to:

- Waterbeds
- Excessively Large Televisions
- Sofas, recliners, love seats and etc.
- Dressers, armoires, large trunks, and etc.
- Tables, large desks, and excessive storage containers
- Arcade games, camping equipment, and etc.

- Automobile parts, wood and metal working tools and equipment
- Any furniture or excessive amount of items that prohibits a comfortable living environment – Check with the Resident Manager for determination.

### **Posting of Information in Housing Units**

All items to be posted must be approved by the Housing Manager prior to posting. The person or organization will be responsible for making the copies to be distributed. Any unapproved posters will be removed immediately.

## **Security**

CMN campus is patrolled by licensed Security Officers 24 hours a day, 7 days a week to maintain a safe and secure environment for all students, faculty, staff and visitors. CMN has an established partnership with MCN Lighthouse Police to serve as the law enforcement agency for any crimes committed on campus. For emergencies or to report a crime call Lighthouse Police at 918-732-7800 or CMN Security at 918-758-8410.

### **Housing Unit Security**

Housing unit security is the responsibility of the Student-Residents who live there. Student-Residents are urged to keep their housing unit locked whenever they are sleeping and whenever they leave. The Student-Resident should carry his/her key at all times. **NEVER LEAVE DOOR UNLOCKED OR AJAR AT ANYTIME!** Theft or vandalism should be reported to staff and Lighthouse Police immediately.

### **Vandalism**

Vandalism must be reported. Student-Residents who vandalize any campus area may expect disciplinary action and to be charged for the damages associated with the vandalism. You should be aware that CMN may charge up to 3 times the amount for damages done on or to CMN property. If staff is unable to determine who is responsible for housing unit common area damages, all Student-Residents in the area may be billed for said damages.

### **Theft**

If you believe something has been stolen from your person, housing unit/room, or car, please follow these steps: contact Lighthouse Police immediately and make a report (918) 732-7800 and also notify the Housing Manager do not touch anything in the area of the theft so that a proper investigation may be made.

### **Surveillance Cameras**

For your protection, closed circuit video surveillance cameras are installed throughout the public places of CMN Student Housing. This is to help eliminate vandalism and to protect the rights of the Student-Residents.

## **Reporting Suspicious Persons**

If you see a suspicious person, contact CMN Security. Make a mental note regarding the behavior and appearance of the person (race, facial hair, scars, clothing, etc.)

# **Fire Safety**

## **Fire Alarms**

If an Fire Alarm goes off evacuate immediately and follow the safest possible route walking on sidewalks only and gather with members from your housing unit at the CMN message board located at the north end of the main parking lot so that a “head count” can be taken.

The fire alarm is a continuous sounding bell, horn, or buzzer. All housing units are equipped with smoke detectors, fire suppression sprinklers and fire alarms. When a fire alarm is activated, it will sound an alarm over the entire housing unit and all persons in the building (except designated staff) must evacuate the building. Upon hearing the alarm, Student- Residents and guests must do the following:

- Leave the building by the closest exit as quickly as possible and do not return until receiving the all-clear message from the CMN Housing Manager, Fire Department, Lighthouse Police, or CMN Security.
- If there is smoke in the housing unit, get on your hands and knees and crawl to the nearest exit.
- Once you have exited the building, gather with members from your housing unit near the CMN message board located at the north end of the main parking lot so that a “head count” can be taken.

If you discover a fire, immediately notify a CMN Housing staff member, telephone Lighthouse Police, or Fire Department. Do not attempt to extinguish a fire by yourself. If a Student-Resident is found responsible for improperly activating a fire alarm, he/she will face disciplinary action.

## **Fire Drills**

The College Muscogee Nation is required to conduct at least 1 fire drill a Trimester. Fire drills will occur within the first 2 weeks of school. All Student-Residents must exit the building within two minutes. The drills will occur in the evening to ensure contact with the most Student-Residents. This required safety precaution will be conducted as a real life situation. The Housing Manager and RAs will verify the evacuation of the buildings. If this does not occur, regulations require that a fire drill be administered every night until successfully completed. Non-compliance with these drills will result in disciplinary action.

## **Fire Equipment and Fire Liability**

Smoke detectors and sprinkler heads are located in each of the housing units. If abused, this equipment will not be functional in the event of a fire, thereby endangering the lives of others. False reporting of fires, misuse or tampering with fire and safety equipment is a violation of the law and violators will be prosecuted. Also, any person who maliciously by intent, accidentally, or negligence burns CMN property of any description shall be prosecuted for the felony of arson under Title 21 O.S., Sections 1401 through 1405, 18 U. S. C. §1153 and/or MCNCA Title 14, and/or face CMN sanctions which could include fines, removal from housing, and/or suspension from CMN. The smoke detector in your housing unit has been inspected prior to your arrival, and should be in good working order. Regulations are in effect regarding the tampering of a smoke detector and equipment located in your housing unit; including but not limited to, covering the detector, disabling the detector, or hanging things from the detector. All smoke detectors and batteries are checked on a regular basis during unannounced visits. These checks will be conducted by the CMN Student Housing staff.

*NOTE: The College of the Muscogee Nation takes fire safety very seriously. Any violations of CMN, the Muscogee (Creek) Nation or the State of Oklahoma Fire Safety Code will not be treated as a prank and violators may be assessed up to a \$200.00 fine for the first offense and up to a \$400.00 fine for the second offence and suspension for a third offense.*

## **Explosives and Flammable Fluids/Chemicals**

Usage or storage of explosives and flammable fluids/chemicals is prohibited. **SPRAY PAINTING IS NOT ALLOWED IN OR AROUND CMN Student Housing.** Violations of this policy may result in disciplinary action.

## **Candles/Incense/Flammable Materials**

Student-Residents are not allowed to have candles (decorative candles or room deodorizer candles), plugin scentsy, incense, or flammable materials. The burning of candles or incense is strictly prohibited. Student-Residents will be charged \$50.00 for every infraction associated with possessing or burning candles, plugin scentsy, incense, or flammable materials, including but not limited to the use of kerosene lamps, camp lanterns, charcoal, lighter fluid, stoves, or other flammable devices. The material will also be removed and not returned.

# **Trimester Break Periods**

Student-Residents are not allowed to stay on campus during break periods. These break periods are:

Mid-Trimester	End of Trimester
One week Spring Break in March	Three weeks between Fall and Spring

Three days Thanksgiving Break

One week between Spring and Summer

Other specified CMN Holidays

Two weeks between Summer and Fall

Other specified CMN Breaks

During mid-trimester break periods Student-Residents are expected to clear out of CMN Student Housing by 6:00 P.M. on the last day of classes. The Student-Resident needs to make sure that he/she has cleaned and emptied all trash in his/her housing units/rooms, turned off alarm clocks, stereos, TVs, radios, computers, etc., closed windows and blinds, removed any perishable items and locked their doors and windows. If a Student-Resident leaves an extreme amount of trash that could potentially become a health concern, the trash will be removed and a cleaning charge will be assessed.

During end of trimester break periods returning Student-Residents may be allowed to store personal belongings in the Student Housing facilities. In order to do so the returning Student-Resident must be enrolled full time for the up-coming trimester, turn in a copy of class schedule to Resident Manager, have completed a room reservation form, and have completed all financial aid information. Student-Residents will need to have all their belongings packed and placed in a designated area in their housing unit/room. Regular check-out procedures including key return will be required. All property will be locked in the housing unit/room and security will continue to monitor the area however, CMN will not be liable for lost, damaged, or stolen property.

Non-returning Student-Residents are expected to clear out of CMN Student Housing by 6:00 P.M. on the last day of classes with the exception of graduates: graduates have until 12:00 noon the day after the last day of classes. If a Student-Resident is not out by the above-stated time, he/she could be charged a non-compliance surcharge.

If a Student-Resident enters any housing unit/room improperly over a break, the Student-Resident will be trespassing and disciplinary action will result.

## **Visitation Policy**

Student-Residents are allowed to have student and non-student guests in their housing unit/room during visitation hours as posted.

Guests under the age of 18 are not permitted. Guests are not allowed in housing units/rooms from midnight to 10:00 a.m., Sunday-Thursday, and 2:00 a.m. to 10:00 a.m., Friday and Saturday. Those who violate the visitation policy will be required to complete a designated number of community service hours and/or be required to pay a \$50.00 fine. A third violation will result in an Incident Report and Hearing which can result in removal from housing.

Resident Quiet Hours are from 11:00 p.m. to 10:00 a.m., Sunday-Thursday, and 12:00 a.m. to 10:00 a.m. Friday and Saturday. No student(s) are allowed to congregate in public places such

as parking lots, sidewalks, picnic area, basketball court, volleyball court, or designated smoke area during the quiet hours.

Student-Residents are responsible for their guests and must accompany them at all times.

## **Tobacco/Smoking Policy**

The College of the Muscogee Nation is a tobacco free campus. CMN Student Housing Student-Residents are allowed to smoke in the designated smoking area only. Tobacco use is still prohibited on other areas of CMN property, including but not limited to: parking lots, common areas, buildings, and personal vehicles when on College property. The following fines will be assessed for any violations of the CMN tobacco policy outside of the designated resident smoking area.

- Further, the CMN tobacco policy also includes chewing and dipping tobacco products as well as e-cigarettes.
- Spit containers are prohibited in all campus buildings.
- Please note that Student-Residents who throw cigarette butts on the ground or spit chew in public spaces will face disciplinary action for littering.
- Any Student-Resident in violation of the tobacco policy will be subject to the following sanctions:
  - FIRST OFFENSE: \$50.00 fine and 3-hours of community service.
  - SECOND OFFENSE: \$100.00 fine and a 3-page written paper or appropriate anti-tobacco poster on the effects of smoking.
  - THIRD OFFENSE: Removal from housing.

## **Drug and Alcohol Policy**

### **Drugs**

The College of the Muscogee Nation (CMN) is a drug and alcohol free campus. CMN recognizes illegal, non-prescription drug and alcohol abuse as a potential health, safety, and security problem to the students and the CMN community. CMN Resident Housing has a zero tolerance policy on the use and/or possession of drugs. Student Residents are expected to comply with all laws regarding the use and possession of drugs. The possession, manufacture, purchase, sale or use of drugs, synthetic drugs, prescription drugs, narcotics, stimulants, or any other substances for illicit purposes on campus and/or in CMN student housing is forbidden and prohibited by law. Law enforcement is typically involved in all drug related issues.

Students in violation of the drug and alcohol policy will attend a Student Housing Judicial Hearing. Drug hearing sanctions may include but are not limited to a referral to the CMN Health and Wellness program, one-year housing probation, or removal from student housing. Other sanctions may be required on a case by case basis. Upon second violation of this policy, the student will be removed from housing without an option of counseling services.

The CMN Health and Wellness program coordinates a mandatory drug assessment with a licensed clinician. Based on the clinician’s recommendations, students will be referred to counseling, Life Skills, or both. The student will not be considered to be in good standing with the Office of Student Affairs until all sanctions have been satisfied and one full trimester has passed. Those considered to not be in good standing with the Office of Student Affairs are ineligible to hold officer positions within campus student organizations or to participate in off campus CMN student activities.

CMN will contact the parents/ guardians of students under the age of 21 in regards to violations relating to alcohol and/or substance abuse.

**Alcohol**

The possession or consumption of beer and/or intoxicating liquors anywhere on campus is forbidden by law and CMN policy. Any beer, including 3.2 beer, wine or liquor found in a Student-Resident’s housing unit/room or in a Student-Resident’s possession anywhere on CMN campus will be confiscated and will result in disciplinary and/or legal action. Student-Residents are expected to comply with all laws regarding the use of alcohol. Irresponsible behavior while under the influence of alcohol is not tolerated and any Student-Resident violating this policy will be subject to disciplinary and/or legal action. No decorative alcohol posters, alcohol bottles, alcohol cans or alcohol bottle caps are allowed in the Student-Resident’s housing unit/room at any time. Please see Alcohol Violation Chart on page 19.

Alcohol Violation Sanction Chart

Alcohol Related Behavior	1 <sup>st</sup> Incident	2 <sup>nd</sup> Incident	3 <sup>rd</sup> Incident
Possession and/or consumption	Research paper, Health & Wellness, community service, parental notification if under 21, and/or \$100.00 fine	1 trimester housing probation, research paper, Health & Wellness, community service, parental notification if under 21, and/or	1 year housing suspension, parental notification if under 21
Providing	1 trimester housing probation, research paper, Health & Wellness, community service, parental notification if under 21, and/or	1 year housing suspension, college probation, research paper, Health & Wellness, parental notification if under 21, counseling and/or	College suspension, parental notification if under 21

Intoxication	1 year housing probation, research paper, Health & Wellness, community service, parental notification if under 21, counseling and/or up to \$300.00 fine	1 year housing suspension, college probation, research paper, Health & Wellness, parental notification if under 21, counseling and/or up to \$400.00 fine	College suspension, permanent housing suspension, parental notification if under 21
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## **Emergency/Health/Safety Policy**

The College of the Muscogee Nation Security and Lighthouse Police are responsible for the safety and protection of all persons on CMN campus. For your security Lighthouse Police is on duty 24 hours a day and their number is (918) 732-7800. For emergencies such as illness, injury, theft or suspicious activity, call CMN Security (918) 758-8410 or the Housing Manager at (918) 549-2915 to request assistance. Remember to stay as calm as possible when reporting an emergency and give the dispatcher or officer all details as to the exact location and type of emergency.

### **Severe Weather/Tornadoes**

In the event of severe weather, you should stay tuned to a local radio or TV Station for the latest report on conditions. If it becomes necessary to take cover, storm weather sirens will be turned on by CMN or the Muscogee (Creek) Nation, the fire alarms will sound or you will hear the intermittent sounding of city sirens. When this happens, Student-Residents should move in an orderly manner to the designated safe room shelter located in the Student Center building. After reaching the safe room shelter, do not leave for any reason. Follow all instructions given by the CMN staff or Lighthouse Police. Wait for the “all clear” signal. If time does not permit you to seek shelter, stay in your housing unit and take cover in the central portion of your housing unit or in a closet or bathroom, covering yourself with a mattress if you are able.

*NOTE: You are responsible for heeding all emergency warnings. Become familiar with information posted regarding such warnings and make sure you know how to get to the safe room shelter.*

### **Injuries/Accidents**

If Student-Residents become injured on campus, Student Housing Office should be notified immediately even if the injury does not seem to be serious. If necessary, Student Housing staff will call an ambulance to transport the Student-Resident to Okmulgee Memorial Hospital. CMN will not be liable for any costs incurred for ambulance or hospital service. In addition, the Muscogee (Creek) Nation Division of Health operates the Creek Nation Community Hospital located at 309 N. 14th St. in Okemah, Oklahoma 74859 or call 1-800-219-9458, (918) 623-1424 for assistance.

## **Student-Resident Health Services**

Muscogee (Creek) Nation Division of Health operates the Okmulgee Indian Health Clinic located at 1313 E. 20th Street in Okmulgee, Oklahoma 74447 or call (918)758-1926 for assistance. Express Care Clinic located at 1214 South Belmont, Okmulgee, Oklahoma or call (918) 591-5700. A walk-in facility staffed by Nurse Practitioner provides quick service for patients unable to get in to their scheduled provider. Express Care Clinic is available to treat acute illness and minor injuries.

Any student in need of personal hygiene products can visit the Health Shelf located in the CMN Health and Wellness Office in the Administration Building.

## **Counseling Service**

Muscogee (Creek) Nation provides confidential short-term personal counseling and crisis intervention and is available to CMN Resident Students. CMN encourages Student-Residents to use counseling services available on campus by contacting the Muscogee (Creek) Nation Division of Health that provides Behavioral Health services located at 100 West 7th Street in Okmulgee, OK 74447, call (918) 758-1910 for assistance. Muscogee (Creek) Nation Division of Health Youth Wellness/Suicide Prevention is located at 300 North Mission, Okmulgee, Oklahoma or call (918) 758-1930.

In addition to off campus resources, the CMN Health and Wellness Services provide students with on-campus prevention and awareness programs for behavioral health, substance abuse, and sexually transmitted infection related issues. CMN Health and Wellness Services focuses on providing case management to facilitate students with counseling services on behavioral and mental health issues. For more information contact the Health and Wellness Case Manager at 918-549-2845.

## **Accommodations for Student-Residents with Disabilities**

College of the Muscogee Nation is prepared to provide reasonable accommodations for Student-Residents with disabilities when a written accommodation request is submitted in advance to the CMN Student Housing Office.

## **Meningitis Compliance Act**

70 O.S. § 3243 requires all new Student-Residents living in campus housing to comply with either being immunized for meningococcal disease or after having reviewed information about Meningitis provided by CMN, decline the vaccination based on medical, religious or personal objection. These choices will be provided by CMN Student Housing and must be completed prior to moving into campus housing.

## **Measles, Mumps, Rubella, and Hepatitis B Vaccine Requirements**

70 O.S. § 3244 requires all new Student-Residents to complete the CMN Immunization Form and return it with the necessary documentation to the Student Housing Office. All Student-

Residents born after 1957 are required to provide documentation of having received two vaccinations for measles, mumps and rubella. All new Student-Residents are required to have completed a Hepatitis B series. Student-Residents who have a medical, religious or personal objection to these vaccinations must complete the Certificate of Exemption and return it to the Resident Housing Office. Please note that in the case of a public health emergency, Student-Residents claiming this exemption may be barred from campus and attending classes.

## **Student Housing Services**

### **Computer Usage**

The College of the Muscogee Nation provides the Internet free of charge to each Student-Resident within his/her housing unit. To connect to the network, each computer must have an Ethernet card installed and you must bring an Ethernet cable to connect to the jack provided. Users must abide by the CMN policies with respect to computer use, as stated in CMN Internet, E-mail, and Computer Usage Policy. The policies may be viewed on-line: [www.mvsktc.org](http://www.mvsktc.org).

Any student in violation of the copyright laws or any other policy or procedure related to the Internet will be referred to the Dean of Student Affairs and could face serious sanctions.

### **Network Devices**

The Data Communications Network is a critical strategic CMN resource. In order to protect the Data Communications Network, devices other than computers, servers and workstations must not be plugged into any network port. This includes, but is not limited to hubs, switches, repeaters, routers, network modems, and wireless access points. These devices may be incorrectly configured or incompatible with the CMN network causing outages and reliability problems to all or part of the network.

Information Technology Services strives to provide high availability and stable network resources relevant to CMN's needs. Units needing additional network resources should contact the Information Technology Director at (918) 770-9841. Devices not approved for use on CMN's Data Communication Network will be disabled to ensure the stability and availability of the network.

### **Telephones**

Local telephone access is available in every housing unit and a telephone has been provided for each apartment unit. Students should not unplug telephone for any reason. Telephone problems should be reported to the Housing Manager. To place a call on campus: dial the four-digit extension; to place a local call: dial 9 + the ten-digit number; long distance call: dial 9, enter your calling card number, and enter the 10-digit telephone number or your International telephone number; and toll-free calls: dial 9+1+800+the rest of the number.

## **Cable TV**

Student Housing provides extended basic fiber-optic cable television for every housing unit. You will need to bring your own cable cord to connect your TV to the outlet provided. Should you experience difficulties, please contact the CMN Student Housing Office.

## **Mail**

A United States Postal Service Post Office Box will be provided for each Student-Resident. Boxes are serviced Monday through Friday when school is in session, except holidays. It is important to check your mailbox on a consistent basis to remain updated on the latest announcements and events.

## **Employment**

Student-Resident employment is encouraged at CMN Student Housing with a variety of positions offered. These jobs enable you to adjust your work schedule to your class schedule and study requirements. All Student-Resident employees are expected to work through the end of the Trimester. Contact the CMN Student Housing Office for more information on job opportunities.

## **Laundry Rooms**

Laundry facilities are located in the CMN Student Housing Complex Building.

# **Check-Out Procedures**

In order to properly move out of a housing unit/room, the Student-Resident must first begin his/her request to move out of the CMN Student Housing Office. Arrangements should be made at least 24 hours in advance. The Housing Manager will provide Student-Residents with sign-up lists for checking out during finals week. These appointments are necessary for the convenience of Student-Residents and to allow Student Housing Staff to plan in advance should a scheduling conflict require the assistance of another staff member in the check-out procedure. The Student-Resident must remove all of his/her personal belongings (or pack up all of his/her belongings if storing and clean the unit/room before he/she checks out.) During check-out, a staff member will inspect the housing unit/room and record any damages on the Check-Out Form noting the date of check-out. The Check-Out Form must be signed by both the Student-Resident and Housing Staff.

Failure to do any of the above constitutes an improper check-out and may result in additional charges against the Student-Resident's housing account. Should a Student-Resident wish to check-out of a housing unit/room during a vacation period, he/she must make arrangements with Student Housing staff to do so during office hours. A 24-hour advance notice must be given in order to ensure that staff is available to check-out the Student-Resident. Student-Residents that do not plan to live in Student Housing the next trimester, must check-out of his/her housing unit/room by the last day of the current trimester. The cost of any damages to the housing

unit/room will be assessed at the time of check-out and billed to the Student-Resident and/or deducted from any refund paid to the Student-Resident.

# CMN Core Values

The College of the Muscogee Nation is committed to core values inherited from our tribal elders and the following we hold true:

**VRAKKUECKV (RESPECT):** We value our Native culture, language and community, honoring the rights and dignity of all people;

**FVTCETV (INTEGRITY):** We are fair, honest and accountable for our actions;

**MECVLKE (RESPONSIBILITY):** We are loyal, reliable, and diligent in all tasks;

**EYASKETV (HUMILITY):** We are kind, concerned for the well-being of others and embrace equality;

**HOPORENKV (WISDOM):** We gain insight from scholarly learning and the knowledge and experience of our elders.