



STATE TECH RESIDENCE LIFE



State Technical College of Missouri

WELCOME

Welcome to the State Tech family and your new home in State Tech's resident cottages. Life in housing offers many opportunities to become involved in campus life, whether it is through Student Government Association, campus activities, or socializing with other housing residents. This guidebook is intended to help you make the most of your time in housing by introducing you to staff, housing amenities, rules and regulations, and policies and procedures. If your questions are not covered in this guide or need clarification, reach out to the Residence Life-Student Service Coordinator.

Sincerely,

David Horvath
Residence Life-Student Services Coordinator

HOUSING STAFF

Resident Assistant (RA)

Resident Assistants (RA's) are selected students living with residents in the cottages. Resident Assistants are responsible for developing a sense of community in cottages by planning social events and assisting with administrative work in the cottages. In cooperation with residents, the RA enforces housing policies and procedures and serve as the first-person residents should approach with questions and concerns.

Residence Life-Student Services Coordinator

The Residence Life-Student Services Coordinator supervises Resident Assistants to ensure the best possible service to cottage residents. The RC is a full-time college employee, holds daily office hours, lives in housing with residents, and works with residents to maintain a high quality of life for all residents.

“The RA enforces housing policies and procedures and is the first person residents should approach with questions and concerns.”

AMENITIES

Commons Area

The Commons area is for the use of residents and their guests. The Commons houses student mailboxes, a furnished kitchen, restrooms, a TV and lounge area, free laundry facilities, game tables, and vending machines. Hours of operation are posted in the Commons. The Commons will be locked during holiday breaks.

Cottages

All cottages have two separate wings. Each wing consists of four rooms, for a total of eight rooms per cottage. Typically, two students occupy each room. Single rooms are available at a premium and based upon availability. Each room consists of two bunkable beds, two desks, two chairs, closet space, two dressers, under bed storage, and a bathroom. Only students enrolled at State Tech living as single individuals¹ may reside in the on-campus residential cottages.

Data Connections

High-speed connections to the Internet are available to every on-campus student free of charge. The college will provide specifications for equipment, installation, and configuration information, and limited technical support for housing students' personal computers at no additional cost to the student. Residents must sign the Acceptable Use Policy prior to installation. **For more information on data, cameras, telephone, and TV service, please contact the IT Help Desk, Monday - Friday from 8:00 a.m. - 5:00 p.m. at 573-897-5200.**

¹ Housing for married couples, and/or families is available in the surrounding community. A list of off-campus housing is available on the State Tech website.

Dining Services

All housing students at State Technical College of Missouri are required to purchase a 14 meal-per-week plan. Meal plans may be used at the Founders 1961 Cafe, in the

Information Technology Center, or at the Osage Burger Company, in the Activity Center. Meal cards will be honored at the Osage Burger Company for **hot dinner services only**. For more information about meal plans, please contact the Financial Services Coordinator at the Cashier's Office in the Information Technology Center.

Heating and Air Conditioning

Residents may control temperature via individual ground source heat pumps provided in each room. To allow maximum air circulation and maintenance access, residents are asked to not place anything in front of the heat source pump unit.

Kitchen

For personal cooking convenience, a kitchen is available in the Commons. The kitchen contains pots and pans, a stove/oven, microwave, sink, refrigerator, and electrical appliances. Residents are responsible for promptly cleaning the kitchen after use. The kitchen will be locked every night from 11 pm-8 am to regulate kitchen traffic and to keep up with cleanliness. Students are allowed to keep food in the common's refrigerator, but it must be labeled with their name. If food in the refrigerator becomes expired it will be thrown out.

Laundry

The Commons is equipped with free washers and dryers. Please report any concerns or maintenance issues by filling out a housing report form on the State Tech website.

Mail

Mail is delivered to mailboxes in the Commons daily, apart from weekends and holidays. Mail is held by the school during break periods. All mail is handled in strict compliance with the rules and regulations set forth by the U.S. Post Office. Stamps are sold at the front desk in the Commons and at the Financial Service Coordinator's office (cashier's office) in the Information Technology Center. Residents should not forward personally mail, such as bills, to their school address. School officials will not be able to forward mail to the resident's home address after the resident has left campus. For any questions on this matter, please contact the Linn post office at 573-897-2146.

Additionally, it is suggested to use the following format for all mail addressed for delivery:

Resident Name
State Technical College of Missouri Housing
1 Technology Drive (Cottage and Room #)
Linn, MO 65051

Security Cameras

Security cameras are placed inside and outside of the cottages and Commons for safety monitoring purposes. The cameras are monitored frequently. Tampering with the cameras will lead to disciplinary actions and fines.

RULES AND REGULATIONS

The State Tech housing department commits to support the academic success of students through the enforcement of policies regarding the rights of others and quiet hours. It is the responsibility of each resident along with college housing staff to enforce these policies.

Quiet Hours

Given the living and learning atmosphere established for our housing communities, quiet times are when no noise should be heard in the hallways or by neighbors. Residents will observe extended quiet hours during Finals Week of each semester. These hours will be posted in advance in the Commons.

Normal Quiet Hours

<u>Sunday-Thursday</u>	<u>Friday-Saturday</u>
9:00pm-8:00am	12:00am-10:00am

All residents and cottage RA's are responsible for the enforcement of quiet hours. Violations of quiet hours will be handled through the discipline process.

Courtesy Hours

Courtesy hours are in effect 24 hours a day. If a resident has asked other residents to lower their noise level, even though it is not during quiet hours, the other residents are

expected to be courteous to each other and keep noise to a respectable and reasonable level maintained for studying/sleeping.

Noise Policy

Noise should not be heard in another resident's room or by neighbors. State Tech defines noise as any sound that can be heard distinctly in another resident's room. All on-campus students have the responsibility to be considerate of others and to appropriately speak about noise issues with others in a respectful manner. We encourage residents to use earphones, turn down the volume, or turn the music or TV off.

Rights of Others

Residents shall always consider the rights of others; therefore, in a considerate environment, a community member may expect the following:

1. The right to be able to study or sleep without undue disturbance or noise supersedes all other rights.
2. The right to expect others to refrain from distracting behaviors in the hallways (such as, but not limited to football, broom hockey, water fights, hacky sack, pranks, Frisbee, bouncing balls, etc.).
3. The right to expect others to refrain from shouting in the hallways, lounges, and public areas, or door slamming.
4. The right to expect additional quiet hours during finals or midterm week.
5. The right to tactfully confront inappropriate behaviors from fellow residents and guests without negative repercussion.

The Commons is an area designated for socialization and interaction. Residents may use this area for game playing, group talking, etc., thus not disturbing the cottage community.

Alcohol and Drugs

The residential cottages and surrounding grounds are part of the State Tech campus. All residents and visitors are subject to federal, state, and local laws, as well as State Tech rules and regulations. In accordance with the Drug-Free Schools and Communities Act, the possession, sale, use, consumption, or exchange of alcohol or illegal drugs is prohibited anywhere on campus property.

Drinking or possession of alcoholic beverages by anyone on campus property is prohibited. Alcoholic beverages found by staff will be confiscated and disposed of

promptly. Individuals found in violation of the alcohol policy are subject to disciplinary action.

Residents may not manufacture or grow illegal drugs, distill alcohol, or possess such items on state property or in their rooms. Marijuana, THC-derived products (including Delta-8, Delta-9, Delta-10, edibles, oils, vapes, and cartridges), and all forms of drug paraphernalia are prohibited regardless of Missouri state law. Odors, smoke, residue, or other indicators of drug use may be treated as evidence of prohibited activity.

Residents are responsible for their assigned room, including prohibited items, odors, and activities that occur within their room, whether or not the resident is present at the time. Guests must comply with all housing policies. Residents will assume responsibility for violations that occur in their assigned room.

The college prohibits the use or possession of narcotic/addictive drugs, controlled substances, and paraphernalia. Violations of the alcohol and drug policy may result in disciplinary action, up to and including removal from student housing and dismissal from State Tech.

BBQ Grills

Personal BBQ grills are not allowed to be used or stored anywhere on the housing grounds or inside/outside any housing facility. An outdoor BBQ grill is provided in the parking area near the Commons and cottages. The BBQ grill must be reserved 3 days in advance before use. Residents choosing to use the outdoor grill are responsible for picking up trash and cleaning the grill after use. Storage of lighter fluid and/or charcoal inside dorm rooms is prohibited.

Bicycles and Motorcycles

For safety reasons, the use of terrain vehicles (ATVs), mopeds, golf carts, go-karts, skateboards, motorbikes, mini-bikes, pit bikes, and non-licensed motorcycles is not permitted in resident cottages or on college property. Bicycles, roller blades, and skates may be ridden on campus, excluding areas in and around the residential cottages. A bike rack is provided outside the Commons. Bicycles may not be stored on the patios or anywhere outside except for the on Commons' bike rack. State Tech is not responsible for lost or stolen bicycles. Nothing may be stored in the hallways or maintenance

closets. All personal belongings must be stored in the residents' room.

Candles/Incense/Votives/Oil Lamps

The burning of candles, incense, votives, or oil lamps is prohibited in the cottages or Commons.

Electrical and Gas Appliances

Residents may have some personal UL (Underwriters Laboratories) approved electrical appliances in their rooms (i.e., hair dryers, straightening/curling irons, and hair crimpers). Appliances for cooking are limited to a microwave and mini fridge allowed in bedrooms. **Do not store the microwave or fridge in the bathroom as it violates the health code.**

The following electrical and/or gas appliances are **not** allowed for any reason:

- Cooking appliances (i.e., full size refrigerators, microwave ovens, toasters, toaster ovens, tea pots, coffee pots, George Foreman Grills, roasters, grills or griddles, hot plates, electric warmers, electric burners, electric skillet, deep oil fry cookers, crock pots, steamers, or rice cookers)
- Halogen lamps and camping stoves
- Refrigerators that use gas or Coleman fuel, LP gas or fuel oil, or any other stoves or refrigerators not specified.
- Personal heaters of any kind
- Smoke machines

Extension Cords

Extension cords may not run from residents' rooms/windows to outside or from any building or outlet on the housing grounds for use with diesel trucks or for any other purposes.

Fire Safety

The fire alarms and the fire extinguishers are to be used only in case of fire. Tampering with fire equipment or setting off a false alarm is a misdemeanor under state law. In addition to other sanctions, violators will be assessed a \$75.00 fine for tampering with the smoke alarm/fire protection equipment (including dorm room smoke detectors,

sprinkler systems, pull stations in the hallways, and hallway fire extinguishers) or for setting off the alarm system. Residents and guests are expected to comply with the directives of college housing staff during evacuation and must leave the building immediately when the alarm has sounded.

Lobby Furniture and Equipment

All lounges, lobby, and Common's furniture and all college-owned equipment must remain in its designated area. Any resident found violating this policy will be fined \$25 per day for each piece of furniture/equipment until it is returned, or the replacement cost of the furniture/equipment will be charged to the resident's account. The resident responsible for the damage will also be subject to disciplinary action.

Gambling

Gambling involving an exchange of any money is prohibited in all college housing facilities. Violations may lead to disciplinary action.

Harassment

Threatening intimidation or abuse of any kind to anyone is never tolerated in the housing system and is grounds for disciplinary action. State Tech officials do not tolerate harassment of staff members. Anyone engaged in such behavior will face disciplinary action.

Hazing

Hazing is defined as "any action taken, or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule." Hazing is not tolerated in the housing system and is grounds for disciplinary action.

Keys

Each resident residing in a dorm room will be issued a key. The State Tech Housing staff will carry keys to all rooms for safety inspections and routine maintenance.

Lock-out

Residents who lock themselves out of their rooms must contact the RA duty phone or call the housing coordinator.

Lost Key

A lost room key and/or mailbox key should be reported immediately to a housing staff member. Any resident who loses his/her room key will be fined. Residents must return keys at checkout. Residents who fail to return their keys at checkout will be subject to a fine. Residents will also be charged a re-coring fee which will be deducted from the resident's housing damages deposit.

Duplication of college housing keys is prohibited. Residents will automatically be billed for replacement costs upon attempting to return a key other than the one originally issued.

Littering/Trash

All cottages have locations to properly dispose of garbage/trash. Residents should not throw trash out the windows, sweep trash into hallways, or place full trash bags in the hallways. Littering anywhere on housing grounds will result in disciplinary action. At the end of the semester, residents should place all sizable items (i.e., carpet, couches, etc.) in the dumpster. Failure to do so will result in a fine/penalty.

Outside Furniture for Cottages

Furniture (limited to small plastic tables and chairs outside of the cottage) is allowed if it is not broken or poorly maintained. Broken furniture must be removed from the cottage immediately. Couches are not allowed outside the cottages. State Tech and college housing will in no way be responsible for lost or stolen furniture or for any item left outside the cottages.

Parking

Only housing residents may park in student housing lots. Residents in student housing will receive a parking permit allowing them to park in student housing lots. **Housing residents shall not park in any lots other than those dedicated to student housing.**

Residents should park in the student housing lots nearest to his/her cottage. Parking in two or more spots, on sidewalks, grass, landscaped areas, curbs, or blocking driveways will result in fines. **No one is allowed to park RVs, trailers, boats, ATVs, or any unlicensed or inoperative vehicle in student housing lots.**

All parking violations are subject to fines.

Vehicle Maintenance

Changing oil in any vehicle in student housing lots is **not permitted**. Major dismantling of vehicles for repairs and/or washing any part within the cottage, in a resident's room, in the Commons, or in any other place in student housing is **prohibited**. Vehicles needing major repairs should be taken to a commercial garage in the area. The use of a parking space for changing a tire is permitted. All violators will be subject to disciplinary action.

Handicap Parking

Students needing special parking due to a disability should use the spaces noted by appropriate signs. **Only vehicles with state issued stickers or hangtags denoting a disabled driver may use these spaces.**

Visitor/Guest Parking

Visitors should use the visitor lot near the Commons or park in a nonresident lot and walk to housing. Violators will be fined.

Personal Property Coverage

State Tech assumes **no responsibility** in cases of theft or damage to residents' belongings. Coverage through family homeowner's insurance or from an independent insurance policy is highly recommended.

All personal items must be removed from the resident's room no later than the last day of occupancy. The resident hereby surrenders all claims to and abandons any property remaining on the premises after such a date.

Pets

For health reasons, residents are not permitted to have pets, nor are pets permitted in the resident cottages. Visitors may not bring pets into the cottages.

Posting Information

Bulletin boards are in each cottage and are the property of State Tech. The posting of items must meet the approval of the Residence Life Coordinator, or it will be subject to removal. Only housing staff may distribute flyers. The posting of any form of publicity advertising events where alcohol is present or available is prohibited.

Posting memo boards, messages, and signs on resident doors is acceptable if boards and papers are affixed in a manner that will not damage the finish on the door itself. Items that cause a disturbance in the community will be removed.

Public Areas

For the safety of all students, public lounges, hallways, and public walkways should remain clear of obstructions. This includes, but is not limited to bikes, shoes, BBQ grills, clothes, etc. Conduct in public areas should be respectful.

Damages

Residents may be held responsible for Commons Area damages and cottage damage that occur in hallways, lounges, entryways, etc. Damages to these areas will be assessed to the resident who caused the damage. In the event that more than one person is responsible for the damage, damage assessment will be equally divided between all participating individuals.

Roof and Restricted Access

Residents are prohibited from climbing on cottage roofs or entering restricted areas. Residents found doing so will be subject to disciplinary action.

Rooms and Bathrooms

Cleaning

Cleanliness of a room/bathroom is the equal responsibility of all people living in the room. **Rooms may be inspected without prior notice to ensure residents' compliance with safety, fire, and health codes.** Failure to meet these requirements may result in disciplinary action and/or removal from student housing.

Decorating

Decorating and personalizing your room are encouraged. If you choose to decorate/personalize your room/suite, you are required to follow the policies outlined below. Please cooperate with your room-/suitemates' interests and use good judgment to ensure your safety and that of others in the community.

Any costs associated with damages that occur from decorating/personalization will be charged to the resident's student account.

Common areas may be decorated only during holidays/special events and only after receiving prior approval from the Residence Hall Coordinator. Decorations must follow the guidelines listed below and must not be up longer than two weeks. If a holiday or celebration has passed, decorations for that holiday must be removed.

Approved Hanging Methods:

Use only removable solutions designed for minimal wall impact (e.g., monkey hooks as an optimal option) that are designed not to damage paint or drywall.

Push pins or thumbtacks are permitted on cork boards or designated bulletin areas only.

Prohibited Items:

Self-adhesive LED lights are not permitted in the residence cottages.

Nails, screws, staples, and any fasteners that puncture or scratch walls leaving large holes. Adhesive hooks, double-sided tape, duct tape, masking tape, tape (other than blue painter's grade tape) or any adhesive that leaves residue.

Wall decals or stickers or decorations with adhesive backs that cannot be removed without damaging the paint or surface.

Residents may not cover windows with aluminum foil, flags, decorative window film, stickers, plastic, or other items such as for decoration or insulation. Residents may not hang, stick, or erect anything in, on, or about any windows if it can be seen from the outside. The blinds provided should be the only thing visible on the outside of windows.

Do not place items around any sprinkler head. There must be 18 inches of clear space at sprinkler head locations.

Painting & Alterations:

Painting walls, applying wallpaper, or making any permanent alterations is not allowed. Glow-in-the-dark stars, LED Light stripes, chalkboard paint, and other surface modifications are prohibited.

Size & Weight Limits:

Heavy or oversized decorations (e.g., mirrors, shelves, or large framed items) must not be hung on walls unless approved by Housing staff.

Responsibility & Damages

Residents are responsible for the condition of their walls at move-out.

Any damage resulting from unapproved decorating methods will result in repair charges. Charges will be applied directly to the resident's housing account and may affect future housing eligibility.

Suggestions for Personalization

Use free-standing furniture or shelving for displaying personal items.

Hang posters or photos using approved ONLY blue painter's grade tape.

Use area rugs, throw pillows, or other non-permanent décor to personalize your space without wall impact.

Electrical Fixtures, Lights, Fuse Boxes, Electrical Systems, and Disability Systems

Residents may not replace provided lights in dorm rooms or cottage hallways with any other lights (i.e., black lights, etc.). Students found tampering with lights, electrical fixtures, fuse boxes, electrical systems, or disability systems (i.e., handicap door,

hearing impaired equipment, handicap doorbells, etc.) are subject to a \$25 fine and disciplinary action per violation.

Ceilings

Do not hang anything from the ceiling.

Do not place items around any sprinkler head. There must be 18 inches of clear space at sprinkler head locations.

Doors

Do not add anything to the hallway side of the door (Unless you are an RA using it for approved cottage communication), including, but not limited to, decorations or organization door signs; residents may hang these items on the interior side of the door. Covering (or “gift-wrapping”) doors is prohibited because it is a fire hazard.

Do not place string lights or lighted signs on the door’s exterior, interior or around metal door frames.

Self-adhesive LED lights are not permitted in the residence halls.

Do not use gel clings on either side of doors or on walls, as they may stain the finish.

Blue painter’s grade tape may be used to adhere items to the interior side of doors only.

Do not place any items that will inhibit proper latching of the door, including, but not limited to, wreath hooks, over-the-door storage containers, magnets, etc. Do not block the locking mechanism.

Floors

Taping or adhering items to the floor is prohibited.

Furniture

For residents’ safety, dorm room beds, chairs, and desks **should not** be disassembled.

Resident room furniture cannot be stored; it must stay in the resident’s assigned room.

Because residence halls have limited storage space and the relocation of furniture may cause it to be damaged or lost, all State Tech Housing-provided furniture must remain within its designated space at all times.

Holiday Decorations

Residents may decorate their rooms during holiday seasons. Only artificial trees are permitted in the residents' cottages. All decorations must be removed before the cottages close for Winter Break. Strings of miniature lights may only be displayed on the interior parts of room windows. Exercise caution with vertical blinds near these lights. Residents may not decorate the hallways or the exterior parts of the cottages. This includes adding lights on the roof or to exterior doors or windows.

Residents may not decorate with carved or uncarved pumpkins, gourds, or other plants that may rot and attract insects or cottage rodents.

Straw/hay decorations are not allowed inside any building.

Room Entry and Room Inspection

State Tech officials reserve the right to conduct health and maintenance safety inspections of residents' rooms in all college-owned and operated cottages. College housing staff will inspect all rooms periodically during the semester, at the end of the semester, and prior to each break.

The college reserves the right to enter at any time to make repairs or perform regular maintenance on college-owned property. Entry is also permitted in emergencies and to maintain order and/or an appropriate living environment.

The college reserves the right to enter, inspect, and search with or without the resident's permission when investigating an alleged violation of the rules of State Tech, the state of Missouri, or local or federal law. The college reserves the right to enter upon showing reasonable suspicion that a State Tech rule or a law has been broken. The Residence Life Student Coordinator shall determine reasonable suspicion. **Residents will be subject to disciplinary processes upon violation and removal from student housing (i.e., alcohol, cohabitation, etc.).**

Failure to pass multiple room inspections will result in disciplinary action and removal from student housing.

Signage

It is illegal to possess and/or display any stolen street or traffic signs or other municipal,

county, state and/or federal signs. Residents found in possession of such a sign without a receipt indicating lawful purchase of the sign will face conduct action, and Osage County Police will be notified. Residents and guests are expected to comply with all signs and notifications on property owned or operated by State Tech. Tampering with or removal of such signs or notifications is prohibited and may result in conduct action.

Satellite Dishes

Private satellite dishes are not to be installed by or for resident usage.

Security

Residents should keep their key in their possession for security purposes. **Dorm rooms should always be locked, and residents should never lend their dorm keys to anyone.**

Residents should know where the emergency phone is located and how to use it.

Residents should immediately report the following events to the RC or their Resident Assistant:

- Lost and stolen keys,
- Evidence of tampering with doors or windows,
- Any propped open or jammed open outside door,
- Non-residents that are not with a resident or staff member,
- Stolen property.

Do not prop open the doors to the cottages for any reason. All doors to the cottages are to remain locked 24 hours per day, no exceptions.

Reporting is not tattling; reporting protects the safety of all students in student housing.

Tobacco and Nicotine

State Tech is a tobacco-free campus. Smoking is prohibited in all buildings within the housing system. Students are not allowed to smoke inside or outside of their cottage. This includes the use of e-cigarettes and vaping.

Snow Removal

Sidewalks must remain clear of all vehicles when it snows or may snow. To aid snow removal efforts, residents may not park vehicles on the sidewalks, and the front and back ends of vehicles may not cover any part of the sidewalk.

Horseplay

Playing sports/games (i.e., basketball, football, baseball, darts etc.) or any form of horseplay in the hallways, lounges, and rooms is not permitted. Sporting activities should be conducted in appropriate sports facilities in the Activity Center or off-campus.

Vandalism

Vandalism, defined as the purposeful destruction of college housing property, is **not** acceptable behavior. Residents will be fined the cost of damage caused by such behavior. Residents who have information about acts of vandalism are obligated to contact their RA and the Resident Coordinator.

Weapons/Explosives/Fireworks

Possession or use of any weapons, explosives, or fireworks of any kind are prohibited in cottages or on housing grounds. This includes but is not limited to the following items: firearms, ammunition, explosives, lethal weapons, fireworks, crossbows, arrows, pistols, guns of any type, paintball guns, CO2 guns, air guns, potato guns, rifles, large knives, slingshots, swords, and any martial arts weapons. Weapons may not be used for decorative purposes. Bows, but not arrows, may be stored in residents' dorm rooms. Residents in violation of this policy are subject to disciplinary proceedings and legal actions.

Window Air Conditioning Units

Air conditioning units may not be installed in any resident's room.

Window and Screen Policy

Screens must remain securely fastened to the window frames in the rooms. Residents who remove screens or windows will be subject to disciplinary action and will be assessed a minimum charge of \$15 plus any additional fees for repairs. Stereo speakers should not be placed in the window and residents should not yell or lean out of their windows. Residents throwing anything out of their windows are subject to disciplinary action.

Visitation Policy for Guests

Guests are defined as anyone not assigned to reside in the room/suite. This includes students from other cottages.

Residents and guests are expected to comply with State Tech's Housing Rules and Regulations. Residents should review resident hall policies with guests. The resident will assume any penalties for damage caused by guests.

Residents may have guests in the room/suite at any time for studying, discussion, or appropriate socializing.

Guests may not stay more than two nights in a row or on a frequent basis. Cohabitation is prohibited.

Roommates are expected to respect each other's reasonable requests for privacy and must have permission from their roommate before hosting an overnight guest. A resident's right to privacy supersedes the privilege of hosting overnight guests.

If a resident is going to have someone stay overnight and have approval from the roommate, they must notify their RA 24 hours in advance.

Residents must meet their guests at the Commons and accompany their guest at all times.

Residents are responsible for their guests' actions and behavior. Visitation may be restricted or rescinded for guests who violate hall policies, and residents and/or guests may be subject to discipline.

Residents should not allow guests to use the resident's assigned room key or student ID. Lost keys will be charged to the student's account.

MISSING PERSON POLICY/PROCEDURE

Policy

This policy establishes procedures for State Tech's response to missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside on-campus and are deemed missing or absent from State Technical College of Missouri for a period of more than **24 hours** of time without any known reason or which may be contrary to usual patterns of behavior. Such

circumstances could include reports or suspicions of foul play, suicidal thoughts or actions, drug use, other life-threatening situations, or where a student may be with people who may endanger the student's welfare.

All reports of missing students shall be directed to the appropriate law enforcement agency, who will investigate to determine whether the student is missing in accordance with this policy. All on-campus students will have an emergency contact person. The emergency contact person will be notified no later than 24 hours from the time the student was determined to be missing by State Technical College of Missouri.

Procedure

All reports of missing students shall be directed to the appropriate law enforcement agency.

1. The State Technical College of Missouri official receiving the report will document and collect the information at the time of the report:
 - a. The name and relationship of the person making the report.
 - b. The date, time, and location that the missing student was last seen.
 - c. The general routine or habits of the suspected missing student (ex. Visiting friends that may live off-campus or working a job off-campus) including any recent changes in behavior or demeanor.
2. The State Technical College of Missouri official receiving the report will contact the Associate Dean of Student Affairs or designee to update him/her on the situation and to receive additional consultation. The Associate Dean of Student Affairs will ascertain if/when other members of the Cabinet or others need to be contacted.
3. Upon notification from any official that a student is deemed to be missing, State Technical College of Missouri may use any of the following resources to resolve the location of the student:
 - a. Go to the student's residence dorm room.
 - b. Talk to the student's RA, roommate, and cottage mates to see if anyone can confirm the missing student's whereabouts and/or confirm the date, time, and/or location the student was last seen.
 - c. Secure a current student ID or photo.
 - d. Contact the student's phone or any other phone number listed under the student's contact information kept on record.

- e. Send the student an email.
 - f. Check all locations mentioned by the parties above including but not limited to the library, the other residence cottages, the Commons, the Activity Center etc. The office of Resident Manager and Student Activities may be asked to assist to expedite the search process.
 - g. Contact all the missing students' known on- and off-campus friends or other contacts. This could include checking a student's social networking sites such as Instagram, Facebook, Twitter, Snapchat, etc.
 - h. Ascertain the student's vehicle make, model, and license plate number, if applicable. A State Technical College of Missouri official will also check the college parking lots for the student's vehicle.
4. Once all the information is gathered and documented and the Associate Dean of Student Affairs or designee is consulted, State Technical College of Missouri staff may contact the local law authorities to report the information. (If foul play is evident or strongly indicated, law authorities can be contacted immediately). If it is necessary to contact local or state law authorities, policy procedure and protocol will be followed by the State Technical College of Missouri.

For more information, contact:

Residence Life-Student Services Coordinator

573-897-5165

housing@statetechmo.edu

Move-in

Prior to moving in, all on-campus housing residents must complete and return the following forms:

- Meningococcal Vaccination Policy Compliance Form

Move-In Day Exception Policy and Procedures

This policy outlines the process and criteria for requesting an exception to the designated Move-In Day for students residing in on-campus housing. The goal is to provide clear guidelines while ensuring the safety, security, and operational efficiency of the move-in process.

General Policy

All residents are expected to move into on-campus housing on the officially scheduled Move-In Day.

Exceptions will only be granted under specific circumstances and must be approved in advance by the Office of Housing & Residence Life.

Unauthorized early arrivals or late check-ins are not permitted and may result in additional fees or disciplinary action.

Approved Reasons for Exceptions

Exceptions may be considered for the following reasons:

- Academic or Athletic Commitments - Required early arrival for college-sponsored activities, teams, or training.
- Travel Considerations - Significant distance, international travel, or unavoidable transportation limitations.
- Family/Personal Emergencies - Documented personal or family circumstances requiring alternative arrangements.
- Other College-Approved Needs - As determined by the Office of Housing & Residence Life.

Request Process

1. Submit Request

- Students must submit a Move-In Day Exception Request by emailing the Office of Housing and Residence Life at housing@statetechmo.edu.
- Requests must be submitted at least 10 business days before the scheduled Move-In Day, unless due to an emergency.

2. Provide Documentation

- Supporting documentation may be required (e.g., travel itineraries, coach/department verification, medical documentation).

3. Receive Approval

- Approval or denial will be communicated via official college email.
- Approved requests will include details on the new move-in date/time and any conditions of the exception.

Fees & Conditions

- Early Arrivals may be subject to a daily housing fee to cover staffing and facility costs.
- Late Arrivals must check in with Residence Life staff upon arrival. Failure to do so may result in loss of housing assignment.
- Students arriving outside of approved times will not have guaranteed access to their room or services.

Final Authority

The Office of Housing & Residence Life reserves the right to grant or deny exceptions at its discretion.

All decisions are final and based on operational needs, student safety, and fairness to the residential community.

Check-in Procedures

Please be aware, residents moving into on-campus housing **must** follow the proper check out procedures.

- Check into cottage with your RA
- Provide RA with personal contact number
- Fill out all check-in paperwork, sign RCF.
- Residents **MUST** provide Emergency Contact Form
- Collect Room Keys
- Move your belongings into your room

Move-out

Please be aware, residents vacating/leaving on-campus housing **must** follow the proper check out procedures.

Vacating/leaving includes any of the following reasons:

- Graduation
- Transfer to another school
- Removal from housing for rule violation(s)

- Personal reasons
- No longer enrolled as a State Tech student
- Any other reason not stated above

All on-campus housing residents are required to check out with their Resident Assistant.

Residents must be present for the check-out process and to turn in room keys to be eligible to receive any room deposit refund. (See Terms of Agreement on the Housing Agreement form.)

An improper checkout will result in a **\$250 fine**.

Residents who fail to return their room keys at checkout will result in a **\$100 fine**.

Residents will also be charged a re-coring fee which will be deducted from the resident's housing damages deposit.

These fines will be charged in addition to penalties resulting from terminating the Housing Agreement and any penalties assessed for damage and/or cleaning.

Check-out Procedures

Please be aware, residents moving out of on-campus housing **must** follow the proper check out procedures.

- Email the Residence Life Coordinator (Housing@statetechmo.edu) and notify them of the date and time you are moving out.

Note: Move out must be on a weekday, M-F, during normal office hours 8 AM-5 PM.

- Check-out of cottage with your RA
- Move your belongings out of your room
- Remove all trash to the outside dumpster
- Clean/Dust room for inspection
- Room configuration should look the same as it did when you moved in. **See pictures below.**
- Fill out all check-out paperwork, sign RCF
- Return Room Key and Scan Key

TRIPLE ROOM OCUPANCY



DOUBLE ROOM OCUPANCY



□

Housing Waitlist Procedures

These procedures establish the process of managing the Housing Waitlist to fairly and efficiently assign available spaces. The goal is to maximize occupancy, provide equitable access to housing, and ensure the college can respond quickly to last-minute cancellations or openings.

Eligibility

- Students who applied for housing but were not immediately assigned will be placed on the waitlist.
- Students must maintain eligibility for on-campus housing (full-time enrollment, good standing, etc.).

Waitlist Management

- The waitlist is maintained by the Office of Housing & Residence Life.
- Placement on the waitlist is based on a combination of application date, housing priority factors (e.g. special needs), and space availability.
- Students are notified of their waitlist status via official college email.

Filling Vacancies

- As cancellations or vacancies occur, spaces will be offered to students on the waitlist.
- Students are contacted in priority order based on housing needs and availability.

- To ensure timely placement, students will be given a 24-hour response window to accept or decline an offer.
 - If no response is received within 24 hours, the space will be offered to the next eligible student.

Vacancy Response Window Exceptions

- On July 1 of the current application cycle, the Office of Housing & Residence Life may shorten the response window to same-day notification in order to fill spaces quickly.
- Students accepting a late placement must be prepared to move in within 48 hours of notification.

Removal from Waitlist

A student will be removed from the waitlist if:

- They are offered and decline housing.
- They fail to respond within the given response time.
- They no longer meet eligibility requirements.
- They request to be removed from the list.

Final Authority

The Office of Housing & Residence Life reserves the right to manage the waitlist based on operational needs, fairness, and occupancy requirements. All decisions are final.

Housing Late Room Assignments

Residents who occupy double or triple rooms should be aware that room assignments may change after the official Check-In period. To ensure fairness and clear communication, the following guidelines apply:

1. Late Room Assignments
 - The Office of Housing may assign additional residents to double or triple occupancy rooms after the official Check-In period, based on availability and housing needs.
2. Notification of Assignment

- If a Late Room Assignment is made, the current resident(s) will receive written notification from the Office of Housing through the college's student email.
- This notification will include the name and contact information of the new resident(s) and their expected date and time of arrival.

3. Notice Requirement

- No Late Room Assignment will be granted without at least 48 hours' notice provided to the current room assignment resident(s). Residents receiving late room assignments may be permitted to move in prior to the 48-hour notice requirement with approval from the current resident.

4. Resident Cooperation

- Residents are expected to prepare their space for the arrival of a new roommate by keeping shared areas clean and ensuring that all furniture provided by the college remains in the room.

Room/Roommate Changes

Residents keep their room assignments for the entirety of an academic year unless they are granted a room change after the official move in date. Although sometimes necessary, it is our understanding that continual room changes are disruptive to the formation of strong and healthy living spaces. Room changes are processed on a case-by-case basis and are not automatically granted or guaranteed. Attempting to move rooms without official approval is a violation of the Housing Rules and Regulations and may result in conduct action.

No Roommate Changes Permitted

- Roommate assignments are finalized once issued by the Residence Life Coordinator.
- New residents have the opportunity to request a roommate on their housing application. The College will make all efforts to honor the preferences expressed by the student for a room assignment but reserves the right to (re) assign the student to other rooms if necessary.
- Current residents have the opportunity to request a roommate via Residence Life Coordinators through their student email. Roommate requests submitted after the requested date given will not be honored.

Special Circumstances

- Considerations may be made if a resident raises concerns that warrant review.
- Emergency & Safety Moves
 - ❖ We recognize that there are times when emergency situations arise and require a room change to be made. Safety moves can be due to emergency maintenance, Title IX reports/cases, threats of violence, physical violence incidents, bias, and discrimination-based incidents but are not limited to these reasons.
- Needs Based Moves
 - ❖ Students with a medical need requiring a room change should submit an online [accommodations form](#) for Counseling Services to review with them. If approved for housing accommodation, the Office of Counseling Services will let us know and the Residence Life Coordinator will reach out to you with the next steps. If you believe you have a need-based move that is not due to a medical condition, we encourage you to reach out to the Residence Life Coordinator to discuss your specific situation. In similarity to all room changes, we cannot guarantee that needs-based moves that are not medically necessary will be granted.
- Administrative Moves
 - ❖ The Office Housing reserves the right to move a student administratively at any time. Although this is not typically our desired option, please know that students may be administratively moved as determined by professional staff members.
- In such cases, the Office of Housing and supporting team will conduct a complete investigation before determining whether a room change is appropriate.
- Any exception to this policy is at the sole discretion of the Office of Housing and will be based on documented need.

Moving Timeline

- If approved for a room change, all students are required to begin their room change on a Friday and finish their move that upcoming Sunday evening. Mid-week room changes are not permitted unless stated otherwise by the Residence Life Coordinator. All students are required to pick up and return any keys associated with their move from the RA on duty. Failure to adhere to the above stated guidelines could result in student conduct action.

Resident Responsibility

- Residents are expected to engage in open communication and cooperation with their assigned roommates.
- The Office of Housing trains Resident Assists (RAs) who are housed in each cottage and are equipped to help residents learn about conflict and resolution strategies. They can also provide assistance in talking through disputes within a room. Check out the tips below if you're experiencing a potential conflict in your living space!

Roommate Conflict & Counseling

Conflicts occur due to a lack of communication between people and resistance to compromise. All residents agree to follow the ROOMMATE/NEIGHBOR CONFLICT RESOLUTION process:

1. The complaining resident discusses the problem with cottage residential assistant (RA); staff will give tips on how to talk with the roommate/neighbor; the complaining resident addresses the concern directly with the roommate/neighbor.
2. If the problem remains, a formal complaint Report may be submitted to the Office of Housing.
3. Only after our staff feels that the roommate resolution process has been given a chance will changes in room assignments be considered. Failure to get along is not grounds for agreement termination.

Roommates electing not to work through the prescribed resolution process will be assessed a **\$50.00 transfer fee** to change rooms, if room availability allows.

In order to encourage roommates and neighbors to get along, there is a room change freeze for the first **30 days** of each academic semester as well as the summer term.

Common Causes of Conflict:

Poor communication

Misunderstanding

Differing perspectives/perceptions of a situation

Unwillingness to compromise

Tips and Tricks to Cope with Conflict:

1. Remember to take a deep breath and remain calm/composed.
2. Always put yourself in the other person's shoes to see the conflict from their perspective.
3. Understand before being understood.
4. Keep in mind, awkwardness and uncomfortable feelings are natural and expected responses when in the middle of discussing conflict.
5. Vocalizing a concern is better than remaining silent and allowing a problem to persist. The other person may not know that an action they are doing is negatively impacting you.
6. Be respectful and treat the other person the way you would like to be treated.