



STATE TECH

RESIDENCE LIFE



State Technical College of Missouri

Table of Contents

Introduction

Welcome	4
Housing Staff	5

Amenities

Commons	6
Cottages	6
Single Room as Part of an Accommodation Plan	6
Data Connections	7
Dining Services	7
Heating and A/C	7
Kitchen	7
Laundry	8
Mail	8
Security Cameras	8

Rules and Regulations

Quiet Hours	9
Courtesy Hours	9
Noise Policy	9
Rights of Others	10
Alcohol and Drugs	10
BBQ Grills	11
Transit Across Campus	11
Candles, Incense, Votives, and Oil Lamps	12
Electrical and Gas Appliances	12
Extension Cords	12
Fire Safety	12
Lobby Furniture and Equipment	13
Gambling	13
Harassment	13
Hazing	13
Keys	14
Littering/Trash	14
Outside Furniture for Cottages	15
Parking	15
Personal Property Coverage	16
Pets/ESA/Service Animals	16
Posting Information	16
Care for Public Areas	17
Roof and Other Restricted Areas	17

Rooms and Bathrooms	17
Prohibited Items and Actions.....	18
Signage	22
Satellite Dishes	22
Security.....	22
Tobacco & Nicotine.....	23
Snow Removal.....	23
Horseplay.....	23
Vandalism.....	23
Weapons/Explosives/Fireworks	23
Window Air Conditioning Units	24
Windows and Screens	24
Guests	24
Missing Person Policy/Procedure.....	25
Move In.....	27
Move In Day Exceptions.....	27
Check In Procedures.....	29
Move Out	30
Check Out Procedures.....	31
Waitlist Procedures	34
Room/Roommate Changes.....	35

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 Coordinator.

Sincerely,

David Horvath
Residence Life Coordinator

HOUSING STAFF

Resident Assistant (RA)

Resident Assistants (RAs) are selected students, serving as campus officials, 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. **Residents are required to comply with any instructions given by RAs regarding the fulfillment of their duties enforcing our policies and procedures.**

Residence Life Coordinator

The Residence Life Coordinator supervises Resident Assistants to ensure the best possible service to cottage residents. The RLC 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

The Commons area is for the use of residents and their guests. The Commons is where you will find 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. There will also be select times, communicated in advance, when the Commons will be unavailable due to the usage of the space for the college. During these times, these amenities will be unavailable.

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. Single Rooms are not awarded to residents until August of the academic year requested to ensure availability. All initial room assignments are assigned to Double occupancy rooms unless you request a Triple occupancy room. Each room consists of two bunk-able beds, two desks, two chairs, closet space, two dressers, underbed storage, and a bathroom.

Single Rooms as Part of an Accommodation Plan

Single rooms are limited and assigned based on documented needs through the accommodation process. If your accommodation plan includes a single room, we will make every effort to support that request; however, assignments are subject to availability. We encourage students to connect with the Counseling department as early as possible to begin the individualized review process and determine appropriate accommodations. In many cases, disability-related needs can be effectively supported through a range of housing options and accommodations.

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 8:00AM - 5:00PM at 573-897-5200.**

Dining Services

All housing students at State Technical College of Missouri are required to purchase a Level 4 Meal Plan. Meal plans may be used at the Founders 1961 Cafe, in the Information Technology Center, the Osage Burger Company, in the Activity Center and Osage View. For more information about meal plans, please contact 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 not to 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 Commons 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 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 Cashier's Office, in the Information Technology Center. Residents should not forward their personal 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 about Mail, please contact the Linn post office at 573-897-2146. Additionally, it is suggested that the following format be used for all mail addressed for delivery to State Tech:

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 RAs 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 and keep noise to a respectable and reasonable level for those studying or 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 on campus property 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, even if the resident is not 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 by the College. 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.

Transit Across Campus

Any form of transit across campus is at the residents' own risk. The residents will be responsible for maintaining safe and responsible practices while traveling across campus at all times. Failure to do so could result in disciplinary action. A bike rack is provided outside the Commons. Bicycles or other vehicles may not be stored on the patio or anywhere outside except for the Commons' bike rack. State Tech is not responsible for lost or stolen bicycles or vehicles. 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., Keurig, hair dryers, straightening/curling irons, and hair crimpers). **Permitted Personal Electrical Appliances:** MUST display a certification mark on the back or bottom of the UL-listed- or ETL-listed provided they are used according to the manufacturer's instructions, in good working condition and plugged directly into the wall outlet (Not an extension cord).

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, toasters, toaster ovens, tea pots, coffee pots, George Foreman Grills, roasters, grills or griddles, hot plates, electric warmers, electric burners, electric skillets, deep oil fry cookers, crock pots, steamers, air fryers, 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 fire alarm system. Residents and guests are expected to comply with the directions of the Housing Department Staff during the evacuation of the building and must leave immediately when the alarm has sounded.

Lobby Furniture and Equipment

All furniture from lounges, the lobby, and Commons 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 toward 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 room key. The State Tech Housing staff will carry keys to all rooms for safety inspections and routine maintenance.

White scan cards are also issued to residents for ease of opening the outer Cottage Door. Resident Room Keys will also open these doors in addition to their Cottage Room door.

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

Lock-out

Residents who lock themselves out of their rooms must contact the RA duty phone or call the Residence Life Coordinator at 573-897-5165.

Lost Key

A lost room key and/or white scan key should be reported immediately to a housing staff member. Any resident who loses his/her room key(s) 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 lot nearest to their cottage. Parking in two or more spots, on sidewalks, in the 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 inoperable vehicles 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/ESAs/Service Animals

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. Reasonable accommodations for service animals and Emotional Support Animals must be approved by the State Tech Counseling Department and supporting documentation will be required.

Posting Information

Bulletin boards are in each cottage and are the property of State Tech. The posting of items must receive prior approval of the Residence Life Coordinator, or it will be subject to removal. Only housing staff can 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.

Care for 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, clothes, etc. Conduct in public areas should be respectful.

Damages

Residents may be held responsible for Commons Area damage and cottage damage that occur in hallways, lounges, entryways, etc. Damages to these areas will be assessed to the residents that caused the damage. If 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 roommates 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 Life 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. Anything visible from the outside of windows must receive prior approval from the Residence Life Coordinator.

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 and Actions

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, 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, plastic, or other items such as for insulation.

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.

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 ONLY approved 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 the lights provided 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 placed by an RA 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 always remain within its designated space.

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 to 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 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 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 immediately report the following events to the Residence Life Coordinator 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 & 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 Residence Life 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, 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.

Windows and Screens

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.

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 residents will assume any penalties for damage caused by guests.

Resident and Guests must first check-in IN PERSON with the Residence Life Coordinator during the week between 8AM - 5PM Monday-Friday, or the RA on Duty between the hours of 5:00PM - 8:00AM Monday-Friday or on weekends 5:00PM Friday - 8:00AM Monday morning. Residents should NOT assume that they can forgo the check-in process if they cannot get in contact with either the Residence Life Coordinator or the RA on Duty. Guests will be required to enter their first and last name in a Guest Log and submit a photo ID for verification. Once the check-in process is complete, the Resident assumes responsibility for their guest during their stay.

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 has received approval from the roommate, they must notify their RA and Residence Life Coordinator **at least 24 hours in advance.**

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

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 should 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 by 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 Coordinator at 573-897-5165 or 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 Housing Department.

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 Housing Department.

Request Process

1. Submit Request

- Students must submit a Move-In Day Exception Request by emailing the Housing Department 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 Housing Department 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-in 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 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.

Checkout Fees

The following fees may be assessed when checkout requirements are not met. The table summarizes each fee; details follow below.

Fee	Amount
Late Checkout Fee	\$100 per increment (1 minute up to 1 hour) past the scheduled checkout time; maximum set by Housing Administration.
Abandoned Property Disposal Fee	\$50 minimum, plus possible additional charges for labor, storage, or disposal.
Improper Checkout Fee	\$250 minimum assessed per Housing policy when required checkout steps are

	not completed.
--	----------------

Improper Checkout Fee

Residents who fail to complete the required checkout process may be assessed an Improper Checkout Fee in accordance with Housing policy.

Examples include:

- Failure to return keys
- Failure to attend checkout appointment
- Leaving without inspection

Late Checkout Fee

Fee Structure

- \$100 per 1 minute to 1 hour increment after scheduled checkout time
- Maximum assessment determined by Housing Administration

Late checkout fees may be waived **only** with prior approval from Director of Auxiliary Services.

Abandoned Property Disposal Fee

Residents who leave personal belongings behind may be assessed an Abandoned Property Disposal Fee.

Fee Structure

- Minimum Disposal Fee: \$50
- Additional charges may be assessed for labor, storage, or disposal costs.

Items left behind are considered abandoned and may be discarded, donated, or otherwise disposed of by the College after the established holding period.

The College is not responsible for abandoned property.

Check-out Procedures

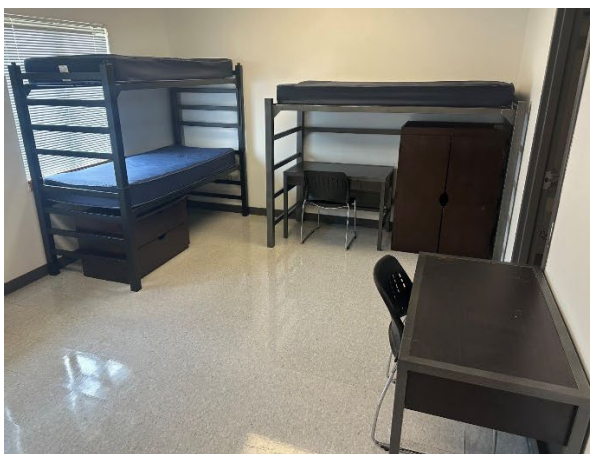
Please be aware, residents moving out of on-campus housing **must** follow the proper check out procedures.

- 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
8:00AM-5:00PM.

- Check-out of cottage with your RA
- Move your belongings out of your room
- Remove all trash and place in outside dumpster
- Clean/Dust room for inspection
- Room configuration should look the same as it did when you moved in. **See pictures below.**

TRIPLE ROOM OCCUPANCY



DOUBLE ROOM OCCUPANCY



- Fill out all check-out paperwork, sign RCF
- Return Room Key and Scan Card

Move-Out Timeline

First-Year Residents

- All first-year residents are required to move out on **Thursday following the completion of their final exams.**
- Move-out appointments will be scheduled based on cottage assignments and available checkout blocks.

Second-Year Residents

- Second-year residents will be assigned mandatory move-out times based on commencement participation and related campus obligations.
- Assignments will be coordinated by Residence Life staff and communicated prior to finals week.

Final Examination Considerations

- The State Tech final examination schedule remains relatively consistent from year to year and serves as the framework for move-out scheduling.
- Residents are expected to complete all final examinations prior to checking out of housing.
- Exceptions may be granted for residents with Thursday final exams that overlap with scheduled move-out blocks.

Thursday Final Exam Exception

Residents with a scheduled final exam at:

- 12:10 PM - 2:00 PM
- 2:10 PM - 4:00 PM

Deadline: These students must still complete move-out and checkout no later than **5:30 PM on Thursday** if they are otherwise ready to depart.

Move-Out Appointment Structure

To reduce traffic and allow adequate time for inspections, cottages will be assigned move-out blocks, with three (3) cottages per block

Cottage Scheduling Blocks

Block	Time
Block 1	12:30 - 2:30 PM
Block 2	2:00 - 4:00 PM
Block 3	3:30 - 5:30 PM
Block 4	5:00 - 7:00 PM

	(Director of Auxiliary Services prior approval ONLY)
--	--

Residence Life staff will determine cottage assignments and communicate schedules before finals week.

Room Assignments

Cottage Room Options

The Housing Department accepts requests for the following room occupancy options:

- Single Room
- Double Room
- Triple Room

While students may indicate their preferred room type, room placement is **not guaranteed**. Every effort will be made to accommodate preferences based on availability and housing priorities.

Room Placement

Returning residents who wish to receive priority placement for the following academic year must submit the **Housing Return Form** by the published deadline which is typically in **January**. Residents who do not submit the form by the deadline will be required to reapply for housing and will be placed on the waitlist according to the date their new housing application is received.

Unless otherwise requested, students will be assigned to a standard **double-occupancy room** with one roommate.

After all returning residents have been placed, requests for **triple-occupancy rooms** will be considered as needed to maximize available housing and accommodate as many students as possible.

Requests for **single-occupancy rooms** will be reviewed after room assignments have been finalized. Due to limited availability, single rooms will not be awarded until August, based on available space, or after the Move-In process has been completed. This process allows the College to maximize housing capacity and serve as many students as possible.

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 Housing Department.
- 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 their State Tech 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 Housing Department may shorten the response window to same-day notification 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 Housing Department 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:

Late Room Assignments

The Housing Department may assign additional residents to double or triple occupancy rooms after the official Check-In period, based on availability and housing needs.

Notification of Assignment

If a Late Room Assignment is made, the current resident(s) will receive written notification from the Housing Department 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.

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 prior to the 48-hour notice requirement with approval from the current resident.

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 can 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 can request a roommate by emailing the Residence Life Coordinator 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 a housing accommodation, the Office of Counseling Services will let the Housing Department 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. Similarly to all room changes, we cannot guarantee that needs-based moves that are not medically necessary will be granted.
- Administrative Moves
 - The Housing Department 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 Housing Department 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 Housing Department 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 Housing Department trains Resident Assistants (RAs) who are housed in each cottage and are equipped to help residents learn about conflict and resolution strategies. They can also aid 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 resident 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 Housing Department.
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.

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 other people the way you would like to be treated.