



# **State Tech Housing Rules and Regulations**

## **STATE TECH HOUSING RULES and REGULATIONS**

### **Residence Cottage Guidebook**

#### **AMENITIES**

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 price and based upon availability. Each room consists of two bunkable beds, two desks, two chairs, closet space, dresser(s), , under bed storage, a microwave, small fridge, and a bathroom. Local phone, internet access, electricity, trash, digital cable, and water are all included in the housing rate. A Resident Assistant, an upper-class student, who supervises the cottage's activities and a Resident Manager, a College employee who resides in the Commons building are available to all housing students for assistance. The Commons building includes a game room, a TV lounge, coin-operated laundry facilities, resident mailboxes, and a full service kitchen.

**Only students enrolled at State Technical College of Missouri (State Tech) in good standing, living as single individuals, may reside in the on-campus residential cottages.**

- \* Housing for married couples, couples, and/or families are available in the surrounding community. A list of off-campus housing is available. Please ask the Resident Manager or Admissions for this list.**

Prior to moving on-campus, all students must complete an emergency contact form, a TB Screening Form, a Meningococcal Vaccination Policy Compliance Form, and an acceptable computer use form.

#### **Check Out Process**

**You MUST follow the proper check out procedures. If you no longer need to live on campus because of any of the following reasons:**

- Graduated**
- Transferred to a different school**
- Removed from housing**
- Chose to check out mid-semester**
- No longer enrolled at State Tech**
- Left for personal reasons**
- Any other reason**

**You MUST check out with the Resident Manager. You MUST be present for check out and turn in your keys to receive any deposit refund you may be eligible for (see Terms of Agreement on the Housing Agreement form). Improper checkout will result in a \$200.00 fine. If keys are not returned an additional charge for re-coring locks will be applied. These fines are in addition to penalties resulting from terminating the housing agreement and any penalties assessed for damages/cleaning the room.**

#### **College Housing Staff**

##### **Resident Assistant (RA)**

The Resident Assistant is a selected upper-class student living in the cottages with the resident students. The RA is responsible for developing a sense of community in the cottages. The RA plans social events and assists with the administrative work in the cottages. In cooperation with the residents, the RA enforces the policies and procedures in the residence cottages.

## **Resident Manager (RM)**

The Resident Manager supervises the Resident Assistants to ensure the best possible service to the residents in the cottages. The Resident Manager is a full-time College employee. The Resident Manager lives in the Commons and works with the residents to improve the quality of life in the resident cottages.

## **College Housing Services**

### **Commons Area Usage**

The Commons area is for the use of the residents and their guests. For any programs or meetings in the Commons, contact the Resident Manager for scheduling information. The Commons currently houses students' mailboxes, the front desk, the Resident Manager's office and apartment, a meeting room, a furnished kitchen, restrooms, a TV with lounge area, a game room, coin-operated laundry facilities, game tables, and vending machines. The Commons hours of operation are posted in the Commons. The Commons will be locked during holiday breaks.

### **Heating and Air Conditioning**

Ground source heat pumps are provided in each room to allow residents to climate control their room. Please do not place anything in front of the unit in the room to block your ground source heat pump. We must have access to do regular maintenance on them, and they require return air to be brought in through the vent.

### **Dining Services**

All housing residents at State Technical College of Missouri are required to purchase a 14 meal plan. Meal plans may be used at the Main Stream Café located in the Information Technology Center. The Orbit Lounge is located in the Activity Center, but student meal cards will not be honored at the Orbit Lounge. Additional information is available by contacting the Financial Services Coordinator in the Nilges Technology Center.

### **Kitchen**

For your personal cooking convenience a kitchen is available in the Commons. The kitchen contains pots and pans, silverware, dinnerware, a stove/oven, a microwave, a sink, a refrigerator, and electrical appliances. If you use the kitchen, you are responsible for cleaning up your mess afterwards.

### **Laundry Facilities**

The Commons is equipped with coin-operated washers and dryers. Please report problems and request refunds from the Resident Manager at the front desk.

### **Video/TV Services:**

Basic cable services will be provided to each room without extra charge.

### **Security Cameras:**

There are security cameras inside and outside of the cottages and Commons. They are monitored frequently. Tampering with these cameras will lead to disciplinary action and/or fines.

### **Telephone Services:**

Housing units will be provided with one telephone number per room. Students will be provided with local calling service, however; residents will be required to make arrangements for long distance toll calls (i.e. toll free; collect; pre-paid calling cards; calling cards; cellular phones).

**Data Connections:**

High-speed connections to the Internet are available for every resident free of charge. The college will provide specifications for equipment; information for installation and configuration; and provide limited technical support of personal computers for housing residents. Residents must agree to an acceptable use policy prior to installation. No additional fee will be required to access this service.

FOR MORE INFORMATION ON DATA, CAMERAS, TELEPHONE, AND TV SERVICES PLEASE CONTACT THE HELP DESK AT 573-897-5200.

**Mail**

Mail is delivered to the mailboxes in the Commons daily except Saturdays, Sundays and holidays. Mail is held during break periods. All mail is handled in strict compliance with the rules and regulations as set forth by the U.S. Post Office. Stamps are sold at the front desk in the Commons and at the Financial Services Coordinator's Office. Please do not forward any of your mail to your school address. If you forward your mail to the school, you will not be able to forward it back to your home address when you move home. If you have any questions, please contact the postmaster in Linn at 573-897-2146.

It is suggested that the following format be used for all mail addressed for delivery:

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

**Rules and Regulations****Academic Environment**

College housing makes a commitment to students to support their academic success. Paramount to this concept is the enforcement of "Study/Quiet Hours" and "Rights of Others." It is the responsibility of each resident along with the college housing staff, to enforce these policies.

**Rights of Others**

At all times, residents should consider the rights of others; therefore, in a considerate environment, a community member can 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 slamming of doors.
4. The right to expect additional quiet hours during finals or midterm week.
5. The right to tactfully confront the inappropriate behavior of fellow students without negative repercussion.

The Commons is a designated area that typically is tolerant of a noisy, playful atmosphere. Students are to use this area for game playing, group talking etc., thus not disturbing the cottage community.

### **Study/Quiet Hours**

Given the living and learning atmosphere established for our housing communities, study/quiet hours are times when NO NOISE should be heard in the hallways or by your neighbors.

During Finals week each semester, there will be extended quiet hours.

Study/Quiet hours are in effect beginning at 9:00 p.m. and are in effect until 8:00 a.m. Sunday-Thursday and midnight-10:00 a.m. Friday and Saturday. Individual residents, along with the college housing staff, are responsible for the enforcement of study/quiet hours. Violations of study/quiet hours will be handled through the discipline process.

### **Courtesy Hours**

Courtesy Hours are in effect 24 hours a day. If a student has asked for a lowering of a noise even though it's not during "study/quiet hours", the residents are to be courteous to each other and lower the noise.

### **Noise Policy**

Noise should not be heard in another student's room. We define noise as conversations that can be heard distinctly in another student's room. Any type of loud noise or music that can be heard in another student's room or by your neighbors is also considered noise. All have the responsibility to be considerate of others and to appropriately confront others.

- **Use earphones, turn down the volume or turn the music or TV off.**

### **Alcohol and Drugs**

The residential cottages and surrounding grounds are a part of the State Tech campus, and as such, individuals residing or visiting there are governed by the laws of the state of Missouri, the rules and regulations of State Tech, as well as all federal and local laws. Residential cottages follow the laws of the state of Missouri and prohibit the possession, sale, use, consumption (or exchange) of alcohol and of illegal drugs.

Drinking or possession of alcoholic beverages by anyone on campus property is prohibited. Alcoholic beverages found by staff members 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 on state property, or be found to have such in his/her possession, or in his/her room. The college prohibits the use or possession of narcotic/addictive drugs or controlled substances and paraphernalia.

Violations of the alcohol and drug policy can lead to dismissal from State Tech and the residential community.

### **Bicycles and Motorcycles**

For safety reasons, ATV's, mo-peds, golf carts, go carts, skateboards, motorbikes, mini-bikes, pit bikes, and non-licensed motorcycles are not to be used in the resident cottages or on college owned property. Bicycles and roller blades and skates may be ridden on-campus but not in the residential cottages. A bike rack is provided outside of the Commons. Bicycles may not be stored on the patios or outside

anywhere other than the bike rack. Nothing may be stored in the hallways or maintenance closets. All personal belongings must be stored in the student's room or on the bike racks. State Tech will not be responsible for lost or stolen bicycles.

### **Candles/Incense/Votives/Oil lamps**

Students are NOT to burn candles, incense, votives, or oil lamps in their rooms.

### **Guests, Visitation Policy**

Doors to residential living areas are locked at all times. Residents will use their keys to enter their cottages' living area.

Residents and guests are expected to comply with State Tech Housing Rules and Regulations. The visitation policy allows residents to have guests in the room/suite at any time for studying, discussion or appropriate socializing.

Residents are responsible for their guests' actions and behavior. Visitation may be restricted for guests who violate hall policies, and their hosts may be subject to conduct action.

Residents must meet their guests at the commons, sign them in and accompany them at all times.

Do not allow anyone else to use your room key or student ID. Lost keys will be charged to the

Guests are allowed to stay overnight, but the visitation policy does not allow for guests staying for an extended (more than two days) or frequent basis. It does not allow cohabitation.

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

**Please have all visitors park in the parking lot to the West of the commons building.**

Guidelines governing guests include:

1. The host is responsible for the behavior of all guests at all times. Therefore, the host should review the resident hall policies with the guest. The host will assume any penalties for damages caused by the guest.
2. Students from other cottages are considered to be guests.
3. Guests should be accompanied by the host at all times, and therefore, should not possess the room key for a cottage being visited.
4. Guests are subject to disciplinary action and removal if their behavior violates policy.

### **Room and Bathroom Cleaning**

Cleanliness of your room/bathroom is the equal responsibility of all persons living in the room. Rooms may be inspected without prior notice to make sure safety issues, fire codes, and health codes are being met. Failure to meet these requirements can lead to disciplinary actions and removal from the housing system.

### **Decorating the Room**

Please check with the housing staff before attempting to hang pictures, planters, etc. or to put up posters. The staff will recommend what to use to prevent damages. Repairs to any holes, determined to be excessive will be billed to you and subtracted from your damages deposit.

### **Common Area Damage and Cottage Damages**

Residents may be held responsible for common area damages and cottage damages that occur in hallways, lounges, entryways, etc. Damages to these areas will be assessed to the resident that caused them or may be divided equally if the cause is shared by all residents.

### **Fire Safety**

The fire alarms and the fire extinguishers are to be used only in case of fires. There is a \$75.00 fine for tampering with the smoke alarm/fire protection equipment in addition to other possible sanctions. Students are expected to comply with the directives of college housing staff during evacuation and must leave the building immediately when the alarm has sounded. Tampering with fire equipment or setting off a false alarm is a misdemeanor under state law. A \$75.00 fine and disciplinary action will be taken against a student found tampering with fire protection equipment (this includes the smoke detector in your room, the sprinkler system, the pull stations in the hallways, and hallway fire extinguishers) or setting off the alarm system.

### **Electrical Cooking Appliances, Heaters, and Smoke Machines Prohibited**

Some UL (Underwriters Laboratories) approved electrical appliances (hair dryers, curling irons, etc.) are allowed in student's rooms. Appliances for cooking are limited to the microwave and fridge provided in the room. Electrical cooking appliances are prohibited (i.e. refrigerators, microwave ovens, 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 or rice cookers.) Halogen lamps and camping stoves or refrigerators that use gas or Coleman fuel, LP gas or fuel oil or any other stoves or refrigerators are prohibited. Personal Heaters of any kind are not allowed in the residence rooms or bathrooms. Smoke Machines are prohibited as well. Please do not store your microwave or fridge in the bathroom, it is against health codes.

### **BBQ Grills**

Personal BBQ grills are not allowed to be used anywhere on the housing grounds. Storage of or use of a personal grill inside or outside any housing facility is not allowed. Outdoor BBQ grills are provided in a park area near the Commons and Cottages for student use. Please pick up your trash and clean the grill when finished. Do not store lighter fluid or charcoal inside your room, it must be stored elsewhere.

### **Furniture and Equipment**

All lounge, lobby, and common area furniture or college owned equipment must remain in its designated area. Any student found violating this policy will be assessed \$25 per day for each piece of furniture/equipment until it is returned or charged the actual cost of the furniture. The student is also subject to disciplinary action.

### **Student Room Furniture**

Beds, chairs, and desks should not be disassembled due to safety reasons. Student room furniture cannot be

stored; it must stay in your room.

### **Gambling**

Gambling, involving an exchange of any money is not permitted in any college housing facility. Violations can lead to disciplinary action.

### **Harassment**

The threatening intimidation or abuse of any kind to anyone is not tolerated in the housing system and is grounds for disciplinary actions. College housing will not tolerate harassment of its staff members. Anyone engaged in this behavior will face disciplinary action.

### **Hazing**

Hazing is not tolerated and subject to disciplinary action. Hazing activities are defined as: "Any action taken or situation created intentionally to produce mental or physical discomfort, embarrassment, harassment, or ridicule."

### **Littering/Trash**

All cottages have locations to properly dispose of garbage/trash. Residents should not throw trash out of windows, sweep trash into hallways, or put trash bags full of garbage in hallways. Please do not litter anywhere on the housing grounds. Littering may result in disciplinary action. At the end of the semester all large items being disposed of (i.e. carpet, couches etc.) should be placed in the dumpster by the student. Failure to do so may result in a fine/penalty.

### **Lock-out**

If a student is locked out of his/her room, he/she needs to contact a housing staff member such as an RA, the RM, or the maintenance staff.

### **Lofts/Bunk Beds**

Lofts, or elevated sleeping areas, may not be constructed. College housing provides bunk bed pegs at the student's request. These pegs can be obtained from the Resident Manager, the maintenance staff, or upon check-in.

### **Lost Key**

A lost room and/or mailbox key should be reported immediately to your RA or the Resident Manager. There is a charge for a student losing their room key or mailbox key. The charge will also be applied if a key is not returned during checkout. Doors will be re-cored if keys are lost or not turned in. The charge for re-coring the door will be subtracted from the resident's housing damages deposit.

Duplication of college housing keys is prohibited. Residents will automatically be billed for replacement costs if you attempt to return a key other than the keys you were issued.

### **Personal Property Coverage**

In case of theft or damages to student's personal belongings, the college assumes no responsibility. Coverage



through family homeowners insurance or from an independent insurance agent is highly recommended.

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

### **Pets**

For health reasons, resident students are not allowed to have pets. No pets are permitted in the resident cottages. Visitors may not bring pets into the cottages.

### **Posting of Information**

Bulletin boards are in each cottage and are the property of State Tech. The posting of items must meet the approval of the Resident Manager or it will be subject to removal. Distribution of flyers is done by housing staff only. The posting of any form of publicity advertising events where alcohol is present or available is strictly prohibited. Unapproved materials will be removed without notice.

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

### **Public Areas**

For the safety of all students, public lounges, hallways, patios, 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.

### **Roof and Restricted Access**

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

### **Who Has a Key?**

You, of course, will have a key to your room. If you are sharing a room, your roommate will have a key. If you are living alone, then you will be the only one with a key to your room. College Staff and RA's have keys to your room for safety inspections and for routine maintenance.

### **Room Entry and Room Inspections**

Officials of State Tech reserve the right to conduct health and maintenance safety inspections of student rooms in all college owned and operated cottages. College housing staff members will inspect all rooms periodically during the semester, at the end of each semester and prior to breaks.

In addition, the college reserves the right to enter at any time in order to make repairs or perform regular maintenance on college owned property. Entry is also permitted for actions necessary or appropriate in emergencies and those necessary to maintain order and/or an appropriate living environment.

If, upon entry, a violation is visible (i.e. alcohol, cohabitation), it will be handled through the disciplinary process.

The college has the right to enter, inspect, and search with or without the student's permission anytime it is investigating an alleged violation of the rules of State Tech, the state of Missouri, or local or federal law. The

college may do so upon showing reasonable suspicion that a rule of State Tech or a law has been broken. The Resident Manager determines reasonable suspicion.

Failure to pass numerous room inspections will result in disciplinary action and possible removal from the housing system.

### **Smoking Areas**

There is no smoking in any building in the housing system. Smoking may only occur outside of the buildings. When smoking outside the cottages, please be courteous and properly dispose of your cigarette butts or spit cans. Failure to properly dispose of either will result in disciplinary action.

### **Sports**

Playing sports (basketball, football baseball, etc.) in the hallways, lounges, and rooms, is not permitted. Sporting activities should be conducted in appropriate sports facilities.

### **Vandalism**

Vandalism or the purposeful destruction of college housing properties is not acceptable behavior. The student(s) will absorb the cost of damages caused by such behavior. Students who have information about acts of vandalism are obligated to contact their RA and Resident Manager.

### **Weapons/Explosives/Fireworks**

Possession or use of any weapons, explosives, or fireworks (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) of any kind are prohibited in the cottages or on the housing grounds. Weapons may not be used for decorative purposes. Bows, but not arrows, may be stored in the rooms. Students in violation of this policy are subject to disciplinary proceedings and legal actions.

### **Window Air Conditioning Units**

Air conditioning units cannot be installed in any student resident room.

### **Window and Screen Policy**

Screens must remain securely fastened to the window frames in the rooms. Students who remove their screen or window will be subject to disciplinary action and will be assessed a minimum charge of \$15 and the cost of 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.

### **Parking**

Students living in student housing will receive a permit allowing parking in the student housing lots. Students living in student housing shall not park in any lots other than those in student housing. Residents should park in the lots nearest his/her cottage in the designated resident lots. Only residents with red parking stickers are allowed to park in the resident parking lots.

Students who need special parking due to disability conditions should use the spaces noted by

appropriate signs. ONLY VEHICLES WITH STATE STICKERS or hangtags denoting disability may use these spaces.

Visitors should use the visitor lot near the Commons or park on another nonresident lot and walk to the housing community. Violators will be fined. Parking in two spots, on sidewalks, grass, landscaped areas, curbs, or blocking driveways will result in a traffic fine. Student parking space in the residential community is for parking only. Storage of RV's, trailers, boats, bikes, ATV's, any unlicensed vehicle, or of vehicles that are inoperative is PROHIBITED.

Violation of any parking rules will result in a fine.

### **Snow Removal**

Please do not park your vehicle over the sidewalks when it snows, or if it may snow. Do not pull up far enough that the front or back of your vehicle covers any part of the sidewalk.

### **What is and is not permitted in the parking lots or on the housing grounds**

Changing oil in any vehicle in housing parking areas is not permitted. Major vehicle dismantling for repairs and washing of any parts within the cottage, in your room, in the Commons, or any other place on housing grounds 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. Violators will be dealt with through the disciplinary process.

### **Security**

The best security is to keep your key in your possession and to LOCK YOUR ROOM AT ALL TIMES! DO NOT LEND YOUR KEY TO ANYONE.

- Report lost or stolen keys to the Resident Manager or Resident Assistant immediately.
- Report evidence of tampering of doors or windows immediately.
- DO NOT PROP OPEN THE DOORS TO THE COTTAGES FOR ANY REASON. Immediately report any outside door being "propped open" or "jammed open" so that it can be entered without a key. ALL FRONT DOORS TO THE COTTAGES ARE TO BE LOCKED 24 HOURS A DAY. NO EXCEPTIONS
- Immediately report any non-resident that is not with a resident or staff member.
- Report any stolen property immediately.
- Reporting is not "tattling"; it is for your safety and your peers' safety.
- Be sure to know where the emergency telephone is located and how to use it.

### **Electrical Fixtures, Lights, Fuse Boxes, Electrical Systems, Disability Systems**

Do not replace any lights in your room or in the Cottage hallways with any other lights (i.e. black lights, etc.). Students found tampering with any lights, electrical fixtures, fuse boxes, electrical systems, or the disability systems (handicap door, hearing impaired equipment, handicap doorbells, etc.) are subject to a \$25.00 fine and disciplinary action.

### **Holiday Decorations**

During the holiday seasons many students decorate their rooms. Only artificial trees are allowed in the resident cottages. All decorations must be removed before the cottages close for a break. Strings of miniature lights may be displayed on the interior parts of student's windows only. Exercise caution with

vertical blinds near these lights. Decorating the hallways or the exterior parts of the cottages including lights on the roof, exterior doors or windows is prohibited.

### **Satellite Dishes**

Private satellite dishes are not to be installed by or for residents' own use. Local cable is provided free of charge .

### **Extension Cords**

No extension cords may be run from students' rooms or windows or from any building or outlet on the housing grounds for use for diesel trucks or any other uses.

### **Furniture for the Outside of the Cottages**

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

### **Missing Person Policy/Procedure**

#### **Policy**

The purpose of this policy is to establish procedures for the College's response to reports of missing students, as required by the Higher Education Opportunity Act of 2008. This policy applies to students who reside in 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, but are not limited to; reports or suspicions of foul play, suicidal thoughts or actions, drug use, other life threatening situations, or where a student may be with persons who may endanger the welfare of the student.

All reports of missing students shall be directed to the appropriate law enforcement agency, who will conduct an investigation 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**

Any and all reports of missing students shall be directed to the appropriated 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 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, 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 in order 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 that 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 or all of the following resources to resolve the location of the student.
  - a. Call the student's room
  - b. Go to the student's residence dorm room
  - c. Talk to the student's Resident Assistant, 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.
  - d. Secure a current student ID or photo
  - e. Contact the student's phone or any other student's contact numbers that are kept on record
  - f. Send the student an email
  - g. Check all possible locations mentioned by the parties above including, but not limited to, library, residence cottages and commons, activity center, etc. The office of the Resident Manager and Student Activities may be asked to assist in order to expedite the search process.
  - h. Contact all on and off-campus friends or contacts that are made known. This could include checking a student's social networking sites such as MySpace, Facebook, and Twitter, etc.
  - i. 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 presence of 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 TECH staff may contact the local law authorities to report the information. (If any information described above, foul play is evident or strongly indicated, the law authorities can be contacted immediately.) If it is necessary to contact the law authorities, whether it be local or state, policy procedure and protocol will be followed by State Technical College of Missouri.

For more information contact:

Resident Manager

573-897-5165

[housing@statetechmo.edu](mailto:housing@statetechmo.edu)

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