



STATE TECH RESIDENCE LIFE

Housing Rules and Regulations

State Technical College of Missouri

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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 resident government, 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 on anything, reach out to your Resident Assistant. They are here to help.

Sincerely,

Zach Kucsik
Resident Manager

HOUSING STAFF

Resident Assistant (RA)

Resident Assistants (RA) are selected upper-class 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 is the first person residents should approach with questions and concerns.

Resident Manager (RM)

The Resident Manager (RM) supervises the Resident Assistants to ensure the best possible service to cottage residents. The RM 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. To inquire about using the Commons for programs or meetings, please contact the RM. The Commons houses student mailboxes, the front desk, the RM's office and apartment, a meeting room, a furnished kitchen, restrooms, a TV and lounge area, a game room, coin-operated 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, a microwave, small fridge, and a bathroom. Only students enrolled at State Tech, in good standing, and 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.**

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 Main Stream Café, located in the Information Technology Center, or at the Orbit Lounge, located in the Activity Center. Meal cards will be honored at the Orbit Lounge 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.

¹ Housing for married couples, couples, and/or families is available in the surrounding community. A list of off-campus housing is available. Please ask the RM or Admissions Office for this list.

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 pan, silverware, dinnerware, a stove/oven, microwave, sink, refrigerator, and electrical appliances. Residents are responsible for promptly cleaning the kitchen after use.

Laundry

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

Mail

Mail is delivered to mailboxes in the Commons daily except on 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 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 on this matter, please contact the postmaster in Linn at 573-897-2146.

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

Name of student
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 possibly fines.

Telephone Services

Each housing unit is provided with one telephone number per room. Residents are provided with local calling service; however, residents are responsible for arranging and paying for long distance/out-of-area call services (e.g. toll-free calls, collect calls, pre-paid calling cards, or cellular services).

Television/Cable Services

Basic cable television services are provided to each room at no additional charge to the resident.

RULES AND REGULATIONS

College housing commits to support the academic success of students through the enforcement of policies regarding the Rights of Others and Study/Quiet hours. It is the responsibility of each resident along with college housing staff to enforce these policies.

Study/Quiet Hours

Given the living and learning atmosphere established for our housing communities, study/quiet are times 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 Study/Quiet Hours

| <u>Sunday - Thursday</u> | <u>Friday - Saturday</u> |
|--------------------------|------------------------------------|
| 9:00 p.m. - 8:00 a.m. | 12:00 a.m. (midnight) - 10:00 a.m. |

All residents and college 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 resident has asked other residents to lower their noise level, even though it is not during study/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.

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

Rights of Others

Residents shall consider the rights of others at all times; 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 and tolerant of noise and play. 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 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.

BBQ Grills

Personal BBQ grills are not allowed to be used or stored anywhere on the housing grounds or inside/outside any housing facility. Outdoor BBQ grills are provided in the park area near the Commons and cottages. Residents choosing to use the outdoor grills are responsible for picking up trash and cleaning the grill after use. Storage of lighter fluid and/or charcoal inside dorm rooms is prohibited; these items must be stored elsewhere.

Bicycles and Motorcycles

For safety reasons, use of terrain vehicles (ATVs), mopeds, golf carts, go karts, skateboards, motorbikes, mini-bikes, pit bikes, and non-licensed motorcycles is not permitted in the 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 resident's 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 the microwave and fridge provided in the room. **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 possible 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 lounge, lobby, and Commons 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 its 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. State Tech's RM and RAs will carry keys to all rooms for safety inspections and routine maintenance.

Lock-out

Residents who lock themselves out of their rooms must contact a housing staff member or a member of maintenance staff for assistance.

Lost Key

A lost room key and/or mailbox key should be reported immediately to the assigned RA or to the RM. 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 the lost key 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 attempt 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 large items (i.e. carpet, couches, etc.) in the dumpster. Failure to do so may result in a fine/penalty.

Outside Furniture for 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. 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 may not 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 **strictly 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 damages to residents' belongings. Coverage through family homeowner's insurance or from an independent insurance policy is highly recommended.

All personal property 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 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 of Information

Bulletin boards are located in each cottage and are the property of State Tech. The posting of items must meet the approval of the RM 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 strictly prohibited.

Posting of memo boards, messages, and signs on the resident's own door 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 damages 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 damages, damage assessment will be equally divided between all participating individuals.

Roof and Restricted Access

Residents are strictly prohibited from climbing on the 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 persons 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

To prevent damage, please seek housing staff's advice before attempting to hang pictures, planters, or posters. Repairs to any damage determined to be excessive will be subtracted from the resident's damage deposit.

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.

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.

Lofts, or elevated sleeping areas, may not be constructed. To raise the height of the bed, residents may obtain bunk bed pegs from the RM, maintenance staff, or at check-in.

Holiday Decorations

Residents may decorate their rooms during holiday seasons. Only artificial trees are permitted in the resident 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.

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 in order 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 Resident Manager shall determine reasonable suspicion.

Residents will be subject to disciplinary processes upon violation and possible removal from student housing (i.e. alcohol, cohabitation, etc.).

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

Satellite Dishes

Private satellite dishes are not to be installed by or for resident usage. Local cable is provided free of charge.

Security

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

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

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

- Lost and stolen keys,
- Evidence of tampering with doors or windows,
- Any propped open or jammed open outside door,
- Any non-resident that is 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.

Smoking Areas

Smoking is prohibited in all buildings with the housing system. Residents may smoke outside buildings. Residents are expected to be courteous and will properly dispose of cigarette butts or spit cans. Failure to properly dispose of either will result in disciplinary action.

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.

Sports

Playing sports (i.e. basketball, football, baseball, etc.) 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 damages caused by such behavior. Residents who have information about acts of vandalism are obligated to contact their RA and the Resident Manager.

Weapons/Explosives/Fireworks

Possession or use of any weapons, explosives, or fireworks of any kind are prohibited in the cottages or on the 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 damages 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, sign them in, and accompany them 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

The purpose of this policy is to establish procedures for State Tech's response to reports of 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, 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 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

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 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 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 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 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 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.
 - d. Secure a current student ID or photo.
 - e. Contact the student's phone or any other phone number listed under the student's contact information kept on record.
 - f. Send the student an email.
 - g. Check all possible 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 in order to expedite the search process.
 - h. Contact all of the missing student's 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.
 - 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 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 State Technical College of Missouri.

For more information, contact:

Resident Manager

573-897-5165

housing@statetechmo.edu

CHECK IN AND CHECK OUT PROCEDURES

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

- Emergency Contact Form
- TB Screening Form
- Meningococcal Vaccination Policy Compliance Form
- Acceptable Computer Use Form

Check in Procedures

Check Out Procedures

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 the Resident Manager.

Residents must be present for the checkout process and to turn in to turn in room keys to be eligible to receive any possible room deposit refund. (See Terms of Agreement on the Housing Agreement form.) Improper checkout will result in a **\$250 fine**. Residents who fail to return their keys at checkout will be subject to the lost key 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 changed in addition to penalties resulting from terminating the Housing Agreement and any penalties assessed for damages and/or cleaning.

