

2017-18 Housing Guide

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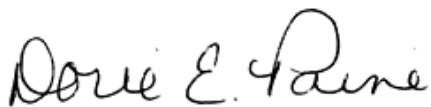
DEAR STUDENTS,

Welcome to the residence halls at Missouri S&T! We look forward to having you join and be an active participant in our community during the 2017-2018 academic year. Living in the residence halls offers tremendous opportunities for interaction with other students representing a variety of backgrounds and cultures. In addition, you will have access to outstanding programs, learning opportunities and resources which will help you be successful during your time at Missouri S&T.

Living in the residence halls offers learning opportunities that in many ways are as important as the learning you will encounter in the classroom. Through residence hall living as well as other programs, events, clubs, and organizations on campus you will learn many of the life skills that will contribute to your success both now and in your future career.

The department of residential life is committed to providing you with an outstanding living/learning environment. It is for that reason that we have prepared this document for you. Enclosed in the following pages you will find information about how you can get involved in residence hall activities, how you can make a difference in our community environment, the services offered to you as a campus resident, and the rules and policies that need to be observed for the well-being of all residents.

The residential life staff is here to help you. We look forward to serving you as best we can and hope you have an enjoyable year.



Dorie Paine
Director of Residential Life

Information about Residential Life

The Residential Experience

Our Promise to Students

Residential Life focuses on an overarching educational priority which is our promise to students about what they can expect to take away from their experience on campus if they choose to engage fully in the experiences offered.

Residential Life Educational Priority

Students will discover themselves and their impact. The educational priority celebrates the idea that students have the opportunity to become more self-aware as they engage with their community and environment. In addition to our educational priority, our department creates experiences in an effort to achieve our three learning goals. These goals support the university strategic plan which supports the student experience on campus.

Residential Life Learning Goals

- Each student will understand how to develop self-awareness.
- Each student will understand how to communicate across differences
- Each student will understand how to engage in communities

Student learning in the Residence Halls

During college, student learning occurs beyond the classroom. Shared living environments found in the residence halls provide opportunity for personal, academic, and social development. The priority for Residential Life staff is to provide opportunities for students to discover themselves and discover their impact. This is more than just a slogan that our department uses, it is our core value and our overarching goal for the student experience on campus. Opportunities for students to learn about themselves and their impact are expansive. This

learning occurs through navigating roommate relationships, coexisting within a community of diverse people, educational programs, and engaging in leadership opportunities. A wide variety of strategies are offered through each residence hall that engage students in learning beyond the classroom.

Each community has a Resident Assistant (RA) who lives within the community. The role of the RA is to connect with students one on one, help students build connections and relationships with one another, and facilitate educational and social programs and events. The RA serves as a resource for academic, personal, and social challenges. They are also there as a resource in the event of an emergency. RAs are student staff members who are supported and supervised by a Resident Director. Resident Directors are Masters level professional staff members who work directly in the residence hall.

Benefits of Living in the Residence Halls

Community Life

Living in the residence halls is an excellent way to become a part of the Missouri S&T student community. Campus residents live in communities comprised of 30 to 70 students. Students have the opportunity to interact with freshmen and upper-class students, students with different majors, and students from various backgrounds. Students continually report that their residence hall experience helped them feel connected and provided opportunities for building lasting relationships.

Peer Support

An important ingredient in most students' academic success is peer support. You will find that the sense of belonging within residence hall communities encourages friendships that continue beyond your college career. A common misconception is that the residence halls primarily house freshmen. While it is true that a majority of freshmen do live on campus, more than 40 percent of the residence hall population is comprised of sophomores, juniors, seniors and graduate students. You will find that living on campus gives you ample opportunities to get acquainted with all levels of students.

Meal Service

S&T Dining Services strive to provide the best food services for our campus. This team has a strong desire to work to accommodate students with a variety of taste preferences and dietary needs. The meal variety is comprehensive, enjoyable and nutritional. To help further assure students' satisfaction, each complex hall government has a food committee that works in conjunction with food service staff.

Personal Freedom

Living in the residence halls allows you to live your lifestyle with the assurance that your individual rights are important and protected. You have the option to become involved in a dynamic student community without having to feel obligated to participate in any activities that do not interest you. Because of the abundance of services provided by residence halls, you can make the most of your free time.

Programs and Activities

There are a wide variety of numerous personal development and social programs offered to residence hall students. A few examples of these activities include community dinners, game nights, intramural sports, study skills improvement sessions, leadership workshops, alternative activity programs, movies, volleyball and dodgeball tournaments, and BBQ's.

Recreation

The Downtown Campus, Miner Village, Thomas Jefferson, University Commons and Residential Commons have various recreational options for residents. Equipment may be checked out with your student ID at the Downtown Campus, MV, TJ, UC or the RC Front Desks. For a list of amenities available in each hall, visit our [residence hall page](#).

Leadership

Residence hall living offers students ample opportunities to become active residence hall community leaders. The residence halls are student-oriented community environments. Student leaders have significant responsibility for community development and governance. For instance, each floor or house selects its own representative officers; each residence hall complex has its own governing council; and there is a campus-wide residence hall council. Collectively, there are more than 125 elected hall government positions, as well as membership opportunities in the various hall government committees. All of these opportunities are

supplemented by an array of leadership development programs and advisory support from Residential Life's professional staff. In addition to residence hall governments, campus residents play a major role in Missouri S&T student government. Residence hall representatives make up the majority of Missouri S&T Student Council members and hold a significant number of the leadership positions in other campus organizations.

COMMUNICATION FROM OUR OFFICE

All communication from Residential Life will come to your S&T student email account. Mass emails from the department are typically sent from reslife@mst.edu. However, some more direct communications may come from other staff email addresses. While we may send you communications at any time during the year, please note the following months:

November

Information regarding Thanksgiving break.

December

Information regarding fall closing and winter break.

Late January/Early February

Information regarding room reapplication for the following school year. We will continue to send updates regarding reapplication throughout March and April.

March

Information regarding spring break.

Late April/Early May

Information regarding the end of the year, check out, and summer housing.

Late June/Early July

Information regarding fall move-in.

Additional Communication Sources

You may also want to follow our Facebook page [Missouri S&T Residential Life](#) for additional updates and information.

MyHousing

[MyHousing](#) is a self-service portal where you can see your housing assignment, meal plan, and roommates.

You can change your meal plan on MyHousing during the first 2 weeks of the Fall and Spring semesters. MyHousing is also where you will choose your room during reallocation (see the reapplication section for more information).

Staff and Contact Information

All Department contacts can be found on Missouri S&T Residential Life website under [Meet the ResLife Team](#).

Hall organizations and hall leader contact information can be found on their individual [orgsync page](#). In order to access, you will need to login with your student account then search for the organization's name.

Residence Hall Association

Missouri S&T NRHH Chapter

Downtown Hall Association (DHA)

Residential Commons Hall Association (RCHA)

Miner Village Hall Association (MVHA)

Thomas Jefferson Hall Association (TJHA)

University Commons Hall Association (UCHA)

Guide to the Residence Halls

Hall Involvement

The Missouri S&T residence halls are student-oriented community living environments. The quality of the various hall communities is determined by the degree of ownership shown by community members. Residents are given the collective opportunity to define the interpretation and enforcement of community policies. Also, through the various hall governments, residents may propose changes in the residence hall policies and services.

The residence halls are more than a place to live. They are an opportunity for residents to interact with a group of peers. The camaraderie among residents is unequalled by any other living option. Residents who take advantage of this environment improve both their academic performance and the satisfaction obtained throughout their college experience. Individual residents will find that the quality of their residence hall experience will be directly proportional to their effort to get involved in the residence hall communities.

Residence Hall Governments

The residence hall governing associations play a very influential role in the development of the residence hall communities. They design and implement most of the social and recreational residence hall activities.

The hall governments also do more than plan social activities. They are the primary source of changes made in the residence hall policies and the food service operations. Hall government representatives also work in conjunction with the residence hall administration on issues such as room and board rates, physical improvements, academic assistance services, educational programs and leadership development workshops.

Hall Involvement

Thomas Jefferson Hall Association (TJHA), Downtown Campus Hall Association (DHA), Miner Village Hall

Association (MVHA), University Commons Hall Association (UCHA), and Residential Commons Hall Association (RCHA) are the official programming and governing bodies for the residents of their respective locations. These groups are composed of executive officers and community representatives. They strive to set fair policies for the buildings and to represent the residents' needs in building and facilities renovations. Each hall association is divided into several committees that plan and implement a wide variety of social, athletic and enrichment activities for residents. You, too, can get involved with one of these committees! Ask your floor representative or Resident Assistant for details.

The Residence Hall Association (RHA) is the body that combines all of the residence hall complexes to serve ALL residence hall students on the Missouri S&T campus. They work to advocate for changes to overarching residence hall policies, give feedback to administration on items such as food contracts and room and board rates, and also host several large social functions each semester. Keep your eyes open for advertisements for upcoming events.

The National Residence Hall Honorary (NRHH) is an organization that recognizes outstanding residence hall leaders for their contributions to the halls and is seen as the honorary organization for leaders within the residence halls. NRHH sponsors a variety of leadership activities, awards an up and coming leader scholarship to new student leaders, manages several fundraisers each semester and works the Miner football concessions.

More information on all of these student organizations can be found on their websites, located in the Staff and Contact Information section of this guide.

SERVICES OF ON CAMPUS LIVING

Living in the residence halls offers more than just a place to eat and sleep. A comprehensive set of services, resources, and programs exist in the residence halls to meet your needs. Please review some of these services below.

Accidents/Injuries

For your protection and assistance you are asked to report any accident or illness to your R.A., who will be able to assist you with any special needs or accommodations you may have. If you need medical

attention, student health services is available to you and can be reached at 573-341-4284. In the case of an emergency, please dial 911.

ADA Accommodations

Individuals with disabilities, who require accommodations under the Americans with Disabilities Act, should call Connie Arthur in Student Affairs at 573-341-4211.

Bicycles and Bicycle Registration

Residents may store bicycles in their rooms if done in a fashion that does not cause damage to the room or its furnishings. Bike racks are provided outside each complex. Bicycles will be removed from bicycle racks after the close of Spring Semester.

Residential students are encouraged to register on-campus bicycles on move-in weekend or at their front desks. Upon registering, students will be issued an adhesive tag to be placed on the bicycle. This identification tag allows the student to be contacted about any concerns with their individual bicycle or the storage areas surrounding the residence halls. Identification numbers will be maintained in the Department of Residential Life and shared with University Police in the event of a bicycle theft. While the tags issued are intended for bicycle identification, please note that Residential Life is not responsible for any damage that may occur. Abandoned bicycles will be removed approximately ten days following spring commencement. Students will be notified via email prior to specific removal dates.

Building Security

Maintaining a safe living environment is a high priority for Residential Life; however, the most significant factor in maintaining a secure environment is the support of the residents. Residents can help foster a safe living environment by doing the following:

- Lock rooms when unoccupied or when residents are asleep.
- Promptly report lost or stolen room keys to the front desk.
- Do not prop exterior doors open or leave lounge or hallway windows open.
- Immediately report any strange or unusual behavior or persons to the residence hall staff or the university police.
- Keep cars locked when parking on or near university property.

Keys

For your safety and security, room locks are changed following the report of a lost key. There is a \$60 charge per core each time you lose a key. Additionally, for those halls with separate mailbox keys, there is a \$10 charge to replace your mailbox key. In the event you find yourself locked out of your room, you can check out a spare key at the Thomas Jefferson, Downtown Campus, Miner Village, or Residential Commons front desk. University Commons uses a card swipe access system so no keys will be issued.

Laundry Facilities

Laundry facilities are conveniently located in Thomas Jefferson, Sally Hall, Rolla Suites, RC 1 and RC 2, and in each Miner Village, and Buehler apartment. There is no cost for residents to do laundry in the building in which they live. Laundry rooms are furnished with folding tables and study areas. The machines only support liquid detergent. High efficiency liquid detergent provides the best results with the machines. **Please do not use any pods, powders or tablets.**

Lost and Found

If items are found in a lobby or common area, turn them in to the Thomas Jefferson, Downtown Campus, Miner Village, or Residential Commons front desk. If an item is found on your floor or in your house, turn it in to your R.A. Items will then be turned over to University Police.

Mail

Each room has its own mailbox, so mailboxes are shared with roommates. If you receive a package that's too large for your mailbox, you will get a slip notifying you of the package at the front desk. Take the slip and your photo ID to the front desk to sign for the package. Because of the volume of mail we receive, it can take time to sort through everything and write package slips. Please allow until 6pm for all packages to be sorted and processed. Mailing addresses can be found on the [residence hall pages](#) or in our [resources and forms](#) section of the website.

Overnight Absences

If you are going to be absent from the hall overnight, you are encouraged to notify your Resident Assistant so that you can be contacted if an emergency should arise

Parking

Campus parking stickers are available at the university

police station. Students who wish to apply for parking on campus need to contact the Missouri S&T Parking Office at 573-341-4303 for more information. Miner Village parking is included in the rental rate. Should Miner Village residents wish to have a permit for other campus areas, they should contact the parking office.

Residence Hall Refrigerators

One refrigerator is provided in each resident room or suite at no additional charge. Residents also may choose to have their own refrigerator in their rooms provided it does not exceed three cubic feet in capacity. Rooms/suites may have no more refrigerators than beds. As with all other room furnishings, the university refrigerators may not be removed from the room.

Room Repairs

As you find it necessary during the year to have repairs made to living space you may use the following resources.

Internet (Ethernet and wireless)

For any issues with internet either Ethernet or wireless you may fill out a request using the [internet work order form](#).

General Maintenance

For any room maintenance, furniture repair, or cable (except downtown) support please contact your resident assistant who will send in a maintenance request for you.

Cable – Downtown ONLY

For any concerns with the downtown cable please fill out the [cable work order form](#).

Maintenance request follow up

Once you have submitted the appropriate form and / or contacted your RA please give 3-5 business days for the request to be completed (unless it is an emergency). If 3-5 business days have passed please contact either your resident assistant or the front desk in your area to follow up on the request.

When filling out a form or informing the support staff of maintenance needs be sure to include details such as: when the issue started or tends to occur, and as many details as possible about what exactly is not working. (Requests such as "toilet is not working" are not detailed enough to offer the needed support, instead include details such as "toilet will not stop running after being flushed. The issue was first noticed yesterday afternoon.")

Your Resident Assistant or front desk staff are also available to help you fill out the appropriate form and get the needed support

Stolen Property

In the event of a theft, contact University Police immediately. You will also want to notify your RA. Your RA can support you as you work with the University Police to relocate your missing property. Since Missouri S&T is not responsible for lost, stolen, or damaged property, it is wise to either obtain personal property insurance or arrange for coverage under your parents' homeowners insurance. The best insurance, however, is to keep your door(s) locked.

Dining Services

Dining Locations

At Missouri S&T, we offer a variety of dining styles and locations. All you can eat meal service is offered at the Thomas Jefferson dining area, meaning diners receive unlimited portions on all items except for occasional special event items. Retail service is provided at the Havener Center Food Court, Einstein Bros. Bagels, Miner Break Cafe, Au Bon Pain Café, Zatar', as well as our newest hall locations, Avenue C and Miner Munchies.

Your dining hall managers work with your student food advisory committee in an effort to provide nutritious, delicious, and appealing meals.

Meal Plans

Any member of the Missouri S&T community is eligible to purchase one of the various dining plan options. The different plans are geared to fit the varied needs of today's students, faculty, and staff, and our [meal plan options](#) can be found online.

Hours of Operation

Hours of operation for the various dining options can be found [online](#).

Dress in the Dining Room

To promote a congenial atmosphere for all residents and their guests, it is requested that everyone be dressed properly when entering the dining room. No shirt, no shoes—no service.

Still not sure which plan to choose?

Give us a call at 573-341-4218 or visit our [dining webpage](#).

Changing Meal Plans

FALL SEMESTER: Students will have until Friday, September 1, to change meal plans.

SPRING SEMESTER: Students will have until Friday, February 2, to change meal plans.

All changes are to be made at the Residential Life Office in the Campus Housing and Dining Building at 205 West 12th Street. Additional charges will be incurred for meal or DBD usage beyond the pro-rated amount.

Roommates and Roommate Assignments

Roommates

You and your roommate will share a special relationship this school year. While not all roommate experiences are ideal, most have the potential to be. Communication is the key. In order to assist with this communication, your RA will ask you to complete a roommate agreement. Even if two people are in complete disagreement with each other, if the situation is clearly communicated, there may be at least an understanding or acceptance of each other.

Perhaps one of the most beneficial learning experiences provided by your college years is learning to live with and appreciate your roommate. Learning how to establish a relationship with another is essential knowledge for any career or activity.

You and your roommate may be complete strangers or you may be friends from your hometown. Regardless of your familiarity with each other, you are in a new situation and a different experience. Your new living space should provide a comfortable place to study, a place to sleep, and a place for needed privacy. You and your roommate will have to communicate to provide these things for each other.

The residence hall staff is trained to deal with roommate relationships. If you and your roommate are having problems, contact your R.A. or another member of the staff for help.

Roommate "Bill of Rights"

Your enjoyment of life in a residence hall will depend, to a large extent, on the thoughtful consideration that you

demonstrate for each other. Basic rights of a roommate include:

1. The right to establish agreed upon guidelines as outlined by a department of residential life roommate agreement.
 2. The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
 3. The right to sleep without undue disturbance from noise, guests of roommate, etc.
 4. The right to expect that a roommate will respect one's personal belongings.
 5. The right to a clean living environment.
 6. The right to free access to one's room and facilities without pressure from a roommate.
 7. The right to privacy.
 8. The right to host guests with the expectation that guests are to respect the rights of the host's roommate and other hall residents.
 9. The right for redress of grievances. Residence hall staff are available for assistance in settling conflicts.
 10. The right to expect reasonable cooperation in the use of "room shared" space.
 11. The right to expect reasonable cooperation in the use of "room shared" appliances (telephone, refrigerator, etc.) and a commitment to honor agreed upon payment procedures.
 12. The right to be free from peer pressure or ridicule regarding your choice to drink or not drink alcoholic beverages.
1. Housing agreements are canceled for all students who withdraw, graduate or discontinue their enrollment prior to the end of the academic year. The agreement will be canceled after a student discontinues enrollment and has checked out of their residence halls.
 2. Students required to reside in university-approved housing may move into one of the approved fraternity or sorority houses, as space permits. Before making such a move, the student must contact the residential life office with intent to move to their specific Greek house. residential life must also receive a bid card from the house. The agreement will be canceled after a student takes up residence in another approved housing unit and has checked out of the residence halls.
 3. The Housing Agreement is for the full academic year and may not be terminated. Students who experience significant changes in circumstances beyond their control which would prevent them from fulfilling the terms of the agreement and which cannot be resolved within the residence hall system, may obtain an Agreement Release Request Form from the residential life department. The request will be reviewed and a decision will be communicated to the student in writing. Submission of a waiver request form does not imply a release will be granted. If the student is released, the student will be charged through the day of checking out and returning the key, plus the smaller amount of the total balance due for the academic year or a cancellation fee of \$600 + pro-rated room and board charges through the date canceled, and the student will be liable for all sums accruing to Missouri S&T under the terms of the agreement prior to the date of termination. For additional information concerning parameters for exemption and release, contact the residential life office.

Housing charges will be prorated based on the date of check out if a student is approved to leave the residence halls prior to the end of the academic year. Meal service is prorated to the date they check out of the residence halls. They are also charged for any associated damages.

Housing Agreement

Residence hall housing agreements are binding for the entire academic year. Students who sign housing agreements are obligated to comply with all conditions of the agreement. Although students are expected to honor their housing agreements, circumstances do occasionally arise that make this impossible. The following are the three circumstances through which a student may be released from their housing agreement obligation.

Check-in, Check-out, and Damages

When you arrived, you were asked to sign a room inventory. This form is used as written documentation of the room condition prior to your move-in. You were given an opportunity to review your room inventory and to change the status of the inventory to reflect any damage that you may have seen prior to moving in. The Residential Life Department will use this form to determine any damages that may occur while you occupied the room. You should have received a pink copy of the Room Inventory after you and your Resident Assistant (RA) signed and dated the form.

During the last two weeks of the spring semester, your RA will have a floor meeting that you must attend to discuss how to check-out of your room. You are responsible for the information distributed at this meeting.

If you check-out with your RA, you will need to sign up 24 hours in advance for a check-out time.

Your room should be left the way it was when you moved into it, with all of the furniture in the room in good shape and in the original position. After noting any new damages on your room inventory, you and your RA sign and date the inventory and you will be given a copy of your checkout form.

If you do an Express Check-Out, you will need to complete the Express Check-Out Form at the front desk. When you turn in the Express Check-Out form, you must turn in all of your keys at the front desk. Please note that if you do an Express Check-Out, you will lose some privileges, so please read the Express Check-Out Form carefully. At your RA's convenience, he or she will check your room and, if necessary, assess any damages. The room inventory will be turned in to the Resident Director (RD) for a final assessment.

All rooms are double checked and final damages are assessed by the RD. Your RD may note damages that your RA did not. If you would like an assessment of total damage(s) before you leave, you will need to contact the resident director of your complex.

Residency Policy

The Missouri S&T college experience is more than an academic preparation. It also includes out of class opportunities for personal development and community involvement. Campus residency is an effective way for students to experience these out of classroom learning experiences. Our student communities promote and encourage member participation in a broad range of services, support programs and personal growth opportunities.

Undergraduates attending Missouri University of Science and Technology who have not yet achieved junior status or who have not completed the equivalent of four full semesters of academic work are required to reside in University housing or University approved housing. Exceptions to the campus residency policy may be granted to students under certain conditions. The nine (9) conditions that can exempt a student from the campus residency policy prior to entering a contract are:

- Completion of four semesters of full time academic work
- Completion of two semesters of full time academic work along with an exceptional academic achievement and involvement in the campus community.
- Residing with immediate family
- Enrolled as a Part-time student
- Students who are married.
- Students with one or more dependent children in their custody.
- Students who are military veterans who completed at least two years of full-time, active military service.
- Students over the age of 21.
- Students with physical or psychological circumstances, such that the university cannot provide an appropriate housing accommodation.

The Significance of Campus Residency and its Contributions to Student Success

The Missouri S&T college experience is more than an academic preparation. It also includes out of class opportunities for personal development and community involvement. Campus residency is an effective way for students to experience these out of classroom learning experiences. Our student communities promote and encourage member participation in a broad range of services, support programs and personal growth opportunities.

Campus residency also positively effects academic achievement. Resident students have access to academic resources and learning assistance programs that are only available through campus residence. Resident students live in communities that encourage creation of peer support networks. These factors, the combination of learning resources with peers pursuing similar academic goals, result in an academic living environment.

Campus involvement enhances students, particularly freshmen and sophomores, well-being. Involved students tend to be more academically successful, experience more personal growth and are generally more satisfied with their college experience. National studies demonstrate that campus residence positively affects student retention, involvement, and personal development. A large body of evidence also shows a relationship between campus community involvement and a student's likelihood to achieve a bachelor's degree.

Documentation Requirements Needed for Waiver Requests

1. Request to live with Immediate family

- a. Students who attended high school in one of the approved school districts will likely not need to show additional documentation.
- b. Students who attended high school outside of one of the approved school districts but are living with a family member in an approved district will need to show two of the following from the family member in order to prove residence:
 - Driver's license with reported local address
 - Vehicle registration with reported local address
 - Voter registration card for the reported local address

- Pay stub showing employment in the approved district

Note: simply showing a lease signed by a parent or family member will not be sufficient documentation to show permanent residency and obtain a waiver.

- c. In some cases, proof of relationship may need to be obtained if this cannot be determined from university records. Our office will contact you if this is needed.

2. 50/60 hours completed

No documentation necessary. Records will be verified with Missouri S&T registrar's office.

3. Two full semesters + active involvement

Hours and GPA will be verified with S&T registrar's office. Please attach a narrative describing your active and continuing involvement for the past two semesters on campus and how you anticipate being involved in the future.

4. Physical or psychological needs:

Documentation on letterhead describing the accommodation necessary must be submitted to student disability services. Documentation must be from a diagnostic licensed, professional caregiver appropriate to the student's circumstance. Lifestyle needs will be reviewed by university officials to determine with an accommodation can be made or if the student should be eligible to live off campus. Documentation only stating that a student should live off-campus will not be considered.

5. Part-time student

No additional documentation needed. Records will be verified with Missouri S&T registrar's office.

6. Married student

Please submit marriage certificate.

7. Dependent children

Please submit birth certificate or custody paperwork.

8. Military Veteran

Please submit military orders.

9. Over the age of 21

No additional documentation needed. Records will be verified with Missouri S&T registrar's office.

Non-Compliance

The campus residency requirement is a university policy. As such, compliance is a condition of a student's admission to Missouri S&T. Students who are included in the Campus Residency Policy must do one of the following:

- Complete a university housing agreement.
- Be accepted to live in a university approved residence (residence hall, Greek, or CCH)
- Complete and have approved by the Director of Residential Life, a Campus Residency Waiver Request.

For the fall semester: One of these three options must be completed by **June 1**. Students accepted after June 1 must complete one of these options within two weeks of being accepted to Missouri S&T.

For the spring semester: One of these three options must be completed by **December 1**. Students accepted after December 1 must complete one of these options within two weeks of being accepted to Missouri S&T.

Students who do not follow one of the three compliance options by the stated deadlines will be given an administrative double room assignment in university housing. The semester rate of the assigned room as well as the cost of a meal plan will be charged to the student's account.

Reapplication and Room Moves

Room Changes

If you desire a room change, there are certain steps that must be completed before you can switch rooms.

1. Contact the [department of residential life](#) to choose your room and negotiate a move date. You will be given a room change form at this time.
2. Go to the front desk of the hall you are moving to and request to complete your check in walkthrough and to pick up your key for your new room.
3. Move all of your belongings into your new space and clean your old room.
4. Contact your RA to schedule a time to check out of your old room. If your RA is not available you can

go to the front desk. You will turn in your old room key at the time of this check out. Make sure to complete all of this by the deadline date on your room change form.

5. Failure to check out properly may result in additional charges.

Note: Room changes may not be initiated until after the second week of the semester.

Reapplication

Reapplication is the process by which current residents choose their residence hall room or apartment for the following academic year. This process takes place in the spring semester. Residents will receive detailed information in their student email in late January/early February about reapplication.

Fire Procedures

Reporting Fires

When a resident becomes aware of a fire in the residence halls he/she should immediately activate a fire alarm pull station; then, if possible, inform the complex front desk of the exact location and nature of the fire.

Fire Safety Equipment

In most cases, residents should not attempt to use the fire safety equipment to extinguish fires. The hoses and extinguishers are designed to be used to either put out very small fires or to clear an exit through a fire. Any person who is found to be tampering with any residence hall fire safety equipment will be considered to be in violation of the residence hall misconduct policy. These incidents will be resolved by using the procedures defined in the "Resident's Behavior" section of this publication. Example of tampering with fire safety equipment would include but not be limited to the following:

- Activating a fire alarm when no fire emergency actually exists.
- Using fire hoses or extinguishers at any time other than during a fire emergency.
- Opening a fire extinguisher cabinet at any time other than during a fire emergency.

- Vandalizing any fire safety related equipment.
- Tampering or rendering ineffective any smoke detector or fire alarm equipment.
- Knowingly acting as an accomplice with any person involved in the above mentioned activities.

Fire Alarm Procedures

Any time a fire alarm is activated, all residents are expected to immediately leave the building. The following are some procedures to follow during fire alarms:

1. Once you hear an alarm, immediately prepare to leave the building. If possible first put on a pair of shoes, and if the weather is cold, take along a coat or a blanket.
2. Before opening any doors first use the backside of your hand to feel them for heat. Never open a door that is hot to touch.
3. If a hallway or corridor is partially filled with smoke, crawl with your head about three feet above the floor. Never proceed into a hallway that is entirely filled with smoke.
4. Never attempt to use the elevators. Always exit through the stairs. While using stairs, always stay next to the interior stairwell wall.
5. After you are out of the building, stay clear of all exits and stay at least 50 feet away from the building. If you are aware of any persons who were unable to get out of the building, report this to a residence hall or university staff member.
6. If you cannot leave the building because you are trapped by smoke or fire, you should then enter a resident room, stuff a towel or cloth under the bottom of the door to prevent smoke from entering. You should then drape a sheet or towel from the window as a signal, and close the window.

Customizing Your Living Space

While on campus, your room will be your home. Residential Life encourages creativity in customizing rooms in a fashion that will make it the most comfortable. These guidelines are established to protect the furnishings and physical facilities as well as to

prevent any unnecessary safety risks. These guidelines are as follows:

1. Rooms must be returned to their original condition prior to a resident's checking out of the room.
2. A resident's personal possessions may be stored only in the resident's room. Additional storage space is not available in the residence halls.
3. Items may not be hung from the ceilings.
4. Holes cannot be bored into the walls, floors, ceilings, halls or furnishings. This prohibition includes the use of screws, nails, hooks and hangers. Each resident is allowed 5 wall holes per bedroom. In apartment common areas only 10 holes are allowed in the common area. Approved hanging equipment only includes push pins, monkey hooks, or push pin hangers.
5. Glue or adhesive materials that may damage walls, floors, ceilings, doors or woodwork may not be used in rooms. This includes Command Strip type devices. White or yellow sticky tack is allowed. Blue tape is the only tape permitted on walls in the residence halls.
6. Electrical, telephone, T.V. cable and Ethernet wiring or outlets may not be tampered with or altered.
7. All university furnishings supplied with the room must remain in the room.
8. No university furniture should leave the location to which it is assigned. Lounge and common area furnishings cannot be brought into rooms.
9. No furniture outside of the university provided furniture may be brought into a community space unless first approved by the resident director (RD) of that area.
10. Only fish are allowed in the residence halls. Per residence hall room, residents are allowed one aquarium each, with the total of the volumes being no larger than 25 gallons.
11. Windows may be opened only to ventilate a room. Throwing debris from windows, removing the screen, storing food or beverage containers, and placing stereo speakers or radios in windows are all prohibited.
12. Construction by students using power tools, saws, or heavy machinery is prohibited in the residence halls. Residence halls are not fitted for

the safety requirements of this equipment and if a class project requires the use of such tools, residents may contact their professor or a resident director to locate an appropriate space on campus for the student's needs.

13. Residential life acknowledges the significance of affording residents the opportunity for freedom of expression. However, the residential life department reserves the right to regulate the times, the manners and the places that residents use to express personal opinion, beliefs and perspectives.

Community Standards

Residence Hall Behavior Standards

Review of Behavior Standards

The policies and procedures that are enforced in the residence halls have been established to help maintain a cooperative living environment that supports both the academic mission of Missouri S&T as well as allows individuals enough freedom to maintain a comfortable lifestyle. All members of the residence halls will be held accountable for observing the rules and policies contained in this publication, the rules and regulations of the Missouri University of Science and Technology pertaining to student conduct, and the terms and conditions of each housing agreement.

A resident of the residence halls is expected to abide by the terms and conditions of the residence hall housing agreement, including the behavior standards listed in this section.

The residence hall behavior standards are enforced with the procedures described in this section. They apply to students living in the residence halls and are in addition to the university's general Standard of Conduct for students. The focus of these rules is to create a

comfortable, quiet community living environment that supports the pursuit of academic and personal goals of students rather than to restrict freedoms. A secondary focus of the residence hall behavior standards is to assist students in becoming more responsible members of the community.

It is important to realize that formal rules attempt to set standards to ensure that community members live together in a cooperative fashion. These rules, however, constitute only a small portion of what is necessary to ensure that residents respect each other and are considerate of each other's feelings, needs and concerns. Successful residence hall operations require the residents of each community to take the time regularly to discuss the positive and negative effects of happenings in their community and come to a consensus of actions needed to solve problems.

Appropriate Residence Hall Conduct

Participating in any conduct covered by the following misconduct policies will subject individuals to action taken as described in this following section. These policies apply to the behavior of residents while in the residence halls, the grounds adjacent to the residence halls, and all residence hall sponsored on- or off-campus activities.

Actions and activities considered inappropriate include the following:

- Intentionally or recklessly causing physical harm to any person or one's self;
- Setting or fueling a fire;
- Unauthorized possession or storage of any weapon; (Including, but are not limited to, the following items: firearms, sling shots, bows, arrows, BB guns, pellet guns, paint ball guns, martial arts weapons, hatchets, axes, domestic-use knives with a blade longer than four inches and any other knife with a blade longer than two inches.)
- Intentionally initiating or causing any false report of an emergency;
- Intentionally or recklessly damaging or misusing fire safety equipment;
- Intentionally destroying or defacing university or private property;
- Theft of property or withholding information about stolen property;

- Intentionally or recklessly violating any residence hall policy that is either published in this document or advertised within the residence halls;
- Intentionally harassing any resident in a way that interferes with his or her personal or academic pursuit;
- Use, distribution or possession of fireworks, explosives, hazardous chemicals or inflammable materials;
- Use, distribution, or possession of any illegal drug, unauthorized controlled substance, alcohol, or illegal paraphernalia.
- Failure to comply with the directions of a residential life staff member acting in the performance of his/her duties;
- Noisy or disruptive behavior that interferes with the personal or academic activities of others;
- Tampering with building windows, exits, locks or corridors;
- Unauthorized possession, use, or duplication of university keys;
- Throwing, dropping or causing any object to fall from a building;
- Intentionally tampering with any residence hall security systems. This includes but is not limited to altering or propping open any locked exit doors and propping open any exterior windows other than those in student rooms; and/or
- Acting as an accomplice with, providing false or misleading information or withholding information about any person violating any residence hall policy.

Residents are expected to inform their guests of the policies governing behavior in the residence halls. Also residents should make their guests aware that guests who fail to observe residence hall policies may be denied access to the residence halls. Residents are responsible for their guests actions and will be held responsible if their guests actions are inappropriate.

Review and Resolution of Misconduct

The residential life department takes reasonable action against a student when the evidence suggests a student has been involved in a violation of a residence hall policy. Resolutions of policy violations will hold those involved in conduct-policy violation accountable

for their behavior. When determining a reasonable resolution to an incident, Residential Life will take into consideration the interests of the residence hall community, the university community, the student who violated the policy, and previously documented incidents involving each student and residence hall policy violations.

When a residence hall policy violation occurs, one or more of the following processes of resolution may be followed:

- The resident assistant may discuss the problem with those involved and informally resolve the matter. Documentation about the situation will be provided to the resident director.
- The matter may be referred for resolution to the resident director, who will review the incident and make a determination as to what would be an appropriate resolution.
- Repeated violations may be referred to the associate director of residential life for review and resolution.
- Situations involving a violation of the Collected Rules and Regulations may be referred to the dean of students office for review and resolution.
- Matters that involve possible criminal behavior also may also be referred to the campus police department for investigation. This action can result in the issuance of citations or criminal prosecution.

Consequences for behavior violations of residence hall rules, policies, or procedures can result in any of a number of administrative actions and/or sanctions including, but not be limited to, the following:

- **Warnings** — notice given that a resident's behavior is not acceptable and that future violations may result in more serious action being taken.
- **Restitution** — financial and/or other compensation required due to the impact of a resident's behavior upon the community and/or the residence hall physical facilities.
- **Educational Sanctions**—assignments encouraging self-reflection and to encourage the student to consider the impact of his or her behavior on their future or personal well-being.
- **Community Service** — volunteer service time given within the community environment affected by the individual's behavior.

- **Administrative Room Moves** — reassignment to another room in the residence halls.
- **Conditional Agreements or Residence Hall Probation** — stipulations required of a resident in order for him or her to continue to live on campus.
- **Termination of Residence Hall and Food Service Agreement.**

When Residential Life staff members meet with a student to discuss an alleged violation of policy, they will attempt to determine whether the evidence indicates that the allegation made against the student is true. During these meetings, students have the opportunity either to explain any extenuating circumstances regarding their involvement or why the allegation made against them should be determined to be unfounded. Decisions made by staff members about a student's involvement in residence hall policy violations and decisions made about what would constitute a reasonable resolution of the incident are based upon the information submitted regarding the incident, the input provided by the student, and previously documented incidents involving the student and residence hall policy violations.

If a student disagrees with the outcome of his/her hearing or with the sanctions assigned, the determination may be rejected and the student may invoke his/her rights to formal hearing procedures through the Dean of Students Office. For more information on the rules of procedures in student disciplinary matters, consult the [dean of students office](#).

Listing of Additional Policies

Alcoholic Beverages

Students and their guests are not permitted to consume, manufacture, use, possess, sell, or distribute alcohol in or on the premises of University-owned residential facilities, University-leased residential facilities, parking lots, or outside property, regardless of their age.

Any alcohol found in a resident's or guest's possession as well as any articles related to storing, dispensing or consuming alcohol will be confiscated and disposed.

Miner Village residents who are of legal age (21 years of age or older) MAY have and consume alcohol within the confines of their apartment ONLY if all tenants and guests in a given apartment are over the age of

21 and comply with all University, state, and federal guidelines. Tenants wishing to possess alcohol must complete an alcohol compliance document (available from your Resident Assistant or front desk) AND receive approval from their area Resident Director. Tenants who possess alcohol without a complete and approved compliance document are in violation of the alcohol policy regardless of their age. Kegs, stills, and other manufacturing or large containers of alcohol for mass use and distribution are completely prohibited and do not fall under the alcohol compliance document. Violation of the alcohol compliance document will result in loss of privileges for alcohol use and storage and documentation as outlined by the conduct process.

Alcohol Paraphernalia

Possession of alcohol paraphernalia (items used for the storage of consumption of alcoholic substances), including decorated or decorative alcohol containers of any kind, is prohibited in all university-owned and university-leased residential facilities. Miner Village apartments are exempt from this policy ONLY if the apartment residents are of legal age (21 years or older) and have completed an alcohol compliance document and received approval from their area resident director.

Animals in the Residence Halls

Pets are not allowed in the residence halls with the exception of fish living in tanks no larger than 25 gallons. Students requesting an accommodation of a service or emotional support animal should contact [disability support services](#) regarding the appropriate documentation required. Once appropriate documentation is received by disability services, the student will work with the director of residential life in regards to guidelines and policies surrounding service and emotional support animals.

Candles and Incense

Residential life is committed to providing students the latitude to define their personal living environment while balancing safety concerns especially as it relates to fire. Because one of the most common causes of fire in residence halls is from the use of candles and incense, no open flames or incendiary materials are permitted in the residence halls.

Cooking in Rooms

Residents may operate microwave ovens with a capacity of no more than .8 cubic feet, hot pots, popcorn poppers, and coffee pots in their room provided that they operate with an enclosed element. Student bedrooms are not

equipped to accommodate electrical and sanitary demands of other forms of cooking, such as George Foreman grills, toasters, or toaster ovens. These items are prohibited in storage and use. Apartments fitted with kitchens may be allowed to use and store these appliances.

Corridors, Hallways, and Stairwells

Games and other activities conducted in residence hall corridors and stairwells present potential for accidents. It is for this purpose that corridors and stairwells cannot be used for any other purpose than a passageway.

Failure to Separate and Implied Consent

If a student observes any policy violation while in a residence hall, the student should leave the space and immediately notify hall staff. Any student is responsible for the behavior and objects in a room or common space where a policy violation has occurred if they are in the space, regardless of their level of participation.

Lamps

Halogen lamps pose a threat to the safety of the residence halls when cloth, paper, or other flammable items are placed in contact with the halogen bulb. It has been shown that such contact can result in rapid ignition and combustion.

Only halogen lamps of 300 watts or less are permitted in Missouri S&T's campus-approved housing. All Torchiere-style halogen lamps are required to be fitted with a protective wire or glass shield. Lamps with multiple poseable arms and plastic light covers are not permitted.

Students are expected to take the following precautions when using lamps:

- Never place lamps near combustible items (e.g. curtains, bed linen, window treatments)
- Never drape combustible items over the lamp
- Never leave the lamp on when leaving the room for more than 30 minutes
- Ensure that the lamp will not tip over

Mechanical and Emergency Facilities

Residents are not permitted to have access to any custodial, supply, or mechanical equipment rooms. Residents also are not permitted to be on roof tops, in building attics or on the outside faces of buildings.

Hallways, stairwells, and exits designated for emergency use may be used only for such.

Musical Instruments

Musical instruments may be played quietly in residents' rooms except during quiet hours. If at any time such activity results in a complaint, residents must stop playing. (Practice rooms can be obtained on campus from the music department).

Operating a Business

Residents of university housing are not permitted to carry on any organized business from their room or within any university-owned or university-leased residential facility. No sign, advertisement, or announcement promoting such business may be displayed on the outside or inside of any university housing building or premises.

Painting

Residents are not permitted to paint their rooms. Painting inside a room could result in charges to a student's account for reparation of damages. Spray painting is never permitted inside the residence halls or in any residential life owned or operated building. Spray painting is only allowed outside with the use of residential life-provided drop cloths/protection to prevent painting on buildings, outdoor furniture, sidewalks, drives, parking lots or other surfaces.

Quiet Hours/Quiet Areas

All residents should be able to sleep or study in the residence halls at any time. For this reason, priority is given to honoring these needs over other activities. Because there are times that quiet hours are seen as a priority by most residents, certain hours each day are designated as "Quiet Hours." Courtesy hours are in effect at all times not designated as quiet hours. Times designated as quiet hours on all floors are the following:

Sunday evening — Friday morning:

8 p.m.-10 a.m.

Friday evening — Sunday morning:

Midnight-Noon

NOTE: When situations arise where residents are repeatedly involved in quiet hour policy violations through the use of musical instruments, radios, stereos or other sound generating instruments, the resident may be required to remove the item from the residence

hall or the item may be confiscated and stored by Residential Life for a prescribed period of time.

Floors designated as “Quiet Floors” have a continuous quiet hour policy. The intention of these floors is to provide a living option to residents who prefer an environment that places a special emphasis upon maintaining a continuous, intensive study environment.

The focus of the activities on these floors is primarily designed to support this priority. The residents of these floors are encouraged to play an active role in defining an acceptable interpretation of a quiet policy. Residents also have the opportunity to designate limited times when this policy will be relaxed. The residents of these floors may relax this policy during certain times with a 75 percent approval.

Room Cleanliness

University staff do not clean inside student rooms, suites, or apartments while they are occupied. While cleaning supplies are available to check out at a residence hall front desk, students are solely responsible for the cleanliness of their own spaces. The relative cleanliness of your room is largely a matter of your own disposition. Nevertheless, reasonable sanitary and safety standards must be met. If a room’s condition presents a reasonable threat to the residents of that room, those residents will be given a prescribed period of time to correct the condition. If this is not done they may face disciplinary action and/or be required to pay the cost of correcting the problem.

Some specific guidelines that must be observed are the following:

- Fish, game, or lab animals may not be stored, cleaned or dismembered in the residence halls.
- Mechanical or electrical equipment not intended for indoor residential use may not be cleaned, disassembled, assembled, or stored in the residence halls.
- Only non-hazardous, commercially sold cleaning products intended for residential use may be used in the residence halls.
- Chemicals from university labs are prohibited in the residence halls.

Room Inspection

Residents can expect a reasonable right to privacy in their rooms. This is not an absolute right, but is respected and will not be infringed upon unless circumstance deem it necessary.

Room inspections are routinely conducted during holiday breaks after students have left campus. In apartment style communities, room safety inspections are conducted each month. One purpose for these inspections is to monitor student compliance with all safety precautions. All inquiries and concerns regarding this policy may be submitted to residential life at **573-341-4218** or to the resident director.

Access to residents’ rooms is restricted to the assigned residents and authorized university personnel. Other residents, guests and the public are not permitted in a resident’s rooms unless invited by a resident of the room. As a general matter of practice, residence hall staff members will not open or enter a resident’s room without the approval of the director of residential life, the vice chancellor of student affairs or their designees.

Exceptions to the above room entry policy are made by staff members for the following reasons:

- To respond to apparent health, safety or mechanical emergencies.
- To do facility inspections during university recesses.
- To complete maintenance work and/or to perform safety inspections.
- To respond to visually observed violations of policy.
- If circumstances dictate the need, residence hall staff may conduct sanitation and/or safety inspections while the university is in session.

Please note that occasionally persons will ask residence hall staff members to open another resident’s room (i.e. to retrieve articles left by a person who does not reside in the room). This is a request that cannot be honored under any circumstance.

Soliciting

Soliciting is prohibited in the residence halls and university property without prior authorization. If you see anyone violating this regulation, please report it to your RA or resident director (RD).

Smoking

The use of any tobacco-derived or tobacco containing products is prohibited on campus. Prohibited products include but are not limited to: cigarettes, electronic cigarettes (e-cigs) and vapes, cigars and cigarillos, hookah-smoked products, pipes, oral tobacco (spit and spitless, smokeless, chew, snus), and nasal tobacco (such as snuff). The policy also prohibits the use of any

product intended to mimic tobacco products or the smoking (inhaling, exhaling, burning or carrying a lighted smoking product) of any other substance.

Stereos, TVs and Radios

Residents with stereos, TVs, or radios should remember to be courteous to their neighbors. The volume should be kept low enough that it does not disturb fellow members of the community. To avoid such disturbances, speakers are not to be placed in windows or doorways.

Vandalism

The residential life department enforces the following vandalism policy (not limited to the following).

Vandalism is defined as: discharging fire extinguishers, activating the sprinkler system, purposefully triggering or tampering with fire alarms, destruction of personal property, damaging the elevators, and defacing or destroying the grounds, equipment, furnishings, and buildings of the residence halls (i.e. breaking walls, breaking signs, writing on walls, etc.)

Penalties that may be applicable include, but are not limited to the following:

1. Activating the sprinkler system—paying for any damaged items and any clean up costs.
2. Discharging fire extinguishers—paying for any damaged items and any clean up costs.
3. Triggering or tampering with the fire alarms—paying for any repair costs.
4. Destruction of personal property—paying to repair or replace any damaged item.
5. Painting graffiti—paying for the paint and supplies to repaint and providing or paying for the labor to paint it.
6. Defacing or destroying the grounds, equipment, furnishings, or buildings—paying the cost to repair or replace any damaged items.

If damage in a common area cannot be attributed to an individual, each resident of the community will be financially responsible for a pro-rated share of the loss or damage. It is, therefore, in your best interest to immediately report to your R.A. all vandalism and damages.

Interpretations of this policy will be made by the director of residential life.

Visitation & Overnight Guests

The residential life visitation policy allows for guests, both S&T students and non-students to visit your community or suite during the following times and days:

Sunday — Thursday: 10 a.m. — 11 p.m.

Friday — Saturday and when classes are not in session the following day: 10 a.m.-2 a.m.

This visitation policy allows for these hours to be modified by floor, house or suite communities within the following parameters and with the permission of the other residents of your living unit:

- With the approval of at least 75 percent of all floor or building residents, the hours may be either restricted to fewer hours per day or be extended to allow 24-hour visitation on Friday nights, Saturday nights and nights when classes are not in session the following day.
- Roommates, suitemates, and apartment tenants are expected to respect each other's reasonable requests for privacy and must have permission from their roommate, suitemates, or fellow apartment tenants before hosting a guest outside of the standard visitation hours. **A resident's right to privacy takes precedence over the privilege of having overnight guests,** even if the floor has voted to extend the visitation hours.
- The policy governing visitation in individual rooms will not be changed without unanimous consent of the residents of the given room.
- Weeknight visitation hours can be extended in individual rooms, suites or apartments, when agreed upon by either all roommates, or all members of a suite or apartment. The intent of this exception is to accommodate situational extended visits for study or discussion provided that doing so does not impinge upon the rights of roommate(s).
- Changes to the visitation policy in an individual room, suite, or apartment that vary from the hours on the floor, must be reflected on the roommate agreement in order to go in to effect. Failure to include these hours on the roommate agreement will result in visitation for that room, suite, or apartment remaining the same as what is designated for the floor.

Index of Policies

On nights when permitted, overnight guests (regardless of gender) who are not Missouri S&T students are allowed to stay in the halls at no charge provided certain policies are followed.

1. A guest registration form must be obtained from and returned to the Thomas Jefferson, Downtown Campus, Miner Village, University Commons, or Residential Commons front desk.
2. Permission must be obtained from roommate(s) to allow an overnight guest to stay in a room. This includes suite mates or anyone who will be sharing any bedroom, bathroom, or kitchen facilities with this guest.
3. A guest must obtain an overnight guest pass from the host's front desk. This pass must be carried at all times.
4. A guest must be accompanied by their host at all times.

Overnight guests who are not Missouri S&T students may not stay more than 3 consecutive nights and for more than 8 days/nights in a month. Residents are responsible for making guests aware of the residence hall policies. Residents may also be held responsible for their guest's actions and behaviors. No more than one overnight guest per room resident may stay in a residence hall room, suite or apartment.

All other related policies, including quiet hours, security checks, guest registration, etc., will not change when this policy is implemented.

This policy does not allow cohabitation in the residence hall rooms. Cohabitation is defined as any behavior indicating that a room occupant is sharing his/her/their assigned space with any person not assigned to the room. Cohabitation is further defined as use of the room or assigned facilities as a living environment or engaging in behavior that infringes upon community members right to privacy, sleep, or study. Infractions of the cohabitation policy may result in the guest being immediately escorted from university property and/or the host being charged with a violation of the university's housing policies as governed by the University of Missouri Collected Rules.

Additional policies can be found in the table of contents on page 3.

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