

2026-2027

GUIDE TO RESIDENCE LIFE

State Fair Community College

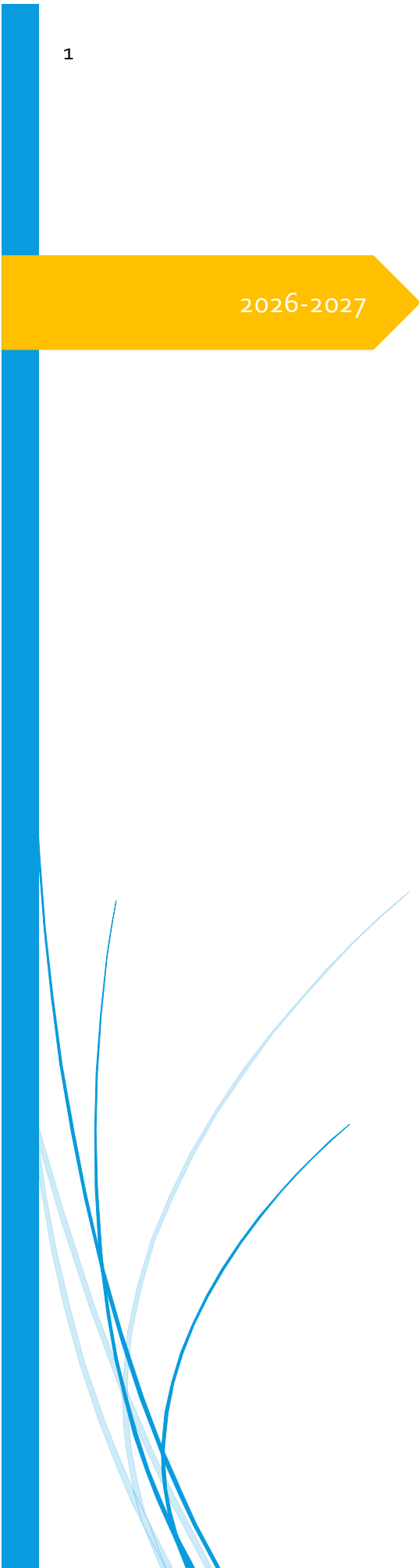


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Non-Discrimination Policy Statement

State Fair Community College is a community of people with respect for diversity. SFCC emphasizes the dignity and equality common to all persons and adheres to a strict non-discrimination policy regarding the treatment of individual faculty, staff, and students. SFCC does not discriminate on the basis of race, color, national origin (including ancestry, or any other subcategory of national origin recognized by applicable law), religion, sex (including marital status, family status, pregnancy, sexual orientation, gender identity, gender expression, or any other subcategory of sex recognized by applicable law), age, disability, veteran status, genetic information, or any other basis protected by applicable law in employment or in any program or activity offered or sponsored by SFCC. Sex discrimination encompasses sexual harassment, which includes sexual violence, and is prohibited by Title IX of the Education Amendments of 1972.

This policy shall not be interpreted in a manner as to violate the legal rights of religious organizations or of military organizations associated with the Armed Forces of the United States of America.

SFCC maintains a grievance procedure incorporating due process available to any person who believes he or she has experienced discrimination or harassment. Inquiries concerning the Nondiscrimination, Harassment and Retaliation Policy and Resolution Process should be addressed to

Amy Schroeder
Title IX Coordinator
Hopkins Testing Center
Room 714
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7299
aschroeder2@sfccmo.edu

Scott Simoneaux
Deputy Title IX Coordinator
Hopkins Student Services Center
Room 702
3201 West 16th Street
Sedalia, MO 65301
(660) 596-7484
ssimoneaux@sfccmo.edu

Inquiries also may be directed to the U.S. Department of Education, Office of Civil Rights at OCR.KansasCity@ed.gov.

Interested persons may obtain information as to the existence and location of services, activities and facilities at State Fair Community College that are accessible to and usable by persons with disabilities by contacting the Disability Resource Center, Yeater, Room 159, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

Welcome

Welcome to the residence life system at SFCC. We hope you will find your involvement with residence life and your interactions with our staff to be positive. We have an outstanding campus housing program and encourage you to become an integral part of it. The residence life system provides many avenues for involvement and opportunities for leadership positions. By taking advantage of these opportunities, you have the chance to grow as a person through the development of new friendships, the exploration of innovative ideas, and involvement in new activities. The Guide to Residence Life is a summary of the services, policies, and experiences that relate to on-campus housing at SFCC. This publication is designed to let you know what you can expect from us and what we will expect from you as a student living on campus. We ask that you familiarize yourself with the information in this publication. The major emphasis of residence life at SFCC is education. We hope that on-campus living will help students reach their full potential through living in a community of people with a variety of needs, interests, and philosophies. The residence life policies and procedures are developed to give you maximum freedom while defining your responsibilities as a member of a campus housing community. The staff is pleased to welcome you as a student in the residence life system. We will do everything possible to make your college experience meaningful, exciting, and productive.

The Residence Life Commitment

Our team will offer you the highest quality residence life experience possible. Because you matter to us, you can expect us to focus on...

- Safety and Cleanliness
- Employing a Caring and Competent Staff
- Community and Individual Responsibilities
- Innovative and Relevant Events
- Sustainable and Responsible Practices
- Supporting Academic Success
- Welcoming Individual Differences and Diversity
- The Best in Healthy Dining and Wellness
- Inclusive Practices

You are never an interruption of our work. You are the reason for our work. Please contact us if there is anything we can do to make your experience as a resident or guest more meaningful or comfortable.

Community

Community Commitments

The College strives to provide an atmosphere where students can learn and effectively pursue their academic and personal goals. In addition, the Student Life staff is committed to creating a community where ideas are freely discussed, topics of concern are explored, individuals develop new skills, and a sense of community is fostered among all students. Over the years, students and staff members have developed several community commitments, encouraging members to share in the creation of an environment where people and property are respected, and an awareness of global and local issues and concerns is promoted. We hope you will join your fellow residents in developing a community dedicated to valuing diversity.

Valuing Diversity

The Student Life staff at SFCC are committed to strengthening the relationships and level of understanding among people by supporting each other in learning about the diversity that exists in our communities. Developing these skills and attitudes involves a commitment to valuing human diversity. We encourage acceptance and appreciation of all people and celebrate race, gender, gender identity, gender expression, age, ethnicity, disability, sexual orientation, socioeconomic status, and religious affiliation. Holding to the belief that society is strengthened by the acceptance of human diversity and the ideas that are generated from that diversity, we encourage staff and students to reach out to one another and develop connections. Each person has worth and should be treated with dignity and respect.

Student Life Staff

Student Life staff is here to help you develop your academic, social, and personal growth. Below is a list of our staff members dedicated to providing you with a comfortable place to live and learn. All our staff members complete training and as part of the hiring process, will have their personal information submitted for a criminal background check.

Director of Residential Life

The Director of Residential Life manages the daily operation of the Residence Hall and Campus Housing Complex and assists with student life activities. Any questions or problems that the Resident Assistant(s) cannot resolve should be taken to the Director of Residential Life. The Director of Residential Life's Office is in the Campus Housing Complex. Office hours are Monday through Friday, 8 a.m. to 5 p.m. unless the campus is closed. The Director of Residential Life supervises the Student Life Staff, Resident Assistants, residents, and all operations within Campus Housing to provide a safe and secure environment for all residential students. The Director of Residential Life is a professional staff member on-call rotation outside office hours. The Director of Residential Life can be reached at (660-596-7438).

Student Engagement Coordinator

The Student Engagement Coordinator oversees student-centered programs and services relating to campus engagement. Also, coordinates and carries out student activities for all SFCC locations, and is the Student Government Advisor (SGA).

Residence Hall Coordinators

Residence Hall Coordinators are professional staff members who assist in managing daily operations and focuses on offering students leadership opportunities within campus housing. Additionally, they assist in on-call rotations outside of business hours. Residence Hall Coordinators typically work at SFCC for other departments and assist with various other tasks in Student Life.

Resident Assistants (RAs)

Resident Assistants (RAs) carry out a wide range of functions that benefit resident students and the overall campus housing community. The RAs serve as peer counselors, provides academic information, make appropriate referrals, initiates social and educational programs, and keeps residents informed about SFCC programs, services, and activities. RAs are talented and motivated student leaders who are selected because of their interpersonal skills, leadership skills, and genuine commitment to helping others. If you have a concern or want to find out how to get involved in activities, your RA is a valuable source and friend.

Security

SFCC has a full-time Campus Resource Deputy to provide on-campus security seven days a week and to assist students and staff in emergencies, enforce the rules and regulations, and provide the safest environment possible. The Campus Resource Deputy's office is in Yeater. The Officer can be reached at 660-596-7110, but if there is an emergency, please do not hesitate to call the proper authorities at 9-1-1.

Community Living

Living with others in a community living environment is one of the most challenging, significant, and rewarding experiences students have while attending college. Learning to handle the challenges and stresses of living with others is a critical experience that benefits students well beyond their college years. Living on campus has also been proven to increase student success and degree completion in college. Living with others is not easy and requires students to:

- Be assertive in protecting the rights of themselves and others,
- Take responsibility for themselves and the consequences of their actions,
- Make mature decisions,
- Communicate effectively,
- Demonstrate civility and respect toward others,
- Show genuine concern and empathy for the well-being of others,
- Compromise,
- Demonstrate persistence and grit in dealing with challenges,
- Appreciate and value diversity and the lessons that can be learned from others, and

- Balance individual rights and freedoms with the responsibility each person has as a member of a community, and to exercise rights and freedoms in a manner that protects the rights and freedoms of others and promotes the common good.

Living with a Roommate

Many students come to college without the experience of sharing a room with someone else and may be used to having a larger, more private living space. Living successfully with others requires open communication, respect, trust, flexibility, a willingness to share, courtesy, and remembering to be concerned about the needs and feelings of the other person or people in the room. When making decisions about how to live in this shared space, students must take into consideration the impact they have on one another. The following are a few tips on how to be a good roommate:

- **Complete a roommate agreement** – RAs can provide these agreements to help roommates define their expectations of each other and how to share their common space.
 - Limit personal items – The space roommates share is compact, and there may not be enough room for everyone to bring all their personal property. Roommates should discuss and agree upon what to bring and maintain in the shared space.
 - Share – It is not possible for both/all roommates to have everything they want in the room and to have it for their exclusive use. Due to the limited space and electrical capacity of the rooms, it is not possible for each roommate to have their own electrical appliances and bulky items that consume substantial amounts of space. Roommates should talk about sharing items and set some ground rules for their use.
- **Live by "The Platinum Rule"** – Roommates should always keep in mind the feelings, rights, and needs of the person/people with whom they share space and remember to "treat others as they want to be treated."
- **Communicate** – Roommates should talk openly and honestly with each other when they have concerns. They should be assertive, but considerate. Being honest does not give you cause to be rude.
- **Seek help** – Roommates should use their RA or Director of Residential Life to help them address difficult issues in their living situation.
- **Be open-minded and willing to compromise** – Roommates do not need to be best friends, but they should realize that there is much to be learned from living with someone whose personal habits, background, values, and characteristics are different from their own. They should talk with each other, share their ideas, perspectives, and beliefs, and be willing to listen, learn, and compromise when they disagree.

The Roommate "Bill of Rights"

The following Bill of Rights contains basic rights of roommates. To protect the rights of individual roommates, the Director of Residential Life expects all residents to have:

1. The right to study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
2. The right to sleep without undue disturbance from noise, guest of a roommate, etc.
3. The right to expect that a roommate will respect personal property.
4. The right to live in a clean and healthy environment.
5. The right to free access to one's room and facilities without pressure from a roommate.
6. The right to personal privacy.
7. The right to host a guest if all Residence Hall policies are followed, and the guest respects all roommates' rights.
8. The right to have grievances addressed and conflicts resolved. Campus Housing staff members are available for assistance.
9. The right to be free from intimidation; physical and emotional harm; and racial, sexual, and other prejudicial harassment.
10. The right to expect reasonable cooperation in the use of the room's shared items (e.g., refrigerator, TV, stereo, etc.) and a commitment to honor agreed-upon payment procedures (e.g., HBO cable bill, etc.).
11. The right to live according to one's own unique values, beliefs, identities, and cultures, if they do not unduly interfere with the rights of others.

Roommate Conflicts

If roommate conflicts occur, the Director of Residential Life works with all residents involved through various channels to mediate the conflict. These channels include:

- **Roommate Agreements** – As discussed earlier, roommate agreements can help roommates identify potential problems before they arise. Also, when a conflict does arise, roommates can go back to the guidelines they set in their roommate agreement to resolve their conflict.
- **Mediation and Counseling** – Campus Housing staff are trained and experienced in helping roommates resolve conflicts and can offer advice, support, and informal assistance. Furthermore, residence life staff members are aware of resources to aid roommates with formal mediation assistance. Students need to determine their concerns and share them honestly during the mediation session.

Student Conduct

Roommate issues can at times be related to violations of the College's Code of Student Rights and Responsibilities, found at <https://www.sfccmo.edu/communications/studenthandbook/>. Students can report conduct violations and seek assistance through the student conduct system. This system is an educational

process that communicates and reaffirms standards of conduct, encourages students to make wise choices and engage in appropriate behavior, and holds students accountable for unacceptable behavior. The conduct system is not intended to be used as a vehicle to force roommates out of their living environment, and removal or relocation is not always an outcome of the conduct process.

- **Room Changes** – If issues reach the point that other methods of resolving the conflict have not been successful, there may be an option for a change in room assignment. Room changes are not available during the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. It is important, therefore, that roommates try to resolve issues prior to requesting a room change. Room changes may be requested through Housing Cloud, requests. Please understand student life staff has a responsibility to provide support and assistance to all students involved in a conflict and, therefore, do not decide who is “at fault” and who should be moved. If a determination is made that the conflict cannot be resolved without a room change, and if a roommate does not volunteer to change room assignments, all roommates may be reassigned.

Community Standards

Community standards are in place in our Residence Hall and Campus Housing Complex. Students living in campus housing have an opportunity to live in a community environment and to accept the responsibility of being a member of a diverse group of people. To help ensure that students may exercise their rights as individuals while ensuring that the rights of those around them are upheld, basic policies have been established to facilitate mutual respect and consideration.

Failure to abide by Community Standards could result in a student being charged with a conduct violation under either the Guide to Residence Life Community Standards and/or the SFCC Student Code of Conduct.

Common Area Damages – In the event of damages to a communal area, including furniture, fixtures, doors, walls, elevators, windows, and excessive cleaning charges and trash removal, the Director of Residential Life, reserves the right to charge all residents for reasonable damage charges if the responsible person(s) cannot be identified.

Computer Usage – All computers and networks provided by SFCC for use by students living in campus housing are subject to the SFCC Appropriate Use Policy (Regulation 8200), which can be found on the SFCC web page at [8000-regulations.pdf](https://www.sfcc.edu/regulations/8000-regulations.pdf).

Appliances

- Residence Hall permitted appliances are:
 - a. One refrigerator per room, not to exceed 1.5 amps (3 cubic feet).
 - b. One Keurig type coffee maker (No open heat source)
 - c. **NO** personal microwaves in the Residence Hall.

- Campus Housing Complex permitted appliances per suite and must remain in the kitchenette common space:
 - a. One refrigerator per room, not to exceed 1.5 amps (3 cubic feet) **OR** One refrigerator not to exceed 3.0 amps (5.0 cubic feet).
 - b. One Keurig type coffee maker (No open heat source)
 - c. One Microwave is permitted in the Campus Housing Complex.
- The following are **NOT** permitted in either the Residence Hall or Campus Housing Complex:
 1. Open heating element appliances, such as space heaters, immersion heaters, kerosene heaters, hot plates, broilers, ovens, or electric skillet/fry pans, toasters, toaster ovens, Airfryers, crock pots, rice cookers, irons, coffee pots with an exposed heat plate, etc.
 2. Sun lamps, lava lamps, halogen lamps, and neon signs.
 3. Potpourri pots (candle- and/or electric-powered), incense burners, wickless candles, and candle warmers.
 4. Any other appliance that gets hot to the touch or has an external heat source.
- Do not bring an excessive number of personal items with you because the Residence Hall and Campus Housing Complex rooms are not equipped with extra storage space.
- The College is not responsible for items left behind when a student vacates a room. Any items left behind will be disposed of and will result in fines.

Guests – Residents want to have friends visit them; however, consideration for roommates and other floor residents dictates that guests do not infringe on another's right to privacy and the quiet enjoyment of the facilities the resident has under contract. Residents must obtain permission from all roommates before inviting a guest to visit. In addition, it is each resident's responsibility to communicate disapproval of guests and to convey continual problems to a Student Life staff member if approval is not sought after and received each time by all parties involved. If permission is not received and a guest is invited to visit, all future guest privileges may be revoked. Residents are responsible for the behavior of their guests and guests should never be left in their room or suite unattended. If their guests violate policy, residents will be sanctioned for the conduct of their guest.

While your guest is in the Residence Hall or Campus Housing Complex, we ask that you comply with the following guidelines:

1. Guests (except underage youths) should always carry a picture ID and all guests must abide by all policies of the Residence Hall and Campus Housing Complex.
2. Guests found violating SFCC or residence life policies may be escorted from campus housing and restricted from further access.
3. Guests who are not campus housing residents must be registered on the Guest Registration form in Housing Cloud and approved no less than 24 hours prior to the planned visit. Any guest not registered on arrival will be asked to leave. If the guest or resident refuses to comply, the resident may lose future guest privileges, along with the potential for fines and other student conduct consequences.

4. Residents need to always be in the presence of their guests, and this includes traveling in hallways and stairwells. Escorting guests enhances the security of the facilities and protects individual privacy. An escort is required in all Campus Housing for all guests who do not reside in campus housing.

Visitation Policy: A guest may not stay in campus housing more than one overnight visit per week. The visitation policy applies to all campus housing facilities. Visitation hours on three-day breaks and SFCC holidays may be extended at the discretion of the Director of Residential Life.

Pets – No pets are permitted within any campus housing facilities.

- Service animals and approved emotional support animals (ESAs) are not considered pets. Service animals are trained to assist persons with disabilities, and SFCC- approved ESAs must be leashed to be under the control of an adult. ESAs are only permitted in the Residence Hall. Animals which are unleashed, leashed and unattended on college property are subject to impoundment. Impounded animals may be reclaimed by the owner at the City Animal Shelter (660-826-5816) upon payment in full of all costs incurred because of the impoundment, including any veterinary expenses.
- Service animals and ESAs are subject the guidelines outlined in SFCC Regulation 0412. Any animals found to be in violation of these guidelines will be removed from the Residence Hall and the owner/responsible party will be subject to fines and other disciplinary consequences.

Posting – All posting of signs, bulletins, and promotional materials in the Residence Hall or Campus Housing Complex must be approved by the Campus Marketing Department and the Director of Residential Life. Approved materials will then be distributed to the individual hall for posting by Student Life staff.

Quiet Hours – Quiet hours are maintained to provide an atmosphere that is conducive to good scholarship and to promote learning. Enforcement of quiet hours is the responsibility of each student, with help from Student Life staff. Each floor must observe the minimum acceptable quiet hours of **10:00 p.m. to 10:00 a.m., seven days a week**. Courtesy hours are in effect throughout the Residence Hall 24 hours a day. Therefore, excessive noise, as determined by affected students, is discouraged.

Room Decorations – Nails, screws, double-stick tape, packing tape, or duct tape on or in the walls, ceilings, furniture, or fixtures is prohibited. Masking tape, painters tape or white poster putty is permitted for hanging posters and other decorations. We recommend Blu-Tack reusable adhesive.

- Missouri law prohibits the removal of traffic and/or street signs. In the absence of a verifiable bill of sale, traffic signs, street signs, and parking gate arms are not permitted in campus housing.
- Pictures and other materials that are discriminatory or otherwise impermissible under college policies are not to be displayed in areas that may be visible outside a Residence Hall room or Campus Housing Complex suite (including viewed from outside of room through window or door).
- Alcoholic beverages, tobacco or nicotine signs or displays are not allowed.

- No window display may be permitted if it detracts from the aesthetics of the Residence Hall or Campus Housing Complex.
- Fire alarm pull stations, speakers/horns, fire extinguisher cabinets, smoke detectors, and exit signs must not be covered, and exits must not be blocked.
- Decorations, unless nonflammable, cannot be used to cover entire hallway areas, ceilings, walls, or doors, due to the fire hazard these decorations present. (All decorations must have a 1-foot fire break for every 3 feet.)
- Trees and other greenery must be artificial.
- String lights must be UL-approved and low wattage.

Room Modifications – As a safety precaution, the following guidelines for room modifications within the Residence Hall room or Campus Housing Complex suite must be followed:

- No College-owned furniture or equipment may be removed from the room.
- No furnishings shall restrict exiting from any portion of the room or be a safety hazard to persons walking around the room.
- Students must use beds provided by SFCC and cannot bring additional bed frames into the Residence Hall or Campus Housing Complex.
- Modifications must not include any materials or designs of a hazardous or flammable nature, including suspended flammable fabrics or carpeting applied anywhere except as a floor covering.
- Residents must be prepared to respond to the concerns of staff about the hazardous nature of decorative materials and must remove materials that are judged by Student Life staff to be particularly hazardous.
- Use and/or storage of hover boards in the Residence Hall is prohibited.
- Modifications must not block the heating or cooling system or require the removal or remodeling of electrical fixtures or outlets. Twelve inches of free space must be maintained in front of all air vents.
- Modifications must not block a doorway. The door must be able to open perpendicular to the door opening.
- A College-provided light fixture must not be tampered with, and its light bulb must not be removed or switched out.
- No lofts, risers, or concrete/cinder blocks are permitted. No furniture may be raised off the floor.
- Bed rails are not provided for students with bunked beds.
- All beds must be clear of all windows and HVAC systems.
- Beds must be bunked in pairs only, not in conjunction with three or more beds.
- Beds must remain in their standard configuration (e.g., headboard, footboard).
- Mattresses must be used with the bedframes and not placed directly on the floor.
- Personal mattresses are not permitted.
- All mattress toppers and pads over 2" high need to be California fire rated.
- Window drapes/blinds must remain hung as provided.
- No furniture may touch any part of the drapes/blinds.
- Excessively heavy items should not be placed on furniture or shelving provided by the college.
- The college is not responsible for injury resulting from the modifications of a room.

Room Entry – The Director of Residential Life respects the student's rights to privacy within the community and will strive to protect and guarantee this privacy. This procedure is designed to ensure only legal and appropriate entry into a student's room by specifically authorized staff members and to define the conditions under which authorized personnel may enter a student's room. Rooms may be entered under the following conditions:

- To provide room maintenance inspections or repair service.
- To conduct periodic health and safety inspections.
- To conduct monthly (ESA/Service animal) pet checks.
- When there is reasonable cause to believe that college regulations or local, state or federal laws are being violated.
- When there is reasonable cause to believe an emergency situation has arisen, someone is at risk or in need of medical attention.
- When a student permanently vacates the room.
- When a student vacates a room for a break period.
- To identify if a space is ready for a new resident.

Illegal materials/items in plain view may be removed if they are noticed during room maintenance or health and safety inspections, or in response to a violation of college or departmental policy. The student will receive written notification of this action if confiscation of property is required when the student is absent. Authorized Student Life staff members who may enter a student's room are SFCC Administrators, Student Life staff, Director of Residential Life, RAs, maintenance, and custodial personnel.

Smoke-Free and Tobacco-Free Living – The use of all nicotine and tobacco products (both smoking and non-smoking) is expressly forbidden in all areas, including all communal areas and individual living units. Any student found responsible for contaminating the tobacco-free environment of a room/ suite/common area will be charged per incident, per living unit, for the thorough restoration/cleaning of that area, including carpets, walls, ceilings, draperies, etc. Charges vary and will be based on the cost to restore the living area. This policy promotes wellness, ensures a healthy work and educational environment, and provides guidelines for substance use on SFCC grounds and facilities. It applies to all tobacco and/or nicotine products.

Students found to be in violation of the Smoke-Free and Tobacco-Free guidelines in the Guide to Residence Life may also be subject to additional consequences under the Student Code of Conduct (which can be found at <https://www.sfccmo.edu/communications/studenthandbook/>).

Missing Person Policy – If a student living in the SFCC Campus Housing is determined to be missing for 24 hours, the Director of Residential Life will contact the student's emergency contact as listed on the housing registration form and/or in the student's record. The Director of Residential Life will also contact the Campus Safety and Security, the Dean of Student Services, or designee, and local law enforcement.

All emergency contact information for SFCC students shall be kept confidential, and may be changed upon the student's request with the Office of Student Life and/or the College Registrar. Such information is considered protected under FERPA, and will only be disclosed with authorized campus personnel in the

event of an emergency, or if there is legitimate educational interest. Further, such information will only be disclosed to law enforcement or other first responder personnel outside the college when there is an imminent health and safety emergency.

Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted within 24 hours of the determination that the student is missing. During the first hall meetings of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA will meet with all new students to provide missing person policy information. Students can change the information on their form at any time by asking for a new form.

Services

Campus Housing Services

Bicycle Storage – Bicycles may NOT be stored in campus housing rooms but may be stored at the bicycle racks provided for your convenience located near the entrance of the Residence Hall. When keeping a bike in one of these racks, the student should always keep it securely locked. Storage of bicycles in hallways is not permitted. Any bicycle stored or chained in an unauthorized area inside or outside the Residence Hall will be removed or ticketed by the Campus Resource Deputy. At no time are motorbikes permitted anywhere inside campus housing.

Community and Study Lounges – The Residence Hall and Campus Housing Complex have a TV lounge with a gaming system for communal use and seating area. The lounges are available for entertaining guests, studying, or just visiting. Activities and special events are periodically held in the lounge, sponsored by the hall council or SFCC organizations. The lounges are available 24 hours a day for students and their guests, when community functions and events are not scheduled in this facility. So that all students may benefit from this area, furniture is not to be removed from any community area, including lounges. Café/Study lounges are equipped with tables and chairs, small kitchen appliances (not allowed in dorm rooms, such as microwave, toaster, air fryer, etc.) These facilities provide a private place in which to study. So that all students may benefit from the study areas, the study lounges must be kept quiet (no music is allowed).

Computer Labs and Technology – The Computer lab is available in the Residence Hall. The computer lab is for the exclusive use of students of the Residence Hall. All computers in the Residence Hall lab use the Windows operation system and can access the college network, all library resources, the Internet, and have applicable software installed.

Printing Quota - The Residence Hall has a laser printer provided for resident hall student use only. Pages not picked up in a timely fashion will be disposed of. All campus housing students are provided with an automated laser printing quota of 350 pages (not including cover pages) each semester. Students can print to any GoPrint printer on campus. Students who would like to purchase additional printed pages may do so at GoPrint Cloud on their student portal for a cost of \$5.00 per block of 100 pages.

Wireless Network Access - The Residence Hall, Campus Housing Complex and throughout the entire campus have been designed to have complete wireless coverage. However, as with any wireless technology, connection quality and speed can be affected by many environmental factors. If you need assistance with connection to SFCC Wi-Fi, contact IT or the 24/7 Help Desk.

If you live in campus housing and need to connect your gaming device:

1. Navigate to <https://clearpass.sfccmo.edu/guest/> from any computer already connected to the SFCC network (i.e., phone or laptop connected to SFCCsecure).
2. Log in using your same username and password used for everything else.
3. Click “Create Device” from the left-hand menu and enter a description of the device, the MAC Address for your device, the room number you are in, and check the box to accept the terms of use.
4. Click Create Device at the bottom of the form and registration should be complete. You can check your registration and make updates to it under Manage Devices.
5. Connect the registered device to SFCC consoles wireless network with the password “GOroadrunners!”

In case of a non-PC device that is unable to connect to SFCCsecure, or any device that students wish to have wired via Ethernet cable, have the student register their device in ClearPass Guest by following the steps below:

1. Navigate to <https://clearpass.sfccmo.edu/guest/> from any device already connected to the SFCC network (i.e., your phone or laptop connected to SFCCsecure, or one of the computer lab PCs).
2. Log in using your email address and password ("jdoe@student.sfccmo.edu" format).
3. Click “Create Device” from the left-hand menu.
 - a. Enter a description of the device, such as "Roku TV", "Chromecast", "Playstation", etc.
 - b. Enter the MAC Address for your device.
 - i. If your device lists a wired and a wireless MAC, simply register the one that matches the connection method you plan to use.
 - c. Enter the room number the device is in.
 - d. Check the box to accept the terms of use.
4. Click "Create Device" at the bottom of the form and registration should be complete.
 - a. If you get an error "This device is already registered," check your list of registered devices (see next bullet) and remove the matching MAC address. If no matching MAC address exists, contact the IT Help Desk for assistance.
 - b. You can check your registration and make updates (for example to the room number if you change rooms) under Manage Devices.
5. Connect the registered device...
 - a. ...to SFCC consoles wireless network with the password “GOroadrunners!”
 - b. ...to one of the wired ports in your room
6. P.S. The registration expires after 125 days (1 semester) so you will need to remove the device and register it again if you come back the next semester

Custodial Services - Students are responsible for keeping rooms/suites in clean condition and should empty waste into outside dumpsters. To ensure a healthy environment, periodic health and safety inspections will be conducted by the Student Life staff. The Custodial Staff cleans all public areas, including community

bathrooms, regularly in the Residence Hall and Campus Housing Complex. It is the residents' responsibility to maintain clean and sanitary living areas.

Vending Machines – Vending machines, stocked with snacks and beverages, are located in the Residence Hall. The vending machines are provided by third-party contractors and SFCC is not responsible for incorrect charges, wrong items or lost money. Students use the vending machines at their own risk.

Insurance Coverage – The college is not responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, etc. Residents are encouraged to carry homeowners or rental insurance. In addition, the college shall not be liable for injuries that occur in and around the Residence Hall or Campus Housing Complex, including laundry rooms, parking lots, etc. Students are encouraged to carry adequate medical insurance. For information on some insurance providers, please go to [NSSI Student Personal Property Plan®](#).

Laundry Facilities – The Residence Hall and Campus Housing Complex are equipped with washers and dryers for exclusive use by residents. The college is not responsible for lost or damaged belongings in laundry facilities. Residents are required to supply their own laundry detergent, softener, dryer sheets and any additional preferred laundry provisions.

Parking – Do NOT park in a handicap-accessible parking spots without proper tags. The college is not responsible for losses or damage to automobiles or other private property located in the parking lots or surrounding Campus Housing. Washing or servicing of cars in parking lots is prohibited.

Reserving Campus Housing Community Space – College organizations wishing to utilize campus housing facilities including lounges, and courtyard space for presentations and/or meetings should make this request of the Hall Staff member at least two weeks prior to the date desired. Priority is given to Student Life activities.

Keys – Students are responsible for all keys and access cards issued at check-in. Lost room keys or access cards must be reported immediately and will be replaced for a \$50 fee, which includes re-coring or reprogramming for safety. Mailbox key replacements cost \$25. Refunds for returned lost keys (excluding re-core charges) are available within 90 days. Access cards may be either a physical BLUECARD or a Digital BLUECARD (compatible with Apple Wallet). Access cards (physical or digital) allow 24/7 entry for residents; non-residents must be let in by a resident during limited hours. Damaged or non-functional access cards can be exchanged at no charge if no misuse is evident. All keys must be returned at check-out. Lending or sharing keys or access cards is strictly prohibited.

Please remember:

- Lock your room whenever you leave and when you are asleep.
- Do not loan your keys to anyone for any reason.
- Report lost keys and access cards **immediately** for everyone's safety and security.
- Do not mark your keys with your room number or any other identifiable markings.
- Do not punch holes in, place stickers on, or otherwise modify your BLUECARD.

- Never leave your keys or access card unattended.
- Return any lost keys you may find to the Residence Hall Office.
- When returning to campus after a weekend away/break, confirm you have your access card and keys with you.

Keys obtained from sources other than the college are considered unauthorized. College keys may only be purchased to replace a lost key.

Lock-Outs: Residents are responsible for carrying their room keys. If a student is locked out of the room, the student may check out a key with hall staff between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday. The student should be prepared to present their ID card to the staff member (acceptable forms of ID being: Blue card [physical or digital] or a valid driver's license). On weekends, and Monday through Friday evenings, the RA on call will respond to lockouts during regularly scheduled building rounds or on the hour. Should a student become locked out at a time not specified here, the student may locate a roommate to gain access to the room or wait for the RA to begin scheduled rounds. Each student is provided with two complimentary lockouts per semester. Additional lockouts are considered misuse of this service, resulting in a \$5.00 charge for the third lock-out and every lock-out thereafter for the remainder of the semester. This fee will be charged to the student's college account. This lock-out service should not be used as an alternative to the replacement of a lost key. For your own safety, report lost keys immediately. During the first week of classes, a grace period will be allowed. The grace period will be from Sunday before the start of classes to the Sunday of the first week of classes.

Mail - Mailboxes are located within the Residence Hall and Campus Housing Complex, and mail services are provided. The incoming mail, packages and special delivery mail will be received for distribution. Residents must use the assigned mailbox key to obtain mail. The college will not be held responsible for mishandled mail or packages. Mail is delivered to Campus Housing daily, except Sundays and holidays, and is usually in the mailboxes by late afternoon. Mailing Address format is as follows:

Residence Hall address

Your Name
1830 Roadrunner Dr., Room #XXX
Sedalia, MO 65301

Campus Housing Complex address

Your Name
1870 Roadrunner Dr., Room #XXXX
Sedalia, MO 65301

All residents must change their address before moving out of Campus Housing. Mail will not be forwarded by the college.

Dining Services

SFCC provides dining services through Great Western Dining, a professional company that specializes in school and college food service management. While SFCC is in session, food service is provided at the Stauffacher Commons. Students living in Residence Hall or Campus Housing Complex are required to

participate in a campus meal plan. Students living in the Residence Hall must be on the 19-meal plan while students living in the Campus Housing Complex may select between the 10 and the 19 meal plan options.

Dining Service Hours of Operations

Monday – Friday

Breakfast	7:30 a.m. – 9:45 a.m.
Lunch	10:30 a.m. – 1:15 p.m.
Dinner	4:30 p.m. – 6:30 p.m.

Saturday - Sunday

Brunch	11:00 a.m. – 12:30 p.m.
Dinner	4:30 p.m. – 6:00 p.m.

Hours are subject to change without notice if SFCC is closed for breaks or weather cancellation, postponement or delays the start of classes. Dining services are not provided between semesters or during Spring Break.

Appropriate Behavior in Dining Centers –The following minimum standards of dress must be always maintained in the dining facility:

- Shoes and shirts must always be worn.
- Sleepwear and swimsuits are not acceptable.

In addition, there will be no removal of trays, glasses, dishes, or silverware from the dining facility. Residents and their guests are expected to display appropriate behavior in the dining facility. Disruptive, destructive, excessively noisy, or injurious behavior will lead to disciplinary actions.

Student Housing Contract

Residence Hall and Campus Housing Complex: Contract Terms and Conditions

The 10-month academic-year Student Housing Contract for traditional Residence Hall is in effect from August until May (unless entered during the spring semester). The Student Housing Contract is for the entire academic year (both fall and spring semesters). If entered after the semester begins, the contract applies to the remaining balance of the academic year.

The following is a listing of information you are responsible for knowing and have agreed to follow by signing your contract. An appointment for check-out should be arranged in advance by contacting the Director of Residential Life. Any person gaining illegal access to the Residence Hall or Campus Housing Complex when the hall is closed will be subject to disciplinary and/or legal action.

Alcohol Use and Possession

Residents of the Residence Hall and Campus Housing Complex are prohibited from possession and consumption of alcohol in their rooms or on SFCC property. All residents, if disruptive or acting inappropriately, will be documented for conduct action. Students found to be in violation of college alcohol policies will go through the same conduct process. Students who provide alcohol to minors may also be placed on college probation in addition to other consequences, up to and including arrest. Persons found in a room where alcohol is present are subject to disciplinary action whether they were engaging in

the behavior or not. Students, no matter what age, must comply with College alcohol Use and Possession policies.

Drug Use and Possession

Illegal, addictive, dangerous or controlled substances (marijuana, tobacco, nicotine, and/or any other controlled substances) are not allowed in Campus Housing. Possession, use, manufacture, distribution, or sale of illegal drugs paraphernalia is prohibited. Furthermore, any use of any drugs is considered to be self-destructive behavior. Persons found in a room where drugs are being used **or** are present are subject to disciplinary action whether they were engaging in the behavior or not. Students, no matter what age, must comply with College Drug Use and Possession policies.

Weapons/Firearms

In conjunction with Regulation 1332 and for the safety of all residents, the possession or use of any device designated primarily for use in inflicting injury or death upon a human or animal is prohibited in the Residence Hall, Campus Housing Complex and on college property.

This may include, but is not limited to, fireworks, paint ball guns, BB or pellet guns and/or switchblade knives. Anyone who uses, threatens to use, or is found in possession of a weapon will be removed from the Residence Hall. This removal could be temporary or permanent cancellation of a resident's housing contract, depending on the severity of the situation and the outcome of an administrative investigation.

Consolidation Procedure: At any time during the academic year, if a student moves out of a room/suite leaving a vacancy, the remaining student must select one of the following options:

1. Elect to pay the private room fee and retain the room privately for the remainder of the semester. This is an option only when there is space available and there is not a demand for housing for new students. Private room fees will be calculated on a prorated basis.
2. Choose to move to another half-filled room.
3. Find another student in a half-filled room who is willing to move into the room.

This consolidation procedure does not require an individual to consolidate unless: (a) there is a need for space in the Residence Hall system, or (b) there is a waiting list for private rooms. If a student is (a) occupying a room without any roommates, and (b) not required to consolidate as indicated above and does not wish to contract for a private room, the student must:

- Keep the unoccupied half of the room in a condition that would allow someone to move into the room on short notice.
- Display an attitude of cooperation and acceptance toward any student who may wish to examine the room prior to occupancy.
- Agree that the room may be shown to prospective occupants without prior notification and in the student's absence.
- Agree to accept a roommate assigned by a Student Life staff member. Students who are directed to consolidate but fail to do so will be billed automatically for a private room. Students who refuse to accept an assigned roommate or pay for a private room after the Private Room/Consolidation form is completed will be automatically charged the private room fee prorated from the vacancy date. Students in half-empty rooms must always keep the room in half-empty condition. Students

leaving for winter break who are in a half-empty room must make sure all personal belongings are only in half the room, as a new roommate may move in during the break.

Eligibility – Campus Housing students must be enrolled as full-time students to reside in either building. Residents enrolled full-time but needing to change part-time can request permission to remain in the Residence Hall or Campus Housing Complex. Residents should meet with the Director of Residential Life to make such a request. In certain circumstances, requests may come in writing from a student's navigator or the Disability Resource Center. If a student drops below full-time status, they will be given 24 hours to get back to full-time status. If the student fails to do so and drops below full-time status without permission from the Director of Residential Life, they will be fined \$25 for every credit hour they are deficient.

Students must be at least 17 years of age with permission of parent or legal guardian at the time of application. As mandated by Section RSMo 174.336.1, all students living inside a Residence Hall and Campus Housing Complex must have the meningococcal vaccination. All students must have a shot record or a release form on file with the Student Life Office before moving into the building.

Students must maintain the minimum cumulative Grade Point Average (GPA) based on the number of credit hours completed. Courses that do not have a GPA associated with them such as pass/fail, articulated courses and courses transferred from a different college and as determined by the Registrar, are not calculated in the student's cumulative GPA. Students are expected to maintain a cumulative GPA in accordance with the following criteria:

GPA Hours	Minimum
12 - 23 hours	1.50
24 - 35 hours	1.75
36 - 47 hours	1.85
48+ hours	2.00

All major or minor violations of campus housing policies will be reviewed prior to application approval for subsequent application years. Any number of major or minor violations could result in ineligibility for future Campus Housing.

Insurance Coverage (Medical and Property) – The College is not responsible for any damage or loss of property due to fire, power surges, power loss, facility failure, theft, severe weather, or other acts of nature. Students are, therefore, encouraged to carry homeowners or rental insurance. In addition, the College shall not be liable for injuries that occur in and around Residence Hall, including laundry rooms, parking lots, etc. Students are encouraged to carry adequate medical insurance. Residence Hall and Campus Housing Complex residents are strongly encouraged to carry rental insurance.

Room Use – Residents are not permitted to sublet or assign their rooms or use their rooms for commercial/business purposes. Students are not permitted to remove equipment or furnishings from any room in campus housing. Room modifications may be made only in adherence to departmental guidelines as otherwise stated in this Guide.

Check-In and Check-Out Procedures

Check-In – When students move into their rooms, they will be emailed with a link to the Online Room Condition Report (RCR) that includes a completed room/suite/common space inventory. If online is non-operational a paper Room Condition Report will be utilized, which will be provided to the student during check-in to review. This inventory serves as a record of the contents and conditions of the room/suite/common spaces and serves as the basis for check-out and assessment of damages when a student moves out.

Check-Out – In order to properly move out of housing, the student must check out with a Resident Assistant/Student Life staff member. RAs/Staff will provide students with sign-up times for check-out during finals week or last week of the contract. These appointments are necessary for the convenience of students and allow RAs/staff to plan in advance if a schedule conflict requires the assistance of another staff member in the checkout process. During check-out, the RA will inspect the room/suite/common spaces, record any damages on the Room Condition Report, collect keys and access card, and obtain the student's signature on the Room Condition Report, noting the date of check-out. Failure to do any of the above constitutes an improper check-out, resulting in a \$150.00 charge, in addition to any other charges.

If a student checks out of a room at any other time, they must arrange with the Director of Residential Life to check out during normal office hours. A student will be billed the daily housing rate for every day beyond this deadline until the student officially checks out. The cost of any damage to the room/suite/common spaces may be collected at the time of check-out and billed to the student.

Residence Hall Room Assignments and Changes

Room Assignments – Assignments for new students are made according to a priority date determined by the date the student's contract is completed. It is the College's policy not to discriminate when assigning roommates. SFCC is a community of people with respect for diversity. The College emphasizes the dignity and equality common to all persons and adheres to a strict nondiscrimination policy regarding the treatment of students and employees. Refer to the College's nondiscrimination policy as listed on page 2 of this Guide. The Director of Residential Life reserves the right to change room or hall assignments. Students agree to accept all roommates assigned to the room as indicated in the Terms and Conditions section.

Room Changes – Residents are encouraged to discuss room changes with their roommates first. If room assignment problems continue, the student seeking the room change should contact an RA who will mediate the dispute. If still unresolved, the RA will refer the student to the Director of Residential Life. In roommate conflicts which cannot be resolved, all roommates may be reassigned. Room changes may be requested. Room change requests will be accepted after the first two weeks of the fall and spring semesters, and there must be space available to allow a room change. Room changes will be approved based on availability. Room change requests based on discrimination will not be granted. Only room changes that have received formal approval may take place. Students who change rooms/halls without expressed permission are in direct violation of the rules in this Guide.

Confidentiality of Records

In accordance with the Family Educational Rights and Privacy Act of 1974 (FERPA), which is a federal law, access to student records maintained by the Director of Residential Life, is limited to other persons within the College who have a legitimate or educational interest; officials of other institutions where students seek enrollment; information requested by federal, state or educational authorities; information needed in connection with the receipt of financial aid; information released by accrediting organizations; appropriate parties in health and safety emergencies; or as otherwise authorized by FERPA.

In accordance with the Missouri Sunshine Law, the name and address of a victim of criminal activity will not be released where an identifiable assailant is still at large. Violations of College and Residence Life policy that do not involve criminal activity and other information gathered within the context of community development and student service functions are currently addressed under FERPA. Therefore, other individuals and agencies outside the College shall not have access to nor will the Director of Residential Life, disclose any information, other than directory information or criminal incident reports, without the written consent of the student. Student Life staff have access to grades and other academic information throughout the academic year. FERPA release forms can be found on the SFCC website.

Facilities

Emergency Procedures

In an emergency, assistance may be obtained by contacting an RA or Student Life staff member. Give a clear description of the problem, your location (including floor and room), and your name. [Emergency Procedures - State Fair Community College \(sfccmo.edu\)](https://www.sfccmo.edu/emergency-procedures)

Bomb Threat – In the event of a bomb threat requiring evacuation of the Residence Hall, students will be alerted to the situation and asked to follow standard evacuation procedures outlined for fire emergencies and drills. A bomb threat, even one made as a prank, is a violation of both federal and local laws, punishable by up to a fine and prison sentence.

Contacting Parents/Guardians – If students are assessed by emergency medical services personnel for issues such as but not limited to: emergency medical issues, alcohol poisoning, or suicide ideation/attempt, a student's emergency contact will be contacted by a college employee.

Corridors and Fire Doors – It is essential that corridor and stairwell doors be kept closed during a fire. Closed doors slow the travel of smoke, heat, toxic gases, and fire from the area of origin. All other times these doors must remain open.

Emergency Lockdown of Campus Housing: Procedures have been developed in case of an emergency on the SFCC campus. Your RA will cover these procedures during the first-floor meeting. Please listen to these instructions and always follow directions given to you by any Student Life staff members in case of an emergency. These procedures have been put in place for your safety, not as an inconvenience or interruption of your plans.

Fire Regulations – Periodic fire drills are required to ensure students know what to do in a fire. All students should be on the alert to prevent fires. Students should be familiar with the fire instructions posted in each room/suite. All residents and visitors are required to evacuate the Residence Hall when the hall fire alarm is sounded. Those refusing to cooperate with staff or evacuate the Residence Hall are subject to disciplinary consequences.

- **In the event the fire alarm sounds:**
 - Depart your room immediately, but dress in preparation for exiting into the outdoors (e.g., shoes, coat, etc.).
 - Lock your door.
 - Leave the Residence Hall/Campus Housing Complex at once, using the nearest stairway exit.
 - If you are away from your room when the fire alarm sounds, do not return to your room, but leave the Residence Hall/Campus Housing Complex via the nearest exit.
 - Do not return to the Residence Hall/Campus Housing Complex until given the all-clear signal by safety personnel or Student Life staff.
- **In the event of a fire:**
 - Contain the fire, if possible, by closing the door.
 - Pull the nearest fire alarm (pull station).
 - No matter how small the fire is, and even if it is already extinguished, report it to your RA immediately.
 - Leave the Residence Hall/Campus Housing Complex by the nearest stairway. Close the room and hallway doors behind you. Always remain calm.
 - Do not return to the Residence Hall until given the all-clear signal by safety personnel or Student Life staff.

SFCC Alert – This is the college’s mass notification system, which uses a variety of methods to contact students, faculty, and staff in the event of an emergency or school closing. The system allows you to receive urgent notification where and how you want—from text messages and e-mails to phone calls. It is also particularly important that you follow the instructions given, whether you are in your Residence Hall, Campus Housing Complex, in an academic building, or outside. To change your preferences or obtain more information, go to [SFCC Alert - State Fair Community College \(sfccmo.edu\)](https://sfccmo.edu).

Tornadoes and Severe Weather – Two types of tornado alerts are issued by the National Weather Service: **tornado watch** and **tornado warning**. Students should become familiar with the distinction because it dictates which course of action to follow. All students should also become familiar with the tornado emergency procedures for their living areas. [Severe Weather & Disaster Procedures - State Fair Community College \(sfccmo.edu\)](https://sfccmo.edu)

A tornado watch signifies that atmospheric conditions are such that a tornado may develop. The National Weather Service will issue a tornado watch for a specific time period and geographical area. Students should monitor television, radio and weather apps for details and changes in weather conditions.

A **tornado warning** is issued when a tornado has been sighted in the immediate area. The civil defense sirens will sound when a tornado warning has been issued. In the event of a tornado warning:

- Close and lock your room door and close hallway doors behind you. Bring a book and flashlight with you if they can be located quickly.
- Housing residents will proceed to the MPC Locker rooms and remain there until the all-clear is given by a Student Life staff member and/or safety personnel.
- Do not remain in any area that has glass windows, especially lobbies.
- Cooperate fully with all Student Life staff members. Those refusing to cooperate with staff or evacuate to a designated area are subject to disciplinary consequences.

Maintenance and Damages

Residents are responsible for maintaining rooms in the condition in which they were found at the time of check-in. The College employs a mechanical staff to assist with general maintenance, repair, and emergency situations. Requests for maintenance/repairs should be submitted via the Housing Cloud Requests. **Do not enter Work Requests for computer-related items such as data jacks, co-ax issues, network connections, or personal computer issues.**

To request assistance with technology related concerns, go to [Customer Service Portal - Customer Support \(service-now.com\)](http://service-now.com) and follow the onscreen directions. You will receive e-mail confirmation of your request's status. To ensure that your request is accepted, please follow these points when submitting a request:

- Use a SFCC e-mail address only.
- Be as specific as possible when describing the request, including exact details and locations within the room.
- Submit only one service type per Work Request.

If there is an emergency (e.g., major water leak, air conditioning or heating problems, door locks), call SFCC Facilities Management at (660) 596-7283, Monday through Friday from 8:00 a.m. to 4:30 p.m. For after-hours emergencies, contact your RA or front desk. To check the status of a previously submitted work request, go to Housing Cloud Tasks.

Damages – The condition of each room/suite is checked at the beginning and end of each academic year. To avoid being charged for damages for which you are not responsible, residents should carefully check the Room Condition Report (RCR) provided by the Student Life Staff to make certain all existing damages are noted. Damages to College property that occur during the school year by residents, or their guests, are the responsibility of the resident(s) of the room.

Damage/Charge Appeals – Appeals must be submitted by the student to the Dean of Student Services. Appeals for damages in each semester must be submitted within 30 days of the end of the semester in which they were accrued in order for the appeal to be considered. <https://cm.maxient.com/reporting.php?StateFairCC>

Medical Needs and Accommodations

Students with medical needs affecting their stay in Campus Housing should communicate with Student Life Staff. If accommodations are requested, students will need to register with the Disability Resource Coordinator, located in Yeater, Room 159, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832. Students with a medical condition requiring injections must inform Student Life of that medical condition, as a disposal unit for used needles may need to be provided in the restrooms. The College will maintain and empty the containers as needed in public restrooms. The College will arrange for disposal of student provided containers in student suites in the Campus Housing Complex as arranged by the Disability Services Coordinator or as needed.

Pest Control

Student Life ensures every room (including resident rooms and staff apartments) is treated by our pest control contractor throughout the year. To request treatments for insects or other pests beyond the regularly scheduled applications, a Work Request should be entered in the online work request system. If you suspect you have pests of any kind, contact your Resident Assistant or Director of Residential Life immediately. It is the resident's responsibility to notify Student Life staff when pests are present so that treatment can begin promptly. Failure to comply with all treatment and requirements prior to treatment will result in a referral for conduct charges and/or financial charges up to \$1,500.00 for eradication of pests.

Security System

Community Watch – Residents are asked to watch out for and protect their “home away from home” and the members of their community. The safety and security of campus housing depends, in part, on the actions and responsibility exercised by each community member. No lock or security measure is effective when ignored or used improperly. For their own safety, and that of fellow residents, students are asked to report concerns to their RA or staff.

Criminal Background Checks – All student workers, as part of the hiring process, will have their personal information submitted for a criminal background check. While they may begin working, the final status of employment will be determined once the background check is communicated to the College.

Door Security – In addition to exterior door security, every Residence Hall student door is equipped with a security peephole and a door lock. Students should utilize these and other safety measures when uncertain about a visitor.

Identification of Personal Property – Students are encouraged to identify personal property (e.g., bikes, stereos, TVs, etc.) with labeling or an engraver. It is helpful to note all the serial numbers of your personal belongings.

Surveillance Systems – To assist with the overall security of the Residence Hall, surveillance cameras, card access activity logs, and other means of identifying and monitoring the activities of students and staff are utilized. Surveillance cameras do not have audio capabilities and will not be placed in restricted areas, such as bathrooms or student living units. The Director of Residential Life is the authorizing agent for access and control of any camera and monitor.

Windows, Screens, Ledges and Roofs – The misuse of windows and window screens can present a serious safety hazard to students and other College community members. The following guidelines are in place to address these concerns:

- Residents may not remove the screens, or window stops from their room window or other Residence Hall or Campus Housing Complex window at any time, nor take any action that may tend to damage the window, window screens, tracks, or closures.
- Residents are instructed not to lean against any window or to stand upon any structure(s) or item(s), such as heating units, crates, or books in front of any window within the Residence Hall or Campus Housing Complex.
- No objects of any type may be thrown from, dropped from, pushed out of, placed outside of, or allowed to fall from any Residence Hall or Campus Housing Complex window.
- No one is permitted on ledges, nor are items to be placed on ledges.
- No one is permitted on roofs or overhangs, nor are items to be placed on roofs or overhangs.

Due to the severity of this safety concern, the Director of Residential Life will hold responsible all students involved in these actions, including the resident(s) of the room in which a violation of these policies has occurred. A charge of \$100.00 will be assessed for each incident where a screen is removed, people/items are on a ledge, and/or when items are thrown out a window. A charge of \$25.00 will be assessed for each incident where a window stop is removed. Screen removal and/or damage will result in a replacement/repair charge. Any damage to windows, screens, tracks, and/or closures should be reported to a Student Life staff member immediately.

Violations of the Student Housing Contract

Violations will be responded to with a progressive, disciplined approach. The first minor offense or infraction will be addressed with verbal counseling from an RA/Student Life staff in conjunction with a note in the SFCC student conduct system. Second offenses or more egregious infractions will be reported in the SFCC student conduct system, with consequences ranging from loss of privileges, probation, campus community service or fines. If there is a third offense all previous consequences will be enforced and the number of hours and amount fined will increase. Additional information can be found in our Student Life Violation Protocol.

If you choose to not serve your assigned consequences as prescribed and appeals have been denied, then after three unfulfilled infractions you will be removed from campus housing. Appeals for campus housing removal will follow Regulation 1385 and must be completed within ten (10) day of the written decision of the Campus Judicial Officer/SFCC administrator.

https://cm.maxient.com/reportingform.php?StateFairCC&layout_id=8

SFCC Guide to Residence Life Acknowledgment

A student becomes responsible as a resident in the State Fair Community College Residence Hall or Campus Housing Complex for 2026-2027 academic year under the provisions of the Guide to Residence Life upon moving into the Residence Hall or Campus Housing Complex, with all rules enforced up to the start of the subsequent academic year.

The Pettis County Sheriff's Department, Sedalia Police Department and/or Missouri State Highway Patrol will investigate all crimes that take place on campus, with cooperation from State Fair Community College officials.

Your signature below indicates your willingness to help us provide you with the best possible living experience. Your signature also indicates your receipt and understanding of the policies/procedures/rules set forth in this guide, which you will be subject to while living in the Residence Hall or Campus Housing Complex.

I agree that I have read and understand the above agreement and the State Fair Community College Guide to Residence Life and that I am able and willing to follow and abide by the preceding rules, regulations, policies, and community principles while a resident at State Fair Community College. Furthermore, I understand that this agreement can be modified at any time by the Office of Student Life without my approval or prior notice when, in the judgment of the Director of Residential Life, additional rules, regulations and/or policies are necessary to ensure maintenance of the SFCC's community principles.

Print Name: _____ ID: _____

Signature: _____

Date: _____

MAP



SUGGESTED LIST OF ITEMS

List of Things to Bring: The following items are *suggested* for residential living

- Light and heavy jackets
- Umbrella
- Rubber flip-flops for the shower
- Summer and winter clothing (*Missouri weather changes!*)
- Posters and pictures
- Air fresheners
- A few plates, glasses, and silverware
- Paper towels, napkins, Ziploc bags, etc.
- Small refrigerator (3 cubic ft. max) one per bedroom in campus housing **OR** (5 cubic ft. max) per suite in Campus Housing Complex
- Keurig-type single cup coffeemaker
- Snacks

- Quarters for laundry and vending machines if you live in the Residence Hall.
- Surge protector (power strips with breaker switch only)
- Fan
- Headphones
- Desk lamp (non-Halogen only)
- Backpack/book bags
- Basket for shower items
- Cleaning supplies
- Toilet scrubber (Campus Housing Complex)
- Laundry basket or bag
- Clothes hangers
- Plastic crates for storage
- Towels, pillow, Twin XL sheets, comforter, etc. (80" mattress)
- Twin XL mattress cover/pad
- Toiletries
- Medications, extra contacts/glasses and copy of prescriptions
- Small first aid kit, Tylenol, etc.
- Health insurance cards and prescription cards
- Small trashcan, broom, and dustpan
- Masking tape, painters tape or white poster putty

What to Leave Behind

- Pets
- Candles and incense (even for decoration)
- Scentsy-type wax warmers
- Toasters or Toaster ovens
- Duct tape/masking tape
- Two- or three-prong "zip" extension cords
- Extension cords WITHOUT breaker switch
- All appliances with open elements or coils. (Space heaters, Hot plates, and Coffee pots, exposed hot plates (anything with an exposed heating element or that gets warm to the touch when in use)
- Fryers of any kind
- George Foreman grills
- Alcohol, drugs, vapes, tobacco and/or nicotine containers for any reason, including decorative purposes
- Valuables
- Personal air conditioners
- Lamps with Halogen bulbs
- Weapons of any kind

State Fair Community College is accredited by the Higher Learning Commission (hlcommission.org), an institutional accreditation agency recognized by the U.S. Department of Education. All campus locations are smoke- and tobacco-free. State Fair Community College is an equal opportunity employer/program and does not discriminate on the basis of race, color, national origin, sex, disability, religion, sexual orientation, veteran status, or age in its programs and activities or in employment. Auxiliary aids and services are available upon request to individuals with disabilities.