



Guide to Residence Life

2023-2024

State Fair
Community College

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Welcome message from the Student Life Staff

Welcome to State Fair Community College! The Student Life staff is excited to have you as a resident and we hope you will find your experiences with the Office of Student Life to be positive and rewarding. Throughout the year, you will have the opportunity to develop new friendships and become involved in new activities on campus. The Guide to Residence Life is designed to inform you about the policies, procedures, and general information about on-campus housing at SFCC. The Student Life staff is pleased to welcome you, and we will always do our best to make your housing experience enjoyable, safe, and educational.

There are many ways in which our housing staff strives to build a community within campus housing. One of the key blocks in building this environment is establishing behavioral expectations for our residents. These expectations are spelled out in detail within this guide.

Important aspects of community development within our campus housing are the programs and services provided by the campus housing staff. The services provided in the campus housing facility office are detailed later in this document, and it is strongly recommended that students take full advantage of these services. The programming efforts of the staff are typically ideas and themes solicited from the students in campus housing. These programs are always well-publicized in all areas where campus housing students can see them, and students are encouraged to attend as many of them as possible.

One of the final ways in which the Office of Student Life encourages community development is by encouraging residents to participate in various student organizations and extra-curricular events. Students are encouraged to contact the Office of Student Engagement to find out more about the clubs and organizations on campus.

The SFCC Guide to Residence Life is intended to serve as your guide to the services, facilities, rules, and regulations of living on campus. This guide, in conjunction with your housing license agreement, serves as your agreement to abide by SFCC housing regulations and behavioral expectations. This guide is designed to let you know what you can expect from us, and what we expect from you as member of a SFCC student life community. It is very important that you read and become familiar with its contents.

Office of Student Life

Nondiscrimination and Accommodations

State Fair Community College 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. The following persons have been designated to handle inquiries regarding the nondiscrimination policy: Executive Director of Human Resources, Hopkins Student Services Center, (660) 596-7484, or Dean of Student and Academic Support Services, Hopkins Student Services Center, (660) 596-7393. The Hopkins Center is located on SFCC's Sedalia campus at 3201 W. 16th St., Sedalia, MO 65301. 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 159, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

As expressed throughout this handbook, the intent of providing Residence Hall and college apartments living is not only for the convenience of the residents but also to promote the College community. Residence Hall and college apartment residents are expected to project a good image of the College and to refrain from creating situations which would detract from the image of the College. *Any resident who cannot conduct him/herself in accordance with the policies and expectations outlined in the handbook will be evicted from the Residence Hall or college apartments.* In addition to sanctions imposed under these rules, persons living in the Residence Hall and

college apartments are subject to sanctions under the general student Code of Conduct and Student Rights, and/or prosecution in civil or criminal court for their behavior, where applicable.

Below are some of the important dates for campus housing need to be aware of throughout the 2023-2024 academic year. The dates below may be subject to change.

Fall 2023

March 1st-Housing Application Open's for the Fall/Spring semesters

June 15th- Fall Housing Assignments sent via SFCC email.

August 19/20 -Campus Housing opens at 10:00 am

August 20 - Meal plans begin with Dinner

August 21- Fall classes begin

September 4 - Labor Day (No classes/Offices Closed). Meals served -Brunch and Dinner only

November 10-Veterans Day (No classes/Offices Closed) Meals served Brunch and Dinner only

November 21- Campus Housing closes at 3:00 pm- Meals served Breakfast and Lunch only

November 22 –25 - Thanksgiving Break (No classes/Offices Closed) – No meals

November 26 – Campus Housing re-opens at 1:00 pm. Meals Served-Dinner only

December 15- Campus housing closes at 3:00 pm- Meals served Breakfast and Lunch only

Spring 2024

December 1st-Spring Housing Assignment sent via SFCC email.

January 14/15 - Campus Housing opens at 10:00 am

January 15- Meal plans begin-Dinner

January 15 - Martin Luther King Jr. Day (No Classes/Offices Closed).

January 16-Spring classes begin

February 19 - President's Day (No Classes/Offices Closed) Meals served Brunch and Dinner

March 5 - Professional Development Day-No classes. Meals Served-Lunch and Dinner

March 16 - Campus Housing close at 3:00 pm- Meals served Breakfast and Lunch

March 18 - March 23 - Spring Break (No Classes/Offices Open) No meals were served

March 24 - Campus Housing re-opens at 10:00 am. Meals Served-Dinner only

March 29 - Spring Holiday (No Classes/Offices Closed) Meal Served Brunch and dinner

May 17 - Campus housing closes at 3:00 pm- Meals served Breakfast and Lunch only

Student Life Mission

The Office of Student Life is committed to student success and the development of the whole student through academic, personal and professional growth. We promote a diverse and inclusive campus community through our programs, services, facilities, faculty, staff and partnerships. We provide transformational opportunities for every student to help them explore their potential and help them become compassionate and responsible citizens and leaders. We focus our activities, programs, and actions on helping our students to better understand themselves, so our students discover and use their talents while acknowledging and respecting the talents of others.

Student Life Vision

State Fair Community College Student Life will be a leader in preparing students for lives full of meaning and purpose. We will provide opportunities to build skills and knowledge through campus life programs, activities and services. We will be essential to creating a student-centered environment where we champion a positive environment built on respect, support, responsibility and recognition for all cultures and backgrounds. Student Life will assist students in becoming socially and globally aware while helping them utilize their education to make meaningful connections and contributions to society through competence, character, and integrity.

Student Life Values

Health and Safety: We value residential facilities both on and off campus that are safe, secure, and healthy for students and staff while educating students to live safely and make responsible life choices.

Scholarship: We value scholastic environments and opportunities that enhance academic success.

Student Development: We value the personal growth and development of students.

Community Development: We value personal responsibility, community involvement, and acting for the public good.

Diversity: We value civility, respect, appreciation, and an in-depth understanding of diversity including the ability to put knowledge into meaningful action.

STUDENT LIFE STAFF

Director of Student Life

The Director of Student Life oversees the Residence Hall, college apartments and Student Activities. The Director of Student Life supervises the Resident Assistants, residents, and all operations within the Residence Facilities to provide a safe and secure environment for all residential students. Any questions or problems that the Resident Assistant(s) cannot resolve should be taken to the Director of Student Life. The Director of Student Life's Office is in the Residence Hall. Office hours are Monday through Friday, 8 a.m. to 5 p.m. unless the campus is closed. The Director of Student Life is a professional staff member who is on an on-call rotation outside of office hours. The Director of Student Life lives on campus. You contact them at housing@sfccmo.edu or 660-596-7438

Coordinator of Student Engagement

The Coordinator of Student Engagement coordinates and carries out student activities for all SFCC locations. The Coordinator of Student Engagement is also the Student Government Advisor. The Coordinator of Student Engagement office is located in the residence hall and is a professional staff member on an on-call rotation outside office hours. You contact them at studentlife@sfccmo.edu or 660-596-7173

Student Life Assistants

A professional staff member who is on an on-call rotation outside of business hours. Works at SFCC for other departments and assists 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 residential community. RAs serve as peer counselors and programmers. The RA provides academic information, makes 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 skill, leadership skill, 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 Officer to provide on-campus security seven days a week to assist students and staff in emergencies, enforce the rules and regulations and provide the safest environment possible. The Campus Resource Officer's office is in Yeater. The Officer can be reached at 660-596-7472, but if there is an emergency, please do not hesitate to call the proper authorities at 911.

Custodial/Maintenance

The common areas of the SFCC Residence Hall and college apartments are regularly cleaned and maintained by the custodial staff. Your responsibility in helping to keep these areas clean is expected. If you use the common

areas, you are expected to clean up after yourself. If you notice an area in need of repairs, please inform one of the Student Life Staff members so a work order can be requested.

Food Service

SFCC provides food service 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 halls or college apartments are required to participate in a campus board plan. Students living in the residence halls must be on the 19-meal plan, while students living in the college apartments may select between the 10 and the 19-meal plan options.

Food Service Hours of Operation

Monday – Friday

Breakfast 7:30 a.m. – 9:15 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 in the starts of classes.

Mail

Residence Hall

Your Name
100 Roadrunner CT Room #
Sedalia, MO 65301

College apartments

Your Name
3100 Brianna Blvd. Apt. #
Sedalia, MO 65301

On Monday-Friday, there is mail service once a day (except holidays) to housing facilities. Mailboxes are located in or by residence halls and college apartments.

All residents are responsible for changing their address prior to moving out of the Residence Hall or college apartments. Mail will not be forwarded by the College. Mail service to college apartments is handled by the USPS.

Room and Board Refunds

100% refund of room and board if cancellation is made during the first week of classes each semester on Friday at 5:00 pm.

No room refunds after the first week of classes each semester. The resident must be checked out by 4:00 p.m. on the first Friday of classes.

STUDENT RESIDENTIAL REQUIREMENTS

Residential students are required to be enrolled in at least 12 credit hours of courses throughout the semester. Residents enrolled full-time but needing to change to part-time can request permission to remain in the *Residence Hall or college apartments*. Residents should meet with the Director of Student Life to make such a request. If a student drops below 12 credit hours, they will be given 24 hours to get back to full-time status.

Students must be at least 17 years of age with the permission of parents or legal guardians.

As mandated by Section RSMo 174.336.1, all students living inside a Residence Hall and college apartments must have the meningococcal vaccination. All students must have a shot record and release form on file with the Student Life Office before moving into the building.

In order to live in the Residence Hall and college apartments, students must have a cumulative GPA of 2.0 or higher. Students who do not have a cumulative GPA of 2.0 or higher will not be eligible to live in the Residence Hall and college apartments unless approved by the Director of Student Life. In order to stay active in the Residence Hall and college apartments, residential students must complete the Title IX training once a year. Students must complete the course during the same semester they take residency in the hall. *Failure to meet these requirements will result in eviction from the Residence Hall or college apartments.*

STATEMENT OF RESIDENT'S RIGHTS & RESPONSIBILITIES

Residents have the RESPONSIBILITY...

- To adhere to the rules and regulations.
- To comply with reasonable requests made by staff, college officials or fellow residents.
- To meet payment schedules for room, board and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To express themselves individually or by association with groups.
- To participate in the judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

Residents have the RIGHT...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written/online copies of college housing rules and regulations or individual building policies that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing agreement/contract.
- To have direct access to staff who provide assistance, guidance and support as needed.
- To host guests, within established guidelines.
- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation or political affiliation.
- To participate in resident government bodies and housing departmental committees.
- To have access to individual and group social, educational and developmental opportunities in their living community.

Source: Association of College and University Housing Officers-International

Policies and Procedures

All students are expected to be familiar with and abide by the SFCC Residence Hall and college apartments Rules and Regulations set forth in this Handbook and the terms and conditions of the SFCC Residence Hall and college apartments' contract. Violations of these rules are handled through the disciplinary procedures of the Student Life and/or through the SFCC Code of Conduct and Student Rights.

Student Life policies may be amended at any time by the authority of the Director of Student Life. Amendments are effective upon approval by the Dean of Student Services and once the Student Life staff have posted notification of the changes in the common areas/bulletin boards of the Residence Hall. Individuals whose words or actions create a reasonable fear of harm for other students, staff or guests are not eligible to live in Residence Hall. Registered sex offenders and other individuals with felony convictions are not eligible for housing. All Residence Hall and college apartments' room assignments and room transfers are made without regard to a student's race, religion, sexual orientation, or nationality. Students of the opposite gender may not occupy the same room.

Applicants

The College reserves the rights to accept or reject any Residence Hall and college apartment's application. The College shall not discriminate solely based on race, sex, religion, national origin, creed, disability, or age. You may apply for housing online by logging into your mySFCC. All applications received before the first room assignments, on June 15th for the fall, and December 1st for the spring will be filled according to the following Room Assignment Policy.

Housing License

The housing license agreement is 10 months. Students will be financially responsible for all charges for the Fall 2023 and Spring 2024 semesters regardless of eviction, not returning, withdrawal, or for any reason, the student chooses to move out. A student leaving within the first week of either semester will not be charged for that semester. If the student is evicted from on-campus housing for disciplinary, academic, or legal reasons, the charges for this contract will continue through the end of the year. Students seeking an exception must contact the Office of Student Life and provide a written petition for release. Students must provide medical, financial documentation or other requested documents to support the petition. If the departmental decision is unacceptable to the student, an appeal can be made to the Campus Judicial Officer through the college's Grievance and Appellate Process. Students will be granted a release if they graduate, completion of the certification program, or for military service. The student must provide written documentation. To receive a copy of the license agreement, please contact the Office of Student Life to obtain a copy of the agreement. Starting June 1, 2023, prior to move-in once a student receives a housing assignment, if the student decides to cancel their housing assignment, they will be assessed a cancellation fee of \$100.00. Once a student as moved-in the lease agreement is in place.

Room Assignment Policy

The goal of this policy is to develop a room assignment policy that furthers the best interest of the students, the Department of Student Life, and State Fair Community College as a whole.

1. SFCC intercollegiate full scholarship athletes that are required to live on campus.
2. Applications received by May 1 for returning students with a cumulative GPA above 2.0 who do not have points exceeding 13 in SFCC's Rules, Regulations, and Community Standards will receive first priority and the chance to select their roommate on a first-come, first-serve basis. Roommate requests will be verified to determine both students want to room together.
3. Students with special living accommodation needs as defined by ADA. The Director of Student Life will work with the Disability Resource Center to ensure all proper documentation has been received to ensure requirements are correctly met prior to July 1.
4. Students who are receiving Performance Scholarships at SFCC.
5. New students who recently graduated from high school.
6. Transfer students.
7. Applications received after July 1 for returning students with a cumulative GPA above 2.0 who have 13 or fewer points in SFCC's Rules, Regulations, and Community Standards.
8. Returning residents that have accumulated 14 or more points as described in SFCC's Rules, Regulations, and Community Standards. Student must receive the approval of the Director of Student Life to return to the residence hall. Approval will be sent via SFCC's official communication, email.

Incoming students with special needs or an exceptional situation may appeal the room assignment process to the Director of Student Life prior to July 1. Returning students with special needs or an exceptional situation may appeal the room assignment process to the Director of Student Life prior to May 1. If the appeal deals with an accommodation, they must have made contact with the Disability Resource Center prior to July 1 for incoming students and May 1 for returning students. Any application received after the first room assignments (July 1) are made will be filled on a first-come, first-serve basis regardless of status.

Missing Student Notification Policy

The student's emergency contact will receive notification if the student is determined to be missing for 24 hours or for any immediate emergency needs.

Students will register their contact information on the housing information they receive prior to moving into the residence hall or college apartments. This document is available to the students in the Student Life Office to update and alter at any time.

Parents of students residing in the Residence Hall or Campus Apartments will receive notification of a missing student within 24 hours of the Residence Hall and college apartments determining the student is missing.

Residence Hall and Campus Apartments' policy states that law enforcement and campus administration will receive notification within 24 hours of the Residence Hall and college apartments determining the student is missing.

A student is defined as missing if after 24 hours the student has not been seen and is reported missing or unseen. This could be determined by the student's daily schedule, habits, promptness, and dependability.

Notification of Resolution of Sexual Misconduct Cases

Parties involved in any incident of sexual misconduct on campus will receive notification of the result of any campus-based investigation as appropriate under SFCC Title IX policies and regulations.

Whistleblower Policy

Anyone who reports a crime or policy violation (aka Whistleblower) will receive protection from the following:

Retaliation

Intimidation

Threats

Coercing of anyone who is implementing the law or college policies and regulations.

Violence, Harassment, and Human Rights

Harassment, verbal abuse, physical abuse and/or threats of abuse or violence in-person or through social media in the Residence Hall and college apartments is strictly prohibited. When an incident is reported and documented, a full campus-based investigation process may be implemented. Individuals found responsible for such violations of the Guide to Residence Life and/or the SFCC Code of Conduct may face disciplinary sanctions, up to and including the possibility of housing eviction and college suspension.

Sexual harassment or harassment of any kind will not be tolerated at SFCC. If any resident feels he or she is being harassed in any way, they are to notify a member of the Student Life Staff as soon as possible. Any resident(s) found responsible of any type of harassment will face disciplinary sanctions which may include any or all of the following: \$300 fine, eviction from Residence Hall and college apartments and/or legal prosecution.

Student Life Staff members are mandatory reporters for situations of abuse, violence and harassment.

Whenever a Student Life Staff member receives information about conduct in violation of any of these policies, staff will forward the information to the Director of Student Life who will then alert the Dean of Student and Academic Support Services and other appropriate officials to conduct an investigation and/or take disciplinary or legal action. Allegations of sexual harassment will be addressed according to the SFCC Title IX Sexual Harassment procedure.

Violations Warranting Eviction

The following violations are considered significant violations of community standards and would normally result in a student's permanent suspension from the Residence Hall and campus apartment, regardless of previous disciplinary history. These examples are not intended to be a complete list, as residents may be subject to eviction in other situation circumstances:

Possession/consumption of drugs or drug paraphernalia;
Physical assault (including sexual assault);
Possession of firearms or other weapons;
Intentionally setting a fire, falsely pulling a fire alarm or causing a fire alarm to occur;
Serious or repeated misconduct;
Delinquent in payment of room and board fees.

Alcohol Policy

The possession and/or consumption of alcohol in the Residence Hall or Campus Apartments, on any College property or at any college-sponsored event, is prohibited. All students and guests, regardless of age, are not permitted to consume or possess alcoholic beverages on SFCC property. Any alcohol found will be disposed of and disciplinary sanctions, including points and fines ranging from \$150-\$300, imposed. Persons found in a room where alcohol is present and/or being consumed are subject to disciplinary action and fine whether they were drinking or not. Law enforcement may be contacted as well.

The presence of full or empty alcoholic beverage containers (bottles, cans, and cases) is prohibited. This includes containers used as decoration. Severe sanctions, including the possibility of immediate suspension from the Residence Hall or college apartments, are imposed upon residents who provide alcohol to others, host gatherings in their rooms where alcohol is served, or possess large quantities of alcoholic beverages, even if there are no prior sanctions on record. In addition, these alcohol violations may be referred to the Dean of Student Services for disciplinary action, including possible suspension from the College. Minors in possession may be prosecuted by local law enforcement. Students who violate Student Life policies, procedures and rules while under the influence of alcohol and/or drugs will be subject to disciplinary action based on their offenses.

Students who are intoxicated in the Residence Hall and college apartments may be subject to arrest. Students who are unable to function in a safe manner due to consumption of alcohol (public intoxication), and residents who display alcohol advertisements, signs or empty containers will be found in violation of the alcohol policy and will be dealt with accordingly. Residents who violate the alcohol policy will be subject to monetary fines and/or points. Residents are responsible for the behavior of their guests and persons in the company of their guests. If their guests violate policy, residents will be sanctioned for the conduct of their guests. Students who violate Student Life policies/procedures/rules while under the influence of alcohol will be subject to disciplinary action based on their offenses.

Drug Policy

Illegal, addictive, dangerous or controlled substances not allowed on Residence Hall and college apartments. Possession of drugs or drug paraphernalia, use, manufacture, distribution, or sale of illegal drugs is prohibited. Furthermore, any use of illegal drugs is considered by the Residence Hall and college apartments 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, including prescription drugs by individuals without a prescription or using in a manner other than prescribed.

In most cases, Sedalia Police Officers and/or Pettis County Sheriff's Department will be called to the scene if there is reasonable suspicion of drug use in the Residence Hall or campus apartments. All residents assigned to a specific room are subject to sanctions for violating the drug policy if illegal drugs are found in the room. If your

roommate is involved in illegal activity, you are advised to contact the Director of Student Life and/or staff or contact the Sedalia Police Department or Pettis Sheriff's Department immediately.

A resident found responsible for violating the drug policy will ordinarily be suspended from the Residence Hall and college apartments and/or subject to sanctions including fines and points. Residents who violate Student Life policies/procedures/rules while under the influence of drugs will be subject to disciplinary action based on their offenses.

Although marijuana is now legal in Missouri, it is still illegal at a federal level and will continue to be prohibited on all State Fair Community College campuses and properties. This means that students, employees and visitors will not be allowed to have, use or distribute marijuana on SFCC campuses. Marijuana also is not allowed at any college-sponsored or supervised activities or events.

Weapons/Firearms

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 strictly prohibited in the Residence Hall and college apartments and College property. This may include but is not limited to firearms, fireworks, paint ball gun, BB or pellet guns and/or switchblade knives. Anyone who uses, threatens use or is found in possession of a weapon will be removed from the Residence Hall and campus apartments. This removal could be temporary or permanent cancellation of a resident's housing contract, depending of the severity of the situation and the outcome of an administrative investigation. The following items, because of their inherent risk to cause injury and/or undue alarm among students and staff, are not permitted in the Residence Hall or campus apartment:

- Firearms
- BB guns
- paint pellet guns
- laser lights
- sling shots
- martial arts weapons
- stun guns
- tasers
- starting guns
- airsoft guns
- swords
- metal tipped darts
- knives (i.e. hunting knives, butterfly knives, switch blades, etc.)

Abandoned Property

Items left longer than 30 days will be removed and disposed of by the Office of Student Life. Resident will be charge for removal and disposal.

Accidents and Illness

In case of an accident or extended/contagious illness, notify a Student Life staff member immediately. A report must be filed with the Director of Student Life within 24 hours in case of an accident or emergency.

Mandatory Meetings

During the semester, the Residence Hall and college apartments will have Mandatory Hall Meetings. These meetings are mandatory for ALL residential students and delivered in-person. Important information is given at these meetings. Signs will be posted throughout the Residence Hall and college apartments to notify students of dates, times, and place of meetings. Students who do not attend these meetings will be subject to points/fines.

Windows

DO NOT USE WINDOWS AS AN ENTRANCE OR EXIT FROM A ROOM! Windows are intended to bring light and air into the building. If a person is seen passing through a window, they will face disciplinary sanctions. The screens are always to remain on the windows. In emergency situations, such as fire, students may pass through the window to reach safety, only if it is deemed necessary. Students are encouraged to leave windows locked to discourage unwanted guests from entering. Screens removed or damaged will result in points/fine as well as any replacement cost.

Doors

Exterior and security doors are in place for the safety of our residents. DO NOT PROP THEM OPEN OR DISABLE THEM IN ANY WAY. When these doors are propped open and/or disabled, unwanted people, animals and bugs may enter the building. Residents or guests found propping entry or emergency doors open will result in disciplinary action, as well as points/fine. You may mount message boards on your room door with double sided tape. Do not write on the doors themselves or a damage fine will be incurred by the room resident(s).

Candles and Incense

Burning of incense and/or candles IS NOT allowed because of the risk of smoke and fire. Incense and/or candles cannot be used as decorative purpose as well. Smoke detectors in the Residence Hall and college apartments will detect smoke from these items and will trip the fire alarm. Tampering with smoke detectors will result in a fine and possible eviction. If you smell smoke, contact a member of the Student Life staff immediately.

Personal Property

The College assumes no liability for any loss or damage to the personal property of the resident, except as may be caused by negligent acts of its employees. SFCC does not carry insurance on the personal property of the resident. Each resident should determine if his or her personal property is covered by their parents' homeowner's policy or if they should purchase whatever personal property insurance is desired. Residents are discouraged from keeping large sums of money or valuable property in the Residence Hall and college apartments and are encouraged to lock their door and window. If a theft occurs, report it to a Student Life staff member. Any resident found responsible for theft of another resident's or College property will be evicted.

Pets

Residence Hall and campus apartment residents are not permitted to house, host, or otherwise have a pet in their room including pet-sitting for family members or pay. The Office of Residence Life, as a reasonable accommodation to a resident with a disability, will allow a Service Animal or an Emotional Support Animal in the resident's assigned room within the residence hall. Campus Housing pursuant to the SFCC's Emotional Support Animal Policy and Service Animal Policy. The residence hall residents who seek accommodation from the pet policies due to a disability must contact the Disability Services Coordinator to request such an accommodation.

Room Changes

A student requesting a room change must secure approval from the Director of Student Life. Reasonable attempts will be made to try to accommodate all parties.

During the first week of the start of the semester, residents can make room changes approved by the Director of Student Life. After completing the necessary forms, the move must be completed within 24 hours after approval. If the Residence Hall and college apartments are full, all the roommates must come forward and agree to a room change. Unauthorized room or hall changes or failure to vacate a room at the time designated by SFCC may result in sanctions. Once the charge is placed, a daily rate will begin until the charge is paid in full. All forms must be completed before the move. All moves must be completed within 24 hours after approval. The Director of Student Life reserves the right to limit the numerous of moves a resident makes a semester.

Room Inspections/Health and Safety Checks

Student Life staff will perform room inspections/health and safety checks monthly throughout the school year. Notifications will be posted. At the time of inspection, if resident(s) are not present, the Student Life staff conducting the inspection will leave a Room Entry form. The purpose of the inspection is to assess any damages to the room or furniture provided. If damages are noticed, the Student Life staff will notify the resident(s) and enter any damage charges or fines onto the student's account. During the inspection, the Student Life staff will also assess the cleanliness of the room. If the room is not kept clean, the Student Life staff will give the resident(s) 24 hours to clean accordingly to the instructions given by the Student Life staff. Failure to clean the room will result in the resident's responsibility to pay a fee for our custodial staff to clean.

SFCC personnel may enter resident rooms without notice for the following reasons: maintenance and housekeeping purposes, fire, health and safety inspections, inspections for damage, closing inspections, and emergency purposes. SFCC also reserves the right to enter a resident's room if there is a reasonable cause to believe that a violation of State Fair Community College rules and regulations is taking place.

Common areas (hallways, lounges, stairways, entrances, and areas around the perimeter of the residence hall and college apartment) will also be inspected. Any damages done to the common areas will be the responsibility of ALL residents. If the individual who is responsible admits that he/she is responsible, charges will be his/her responsibility. If, after 48 hours of inspection no one has come forward, charges will be divided amongst all residents in the hall or apartment.

Right to fill a Vacancy

A student living in a double occupancy room with one or more vacancies must maintain that space in the event that space is needed for another student. Accordingly, the vacant bed, desk, dresser and closet/wardrobe must be open and ready for use. While efforts will be made to notify residents that a new occupant is moving into a vacancy, Student Life reserves the right to fill vacant spaces without prior notice.

Move-in Procedure

Move-in dates for the academic year are outlined in housing assignments communications. In the Residence Hall and/or college apartments opening and closing dates and times are firm. When the residence hall and campus apartments are closed, there is no staff coverage, and residents may not be present in the buildings.

Accordingly, residents may not come earlier or leave later than designated times.

Checkout Procedure

In order to check-out of the Residence Hall and/or college apartments at the end of occupancy (e.g. end of the residence hall license agreement term); residents must:

1. Adhere to all posted and explained check-out policies specific to the residence hall or college apartments.
2. Clean the room/apartment prior to vacating so that it is in the same condition as it was upon check-in.
3. Check-out with a Resident Assistant at the end of the occupancy term. RAs are available 8:30 a.m.-10:00 p.m. scheduled hours during finals.
4. Turn in all keys during scheduled check-out time.
5. Check and empty mailbox at check-out.
6. Remove all personal belongings from the room or apartment to check-out. Personal belongings left in the hall, or attached to residence hall property (e.g. bicycle racks) will be considered discarded property and will be removed. Any removal assessment will be included in damage billing.
8. Failure to check out with a Resident Assistant will result in an assessment for improper check-out.

Keys

Residents will be issued an access card to enter front entryway doors of the Residence Hall, as well as a room key and, at check-in. College apartments will be issued an apartment key and 1 mailbox and access card key for

each unit. These keys are NOT TO BE DUPLICATED and residents will be assessed a disciplinary fine if such activity occurs. The charges related to lost or damaged keys/cards will result in disciplinary action; points/fine.

Residents should lock their door and take their keys/access card with them whenever they are out of their room. The Student Life staff should not be relied upon to unlock your door or let you in the entry doors. If a resident excessively locks him/herself out, charges or fines and/or points may be implemented. Improperly using room keys, including loaning them to persons not authorized by SFCC to be present in resident rooms or the Residence Hall and college apartments and/or losing your keys can result in disciplinary action

Lockouts:

A lockout will be defined as being locked out from your room door or building. The following process will allow Student Life to charge if the resident is locked out several times:

- During the first week of classes, a grace period will be allowed. The grace period will be the Sunday prior to the start of classes to the Sunday of the first week of classes.
- Starting Monday of the second week of classes, a resident will get one free lock-out until the end of the semester.
- After their free lock-out is used, charges will follow the Minor Violation Sanctions schedule of fines and points.

Personal Hygiene

Because of the close nature of living in the Residence Hall and/or college apartments, residents must be conscious of their personal living habits. Personal cleaning and grooming habits are important to your health and to others who live with and around you. SFCC expects that a reasonable level of cleanliness will be maintained in resident rooms and reserves the right to inspect resident rooms concerning this health issue. Should problems or disputes arise over this issue, Student Life staff may intervene.

Cleaning

You are responsible for cleaning your room during your occupancy and when you move, utilizing available cleaning equipment located in the residence hall. College apartments do not have cleaning equipment available for use.

Trash Removal

This is your “home away from home,” so please treat it with respect. Whenever large numbers of residents live together, their trash becomes a target for pests. You can help eliminate this problem by keeping your campus housing room clean and neat. It is expected that residents will place their garbage in trash bins provided adjacent to the outside property of the residence hall or college apartments. Interior trash receptacles in public areas of housing units are not to be used for trash from students’ rooms. Campus apartments are not allowed to put trash on balconies outside of front doors or anywhere else. It must be the dumpsters that are provided. The sinks in campus housing are not intended for food disposal, Scensty wax, etc.

Roommate Conflict Resolutions

Early in your time together, you and your roommate should discuss some important issues, such as:

- Study habits
- Sleeping habits
- Music taste
- Room appearances (neatness)
- Social behavior (friends and dating)
- Personal property

These and many other issues will become sources of conflict during stressful times in the semester UNLESS YOU TALK ABOUT THEM BEFORE THEY BECOME CONFLICTS.

The Office of Student Life suggests you schedule some time during the first week of school to discuss these issues with your new roommate. This time investment at the beginning of the semester may save you hours of conflict, misunderstanding, and anger in the semester. If you and your roommate are interested in establishing a Roommate Contract, talk to your Resident Assistant, as they have forms designed for this purpose and will gladly help you go over them with your roommate.

Search and Seizure

While the Residence Hall, college apartments and College respect the privacy of the residents, the Residence Hall, college apartments and College reserve the right to enter rooms and vehicles on campus premise without advance notice, in accordance to SFCC Board-approved Policy and Regulation 2150. Student Life or the Campus Judicial Officer may enter a room or vehicle for reasons that may include, but are not limited to, the following:

- To make maintenance repairs, conduct an inspection/health and safety check or conduct routine pest control applications.
- When there is reasonable cause to believe a threat to life, health or safety exists.
- When there is reasonable cause to believe illegal activities are going on in the room.
- When there is reasonable cause to believe that a resident has left the area and a nuisance noise is coming from the room. (i.e. loud televisions, radios or alarms not shut off)
- When the Student Life staff believes campus policy or local, state, or federal laws are not being followed and has been denied permission to enter a room.
- When a police dog indicates there may be illegal drugs stored on SFCC property.

If the Student Life staff believes campus rules are not being followed and permission to enter a room has been denied by the resident, the local authorities (police or sheriff) will be contacted. When you leave your room, turn off lights, TVs, radios and other items that do not need to be on 24 hours a day. You have the right to privacy but if you are infringing on the rights of others or there is a life-threatening situation, then your right to privacy becomes secondary.

Security

For the safety of lives and property of residents, the entryway doors to the residence hall are locked 24 hours a day. Your room access card will open the residence hall entryway doors. The Residence Hall, college apartments and College recommends that all residents always keep their doors locked. Each resident has their own room key. If there is any suspicious activity around the Residence Hall, college apartments or Campus, report it to a Student Life staff member or the Campus Deputy. Do not hesitate to call the police in emergency situations. Do not prop the exterior doors open.

Smoking/Tobacco Policy-check the policy

State Fair Community College is tobacco and smoke-free. In alignment with SFCC Board-approved Policy and Regulation 5250, smoking and any other tobacco use is limited to personal vehicles parked or driven on designated college parking areas and roads. Students who violate these rules will be subject to disciplinary action ranging from verbal reprimands to dismissal from campus by the Student Life staff and/or the Dean of Student Services.

Home Speakers

The Residence Hall and college apartments are not built to handle the sounds of home speaker systems. ONLY small wireless/Bluetooth systems will be allowed. Maximum size 3 inches of the speakers. Please respect the rights of others. Multiple noise complaints will result in the suspension of these privileges. Student Life staff may request that wireless speakers be removed from the building if noise complaints are high.

Parking & Driving

Parking is available at the Residence Hall and college apartments for residents and staff. The following expectations are in place for parking lots at both locations:

- Only Park in one designated parking spot.
- Driving in a careless, reckless, or imprudent manner is prohibited.
- Obey directives of authorized personnel performing traffic control duties.
- Speed limit is 15 MPH for campus.
- Obey Stop Signs! These are state roads and stop sign violations are enforced by police.
- Observe the handicapped parking restrictions.
- Do not drive or park on the sidewalks or grass.
- No vehicle shall be left on college property for more than 72 hours without permission.
- Students/visitors may be fined or have their parking privileges removed.

Persons who violate parking guidelines will receive ONE warning. Second violations within an academic year will be reported to the Campus Resource Officer, who may authorize the towed vehicle removal at the owner's expense.

Breaks

The residence hall and campus apartments will be closed during the following SFCC break periods:

- Thanksgiving Break
- Winter Break
- Spring Break

With the exception of approved SFCC-sponsored events. Residents will be required to check out during these times. For more detailed information on specific check-in and check-out dates, please refer to the Important Dates section towards the beginning of this Guide. The Residence Hall and college apartments close at 3 p.m., the start of all breaks. During finals week, students must be out of the Residence Hall and college apartments 24 hours after their last final exam. Residents may wish to remove personal belongings for breaks if they are concerned about other students potentially occupying the room or apartment. Entry to the hall is restricted when the residence hall and campus apartments are closed.

Visitors/Guests and Requirements for guests;

SFCC allows students to entertain guests of the opposite sex or same sex for informal social activities and study. Guest can be residents that are already residing in campus housing. They must follow the visitor/guest policy. However, please exercise concern for your roommate and his/her privacy throughout the day. At no time should access be denied to the other person living in the room. Remember, at no time are the Non-Residential/Residential Students night in a resident's room. No one under the age of 18 is allowed in the hall unless he or she is a sibling or whose visit has been approved by the Director of Student Life.

Guests are always welcome at the Residence Hall and Campus Apartments. Non-Residential/Residential Students, with the following conditions are met:

1. All roommates must approve the visitation on the Guest Request Form.
2. The guest is the sponsoring resident and is over 18 years of age.
3. The sponsoring resident is completely responsible for his or her guest's behavior and actions during the visit. If a guest violates any of the Residence Life License Agreement, his or her host will be held responsible for their actions and the guest could be banned from the Residence Hall or campus apartments.
4. The guest must always be in the presence of the sponsoring host.
5. Must be out of the visiting room by Midnight nightly.

The Office of Student must receive a Guest Request Form/approval at least 2 business day before the proposed visit.

Fire Procedures

In the event of a fire, the following procedures should be used:

- Pull the fire alarm.
- Evacuate the building.
- Report to the designated area.
- Notify RA staff to call 911.

If the fire alarm sounds, do the following:

- Evacuate room, leave the door unlocked.
- Report to the designated area, notify others on your way out.
- Notify RA staff.
- Do not re-enter the building until authorized officials give you permission to re-enter.

Fire Safety

Fire drills (announced and unannounced) will be held periodically during the academic year. All residents are required to vacate the building immediately. Failure to vacate will equal failure to comply and will result in a write-up. Emergency procedures will be provided by your housing staff.

The fire alarm system and fire-fighting equipment are for your protection in campus housing. Tampering with the fire-fighting equipment or setting off a false alarm not only makes the system ineffectual, but also endangers the life of other residents. Because of the obvious fire hazard, furniture-blocking doorways, fabric hanging from ceilings, and appliances left on, highly flammable materials such as chemicals and gasoline, as well as candles, toasters, extension cords and door decorations are not allowed in campus housing.

Designated Fire Evacuation Areas

The designated area to report to in case of a fire is the basketball hoop in the parking lot of the Residence Hall. For residents in the college apartments, meet by the club house/pool area. Observing common sense and safety consciousness will prevent a careless fire. The exits are clearly marked in each hall and each hall/room have fire escape routes posted. Fire extinguishers and fire alarms are also easily located. Please make note of the location of these items. Fire extinguishers may be used effectively to contain fires, but do not endanger your safety by using one instead of evacuating the building. The Student Life staff will instruct you on proper use of the extinguishers. Do not tamper with fire extinguishers and/or fire alarms when the threat of fire is not present, or disciplinary action including points/fines and possible prosecution will result.

Weather

In the event of severe weather, such as tornado, residents should follow posted instructions and specific requests made by Student Life staff. Severe weather instructions are posted throughout the Residence Hall and college apartments in rooms/halls/entryways. The ground floor is the safest place for shelter. The Residence Hall and college apartments have a designated area to report to in case of tornado, if there is enough time to exit the building. Tune into local television/radio stations for information on weather developments.

Designated Areas for Tornado Shelter

The designated areas for severe weather (if there is enough time to exit the building), such as tornado is the Multipurpose Center (MPC) entering through the west doors.

Noise

Noise is a frequent cause of complaints in a residence living environment. The Residence Hall and college apartments is first and foremost a place of study and an atmosphere conducive to study needs. Residents must

be considerate of others in their use of stereos, televisions, musical instruments, voices, etc. in their rooms as well as the halls and other common areas. The Student Life staff has the right to determine whether a resident is being excessively loud. Noise complaints and issues will result in disciplinary action including points/fines. Persistent noise problems will result in referral to the Director of Student Life with possible eviction.

Quiet Hours

It is the responsibility of the Student Life staff to help assure a living environment that is conducive to the educational mission of the college. Therefore, quiet hours are established in each campus housing unit to restrict the noise level to allow for studying and sleeping. Quiet hours must be observed from 10:00 p.m. to 8:00 a.m.

The following are some general principles regarding Quiet Hours:

- During quiet hours, noise that can be heard significantly beyond two doors down the hallway may be considered a violation. The responsibility for quiet hours does not belong exclusively to the Resident Advisors, but to all residents of the hall. If a student has a problem with the noise on their floor or in the hall, they should first try to address the situation, before contacting a Resident Advisor.
- Radios, stereos, and television sets should be kept at a low volume. Keep doors closed while using your appliances. If this requirement is persistently ignored, the equipment can be removed.
- If your roommate wants to study or sleep, you are obligated to respect his or her request.
- During finals weeks, quiet hours are 24 hours a day. The 24 hours a day quiet hour will usually be observed from 10:00 p.m. the Friday before finals through 3:00 p.m. on the last day of the finals. During finals week, if this policy is violated, students will be subject to eviction immediately.

Courtesy Hours

All times outside of Quiet Hours are designated Courtesy Hours. During Courtesy Hours, residents will be required to keep noise at a level-sensitive to other residents' needs. Residents are encouraged to personally approach any residents who may be disturbing them with their noise level. Abuse of Courtesy Hours may result in disciplinary action. Courtesy to your neighbors is in effect 24 hours a day.

Roof

Students are not permitted on any roof for any reason. When items such as Frisbees or balls land on roofs, students need to notify staff at the hall office, and they will contact Facilities personnel to retrieve and return items as work schedules permit.

Bicycles and Other Wheeled Devices

The use of recreational wheeled devices, such as bicycles, skateboards, scooters, etc., in the Resident Hall, is prohibited due to student safety. Bicycle storage is only permitted outside the building in provided bicycle racks.

Identification upon Request

In order to protect the safety and welfare of the residents in campus housing, any Student Life staff member and/or Campus Resource Officer may require a person within the campus housing to present an official college identification card or other form of identification.

Solicitation and Canvassing

Solicitation of any type in campus housing is prohibited. Door-to-door sales or solicitation is not allowed in the Residence Hall or college apartments.

Campus Housing Damage

The Residence Hall and/or college apartments have been provided for your comfort and convenience. Damage that occurs will lead to the deterioration of your living quarters. Normal wear and tear are expected, but unwarranted damage and vandalism must be prevented. All accidental damage will result in paying

replacement costs. Any determined act of vandalism will involve replacement cost plus an additional disciplinary fine. Any campus housing damage in which the person or persons involved do not acknowledge responsibility will result in the replacement costs being equally charged to all residents of that floor or, in some cases, the campus housing facility.

Damage by unknown persons will be prorated according to the following guidelines:

- Campus Housing interiors, common areas, main lounge, entry ways, stairwells, etc., will be prorated to all residents of that building
- Campus Housing interiors, floor/suite areas, bathrooms, etc. will be prorated to all residents of the floor/suites.
- Room interiors will be prorated to the room occupants.
- Damage assessment after the close of the spring semester or during fall checkout, if the resident or residents are moving out.

Work Order/repairs

Things that are broken should be reported early to prevent major repairs and damage charges. To fill out a work order use this form. <https://app.smartsheet.com/b/form/a10e6e3e39134e6cb92de937689365a6>

RESIDENCE HALL AND COLLEGE APARTMENTS AMENITIES

The Residence Hall features co-ed living, with separate wings for men and women and separate community-style bathrooms. Each two-student room has twin-size bunk beds (do not attempt to separate), two desks, two chairs, and two wardrobes; a shared sink and mirror; and Internet service. The window comes with blinds. Only one mini-fridge or micro-fridge is allowed per room. Be sure to coordinate with your roommate with regard to such appliances.

The college apartments are 3-bedroom and 2-bedroom, and they come with a living room, kitchen with stove, microwave and full refrigerator. Each apartment is a same gender apartment. A 2 bedroom will house 4 residents of the same gender and 3 bedrooms will 6 of the same gender. Each room will house 2 residents, and twin-size bunk beds and a built-in wardrobe are provided. Each apartment has a washer and dryer. Wi-Fi is included. Each apartment comes with 1 desk and chair. SFCC does not provide any other furniture and apartment residents will need to coordinate the items they will be bringing. Since the unit comes with a full refrigerator, small personal refrigerators will not be allowed.

There are three Residence Hall room sizes and apartment sizes:

East Wing (men's hall)	11 x 15 feet	165 square feet
West Wing (men's hall)	11 x 14 feet	154 square feet
North Wing (women's hall)	11 x 13 feet	143 square feet
Apartment-2 bedroom	12 x 10 feet	120 square feet
Apartment-3 bedroom	10 x 10 ½	105 square feet

The furniture must remain in the room. DO NOT ALTER THE ROOM PERMANENTLY. Do not use any nails, tacks or any other hardware that may cause damage to the walls. Approved methods of hanging anything on walls, doors, etc. include scotch tape, poster putty and/or Command strips. Do not un-bunk the beds. Do not remove screens from windows except in cases of emergency.

Lounges/Lobby Areas

Lounge areas with lounge-type furniture are available for the use of all residents. These are in the front lobby and in the upper lobby/computer lab of the Residence Hall. DO NOT REMOVE FURNITURE FROM THESE AREAS. Lounge furniture found in student rooms or student possession, will result in fines/points to the individuals involved. Provided furniture is for the residents and is a responsibility to keep in working order. It is important to keep this area clean due to high use. Many college campus tours come to the Residence Hall and college apartments during the year and we would like to keep the Residence Hall and college apartments as clean and neat as possible. *Note: In the event the residents fail to properly use or take care of lounge furniture will result in removal of furniture from the lounge areas and there will be no furniture in the lounge(s) for the remainder of the semester.*

Miscellaneous Information

Vending machines are in the Residence Hall. If the machines are not working properly, notify Student Life staff.

Laundry in the Campus Apartments

Washers and dryers are in college apartments for your convenience.

Each apartment will establish rules regarding its use. Laundry is for use by residents only of that unit. If a non-resident is found using the washer or dryer, this person will be reported as trespassing. Because machines are shared with other students, laundry should be removed once a cycle is completed.

Laundry Room in the residence hall

Washers and dryers are provided and intended for use by residents only. Coin-operated laundry facilities are available in the Residence Hall. The cost for use, if any, is indicated on the machine. Misuse or abuse of this equipment may result in an individual charge(s) or an increase to all residents. The laundry room is open 24 hours, and residents are asked to clean up after use. Residents are responsible for their belongings, and the residence hall hold responsibility for lost, stolen, or damaged goods while using the laundry facility. Washing machines may not be used for dyeing or any other activity which may damage the machines. Because machines are shared with other students, laundry should be removed once a cycle is completed.

Appliances

One refrigerator per room is permitted, not to exceed 1.5 amps (2.5 cubic feet). No microwaves in residence hall rooms and no personal refrigerators in college apartments as they are equipped with full-size refrigerators.

The following are NOT permitted in campus housing:

- Open heating element appliances, such as space heaters, immersion heaters, kerosene heaters, hot plates, broilers, ovens, or electric skillet/fry pans, toasters, toaster ovens, crock pots, rice cookers, irons, coffee pots with an exposed heat plate, etc.
- Sun lamps, lava lamps, halogen lamps, and neon signs.
- Potpourri pots (candle- and/or electric-powered), incense burners, wickless candles, and candle warmers.
- Any other appliance that gets hot to the touch or have an external heat source.
- Do not bring an excessive amount of personal items with you because the Residence Hall and college apartment rooms are not equipped with extra storage space. The College is not responsible for and will dispose of items left behind when a student vacates a room.
- The Residence Hall and college apartments has a pest control company do inspections and applications to ensure all facilities remain pest free. It is important to keep rooms clean. If rooms receive poor inspections, resident(s) found responsible will be subject for fines/point

List of Things to Bring

The following items are suggested for residential living.

Clothes and Accessories

- Light and heavy jackets
- Umbrella
- Rubber flip-flops for shower
- Summer and winter clothing (*Missouri weather changes!*)

Room Decorations

- Posters and pictures
- Scentsy-type wax warmers
- Air fresheners

Useful items

- A few plates, glasses and silverware
- Paper towels, napkins, Ziploc bags, etc.
- Small refrigerator (5 cubic ft. max) – one only per room in the residence hall
- Keurig-type single cup coffeemaker
- Snacks
- 3M or sticky tack to hang pictures, posters

Electronics

- Surge protector (power strips with breaker switch only)
- Fan
- Headphones

Organization and Storage

- Backpack/book bags
- Basket for shower items
- Cleaning supplies
- Laundry basket or bag
- Clothes hangers
- Plastic crates for storage

Personal Care

- Twin mattress cover/pad
- Toiletries
- Medications, extra contacts/glasses and copy of prescriptions
- Small first aid kit, Tylenol, etc.
- Health insurance cards and prescription cards
- Towels, pillow, twin sheets, comforter, etc. (80" mattress)
- Small trash can, broom and dustpan

- Vacuum and Swiffer

What to Leave Behind

- Pets
- Candles and incense (even for decoration)
- Toasters or Toaster ovens
- Duct tape/masking tape (this damages the walls)
- 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 with exposed hot plate (anything with an exposed heating element or that gets warm to the touch when in use)
- Fryers
- George Foreman grills or grills of any nature
- Alcohol, drugs and Alcohol or tobacco containers for any reason, including decorative purposes
- Valuables
- Personal air conditioners
- Lamps with Halogen bulbs
- Weapons of any kind

Room Decorating

For your protection, we urge you to use good judgment in decorating your room so that furniture, posters, fishnets, and mobiles do not create fire hazards. All oversized furniture must be flame retardant.

Alterations to campus housing property are prohibited. This includes nailing fixtures to walls, ceilings, or furniture; drilling holes; tampering with electrical or phone wiring, or detaching any permanent fixtures. You may not paint your room or alter it in any way. Using 3M command hooks, if you hung or put up pictures. No push pins or thumbtack. Any damages to the room will be charged to residents of the room.

Personal Injury

We take all reasonable steps to provide a safe and secure living environment. However, we do not assume the responsibility for payment of medical bills which may be incurred because of accidental injury or illness occurring while you reside in campus housing.

We reserve the right to request medical assistance (including an ambulance) on your behalf should it be deemed necessary. It is the housing policy not to transport injured or sick individuals. Medical care personnel will be instructed to bill the cost of their service to you.

Sports Activities in Campus Housing.

Due to the possibility of breakage and the potential for injury, sports activities are not permitted in the residence hall or college apartments inside the room/apartments. Ball bouncing is also not allowed because of noise.

Cleaning

You are responsible for cleaning your room during your occupancy and when you move, utilizing available cleaning equipment in the residence hall. College apartments do not have cleaning equipment available for use; residents are expected to supply their own.

Loss of Personal Property

Although we exercise all reasonable efforts to protect your property, we assume no responsibility for theft, destruction, or loss of money, valuables, or other personal property or property in your custody. This includes

losses from your room, laundry, or public areas. All thefts should be reported to Office of Student Life staff and a police report filed.

Here are some thoughts for protection of your property:

- Lock your room. Do so even when out for just a few minutes and when you are sleeping.
- Carry personal property insurance. Purchase Renters Insurance or contact your parent's insurance providers to ensure that your personal property is covered.
- Record the serial numbers of your personal property.

CONDUCT VIOLATIONS & SANCTIONS

All residents are expected to abide by the policies/procedures/rules set forth by the Residence Hall, college apartments and SFCC Student Code of Conduct. Violations of the Residence Hall, college apartments and College policies WILL NOT be tolerated and could lead to eviction. Detailed explanations of these policies can be found in the Policies/Procedures/Rules section of this handbook. Any Student Life staff member has the authority to document and report a violation. As fines are assessed, charges will be loaded into the Student Record System. If a student reaches the maximum 22 points, they will be subject to eviction. Students may initially be addressed verbally/in person about a policy violation; however, a written report/letter will follow.

Minor Violation Sanctions

1st violation: \$50.00/3 points

2nd violation: \$100.00/6 points

3rd violation: \$150.00/9 points

The following is a list of possible minor violations of the Student Life policy; violations are not limited to this list.

- Noise
- Excessive Trash
- Lost Room, mailbox keys/Access Card
- Lock-out
- Candles or Incense
- Personal Hygiene
- Tampering with Smoke Detector
- Having Pets
- Propping Building and Security Doors Open
- Removal of Window Screens, or Entering/Exiting a Room through a Window
- Missing Mandatory Meetings
- Failed Health and Safety Check
- Visitor/Guest

Major Violation Sanctions

1st violation: \$150.00/10 points

2nd violation: \$300/20 points

3rd violation: EVICTION

Any major violation may result in eviction regardless of history, depending on the severity of the incident. The following is a list of violations of Student Life policy; violations are not limited to this list and will be referred to the Dean of Student and Academic Support Services and may lead to housing probation, termination of a resident's housing contract, suspension from the College and may be also reported to law enforcement.

- Alcohol
- Smoking/Tobacco Use (campus wide)

- Sexual Misconduct, Sexual Harassment or Stalking
- Failure to comply with SFCC official/staff or Student Life staff
- Tampering with Fire Alarm/Extinguisher
- Fighting
- Theft
- Threat to the Health and Safety of Self and Others
- Vandalism and Damages
- Harassment
- Bomb Threat
- Possession/Use of Firearms and Explosives (including BB/Pellet Guns and Fireworks)
- Possession/Use of Illicit Drugs
- Pranks
- Improper Check-out (Missing the checkout appointment, Failure to set up checkout appointment, failing to clean or Leaving personal items in the room)

SFCC students that do not reside on campus, who are found violating College and/or Student Life policies will be disciplined according to the SFCC Code of Conduct. Any non-student guest found violating College and/or Student Life policies, and/or state, local or federal law will result in exiting the College property for an indefinite period and reported to local law enforcement if not cooperating.

JUDICIAL PROCESS

Point System

If a student reaches 22 points, he or she may be required to evacuate the Residence Hall and college apartments within 24 hours. Each policy states the minimum amount of points and fines that the student may be subject to per policy. Depending on whether the violation is a minor or major violation determines the amount of the points/fines and will increase with each subsequent violation.

If a student accumulates 14 or more points, it will affect their eligibility to live in the Residence Hall and college apartments the following academic year.

Review Process

Students who have been accused of policy violations will receive an email stating the policy violated with possible fines. The student will meet with the Student Life staff to review the email and all policies violated. At this time, the Student Life Staff can address all questions or concerns the student may have.

Students found responsible of policy violations are to pay fines to the Business Office.

If a student repeats a violation during a contract period, the points and fine will increase according to the Policy/Conduct and Sanctions section of this handbook, for each subsequent violation. This policy goes into effect at the start of the Fall Semester and ends at the end of the Spring Semester. It does not reset at the beginning of the Spring Semester.

Appeal Process

If the student chooses to write an appeal, he or she will have 24 hours to complete and submit the Residence Hall and college apartments appeal form found on MYSFCC. The appeal will be considered by the Campus Judicial Officer, and in the event of a response denial or the resident chooses not to respond, the consequences will take effect. If the student wishes to appeal the Campus Judicial Officer's decision, he or she will have ten business days to file the Second Appeal to the Campus Issue Resolution Committee (or, CIRC). The decision of the CIRC is final.

Computer Lab

The Residence Hall has a computer lab in the upper lobby of the Residence Hall for all residents to use when needed. Printing is free for Residence Hall and college apartment's residents ONLY.

Please help us keep the learning environments in the computer labs clean and well maintained by following these basic guidelines:

- Respect those working around you. All computer use is subject to SFCC's Acceptable Use Policy.
- Keep food and drink out of computer labs.
- Keep feet on the floor.
- Talk quietly.
- Clean up your lab space.
- Wear earbuds when listen to music or watching videos.
- Please email yourself a copy or print it off as a backup. This will ensure that your work will not be lost.

Report computer or printer problems to the 24/7 Central Help Desk. Call extension 7711 (on campus) or (866) 295-3070 (off campus).

Internet

Wi-Fi is available for residents in the Residence Hall and college apartments, as well as throughout the entire campus. If you need assistance connecting to SFCC Wi-Fi, contact IT or the 24/7 Help Desk. If you live in the campus apartments, you will need to submit a work order request if you are having Wi-Fi issues

SFCC Guide to Student Life Acknowledgment

A student becomes responsible as a resident in the State Fair Community College Residence Hall or college apartments for the 2023-2024 academic year under the provisions of the Guide to Residence Life upon moving into the Residence Hall or Campus Apartments, 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 college apartments.

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 Student Life, additional rules, regulations, and/or policies are necessary to ensure maintenance of the SFCC's community principles.

Print Name: _____ ID: _____

Signature: _____

Date: _____