

State Fair Community College



Student Life Handbook 2019 -2020

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A Message from the Student Life Staff

Welcome to State Fair Community College Student Life! Our goal is to make your residence hall living experience a significant and positive part of your college journey. You will find the student life environment to be an integral part of your experience and a valuable complement to your classroom activities. As a residential student you will have numerous opportunities to interact with other students, faculty and staff to enhance your social and interpersonal growth through shared living and learning experiences. We're glad you're here and we want to make sure you have a successful year at SFCC.

Student Life is an important part of your college experience. You will notice right away there are a lot of activities not only inside the halls but outside as well put on by the Coordinator of Student Activities. Involvement is not mandatory but we highly encourage you to get involved and make the most of your college experience by meeting new people. As part of living on campus we want you to have a home away from home feeling and to meet new people every day.

SFCC Student Life Handbook is intended to serve as your guide to the services, facilities, rules and regulations of living on campus. This handbook, in conjunction with your housing contract, serves as your agreement to abide by SFCC housing regulations and behavioral expectations. It is very important that you read and become familiar with its contents.

Best wishes for an enjoyable and rewarding year!

~SFCC Student Life Staff~

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: 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 Access office, Student Services Office, Hopkins Student Services Center, Room 751, SFCC, 3201 W. 16th Street, Sedalia, MO 65301, (660) 530-5832.

STUDENT LIFE STAFF

Director of Student Life

The Director of Student Life oversees the Residence Hall. The Director of Student Life supervises the Resident Assistants, residents, and all operations within the Residence Hall, to provide a safe and secure environment for all residential students. Any questions or problems that the Resident Assistants cannot resolve should be taken the Director of Student Life. The Director of Student Life's office is located in 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 also lives on campus (660-596-7438).

Coordinator of Student Activities

The Coordinator of Student Activities coordinates and carries out student activities for all SFCC locations. The CSA is also the Student Government Advisor. The CSA resides in the Residence Hall and is a professional staff member who is on an on-call rotation outside the office hours (660-596-7173).

Student Life Administrative Assistant

The Student Life Administrative Assistant assist the Director of Student Life and the Coordinator of Student Activities to provide a safe and secure environment for all students. The Student Life Administrative Assistant's office is also located in the Residence Hall with office hours of Monday through Friday, 8 a.m. to 5 p.m. The Student Life Administrative Assistant is a professional staff member (660-596-7139).

Resident Assistants (RAs)

RAs reside in the Residence Hall and are available to help all resident students 24/7. The duties of the RAs include assisting residents with their adjustment to college life, sponsoring activities, answering questions, handling emergencies and maintaining college policies. The RAs report directly to the Director of Student Life. RAs are student staff and are on an on-call rotation every evening and weekend.

Security

SFCC has a full-time Campus Resource Officer to provide on-campus security seven days a week to assist students and staff in emergency situations, enforce the rules and regulations and provide the safest environment possible. The Campus Resource Officer's office is located 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 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 the Residence Life Staff members so a maintenance order can be requested.

IMPORTANT PHONE NUMBERS

Emergency Service Telephone Numbers

Sedalia Fire Department

Emergency 911
Non-Emergency (660) 826-8044

Sedalia Police Department

Emergency 911
Non-Emergency (660) 826-8100

Campus Resource Officer (660) 596-7110
 (660) 281-6013 (cell)

Student Life Office (660) 596-7438
 (660) 596-7139

Resident Assistant Cell Phones are posted various places throughout the Residence Hall, such as Student Life Office door, all entryways, RAs doors and bulletin boards.

State Fair Community College Campus Telephone Numbers

A complete directory list can be found on the State Fair Community College website.

	<u>Main</u>	<u>Ext. (from campus phone)</u>
SFCC Sedalia Campus.....	(660) 530-5800	
Student Services.....	(660) 530-5830	
Cusiness Office.....	(660) 530-5826.....	7209
Financial Aid.....	(660) 530-5834.....	7358
Library	(660) 530-5842.....	7211
IT – Help Desk.....	(866) 295-3070.....	7444
Campus Store.....	(660) 530-5840.....	7447
Registrar’s Office.....	(660) 530-5829.....	7291
Athletics.....		7232
TriO		7371
Tutoring Center.....		7304
Student Activities.....		7173

1. Failure to complete the check-out process/forms and formal check-out with a Student Life staff member.
2. Damage cost to the room is equal to or greater than the deposit. If damage is greater than the deposit, the resident is still liable for cost greater than deposit.
3. The resident moves out before the end of the current semester contracted.
4. Eviction from the Residence Hall for disciplinary or any other reasons.
5. Does not give at least 30 days prior to the first day of the term if not attending SFCC.

RESIDENCE HALL AMENITIES

Accommodations

The Residence Hall features coed 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 basic cable and Internet service. The windows come with blinds.

There are three room 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

Only one mini fridge or micro fridge allowed per room, so be sure to coordinate with your roommate.

The furniture must remain in the room. DO NOT TRY TO 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 remove screens from windows except in cases of emergency.

Lounges/Lobby Areas

Lounge areas with lounge-type furniture is available for the use of all residents. These are located 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 the high use. Many college campus tours come to the Residence Hall during the year and we would like to keep the Residence Hall as clean and neat as possible. Note: In the event, the residents fail to properly use or take care of lounge furniture, this 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

1. Vending machines are located in the Residence Hall. If the machines are not working properly, notify Student Life staff.
2. Coin-operated laundry facilities are available in the Residence Hall.
3. Do not bring excessive amount of personal items with you because the Residence Hall 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.
4. The Residence Hall has a pest control company do inspections and applications to insure 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/points.

- ☐ Fan
- ☐ Headphones
- ☐ Desk lamp (non-Halogen only)

What to Bring

The following items are suggested for residential living:

Clothes & Accessories:

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

Room Decorations:

- ☐ Posters and pictures
- ☐ Scentsy-type wax warmers
- ☐ Air fresheners
- ☐ Dry erase board

Useful Items:

- ☐ A few plates, glasses and silverware
- ☐ Paper towels, napkins, Ziploc bags, etc.
- ☐ Small Refrigerator (5 cubic ft. max) (only allowed 1 per room)
- ☐ Keurig-type single cup coffeemaker
- ☐ Small tool kit
- ☐ Can opener
- ☐ Snacks
- ☐ Quarters for laundry and vending machines

Electronics:

- ☐ Batteries
- ☐ Surge protector (power strips with breaker switch only)

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 in. mattress)
- ☐ Small trash can, broom and dust pan

What to Leave Behind

- Pets
- Candles and incense
- Toasters
- Toaster Ovens
- Duct tape/masking tape (this damages the walls)
- 2 or 3 prong “zip” extension cords

- Extension cords WITHOUT breaker switch
- All appliances with open elements or coils
- Fryers
- George Foreman grills (these set off the fire alarms)
- Alcohol or drugs
- Valuables
- Personal air conditioners
- Lamps with Halogen bulbs

STUDENT RESIDENTIAL REQUIREMENTS

1. Residential Students are required to be enrolled in at least 12 credit hours of courses throughout the semester (if taking 8 week courses, the student must be enrolled in at least 3 hours during each 8 week course). Residents enrolled full-time but needing to change to part-time can request permission to remain in the Residence hall. 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.
2. Residential Students must be enrolled in 8 hours of on ground courses. Students wishing to take all online courses but live in the Residence Hall will not be accepted and will be given 24 hours to change their schedule.
3. Student must be at least 17 years of age with permission of parent or legal guardian.
4. Students must exhibit satisfactory academic progress. Residents who fall below these requirements will be asked to leave the Residence Hall within 24 hours without refund of housing deposit or housing fees.
5. All forms must be turned in prior to moving in on move in day. The following forms are, Residence Hall Housing Agreement, Student Consent to Release Educational Records, Emergency Information and Meningococcal Vaccination shot record.
6. As mandated by Section 174.336.1 RSMo, all students living inside a residence hall 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.
7. In order to live in the Residence Hall 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 unless approved by the Director of Student Life.

8. In order to stay active in the Residence Hall, residential students must complete the Title IX course 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

STATEMENT OF RESIDENT'S RIGHTS & RESPONSIBILITIES

Residents have the RIGHT...

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

Residents have the RESPONSIBILITY...

1. To adhere to the rules and regulations.
2. To comply with reasonable requests made by staff, college officials or fellow residents.
3. To meet payment schedules for room, board and other required housing fees.
4. To monitor and accept responsibility for behavior of guests.
5. To report violations of rules and regulations to appropriate staff.
6. To respect the rights of others, as stated above.
7. To respect the diverse backgrounds and interests of those others who are different from them.
8. To treat others in a civil manner and manage conflict in a mature manner.

9. To be serious in their academic pursuits.
10. To participate actively in self-governance.
11. To participate in housing departmental committees as requested.
12. To attend Residence Hall meetings.
13. To express themselves individually or by association with groups.
14. To participate in the judicial proceedings to determine appropriate standards of behavior.
15. To contribute positively to the community by participating in educational and developmental activities.

Source: Association of College and University Housing Officers – International

POLICIES/PROCEDURES/RULES

All students are expected to be familiar with and abide by the SFCC Residence Hall Rules and Regulations set forth in this Student Life Handbook and the terms and conditions of the SFCC Residence Hall 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 authority of the Director of Student Life. Amendments are effective upon approval by the Dean of Student Academic Services and once the Student Life staff have posted notification of the changes in the common areas/bulletin boards of the Residence Hall.

Individuals who pose a clear and present danger to other students are not eligible to live in Residence Hall. Registered sex offenders represent a clear and present danger and are not eligible for housing.

All Residence Hall 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 application. The College shall not discriminate solely on the basis of race, sex, religion, national origin, creed, disability, marital status or age. You may apply for housing online by logging into your MyStar account.

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. The room assignment policies should serve both as a recruitment incentive and a tool to encourage positive student development.

All applications received before the first room assignments, on or about July 1, will be filed according to the following priority formula.

1. 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 rooms and roommates on a first come first serve basis.
2. Students graduating at the end of the semester for which they are applying.
3. A+ students that graduated high school within one year of the date of the start of the semester for which they are applying and have never been a full-time student at any college or university.
4. New non-A+ students.
5. Transfer students.
6. 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

Students with special needs or an exceptional situation may appeal the room assignment to the Director of Student Life. Any application received after the first room assignments are made will be filed on a first come first serve basis.

Missing Student Notification Policy

1. The resident's emergency contact will receive notification if the student is determined to be missing for 24 hours or for any immediate emergency needs.
2. Students will register their contact information on the housing information they receive prior to moving in to the residence hall. This document is available to the students in the Student Life Office to update and alter at any time.
3. Parents of students under 18 will receive notification of a missing student within 24 hours of the residence hall determining the student is missing.
4. Residence Hall policy states that law enforcement and campus administration will receive notification within 24 hours of the residence hall determining the student is missing.

Lock-Out Procedure:

A lock out 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 a number of times.

1. During the first week of classes, a grace period will be allowed. The grace period will be the Sunday prior from the start of classes to the first Sunday of the first week.
2. Starting Monday of the second week of classes. A resident will get one free lock-out until the end of the semester.
3. After their free lock-out is used. The second – four will result in a \$5.00 dollar fine and 1-point fine assessed. After the third lock out, the Director of Student Life or designee will need to see the student key as proof the key was not lost.
4. 5 and above will result in \$10.00 and 2-point fine assessed.

Notification of Victims of Sexual Assault Cases

Parties involved in a sexual assault case will receive notification of the disciplinary result and upon request to the victim or next of kin (if victim is deceased).

Whistleblower Policy

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

1. Retaliation
2. Intimidation
3. Threats
4. Coercing of anyone who is implementing the law

Violence, Harassment, and Human Rights

Harassment, verbal abuse, physical abuse and/or threats of physical abuse or through social media in the Residence Hall is strictly prohibited. Violence and harassment are not tolerated. When a case is reported and documented, severe sanctions will be imposed, 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 guilty 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/or legal prosecution. Student Life staff members are mandatory reporters for situations of abuse, violence and harassment. Whenever a Student Life staff receives information about conduct in violation of any of these policies, staff will forward the information to the [Dean of Student and Academic Support Services](#) and other appropriate officials to conduct an investigation and/or take disciplinary or legal action.

Standards of Student Behavior in the Resident Hall

Living in the Residence Hall is a community living experience where all members have certain rights and responsibilities.

Any resident, who commits, incites or aids others in committing any acts of misconduct shall be subject to disciplinary action by Student Life staff and/or the College. This applies to any resident regarding his/her own actions as well as a student or non-student guest. Non-resident students are subject to disciplinary sanctions imposed by the Dean of Student and Academic Support Services for violating any other of the Student Life policies. Non-student guests found violating Resident Hall policies may be banned from the Residence Hall or from campus.

1. Unauthorized occupation or use of, or unauthorized entry into, the Residence Hall or student room.
2. Interference with the right of access to the Residence Hall facilities or with any contractual right of any person in the Residence Hall.
3. Individual or group activities within any area of the Residence Hall that cause a disturbance, including hallway sports, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or College property.
4. Harassment, verbal or physical abuse, including self-destructive behavior, in the Residence Hall or any housing-authorized function or event, or other conduct that threatens or endangers the health and safety of any person.
5. Failure to respond to a summons (verbal and/or written) from a Student Life staff member (including requests to meet to discuss alleged policy violations) or other College official and/or failure to follow directions from a College staff member acting in the performance of his or her duties.
6. Obstruction or disruption of disciplinary procedures, housing administrative procedures or any other housing-authorized function or event.
7. Tampering with or the misuse of fire alarms (including sounding a false fire alarm), fire extinguishers, fire hoses, sprinkler heads or any fire equipment or limiting egress from the buildings by tampering with exit signs and doors.
8. Unlawful manufacture, distribution, sale, use, possession of illegal, addictive, dangerous or controlled substances (including alcohol) on College property. Empty alcohol containers and drug paraphernalia are prohibited.
9. Theft, vandalism, misuse, misappropriation of College property or private property or possession of stolen goods, including the misuse of surveillance cameras.
10. Possession or use of an item prohibited by ANY the policies.
11. Misrepresentation of identity or misuse of any identification card in the Residence Hall or failure to show proper identification upon request by a Student Life or College staff member.
12. Misuse of room or building keys/proximity cards.
13. Failure to follow emergency procedures (fire, tornado, etc.).

14. Violation of quiet hours and/or courtesy hours determined by Student Life staff.
15. Setting a fire or the possession or use of candles or any type of open-flame (including incense) or open-filament device.
16. Violations of the terms and conditions in the Residence Hall contract or policies/procedures/rules prescribed in the *Student Life Handbook*.
17. Conviction of any federal, state or local crime committed on campus.
18. Violation of published College policy or a Housing contract. Published college policies include, for example, policies on violence, sexual misconduct involving students and sexual assault and sexual harassment.
19. Engaging in self-destructive behavior.

As expressed throughout this handbook, the intent of providing residence hall living is not only for the convenience of the residents, but also to promote the College community. Residence Hall 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.* In addition to sanctions imposed under these rules, persons living in the Residence Hall 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.

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, regardless of previous disciplinary history. These examples are not intended to be a complete list; residents may be subject to eviction in other situation circumstances:

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

Alcohol Policy

The possession and/or consumption of alcohol in the Residence Hall, 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 \$200-700, imposed. Persons found in a room where alcohol is present and/or being consumed are subject to disciplinary action and fine whether or not they were drinking. Law enforcement will 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, 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 and Academic 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 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 a monetary fine and/or points.

Residents are responsible for the behavior of their guests and persons in the company of their guest. If their guests violated the alcohol policy, residents will be sanctioned for the conduct of their guests and persons in the company of their guests.

Drug Policy

(Marijuana and/or Controlled Substances) Illegal, addictive, dangerous or controlled substances are not allowed on Residence Hall or College property. 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 to be self-destructive behavior. Persons found in a room where drugs are being used or are present are subject to disciplinary action whether or not they were engaging in the behavior.

In most cases, Sedalia Police Officers and/or Pettis County Sheriff's Department will be called to the scene if there is a suspicion of drug use in the Residence Hall. All residents assigned to a particular 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 guilty of violating the drug policy will ordinarily be suspended from the Residence Hall and/or subject to sanctions including fines and 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 drugs will be subject to disciplinary action on the basis of their offenses.

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 animals is strictly prohibited on Residence Hall and College property. This may include but is not limited to fireworks, 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. 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.

Accidents and Illness

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

Mandatory Meetings

At least once a month, the Residence Hall will have Mandatory Hall Meetings. These meetings are mandatory for ALL residential students. Important information is given at these meetings. Signs will be posted throughout the Residence Hall 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 to remain on the windows at all times. In emergency situations, such as fire, students may pass throw the window to reach safety only if it is absolutely 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, 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. Smoke detectors in the Residence Hall will detect smoke from these items and will trip the fire alarm.

Tampering with smoke detectors will result in 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, and 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 parents' homeowner's policy or 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 are encouraged to lock their door and window. If a theft occurs, report it to a Student Life staff member. Any resident found guilty of theft of another resident's or College property will be evicted.

Pets

No pets.

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 semester, residents are allowed to make room changes approved by the Director of Student Life. After completing the necessary forms, the move must be completed within 24 hours. If the Residence Hall is full it takes 4 residents to 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 amount 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. Notification, such as signs stating that health and safety checks will be done soon, will be posted. At the time of inspection, if resident(s) are not present, the Director of Student Life and Administrative Assistant will key in room to inspect. The purpose of the inspections 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. The resident will be given one month to take care of the charges. Failure to pay the charges will result in eviction. 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 resident(s) 24 hours to clean accordingly to instructions given by

the Student Life staff. Failure to clean the room will result in the resident's responsibility to pay for a fee for our custodial staff to clean.

Common areas (hallways, lounges, stairways, entrances and areas around the perimeter of the residence halls) 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 a particular hall.

Keys

Residents will be issued an access card to enter front entryway doors of the Residence Hall, as well as a room key and a mailbox key, at check-in. 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 are as follows:

- | | |
|----------------|---------|
| 1. Access Card | \$15.00 |
| 2. Room | \$15.00 |
| 3. Mailbox key | \$10.00 |

**Please note: If keys are not returned during the check-out process there will be a charge of \$50.00 per card/key.*

Residents should lock their door and take their keys 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 main doors. In the event that 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/or losing your keys can result in disciplinary action.

Meal Plans

All residents must be on a meal plan, there are no exceptions. There are 19 meals a week included in the Residence Hall Room/Board fees. Students are not to share food with any guest. Students who are found sharing or giving food to non-paying customers will be subject to disciplinary action, including points/fines and possible eviction.

Personal Hygiene

Because of the close nature of living in the Residence Hall, 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.

Search and Seizure

While the Residence Hall and College respect the right of privacy of the residents, the Residence Hall and College reserves the right to enter rooms and vehicles on campus premise without advance notice for the following reasons:

1. To make maintenance repairs, conduct an inspection/health and safety check or conduct routine pest control applications.
2. When there is reasonable cause to believe a threat to life, health or safety exists.
3. When there is reasonable cause to believe illegal activities are going on in the room.
4. 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)
5. 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.
6. When a police dog indicates there may be illegal drugs stored on SFCC property.

NOTICE! 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. The Student Life staff has authority to enter a room for any of the above reasons. 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 (Main, East, West) are locked 24 hours a day, with the exception of some days during regular office hours the main entrance may be open and can be visually monitored. Your room access card will open the entryway doors. The Residence Hall and College recommends that all residents keep their doors locked at all times. Each resident has their own room key. If there is any suspicious activity around the Residence Hall 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

State Fair Community College is tobacco- and smoke-free. Use is limited to vehicles parked or driven on designated college parking areas and roads. See SFCC's Policy and Regulation 5250. The use of smoking or smokeless tobacco products is prohibited inside the Residence Hall, student rooms and in all public areas. Public areas include hallways, stairways, lobbies, lounges, restrooms, sidewalks, etc. Students who violate these regulations will be subject to disciplinary action through Student Life and/or per the Dean of Student Academic and Support Services and/or via local law enforcement.

Stereos/Home Theatre Systems

The Residence Hall is not built to handle the sounds of a home speaker systems. ONLY small wireless/Bluetooth will be allowed. Please respect the rights of others. Multiple noise complaints will result in suspension of these privileges.

Parking & Driving

Parking is available at the Residence Hall for residents and staff.

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

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

Breaks

During official College vacation periods, the Residence Hall will be closed. Residents will have to vacate their rooms for those vacation days. The Director of Student Life may approve, prior to the break, a student staying on campus while taking classes over the break or involved in intercollegiate athletics. Anyone who is in the Residence Hall during this time without prior approval will be assessed a disciplinary action violation as outlined in this handbook, as well as an \$80 a day charge for being in the hall. Students with these types of circumstances MUST get approval to remain on campus from the Director of Student Life prior to the break.

The Residence Hall closes at 5 p.m. the start of all breaks. During finals week students have to be out of the Residence Hall 24 hours after their last final. The Residence Hall closes for Thanksgiving break, Christmas break and Spring break.

Check-Out Process

The checkout process differs from checking out for breaks, such as Thanksgiving and Spring Break, to checking out at the end of the semester. This information will be gone over in mandatory hall meetings. It is important to follow all checkout procedures or students will be subject to fines/points and/or the housing deposit.

Visitors/Guests

SFCC allows students to entertain guests of the opposite sex for informal social activities and study. 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 members of the opposite sex permitted to spend the 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. Visitation hours for members of the opposite sex: 8a.m. through midnight Sunday through Thursday and 8 a.m. through 1 a.m. the next morning on Friday and Saturday. All residents must be out of the opposite sex hall before the end of visitation hours. The Residence Hall opens at 8 a.m. and closes at 1 a.m. to everyone other than residents and their registered guests.

Guests are always welcome at the Residence Hall. Non-Residential SFCC guests of a resident may stay overnight in a student room provided the Director of Student Life has approved in advance and the following conditions are met:

1. Both roommates must approve the visitation on the Guest Request Form.
2. The guest is the same sex as the sponsoring resident and is over 18 years of age.
3. The guest's stay does not exceed three nights in a 30-day period.
4. 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 Hall Housing Agreement his or her host will be held responsible for their actions and the guest could be banned from the Residence Hall.
5. The guest must be in the presence of the sponsoring host at all times.
6. The Office of Student must receive a Guest Request Form at least 24 hours before the proposed visit.

All times are subject to change. Coaches may impose stricter guidelines for SFCC athletes.

Fire Procedures

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

1. Pull the fire alarm.
2. Evacuate the building.
3. Report to the designated area.
4. Notify RA staff to call 911.

If the fire alarm sounds, do the following:

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

Designated Fire Evacuation Areas

The designated area to report to in case of a fire is the basketball goal in the parking lot of the Residence Hall. Observing common sense and safety consciousness will prevent a careless fire. If the fire alarm goes off, all residents and/or their guests MUST evacuate the building. Any resident that does not leave the building during a fire alarm will result in disciplinary action including points and fines. 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. USE CAUTION! The Student Life staff will instruct you on proper use of the extinguishers. At least twice during each semester, staff will conduct unannounced fire drills. Do not tamper with fire extinguishers and/or fire alarms when the threat of fire is not a present danger, 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 instructions from the Student Life staff. Severe weather instructions are posted throughout the Residence Hall in rooms/halls/entryways. The ground floor is the safest place for shelter. The Residence Hall has a designated area to report to in case of tornado, if there is sufficient time to exit the building. Tune to local television/radio stations for information on weather developments.

Designated Areas for Tornado Shelter

The designated areas for severe weather (if time is sufficient 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 is first and foremost a place of study and an atmosphere conducive to study needs to be maintained. Therefore, courtesy hours are in effect at all times. Residents must insure that the noise level is at a reasonable level during courtesy hours and a very low level during quiet hours. 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 or not a resident is being excessively loud. During quiet hours, noise that can be heard significantly beyond two doors down the hallway may be considered a violation. Quiet hours must be observed from 10 p.m. to 10 a.m.

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.

During finals weeks, quiet hours are 24 hours a day. The 24 hours a day quiet hours will usually be observed from 1 a.m. the Friday before finals through 5 p.m. on the last day of the finals. During finals week, if this policy is broken students will be subject to eviction immediately.

CONDUCT VIOLATIONS & SANCTIONS

All residents are expected to abide by the policies/procedures/rules set forth by the Residence Hall and College. Violations of the Residence Hall and College policies WILL NOT be tolerated and will eventually 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. The Director of Student Life will assess fines/points based on the schedule below. All fines are to be paid to the Business Office by the due date, if fines are not paid by due date, student is subject to eviction. As fines are assessed, charges will be loaded into the Student Record System. A hold could be placed on student's academic record. Once the fine(s) are paid, the hold will be removed. Fines must be paid in the same semester as the violation to avoid eviction. All points will be added to each resident's file. There is a 22-point max in the Residence Hall. If a student reaches 22 points they will be subject to eviction. There are options to earn points back. Please see Point Reimbursement Policy.

Minor Violation Sanctions

1. 1st violation: \$50.00/3 points
2. 2nd violation: \$100.00/6 points
3. 3rd violation: \$150.00/9 points

The following is a list of possible minor violations of Student Life policy; violations are not limited to this list. Students may initially be addressed verbally/in person about a policy violation; however, a written report/letter will follow.

1. Excessive Noise
2. Excessive Trash
3. Key Violation
4. Candles or Incense
5. Personal Hygiene
6. Tampering with Smoke Detector
7. Having Pets
8. Propping Building and Security Doors Open
9. Visitor/Guest Hours
10. Removal of Window Screens
11. Entering/Exiting a Room through Window
12. Missing Mandatory Meetings
13. Vacation/Break Housing

Major Violation Sanctions

1. 1st violation: \$150.00/10 points
2. 2nd violation: \$300/20 points
3. 3rd violation: EVICTION

Any major violation may result in eviction regardless of past 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 Academic and 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.

1. Alcohol
2. Smoking/Tobacco Use (campus wide)
3. Disrespecting a SFCC official/staff or Student Life staff
4. Tampering with Fire Alarm/Extinguisher
5. Fighting
6. Theft
7. Threat to the Health and Safety of Self and Others
8. Vandalism and Damages
9. Harassment
10. Bomb Threat
11. Possession/Use of Firearms and Explosives (including BB/Pellet Guns and Fireworks)
12. Possession/Use of Illicit Drugs

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 indefinite period and reported to local law enforcement if not cooperating.

JUDICIAL PROCESS

Point System

1. If a student reaches 22 points, he or she may be required to evacuate the Residence Hall 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, i.e. 1st Minor Violation - \$50/3 points and 2nd Violation - \$100/6 points, etc.
2. If a student accumulates 14 or more points, it will affect their eligibility to live to live in the Residence Hall the following academic year. Eligibility defined as whether or not the student can live in the Residence Hall.
3. Students who have accumulated points over the semester may apply for the Point Reimbursement Policy (next section) in the Office of Student Life.

Accused Student/Resident

1. Accused students will receive a letter stating the policy violated with possible fines. The accused student will meet with the Student Life staff to review the letter and all policies violated. At this time, the Student Life Staff can address all questions the accused student may have. Applied fines will be on a student's account; the letter will have the due date for the fine. A fine not paid in full by the deadline will result in a daily charge of \$10 will be applied and/or a possible hold on the account.
2. Students are to pay fines to the Business Office and present the letter stating the amount at the time of payment.
3. If a student repeats a violation during a contract period, the points and fine will increase according 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, (does not reset at the beginning of spring semester.)

Appeal Process

1. If the student chooses to write an appeal, he or she will have 24 hours to complete and submit the Residence Hall appeal form found on MYSTAR. In the event of a response denial or the resident chooses not to respond, the consequences will take effect.
2. If the student wishes to appeal the Campus Judicial Officer's decision, he or she will have ten business days to file the appeal.
3. Upon a granted appeal, the Dean of Students and Academic Support Services may reduce sanctions based on the Campus Resolution Committees suggestions.

POINT REIMBURSEMENT POLICY

At State Fair Community College, we surround ourselves with being a learning-centered living community. We do our best to make sure all students have the chance to educate themselves on the mistakes that they have made throughout the year. This policy is put in place not to punish students, but to let students give back to SFCC on the mistakes that they have taken ownership for while residing inside the Residence Hall at SFCC.

Point reimbursement will only be for policy's that are broken one time. Policies broken more than one time will not be eligible to earn points back. In the event earned points for the policy, for the first occurrence but then the policy is broken again will result in doubling points. Points will get taken off once application process is completed. Students will be placed on point probation, if a single policy is broken during the application process the student will forfeit the points. If the student enters the policy at or above 22 points and breaks another policy, the student will be evicted and given less than 24 hours to check out.

State Fair Community College Student Life staff will offer the opportunity for all residential students to take part in the application process for the Point Reimbursement Policy. The following steps are for students who would like to apply.

1. The student will type a one-page paper stating why they would like to continue residing in the Residence Hall and how the Residence Hall has helped them be successful at State Fair Community College. The student will return the paper 24 hours after applying for the PRP.
2. (Double spaced, 12-point font, Times New Roman)
3. The student will then meet with the Director of Student Life to go over the typed paper and the points that are eligible for point reimbursement. The student will give the Director of Student Life their class schedule along with dates they may be busy. (Athletics, job, family events, etc.)
4. A list of events with a signature page will be created for the student to begin attending. If any activities are not met the application will be forfeited. If the student is at or above 22 points the eviction process will be arranged. The individual who is in charge of the chosen event for day will sign off at the end of the event.
5. Students who are applying for the PRP and are at or below 13 points will be given two weeks of activities. Students who are at or below 21 points will be given one month of activities to attend. Students who are at or above 22 points will be given activities for the rest of the semester or two months' worth. If the semester has less than one month remaining the application process may continue during the first month of the next semester totaling 2 months of activities to attend.
6. Activities include but not limited to: Student life campus activities, Resident assistant programs, Residence hall service with cleaning staff, SFCC Service with maintenance staff, Concession service for athletic events, meeting with Dean of Students and Campus Deputy.

Food Service Hours of Operation

Monday – Friday

Breakfast	7:30 a.m. – 9:00 a.m.
Continental	9:00 a.m. – 10:30 a.m.
Lunch	11:00 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:30 p.m.

Saturday - Sunday

Brunch	11:30 a.m. – 12:30 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

Computer Labs

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 there (for Residence Hall residents ONLY.)

Other computer labs on campus are (printing fees may apply):

Yeater Learning Center, Room 183

7:30 a.m. to 8:30 p.m. Monday-Thursday

7:30 a.m. to 5 p.m. Friday

6-9 p.m. Sunday

Fielding Technical Center, Room 226

8 a.m. to 9:30 p.m. Monday-Thursday

8 a.m. to 5 p.m. Friday

Times are subject to change.

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

1. Respect those working around you. All computer use is subject to SFCC's Acceptable Use Policy.
2. Keep food and drink out of computer labs.
3. Keep feet on the floor.
4. Talk quietly.
5. Clean up your lab space.

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 as well as throughout the entire campus. If you need assistance setting this up contact IT or see the Student Life office.

Library Services

The Donald C. Proctor Library located in the Yeater Building offers many services and resources as well as an adjacent computer lab.

Hours

Fall and Spring Semesters

7:30 a.m. to 8:30 p.m. Monday-Thursday

7:30 a.m. to 5 p.m. Friday

Closed Saturday and Sunday

Summer Semester

8 a.m. to 5 p.m. Monday - Friday

Hours vary during holidays, breaks and final exam periods.

Mail

Residents will receive on-site postal delivery Monday – Saturday. Mail should be addressed as follows:

Your Name

100 Roadrunner Court, Room #

Sedalia, MO 65301

All residents are responsible for changing their address prior to moving out of the Residence Hall. Mail will not be forwarded by the College.