Moberly Area Community College
Residential Life Handbook
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Your success as a student, and as a resident of the MACC community are our number one priority. The faculty and staff of MACC are glad to have you here and want to see you make the most of your college experience. Successful living in the residence halls requires a little work on your part. Rules and regulations are established to protect the health, safety, privacy, and rights of all residents. In any community, citizens are responsible for their own behavior, and when that behavior violates the rules of a community, enforcement must occur. This should not be considered an infringement upon one’s personal life style. MACC is committed to creating the best possible learning environment for our students. This includes developing and maintaining a level of trust and confidentiality. However, if information received is threatening, either to self, others, or to property, it will be shared with the appropriate MACC official who will decide the course of action.

If you have a situation as a resident that you need help with, you can call on your dorm supervisors, or you can contact the on-duty security officer. You can also contact the Director of Security and Residential Life, or the Dean of Student Affairs and Enrollment Management. All of those numbers are on the following page. We are here to offer guidance and assistance in any way we can. WE WANT YOU TO SUCCEED, and we’re here to help!

We look forward to your arrival, and hope that your stay will be successful, exciting and memorable.

Sincerely,

Lori Bruner
Director of Security and Residential Life
HOUSING STAFF

DIRECTOR OF SECURITY AND RESIDENTIAL LIFE   660-833-6990  OR  660-263-4110 X11247

CAMPUS SECURITY
   660-651-9011

DEAN OF STUDENT AFFAIRS AND ENROLLMENT MANAGEMENT
   660-263-4100 X11215

Live-in dorm supervisor cell phones are posted in the residence hall

VACCINATIONS

As mandated by Section RSMO147.336.1, all students living inside a residence hall must have the meningococcal vaccination. All students must have a shot record on file with the Director of Housing before moving into housing.

RESIDENCE HALL ORIENTATION

A MANDATORY residence hall orientation will be conducted at the beginning of each fall semester. Residence hall staff and other college staff will be on site to answer questions. A review of security and residence hall guidelines will be provided. On-line training will be assigned to all residents, concerning the use of alcohol, other drugs, sexual misconduct and harassment.

PHOTO ID’s AND PARKING PERMITS

Photo ID’s are made in the office of Student Affairs. You need your driver's license or another form of state photo ID, and you must be currently enrolled in classes. Parking permits are required for all residence hall students, and can be obtained from the Director of Security and Residential Life. You will need your make, model, color and license plate information to apply for a permit.
HOUSING GUIDELINES

Housing Agreement Term
The Housing Agreement starts on the move-in date, which is typically the weekend prior to classes. You cannot occupy your room until you (and MACC) have completed and executed your Housing Agreement documents, and have provided proof of all the required vaccinations.

Move-In
A move-in inventory form will be provided to you at the time you move into your residence. You will need to complete the form notifying the Director of Security and Residential Life of any defects or damages in your residence. Otherwise, MACC will assume that all walls, fixtures, and furniture are clean, safe, and in good working condition.

Occupancy
Only you and your roommate can live in the residence assigned to you. Should you withdraw from MACC during the term of your agreement, you remain obligated for the full room and board amount. You cannot give anyone permission to take over your contract. MACC does have the right, when any bed space within the residence is unoccupied, to place a new resident in the unoccupied bed space. We strive to help resolve personal conflicts with roommates, but conflict with each other will not act as grounds to terminate the Housing Agreement.

Housing Agreement Termination
You may not terminate this Housing Agreement for voluntary or involuntary school withdrawal or loss of roommate. Extenuating circumstances (i.e. pregnancy, health issues, college transfer, etc.) will be considered on an individual basis by the Dean of Student Affairs & Enrollment Management.

If you are a member of the Armed Forces on active duty and receive change-of-station orders to permanently leave the local area, are relieved from active military duty, or are a National Guard or reservist called to active duty, you may terminate the Housing Agreement with thirty (30) days written notice. In addition, you must provide a copy of the official orders, which allow Housing Agreement termination.

Move-Out
You must go through the checkout procedure with the Director of Security and Residential Life before you vacate your room.

If you leave your residence permanently, before the ending date of the term of your housing agreement, you are obligated for the balance of all room and board still owed MACC, and any outstanding damage assessments, fines or penalties. Verbal or written notice that you plan to terminate your contract agreement early is no sufficient to excuse you from your financial liability.

If you leave any of your personal property in the residence hall after your leave, or after the end of the Housing Agreement (the Sunday after graduation), that property is deemed abandoned by you. MACC can take such actions as appropriate, and charge you with cost incurred to remove,
clean up after, keep, store, sell, or dispose of such property without incurring any liability or obligation to you.

Damages
When you move out, whether at or prior to the ending date of the term of your housing agreement, the residence, including but not limited to the windows, doors, furniture, walls, bathroom fixtures, and kitchen appliances in the common areas, must be clean and in good repair and condition. This does not include normal and reasonable wear and tear as determined by MACC. If you fail to clean any area, leave trash, or if any appliances or furniture pieces have been damaged or are missing, you may be liable for reasonable charges to complete such trash removal, cleaning, and replacement of appliances and furniture, or repairs. Negligent and careless use of MACC property will also result in damage assessments. Failure to promptly pay for damages assessed will result in a hold on your account. If MACC cannot determine which individual(s) caused damage to property, all residents will be assessed and pay a prorated share of the cost of repair.

Hold Over
If you remain in your residence past the move-out or ending date of your term, you will owe MACC room payment pro-rated on a daily basis, including all damage assessments, fines and penalties.

Residence Hall Charges
Your room and board charges should be taken care of through the Business Office, located on the main floor of the Main Building. Failure to pay room and board for any reason will cause a loss of your meal plan, and submission of any unpaid balance to a collection agency. MACC may suspend college scholarships, and may put a hold on your grades and transcripts, preventing you from enrolling in the next semester at MACC.

Visiting Hours
Sunday-Thursday, 9:00 am to 11:00 pm
Friday and Saturday, 9:00 am to Midnight
Residence Halls are open to visitors during the above days and hours. Visitors are expected to follow the same rules and residents, and those that do not comply will be banned from the residence halls. Overnight guests are rarely allowed, but will only be approved and permitted by the Dean of Student Affairs and Enrollment Management. Noise should be kept to a minimum so that other residents can rest or study.

Absences
It is a good practice to let the dorm supervisors, or the Director of Security and Residential Life know if you will be gone overnight from the residence halls; in case of emergencies we can account for your safety and whereabouts.

Room Changes/Roommate Conflicts
An integral part of your college experience is learning to get along with all types of people, especially your roommate. Roommates are encouraged to complete roommate agreements that
help roommates discuss and come to an agreement on their expectations for one another, their relationship as roommates, guests, use of belongings and other roommate issues. If you and your roommate experience conflict, seek out a Dorm Supervisor or the Director of Security & Residential Life for help mediating the conflict. Facing conflicts early will promote stronger relationships and decrease frustrations between roommates.

After the first three weeks of each semester, students are generally able to request to move to another room, provided that there are no special requirements for available space and that they address legitimate concerns or provide alternative living options (i.e. moving to a different room).

**Utilities**
All utilities are provided by MACC. MACC is not responsible for any interruptions to service, or damage caused by interrupted services. Surge protectors (not extension cords) are approved for use in the rooms. Interruptions in service or water leaks, should be reported to the dorm supervisor or the Director of Residential Life.

**Maintenance, Alterations, and Repairs**
You are expected to take excellent, high quality care of the premises. No furniture should be removed from any room, and ABSOLUTELY no commons furniture should be taken to individual rooms. No maintenance, repairs or remodels should be done to MACC property. A maintenance work order should be completed for any repairs (the dorm supervisor should be able to assist with this submission).

**Smoke Detectors, Fire Extinguishers and Fire Alarms**
It is a violation of law to tamper with smoke detectors, fire extinguishers and fire alarms. Tampering with fire equipment can cause serious danger and even death to residents. Failure to comply with the law may result in immediate and permanent dismissal from the residence halls. You may be arrested and subject to damages, civil penalties and jail time for tampering with fire equipment.

**NO PETS**
No pets are allowed in the residence halls. Pets include all mammals, reptiles, amphibians, birds, fish, insects and arachnids. Feeding stray animals is prohibited. If a pet is found in your room or in the residence hall, MACC will remove your pet with written notice of removal, and will turn the pet over to animal control. Any charges incurred as a result will be the resident’s responsibility.

**Right of Entry**
MACC and respective agents, employees, repairers, servicers, and representatives may, without notice, at any time, enter the premises for any reason that MACC deems to be reasonable. Some reasons for our entry include, but are not limited to: responding to your request; repairs; estimating repair or refurbishing costs; pest control; preventive maintenance, filter changes, testing or replacing smoke-detector batteries; retrieving unreturned tools or appliances; preventing waste of utilities; exercising contractual liens; leaving notices; delivering, installing, reconnecting, or replacing appliances, furniture, equipment, or security devices; removing or rekeying unauthorized security devices; removing unauthorized window coverings; stopping
excessive noise; removing health, sanitation or safety hazards (including hazardous materials) and items prohibited under the policies and procedures, such as alcohol and drug use and storage; removing pets; retrieving property owned by current or former residents; inspections when immediate danger to person or property is reasonably suspected; entry by a law enforcement officer with search or arrest warrant or in hot pursuit; showing residence to prospective residents; or showing residence to government inspectors, or fire marshals. The entry can be gained by use of a master pass key. MACC can also enter the premises, upon giving you prior notice to inspect for health, sanitation, safety, maintenance requirements, and damage determination. The observations from this inspection may result in assessing you for damages.

Health and Safety Checks
Housing staff will perform Health & Safety Checks at least twice per month. If residents are not available in their rooms during the checks, two staff members will access the room and check for any health/safety violations and/or hazards. Residents found to be in violation of a residence hall policy or local, state or federal law will be notified by the Director of Security & Residential Life immediately. Students will be expected to comply with MACC’s request within a set time period, usually one week.

Candles and Incense
Candles (with or without wicks), incense, oil lamps or other items with an open flame or burning ember are not permitted in any residence hall. Possession or use of one of these items may result in severe disciplinary action and these items will be confiscated.

Compliance
Students are required to comply with the directions of College officials acting in performance of their duties, including adherence to emergency procedures (fire, tornado, etc.). Failure to comply with the requests of officials, including student staff (Resident Assistants) may result in disciplinary action.

Smoking
Tobacco products of any kind are prohibited on all MACC property. This includes outdoor areas, parking lots and residence hall rooms. If you use any type of tobacco product, you must leave the campus grounds to do so. Violation points will be assessed for smoking in the resident hall, as this creates an unsafe atmosphere for all residents.

Alcoholic Beverages/Illegal Drugs
Possession of alcoholic beverages or illegal drugs on College property is a violation of College regulations. Violators may be dismissed from College housing and additional action may be taken, as deemed necessary by College officials. Dispensers used for alcoholic drinks and illegal drugs will be considered contraband and paraphernalia.

Firearms/Fireworks
For legal and safety reasons, the use or possession of firearms, pistols, rifles, pellet guns, ammunition, fireworks or explosives is prohibited in any College facility. The prohibition does not apply to law enforcement officers, security officers, or others authorized by law.
Access
Upon checking in, you be asked to download an app on your cell phone which will allow you access to the dorm, your wing and your room. Your phone must be carried with you to gain access.

Possession of your phone and use of this app to gain unauthorized entry into the dorms is prohibited. Both you and the person using the app will be sanctioned.

Storage
There is no separate storage space in the residence halls available to residents. Under no circumstances may residents store personal property, student room furniture or residence hall property in any location other than its designated space. All student room furniture and common area furnishings must remain in its designated space (i.e., student room furniture belongs in the student’s room, lounge furniture belongs in the lounge).

Parental Notification Policy
If students are found responsible for violating the MACC drug and alcohol policy, they will have 48 hours to notify their parent(s) or legal guardian(s) themselves after meeting with the Dean of Student Affairs & Enrollment Management. The College will contact parent(s) or legal guardian(s) in writing after the 48-hour period. The letter will include a statement indicating the violation has occurred, and unless the student signs a consent form, any further information may only be disclosed by the student.

Students over the age of 21 and students who demonstrate they are financially independent of their parent(s) or legal guardian(s) are exempt from notification, but not the policy.

Students will be entitled to due process as set forth in the MACC Redbook in the event of suspension or expulsion from the residence halls. MACC my temporarily remove a student from the residence halls during a disciplinary process if the charges against the student are so severe, that, IF TRUE, indicate the student may pose an immediate threat to self or others. The removal will remain in effect until the conclusion of the investigation.

Students who have been drinking alcohol or using drugs, then return to the residence hall and in any way violate the policies set forth in this handbook are subject to disciplinary action that may result in dismissal.
FAQ’S

WHICH FLOORS ARE HANDICAP ACCESSIBLE?
The first floor of each residence hall is handicap accessible.

ARE THERE COMPUTER LABS AVAILABLE?
There is a computer lab in McCormick Commons and Residential Center. Labs are also available in the LARC, the Career Center, and Area 27.

WHEN WILL I RECEIVE MY ROOM ASSIGNMENT?
Residence hall assignments are mailed the first week of July. The assignment letter includes your room number and your roommate’s contact information.

WHAT IF I WANT TO CHANGE MY ROOM ASSIGNMENT?
You may request a move to an available space in accordance with established procedures. Room change requests will be accepted three weeks after move-in, depending on the type of change you wish to make.

WHERE CAN I DO MY LAUNDRY?
All residence halls have washing machines and dryers at no charge.

WHO CLEANS MY ROOM?

Your room (and bathroom, if you live in MCRC) are your responsibility. Some housekeeping equipment is provided for student use and is located in the laundry rooms of the residence hall. Maintenance issues must be reported to the Director of Security & Residential Life immediately or the office of Student Affairs. While our custodial staff helps maintain the public areas of the residence hall, including laundry rooms, commons and hallways, students must clean up after using these areas. Items left in these areas will either be taken to the lost and found in Student Affairs or disposed of. The College assumes no responsibility for items left unattended.

HOW WILL MY ROOM BE FURNISHED?
The following furnishings are provided by MACC:

- XL Twin beds with mattresses
- Closets
- Dressers
- Window treatments
WHEN CAN I CHECK IN?

You may check in beginning the Friday before classes start in August. Students participating in a specific activity or program may be allowed to check in earlier. You will be given access to your room at check-in. A schedule will be included in your welcome packet.

ARE MY BELONGINGS INSURED WHILE I’M LIVING IN THE RESIDENCE HALL?

The College does not purchase property insurance covering any loss of, or damage to, a student’s personal property, and the College assumes no responsibility for the payment of such a loss. Verify that your parents’ insurance policy covers full-time students living away from home.

ARE KITCHEN FACILITIES AVAILABLE?

There is a kitchen with a stove, refrigerator and microwave in the commons area. Remember to bring your own dishes, utensils and basic cooking equipment. It is the responsibility of the student to clean this area after each use. Dirty items left in the kitchen area overnight will be disposed of. The College assumes no responsibility for items left unattended.

CAN I SHIP THINGS TO CAMPUS BEFORE I AM SCHEDULED TO ARRIVE?

MACC cannot accept deliveries for you before you have checked in. For that reason, plan your shipping time carefully. Make sure the carrier you choose will hold your luggage or packages until you are scheduled to check in. The address for all mail and packages is 1213 Fisk Avenue, Moberly, MO 65270.

HOW IS MY MAIL DELIVERED?

Mail and packages are delivered to the office of Student Affairs daily. Always include your real name along with your street address:

Example:
1213 FISK AVENUE
MOBERLY, MO 65270

Do not use 101 S College Avenue as your address.

WHERE DO I PARK MY CAR?  HOW CAN I GET A PARKING PERMIT?

Adequate parking is available right outside the residence hall in general parking. All residents need a parking permit to use campus lots. Fines will be issued to all vehicles parking in spaces reserved for faculty/staff, visitors and disabled placards without the proper permit for those spaces. You should register your vehicle(s) and pick up your permit from Security inside the Student Affairs office. If you have parking questions, contact the Director of Security & Residential Life at (660) 263-4100 ext. 11247.
Bicycle racks are available across campus – you must use these to park your bicycle. Use of any other surfaces (trees, handrails, street signs, etc.) to park your bicycle may result in removal by the College. Bicycles are not allowed inside the buildings. Bicycles do not need to be registered and there is no charge for bringing one to campus.

CAN I SMOKING IN THE RESIDENCE HALLS?

No. All MACC facilities are designated tobacco-free. This means residents may not use tobacco products anywhere in the building, including student rooms. Residents who violate the non-smoking policy are subject to disciplinary action.

CAN I LIGHT CANDLES, BURN INCENSE OR USE EITHER SOLELY AS DECORATION?

No. The possession of candles or incense (lit or unlit) in the residence halls is strictly prohibited, even if used just for decoration. Residents found in violation of this policy may be subject to disciplinary action. These items will be confiscated if found during inspections.
ITEMS FOR YOUR ROOM

ITEMS YOU MAY NEED
- Bedspread or comforter, blankets
- Twin-size sheets (You DO NOT need to purchase specialty sheets for our beds)
- Pillows and pillowcases
- Towels and washcloths
- Clothes hangers
- Alarm clock or clock-radio with battery
- Surge strips or surge protectors only. Choose units with a 15-amp circuit-breaker and safety reset switch. Standard extension cords are not allowed.
- Toiletries (Soap, shampoo, toothbrush, etc.)
- Prescribed medications and prescriptions for renewal at a local pharmacy
- Backpack
- School supplies (pens, notebooks)
- Umbrella, rain gear

SELF-CARE ITEMS
- First aid kit (including bandages, alcohol, etc.)
- Non-steroidal anti-inflammatory medicine Fever reducer
- Decongestant
- Cough suppressant
- Thermometer
- Adhesive bandages
- Topical antibiotic cream
- Current insurance card or two-sided copy from parents’ plan covering student

ITEMS THAT MAY BE USEFUL
- Under-bed storage drawers
- Dishware, dish soap
- Stamps, stationery
- Message board for door
- Desk supplies (stapler, folders, etc.)
- Dictionary, thesaurus
- Bicycle and U-lock
- Fan
- Small sewing and tool kits
- Wastebasket and trash bags
- Checkbook, debit card
- Flashlight and batteries
- Cellular phone
- Personal Computer
- Pictures, posters and other decorative items (Note: The only approved adhesive is the 3M Command Adhesive line of products.)
- Cooking appliances approved for use: toasters (not toaster ovens), coffee makers, crock pots, rice steamers and air-popcorn poppers. All appliances must be UL-approved.
- Desk/floor lamps (Note: Halogen lamps can be a fire hazard. Please avoid using them in the halls. If you choose to have one, it must use a maximum 300-watt bulb and have an attached glass or wire “safety basket.”)
- Students are responsible for all furniture being put back in original order when they leave the dorm at the end of the semester. Furniture missing or located in other rooms will result in a hold and a maintenance charge.
DISCIPLINARY ACTION

The following is a list of actions that may be handed down for infractions against any and housing rules. Accumulation of 20 points for any of the following infractions may place the student on probationary status and could result in suspension from the residence halls. Points are cumulative up to one academic year. Failure to abide by the rules may result in disciplinary action.

A. Probation: Probation indicates to a student that his or her behavior has not met standards expected of students living in the residence halls. A letter is sent to the student including the length of probation stated and offense violated. Repetition of misconduct could result in suspension from college housing.

Probation Offenses:

1. Excessive noise and abuse of quiet hours (yelling, loud music, disruptive behavior 3 pts.
2. Untidiness, lack of cleanliness ................................................................. 3 pts.
3. Dumping trash in undesignated areas ......................................................... 3 pts.
4. Tampering with smoke detectors ............................................................... 10 pts.
5. Use of unauthorized appliances in the residence hall room ...................... 5 pts.
6. Violation of visitation hours ........................................................................ 5 pts.
7. Propping any exterior door open at any time .............................................. 5 pts.
8. Use of tobacco or alcohol in any part of the dorm
   First offense .................................................................................................. 5 pts.
   Second Offense ................................................................................................ 10 pts.
   (Underage alcohol possession will also be subject to MACC disciplinary action)
9. Pets in the dorm unless approved by MACC’s ADA Office ......................... 5 pts.
10. Repeatedly locking yourself out of your room and requesting the Dorm
    Supervisor or Security to re-enter you into your room ............................... 3 pts.
11. Possession of another resident’s key app; loaning key app to another .......... 5 pts.

B. Suspension: Suspension prohibits the student from living in the residence hall for the duration of the suspension. A first-time suspension will be for one full semester and any part remaining of the semester in which the suspension occurred. For a second-time suspension, no opportunity for readmission will be allowed. Accumulation of 20 points in less than one academic year.

C. Expulsion: The following behavior may result in expulsion from the residence halls upon the first offense:

1. Possession of explosives (including fireworks), firearms or dangerous weapons.
2. Vandalism, malicious destruction of property, theft, intimidation of other residents, or possession of stolen property.
3. Possession or use of illegal drugs and drug paraphernalia.
4. Insubordination to Security, Dorm Supervisors, or Resident Assistants, or other college authorities.
5. Any violation of college housing and/or state or federal law with regard to another student’s safety/well-being.
Dangerous Intruder Protocol

**A.L.I.C.E.**

**ALERT**—*getting information out to everyone in the building*

- Hound Alerts
- Alertus
- Intercom

**LOCKDOWN**—*used if threat is outside, or if the threat is inside and there is no escape route (HIDE)*

- Lock AND Barricade the door

**INFORM**—*getting help started your way*

- Call 911 and provide information
- Leave the line open if you get a busy signal

**COUNTER**—*used if the threat is inside and you have a forced encounter with the intruder (FIGHT)*

- Use any available object as a weapon; take advantage of distractions
- SWARM the intruder
- DO NOT pick up the intruder’s weapon (cover it with a trash can)

**ESCAPE**—*this is your most important option; get out if you can (RUN)*

- Practice your escape route
- Know where to go once you escape
- Do not take vehicles
By signing this, I am acknowledging receipt of the Housing Handbook and agree to be responsible for the contents of the handbook.

__________________________________________   _________________________
Student                                          Date

__________________________________________   _________________________
MACC Representative                           Date