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HOUSING GUIDELINES

OCCUPANTS

Only you 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 rental amount. You cannot sub-rent any part of your assigned residence to another person. MACC has 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 TERM

The Housing Agreement starts on the move-in date. You cannot occupy your premises until you and MACC have completed and executed your Housing Agreement documents.

MOVE-IN

A move-in inventory form will be provided to you at the time you move into your residence. Within twenty-four (24) hours after your move-in, you will need to complete the form notifying the Director of Security & Residential Life of any defects or damages in your residence. Otherwise, MACC will assume that all walls, fixtures and furniture will be considered to be in a clean, safe and good working condition.

SINGLE ROOM REQUESTS

Once MACC has entered the last date to enroll in a particular semester, requesting a single room may be possible. If there are rooms not filled or if another resident decides to break their contract and leave the McCormick

Commons and Residential Center, you can request a single room based on a number of factors, including, but not limited to:

- Having the extra required amount (\$300 per semester) readily available to pay at the time of the move. The room will not be held for payment;
- Having a good record in the McCormick Commons and Residential Center with the Director of Security & Residential Life, both hall supervisors, security officers and fellow residents;
- Keeping a good record in the McCormick Commons and Residential Center, and understanding the responsibility of having a single room;
- Being enrolled in and staying enrolled in 12 hours minimum;
- Seniority in the McCormick Commons and Residential Center

Once you have been granted a single room and pay the \$300, that amount is non-refundable, even if you choose to have a roommate later. If you are still a single occupant for the second semester, you will be required to pay another \$300, as you will be signing an addendum to your contract for the academic year. If you initiate and get a roommate in the second semester, you will not be charged the extra amount.



When a room is available for single occupancy, a notice will be placed on the community bulletin board in the Commons area, and you will have one week to complete the contract and turn it in. Once the seven day period is up, all contracts will be considered, and the room

will be awarded to that resident based on the above criteria.

MOVE OUT

You must go through the checkout procedure with the Director of Security & Residential Life before you vacate your room, or you will forfeit your \$150 deposit.

If you leave your residence permanently, before the ending date of the term of your housing rental agreement, you will forfeit your total security deposit and are obligated for the balance of all rent still owed MACC, and any outstanding damage assessments, fines or penalties. Verbal or written notice that you plan to terminate your rental agreement early is not sufficient to excuse you from your financial liability.

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 garbage, trash or if any appliances have been damaged or are missing, you may be liable for reasonable charges to complete such trash removal, cleaning, and/or replacement.

If you leave any of your personal property in McCormick Commons and Residential Center after you leave, or after the end of this Housing Agreement, that property is deemed abandoned by you. MACC can take such actions as the College desires and charge you with costs incurred to remove, clean up after, keep, store, sell or dispose of such property without incurring any liability or obligation to you. All keys and pods must be returned to the Director of Security & Residential Life **PRIOR** to leaving the hall. Even if you plan to return the next semester, you must turn the key set in.

HOLD OVER

If you still occupy your residence past the move-out or ending date of your term, the date contained in your move-out notice, or the date on which MACC notifies you to leave the premises, then you owe MACC rent pro-rated on a daily basis, **including** all damage assessments, fines and penalties, and possible loss of your total security deposit.



TERMINATION OF CONTRACT

If you wish to vacate college housing and the room can be re-contracted, you may cancel this contract by paying a penalty in addition to forfeiting the deposit. You will receive a prorated charge for time occupied **PLUS** a penalty of twenty-five percent (25%) of the remaining academic year room charges. The incoming student would pay the remainder of the charges for time occupied. If the College cannot re-contract the housing, there will be no refund of the room charges.

VISITING HOURS:

Sunday-Thursday, 9:00 a.m.-11:00 p.m.

Friday-Saturday, 9:00 a.m.-Midnight

McCormick Commons and Residential Center is open to visitors during the above hours. If guests are planning to drive from out of town and arrive outside of these hours, it may be helpful to call ahead of time. Visitors are allowed in both the Student Commons area and Residence Halls during visitation hours only. Overnight visitors will be permitted only with the Dean of Student Affairs & Enrollment Management's approval. Noise shall be kept to a minimum so that students may study or rest. If you are returning to McCormick Commons and Residential Center between these hours,

please return without disturbing the other occupants.



ABSENCES

If you are going to leave McCormick Commons and Residential Center overnight, we request that you provide the Director of Security & Residential Life with information (location/phone number) in case of emergencies.

SECURITY DEPOSIT

Once you sign your MACC Housing Application, you will be required to deposit with Student Affairs a security deposit as partial security for all of your obligations under this Housing Agreement (The security deposit is not an advance payment of rent and damages, fines, penalties, or other applicable assessments with may be more that the security deposit (\$150) if you violate the Housing Agreement). Among the other items, the cost of labor and materials for cleaning and repairs, and the amount of delinquent payments for applicable fines, penalties, and assessments may be deducted from the security deposit at move out.

You cannot use the security deposit to offset or pay in advance any rent or any other charges under this Housing Agreement, but MACC may use part of all of the security deposit for any unpaid rent or other obligations. This may include tuition, fees and other fines incurred by you while enrolled as a student of MACC

You agree that MACC has thirty (30) days after (a) expiration or termination of this Housing Agreement, or (b) the date on which MACC received written notice of your forwarding address, or (c) received payment, by U.S. Mail, in full for amounts that you owe MACC, to refund any unused portion of the security deposit to you. MACC will provide to you a

description and itemized listing of deductions that MACC has taken from the security deposit. The security deposit is non-interest bearing.

RENT AND ADDITIONAL CHARGES

You will pay MACC rent per the rental agreement in advance. Rent is payable in the MACC Student Affairs Office located in Andrew Komar Jr. Hall.

You have no right to withhold rent for any purpose, including an Act of Nature, unless MACC does not provide you with your assigned and agreed bed space or equivalent. You may not reduce any rent payable for any of your applicable fines, penalties, or damage assessments.

At the College's option, MACC can require that all money payable for rent, fines, penalties, or other assessment charges to be paid in either certified or cashier's check, money order, personal check, or credit card. All checks and money orders must be payable to "MACC". Cash will be accepted but only with a receipt issued by the College.

Failure to pay rent installments on time may cause eviction from McCormick Commons and Residential Center, withholding any refund of your security deposit and submission of any unpaid balance to a collection agency. The college may suspend college scholarships, and may put a "hold" on your grades and transcripts, preventing your ability to enroll in the next semester at MACC.

PROPERTY DAMAGE

The student is responsible for the assigned room and its contents and will be charged for any and all damages occurring during the term of the occupancy. The student is liable for any damage to any MACC property, including Commons Area, hallways, and other public areas, which is caused by his or her willful action or negligence. The student is also liable for damage to or tampering with fire safety equipment to include smoke detectors and fire extinguishers.

Students may be held accountable for any abnormal wear, damage or cleaning in public areas of their residence hall, to include billing all members in the residence hall if damage and/or vandalism is attributed to a specific floor/building.



UTILITIES

Computer network and internet, gas, water, sewer and electricity are included in the rental agreement. You and the other residents of your assigned residence must separately pay for and provide required deposits for all telephone, cell telephone, and cable television services. MACC will not be liable for any interruption, surge or failure of utility services provided to the College at McCormick Commons and Residential Center or for any damages directly or indirectly caused by the interruption, surge or failure.

MACC reserves the right to block access to certain questionable web sites not in compliance with the MACC Computing Resources.

MAINTENANCE, ALTERATIONS AND REPAIRS

You are responsible for and will be expected to take excellent, high quality care of the premises and common areas. You will not remove any of the assigned and allocated property from one residence to another, or property from the residence hall premises.

You will not perform any maintenance, repairs, or renovation to any doors, walls, fixtures, appliances, furniture, or painting, wall papering, electrical changes, or other alterations.

Within thirty (30) days after MACC has assessed you for damages, you will be required to pay for the cost of all necessary repairs and necessary

maintenance caused by you, your guests', your roommates', or any other persons' violation of this Housing Agreement. You may also be required to pay for the costs resulting from the negligent or careless use of the premises or any part of MACC property including, but not limited to, such items as damage from waste water stoppages caused by foreign or improper objects in lines serving your bathroom or kitchen; damage to appliances, doors, walls, windows or doors left open; and repairs or replacement to security and safety devices occurring from misuse or damage by you, roommates, or your guests (this includes damage that may have been caused by other residents).

Failure to pay damage assessments within thirty (30) calendar days of receipt of an invoice may cause MACC to withhold any refunds of your security deposit, turn your rent term balance due over to a collection agency. The College may put a "hold" on your grades, transcripts, and prevent you from enrolling in the next semester at MACC.

If MACC cannot determine which individual(s) caused damage to any residence, property, grounds or parking lots of the residence halls, then all residents may be assessed and pay a pro-rata share of the total cost of repair and maintenance.

You must not disconnect or intentionally damage a smoke detector or remove the battery. You must not tamper with or willfully set off a false fire alarm. Failure to comply with these rules may cause the College to immediately evict you from your residence at MACC and you may be arrested and subject to damages, civil penalties and attorney's fees under laws of vandalism in the state of Missouri.



Except in the event of an emergency, you will be required to place a request in writing for repairs or maintenance services to your residence, or repairs or replacement of security devices immediately after you discover the need for maintenance. In case of malfunction of utilities or damage by fire, water, or similar cause, you must notify the Director of Security & Residential Life immediately. In case of malfunction of air conditioning or other equipment, you must notify us in writing as soon as possible. Additionally, you are required to notify the Director of Security & Residential Life in writing promptly of water leaks, electrical problems, carpet holes, broken glass, broken furniture, broken locks, and any condition which you reasonably believe poses a material hazard to health or safety. The College will act with reasonable diligence in making repairs and reconnections, but during that time, you cannot stop payment or reduce the rent.

With or without notice, MACC can temporarily turn off equipment and interrupt utilities to avoid property damage or to perform work requiring such interruption as determined our sole judgment.

MACC will not be liable for any inconvenience, discomfort, disruptions, or interference with your use of your residence because MACC is making repairs, alterations or improvement to the residence or property. If you request any repairs, they will be done during our normal working hours, unless it is an obvious emergency.

NO PETS

No pets are allowed in McCormick Commons and Residential Center. Pets include all mammals, reptiles, amphibians, birds, fish and

insects. Feeding stray animals is strictly prohibited.

The college may remove your pet with written notice of our intent to remove the pet and will turn the pet over to a humane society or local authority. You will be responsible for charges for reasonable care and kenneling of such pet.



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 re-keying 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, fire marshals, lenders, appraisers, prospective buyers, or insurance agents.

The entry can be gained by use of a master pass key or other means (to include disarming any intrusion alarm, if applicable, or by breaking a window or other means if locks have been changed in violation of this Housing Agreement. You may be liable for any damaged caused thereby. 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.

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.



HEALTH AND SAFETY CHECKS

Housing staff will perform Health & Safety Checks at various times during the academic year with prior notice if possible. 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 McCormick Commons and Residential Center policy or local, state or federal law will be notified by the Director of Security & Residential Life immediately. Students will be expect to comply with MACC's request within a set time period, usually one week.

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 or hall).

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 and are subject to confiscation and forfeiture. Possession or use of one of these items may result in severe disciplinary action.

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.



ALCOHOLIC BEVERAGES-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.

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, sheriffs, deputy sheriffs, security officers, or others authorized by law.

FIRE EQUIPMENT

Tampering with or theft of fire safety equipment, including tampering with or discharging fire extinguishers, disabling bells/horns, activating a fire alarm when no emergency exists or covering or removing the batteries from individual detectors may result in disciplinary action. Sanctions may include, but are not limited to, immediate removal from the McCormick Commons and Residential Center and prohibition from entering any halls in the future.

FURNITURE

Room furniture must remain in the residents' room. If a student wishes to have furniture removed from the room and placed in storage, the student must also request that furniture be replaced upon check-out. Any missing pieces of furniture may be considered damage and the

resident may be charged. Failure to request furniture to be placed back in the room will result in additional fees.

Community furniture must remain in community areas and should NEVER be in residents' rooms. Residents found with community furniture in their rooms may be disciplined and charged for their replacement.

KEYS

Upon checking in, you will be issued a room key and an electronic card for entrance to the dorm; these remain the property of MACC. They are to be used only by you during the contract period. These items may not be duplicated, modified or loaned to another person. If you lose your key or proximity card, you must immediately inform a member of the residence hall staff so the security of your room can be re-established as quickly as possible. Lost keys may result in a \$30 charge and lost proximity cards may result in a \$15 charge. All locks will be changed when a key is lost or stolen.

Unauthorized possession, duplication or use of keys to any College facility or unauthorized entry into or use of College facilities is prohibited.

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.

RESIDENCE HALL ORIENTATION

A mandatory residence hall orientation will be conducted at the beginning of each fall semester. McCormick Commons and

Residential Center staff and other college staff will be on site to answer questions. A review of security and residence hall guidelines will be provided. An outdoor picnic will conclude the orientation.

SMOKING AND TOBACCO

MACC is a tobacco-free campus. Use of any kind of tobacco product is prohibited on all MACC owned/leased property.



This includes parking lots. Residents who violate this policy may be subject to disciplinary action.

FREQUENTLY ASKED QUESTIONS

WHICH FLOORS ARE HANDICAP ACCESSIBLE?

The first floor of each wing of McCormick Commons and Residential Center is handicap accessible.

ARE THERE COMPUTER LABS IN MCCORMICK COMMONS AND RESIDENTIAL CENTER?

Yes! They are located in the commons area shared by both Residence Halls.

WHEN WILL I RECEIVE MY ASSIGNMENT?

McCormick Commons and Residential Center assignments are mailed the first week of June and the first week in August. The assignment letter includes your room number, hall, community or house name and your roommate's contact information. You may check your assignment after June 10.

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 two and three weeks after move-in, depending on the type of change you wish to make.

WHERE CAN I DO MY LAUNDRY?

Both residence halls have washing machines and dryers at no charge.

WHO CLEANS MY ROOM?

Your room and bathroom are your responsibility. Some housekeeping equipment is provided for student use and is located in the laundry rooms of McCormick Commons and Residential Center. 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 McCormick Commons and Residential Center, 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:

- Twin beds with mattresses
- Cable television outlet
- Closets
- Dressers
- Window treatments
- Telephone jack
- Clothing storage

WHEN CAN I CHECK IN?

You may check in between 9:00 a.m. and noon, or by special arrangement beginning Saturday before classes start in August. Students participating in a specific activity or program may be allowed to check in earlier. You will be given a key to your room at check-in.

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

McCormick Commons and Residential Center 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.

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. Items left in the kitchen 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 IS MY MAIL DELIVERED?

Mail and packages are delivered to the office of Student Affairs daily. The assigned Resident Assistant will then deliver to each assigned mailbox, except weekends and holidays. Students are not allowed to pick up their mail individually from the office of Student Affairs. Always include your mailbox number with your street address:

Example:

1213 FISK AVENUE, Box 8
MOBERLY, MO 65270

WHAT IS MY TELEPHONE NUMBER?

Women's dorm: (660) 263-2574
Men's dorm: (660) 263-2293

WHERE DO I PARK MY CAR?

HOW CAN I GET A PARKING PERMIT?

Adequate parking is available right outside the dorm in general parking. All students need a valid parking permit to use any of the main campus lots. Each student can apply for ONE free permit however, if the permit needs to be replaced for any reason, there will be a \$5.00 charge. 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. Fines will also be issued to all vehicles parking in general parking without the proper permit. You should register your vehicle(s) and pick up your permit from Security inside the Student Affairs office. Permits will not be mailed and must be picked up by the student applying for the permit. Permits may be picked up starting August 15 from 8:00 a.m. to 7:00 p.m., Monday through Thursday, and 8:00 a.m. to 5:00 p.m. on Friday. If you have parking questions, contact the

Director of Security & Residential Life at (660) 263-4110 ext. 247.

MOTORCYCLE/MOPED/BICYCLE PARKING. DO I NEED A PERMIT? WHERE DO I PARK?

The campus required motorcycles and mopeds to be registered as well. Again, there is no charge for the first permit, but without the permit you will likely receive a fine. There is no reserved motorcycle/moped parking so drivers are encouraged to park more than one motorcycle/moped in a parking space.

Bicycle racks are available at the McCormick Commons and Residential Center and 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 SMOKE IN MCCORMICK COMMONS AND RESIDENTIAL CENTER?

No. All MACC facilities are designated non-smoking. This means residents may not smoke 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 McCormick Commons and Residential Center is strictly prohibited, even if used just for decoration. Residents found in violation of this policy may be subject to disciplinary action.

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 (*Soup, 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 *Advil™, Naprosyn™, Motrin™, ibuprofen*)
- Fever reducer (*Tylenol™, acetaminophen*)
- Decongestant (*Sudafed™, pseudoephedrine*)
- Cough suppressant
- Thermometer
- Adhesive bandages (*Band-Aids™*)
- Topical antibiotic cream (*Neosporin™, Bacitracin™*)
- Current insurance card or two-sided copy from parents' plan covering student

ITEMS THAT MAY BE USEFUL

- Shower bucket
- Shower shoes/flip-flops

- Bathrobe, hair dryer
- Cleaning supplies
- Broom, small vacuum
- Laundry basket, iron
- Detergent and fabric softener
- Under-bed storage drawers
- Dishware, dish soap
- Stamps, stationery
- Message board for door
- Photo Album, pictures
- Desk supplies (*stapler, folders, etc.*)
- Dictionary, thesaurus
- Bicycle and U-lock
- Fan
- Small sewing and tool kits
- Wastebasket and trash bags
- Checkbook, debit card
- Stereo
- 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 all college housing rules. Accumulation of 20 points for any of the following infractions may also place the student on probationary status and could result in suspension from McCormick Commons and Residential Center. 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 residing in McCormick Commons and Residential Center. 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 Housing Coordinator to re-enter you into your room..... 3 pts.
11. Possession of another resident's keyset; loaning keyset to another 5 pts.

- B. Suspension:** Suspension prohibits the student from living in McCormick Commons and Residential Center 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 McCormick Commons and Residential Center 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 college authorities, Dorm Supervisor, or Resident Assistant.

5. Any violation of college housing and/or state or federal law with regard to another student's safety/well-being.

Students will be entitled to due process as set forth in the MACC Redbook in the event of suspension or expulsion from McCormick Commons and Residential Center

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