

# UCM Student Handbook: Your Guide to Good Decision-Making

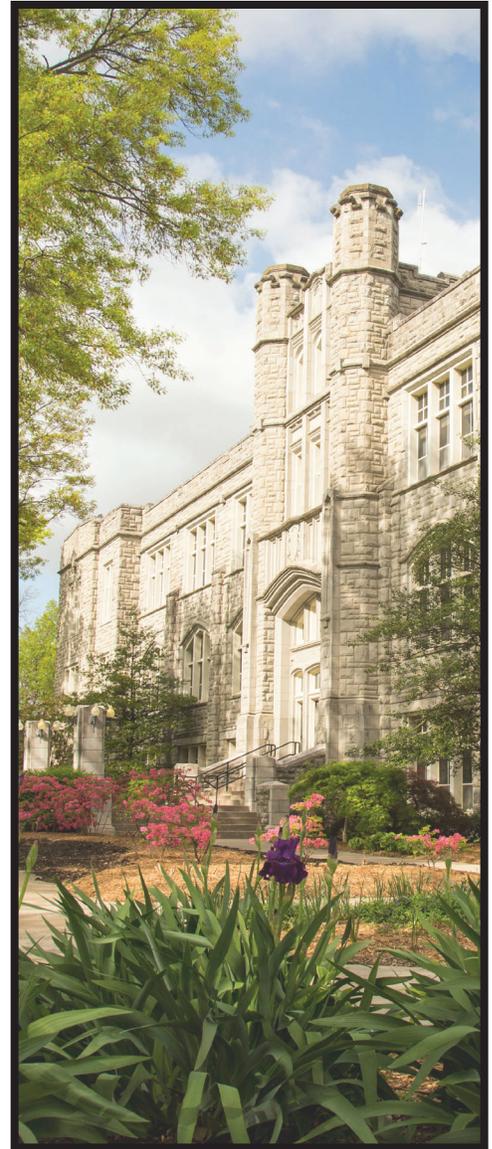
Academic Year 2021-22

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## **WELCOME TO THE CENTRAL COMMUNITY!**

UCM provides exceptional academic resources and the opportunity to interact with the many outstanding students, faculty, staff, alumni and friends who make our institution special. Founded in 1871, UCM is a comprehensive, public university that provides more than 150 areas of study and attracts students from around the world.

At UCM, we want your professors to know you by your first name. We want you to gain hands-on experience and have the opportunity to impact the community through service-learning projects. We strive to create a community that empowers you to shape the future and make friendships that will last a lifetime.

Criminal conduct involving the violation of local, state or federal statutes shall also constitute a violation of policy and may result in university action even if this behavior is not prosecuted by public officials.

## **Housing Specific Policies**

Students who live in the residence halls and campus apartments have a unique and exciting opportunity to directly engage with other students in a vibrant and dynamic learning environment. Compared to students who live off campus, students who live in university housing have higher grade point averages, higher retention rates, and report greater satisfaction with the University. Living in this environment includes responsibilities that are unique to residential life.

These responsibilities are codified into policies designed to help create a community that is:

- conducive to learning
- safety conscious
- respectful of others
- responsibly regulated

Some of these policies address how you should interact with others (roommate disagreements, cohabitation, use of shared resources, actions that disrupt the educational atmosphere, etc.) while other policies address environmental matters directly related to safety (fire safety concerns, creating hazards). You are encouraged to reflect on these responsibilities and ask staff for clarification if you do not understand the purpose of a policy.

The residential community is a learning community. UCM wants students to develop important communication and social skills through their experiences in the residence halls. Residents will learn lifelong skills of living cooperatively with others, being an active member of a community, respecting others' space and property, and how to appropriately confront and work through conflicts with neighbors.

Occasionally there are competing interests in a living learning environment. For example, one student may desire a celebrative environment where they can share their personal musical tastes with others, while another student in that same community may desire a quiet study environment so they can prepare for a test or exam. The following policies will help you navigate these competing interests. Students are encouraged to communicate and enjoy their experience while recognizing and balancing the needs of others for a quiet study environment. The following policies apply to students who live in campus housing as well as to their guests. In all cases, students will be held accountable for the actions of their guests, so it is important that students make responsible choices about who they invite into this community. Students who live in campus housing have a responsibility to discuss these responsibilities with their guests.

## **A Community that is Conducive to Learning**

Housing staff members strive to create a vibrant and dynamic community while preserving a learning atmosphere. This is a difficult balance. In general, no noise should be heard in the hallways or by neighbors including those above or below the student's room. Residents should refrain from running, horseplay and loud communications in the hallways, stairwells, and other public areas and slamming doors. Residents should be able to study and sleep without undue disturbance. Specific courtesy and quiet hours may be developed for your hall community and you are expected to honor these covenants.

In order to maintain an environment conducive to learning, Housing has specific policies/restrictions/expectations.

### ***Policies Conducive to Learning:***

#### **Alcohol Policy:**

- Alcohol is allowed on upper-class communities in housing as long as the residents of the room/apartment and everyone present are all over the age of twenty-one (21). To prevent a disruptive party-like atmosphere, no more than four (4) people can be present in a room where alcohol is being consumed.
  - Mass quantities of alcohol (such as kegs) are not congruent with the responsible atmosphere we are trying to create and will not be allowed in the halls.
  - For this same reason, alcohol competitions (beer pong, etc.) are also not allowed in the housing.
  - Beer bottles and cans must be disposed of properly.
  - The door must remain closed when alcohol is being consumed.
- Alcohol is not allowed in first year communities or in common areas of the housing facilities.

#### **Hall Sports:**

- Residents should refrain from running, horseplay and other activities that can create noise and distractions from residents' ability to sleep and study.

#### **Noise Policy:**

- Quiet Hours are Sunday through Thursday, ten (10) p.m. - ten (10) a.m., and Friday & Saturday, midnight - ten (10) a.m. No noise should be heard in the hallways or by neighbors including those above or below student rooms during Quiet Hours.
- Courtesy Hours are in effect twenty-four (24) hours a day. Residents should refrain from slamming doors, running, horseplay and loud communications in the hallways, stairwells, and other public areas. Residents should be able to study and sleep without undue disturbance.

## **A Community that is Safety Conscious**

When students live in close proximity, poor decisions or careless choices can significantly impact on the safety of others. For example, a candle left burning in a room after residents have gone to class could result in a fire that harms or displaces hundreds of students. For this reason, we are very restrictive with personal items that could pose a risk to others or that pose even a small risk of fire.

## Policies Concerning Safety:

- **Air Conditioners** - Students are not allowed to install window air conditioning units. Non-window air conditioning units may be allowed pending approval from the Residence Hall Director and must use one thousand (1000) watts or less of power and should have an energy rating of ten (10) or more. Portable AC units should not be left unattended for long periods of time.
- In university apartments where air conditioners are provided, the air conditioner should not be used when outside temperatures are below fifty (50) degrees. Running air conditioners in low outside temperatures can damage the unit and the student may be responsible for cost of repair/replacement.
- **Bunk Beds** - Students who choose to bunk their beds are expected to get a safety rail to install on the top bunk. Safety rails are available at the front desk of the residence hall.
- **Can & Bottle Collections** - In order to create a safe and healthy environment the collection of cans and bottles for display is not permitted. All cans and plastic bottles should be disposed of via the recycling bins in the rooms and buildings, glass bottles are disposed with the trash.
- **Candles/Incense** - Candles and incense can smell pleasant to some while creating an unpleasant environment for others. Left unattended, these items have also led to damaging and, in some cases, deadly fires. Students are not allowed to burn candles or incense in the housing facilities. Candles may be used as decorations if the wicks have been removed. Scented warmer devices including those using wax cubes are not allowed in housing facilities. Desk top candle warmers maybe used when residents are present in the room and cannot be left on unattended.
- **Cooking Appliances** -
  - o Residence Halls: Only microwaves and coffee makers are permitted to be used in student rooms. Other cooking appliances must be used in the community kitchen and must NEVER be left unattended.
  - o Apartments: All cooking appliances may be used following appliance instructions and proper safety measures are taken. Appliances in use should not be left unattended.
- **Decorations** - All decorations must remain on the door or inside the student room (nothing should be in the hallway other than small welcome mats immediately up against the door). All electronic decorations inside the room must be UL approved devices. Cans and bottles cannot be used as decorations. Decorations in the hallway, corridors, floor lounges, and stairwells cannot be electrical decorations or products that have limited life/shelf spans such as pumpkins, flowers, food items, etc. Decorations in corridors, hallways, floor lounges and stairwells can NEVER impede safety instructions and equipment. Common Lobby spaces of the building may be decorated with support and assistance from hall staff. All decorations in lobby spaces must be removed at break closings.

- **Evacuations/Drills** - While UCM strives to create a safe environment in university housing, some emergencies may occur. Drills will also be conducted on a regular basis. In an emergency or emergency drill, all students must comply with the directions of housing staff and university officials. For fire alarms students are expected to exit the building. For tornado alarms expected to go to the appropriate interior location. Students may not return to their rooms until instructed. Evacuation routes (halls, stairways, lobbies and lounges) must remain clear of obstructions. Failing to evacuate or go to the appropriate location will lead to the conduct process and may result in a one hundred dollar (\$100) fine assessed to the student's account.
- **Food Preparation** - Food may be prepared in microwaves and coffee makers in student rooms. Clean up of food prep should take place in the community kitchen sinks, and left overs and garbage from food prep must go in the trash, not down sinks or toilets.
- **Grills** – Charcoal Bar-B-Que are NOT permitted to be used. Gas or Electric grills may only be used when at least six (6) feet from the building. Residents should exercise appropriate care in using these grills and should never be left unattended when in use.
- **Halogen Lamps** - For fire safety reasons, Halogen lamps with bulbs over one hundred (100) watts are not permitted in the residence halls.
- **Hazardous Materials** - Any form of hazardous material and containers are not allowed in university housing.
- **Hazardous/Strong Odor Products** - Products that produce strong odors that may be considered hazardous or create discomfort to the community (paints, acrylic nail products, etc.) are not allowed to be used inside housing facilities. They must be used outside, but can be stored inside if they are not flammable and are tightly sealed producing no odor.
- **Hoverboards** - Due to safety reasons hoverboards are not permitted in any university housing facility at any time.
- **Lava Lamps**- Lava lamps are not permitted in Housing facilities.
- **Live/cut trees** - For safety and cleanliness reasons, no live/cut trees may be used at holidays for decoration.
- **Lofts** - Many students choose to have a loft in their room to add floor space. For safety reasons, only approved lofts rented through the loft rental program can be used in any residence hall room.
- **Microwaves** - Microwave ovens are permitted with no more than one thousand (1000) watts.
- **Needles & Syringes** - Residents using legal medications which require injections should not dispose of needles or syringes in the trash can. The Campus Community Health can provide containers for disposal at no charge.
- **Other Electrical Appliances** - Underwriters Laboratories (UL) electrical appliances (hair dryer, curling/straightening irons, irons, etc.) are permitted to be used in student rooms only when the student is present.
- **Refrigerators** – Residence Halls: Refrigerators are permitted in student rooms if they are six (6.0) cubic feet or smaller and use less than one thousand (1000) watts of power. Apartments: Must use University provided refrigerator.

- **Space Heaters** - Space heaters are not permitted in the housing facilities, due to high electrical demands and other safety reasons. If you are having trouble regulating the temperature in your room/apartment, please contact your Community Advisor (CA) or Apartment Community Assistant (ACA) for help.
- **Tampering with Life Safety Equipment** - It is never acceptable to tamper with alarms, pull stations, detectors, extinguishers, emergency evacuation signs and postings or any equipment that helps monitor and insure your safety. Hanging items from, covering, or disabling smoke detectors/sprinkler heads, removing emergency evacuation signs and postings and discharging of fire extinguishers for non-fire reasons is considered tampering with fire safety equipment. The United Student Housing Association (USHA) determined a charge of two hundred twenty-five dollars (\$225) for tampering with life safety equipment.
- **University Property & Equipment:** Students may not alter any University property and equipment (such as thermostats, faucets, painting of walls, etc.,) Doing so will result in students being assessed the charge for University personnel to correct the alteration.
- **Window Opening Devices** - For safety and security measures the windows in the residence halls and some apartments are restricted to opening an appropriate space. Devices to ensure this happens are installed on all windows. In accordance with United Student Housing Association's recommendation, tampering with the window opening device can lead to a two hundred twenty-five-dollar (\$225) fee assessed to the student(s).
- **Window Safety** - Throwing any items from windows is dangerous and prohibited. Speakers and other noise devices are not permitted in windows or to be placed facing out. Leaning out windows is prohibited.
- **Window Screens** - Window screens must remain securely fastened to the window frame. Please be aware that removing the screen is not allowed and will result in a fine of the cost for repairs.

## A Community that is Respectful of Others

University housing brings together students from all walks of life. It is likely that you will have a roommate and you will certainly have neighbors. You will almost certainly be exposed to students from other cultures, international students, and students with very different life experiences than your own. This exciting assemblage of individuals provides tremendous opportunity for learning, but for the group to successfully transform into a community there must be a foundation of respect among its members.

### Respect Your Roommate and Suitemates

Some students have grown up sharing rooms with their siblings while others have always had their own room. Some students like to go to sleep early while others generally stay up quite late. Some students study in their rooms while others prefer to go to the library. Small differences like these can become big challenges if you do not enjoy mutual respect with your roommates and suitemates.

As a member of the residential community, you are expected to show respect to others; this is particularly important with those who share your space. It is very important that you show your respect for your roommates and suitemates as they also make this important transition to college life. You can do this by discussing expectations, developing roommate agreements, and generally talking openly and honestly with each other. For example, cleaning the bathroom is the equal responsibility of all persons living in the suite. Bathrooms should be cleaned on a regular basis with a schedule agreed to by all students living in the suite. You and your suitemates should discuss this and other issues. If you have trouble starting this discussion, ask your CA for help. Roommate and Suitemate Agreements are available to facilitate discussion and agreements among the parties. Please understand that only residents assigned to a room/apartment are permitted to live there and keep belongings in the room/bathroom.

### **Respect Your Guests (Guest Policy)**

Students are encouraged to have guests visit them in their room or apartment. A guest is anyone not officially assigned to live in the room/apartment regardless of their gender. Any guest staying in the room past midnight must have permission from host's roommate prior to the guest staying. The host is responsible for the behavior of the guest at all times and any location within the building. Additionally, at a certain point, a guest has to leave. Guests may not spend more than three (3) consecutive nights or no more than nine (9) nights per month in the room/apartment.

### **Respect Your Community**

All residents are responsible for maintaining and caring for the space they share with each other. Common area damage (vandalism) is the responsibility of the community where it occurs. Residents may be held responsible for common area damages that occur in the building (hallways, stairwells, lobbies, lounges, entries). University Housing has created a Student Damage Review Board which is comprised of students. This group will make recommendations as to when it is appropriate to charge some or all members of a community for public area damage. Charges will be posted to student accounts. Tobacco use of any kind including electronic smoking devices, vaping or smokeless tobacco is not allowed on UCM property (except inside personal vehicles). To view the University's policy on the use of tobacco go to <http://www.ucmo.edu/upo/bog/>.

### **Respect Your New Home**

Students will spend a significant amount of time in their new home and they are expected to take good care of this space. Students will be responsible for any damage to their room or furniture. No nails or permanent mounting devices can be used on walls, doors, or furniture. Damages done to doors or residue left on room and closet doors as results of decorations may result in charges to the student.

### **A Community that is Responsibly Regulated**

As discussed earlier, University Housing provides a great opportunity to participate in a unique and important college experience - the residential community. In this community you can learn about cultural differences, socialize with your peers, relax, celebrate, be a leader, and form friendships that last a lifetime. It is dynamic and exciting, and it can, at times, be a bit overwhelming - especially for the staff who are trying to help you make the most of this experience.

To manage this complex environment, additional regulations must be responsibly upheld.

## **Responsible Regulations:**

### **•Animals (Service Animals and Emotional Support Animals)**

Only approved Service and Emotional Support Animals are permitted in Housing facilities. Guests are NOT allowed to bring animals into Housing facilities.

- o Service Animals: Only individuals who have a disability and a trained service animal as recognized by the Americans with Disabilities Act (ADA) should have a service animal in the halls. Individuals who require a service animal may wish to register with the Office of Accessibility Services.

- o Emotional Support Animals: Emotional Support Animals are not trained service animals. However, emotional support animals will be permitted in Housing facilities with **prior** approval from the Office of Accessibility Services pursuant to University procedures and standards and regulations of the University's Animals on Campus Policy. In accordance with the University policy on Animals on Campus: Service and Emotional Support Animals must be controlled by the owner/handler and pet sitting/care of the animal by others is not permitted. Student must take the animal with them or board them OFF campus if leaving campus for extended periods of time (overnight/weekends/University break periods/holidays). Behavior problems of the ESA could lead to removal of the ESA from campus.

- Bicycles** - Bicycles, motorcycles, motor scooters should be parked and secured responsibly by their owners outside the building. They are not allowed to be used inside the building. Bicycles are to be removed from residence halls at conclusion of Spring semester.

- Businesses** - Most businesses in the State of Missouri fall under state regulations and must follow all regulations and licenses/certifications required by the State. University housing facilities are a residential facility and not approved for operating a business that requires state license/certificate of any kind.

- Doors** - Sharing room keys is prohibited and propping exterior doors is prohibited, in order to keep you and your belongings safe and secure.

- Furniture** - Students are responsible for the furniture in their room when they check in. This furniture must always remain in the student room. Furniture cannot be moved to other parts of the suite without permission granted in advance by the Residence Hall Director.

- Hall Supplies**: Residents may checkout supplies from the Front Desk for a limited time use. Residents are responsible for the replacement cost of the supply if damaged or broken when checked out to them.

Time Limits are: Cleaning Supplies (vacuum, cleaning supplies etc.) 1 hour

Entertainment and other supplies (ping pong paddles pool sticks, etc.) 24 hours

- Garage Sales** - Central Village and Greenwood ONLY: Garage sales are permitted at but must be done with a reservation and held at the community building, not at the resident's apartment.

- **Improper Check Out** - Student rooms/apartments must be returned to the order in which they were arranged at check in. Residents who fail to check out properly at any time during the year and at closing will be charged fifty dollars (\$50). At the end of each semester students should vacate their room/apartment by the designated date and time. Student can be asked to vacate their room/apartment within twenty-four (24) hours of their last final if the student's behavior warrants such.
- **Keys/Fobs/Mailboxes** - Residents are responsible for their room and mail box key/fob at all times. Sharing keys/fobs and duplicating keys/fobs is not allowed. There is a charge for the lock re-core for all lost room keys/fobs. The charge is approximately ninety dollars (\$90) or the cost of repairs.
- **Lock Outs** - Students will receive two (2) free lockouts for the academic year. A charge will be assessed for each lock out after two (2) and will be billed at the end of each semester.
- **Lounge Furniture** - Lounge and lobby furniture and other common area furniture must remain in its designated place. Moving common area furniture into a student room may result in a fine of twenty-five dollars (\$25) per day.
- **Mail & Packages** - Mail and packages for non-residents of a building or University Housing will NOT be received/distributed and will be Returned to Sender. Mail & Packages MUST be properly addressed:

Student Name (AS SUBMITTED ON UNIVERSITY RECORDS)  
 Street Address of building (if required by sender)  
 Building Name & Room Number

**Incorrect or incomplete address will result in mail/package being Returned to Sender.**

Packages containing perishable items (flowers, baked goods, candy, etc.) must be picked up by the student within 72 hours or the item will be disposed of.

- **Murals** - Murals are something unique to residence hall life. They are a great way to personalize your floor and bring the community together. Murals in the hallways and public area may be painted with prior approval of the Hall Council and University Housing. Murals cannot contain any references to alcohol, drugs, sexual activity, or be intimidating or offensive in any fashion.
- **Noise** - Quiet Hours are Sunday through Thursday, ten (10) p.m. - ten (10) a.m., and Friday & Saturday, midnight - ten (10) a.m. No noise should be heard in the hallways or by neighbors including those above or below student rooms during Quiet Hours. Courtesy Hours are in effect twenty-four (24) hours a day. Residents should refrain from slamming doors, running, horseplay and loud communications in the hallways, stairwells, and other public areas. Residents should be able to study and sleep without undue disturbance.
- **Painting** - Residents are not allowed to paint their own room/apartment.
- **Pets** - Due to allergy and other health concerns, aquarium fish are the only permitted pets in university housing. Guest are not allowed to bring pets into housing facilities. Fish tanks/aquariums for fish or approved ESA's must be ten (10) gallons or smaller in size.

- **Postings** - University Housing must approve all postings on bulletin boards, hallways and public areas prior to the information being posted.
- **Room Cleaning** - Rooms/apartments/bathrooms should be cleaned regularly. All students assigned to the room are responsible for keeping the room/bathroom reasonably clean within safe sanitary conditions at all times with the use of a schedule agreed to by all students living in the suite.
- **Room Entry** - University officials and housing staff reserve the right to enter student rooms for health and well-being checks and for maintenance and repairs. Housing staff will enter and inspect every room prior to all break closings. Students are not permitted to enter another student's room without the occupant's permission.
- **Swimming Pools** - Central Village and Greenwood ONLY: Small wading pools are permitted on the lawn areas at but must be supervised by an adult. Pools must be emptied after each use and removed from the lawn after each use.
- **Trash** - You are responsible for any trash or waste that you create. Sweeping trash into the hallway, placing trash next to trash containers when not full or in use, placing trash in hallways or public areas, or throwing trash from windows is not allowed. Unwanted food and supplies must be disposed of in the trash, not sinks, tubs, toilets. Students who dispose of food in the sink, tub, toilet may be charged for the cost of plumbing repairs. Recycling resources should only be used for designated recyclables.
- **Unoccupied Rooms** - Unoccupied rooms/spaces are to remain unused by other students.
- **Vaping and Electronic Cigarettes** - In accordance with UCM's "tobacco-free" policy, vaping and use of electronic cigarettes are prohibited in all university housing facilities.
- **Wireless Adaptors/Routers** - Wireless adaptors and routers are not allowed in housing facilities.

## Student Staff

Student staff members (CAs, ACAs, OAs, Safe Team members, etc.) and student leaders (Hall Council, USHA, SGA) are given tremendous responsibility in this learning environment. These student leaders are trained, charged, and counseled to assist others to make good decisions in this learning laboratory. In some ways, these individuals are similar to teaching assistants who you might encounter in the classroom; they are charged with pursuing their own academic progress while also assisting peers to learn. This can be very challenging, and all students should understand that the University empowers and fully supports these young leaders in their leadership roles.

## Community Advisors

One of the most important people on your floor, and the first person you should go to for most non-emergency situations, is your Community Advisor (CA). The CA is a carefully selected and trained upper-class student who is prepared to help with transition issues like homesickness, locating things on campus, roommate issues and more. They will plan events and activities for the floor and help get you connected with other students.

CAs will also confront inappropriate behavior to help the community be an orderly place to live and study. They are acting as university officials and their instructions should be followed. They are just doing their job to help you and the community. The most important thing to remember about CAs is they are right there with you, and they have also been in your shoes as new students. They are great resources, allies, mentors and friends.

### **Chapter Assistants**

The Chapter Assistant is a carefully selected and trained upper-class member of a fraternity or sorority who is prepared to help you and assist your chapter. They also will confront inappropriate behavior to help the community be an orderly place to live and study. They are acting as university officials and their instructions should be followed. They are just doing their job to help you and the community.

### **Apartment Community Assistants**

Student staff members (ACAs) are given tremendous responsibility in the apartment areas of Central Village and Greenwood Park. These student leaders are trained, charged, and counseled to assist others to make good decisions for a responsible and respectful community within these apartment areas. They assist residents with all move-in and out paperwork, reporting maintenance concerns, and enforcing University and Housing policies.

### **Residence Hall Directors**

Residence Hall Directors (RHDs) are live-in graduate students pursuing a degree in College Student Personnel Administration, which means they plan to continue working with students during their career. The RHD supervises the community advisor staff and the other student staff in the building. The RHD advises the Hall Council of the building and is very involved in helping your building develop a strong community. Their role is to help the CA staff meet your needs and ensure the building is properly maintained.

Your RHD is the second person to go to with any issues that arise and any building maintenance problems. They are also a conduct educator, which means if you experience a behavioral challenge, you will meet with them to discuss how to prevent poor choices from harming your success.

### **Office Assistants**

Office Assistants (OAs) are students who work at the front desk in your building, which is staffed twenty-four (24) hours a day. OAs answer questions, distribute mail and most importantly, monitor your safety. They make sure the fire safety equipment is monitored at all times and provide services like selling stamps, making change, checking out equipment and much more.

### **Hall Council**

This group of residents of each building plans and implements programs that support and develop a spirit of community among the residents. They also discuss issues and concerns of your hall. Hall Councils purchase supplies for students to use on a limited time period from the front desks. Officers are elected at the beginning of the school year. This is a great leadership opportunity!