

Residence Life Handbook

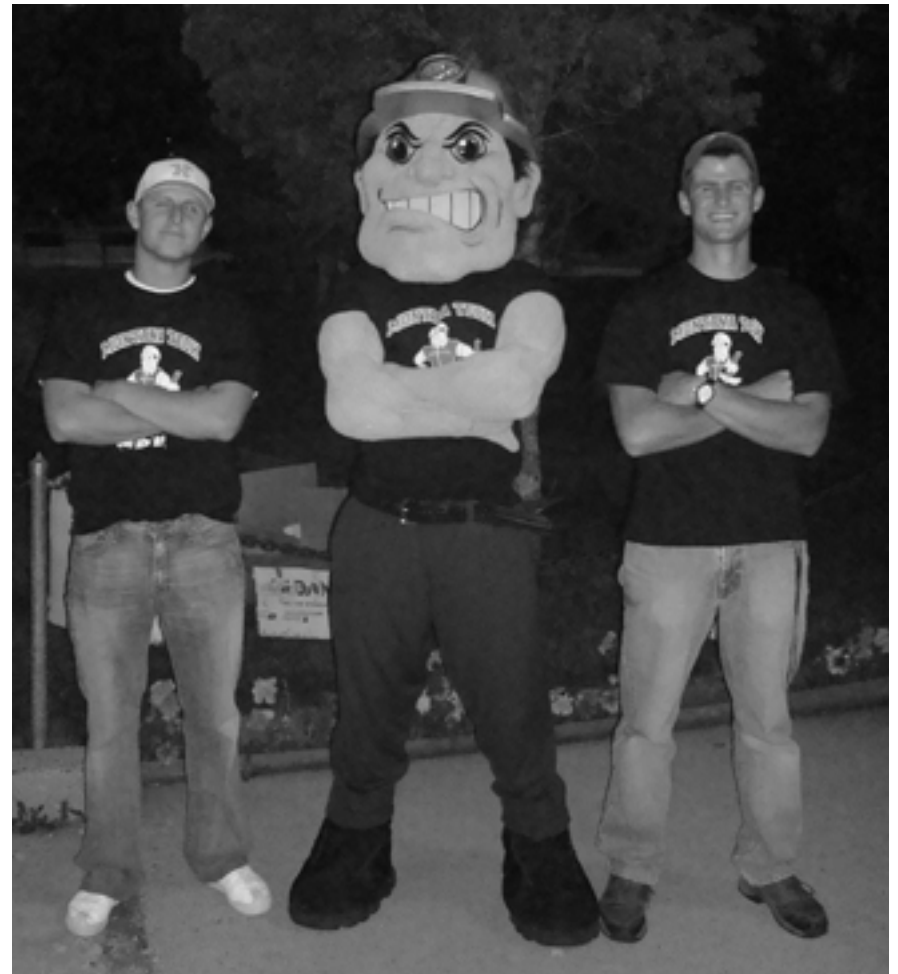
- Office of Residence Life -



Committed to furthering the development of college students outside the classroom by promoting and fostering growth in all areas of their lives.

MONTANA
TECHNOLOGICAL UNIVERSITY

Welcome to
MONTANA
TECHNOLOGICAL UNIVERSITY



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Montana Tech Alcohol and Drug Policies

Montana Tech is committed to promoting and fostering each student's personal and intellectual development. Social interaction represents a significant developmental component in the lives of students, and social activities are important for meeting a student's need of friendship and peer involvement.

The misuse and abuse of alcohol within the social fabric of students' lives threatens the well-being, health, and safety of a large segment of the college-student population, and inappropriate and irresponsible marketing and promotion of alcohol on campus can contribute significantly to problems of alcohol misuse. Alcohol abuse contributes to vandalism, property damage, accidents, poor academic performance, emotional stress, interpersonal conflicts, and, in some cases, serious bodily injury, illness, and death. As such, students are responsible for their actions and any encroachment on the well-being of others.

The development of campus policies and procedures which protect the health and welfare of students and the larger community is an important responsibility of all students, staff, faculty, and campus administrators.

Educational programming, effective campus policies and procedures, and common-sense practices form the basis for a responsible approach to alcohol use on campus.

Therefore, the Montana Tech Alcohol Task Force endorses this Montana Tech Alcohol Policy and recommends its implementation to govern the use of alcohol on campus.

Please be advised that any alcohol incident in or around the residence halls may result in the Butte-Silver Bow Police Department being contacted.

In addition to any legal consequences, residents may face the following sanctions:

First Offense - \$50 fine and Alcohol Education

Second Offense - \$100 fine and educational/community service

Third Offense - \$200 fine and mandatory meeting with a Montana Tech counselor or the Dean of Students. **Removal from the halls is likely.**

Montana has adopted comprehensive laws concerning the production, possession, sale, and use of drugs. Students must comply with state laws, federal drug laws, and all amendments thereof.

The possession, use, sale, or distribution of narcotics or dangerous drugs, as defined by state and federal laws, may result in dismissal from the college. Student employees must also become acquainted with the Drug-Free Workplace Policy through their supervisor or the Human Resources office.

Violations of the drug policy in the halls will result in the Butte Police Department being contacted, and residents will face all legal consequences thereof.

Drug Free Workplace Policy

1. In mandatory compliance with the Drug-Free Workplace Act of 1988 and the 1989 Amendments, Montana Tech is committed to providing drug-free/alcohol-free classrooms and workplace. The abuse or unlawful use of drugs and alcohol is not permitted at campus events and activities. The unlawful manufacture, distribution, sale, possession, or use of a controlled substance in the workplace or while conducting Montana Tech or university system business is prohibited. This law applies to faculty, staff, and students.
2. Employees must comply with this policy and notify their immediate supervisor of any criminal drug statute conviction for a violation occurring in the workplace no later than five days after such conviction. The supervisor is responsible for notifying the Personnel Office immediately upon notice from the employee. The Personnel Office is responsible for notifying the federal granting agency, when appropriate, of the conviction within ten days of learning of the conviction.
3. Violations of this policy may result in disciplinary action up to and including termination and may have other legal consequences. At the option of the employer, an employee violating this policy may be required to satisfactorily complete a drug-abuse assistance or rehabilitation program as an alternative to termination.
4. Drug dependency and the abuse of alcohol are major health problems and interfere with the learning environment and workplace productivity, safety, and security. Employees and students are encouraged to seek assistance in dealing with drug problems. Conscientious efforts to seek help for drug dependency will not jeopardize an employee's job status.

Procedures

1. All employees will be given a copy of this policy upon adoption. New employees will be given a copy of the policy as a part of the new employee orientation process. This policy will be included in the Student Handbook.
2. Upon request, the Personnel Office or Student Life Programs Office shall provide confidential referrals to drug counseling or rehabilitative programs and shall counsel employees on available assistance under the group insurance plan.

Residence Hall Guidelines

All residence hall students must abide by the rules and regulations of Montana Tech as listed in all official bulletins (catalogs) and the Student Handbook. The Residence Hall contract extends and further defines campus policies and regulations in respect to the residence halls.

Each student is expected to be fully acquainted with all published policies, rules, and regulations of the college and will be held responsible for compliance with them as well as for penalties and sanctions that accrue for any violations.

Unfortunately, some students will choose not to comply with common standards. Violations of campus and hall policies will carry a variety of sanctions including fines for damages, community service, probation, and in extreme cases of willful misconduct, cancellation of the Room and Board contract.

Expectations

The college considers cultivation of self-discipline to be of paramount importance in the student's education process and essential to development as a responsible citizen. In accordance, Montana Tech expects students to maintain standards of personal conduct that are in harmony with the educational mission of the institution and to act in a manner that reflects credit upon the college.

Furthermore, Montana Tech reserves the right to enforce expectations of community interactions and personal behavior. This is essential to build a healthy learning environment that benefits all who reside here. Lastly, it is expected that each student be aware of and responsible for his/her surroundings and behavior. Burden of responsibility lies with every individual.

Staff Descriptions

Resident Assistant (RA)

Each floor is staffed by a Resident Assistant (RA), an upper-class or graduate student who is responsible for the floor and its residents. RAs are primarily concerned with the welfare of the students on their floors. They help enforce hall and college policies and disseminate campus information.

The first person students should see when they have a question or problem is their RA. If an RA is unable to help, he/she will make referrals to an appropriate college staff member.

Resident Hall Association (RHA)

Residence Hall Association (RHA) is a recognized student government organization, the students' voice in the residence halls, and a fun way to be involved and to get to know one's neighbors better. RHA serves as a unified body for all residents on campus and is a wonderful way to voice concerns and opinions about the residence halls. Ask any member of Residence Life for more information on getting involved!

What Is Provided & What Students Need to Bring

All residence hall rooms are furnished with:

Single bed	Closet (Prospector)
Mirror	Dresser (Prospector)
Mattress	Wardrobe (Centennial)
Desk & Chair	Sink (Centennial)
Wastebasket	

Note: Mattresses measure 36"x 80." Most stores label these as "super twin" or "extra long".

In addition to the list of items students would like to bring to their new home, here are some suggestions to make sure their new space is comfortable:

Pillows	Blankets	Comforter
Hangers	Linens	First-aid supplies
Iron	Dishes	Alarm clock
Fan	TV	Movies
Laundry supplies	Posters	Pictures
Computer	Mini Refrigerator	Microwave

Student Rights & Responsibilities

You have specific rights and responsibilities as a member of the Montana Tech campus community.

These include the:

1. **Right to a safe and secure living environment.** You have a right to a secure and safe physical and social environment.
2. **Responsibility for a safe environment.** You have the responsibility to report unsafe conditions or dangerous behavior to an RA or to the Office of Residence Life.
3. **Right to be free from fear, intimidation, and physical or emotional harm.** You have the right to feel safe from all harm. Report any threatening behavior to an RA or the Office of Residence Life.
4. **Right to an environment free from illegal drugs.** You have the right to an environment free from the presence of illegal drugs. Illegal drug use or possession can be confidentially reported to an RA or to the Office of Residence Life.
5. **Right and responsibility to socially appropriate behavior.** You have the right to the enforcement of social norms, such as reasonably quiet and socially appropriate behavior. You are responsible for your own behavior and for setting personal boundaries for unacceptable behaviors by others.
6. **Right to an optimum learning and social environment.** You have the right to an interesting, healthy, social, and intellectual environment.

7. **Right to a clean living environment.**

8. **Right to petition for redress of grievances.**

9. **Right to explore, define, and celebrate yourself, your community, and your time on-campus.**



In Case of Emergency:

Please consult the Montana Tech Student Handbook for complete information about what to do if you need emergency help, security, or want to report any criminal actions.

You have the right to feel safe anywhere on campus, and if you or someone you know feels threatened or has been assaulted, please call 911 immediately.

If you wish to seek alternate living arrangements due to the threat of an assault or a completed assault, please report the incident to the Dean of Students and/or the Assistant Dean/Director of Campus Life to find out what options are available.

Policies

Absence from the Halls

When leaving the hall overnight or for an extended period of time, it is suggested that you inform your RA and/or roommates. It can be helpful to include a phone number or address where you can be reached in case of an emergency.

Alcohol

The college prohibits alcoholic beverages in Prospector and Centennial halls for all students. Alcohol is prohibited in all student rooms and public areas including but not limited to: lobbies, lounges, hallways, restrooms, and exterior areas such as parking lots and lawns. In addition, students are also prohibited from possessing and displaying alcohol-related paraphernalia, including empty bottles or cans that contained alcohol at one point in time. Due to zero-tolerance alcohol policy in Prospector and Centennial Halls, anyone in a room where alcohol is present will be cited with an alcohol violation even if he/she is not consuming alcohol.

In the Living Learning Center (LLC) alcoholic beverages is allowed in student rooms for those 21 years of age and older. Students living in the LLC who are under the age of 21, alcohol is prohibited. Alcohol is prohibited in public areas including but not limited to: lobbies, lounges, hallways, restrooms, and exterior areas such as parking lots and lawns. At no time can there be open possession or consumption of alcohol while individual(s) under the age of 21 are present in the room. Consuming alcohol or carrying an open container in public areas is prohibited. Individual rooms or suites with open doors are considered public areas. An open container is defined as any container of alcohol with a broken seal. All residents reserve the right to not allow alcohol in his/her room regardless of the age of the residents of that room. Kegs and beer bonging are strictly prohibited.

In order to maintain the community standards of Montana Tech's Residence living, the college does uphold and enforce the expectation of responsible consumption of alcohol as well as responsibility of behavior when doing so. Any student who returns to the residence halls in a disruptive manner and is suspected to

have been in consumption of alcohol will be cited for misbehavior and may face sanctions. Alcohol violations will result in the confiscation and disposal of the alcohol and can result in sanctions that include removal from the residence halls for repeated offenses.

Also see Montana Tech Alcohol and Drug Policies.

Beds

Your bed may be bunked, but it must be returned to its original position when you check out of your room. You are advised not to put your bed in front of the heating register as this obstructs proper heating in your room. Bed mattresses are regularly and routinely replaced. If you feel your mattress is due for replacement, contact your Resident Assistant or the Office of Residence Life.

Lofts are subject to approval by the Office of Residence Life. If you have a loft, your RA must be informed so an inspection and approval can take place.

Bicycles

Bicycles may be locked in the racks provided in front of each residence hall. Please do not chain bikes to trees or park them in front of residence hall entrances or exits.

There are no covered or weather-protected storage areas where bikes may be stored.

Bikes may also be stored in your room pending discussion and agreement between all occupants of the room. Bikes are never to be ridden in the halls.

Campus Crime

While the campus is relatively safe, students are advised to safeguard themselves and their property. Keeping your room door locked at all times, not propping open exterior doors, walking in groups, and similar activities will help protect you from crime. No campus can be entirely safe, so you must protect yourself and your belongings.

If you become the target of a crime, please report the incident **immediately** to your RA or to the Office of Residence Life. You can contact campus security by dialing **496-4357 (HELP)**. City police may also need to be contacted.

Also see Liability.

Candles/Incense

Due to potential fire danger, the use and/or possession of candles, incense, and other items causing noxious odors through open flame are prohibited in the residence halls. The possession of these items is subject to disciplinary action. Use of certified products such as “Plug-Ins” is recommended.

Check-in

All residents are responsible reviewing and filling out the room condition form (RCF) when taking possession of a new room. The RCF lists current damages and condition of the room before residents moved in. Residents are given a copy of the RCF and are asked to review and add additional damages (if found). If any additions are added to the copy that form will need to be turned-in to the RA of the floor within 48 hours of taking possession of the room. The new added information will then be added to the master copy that is kept in the Residence Life Office. Any damage not cited on this form will be the responsibility of the resident upon check-out.

Also see Room Condition Form.

Check-out

At the conclusion of each semester, information will be provided to students about check-out procedures. You must do the following prior to leaving:

1. Clean and remove all personal belongings from the room

2. Have your RA perform a final check-out
3. Return your keys
4. Sign the Room Condition Form and check-out slip which verify the condition of your room and any charges due for damage

Twenty-four hour notice must be given to an RA or the Office of Residence Life prior to check-out.

Compliance with Montana Tech Officials

Residents are required to comply with the requests of Montana Tech officials at all times. These officials include professional and student members of Residence Life, Student Affairs and Physical Facilities staff members.

Conduct

You are responsible for familiarizing yourself with the rules and regulations pertaining to the residence halls and the college. Failure to abide by these guidelines may result in your expulsion from the housing system and the university. Sanctions for misconduct may be imposed following an administrative hearing with a member of the Residence Life staff or a referral to the Campus Judicial Board.

Cooking & Appliances

Both residence halls have a designated kitchen area (with a stove, sink, and microwave) for cooking. For fire safety and sanitary reasons, cooking is restricted in all other areas. Electric coffee pots, microwaves, rice cookers, and popcorn poppers may be used in individual rooms, but no other cooking is allowed. Hot plates, crock pots, electrical frying pans, grills, and other open-coil appliances are prohibited due to fire hazard. Pressure cookers are prohibited in the Residence Halls. George Foreman and similar grills are **not** allowed.

All air conditioners must be approved by the Office of Residence Life before they are brought into the Residence Halls. Air conditioners that need to hang from or out of the window to be installed properly are not permitted. Satellite dishes are also not permitted in the residence halls.

Courtesy Hours

See Quiet Hours.

Damage/Reservation Deposit

A \$100 reservation deposit is required of each resident to process his/her housing application and to secure a room assignment. This reservation deposit becomes a damage deposit when you take occupancy of your room. This money will be refunded by the Business Office after check-out if no damage fees are assessed. Refunds will be sent to the resident's home address. If a student will be returning to on-campus housing, the deposit will roll over into the new year and is not refunded.

Damages to Common Areas

Residents of a floor or hall are responsible for damage done to the common areas of their residence hall. A common area is one generally used by, or available to all residents of the hall. These areas include, but are not necessarily limited to; kitchens, lounge areas, community bathrooms, hallways, laundry rooms and stairways. If damage occurs to property on a floor or in a common area, the Residence Life staff will attempt to determine who is responsible for the damage. In the event that an individual(s) cannot be identified, costs of the repair or replacement can be assessed on a prorated basis to residents of the floor and/or building involved.

Dart Boards

Dartboards and darts are not allowed in residents' rooms because of the potential for bodily harm and for damage to the residence hall rooms.

Discipline Process

In the event that a student is found to be in violation of a college/hall policy, that individual will be documented according to the documentation process set-forth by the Office of Residence Life. Following documentation, the named individual(s) will receive a letter informing them of the necessary process/actions to be taken.

Drugs

Possession or use of illegal drugs on campus is prohibited by Montana state law and college policy. Violators are subject to serious disciplinary action and may result in expulsion from the hall. Paraphernalia may not be used in any way to decorate a room.

"Possession or use of marijuana in any amount by any person is prohibited by Montana Tech. Although Montana state law allows adults age 21 and older to possess marijuana for personal use, federal law prohibits marijuana possession and use of any kind. The University receives federal funds; therefore, members of the University community must adhere to federal laws pertaining to possession and use of marijuana. Students with medical marijuana are prohibited from possessing or using marijuana on campus."

Diabetic needles should be declared to a Residence Life staff member. This is to ensure all residents' safety, health, and well-being.

Electrical Appliances

Fires in student rooms have resulted from electrical defects in, or careless use of, electrical appliances. Items such as halogen lamps and space heaters are strictly prohibited due to the fire hazard they cause. For this reason, only the following appliances are acceptable for use in your room:

Coffee pot
Computer

Clock
Hair dryer

Curling iron	Popcorn popper
Radios	Television
DVD/Blu-Ray	Electric razor
Rice Cooker	Microwave
Refrigerator (none over 4.5 cubic feet)	

Surge protectors/power strips are recommended for computers and other sensitive electronics. Extension cords are not allowed under any circumstance. Residents will be required to remove excess electrical appliances if they cause a safety concern or an electrical overload.

Emergency Contact Cards

Each resident is required to fill out an emergency contact card listing contact information in case of an emergency and any medical conditions. This information will be filled out when applying for housing.

Escort

The security and safety of each resident is a matter of paramount importance. Due to the fact that all residents are entitled to a safe and threat-free living environment, Montana Tech endorses an escort policy. Residents are expected to escort their guests at all times while in the residence halls. Moreover, the resident is responsible for the behavior of his/her guest(s) during their stay. Any charges or discipline issues that may ensue are the responsibility of the Montana Tech resident.

Fire Safety Education and Training

After the beginning of each semester, information will be presented to all residents reminding them of the university's fire safety policies and evacuation procedures. Residents are expected to be aware of these policies and procedures to ensure their safety and the safety of fellow students.

Fire Drills

Fire drills are scheduled in the residence halls no fewer than once per semester to test the fire safety equipment and to

familiarize residents with evacuation procedures. During fire drills, you are expected to follow all directions given to you and to maintain a mature attitude. All students must proceed to the designated gathering area and remain there until directed to return to the residence halls.

Remaining in the building when an alarm is sounding is a violation of state law and will result in judicial action including a fine of \$50.

Fire Alarm Instructions

Montana Tech feels that our residence halls are fundamentally "fire safe"; however, in the interest of your safety and the peace-of-mind knowing that you have received safety instructions, we have prepared the following evacuation procedures:

Evacuation Procedures

Close your room door and windows before leaving the building. All students must leave the building by the nearest exit. **Do not** take a longer egress or use the stairway leading to the lobby area of the hall unless you are avoiding the fire. **Do not use the elevator!** Once outside of the building, all students will proceed to the following areas: Centennial Hall evacuates to Prospector Hall and Prospector Hall evacuates to Centennial Hall, in the event that both building need to be evacuated all students should report to Leonard which is on the south side of Park Street from the Residence Halls. Residents of the LLC will evacuate to behind the HPER.

Students are to follow all directions given by members of the Residence Life staff. **All students must leave the building when a fire alarm sounds.** Students found remaining in the hall are placing themselves and others in a potentially dangerous position. Students will be advised when it is safe to re-enter the building by a Residence Life staff member.

Fire Equipment

Do not tamper with fire safety equipment or devices. Misuse and abuse of this equipment can cause the loss of life and property. You risk a fine and/or imprisonment if you tamper with fire-safety equipment or sound a false alarm. Termination of your housing contract will also occur.

Fire alarm pull stations are located in each hallway near an exit. All wing doors are to be kept closed except for routine entering and exiting unless they can be held open by magnetic lock connected to the fire notification system..

Fire Exits / Exiting through Windows

It is in violation of fire code to use designated fire exits during any other instance than that of an emergency. Any individual seen using a fire exit improperly will be assessed a \$50 fine. Individuals may also be fined for passing through windows.

Designated windows are tagged to ensure that window screens are not removed or tampered with (Prospector Hall). If a resident's window screen tag is broken, a \$25 charge will be assessed.

Fire Safety Education and Training Programs

Fire safety information and procedures are reviewed with all residents during residence-hall orientation meetings at the beginning of each semester. All resident rooms and hallways contain placards showing fire-exit routes.

Fire Sprinklers

Sprinkler systems are installed in both Centennial and Prospector Halls. Tampering with or vandalizing the sprinkler system will result in the student being held responsible for all damages caused to the system along with any damaged property.

Fire Reporting

If there is a fire in the residence halls, the following staff members should be notified: your Resident Assistant, the Office of Residence Life, the Dean of Students, and the Director of Environmental Safety and Health.

Firearms / Weapons / Explosives

No guns are allowed in student rooms for any reason. Possession of a firearm in your room will result in immediate eviction.

No firearms, bows, weapons or explosives are allowed in the residence halls and student rooms for any reason. Possession of any of disallowed items in the residence halls or rooms will result in immediate eviction. However, students wishing to bring firearms or bow to the campus for hunting and/or recreational target practicing must contact the Office of Residence Life to register and store such items in the Residence Life firearm/bow storage area.

Contact the Residence Life Office if you would like to schedule a time to check-in or check-out a weapon. These requests are best done at least 24 hours in advance to guarantee we can accommodate your request.

All firearms or bow to be stored must be unloaded with an approved gun lock in place. Residence Life may provide free gun lock upon request. Also, ammo and arrows must be registered and stored within the Residence Life firearm/bow storage area. Firearms and bows must be fully contained in a case or container when transported to and from the Residence Life firearm/bow storage area and off campus.

Possession of any other weapon including paintball gun, bb gun, air gun, spring gun, dart gun, sword, bowie knife, dirk, dagger or similar knife or apparatus is prohibited.

Additionally, the storage of fireworks, gasoline and any form of explosive fuel or device is strictly prohibited.

The intent of this policy is to allow students living in the residence halls the ability to store and use firearms/bows for hunting and/or recreational target practicing. As such, the Office of Residence Life may deny storage for items that do not meet the intent of this policy.

Violation of this policy will result in immediate termination of any residence hall housing contract, and may also be cause for immediate suspension from Montana Tech and referral to law enforcement officers.

Furniture

College-owned furniture provided to residents may not be removed from a room at any time.

Residents will be responsible for any missing furniture at check-out.

Games

In order to maintain a safe environment and to avoid excessive noise and damage, residents may not play games such as frisbee, football, golf, hockey, hacky sack, etc., in any rooms, hallways, or other common areas. Riding bikes and skating indoors are also not permitted.

Paintball and Airsoft guns, as well as any ammunition thereof, are strictly prohibited.

Dartboards are strictly prohibited, and any wall damage caused by darts will be assessed to the resident.

Additionally, we are not equipped as a gymnasium, so activities such as basketball dribbling, racquetball, boxing, and wrestling should be done at the HPER facility and not in the residence halls.

Guest Policies

Overnight guests may stay, with the permission of your roommate and/or suitemates, for a maximum of seven (7) days (cumulatively) per semester. Residents having visitors for more than seven (7) days (cumulatively) may be subject to disciplinary action and be charged a daily room rate until the guest leaves. If a guest is being disruptive to the community, they may be asked to leave.

If the guest is under the age of 18, the guest must be checked in through the front desk of the building they will be staying in at the time of arrival. If an underage guest is involved in a conduct violation this may result in a call to a parent/guardian, and/or local authorities. Failure to check in an underage guest may result in loss of overnight guest privileges.

Harassment

Behavior that offends the dignity of anyone may lead to disciplinary action. Included in this behavior are ethnic, sexist, sexual orientation, or racial slurs; unwanted physical advances or intimidation. Please report any incidents to your RA. Be advised that incidents of harassment may result in severe disciplinary action.

Housekeeping/Personal Hygiene

Good personal hygiene is important for the prevention of disease and illness. Good housekeeping helps decrease and eliminates odors, insects and small rodents. It is the responsibility of all residents to keep their room clean. Your room must be left in a clean and orderly condition when you check out, to avoid cleaning charges.

Holiday Decorations

While we enjoy the holiday season and its pageantry, we have a few safety restrictions on decorations. Please do not put a live cut tree in your room. You may decorate a miniature potted (uncut), or artificial tree. Jumbled masses of plugged-in lights also present a fire and electrical hazard. You will be asked to remove lights if they cause electrical breakers to trip or create other hazards. Decorations are limited to a resident's individual room and should not extend into the hallways or to the building's exterior.

Inappropriate Behavior

Any behavior deemed to be inappropriate and thought to damage the community living model is strictly prohibited and will be documented and referred to the Office of Residence Life. Inappropriate behavior is subject to judicial action and a variety of sanctions.

Insurance

For information on property insurance plans, please see the Office of Residence Life.

Keys

A room/building key is issued to each resident upon check-in. Carry your key at all times. Lost keys result in a charge for a lock change. Lock changes are required for the security and safety of all of our residents. The following charges for lost keys will be assessed to the student's account:

Room Key \$77.50 (Lock change & replacement keys)

Mailbox Key \$10.00

Suite Key Charges for lock changes for suites are substantially more than a double room. These charges are assessed by the individual suite and can exceed \$200.

Your Digger Card will be used to enter your building. Please

contact the Campus Card Office if you need to replace your card; this office sets the price for a card to be replaced.

Laundry

The laundry facilities are shared among the residents of the building. Clothing items left longer than 3 days will be removed for the laundry room and placed in the lost and found. Unclaimed items will be disposed of after 90 days.

Liability

Neither Montana Tech nor its officers, agents, or employees are liable for the loss, theft, disappearance, damage, or destruction of any property belonging to, used by, or in the custody of any student, no matter where such property may be normally kept, used, or stored.

Contact the Office of Residence Life for more information.

Light Bulbs

Light bulbs are provided in the light fixtures of your room. If a bulb in the ceiling fixture burns out, contact your RA, a custodian, or the Office of Residence Life for a replacement.

Lockout Keys

Students who have locked themselves out of their room can pickup a spare key to their room from the building front desk. Lockout keys must be returned immediately (within 5 minutes). Any lockout key not turned in by the end of the day can result in room having the lock changed and student being charge for a lock change.

Lockouts

Students who are habitually locked out of their room will be charged a fee for unlocking their door.

Lounges

The lounges in your residence hall are there for your relaxation and enjoyment. Please help to keep them in good condition by cleaning up after yourself. Furniture must not be removed from lounges or other public areas.

Maintenance and Repairs

If something in your room needs repair, you should inform your RA or the Office of Residence Life who will contact the Physical Plant on your behalf. All work orders must be processed through the Residence Life staff.

Missing Student Notification

Students residing on-campus who are missing for 24 hours should be reported to the Assistant Director of Residence Life, Assistant Dean/Director of Campus Life and the Dean of Students. Students living on-campus have the option to register a confidential contact person to be notified in the case that the student is determined to be missing. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information. Local law enforcement and campus security will be notified if a student is missing regardless if the student has registered a contact person. Parents or guardians will be notified if a student is under 18 years of age and not emancipated. Montana Tech will initiate the following procedures once an on-campus student is determined to be missing for more than 24 hours:

The Dean of Students, Assistant Dean/Director of Campus Life or Assistant Director of Residence Life will notify the student's contact person and/or local law enforcement.

Montana Tech may use any combination of the following resources to assist in locating the student:

- Check the student's room and visit with roommate and/or friends on the floor.
- Search public areas on campus.
- Issue an ID picture to assist in identifying the missing student.
- Contact known friends, family, or faculty members for last sighting or additional contact information.
- Access vehicle registration information for vehicle location.
- Network Services may be asked to look up email logs for last login to Montana Tech network system.
- Any indication of foul play will be immediately forwarded to local enforcement officials.

Motorcycles / Four-wheelers

Parking spaces for motorcycles and ATVs are available in the parking lots adjacent to the hall. All vehicles need a parking permit. Motorcycles, four-wheelers, and any other items with internal combustion engines are not permitted inside the residence halls.

Nondiscrimination

Montana Tech is committed to providing equal education and employment opportunities regardless of gender, marital or parental status, race, color, religion, age, or national origin. Title IX of the Educational Amendments of 1972 prohibits discrimination on the basis of gender in any educational program or activity receiving federal financial assistance by way of grant, contract, or loan.

Title VI of the Civil Rights Act of 1964 is similar in its prohibition of discrimination on the basis of race, color, or national origin. Equal educational opportunity includes admission, recruitment, extracurricular programs and activities, housing, facilities, access to course offerings, counseling and testing, financial assistance, employment, health and insurance services, and athletics. Montana Tech

is also committed to equal opportunities for the physically and mentally disabled in compliance with federal regulations, specifically ADA (The Americans with Disabilities Act of 1990).

Overnight Guests

See *Guest Policies*.

Painting Your Room

Every effort is made to keep Residence rooms in good condition. If you think your room needs painting, please contact your RA or the Office of Residence Life. Residents are not permitted to paint their room. A damage assessment will be made for any unapproved painting.

Pets

Fish in a fish bowl up to 20 gallons are welcome, but no other pets are allowed in the residence halls. While you may feel that your pet would not cause problems, others may disagree. Many residents have allergies and other medical conditions which may be aggravated by the presence of pets. Pets also do not react to every person in the same way and could cause injury to an unfamiliar person or themselves. If you own a fish, please be responsible while cleaning your bowl. **Do NOT put any fish bowl items down a toilet, sink, or water fountain.**

Students with a companion or service animal may reside in the residence hall. Before the companion or service animal is brought into the residence hall student must complete the proper paperwork with Disability Services.

Posting Policy

If you or your organization would like to post signs in the halls, it is necessary to seek approval from the Office of Residence Life. Signs posted without approval are subject to removal. Signs should not be posted on glass surfaces

including the lobby entrance/exit doors or windows. Signs should not be secured to painted surfaces anywhere in either building. Complete posting policy expectations are available in the Office of Residence Life.

Quiet Hours

The residence halls maintain a standard set of quiet hours. During these times, the noise level is to be kept to a minimum for those who wish to study.

Courtesy hours are in effect at all times. Courtesy means that you should not have stereos or TVs at a volume that disturbs any other resident within the hall. Students are expected to respect any and all requests to lower the volume of any equipment or activities.

Anyone who disregards other residents' rights by playing stereos at high levels or making other noise disturbances will be sanctioned. Sanctions may include forced storage of the offending equipment or the dismissal of the resident creating the disturbance.

Quiet hours are:

Monday-Thursday	8 p.m. - 8 a.m.
Friday	10 p.m. - 10 a.m.
Saturday	10 p.m. - 10 a.m.
Sunday	8 p.m. - 8 a.m.

* Finals week quiet hours are extended to 24 hours a day with the exception of a "blow-off" hour, the exact time of which will be announced..

Restrooms

All halls have restrooms designated by gender. Students observed using restrooms designated for the opposite gender will be sanctioned.

Roof Access and Emergency Exits

Certain areas of the roof are designated as fire escapes and emergency exit routes in Prospector Hall. This is the only reason any student may ever be on the roof. Students found on the roof may have their housing contract terminated and will be responsible for any damages that occur (particularly roof leaks).

Centennial Hall and the LLC have emergency exit stairwells with large landings to accommodate student evacuations. These areas are only for emergency exit purposes and are not to be used as entrances/exits.

Room Assignments

Priority for room assignments is determined by the date of receipt of the reservation deposit and completed housing application. Mutual requests for roommates and special living arrangements are honored whenever possible. As indicated in contract stipulations, no housing refunds are given if the contract is cancelled mid-semester.

Room Changes

Because we are continually receiving new students, especially the first few days of classes, no room changes will occur for the first 2 weeks of classes. After that time, contact the Office of Residence Life concerning room moves. Any students that have made a room change without approval of the Office of Residence Life will be charged a \$50.00 improper room change fee and may be moved back to their original assigned room.

Room Condition Form (RCF)

When you first move into your room, you will be asked to review and complete a RCF. This is to protect you from being held responsible for damages that existed prior to your occupancy. You are advised to be accurate and specific when filling out this form. A RA will check the condition of

your room against your RCF when you check-out, and any damages not listed on this form will be charged to you.

Room Damage

Any changes in room condition beyond normal “wear and tear” or resulting from “self-repair” work are liable for damage assessments. Double check the accuracy of your room condition form at check-in to ensure that you are not falsely charged for any existing damage.

Room Entry/Administrative Searches/Health and Safety Inspections

In the interest of maintaining a healthy and safe environment in the residence halls, the college reserves the right to make periodic administrative inspections of residence hall rooms. Written notice will be distributed at least 24 hours before any inspections. While efforts are made to have a resident present during inspections, the college staff will enter rooms whether the occupants are present or not after proper notice has been given.

For health, safety, or emergency reasons, it is sometimes necessary for university staff members to enter a resident's room when he/she is not present.

If college staff should enter a room and notice, in plain sight, evidence of a violation of federal, state, or local laws or college policy, the staff member may seize the evidence and file a report with college officials and/or police.

Between semesters and sessions, residence hall rooms are exclusively the property of the college even though the resident may plan on returning to the same room the following term. During these periods, college personnel may inspect, maintain, and make repairs in Residence rooms.

Maintenance staff will enter rooms to repair college

equipment and furnishings. Usually these repairs will be made during normal, daytime work hours. Emergency room entry will occur when college or personal property are considered to be endangered.

Rooms - (Doubles as Singles and Singles)

Doubles as singles may be available when a roommate moves out, but due to the amount of hall space, they cannot be guaranteed.

Doubles as singles are assessed at an elevated housing rate. If a student is living singly in a double room and wishes to secure the double room rate, they should seek a new roommate or face consolidation.

Security

Campus Security personnel make building checks on a regular basis and are available to handle disturbances or concerns. You can contact Campus Security by dialing **496-4357 (HELP)**. For emergency situations that require professional law enforcement, the Butte Police Department should be contacted.

For your security, it is recommended that you keep your room door locked at all times (even when you are “just down the hall”, in the bathroom, or at night when you are sleeping).

Sexual Assault

Information regarding what to do if you are sexually assaulted can be found in the Montana Tech Student Handbook. A victim of an alleged assault may request a change in academic and living situations if these changes are reasonably available. Assistant Director of Residence Life, Assistant Dean/Director of Campus Life and/or Dean of Students should be contacted to discuss these changes.

Signs

Signs that are the property of the federal, state, or local government, or which belong to the college or local business may not be posted in student rooms. Students who are found in possession of such signs will be reported to the proper authorities, including the College, police, or business owners.

Smoking/Tobacco

The use of commercial tobacco (including cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, and all other tobacco products) by students, faculty, staff, guests, visitors, and contractors is prohibited on all properties owned or leased by Montana Tech.

Residents who are found using tobacco or e-cigarettes in or around the residence halls will be cited and will face disciplinary sanctions.

For more information, please see the official Tobacco-Use Policy in the Student Handbook.

Solicitation/Door-to-Door Sales

Soliciting is strictly prohibited in the residence halls unless authorized by the Office of Residence Life. Door-to-door solicitation is prohibited at all times and should be reported to a Residence Life staff member.

Residents are not allowed to run businesses from their room.

Scheduled College Vacations

All residence halls are closed during scheduled vacation periods. Housing is not usually provided during scheduled vacations unless individual permission is granted. If you wish to stay in the hall at these times, it is necessary to make special arrangements with the Office of Residence Life. There is an additional charge for vacation housing if it is permitted. Services normally offered on-campus may not be available during vacation periods.

At the beginning of scheduled breaks, Residence Life staff will enter rooms after all students have left the building to ensure proper check-out.

Termination of Contract by the College

The college may terminate a room and board contract and take possession of any residence hall room at any time for violation of any of the provisions stated herein or as a consequence of disciplinary action.

Disciplinary termination may require the offending party to move out of the hall within 24 hours of notification.

The contract is cancelled if a student's enrollment is terminated. No refunds of housing expenses are allowed.

Wall & Room Decorations

You're welcome to personalize your room with decorations or posters, but take care with your walls. Damage charges will be assessed for marks made by tape, nails, tacks, staples, or screws.

Due to potential fire hazard no items are allowed to be hung from the ceiling or the ceiling/light fixture.

Window and Ledges

Windows and ledges should be kept free of material at all times. Do not attempt any modifications to your windows, ledges, or doors. Please do not hang or project any items from your window. **Do not throw any materials or liquids from your window.**

Throwing, hanging something out of a window, or otherwise breaking the plane of the window will result in a disciplinary action including a fine ranging from \$25 - \$200. Objects should not be passed through a window either to or from the building. This is considered breaking the plane of the

window. Fine will double with each violation thereafter and may lead to termination of your housing agreement.

Windows are not to be used as exits and entrances to a building, except in the case of a fire.

Hall Facilities & Services

Cable TV

Each room in Prospector and Centennial is cable television ready, and activation and service may be obtained by contacting the local Charter Spectrum office. **Cable connections and service payments are the sole responsibility of the student and Charter Spectrum.**

Computer Lab

Computer labs are located on the first floor of Prospector Hall and on the second floor of Centennial Hall. These labs contain several PCs for resident use. These computers are equipped with several software packages and are connected to the college network. A printer is also available to print documents.

The computer labs are provided as a privilege to Montana Tech residents. Any vandalism that occurs to the labs may be assessed as community damages to the students.

Each residence hall is Wi-Fi ready, and getting connected in your room is easy if you have your own network-ready computer.

Computer Direct Connect Agreement

All residents will adhere to a computer direct connect agreement. Students may lose network access if the terms of this agreement are not met.

The agreement reads as follows:

I understand my use of this connection to the Campus computers will adhere to all University policies regarding computer use. Failure to adhere to these policies will result in my access being immediately denied and may subject my files and transmissions to search and examination by system administrators or employees as required to protect users and the integrity of computer systems.

I further understand that:

Fraudulent use or misuse of services is a crime under state and federal law.

Criminal proceedings and/or disciplinary action under the Montana Tech Campus Codes of Integrity and Conduct as delineated in the Montana Tech Community Expectations Program may be taken against me.

I will be disconnected from the network if I use an IP address, computer name, or port that is not assigned to me.

Unauthorized entry or modification of any computer system and its contents is a violation of state and federal law.

The network is a shared resource and interference with the use of the network by others is not permitted. This includes applications that use unusually high portions of bandwidth for extended periods of time or causes someone else's computer on the network to malfunction.

I must not use the network connection to run a business or organization for profit or non-profit.

I must not monitor data on the network by means of any monitoring or 'sniffer' software.

I must not provide a pass-through site to other campus hosts or provide remote login (e.g. telnet access) on my computer for others.

I must not add network devices such as hubs, switches, or any wireless equipment to ports nor modify or extend any network line, unless approval from Network Services is given.

Students must comply with connection of service terms. In particular:

Refrain from offering network services on your computer (i.e., configuring your computer as a server and offering such services as file, telnet, ftp, DNS, WINS, DHCP, Web, News feeds, etc.). Offering network service on a connected computer is **not** approved – this includes peer-to-peer sharing such as Kazaa, E-donkey, BitTorrent, and Gnutella.

You must not run security programs or utilities revealing vulnerabilities or any information traversing our network.

Read and understand all of the Montana Tech, UM-wide, and System-wide computer use and networking policies. Please refer to <http://www.mtech.edu/cts/policies/index.htm>.

Follow-up monitoring on our part may ensue to validate compliance.

*Failure to adhere to the direct connect computer agreement may result in disciplinary actions by the Office of Residence Life or other officials on campus.

Front Desk

Each residence hall has a front desk located in its lobby that offers a number of services to residents. Many supplies are offered for use or check-out including items such as office

supplies, vacuums, irons, and jumper cables. Residents may also get change. (anything over a 20 dollar bill must be changed at the Business Office.)

Furnishings

The college provides each resident with a bed, mattress, desk, chair, dresser/wardrobe, and trash can. You may bring other furnishings to make your room more comfortable.

All furniture supplied by the college must remain in the room for the duration of the year. The student will be assessed for any missing or damaged furniture upon check-out.

Lounge furniture has been purchased for all to use in the designated lounge areas. This furniture should never be removed from the lounge for personal use.

Laundry Rooms/Kitchens

A coin-operated laundry room is maintained in each residence hall. Washers and dryers are available 24 hours a day. Please do not leave your laundry unattended. You will find that other students will remove your belongings from a washer or dryer if you are not attentive.

There is also a kitchen area located in each hall. A stove, sink, and microwave are available for use. Pots, pans, and other cooking utensils are available for check-out at each hall's front desk.

As with all community areas, it is your responsibility to clean up after yourself. These facilities are a privilege offered to you, and vandalism will not be tolerated.

Mail Services

The mailing address for Prospector Hall is:

Your Name
1301 W. Park, Rm. # _____

Butte, MT 59701

The mailing address for Centennial Hall is:

Your Name
1225 W. Broadway, Rm. # _____
Butte, MT 59701

The mailing address for LLC is:

Your Name
1440 W. Park, Rm. # _____
Butte, MT 59701

Notice that “Montana Tech” is not used in the address.
When mail is addressed to “Montana Tech,” it will be delayed one to three days before delivery to the residence hall.

Your mailbox is located in the lobby of each hall next to the front desk. Mail can be obtained by residents through their designated box only, never over the desk by the worker on shift. This is a federal law that is upheld by our employees.

If you move out of the hall, your mail will be forwarded for one semester. It is your responsibility to change your address information with the necessary companies.

Network Services Network Information –

Wired/Wireless information -

Montana Tech Network Services provides residents living in Centennial Hall and Prospector Hall with high speed connectivity via Wireless Access Points and a wired network jack. Please refer to Computer Direct Connect Agreement for acceptable use.

Guest Wireless Setup Instructions:

Connect to MTGuest if you are a guest to the Montana Tech campus. You will be prompted to enter your email address when you first open your web browser. Please connect

to MTSecure or MT Dorms, if you have a Montana Tech username and password.

Secure Wireless Setup Instructions:

Faculty / Staff / Students – Connect to MTSecure using your username and password. Students – Connect to MTDorms using your username and password if you live in Prospector Hall, Centennial Hall, or Family Housing.

To use the secure networks you MUST meet the following requirements:

+ An IEEE 802.11A/B/G/N Wireless Networking card capable of supporting WPA2 authentication. Check with the manufacturer of your device to make sure you have the latest wireless drivers installed.

+ A valid Student, Faculty or Staff Account with Montana Tech.

If you need help connecting your device please visit - <http://mtech.edu/cts/wireless/index.htm>

We would like to provide you with some information so that our wireless services are optimized for all residents.

1.) Residents are not allowed to plug in or operate their own Wireless Router or Access Point to our wired network infrastructure. The additional wireless signals are interfering with the provided wireless networks (MTGuest, MTSecure, and MTDorms) and hindering performance for all.

2.) We recommend that you connect to MTDorms. You will need to provide your username and password to logon to MTDorms. More information can be found by going here: <http://www.mtech.edu/cts/wireless/>

3.) If you need additional wired network access, Network Services recommends a network switch. These can be picked up from Walmart, Staples, or online. If you have questions about hooking up a switch please contact Network Services – networkservices@mtech.edu

Recommended Models –

Netgear ProSafe Gigabit switch series (GS105NA, GS108NA)

TP-Link Gigabit switch (TL-SG1005D)

Antivirus –

Montana Tech Network Services recommends that you have antivirus protection installed on your machine. If you do not have antivirus on your machine, or your subscription has expired, we recommend the following. -

Microsoft Security Essentials – free to download. Helps guard your PC against viruses and spyware.

McAfee VirusScan Enterprise – Montana Tech can provide you a license for this software for free. This must be un-installed when you no longer live in the Dorms or Family Housing. To obtain a copy, email networkservices@mtech.edu with 'McAfee Antivirus' in the subject line.

Helpful Tools –

Montana Tech Network Services recommends the following tools to help your machine run smoothly. These tools are free for download.

Malwarebytes – Scans your machine for malware and removes detections.

CCleaner – Cleans temporary files and scans the registry for errors.

Recuva – Recovers deleted files from your windows computer / usb device.

Parking

Parking areas for residents are located near the hall. Your vehicle should be clearly marked with a resident parking decal, available from the Business Office. You are responsible for understanding Montana Tech parking regulations and are personally responsible for any parking violations.

While parking is essentially safe, you should prepare your car to avoid the possibility of theft. Keeping valuable items out of sight (and not storing them in your car) is an effective deterrent. Do not pack your vehicle the day before any trips, including at the end of semesters. Thieves may look for easy opportunities to steal your property.

Refrigerators

The Office of Residence Life has a supply of refrigerators in various sizes, which are available for rental on a first-come, first-served basis. Cost of rental will be billed directly to your student account. You may bring your own refrigerator, a maximum size of 4.5 cubic feet, if it requires no more than 120 volts and two amperes of electricity.

Small refrigerators:	\$20/semester
Medium refrigerators:	\$30/semester
Large refrigerators:	\$40/semester

Storage

During the academic year (and the summer session for residents returning to the hall) luggage, trunks, bicycles, etc. may be stored in appropriate areas on a space available basis. All items should be clearly marked with the resident's name. The college cannot be held responsible for items left in storage.

Also see Liability.

Theft and Loss

If you have items that are stolen, you should promptly report that information to your RA or MT Tech Campus Security, a Police Officer, and contact your insurance company. Butte Silver Bow Police 406-497-1120
Important information that you should include in your report is:

1. A complete description of the item(s) stolen.
2. Where the item(s) were taken from and if that area was locked.
3. Whether a key had been lost recently.
4. Names of any suspects.
5. Approximate time/date of loss.

Vending Machines

Coin-operated soft-drink and snack machines are located in the lobby of each hall for convenience. If machines malfunction, refunds are available at the SUB office desk.

Window Screens/Tags

Some windows are equipped with screen tags to ensure that screens are not tampered with. If, during check-out, your screen tag is broken, a \$25 fee will be assessed.

Covid-19 Procedures for Isolation and Quarantine:

As a result of the COVID-19 pandemic, Montana Tech is temporarily is adopting an isolation and quarantine policy. Residence Life has set aside isolated, low-traffic space in the residence halls to provide isolation and quarantine housing as needed. This policy is subject to change to remain consistent with the most current guidance issued by public health authorities.

This policy applies only to students living in residence halls. Contact tracing is used to identify people who may have been infected by a person suspected of having a communicable disease. The health department will determine if any of the student's contacts will be required to enter quarantine housing. Meals will be delivered daily and Residence Life staff will contact students in quarantine and isolation daily. Students will need to bring all necessary supplies, including clothing, bedding, toiletries and academic supplies when they enter quarantine.

Isolation

Isolation is used to separate people infected with the virus from people who are not infected. Students experiencing COVID-19 symptoms (cough, difficulty breathing, fever, chills, muscle pain, headache, sore throat or loss of taste/smell) should contact their health care providers immediately and refrain from any unnecessary contact with others, until they can be tested and are known to be negative. OrediggerRX should also be contacted by emailing OrediggerRX@mtech.edu. While in isolation, students should not leave their assigned isolation room and should refrain from any unnecessary physical contact with others. Students will need to isolate until released by the health department.

Quarantine

Quarantine is used to keep someone who has been identified by the health department as being a “close contact”. Students identified as a close contact will need to quarantine until released by the health department. While in quarantine, students should not leave their assigned quarantine residence and should refrain from any unnecessary physical contact with others.

Montana Tech Dining Services

All residents are required to have a meal plan as part of the room and board contract. It is the goal of Montana Tech Dining Services to provide a satisfying meal plan for our students. Questions regarding the food service program may be directed to Dining Services in the Student Union Building, 496-4196, but you may also address the Office of Residence Life with questions or concerns about the food service operation.

Three meals per day are served during the week; on weekends and in-school holidays, two meals are served (brunch and dinner). College food service is usually unavailable during vacation breaks. Please see the Dining Services brochure for details on specific meal plans.

Lost Meal Passes

Your meal pass is used via your valid Digger Card. If lost, a new Digger Card must be purchased immediately and notification made to Dining Services. You **MUST** have your Digger Card when you enter the food service area.

Special Menu Needs

Montana Tech’s Dining Services director will work with any student who has special menu needs. The director will determine with the student what foods are available and will prepare these menus under the direction given by the student.

Emergency Information

Butte Silver Bow Police/Fire	911
Non-emergency	497-1120
MT Tech Campus Security (HELP)	496-4357
St. James Hospital	723-2500
	400 South Clark
Poison Control	1-800-525-5042
RA On-Duty Phone	491-1829

Grocery Stores

Safeway - 2 locations	2500 Massachusetts Ave. 310 W Front St.
Walmart	3901 Harrison Ave.
Dancing Rainbow Natural Grocery	9 South Montana Street
Three Bears	45 Three Bears Drive

Miscellaneous

Charter Spectrum Cable	888-619-5173
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Banks

First Citizen's Bank of Butte	494-4400
First National Bank	494-6111
Wells Fargo	533-7000
U.S. Bank	496-4000

**Office of Residence Life
Montana Tech**

1301 West Park Street
Butte, MT 59701
(406) 496-4425

E-mail: housing@mtech.edu
www.mtech.edu/student_life/housing