Welcome!

Welcome to Residential Life at the Missouri University of Science & Technology! We are excited to have you living in the Residence Halls.

The information contained in this newsletter is provided to assist you in making your housing and dining choices. Please read all sections carefully as incorrect information could delay your room assignment process.

Housing Timeline

The following timeline will assist you in the room selection and assignment procedure. Please keep this page for your records.

February—June 1
Priority sign up for housing.

May 1
Priority deadline for Residential College Applications. Applications received after this time will be processed as space allows.

June 1
Priority deadline for housing. Housing Interest Forms must be received by this date to maintain your priority for a housing assignment. Please note that failure to submit your Housing Interest Form by the priority deadline date will result in a room assignment without your input.

This is also the deadline to cancel housing without penalty. Canceling after this date will result in a cancellation penalty.

June 30
Cancelling your Agreement between June 2 and June 30 will result in a $400 cancellation penalty charged to your student account. Cancellations received after June 30 result in a $600 cancellation penalty.

Mid July
First round of housing assignment notifications sent.

July 31
If you apply after July 31 and then cancel, you will receive a $600 cancellation penalty applied to your student account.

August 1
Second round of assignment notifications sent. Room assignments received after August 1 will be mailed within seven working days of receipt of Housing Interest Form.

August 13-14
Freshman Move-In

August 22
First day of classes

Housing Interest Form Checklist

Required Items

The following item is required to retain your priority for a residence hall room assignment:

☐ Housing Interest Form
  Priority deadline June 1 (page 3)

Optional Items

The following items are not required for a room assignment. However, if you wish to apply for any of the below communities, you must return the appropriate form.

☐ Holistic Community Contract

☐ Residential College Application
  Priority deadline May 1

☐ Voyager Community Application

Mailing Inserts

The following items are included in your mailing to assist you in your room selection process.

Parents Information Envelope
This envelope is designed to help parents with any questions they may have. It includes the rate card which provide pricing for all of our residence hall rooms as well as for all of the meal plans. Also included is the Residence Hall Terms and Conditions that explains the agreement between the student and the Residential Life Department concerning rules, cancellations, terms and conditions of living in the residence halls.

Additional Applications and Contracts
Information is included regarding the Holistic Community, the Voyager Community, and the Residential College, our newest residential facility and the host of the Learning Communities.

Return mail envelope
Please use this envelope to return your Housing Interest Form and any other forms.
Residence Hall Housing Interest Form Completion Instructions

This information is provided to assist you in completing the Housing Interest Form on the opposite page.

If you have questions that are not answered here, visit our website at http://reslife.mst.edu or contact our office at 573-341-4218 or at reslife@mst.edu.

If we have questions about your Housing Interest Form, or need to contact you during the summer, we would like to know the best way to contact you, so please include this on the form.

I. Term of Contract
Your term of contract begins as soon as you move into the halls and ends in May or when you leave Missouri S&T. For further explanation, please see Terms and Conditions in the Parent’s Information Envelope.

II. Who Am I?
This section is designed for you to provide our office with any information that will impact your room assignment.

If you have a disability or medical condition that will affect your room assignment, you must register with Disability Support Services at 573-341-4211.

This is also the section in which you can provide requested roommate information. If you have a roommate already in mind, you must include his or her name here. It is also preferred that you include the student number of the requested roommate if available.

While all attempts are made to meet roommate requests, it is not always possible to do so. In order to further ensure probability of your request being met, make sure that the roommate request is mutual. Both students must request each other on their respective Housing Interest Forms.

For more information on requesting roommates, please see page 5 of this newsletter.

Special Interest Communities
Additional application forms are included in this packet for the three special interest communities in the residence halls.

The appropriate forms for the Residential College and Holistic Community must accompany your completed Housing Interest Form in order to be considered for these communities.

If you select the Holistic Community in this area, you must also complete a Holistic Community Contract.

If you are applying to live in the Residential College, you will need to complete a Residential College Application. The priority deadline for this application is May 1.

If you select the Voyager Community, you must also complete the Voyager Application and return it to the Registrar’s Office, 103 Parker Hall.

III. Where Do I Want To Live?
This section is provided for you to indicate to our staff your preferences for the residential complex where you would like to live.

IV. Residential College Suite Preference
Please indicate the type of suite you prefer if you were to be accepted to live in the Residential College. A complete Residential College application including the recommendation and personal statement is required to be considered for placement in the Residential College.

V. How Do I Want To Eat?
Choose your meal plan here. If you find yourself needing more or less meals once you arrive on campus, there is a meal plan change period designated for you during the first two weeks of each semester.

VI. What’s Most Important to Me?
You have made many different types of choices in this Housing Interest Form. Please indicate to us the order of importance for your selections.

Please remember that while every effort will be made to meet your requests, it is not possible to do so all of the time. Please make your choices carefully.

Completing the Housing Interest Form
Once you have thoroughly read and completed the Housing Interest Form, you must then sign and date the bottom of page three. If you are not 18 years of age, you must also have your parents/guardians sign and date this form.

You should then return the Housing Interest Form, and any additional forms needed (the Residential College Application and/or Holistic Community Contract) in the return envelope enclosed.

For priority consideration, your Housing Interest Form must be received by June 1.

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UNIVERSITY HOUSING INTEREST FORM
Missouri University of Science & Technology Residential Life Department
Academic Year 2011-2012
(Instructions to complete this document are on the previous page)

Name ___________________________________________
Date of Birth ______/_________/__________
Student Number _______________________

I. Term of Contract
- 2011-12 academic year
- Spring 2012 semester only

II. Who Am I?—please check all that apply
- I have a disability that will affect my assignment. For these requests, student must register with the Office of Disability Support Services, 204 Norwood Hall.
- I am an intercollegiate athlete and I prefer an intercollegiate athlete roommate (please list your sport below).
  Missouri S&T Sport and Coach: _______________________________
- I prefer a specific roommate (roommate preference must be a mutual request).
  Roommate Name ___________________________________________
  Student Number ___________________________________________

III. Where Do I Want To Live?
Please rank 1st, 2nd, and 3rd:
- Quadrangle Complex (Farrar, Holtman, Kelly, McAnerney Halls)
- Thomas Jefferson Residence Hall
- Residential College (You must submit a Residential College application.)

IV. Residential College Suite Preferences
If you submit an application for a Learning Community housed at the Residential College, please rank the following suite options 1st, 2nd, and 3rd:
- Double Suite
- Double-Deluxe Suite
- Single-Deluxe Suite

V. How Do I Want To Eat?—please choose one
- Declining Balance Plan:
  - #1—$1620 declining balance dollars
- Block Plan:
  - #2—300 blocks + $200 declining balance
- Meals Per Week Plans:
  - #3—19 Meals per week + $120 declining balance
  - #4—15 Meals per week + $125 declining balance
  - #5—12 Meals per week + $300 declining balance
  - #6—10 Meals per week + $400 declining balance
  - #7—5 Meals per week + $300 declining balance

All residents may select plans 1 - 6. Upper division students only may select plans 1 - 7. All declining balance dollars and blocks are per year.

Please refer to rate card for meal plan rates. If no meal plan is selected or if the student selects a meal plan that he/she doesn’t qualify for, Meal Plan 3 will be assigned.

VI. What’s Most Important to Me?
If I can not be granted all of my preferences, I prefer that they are granted in the following order (1 being your first priority, 6 being your last priority):
- Where I Want To Live
- Time I go to bed
- Roommate
- Time I wake up
- Extended quiet policy
- Residential College Suite Style (if applicable)

Signature of Student ___________________________ Date ______
Signature of Parent or Guardian (if student is under age 18) ___________________________ Date ______

For Office Use Only
Date Received ____________ Room Number ____________ Hall Code ______
Meal Plan ________ Initials_________
Please complete the Housing Interest Form on the reverse side.
Roommate Request Procedure

For two students to be assigned together, they have to return their paperwork quickly while rooms with two open spaces are available.

There are a number of things that you and your requested roommate can do to increase your chances of being assigned together. The first is to complete the Housing Interest Form.

We recommend that you and your requested roommate fill out your form at the same time. It is very important that you and your requested roommate complete the ‘Who Am I’, ‘Where Do I Want To Live’, and the ‘What’s Important to Me’ in exactly the same way. Even the slightest difference in these choices may cause you to be assigned to a different roommate.

Second, your requested roommate must choose you for his/her roommate. You must also request him/her on your form. Failure to list a roommate on the Housing Interest Form will result in a random roommate assignment.

Lastly, return your Housing Interest Form no later than June 1. The Agreement you already returned only holds your place in line until June 1. Your Housing Interest Form lets us know your living preferences. If your Housing Interest Form isn’t received by June 1, you will be assigned, but may not get the assignment you wanted.

Bear in mind that we receive more requests than we can grant, and even full compliance with the procedures in this brochure does not guarantee a common assignment. For the best results, start the process early.

Options If Your Housing Requests Are Not Granted

If you sent in your Agreement and Housing Interest Form by the priority deadline, you should receive your housing assignment in mid-July. If you find that your preferences were not met, you have three options:

Request to be reassigned
Contact Residential Life in writing or via email to request to be placed in the next round of assignments. Requests will not be accepted by phone.

By making this request, you are releasing your current assignment, so that your preferences may be reevaluated and you will be reassigned in our next round of room assignments.

While you will be guaranteed a room in the residence halls, there is no guarantee that you will receive your requested preferences. Later in the assignment process, there are fewer empty rooms, and receiving your preferred assignment is even more difficult.

Mutual roommate swap
You can try to arrange a mutual roommate swap if you and your requested roommate are assigned to different rooms in the same hall. Contact your assigned roommate and see if he or she would be willing to move in with your friend’s assigned roommate.

In order for this to work, the two affected students have to agree to the move. Both students must send a signed letter or e-mail to Residential Life listing all four students involved and explaining the swap. This request will be considered during our second round of room assignments in August.

Wait until you come to school
You may move into your room with your assigned roommate. If you later decide you would still like to move to your preferred space or with your requested roommate, you may sign up for a room change. Requests to move within your hall are accepted three weeks after classes begin.

Meningococcal Meningitis Policy

Meningococcal meningitis is a potentially life-threatening bacterial infection occurring in older children and young adults. It can result in permanent brain damage, hearing loss, learning disability, limb amputation, kidney failure or death.

Data suggests that certain social behaviors may increase students’ risk for contracting the disease. Recent data also show students living in dormitories, particularly freshmen, have a six-fold increased risk for the disease.

The American College Health Association (ACHA) recommends that college students, particularly freshmen who plan to live in dormitories, and their parents, learn about meningitis and the potential benefits of vaccination.

A vaccine is available against four of the most common strains of meningitis. The vaccine is 85 to 100 percent effective in preventing disease in older children and adults. Studies suggest that up to 80 percent of college cases are vaccine preventable.

In order to live in university-approved housing, including fraternities and sororities, a student must show proof of meningitis vaccination or sign a waiver. The proof of vaccination and the waiver will be part of the student’s medical record at Student Health. The waiver form can be downloaded from: http://studenthealth.mst.edu/documents/Meningococcal_Vaccination_Waiver_Form.doc

A signed waiver does not mean that the student cannot get the vaccination at a later date. Other college undergraduates are also encouraged to consider vaccination to reduce their risk.

Contact Student Health Services with any questions at mstshs@mst.edu, phone: 573-341-4284 or fax: 573-341-6967.
**Interested in Fraternity or Sorority Life?**

If you are considering joining a fraternity or sorority during your time at Missouri S&T, here are a couple of tips to ensure that your housing is taken care of:

**Women**
1. If you are interested in Sorority Life, you first must complete the Housing Interest Form, and move directly into the residence halls once you arrive on campus.

2. Formal Recruitment, one way for students to get involved in Sorority Life, occurs at the beginning of Orientation Week, so please register for formal recruitment events in advance of Orientation Week. In the meantime, you can obtain information about sororities online on the Student Life website.

3. After Formal Recruitment, if the houses have room, you will have the option to live in the chapter house, and you may request a change of housing at Residential Life at 205 W. 12th Street.

**Men**
1. Even if you are certain you will be residing in a fraternity house upon arrival to campus, you will still need to complete and return the Housing Interest Form to Residential Life.

   Be sure to let the fraternity know you are interested in joining – this will give the fraternity a good idea of your intention to join. Many fraternities will sponsor events, cookouts, and campus visits to inform you and your family more about their organization — and to maximize your opportunities, students are encouraged to attend a variety of events hosted by our fraternities.

   ***Please return the Housing Interest Form to Residential Life even if you know for sure that you will be joining a fraternity AND living in the fraternity chapter house. However, you can still join a chapter and live in the residential halls. Some of our fraternities do not offer housing. You will need to inquire with them about the specific housing arrangements.

2. You will receive a bid card from the fraternity, possibly along with an offer to live in the chapter house; it’s time to make the decision of where you want to live.

3. You must return your bid card to the Office of Fraternity and Sorority Life indicating which fraternity house you will be living in.

4. Regardless of your interest in Fraternity Life, please remember to return the Housing Interest Form to Residential Life by June 1 to improve your chances of receiving your first housing preference.

Questions about a specific chapter are best answered by the organization president or an active member of that organization. For more information about fraternities and sororities, please contact the Department of Student Life or check out our website at: http://studentlife.mst.edu/greek

Office of Fraternity and Sorority Life
218 Havener Center
573-341-4329
greeks@mst.edu

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**Important Information Regarding Student Parking**

In order to obtain a parking permit, students must sign up on the waiting list. The waiting list for the upcoming fall semester will start on May 1, 2011. Register online at http://police.mst.edu/parking/parking.html or call 573-341-4303 during office hours of Monday-Friday 7:30am-3:30pm. Please have your student ID number and the areas you wish to sign for available when you call or when you sign up online. Please be patient when trying to call in!

You can view the map of parking areas online at http://police.mst.edu/parking/parking.html. Please sign up for parking areas in correspondence with your housing choices. If you are unsure of your housing assignment it is recommended to sign up for at least one area near each residential housing unit. Area T permits are restricted to residents of Thomas Jefferson hall.

Priority for placement on the waiting list is based on your class level (graduate students first, seniors, etc); then the time and date of sign up. When a parking permit becomes available, an e-mail will be sent to the contact information you provided or default to the S&T student e-mail account. The offer will automatically expire after 7 days if the sticker is not picked up. All instructions for receiving the parking permit (including the deadline) will be in the notification e-mail, please read carefully!

The cost of a parking permit for the full year will be $126.00 and will be charged to your student account when the sticker is picked up from the Parking Office. Stickers picked up after September 1 will be charged the associated prorated amount. If you are not available for parking on the campus lots you may utilize metered parking or street parking. Parking at meters requires payment. If you park on city streets, please review all the city ordinances mainly concerning vehicles parked on city streets in excess of 72 hours (Ord. 27-114). Violating this ordinance can include a fine as well as removal of your vehicle (Ord. 27-156e). Information about city traffic ordinances can be viewed at this website: http://www.ROLLACITY.ORG/muncourt/newordinance/chapter27.shtml

The Parking Office is located within the University Police Department in the Campus Support Facility. If you have any questions we can be contacted by e-mail at parking@mst.edu or phone 573-341-4303.

Christie Wilson
Parking Lot Operations