

2009-2010 Resident 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 students' lives.*



Get Into It!

MontanaTech
THE UNIVERSITY OF MONTANA

Welcome to

MontanaTech
THE UNIVERSITY OF MONTANA

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Montana Tech Alcohol and Drug Policies

Montana Tech is committed to promoting and fostering the student's personal and intellectual development. Social interaction represents a significant developmental component in the lives of students. Social activities are important toward meeting a student's need for 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. Inappropriate and irresponsible marketing and promotion of alcohol on campus can contribute significantly to the problems of alcohol misuse.

Alcohol abuse contributes to vandalism and property damage, accidents, poor academic performance, emotional stress, interpersonal conflicts, and, in some cases, serious bodily injury, illness, and death. 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 college students and the larger academic community is an important responsibility of students, faculty, and campus administration. Educational programming, effective campus policies, procedures, and leadership as well as common-sense practices form the basis for a responsible approach to alcohol use on campus.

Therefore, the Montana Tech Student Wellness Task Force endorses the 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 will result in the Butte-Silver Bow Police Department being contacted.

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

First Offense - \$50 fine and mandatory \$25 Alcohol Education class provided by Montana Tech staff members.

Second Offense - \$100 fine and six hours community service.

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

Montana has adopted comprehensive laws concerning the manufacturing, possession, sale, and use of drugs. Students must comply with these laws, federal drug laws, and 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 personnel 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.

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. Each floor selects representatives who work with others to provide hall programming and special activities.

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. RAs will provide students with information on how to get 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.”

* Telephones are available for check-out in the Office of Residence Life or with an RA. Please see page 37 of your Resident Handbook for more information on telephone service.

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	Dictionary	Stereo/CD player
TV	Movies	Laundry supplies
CDs	Posters	Pictures
PC		

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.

Policies

Alcohol

The college prohibits alcoholic beverages in the residence halls for students under 21 years of age in accordance with Federal and Montana State Laws. **Those who are of legal age may possess and consume alcohol only in private areas and only with others of legal age.** Open containers are prohibited in all public areas which include but are not limited to: lobbies, lounges, hallways, and restrooms. In addition, minors are also prohibited from possessing and displaying alcohol-related paraphernalia.

Due to Montana Tech's zero-tolerance alcohol policy, anyone in a room where alcohol and underage individuals are present will be cited with an alcohol violation even if he/she is not consuming alcohol.

In order to maintain the community standards of Montana Tech's residential living, the college does uphold and enforce the expectation of responsible consumption of alcohol as well as responsibility of behavior when doing so. Binge drinking is therefore not tolerated, which includes the prohibition of kegs and juice parties.

Alcohol violations 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 Director of Residence Life. If you have a loft, your RA must be informed so an inspection and approval can take place.

Waterbeds are not permitted in the residence halls due to liability issues.

Mattress pads are provided to incoming students. We ask that students use the provided mattress pad to minimize damage to mattresses. Mattress pads are thrown out at the end of each year.

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.

Aside from hall storage, 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 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 for insurance purposes.

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 for filling out a room inventory sheet when taking possession of a new room. These sheets are to be turned-in to the RA of the floor. Any damage not cited on this sheet will be the responsibility of the resident upon check-out.

Also see Room Inventory.

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 inventory sheet 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.

Community Damages

If excessive damage is incurred in a common area due to a group of individuals, community damages may be assessed to the group responsible.

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 college. 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. **All students, upon checking in, will sign a sheet acknowledging that they are assuming responsibility for all policies contained in this handbook.**

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, 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. George Foreman and similar grills are **not** allowed in residential rooms.

Air conditioners and 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 all residents to process their 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.

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 him/her 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 expulsion from the hall is likely. Paraphernalia may not be used in any way to decorate a room.

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 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 | Clock |
| Electric blanket | Hair dryer |
| Curling iron | Popcorn popper |
| Radios | Television |

VCR/DVD

Electric razor

Stereo

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 asked to fill out an emergency contact card listing contact information in case of an emergency and any medical conditions. Please be sure you have filled out one of these cards and returned it to your RA or the Office of Residence Life.

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 Exits / Exiting through Windows

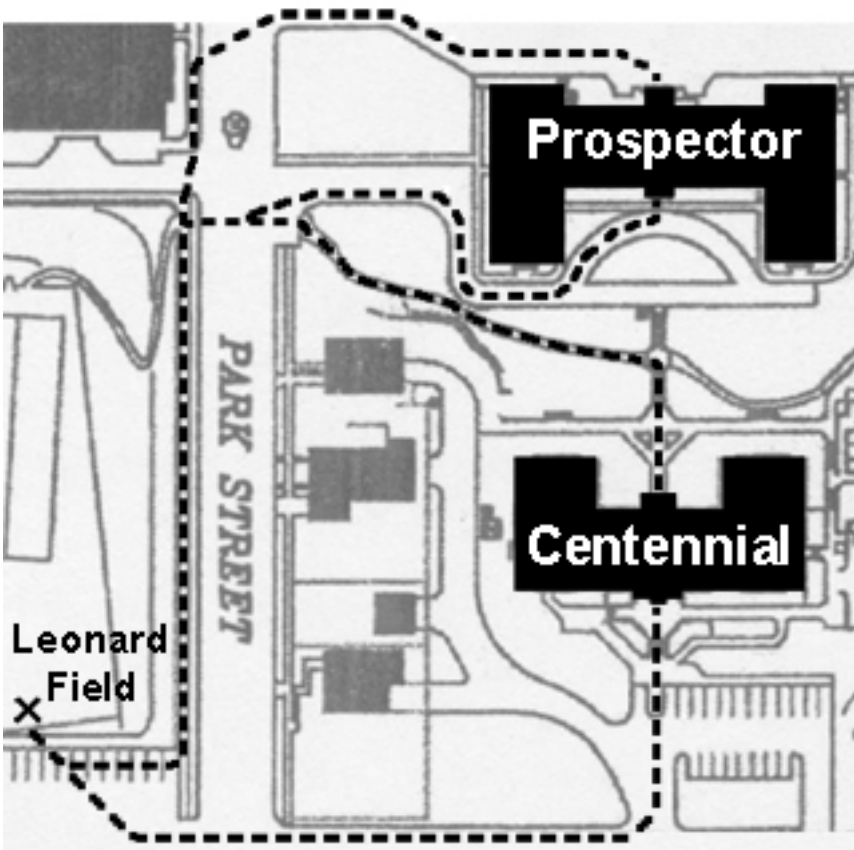
It is in violation of fire code to use designated fire exits during any other instance than that of an emergency. Any individual seen using a fire exit improperly will be assessed a fine. Individuals may also be fined for passing through windows.

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

Fire Drills

Fire drills are scheduled in the residence halls to test the fire safety equipment and to familiarize residents with evacuation procedures. During fire drills, you are expected to follow the directions given to you and maintain a mature attitude. All students must proceed to Leonard Field 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 may result in judicial action.



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** proceed toward the middle of the building 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 Leonard Field, which is on the south side of Park Street from the Residence Halls.

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.

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.

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.

We advise that students use storage areas provided by the Office of Residence Life to store hunting rifles, bows, arrows, and shotguns. We do not advise storing firearms in vehicles as anything left in a car is susceptible to theft. Contact the front desk or a Residence Life employee to check-in a firearm.

Ammunition, paintballs, paintball guns, and Airsoft guns are not allowed in the halls for any reason because there is not sufficient storage space.

Stun guns, large knives, fireworks, gasoline, other combustible materials and explosives, and other types of potentially dangerous weapons are prohibited in the residence halls.

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

We welcome residents to invite guests to enjoy the campus with them. We do require that such visits occur with the approval of all concerned roommates and that guests abide by all policies. Overnight guest stays are restricted to residential rooms and should not be found in common areas or lounges. Guests may not stay longer than three consecutive nights. Frequent or long-term guests will be considered co-habiting with the concerned resident. Cohabitation is a contract violation which results in contract termination.

Also see Overnight Guests.

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 tree in your room. You may decorate a miniature, planted 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 Director 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 \$2.00

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 \$300.

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.

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.

Lounges are normally open during the following hours:

Monday-Thursday	7 a.m. - 12 a.m.
Friday	7 a.m. - 2 a.m.
Saturday	12 p.m. - 2 a.m.
Sunday	12 p.m. - 12 a.m.

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.

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.

Musical Instruments

If you wish to practice musical instruments in your room, be considerate of your roommate and neighbors. **Courtesy hours are in effect 24 hours a day.** The campus does not provide any designated area for regular music practice. The playing of musical instruments will be prohibited if the

general welfare of residents is being affected.

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).

Overflow Housing

In the event that the residence halls are full, applicants will be accommodated in other housing operated by Montana Tech. This includes, but is not limited to, Apartment Housing. Students are not automatically exempt in the event that overflow housing is needed; the one-year live-in requirement still applies.

When rooms become available in the residence halls, students are selected to move based on their date of deposit. This move is not optional.

Overnight Guests

Guests may stay overnight in the residence halls with the

consent of all concerned roommates. Please inform your guest of all college and residence hall regulations. You will be held responsible for policy violations and/or damages caused by your guest.

Depending on occupancy, guest rooms may also be available for an additional fee. Availability of such rooms can be checked and arrangements may be made through the Office of Residence Life.

Also see Guest Policies.

Painting Your Room

Every effort is made to keep residential rooms in good condition. If you think your room needs painting, please contact your RA. The Office of Residence Life will make arrangements with the Physical Plant to have your room painted. A damage assessment may be made for any unapproved painting.

Pets

Fish in a fishbowl 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 that 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.**

Posting Guidelines

Please do not excessively use tacks, staples, nails, or tape to hang personal items in your room, as these items cause severe wall damage. We recommend any of the adhesive products now available that do not remove paint.

Any damage done to a room wall will be assessed to your student account.

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.

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.

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 has 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

Room changes are available at certain times of the semester. These times will be posted by the Office of Residence Life. All room changes must take place during authorized times, and designated procedures must be followed.

Room changes that DO NOT follow procedure will result in the forfeit of your deposit.

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 inventory sheet at check-in to ensure that you are not falsely charged for any existing damage.

Room Entry / Administrative Searches

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, 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 residential 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 endangered.

Room Inventory Sheets

When you first move into your room, you will be asked to complete a room inventory sheet. 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. An RA will check the condition of your room against your inventory sheet when you check-out, and any damages not listed on this form will be charged to you.

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).

All entrance doors are locked each night at 10:00 p.m. Your room key allows you entry to the building when the front doors are locked. For added security, all wing doors in the building that lead to the private living areas are locked. Your building key allows you, as a resident, access to all of the

living areas. It is important that you do not prop open these hallway doors as this will jeopardize the safety of everyone living on that wing.

Smoking/Tobacco

Smoking is strictly prohibited in all residential rooms, hallways, stairwells, and public areas in the residence halls. In accordance with the Montana Tech Campus Smoking policy, cigarette and cigar smoke is only acceptable outside of buildings and at least 25 feet away from the building's entrance. Violations and smoking complaints will result in disciplinary action.

Chewing tobacco is also prohibited in the buildings due to the facility damage resulting from spitting in common areas and restroom sinks and drains.

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

Both 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.

No housing is available to any student during spring break.

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. Bottle caps pressed into the ceiling are not permitted at any time and damage fees will be immediately assessed.

Also, please be careful about ceiling decorations, such as glow-in-the-dark stars. Such products sometimes leave pigment residue on the ceiling, and putty is often difficult to remove from the ceiling surface. Charges will be assessed for such damage.

Hall Facilities & Services

Cable TV

Each room is cable television ready, and activation and service may be obtained by contacting the local Bresnan Communications office. HBO, Cinemax, Showtime, and other premium movie channels may also be obtained for an additional charge by contacting Bresnan. **Cable connections and service payments are the sole responsibility of the student and Bresnan.**

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 laser printer is also available to print high quality documents.

Security of these computers is important. Residents gain access to the computer lab with their room keys, and students not living in the halls should never be let into the computer lab.

Students may print from the in-hall computer labs. Printers are located behind each of the hall's front desks. Residents must pick up their printouts during desk hours. RAs are not to pick up printouts for residents.

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 PC. You may pick up networking cables and instructions in the Office of Residence Life. There is a first come, first serve

policy with our supply of cables, and most residents will need to purchase their own.

Computer Direct Connect Agreement

All residents will sign a computer direct connect agreement. Students will not have network access until an agreement sheet is signed and on file in the Office of Residence Life.

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 purchase stamps, send mail, and make change. (20 dollar bills must be changed at the Business Office.)

The front desk also has a number of card and board games, a daily copy of the *Montana Standard*, and various magazines for the hall's use. The Prospector Hall front desk has a copy machine, and residents may have photocopies made for ten cents each.

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

If you are living in North Missoula housing, your apartment number is your address.

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.

Parking

Parking areas for residents are located near the hall. Your vehicle should be clearly marked with a resident parking decal, available from the Physical Plant. 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 serve 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.

Telephone

Each residence hall room may check out a phone from the Office of Residence Life, and can be equipped with voice mail for an additional fee by contacting telephone services at 496-4499. Residential numbers all begin with **497**. To reach numbers within the halls or on-campus, dial the last four digits. For local calls (which are free), dial a “9” before dialing all seven digits. Dial “9” then “0+0+area code+number” to place a collect call. You are responsible for your long-distance service; calling cards or prepaid phone cards may be used. To place a toll-free call, dial “8” for an outside line and then the 1-800 number. If making an emergency call, dial **911**.

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 each hall’s front 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 fee will be assessed.

Window screens may not be removed at any time other than during an emergency. If your screen tag is removed, notify your RA for replacement.

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, RHA, and the Director 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). Specific hours are posted in the Student Union food service area. 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 DiggerCard. If lost, a new DiggerCard must be purchased immediately and notification made to Dining Services. You **MUST** have your DiggerCard when you enter the food service area.

Sick Trays

You may obtain a sick tray when you are ill and unable to attend regular meal service. You may contact the Dining Services office for further information on sick trays.

Sack Lunches

Sack lunches are provided for students on the meal plan only if your absence from the cafeteria is due to an academic requirement. A copy of your official class schedule may be needed for verification. A sack lunch request must be made at least 24 hours prior to the meal time for which it is desired. If you do not pick up a sack lunch that was prepared for you,

you may lose the privilege to receive sack lunches in the future.

Special Menu Needs

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.

Services

Grocery Stores

Safeway - 2 locations	2500 Massachusetts Ave. 310 W Front St.
Albertson's	1301 Harrison Ave.
Walmart	3901 Harrison Ave.
Eastgate IGA	2005 Farragut Ave.
Three Bears	45 Three Bears Drive (corner of Continental & Mt. Highland)

Radio Stations

92.5 Country	91.3 N.P.R.
94.1 Top 40	107.1 Campus
95.5 Rock	100.3 Top 40
91.7 Christian	99.3 Country

Pharmacies

Driscoll Drug	327 S. Excelsior	723-3308
Kmart	3300 Harrison Ave	494-1075
Osco Drug	1275 Harrison Ave	723-9408
Safeway	2500 Mass. Ave.	494-3754
Walmart	3901 Harrison Ave	494-1420

Miscellaneous

Bresnan Cable	877-273-7626
Butte Plaza Mall	3100 Harrison Ave

Banks

First Citizen's Bank of Butte	494-4400
First National Bank	494-6111
Wells Fargo	533-7000
U.S. Bank	496-4000
Glacier Bank	782-9104
First Interstate Bank	494-4395
Granite Mountain	533-0600
American Federal	494-2233

Eats & Treats

Asia Garden*	494-2022
Bonanza Freeze*	723-6662
Columbian Garden	782-8808
Dairy Queen	782-5781
Domino's*	782-3000
Gamer's Cafe	723-5453
Gold Rush Casino	723-3211
It's Greek to Me*	782-3122
Metal's Sports Bar and Grill	782-5534
Northwest Noodles and Wraps	723-5651
Papa John's*	553-1111
Park Street Pasties*	782-6400
Paul Bunyan's*	494-7817
Pekin Noodle Parlor	782-2217
Pizza Hut*	494-8016
Pork Chop John's	782-0812
Rancho Los Arcos	782-8421
Subway	723-7035

*Indicates delivery services

Emergency Information

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

Notes:

**Office of Residence Life
Montana Tech**

1301 West Park Street
Butte, MT 59701

(406) 496-4425 Fax: (406) 496-4774

E-mail: housing@mtech.edu

www.mtech.edu/residence_life