



**MORRISON TECH**

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# Odey Resident Hall

## Handbook



# ***ALBERT ODEY RESIDENCE HALL HANDBOOK***

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**ALBERT ODEY RESIDENCE HALL  
HANDBOOK**

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## **INTRODUCTION**

This policy handbook is provided to highlight the privileges and responsibilities of residents in Odey Residence Hall. In general, the various policies, rules, and procedures contained herein simply reflect the application of fundamental administrative requirements, basic safety, and common courtesy to living in the residence hall.

A. The handbook lists some basic regulations, procedures, and standards with which all residents living in Odey Residence Hall are expected to comply. Failure of a resident to comply with these regulations, procedures, and standards may result in residence hall disciplinary action. This may include, but is not limited to, disciplinary warnings, fines, loss of housing privileges, probation, loss of financial aid, expulsion from college, civil action, and criminal action.

B. In addition to items listed in the handbook, it is expected that residents of Odey Residence Hall comply with applicable federal, state, and local laws and regulations. Items which may from time to time come up which are not covered by this handbook or any other applicable rules, laws, or

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regulations, will be considered on a special case basis by the residence hall supervisor. When dealing with such matters, general common sense, courtesy, and fair play will be applied.

C. The college President, or designated representative, are empowered to make decisions that protect the health and safety of students or the property and interests of the college in the absence of specific written policies or procedures.

## **EQUAL OPPORTUNITY**

Morrison Institute of Technology promotes and adheres to the policy of equal opportunity. The college, therefore, does not discriminate on the basis of race, color, creed, religion, sex, age, national origin, ancestry, citizenship, veteran status, or disability in the administration of its housing policies.

## **GENERAL FACTS**

A Student housing facilities are available on campus in Odey Residence Hall. This facility has been designed to provide housing for both male and

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female students in an efficiency apartment arrangement. Individual apartments are not coeducational. Accommodations for married couples are not available at Odey Residence Hall.

B. The residence hall has 34 individual efficiency apartments. The hall is managed by the college's Registrar Office, hereinafter referred to the Resident Hall Supervisor. The Registrar is assisted by various full time maintenance personnel, and several student Resident Assistants. The student resident assistants, or RA's, are required to live in the hall.

C. Each efficiency apartment is equipped with a bathroom with shower and a kitchenette. All apartments are also equipped with a bed and wardrobe for each occupant, a kitchen table, and a refrigerator. These furnishings are not to be altered, modified or removed from the apartment without prior permission of the residence hall supervisor, or his designate. Damaged or dysfunctional items are to be reported to the RA's, or to the housing office as soon as possible.

D. Students with disabilities are certainly allowed

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and encouraged to bring any special equipment and appliances associated with their disability that are required for living and studying on campus.

Students with unusual equipment requirements should contact the housing office at 815-772-7218 extension 218 (residence hall maintenance office) prior to arrival on campus to ensure that appropriate arrangements can be made to accommodate the equipment.

E. There is an optional microwave rental per apartment at the rate of \$25.00 per student per semester. These microwaves are 600 watt units with a 0.5 cubic foot cooking area. A student may elect to bring his or her own microwave unit if its wattage consumption does not substantially exceed 600 watts. For safety and fire code reasons, portable camping type stoves, and especially portable stoves that use bottled gas or charcoal, are not allowed to be used inside the dormitory.

F. Each resident must supply his/her own bed linens (sheets, pillow, pillowcases and blankets) for a 76" long x 32" wide x 6" thick mattress. Cloth covered foam Mattresses may be purchased at the time of moving into the dormitory or students may

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bring their own.

G. Each resident is responsible for bringing a foot locker with a lock on it for his or her personal belongings. Further, it is recommended that residents not bring or store items of high or unusual value in the residence hall or elsewhere on campus. The college is not responsible for lost, damaged, or stolen items. Where appropriate, it is suggested that residents contact their personal insurance agents to obtain appropriate insurance to protect against theft, water, damage, and other unforeseen events (see section V).

H. Apartment roommates often share cooking utensils, dishes, silverware, kitchen supplies, apartment decorations, TV's, radios, stereos, lamps, and other optional furnishings. During the first week or so, residents are advised to bring just the necessities until arrangements can be made among roommates for the sharing of other items.

I. Residents are advised that regulations concerning "quiet hours" in the residence hall, courtesy for fellow students, and courtesy for neighboring residences do not permit unrestricted

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use of stereo equipment, automotive stereo equipment, or other sound producing equipment. Excessive noise or music during inappropriate hours can result in disciplinary action by the college, or other appropriate authorities. Please be considerate of your fellow students.

J. Student government. Each semester, students in each wing of the dormitory and the off-campus students as a group select a representative to represent them at the Student Board. The Student Board is recognized as the official student representational body on campus. The Student Board plans student functions, channels complaints or concerns of the students, and provides input to the Administration of the college on matters affecting students. We encourage students to participate in elections and committee assignments.

K. Student organizations. Besides the Student Board, there are other organizations on campus in which a student may elect to become involved. These student organizations report their activities to the Student Board, but otherwise are independently organized. Currently, a number of students belong to the Society of Manufacturing Engineers. They

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attend regional meetings in the Quad Cities, and participate in field trips and expositions. In the past, ham radio classes have been held on campus for students to obtain FCC Amateur radio licenses, and various technical seminars have been hosted. When students wish to have space to hold a meeting or activity associated with a student organization, a request should be made to the Administration or through the Student Board.

## **HOUSING OFFICE**

The residence hall supervisor may be contacted through the student resident assistants, or RA's, who are located in apartment 109 or 209 in Albert Odey Residence Hall, or through the Registrar's office in the North Wing of Technical Center.

## **LIABILITY DISCLAIMER**

All individuals applying for admissions or re-admission, or continuing their enrollment for subsequent terms, at Morrison Institute of Technology, including residence hall residents agree to **RELEASE, WAIVE, DISCHARGE AND COVENANT NOT TO SUE** Morrison Institute of Technology or the board of directors of Morrison Institute

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of Technology, their officers, servants, agents, or employees (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by said individual, or to any property belonging to said individual, WHETHER CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise, while those individuals are students at the college. This waiver of liability and hold harmless statement shall apply to, but not in any way be limited to, the following.

A. Any injury, damage or loss incurred on property owned by or under the control of the college, such as classrooms, housing units, any other structures, all common areas and grounds, and vehicles;

B. Any injury, damage, or loss incurred as a participant, spectator, or otherwise, in any college, intramural or intercollegiate event, contest or activity, athletic or otherwise, or while in transit thereto or there from;

C. Any injury, damage, or loss incurred while attending or participating in a class or related activity, whether required or elective, whether

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conducted on-campus or off-campus, or while in transit thereto or there from;

D. Any injury, damage, or loss incurred by reason of theft, fire, damage by the elements or other casualty;

E. Any injury, damage, or loss incurred by reason of any act or omission of any college director, officer, member of the faculty or support staff, employee, contractor, agent or other student.

### **PERSONAL PROPERTY DAMAGE AND LOSS**

A. Morrison Institute of Technology is not responsible for the damage, theft or loss of personal property belonging to students or residents, nor does the college maintain insurance covering said damage or loss. Residents are therefore urged to carry their own insurance to cover any personal property losses that might occur. In some cases, the resident's family home-owner's policy will cover these losses, but this should be verified with your agent.

B. Apartment doors should be kept locked at all

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times and only the residents of an apartment should have access to that apartment. If it appears that an apartment has been entered without permission and that something has been stolen or tampered with, take the following action:

1. Make a list of all personal items affected, including descriptions and serial numbers when available.
2. Report the incident and the above items to the supervisor or RA's, to the local law enforcement authorities, and to your insurance agent, when applicable.
3. If any college property is affected, report this promptly to the supervisor or RA's. Residents are held responsible for the apartment, its contents, and college property that is assigned to them or under their control. Residents may therefore be required to make restitution on college property which was assigned to them or under their control that has been damaged, stolen, or otherwise adversely affected.

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## **ON CAMPUS RESIDENCE REQUIREMENTS**

A. Morrison Institute of Technology believes that living on campus contributes significantly to both the academic and personal development of the student. Therefore, when accommodations are available, all unmarried, full-time, first and second semester students under the age of 21 who do not commute from the permanent legal residence of their parents or legal guardians are required to live in the residence hall.

B. The only students released from this requirement and allowed to withdraw during mid-semester are those who become married, reach the age of 21, or start commuting from the permanent legal residence of their parents or legal guardians. The current refund policy will also apply in these cases.

## **CHARGES, FEES AND REFUNDS**

Schedules of the current residence hall fees and other charges, along with the applicable refund policies, are available from the business office in the Technical Center. Morrison Institute of Technology reserves the right to

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change the residence hall fees and other charges, along with the applicable refund policies, without advance notice.

## **SECURITY DEPOSIT**

A residence hall security deposit is required from all first time residents. This deposit will be refunded in full, less any assessments for apartment damage or excessive wear and tear, after official termination of apartment occupancy by a resident.

## **APPLICATION FOR RESIDENCE HALL HOUSING**

A. All students requiring or requesting housing in the residence hall for the first time must so indicate on their application form, accompanied by the required apartment rental down payment.

Currently registered students wishing to start or continue their residency in the residence hall must so indicate by signing the housing list during upper-class pre-registration. The apartment rental fee for the semester, less any down payment, must be paid in full by all residents on or before the scheduled registration for the upcoming semester.

B. A Resident Hall Rental Agreement is signed

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during the first week of classes of each semester. This becomes a binding agreement for that semester (from the Sunday of the first week of the semester through the Friday of the last week of classes). Students currently residing in the residence hall will be given first priority for continued residency in the upcoming semester.

## **APARTMENT ASSIGNMENTS**

Apartment assignments are made by the College's Registrar or designate. Whenever possible, special requests by students pertaining to apartment assignments will be honored by the college. Changes in assignments for the following semester can be requested during registration on the housing sign up list provided for that purpose. Apartment assignments are normally not changed during the semester, except for disciplinary action or for special situations as approved by the college.

## **OCCUPATION OF APARTMENTS BETWEEN SEMESTERS AND ON HOLIDAYS**

All residents must vacate their apartments during the official break periods between semesters for cleaning and maintenance purposes. Residents wishing to remain in

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their apartments during holidays and other times that the college is not officially in session need to check with the residence hall supervisor to see if it will be allowed.

### **TELEPHONES, CABLE TELEVISION AND FAXES**

A. Outgoing, emergency phone calls may be placed through the phone in the resident assistant's apartment (Rm 109) or College's business office.

B. Incoming, emergency phone calls and messages may be directed through the college business office during office hours. After office hours, these emergency calls may be directed through the resident assistant phone, (815) 772-4836.

C. Residence hall apartments are equipped with telephone jacks and hookups. Residents may make their own arrangements with the local telephone company for personal telephones to be installed and activated in their apartments. The college assumes no liability or responsibility for such arrangements, nor does the college assume any liability or responsibility for the security of such telephones.

D. Faxes can be sent or received by students

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through the business office at 772-7584 for a nominal charge.

E. Cable television hookups in each apartment are provided by the college to the residents at no extra cost. Cable channels are subject to availability in the area by local providers, and the selection of cable channels will be at the discretion of the college.

## **APARTMENT KEYS AND WARDROBE LOCKS**

The college will provide each resident with one key which will provide access to both the residence hall and to the assigned apartment. This is a "Best Lock" system which does not allow for normal duplication of keys. If a key is lost or stolen, a replacement fee of \$50 is charged and if a key is damaged, a replacement fee of \$7.00 is charged.

## **MAIL DELIVERY**

A. Each residence hall apartment will have an assigned mailbox which is located in the college business office in the Technical Center. Mail pick-up by students may be made after 1:00 p.m. on weekdays during regular business hours.

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B. Outgoing mail may be deposited at the college's Registrar's office or Admission's Office where it will be deposited with other outgoing college mail. Outgoing mail deposited by 4:00 p.m. will go out next day.

C. No weekend or holiday mail pick-up or delivery is available. Graduating students and students leaving the residence hall to live elsewhere should make arrangements with the local post office for having their mail forwarded by filling out the appropriate change of address cards.

### **APARTMENT DECORATING**

Common sense, courtesy, and discretion must be used in the personal decoration of the apartments. Decorations should not violate fire codes, create safety hazards, interfere with the ventilation system or mechanical systems of the apartment or residence hall, cause damage to the apartment or building, create inspection or repair access difficulties, be used to hide damages caused by residence, or create other similar problems.

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A. Tack boards are furnished in each bedroom area for personal pictures and other postings. No nails, tacks, or tape are to be used on the walls, ceiling, or the back of the wardrobes.

B. Charges will be assessed against individual residents or apartments as a whole (i.e., all occupants assigned to an area) for any damage to the apartment or its furnishings above normal wear and tear as determined by the resident assistants and the residence hall supervisor.

C. No major furnishings provided by the college that are considered to be permanently affixed shall be relocated, removed, or modified by residences.

D. No major furnishings that require modification of the premises (rerouting of plumbing, re-wiring, installation of brackets, cutting or sawing, installation of anchors, etc.) may be installed by residents.

### **VISITORS**

A. Only currently registered Morrison Institute of Technology students, possessing a valid college

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identification card and not under a condition of probation or suspension that restricts their use of the residence hall are allowed general access to the residence hall during a semester.

B. Under no circumstances will solicitation of any kind be allowed within the residence hall. This applies to residents as well as non-residents and guests. Guests and non-students that solicit will be removed from campus by the appropriate authorities and will not be allowed to return. Residents that are aware of any such solicitation activities within the residence hall or on campus are to report them promptly to the RA's or the residence hall supervisor.

C. The college reserves the right to modify the visitation hours and to restrict the minimum age of visitors when deemed appropriate.

D. Residence hall residents may have non-student's visitors visit in their residence hall apartments during the semester, while school is officially in session, in accordance with the following times and regulations:

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5 p.m. to 10 p.m. on Sunday through Thursday for authorized and registered day visitation.

5 p.m. to 12 midnight on Friday and Saturday for authorized and registered day visitation.

5 p.m. to 5 p.m. the following evening for authorized and registered overnight visitation. Overnight visitation will be authorized for only two consecutive nights.

E. All day and overnight visitors must first be registered on the proper forms with either a resident assistant or at the college main office before they are allowed to remain anywhere within the residence hall.

F. Roommates have first priority regarding the use of the apartment and its facilities. They must not have their rights or privacy violated by visitors and guests, or their access to the apartment and its facilities limited by visitors and guests.

G. Visitors must observe all college and residence

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hall rules, policies and regulations, as well as all applicable federal, state, and local laws. Visitors are the responsibility of the host resident. Violations of rules and regulations by visitors will be considered a violation by the host resident. The Liability Disclaimer statement found in the college catalog and this handbook also applies to all campus and residence hall visitors. It is the responsibility of the host resident to inform visitors of the Liability Disclaimer statement and to ensure that visitors comply with the applicable rules and regulations.

H. The following individuals may be allowed **limited and temporary access** to the residence as guests of a resident provided they have signed in as noted in paragraph F, which follows.

Non-student visitors (both day visitors and overnight visitors) officially registered with either a residence assistant or a college official. Non-student visitors under the age of 18 may not stay overnight without prior approval from the residence hall supervisor.

College officials with specific business

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in the residence hall.

Other individuals receiving prior approval from a college official and with specific business in the residence hall.

I. Residents, students or visitors judged to be in violation of this policy will be subject to appropriate disciplinary actions. Appropriate local, state or federal authorities may also be informed and summoned if judged appropriate by college officials.

## **QUIET HOURS**

Each student in the residence hall should respect for the rights of other students in the hall by establishing an atmosphere that is conducive to study.

A. In order to help in maintaining this atmosphere, the college has established and will enforce quiet hours in the residence hall. These hours are from 8:00 PM to 7:00 AM.

B. Quiet hours are those times when the highest priority is given to the conditions necessary for

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residents to sleep and/or study within their residence hall apartment. No other activities are deemed appropriate during these hours. Any activity that produces noise that interferes with quiet hours is strictly prohibited.

C. Residents, students, or guests judged to be in violation of this policy will be subject to appropriate disciplinary actions. Local police authorities will be notified to deal with any disturbance problems at any time if judged necessary by college officials.

## **VOLUNTARY TERMINATION OF OCCUPANCY**

Residents terminating their occupancy of an apartment in the residence hall must officially notify the residence hall supervisor and be checked out. This official notification is required prior to any possible refund; failure to do so will result in forfeiture of deposits.

## **APPLIANCES**

No refrigerators, freezers or other similar major appliances may be brought into a residence hall apartment and used in lieu of, or in addition to the equipment already provided by

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the college.

## **WATER BEDS**

No water beds, or other alternative beds are permitted in the residence hall unless a doctor's prescription or note indicates it is needed by the resident. In such cases, the prescription or note should be provided to the housing office in advance of the resident moving in.

## **PETS AND PLANTS**

A. Except for Seeing Eye dogs, no pets or animals are allowed in the residence hall. This prohibition includes fish, birds, lizards, ant farms and live insect collections, snakes, mice, gerbils, hamsters, guinea pigs, and all aquarium, terrarium, boxed, caged or uncaged creatures.

B. Small decorative plants are allowed as long as they do not block ventilation, impede access within the dormitory apartment, violate the law, or create a hazard. However, growing lights and similar electrical paraphernalia are not permitted.

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## **ROLLERBLADING, SKATEBOARDING or BIKING**

No roller blading, skateboarding, roller skating, biking or the use of similar devices are permitted within the dormitory.

## **OBSTRUCTIONS**

No obstructions of any kind will be permitted in the corridors of the dormitory. The corridors are for the safe entry and exiting in the event of any emergency and are to remain free of any obstructions that would impede the safe flow of traffic.

## **MOTOR VEHICLES**

- A. All motor vehicles including, but not limited to, cars, trucks, motorcycles and mopeds must be kept outside the residence hall in the designated parking areas.
  
- B. Under no circumstances will the parking or repair of motor vehicles, or parts thereof, be allowed in the residence hall.
  
- C. Vehicles that are unlicensed, vehicles that are

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deemed derelict or abandoned, and vehicles that do not belong to a bona fide student or college staff member will be towed away. All costs and fees will be borne by the owner of the vehicle.

D. The college assumes no liability or responsibility for the safekeeping of vehicles (see section V). It is strongly recommended that students keep their vehicles locked at all times, and that no valuables be left in them.

E. Residents that wish to have vehicles on campus must pay a parking permit fee through the business office.

### **BICYCLES**

All bicycles must be kept outside the residence hall. Under no circumstances will the repair of bicycles, or their portions thereof, be allowed inside the residence hall. Residents are encouraged to use locks and chains to secure their bicycles. A bicycle rack is provided at the entrance of the residence hall for storage of bicycles.

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## **APARTMENT INSPECTIONS**

A. Morrison Institute of Technology and its designated agents reserves the right to enter residence hall apartments periodically for inspection without prior notice. Such periodic inspections will be made to determine apartment conditions and compliance with residence hall standards and regulations.

B. Residents should be advised that under federal law (Public law 010-226, the Drug Free Schools and Communities Act Amendments of 1989), the possession of certain items, such as illegal drugs, alcoholic beverages, and firearms carries severer penalties on a college campus than elsewhere. Residents are advised that it is the policy of the college to promptly notify the appropriate local, state or federal authorities when such contraband is observed or suspected.

## **HOUSEKEEPING**

A. Cleaning of the residence hall lobby, rest rooms, entryway and halls is done on a regular basis by college personnel. These people are providing a

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service to all students and they deserve your respect, consideration and cooperation.

B. All residents must vacate their apartments during the official break periods between semesters for maintenance purposes. Check out time at the end of the semester is 1:00 p.m. on the Friday of the last week of classes. The refrigerator must be emptied, unplugged, defrosted, cleaned, and the water wiped up before leaving. The college is not responsible for anything left in the refrigerator.

C. Residents are held financially responsible on an equal basis for the cost of cleaning and repair required over and above normal wear and tear. Approximately two weeks prior to the end of the semester, a "Cleaning Report Form" will be provided to each apartment indicating the criteria for cleaning requirements.

D. When an apartment is being vacated by a resident, the resident must follow check out procedures. The apartment must be inspected for possible damages over normal wear and tear and general cleanliness, equipment and furniture must be accounted for, the apartment key must be turned

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in, and similar. Failure to properly “check out” prior to leaving campus will result in forfeiture of all deposits, or a fine of \$75, whichever is higher.

## **APARTMENT AND HALL DAMAGE**

A. Residents will be held responsible for any damage which occurs in their apartments, in areas under their care and control, and, in some cases, in the residence hall proper.

B. Residents should inspect their apartment when taking possession and should list and immediately report any existing damage or items requiring repair or replacement. The financial responsibility for apartment damage repair rests equally with all occupants of the apartments, unless otherwise determined by the residence hall supervisor.

C. Only residents, college personnel and agents, and registered visitors are allowed access to the residence hall. Damage caused by guests and visitors are the responsibility of the host resident(s).

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D. The cost of damage repair and cleanup, over and above that caused by normal wear and tear, required in the residence hall proper, outside of the individual apartments, may be assessed to all residents of the hall as deemed appropriate.

E. Assessments will be levied as responsibility is determined by the residence hall supervisor. Immediate payment of the assessment must be made to the business office.

## **BUILDING EMERGENCIES**

A. Lists of specific procedures in the event of a tornado warning or other emergencies are posted in each apartment. They are also available from the business office and are posted on appropriate bulletin boards.

B. Under no circumstances will the improper use of the fire alarm system or fire safety equipment by residents or guests be tolerated. Misuse of the alarm system or safety equipment will result in immediate college disciplinary action. This may include suspension, expulsion, fines, and/or immediate notification of the local law enforcement

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and fire department authorities for purposes of criminal or civil prosecution.

C. A charge of \$100 will be assessed against the apartment residents for unwarranted use of fire extinguishers, over and above any charges for resulting apartment damage.

D. When the fire alarm system is activated, proceed with the following procedures:

1. Don't panic or make unnecessary commotion.
2. Put on shoes and grab a towel (preferably wet) for your protection against flames and possible smoke inhalation.
3. Close the windows.
4. Turn off lights.
5. Leave all personal items in the apartment.
6. Move quickly according to posted evacuation routes posted in the rooms, shutting apartment door behind you. **DO NOT RUN!** Do not

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linger in the hall or stairways.

7. Evacuate the building completely and move away from the building.
8. Follow all instructions issued by college or fire department personnel.
9. Do not re-enter the building until the alarm is shut off and you are instructed that it is safe to return.

## **STUDENT RULES AND REGULATIONS**

A. All Morrison Institute of Technology students are expected to abide by the college rules of conduct, as well as all applicable federal, state, and local laws and ordinances.

B. Violation of any college rule or regulation may result in disciplinary action. Disciplinary actions may include (a) warning, (b) restitution of damages, (c) suspension of certain rights/privileges, (d) project assignment, (e) residence hall probation, (f) restriction and/or removal from residence hall, (g) referral, (h) withholding of transcript or degree, (i)

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confiscation, (j) changing dorm apartment assignments, (k) college probation, (l) college suspension, (m) college expulsion, (n) dismissal from class, and (o) fines.

C. The college rules include, but are not restricted to, the following:

**1. Alcohol and drug use** - A program to prevent the illicit use of drugs and the abuse of alcohol by students and employees, as required by the Drug-Free Schools and Communities Act Amendments of 1989 (Public Law 101-226) has been prepared by Morrison Institute of Technology and is in effect. The possession, use, sale, purchase or consumption of alcohol, drugs, controlled substances or cannabis by any student on the Morrison Institute of Technology campus, in any college building or in the residence hall is strictly prohibited. Any student or student guest on campus who violates this regulation will be immediately subject to appropriate disciplinary action by the college administration. The proper law enforcement authorities will also be notified when a violation of local, state or federal laws is involved.

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**2. Smoking** Students are not allowed to smoke in the Albert Odey residence Hall. All smoking must be done outdoors and not within 15 feet of any entry. The burning of incense, candles, and other open fires inside the residence hall is strictly prohibited.

**3. Fireworks** - All federal, state and local laws and regulations restricting or governing the possession and use of fireworks will be strictly followed on the campus. Any student violating these regulations will be immediately subject to action by both the local law enforcement officials and the college.

**4. Arms and deadly weapons** - Firearms, except for those possessed by duly authorized police officers and law enforcement officials, are strictly prohibited on college property or at any college activity whether on or off campus.

**5. Vandalism and theft of property** - Theft of any personal or college property is a violation of college rules and may also involve the notification of the proper law enforcement authorities. The destruction or mutilation of

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books, magazines, equipment, college buildings or other college property is prohibited and subject to disciplinary punishment, civil, or criminal prosecution.

**6. Motor vehicle use** - The College has established student, faculty and visitor parking areas. All persons are required to park in their respectively designated areas and to adhere to the college regulations pertaining to driving and parking vehicles on campus.

**7. Assembly** - Persons shall not assemble in a manner that obstructs the free movement of others about the campus, inhibits the free and normal use of the college buildings and facilities, or prevents or obstructs the normal operations of the college.

**8. Solicitation** - No individuals or organizations, student or non-student, may use college facilities for solicitation without prior approval through the office of the chief executive officer.

**9. Serious crimes and felonies** - Students who

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are arrested for a serious crime or felony committed on campus are subject to immediate probation. Conviction for same will result in automatic expulsion from the college and forfeiture of all deposits, fees paid to the college and similar.

### **ALCOHOL AND DRUG USE**

A. Morrison Institute of Technology strictly prohibits the purchasing, dispensing, possession, use or consumption of alcoholic beverages, drugs, controlled substances or cannabis by any student or guest or any other individual, regardless of age, in the residence hall or anywhere else on or in school property (school employees of legal age who are residing in housing units on campus are exempt from the alcoholic beverage reference in this regulation while inside the housing units).

B. For complete details of the college policy on drug and alcohol abuse prevention, refer to the current issue of Morrison Institute of Technology's Drug and Alcohol Abuse Prevention policy, as required by section 22 "Drug-Free Schools and Campuses" of Federal Public Law 101-226 "The

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Drug-Free Schools and Communities Act Amendments of 1989".

C. When evidence of a violation of this policy is found in a apartment and cannot at that time be attributed to specific students, all students currently renting that apartment whether present at the time of evidence discovery or not, including all other individuals present at that time or otherwise involved, may be considered to be in violation until further information is disclosed.

D. When evidence of a violation of this policy is found elsewhere in the residence hall and cannot at that time be attributed to specific students, all students renting apartments in that area, whether present at the time of evidence discovery or not, including all other individuals present at that time or otherwise involved, may be considered to be in violation until further information is disclosed.

E. If it appears that a student has violated any part of the alcohol and drug use regulation in the residence hall, the applicable parts of the current issue of Morrison Institute of Technology's Drug and Alcohol Abuse Prevention policy will be

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initiated.

F. In addition, steps (2) through (5) of the "DISCIPLINE PROCESS (RESIDENCE HALL)" will also be initiated. For all students judged to be in violation in step (4), the following disciplinary actions will usually, although not always, be imposed in step (5):

For the first violation, a "residence hall probation" will be issued.

For the second violation, a "restriction and/or removal from the residence hall" will be issued.

For the third violation, a "college suspension" or college expulsion" will be issued.

G. In addition to the above actions, it is quite probable that college probation, college suspension or college expulsion actions will also be invoked. Local police authorities will also be notified to deal with a situation at any time if this action is judged necessary by college officials.

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## **DISCIPLINARY PROCESS (RESIDENCE HALL)**

All Morrison Institute of Technology residence hall residents are expected to abide by the college rules of conduct as outlined in the college catalog and by the residence hall rules and regulations outlined herein. The general process for handling violations of the rules of conduct in the residence hall are as follows:

1. Inappropriate behavior appears to have occurred in the residence hall.

2. A "CONDUCT VIOLATION REPORT" is completed by a Resident Assistant, or other approved college official, and forwarded to the Residence Hall Supervisor.

When evidence of a violation is found in a apartment and cannot at that time be attributed to specific students, all students currently renting that apartment whether present at the time of evidence discovery or not, including all other individuals present at that time or otherwise involved, may be considered to be in violation until further information is disclosed.

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When evidence of a violation is found elsewhere in the residence hall and cannot at that time be attributed to specific students, all students renting apartments in that area, whether present at the time of evidence discovery or not, including all other individuals present at that time or otherwise involved, may be considered to be in violation until further information is disclosed.

3. Whenever practical, the Residence Hall Supervisor will arrange for a meeting with each student considered to be involved as soon as possible after the reported occurrence. If deemed necessary by the Residence Hall Supervisor, representatives from other college administrative offices will also be present at this meeting. The purpose of this meeting will be to gather all pertinent information concerning the reported incident. If a student does not attend this scheduled meeting, then the decision on action to be taken will be made without benefit of that student's input. Therefore, the student is encouraged to attend the meeting and to provide all possible input prior to the decision on action.

4. Following this meeting, all known facts concerning the incident will be given consideration by the Residence Hall Supervisor, and in some cases also by representatives from other college administrative offices. If it is the opinion of

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these officials that the student was in violation of college and/or residence hall rules, policies or regulations, an appropriate disciplinary action, or combination of actions, will be imposed.

5. Each student considered to be involved will receive written notification of the findings of this meeting and of the disciplinary action, if any that is to be imposed.

6. If disciplinary action is imposed, the student has the right of appeal. This appeal must be initiated through the Residence Hall Supervisor within one week following notification.

### **DISCIPLINARY ACTIONS (RESIDENCE HALL)**

A. Residence hall disciplinary actions may be imposed individually or in combination, at any time and in any order deemed appropriate. Local police authorities may also be notified to deal with a situation at any time if this action is judged necessary by college officials.

B. It should be noted that the college and residence hall discipline processes are separate from the legal process. One might not face legal consequences

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and still face college discipline for his/her behavior, or vice versa.

C. Residence hall disciplinary actions may consist of, but are not limited to, the following:

*No Official Action* - a statement that no disciplinary action is deemed appropriate based on the facts gathered.

*Warning* - a statement that no disciplinary action is deemed appropriate based on the facts gathered.

*Restitution of Damages* - the requirement that the student must pay for damaged to, and/or theft of, property in or pertaining to the college, to the residence hall or to private individuals.

*Suspension of Certain Rights and Privileges* - a statement that a flexible penalty imposing certain limitations or restrictions to fit the situation will be imposed.

*Project Assignment* - the requirement that a project be arranged so that the student will have the opportunity to observe and learn specific human behaviors related to the misconduct. The student may be asked to participate in

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some activity with rehabilitative value such as a leadership seminar, drug or alcohol abuse program, etc.

*Residence Hall Probation* - a status whereby the student is allowed to continue to occupy an apartment in the residence hall only under specified conditions of probation. The probationary status will be in effect for a specified period of time. Further violations of college rules, policies or regulations during this period of time will result in additional disciplinary action, including possible removal and/or restriction from the residence hall.

*Restriction and/or Removal from the Residence Hall* - the restriction of the use of, or entry to, the residence hall by the student, including possible termination of the continued occupation of a residence hall apartment.

*Referral* - the referring of the student to another private, public or student's official college transcript and/or degree if the student has an outstanding debt owed the college.

*Confiscation* - The seizing of property used or possessed in violation of college rules, policies or regulations, seizing identification wrongly used or falsified.

*Changing Apartment Assignments* - the requirement

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that a student, or students, be assigned to a different apartment.

*College Probation* - a status whereby the student is allowed to remain enrolled in the college only under specified conditions of probation. The probationary status will be in effect for a specified period of time. Further violations of college rules, policies or regulations during this period of time will result in additional disciplinary action, including possible college suspension or college expulsion.

*College Suspension* - a status whereby the suspended student may not enter onto or into college property except in response to an official summons; may not register for or attend credit courses, non-credit courses, seminars or other college offerings; and may not earn college credit in any form. The suspension status will be in effect for a specified period of time.

*College Expulsion* - a status which permanently bars the expelled student from continued enrollment at the college. The student may not enroll in any college program or activity and is considered permanently severed from the college unless the expelled status is altered by action of the Morrison Institute of Technology board of directors.

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## **APPEALS AND WAIVERS**

A. Students wishing to appeal an administrative or housing disciplinary action or desiring a waiver of any college or housing rule or regulation may do so by filing a request with the college Appeal/Waiver Board. This board is made up of the following five Morrison Institute of Technology administration, faculty and staff members:

President of the College  
Vice President of Financial Affairs  
Vice President of Academic Affairs  
Two appointed faculty members

B. The necessary forms and procedures for initiating an appeal/waiver request may be obtained from the registrar in the business office. An appeal of the Appeal/Waiver Boards' decisions may be made to the board of directors of Morrison Institute of Technology, whose appeal decision will be final.

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## **Medical Facilities in Area**

Morrison Institute of Technology has no medical facilities on campus. However, within a short distance of the campus are several clinics, medical professionals, and a full service hospital that can take care of a student's medical needs whether it be routine or emergency.

The **Morrison Family Health Clinic** is located at 635 East Lincolnway (US 30), Morrison, Illinois 62170, which is just a few blocks from campus. The telephone number is 815-772-75491 and the fax number is 815-772-7891. Dr. Mark Woods, M.D., is a family practice doctor. On staff are also a Certified Family Nurse Practitioner, a dietitian, an OB/GYN M.D., and an Ophthalmologist M.D. The office hours are as follows:

Monday	8:00 am - 5:00 pm
Tuesday	8:00 am - 8:00 pm
Wednesday	8:00 am - 5:00 pm
Thursday	8:00 am - 5:00 pm
Friday	8:00 am - 5:00 pm
Saturday	8:00 am - 12:00 pm

For emergencies, a recording will direct the caller to The Medical Associates Clinic in Clinton, Iowa, a short distance

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from Morrison. An afterhours nurse will then respond to the patient with further instructions.

The **Morrison Clinic** is located at 107 South Heaton Street, Morrison, Illinois 61270. The telephone number is 815-772-8100 and the fax number is 815-772-7163. Dr. William Bird IV, M.D., is a family practice doctor. The officer hours are as follows:

MTWF ... 8:30 am - 12:00 pm, and 1:30 pm - 5:00 pm.  
Thurs ..... 8:30 am - 12:00 pm.

The emergency telephone number is 1-888-582-9747 and is answered 24 hours a day.

The **Morrison Community Hospital** is located at 303 North Jackson Street in Morrison, Illinois 61270. The telephone number is 772-4003. The hospital has an emergency room open 24 hours.

There are several **chiropractic physicians** in Morrison. These include:

Miller, John Chiropractic, 406 N. Madison,  
Morrison, Illinois 61270  
tel: 815-772-7114.

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There are several **dentists** near campus. These include:

William Simpson, D.D.S., 421 W. Wall Street,  
Morrison, Illinois 61270

tel: 815-772-2512

John Tomasino, D.D.S., 200 East Main Street,  
Morrison, Illinois 61270

tel: 815-772-2811

An **optometrist** is located near campus. CGH Morrison  
Clinic and Vision Center, 105 So. Heaton St.

Tel: 815-772-8100

Other physicians and medical professionals are also  
available in the Clinton area, 12 miles West of Morrison, or  
in the Sterling-Rock Falls area, 12 miles East of Morrison.

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