Living on Campus

The residence halls play an important role in the student’s experiences at the University by developing a living community within each hall. The halls provide an education, unique from that obtained in the classroom. Students find themselves sharing their day-to-day experiences with new friends and living and growing as people by encountering students from different backgrounds.

Northwest is proud of the Electronic Campus, providing networked personal computer capabilities in each residence hall room. With the convenience of the Electronic Campus and the enriching experience of living with others, we believe that residential life will constitute a significantly meaningful part of your student’s educational experience.

Bearcat Card

Every student enrolled at Northwest is required to have an identification card, known as the Bearcat Card, to carry at all times. The Bearcat Card is a combination ID card, meal card, vending card and for those students who have a bank account at U.S. Bank, an ATM and debit card. The Bearcat Bucks vending function allows for use in copy machines, laundry, beverage and snack machines. The banking function, for students who have U.S. Bank accounts, can be used at Automatic Teller machines and as a debit card with a PIN at many off-campus businesses, the Cashiering office, as well as at many businesses nationwide. The Bearcat Card has many uses including charging items at the Bookstore and to gain access to campus and sporting events.

Students can add Bearcat Bucks vending value to their Bearcat Cards at many locations across campus. Instructions on each machine tell the student how to do so. Value can also be charged to a student’s account at the Cashiering Office. A maximum of $50 may be held on the Bearcat Bucks stripe. These funds CANNOT be used for meals in the dining area. This will be charged to the student’s account.

Bearcat Cards are issued from the ID Office, located on the second floor of the J.W. Jones Student Union. The card is valid as long as the student is enrolled at Northwest. Students should treat their Bearcat Card as they would cash or a credit card.

Bearcat Bucks save a student money when doing laundry and making copies. Washers are $1.25 with the Bearcat Bucks versus $1.50 cash and copies are 10¢ with Bearcat Bucks versus 15¢ cash.

No temporary IDs will be issued but cards can be replaced for a $15 fee, charged to the student’s account.
Cable TV
Local cable service is provided to each resident’s room. Service includes ABC, CBS, FOX and NBC from Kansas City, Omaha, and St. Joseph. Students also receive TBS, WGN, KSHB, CNN, PBS, CSPAN, ESPN, MTV, TNT, AMC, VH1, TNN, USA, A&E, Lifetime, Disney, FOX Family, FOX Sports, Cartoon Network, Nickelodeon, Discovery, Learning Channel, History, Weather Channel, WB, BET, GAC and Comedy Central.

Computers
The Electronic Campus is a powerful academic tool which provides comprehensive computing capabilities in each residence hall room. Northwest expects its students to use these outstanding resources in an appropriate manner. The Computing Services Department reserves the right to discontinue/deny service without notice to any student it determines is abusing or is reducing the reliability of the computing network. Abuse includes, but is not limited to: forwarding chain e-mail, physical damage to equipment, harassment to other users, wasting computing or networking resources, use of unauthorized usernames or passwords, bypassing accounting mechanisms, intentional disruption of the computer system by the launching of computer viruses, using routers or network gaming resources such as “X Boxes”, copying or duplicating software, documents or music without authorization from the copyright holder or duplication of system data files or programs equivalent to the system services. In addition to loss of service, students abusing the computer system may be fined or referred for adjudication.

Using unauthorized usernames for computing or printing is theft of service. Any attempts to defraud the institution will be reported to the Vice President for Student Affairs and appropriate disciplinary action will be taken. Northwest Computing can be reviewed at http://www.nwmissouri.edu/compserv/clientcomputing/computingpolicies.html.

Cooking
Due to sanitation, health, and safety laws, cooking in the residence halls is permitted only in designated areas. The only cooking appliances that are permitted in student rooms are popcorn poppers, George Foreman grill, hot pots, coffee makers and microwaves with 700 watts or less. Cooking equipment is available and may be checked out from each residence hall’s front desk; equipment varies from hall to hall.
Curtains

High Rises: Each room contains two windows, one on each side of the room. The window frame is 44"W x 54"H. We suggest using a small tension rod since holes are not allowed to be drilled.

Desk Service

A student Desk Assistant is on duty at the main desk in each residence hall and The Station. The desks are generally open from 11 a.m. until midnight, but this varies on weekends. The assistant is available to answer questions of a general nature; to assist guests, to distribute mail, equipment, vending machine refund, and to answer the telephone.

Escort Policy

Security and safety of each resident is a primary concern and the conduct of any guest is the responsibility of the resident being visited. As such, all guests of the opposite gender must be escorted in freshman halls during escort hours. Escort policies are in effect from 10 p.m. to 9 a.m.

Exercise Rooms

All residents have access to an exercise facility in their area. The type of equipment varies but includes weight-training and aerobic exercise equipment. A $10 user fee is required.

Freshman Learning Centers

All freshman halls offer a First-Year Experience program that will assist students in transitioning from high school to a successful college graduate. This will be done by increased interactions with Residential Life staff, with an increased ratio of staff to students, programs centered around transitional issues and academic support from peer educators and the Talent Development Center staff.

Housing Agreement Conditions, Housing Deposit and Cancellation of Housing Reservation

A one-time pre-payment of $150 must accompany the student’s Housing and Food Service Agreement. Students who have submitted a housing agreement and deposit and then decide not to enroll, or those who enroll and are allowed to live off campus, must notify the Office of Residential Life in writing postmarked no later than the following dates in order to secure a full refund:
Academic Year Applicants: June 1 for new students, April 1 for returning students
Spring Trimester Applicants: November 1

Failure to notify of cancellation in writing by the above dates will result in forfeiture of the deposit and may result in additional charges as well.

The student is reminded that the housing agreement is for the academic year; thus, release from the agreement at the end of the Fall Trimester will not be permitted.

In addition, damage charges and other financial obligations to the University, if any, will be assessed to the student’s University bill.

Changing Rooms
Students in the residence halls have the option to change rooms within their own residence hall or to another hall during room change week. Changes are permitted by the hall director, according to assignment priorities beginning the second week of classes each trimester and the last week of classes in the fall.

Reassignment and Consolidation
The Office of Residential Life reserves the right to assign a second student to a double room in which only one student is living in order to bring it to full occupancy. The right is also reserved to assign or reassign rooms in any way that will best utilize the facilities. For this purpose, or for other reasonable cause, the Office of Residential Life may change room assignments or require a student to move to different accommodations.

If a resident who has requested a double-occupancy room does not have a roommate, he/she will be given a reasonable opportunity to find a roommate, move to another double occupancy room with a roommate, or pay for a private room.

Residents who do not choose one of these options will be officially assigned a private room and their room charges will be adjusted accordingly.

Release from Housing and Food Services Agreement
The Housing and Food Services Agreement is for the entire academic year. Release at the end of the Fall Trimester should not be assumed. Residents with extreme and unusual circumstances may wish to be released from their agreements. In view of its own obligations, the University is limited in its ability to release students from their agreements. Thus, the University considers only those requests where residents have incurred a significant change in their circumstances, beyond their control, since the date their agreements became active. Weight loss programs and commercial weight loss programs (i.e., Weight Watchers) are not reasons for release from meal plans.
Residents will be asked to fill out a petition form and submit it for review. **Petitions must be received in the Residential Life Office no later than December 1. Residents should not forego the use of services or make future commitments until they are officially released.** The University will release residents from their agreements if they:

* Graduate during the agreement period.
* Will be student teaching and will not be residing in the Maryville area.
* Enter legally into marriage and are able to present the marriage certificate as documentation, in which case, they will forfeit their deposit and will be assessed a prorated room and board charge, including a $100 food service cancellation fee.
* Are academically dismissed from the University.
* Totally withdraw from classes, in which case they will forfeit their deposit and will be assessed a prorated room and board charge including a $100 food service cancellation fee.

Unless officially released from the Housing and Food Services Agreement, students will be held responsible for the full agreement amount of their room and board charges. Students released from their contract will be charged for 35% of the remainder of the contract.

**Insurance**
The University does not assume responsibility for the personal property of students. Therefore, all such property brought on campus is at the resident’s own risk. Residents desiring protection of personal belongings should check on coverage provided by family policies or make arrangements to purchase their own policies.

**Laundry Facilities**
Washers and dryers are provided for residents’ use in a designated area of each complex. Washers are activated by coins or debit card. The cost is $1.50 per load with coins or $1.25 with a Bearcat Card. The use of dryers is free.

**Lofts/Room Alterations**
Room alterations such as bunk beds and lofts are permitted and must be approved by the Hall Director/Resident Assistant. Guidelines for lofts:

* lofts must be free standing;
* two feet from the top of the mattress to the ceiling; and
* must not be placed in front of the door, windows or heater.

All lofts and bunk beds must be dismantled and removed prior to the beginning of finals week or at the time when one of the residents vacates the room whichever is the earliest. Holes should not be drilled or hammered in the walls. Any other room alteration must have prior approval of the hall director. For specific information concerning loft building, refer to our web site at [www.nwmissouri.edu/~reslife/halls.html](http://www.nwmissouri.edu/~reslife/halls.html) or write to:

Residential Life  
Northwest Missouri State University  
800 University Drive  
Maryville, MO 64468-6001
Microwaves
Residents may bring microwaves of 700 watts or less for use in their rooms.

Notebook Computers
Each student residing on campus will be issued a notebook computer. Computers may be picked up at the Electronic Campus Support Services Center during Advantage. For more information see www.nwmissouri.edu/compserv/campusnotebooks/notebooks.htm.

Pets
For reasons of health and sanitation, no pets except fish are permitted in the student rooms or common areas of the residence halls.

Quiet/Courtesy Hours (Study Hours)
Courtesy hours are in effect 24 hours a day; stereos, radios, TVs, musical instruments and all conversations must be maintained at levels that will not interfere with the study or sleep of other residents. Study hours are 8 p.m. to 9 a.m. Sunday–Thursday and midnight to 9 a.m. Friday and Saturday in all Freshman Learning Centers. To ensure the rights of every student to study or sleep, there are 24-hour quiet hours during finals week.

Refrigerators
Residents may bring their own refrigerators, but they can not exceed four cubic feet with an amperage of 2.5. Refrigerators must be removed from the halls at the end of the academic year/termination of housing agreement.

Residency Requirement
The University wishes to maintain flexible housing policies which are in the best interest of all students. Research shows that living in the residence halls is a positive experience for most students, especially freshmen. Students who live in the residence halls are more likely to be involved in clubs and organizations, become well connected with the University, have a higher success rate and have higher grade point averages than those living off campus. For this reason, **first-time freshmen must live in the residence halls unless they are married, 21 years of age or are commuting from their parent’s home (with approval)**. Students not complying with the policy will be billed for room and board charges. Students needing to live in the residence halls should contact the Admissions Office at 1-800-633-1175 for a Residential Life and Campus Dining booklet.

Smoking
L.I.F.E. (Living In a smoke-Free Environment). All residence halls are smoke-free. With the many health risks, including the effects of second-hand smoke, we believe it is our responsibility to provide a healthy environment and encourage and challenge our residents to make healthy life-style choices. Other reasons include damage to facilities, fire, safety, consistency with our drug and alcohol policy, and work conditions for staff.
According to a Harvard University study published in the *Journal of the American Medical Association*, researchers recommend that colleges ban smoking in campus buildings, including residence halls. They found that students who use tobacco are more likely to “smoke marijuana, binge drink, have more sexual partners, have lower grades, rate parties as important, and spend more time socializing with friends.”

Smoking will be prohibited within a certain distance from the main entrance and building in general.

**Telephones**
Local telephone service is included in the housing fee. Students must provide their own tone-dial telephones. Students do not need to wait for their phones to be connected, they are usable as soon as they are plugged in.

**Long Distance Service**
The Telecommunications Office assigns each resident an authorization code that gives their phone line long distance capabilities. If a resident does not wish to take advantage of this service, they may contact the Telecommunications Office. If both roommates want long-distance service, each will be given a different authorization code. By using different authorization codes, each roommate is assured of only being billed for their own personal calls. Students pay nothing for the initial authorization code; they pay only for the cost of their long distance calls. Additionally, long-distance phone capabilities will be disconnected if telephone bills are not paid on a monthly basis. Students may use long distance calling cards, however, Northwest’s long distance services are competitive.

**Voice Mail (Messaging) Service**
Each resident receives a voice mailbox. The voice mailbox functions like an answering machine but includes more features. Residents may send messages to other mailboxes, answer messages, edit messages, create distribution lists, mark a message confidential or urgent, or mark it for a receipt so it will be known if a person has listened to the message and the day and time that he/she listened to it. Residents may operate their voice mailboxes from any touch-tone phone.

**Visitation**
Visitation by members of the opposite sex in the residence halls is permitted during open hours. Maximum visitation hours for Freshman Learning Centers are 9 a.m. to 1 a.m., Sunday through Thursday; open visitation hours are 9 a.m. Friday through 1 a.m. Monday morning. Each residence hall has the option to decrease the number of visitation hours. Upper-class halls have 24 hour visitation.
What to Bring

It is important to be aware of what to expect when your student moves into their campus home at Northwest. Please note the items that already come furnished with each residence room and what your student will need to provide.

**Items in the room (all items must remain in the room)**

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>One twin bed per person</td>
<td>One desk and chair per person</td>
</tr>
<tr>
<td>One dresser per person</td>
<td>One closet per person</td>
</tr>
<tr>
<td>Telephone hookup (activated)</td>
<td>Active cable TV outlet</td>
</tr>
<tr>
<td>Overhead light</td>
<td>Heater</td>
</tr>
<tr>
<td>Computer monitor, keyboard and mouse</td>
<td>Air conditioner</td>
</tr>
</tbody>
</table>

**Things you'll need**

<table>
<thead>
<tr>
<th>Item</th>
<th>Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sheets (twin, extra long)</td>
<td>Pillows &amp; pillowcases</td>
</tr>
<tr>
<td>Blankets/bedspread</td>
<td>Alarm Clock</td>
</tr>
<tr>
<td>Fan</td>
<td>Power Strip</td>
</tr>
<tr>
<td>Umbrella</td>
<td>Towels</td>
</tr>
<tr>
<td>Curtains</td>
<td>Telephone</td>
</tr>
<tr>
<td>Wastebasket</td>
<td>Laundry Basket</td>
</tr>
<tr>
<td>Flashlight</td>
<td>School supplies</td>
</tr>
<tr>
<td>Toiletries, shower basket, and shower shoes</td>
<td></td>
</tr>
<tr>
<td>Clothes (due to limited space, bring what is needed and changes as seasons change)</td>
<td></td>
</tr>
</tbody>
</table>

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Optional Items

TV
VCR./DVD player
Popcorn popper
Dishes, glasses, mugs, silverware
Loft
Stereo w/ headphones (low wattage)
Microwave oven (700 watts or less)
Small refrigerator (not to exceed 4 cubic feet with 2.5 amperage)

It's recommended not to bring too many personal items until there is an opportunity to see how much space is available and what you can share with your roommate.

Things you should not bring

Alcohol or illegal drugs
Firearms or other weapons
Electric skillets
Hot plates or toasters
Household extension cords
Ceiling fans or window A.C. units
Pets (except fish in aquariums)
Answering machine (Northwest provides voice mail)
So maybe your student wants a loft in their room

Some of the most interesting, space saving, efficient rooms on campus are those with lofts. A loft raises the bed up and out of the way to provide more living space. You know—for the more important necessities of life like a small refrigerator, TV, microwave, couch, bean bag chair, crates, your video and CD collections or your stereo and video game system.

TIP: Don’t buy a loft right away. Visit with upperclassmen and get ideas, then buy supplies and build. Sometimes upperclassmen will sell their lofts for less than the cost of supplies.

NOTE: These guidelines provide approximate dimensions. Due to variations in room sizes, students are encouraged to construct lofts only after their arrival on campus, when accurate room measurements can be made. Room dimensions are NOT available prior to check-in.
Loft Guidelines

1. **All lofts must be freestanding.** The loft cannot be fastened to any part of the floor, walls, or ceiling of the room for structural support.

2. The loft must be completely removed from the room prior to finals at the end of the Spring semester (even if you are planning to return to the same room the following academic year). A removal fee may be charged to residents who abandon lofts in the room or hallways.

3. Any and/or all damages resulting from the building, existence, or removal of the loft will be billed to you.

4. **Due to variations in room size and other restrictions, students are encouraged to construct their lofts only after arrival on campus.** It is also suggested that you discuss building a loft with your roommate.

5. Lofts are not to be placed in front of windows, exits, heating units, smoke detectors, telephone receptacles, or other items needing periodic maintenance.

6. Lofts must be structurally able to support the students’ weight.

7. The loft must not include any materials or design of particularly hazardous or flammable nature.

8. Painting or staining of lumber should be done outside the residence hall prior to assembly of the loft in the room.

9. There must be at least two feet from the top of the mattress to the ceiling. The minimum height to the ceiling is to help prevent head injuries and minimize the danger in case of fire.

10. No University-owned furniture or equipment may be removed from the room to accommodate a loft, including metal frames.

11. The University is not responsible for any injury resulting from the construction or use of lofts or other student construction.

12. When the structure is completed, the resident **must** request an inspection. Contact your RA to arrange for inspection. If the structure is not approved, it must be corrected or removed within 48 hours.
Floor Plan for High Rises (Millikan, Dieterich, Franken and Phillips)

Room specifications:
- WINDOWS: 37.5 inches wide x 51.5 inches high
- DESK SHELF & LIGHT: 57 inches high
- CEILING: 8 feet, 1 inch
- DESK: 30.75 inches high
- DOOR: 31.75 inches wide by 84 inches high
- MATTRESS: Franken/Phillips: 80 inches long
  (extra-long sheets suggested)
  Dieterich/Millikan: 76 inches long
  (regular twin sheets will fit)

NOTE: These are measurements of typical rooms. Your room will vary slightly. All furniture must remain in the room. There is no additional space for storage.
Floor Plan for South Complex

Room specifications:

- WINDOWS: 126 inches wide by 47 inches high
- CEILING: 8 feet high
- DOOR: 36 inches wide by 79 1/2 inches high
- MATTRESSES: 80 inches long (extra-long twin sheets recommended)

All freestanding furniture with bunkable beds.

NOTE: These are measurements of typical rooms. Your room will vary slightly. All furniture must remain in the room. There is no additional space for storage.
The Residential Life Staff strive to provide personal growth opportunities for your student, opportunities that will serve to enhance those interpersonal and social skills that have become increasingly important in today's complex society.

We have a variety of people available to help your student as they embark on their college experience. A Resident Assistant (RA) is likely one of the first people your student will meet. Each floor has an RA who has been trained to assist them with a myriad of questions from, “Where’s the laundry room?” to “How can I change my major?” They know all the pitfalls of the typical freshman year from loneliness to study skills and will be more than happy to help them along the way. The RA is supervised by a Residence Hall Director, a full-time professional who lives in the residence hall and is standing by to help in any way they can.

There is a special person known as an Academic Resource Consultant in Hall (ARCH) assigned to each Freshman Learning Center. This individual is an undergraduate student, who is specially trained in assisting students in achieving academic success. They will plan programs, offer tutoring referrals and provide information all geared toward helping your student be the best they can be.

In addition, our front desk staff composed of Desk Assistants (DAs) and a Desk Manager (DM) are ready and willing to help. The front desk provides such services as equipment checkout for sports, games, cooking and a host of other services such as change for vending areas, printouts and answering questions on a daily basis.

Northwest is proud to offer an environment rich in opportunities for life-long relationships, leadership development, personal development, academic enhancement and just plain fun.

**Mail Options**

Receiving mail is the highlight of many students’ day. The University Mail/Copy Center delivers U.S. Postal Service mail to each residence hall Monday through Saturday. Packages sent parcel post (UPS, FedEx, DHL, etc.) are delivered to the Materials Distribution Center and distributed to the residence halls one day after arriving on campus. Any express, priority or overnight packages are delivered to the residence halls the same day they arrive on campus.

Each hall has centrally-located mailboxes. Packages too large for the mailboxes are distributed from the main desk.

The University Mail/Copy Center is located on the first floor of Thompson Ringold. There is also a mail drop on the first floor of the Administration Building. Besides the Mail/Copy Center, stamps can be purchased at the Student Services Center in the Administration Building and at each residence hall front desk.
When addressing mail to your student, please use the complete address on all correspondence as follows:

Bobby Resident
Room Number and Hall
Street
Maryville, MO 64468-60##

<table>
<thead>
<tr>
<th>Roberta Hall</th>
<th>Millikan Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>635 University Dr.</td>
<td>1020 Northwest Dr.</td>
</tr>
<tr>
<td>64468-6002</td>
<td>64468-6008</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Franken Hall</th>
<th>South Complex</th>
</tr>
</thead>
<tbody>
<tr>
<td>830 College Park</td>
<td>920 Memorial Dr.</td>
</tr>
<tr>
<td>64468-6005</td>
<td>64468-6009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Phillips Hall</th>
<th>Douglas Hall</th>
</tr>
</thead>
<tbody>
<tr>
<td>1025 Memorial Dr.</td>
<td>920 Memorial Dr.</td>
</tr>
<tr>
<td>64468-6006</td>
<td>64468-6009</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Dieterich Hall</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>930 College Park</td>
<td></td>
</tr>
<tr>
<td>64468-6007</td>
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</table>

**Dining Services**

The J.W. Jones Student Union is the home of a wide variety of dining options. The highlight of these options is the Bearcat Food Court. The Food Court offers the busy student an abundance of menu options including pizza, pasta, subs, wraps, Mexican dishes, homestyle chicken meals with all the fixings, fresh tossed salads, Oriental cuisine, hamburgers homemade baked goods, soups and much, much more. Each year changes are made to the concepts and menus in the Food Court in the quest to offer continually higher levels of services to Northwest customers.

Located next to the Food Court is Bobby’s Cafe. Bobby’s offers services for both lunch and dinner. The highlight of Bobby’s is the made-to-order menu featuring steaks, shrimp, chicken and a long list of appetizers. Visitors to Bobby’s are always in for a unique experience, in that Bobby’s is the only establishment on campus that offers wait staff service.

Even more options await the student as they visit second floor of the Student Union. Sweets ’N Treats offers a large supply of candy and gift items as well as Freshen's frozen yogurt, Smoothies and Pretzel Logic. Located around the corner from Sweets 'N Treats is Java City. Java City is the first nationally branded coffee shop in Maryville. Specializing in specialty coffees, cappuccinos, espressos, and an upscale line of pastries, sandwiches and salads, Java City is sure to have something for everyone. In addition, Java City’s funky atmosphere should make it one of the best places on campus to just hang out.
Options for the student do not end when they leave the Student Union. Students have the option of spending a portion of their meal plan dollars at The Station. Located on the west side of campus, The Station houses both a convenience store and a second Java City location. Students can purchase grocery and convenience items from this area using their meal plan dollars, 24 hours a day, 7 days a week. A second smaller convenience store is also conveniently located for those students living in on-campus apartments. Pizza delivery from local establishments is also available to all students.

In addition, to daily food service, Campus Dining offers special services for parents and others such as care packages for finals week, birthdays and graduation. In addition, all occasion cakes, balloons and a variety of other gift items are available throughout the school year. Look for mailers where you can purchase these terrific items, or call (660) 562-1252 to make a special request.

Students under the weather and unable to come to one of the dining facilities can arrange meals through their resident assistant. Plus, services are available from a registered dietitian for those students needing dietary information or counseling.