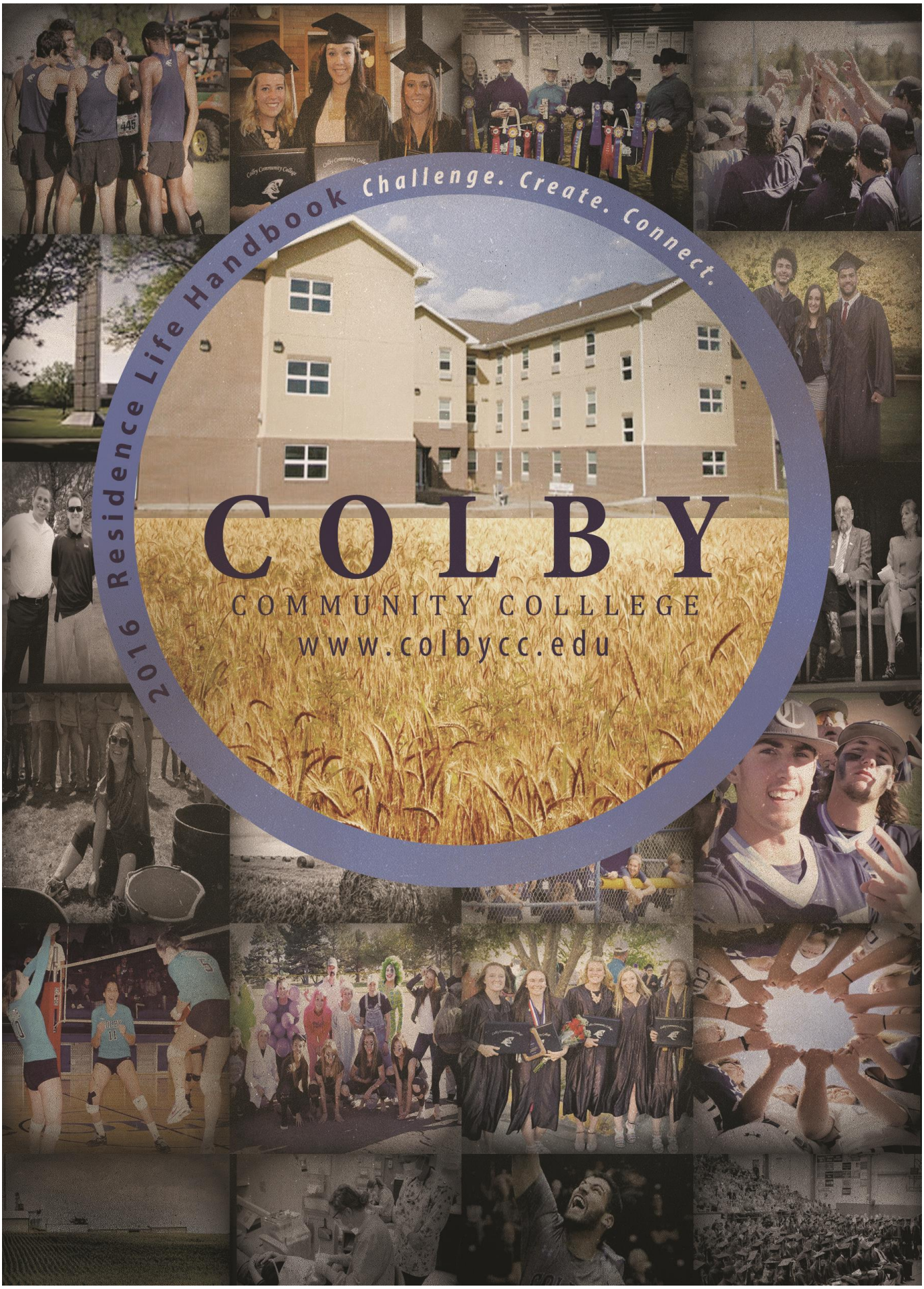
2016 Residence Life Handbook Challenge. Create. Connect.
COLBY
COMMUNITY COLLEGE
www.colbycc.edu

From the Director

Welcome to Colby Community College and the residence hall communities. We believe you have made a great decision in choosing to live on-campus. Our goal is for you to succeed both academically and socially. Our halls offer more than just a place to sleep; there are numerous opportunities for leadership and involvement, a variety of activities, and many friendships to be made. I encourage you to get involved in the CCC Hall Council and get to know your Resident Assistant (RA) and Hall Director as well as all of your neighbors.

This handbook will help you make the most of your residence hall experience. I encourage you to review the contents of this handbook. If you have any questions or concerns regarding a specific policy, please contact a member of our staff. We are proud of our students for all they have done to make the CCC residence halls a nice place to live and learn. We hope this handbook will continue to help you make the residence halls a place that promotes the personal and academic success of its students.

Please feel free to contact a member of the residence life staff if you need additional information or assistance. I believe it is important to be available to students so please feel welcome to stop by the Residence and Campus Life Office in the Student Union. I always enjoy talking with students about their experiences here at Colby Community College!

Welcome to campus and have a wonderful year!

Jim Rorabaugh
Director of Residence and Student Life
jim.rorabaugh@colbycc.edu

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WELCOME TO THE CCC RESIDENCE HALLS

Residence Hall Mission Statement

We strive to enhance the personal and academic successes of students through a community where students can live, learn, and be involved.

Residence Hall Vision Statement

Students are empowered to take responsibility for their community. Together we strive to create an atmosphere that encourages and nurtures friendships, allowing students to learn, develop, explore and find their place at Colby Community College.

Statement of Responsibility for Policies

As a resident, you are responsible to review and know the following policies found in this book as well as the student code of conduct which may be found at http://www.colbycc.edu/students/student-handbook/index. Please read the contents thoroughly. If you have any questions, please ask a staff member. Failure to abide by these policies may result in unintended behaviors and consequences, such as summons to appear before the student conduct board and/or sanctions. Please take your responsibility as a member of this community seriously.

Commitment to Diversity Statement

The Colby Community College's Residence Halls are committed to creating an open and diverse living environment that is physically and psychologically safe, respectful, and civil; where individual and human differences and diversity of thought are understood, accepted, and celebrated.

CCC RESIDENCE HALL TEAM

Residence Hall Staff

The Residence Hall team consists of the Director of Residence and Student Life, Assistant Director of Residence and Student Life, Hall Coordinators, and Resident Assistants. These individuals are readily available to assist you in your personal and academic development as well as providing you a clean, safe, and comfortable home. Residence Hall Staff, or appropriate designee, is available 24 hours per day. The Residence Hall staff is there to serve you.

Residence and Student Life Offices

The office of the Director of Residence and Student Life is located in Living Center Northeast, (785) 460 – 5552. The office of the Assistant Director Residence and Student Life is located in the Student Union, (785) 460 – 4610.

Hall Coordinators

There is a Hall Coordinator in each residence hall. These individuals are professional staff whose primary focus is addressing student needs, this is accomplished through supervising and training the student staff, assisting individual students and enforcing policies. He/she lives in an apartment in the residence hall.

Resident Assistants

Resident Assistants (RA) are peer leaders who live in your residence hall. They assist Residence and Student Life Staff in enforcing policies to help create an environment that is conducive to academic, personal, and social growth. RA's help plan social, academic, and cultural programs for residents that help enhance community development and personal growth. Your RA will get to know you on a personal basis and is aware of resources on campus that may help you succeed.

Custodial and Maintenance Staff

Take time to get to know your custodian and the maintenance staff, as they are important to your college community. Repairs to furniture, plumbing, heating, and other maintenance needs may be brought to the attention of your RA or Hall Coordinator and they will pass requests on to the maintenance department. Use of Residence Hall facilities is a privilege and you, not the custodian, are responsible for cleaning up after yourself.

CONTRACUAL CONDITIONS

Live-on Policy

The resident must be enrolled as a student at Colby Community College, be 18 years of age and be determined eligible to reside in campus housing by the Director of Residence and Student Life or appropriate Colby Community College authority. Students that fall below a full-time course load (12 credit hours) and/or are not progressing academically, must schedule a meeting with the Director of Residence and Student Life. Failure to do so may result in termination of your housing contract.

Contractual Obligations

A copy of the Housing Contract can be found on the Residence Life webpage: http://www.colbycc.edu/students/student-life/housing/index . A signed housing contract is valid for ***one academic year***.

Termination of Contract

Please reference the Housing Contract or speak with the Director of Residence and Student Life regarding questions.

Check-out Procedures

You must schedule a check-out appointment within 24 hours after your last final exam. The week before finals a sign-up sheet will be available at the front desk of each Residence Hall to schedule your check-out.

Prior to the check-out appointment you need to remove all belongings, bunk your beds, vacuum your room, throw away all trash and clean the bathroom and common areas. An RA will not check you out if the mentioned items are not completed. Failure to check-out properly will result in a loss of your damage deposit, in addition to damage and cleaning costs.

Room Changes

No room changes may occur during the first two weeks of the fall semester and the first week of the spring semester.

All room and hall changes must be requested by the student. No room changes will occur before a residence hall staff member mediates a conversation between you and your roommate to determine if the issue can be resolved.

A resident cannot change rooms without approval from the Residence and Student Life Department. Any move without approval is subject to judicial action and possible financial sanctions, up to a $100 fine for each infraction. The resident will also be asked to move back to his/her original room if approval was not granted.

Room Consolidation

When a roommate moves out you will have 72 hours to opt into a single room. This can be done by filling out a single room request form. After 72 hours, if you have not opted into a single room, you will be expected to maintain the room so a roommate can move in immediately.

Vacations

All residence halls will close during Thanksgiving, winter break, and spring break. At this time all residents must vacate their residence hall. Only residents with prior approval from the Residence and Student Life Staff will be allowed to remain in the halls during breaks. A supplemental contract will be available the week before each break and must be submitted before break begins.

Before leaving for break please turn off all lights, securely close all windows, blinds, and curtains, unplug all appliances, empty your garbage and securely lock your room and unit door, if applicable.

Room Entry by Staff

College officials reserve the right to enter and inspect college housing units at any time. Inspections are conducted regularly to protect and maintain the property of college, ensure the health and safety of its students, or whenever necessary to aid in the basic responsibility of the college regarding discipline and maintenance of an educational atmosphere. In most cases, effort will be made to notify the resident(s) in advance and to have resident(s) present at the time of entry. Regular searches of public areas of the residence halls will be conducted using canine units.

LIVING IN A COMMUNITY

Getting to Know Your Roommate

Having a roommate and being a roommate can be one of the best experiences of college life. How you approach this new experience and what you expect from it will be the basic ingredients of what may become a life-long friendship.

The outcome depends on the both of you. Your willingness to share, to communicate and to work through conflict are all factors in getting along with your roommate. You and your roommate will share the ups and downs of one another's lives, the good moods as well as the bad, the joys and sorrows; in short, all that makes each of you, you. With care and energy, you can work out a good living situation with the degree of friendship you desire.

Ask questions that will help you learn about each other and build on similarities.

Ice-breaking Questions:

1) Where are you from?
2) What is your family like?

3) What are your favorite things to do?
4) What is your major?
5) What are you looking forward to this semester?
6) What do you need when you are stressed?
7) What is your favorite movie?
8) What kind of music do you like?

Knowing What you Need

Working through these questions will help create a positive roommate relationship.

Cleaning:

1) How neat and clean are you used to keeping your room?
2) How will housekeeping duties be shared?
3) How would you like the room arranged and decorated?

Borrowing:

1) Will you share food and drink costs?
2) Do you mind if guests use items in the room?
3) Do you prefer to be asked before someone borrows something?
4) What items are you comfortable sharing and would you prefer that they not be borrowed or used?

Study Time:

1) What time do you typically study?
2) Can you study with the TV or radio on? With visitors in the room?

Sleeping:

1) What time do you typically go to bed and get up in the morning?
2) Are you a heavy or light sleeper?
3) Can you sleep with the TV or radio on? With visitors in the room?

Guests:

1) When can guests be in the room?

Using a Roommate Agreement

Use the answers to the above questions to help you create a roommate agreement. A sample agreement can be found in the appendix of this handbook.

This agreement will help you set ground rules and start you on the right path to have an enjoyable roommate experience.

Creating the agreement:

1) Take time to address all of the areas of the agreement
2) Make sure there is nothing you are missing or nothing you do not agree with
3) Talk with your RA about your agreement

If problems arise you will be able to renegotiate your roommate agreement. When renegotiating your agreement try to avoid blame and accusations. If a solution cannot be reached, the next step is to ask an RA for help.

RESIDENCE HALL SERVICES

There are many benefits to residence hall living, the first of which is convenience. Each of the halls on campus is able to provide students with a wide range of services to help make your experience as convenient and positive as possible. Here are some of the services available to you as a resident:

Bike Racks

Bikes may be parked in the bike racks located by each of the residence halls. Bikes parked in any other location may be removed at your expense.

Cable

Each room is provided with a cable hook-up for TV which includes expanded basic cable.

Cleaning Supplies Closet

Brooms, cleaning supplies, mops, and vacuums are available for check out in each residence hall. Please see a member of the residence life staff to check something out of the closet.

Dining Services

Several food options exist for students in the cafeteria located in the Student Union. If you cannot make a meal time please contact Consolidated (Student Union) or a member of the dining

staff regarding take-out meals. Consolidated Food Management works with students to provide dining options to fit their individual needs including take-out meals, gluten free, dairy free, etc.

Daily Offerings (Monday- Friday):
7:00-8:30am: Hot Breakfast
8:30-9:30am: Continental Breakfast
11:30am-1:30pm: Lunch
12:30pm-1:30pm: Grab and go Lunch
5:00-6:45pm: Dinner

Daily Offerings (Saturday & Sunday):
10:30am-1:00pm: Brunch
5:00-6:00pm: Dinner

Facility Repairs

Repair and maintenance needs, including heat issues, broken furniture, malfunctioning equipment, fixture leaks, light bulbs, and other issues requiring attention should be reported to a Residence Life staff member through a maintenance request. You can fill out a maintenance request form at the front desk of your residence hall or online. Additionally, please inform a Residence Life staff member if you have filed a maintenance request, and the issue has not been resolved.

Front Desk Services

Equipment at each desk varies but includes items such as games and small tools. You must also register all visitors at the front desk of your living center.

Internet

Each residence hall includes an open Wi-Fi connection.

Laundry Facilities

Washers and dryers are located in the lobby of Living Center East/North and on each floor of Living Center Northeast. These machines are for use by the CCC residents only.

Living Rooms/Lounges
The living rooms and lounges are public, multi-purpose rooms for residents and visitors to use. Both can be used as a social/study area and for living center programs.

Lock Outs
If you lock yourself out, call the Residence Hall staff member on-call phone and ask to be let in your room. Be prepared to show you're ID, CCC staff will not let you in someone else's room for any reason.

Lost Keys
If you lose your key, notify a Residence Hall staff member immediately. You will be charged $30 for a replacement key.

Mail
CCC Provides both U.S. and campus mail services when classes are in session. Campus mail is a free service allowing you to correspond with other students or offices on campus. Address campus mail with the recipient's name printed clearly on the envelope.

Inquire in the Mailroom daily. You may take outgoing mail to the Campus Mailroom located in the Student Union. Stamps are not provided in the Campus Mailroom but are available for purchase in the Campus Bookstore. Make sure you provide a forwarding address during check-out.

Campus Address:	Sample:
Your Name	Colby Trojan
Your Living Center and Room #	Living Center East, 12A
1255 S Range Ave	1255 S Range Ave
Colby, KS 67701	Colby, KS 67701

Vending
Vending machines are located in each residence hall. The Residence and Student Life department is ***not responsible for lost money in the machines***.

RESIDENCE HALL POLICIES

Abandoned Property

Colby Community College, the Residence and Student Life Office and/or its staff are not responsible for any student property left in the residence hall rooms or public areas. In the event that student property is left in the residence halls after the housing contract period is complete, the property will be removed at the owner's expense.

Alcohol/Containers

Possession and consumption of alcoholic beverages are expressly prohibited in all residence halls, regardless of age. Alcohol containers as decorations are prohibited in all residence halls, regardless of age.

Assault/Harassment

Verbal, physical, or written abuse/harassment (including, but not limited to racial, ethnic, or sexist slurs) will not be tolerated. Courtesy and respect are to be given to all students and staff. The following behaviors by residents are strictly prohibited:

1) Verbal or written abuse- this includes electronic forms of communication
2) Physical intimidations or menacing behavior directed at fellow resident(s)
3) Display of visual materials that demeans or humiliates a fellow resident(s)

Students Governed by Student Code of Conduct

Students are governed by CCC's Student Code of Conduct, which contains policies affecting security on campus. The college has the right to discipline for on- and off-campus actions, up to and including expulsion. The Student handbook can be located at http://www.colbycc.edu/students/student-handbook/index

Bikes

All bikes (including scooters and motorcycles under 250cc) may not be stored inside the residence halls. Bike racks are available outside every living center.

Bulletin Board/Posters

All materials posted in the residence halls must be approved by the Residence and Student Life office.

Any sign, poster, picture, or message visible outside your room that is found to be offensive, objectionable, or questionable to another person must be removed. This includes the outside of the room door, items visible through the window, and items visible to passerby when your door is open.

Candles/Incense

Use of incense and/or open flames in the residence halls are prohibited.

Common Area Furniture

All common area furniture must stay in the common area. Removal of common area furniture will be considered theft. Those found responsible could face disciplinary action.

Cooking

Small appliances that have no open coils are allowed. Small electric coffeepots and small microwave ovens (less than 700 watts in size) are allowed. "George Foreman grills" (this includes other appliances such as electronic woks, skillets, quesadilla makers, Pizza pizzazz, etc.) are not allowed in the residence halls. Students must use the grills provided on campus for grilling.

Courtesy towards Staff

Interference with a staff member engaged in the performance of assigned duties and/or failure to comply with a reasonable request from a staff member is strictly prohibited.

Damages

Residents will be held responsible for personal damage caused throughout the year as well as damage caused by your guests. A list of possible damage fees are listed in the appendix.

Drugs

Manufacturing, possessing, selling, transmitting, using, or being party to an activity involving an illegal/illicit drug, controlled substance, or drug paraphernalia is a violation of Colby Community College policy, as well as a violation of the law. Suspected violations of this policy are reported

to the Colby Police Department. Regular searches of public areas of the residence halls will be conducted using canine units.

Elevators

Vandalism to any elevator is strictly prohibited. This also includes jumping, holding open for an extended period of time, or delaying the elevator.

Extension Cords

Please keep use of extension cords to a minimum. Regular household extension cords are **prohibited** due to fire safety. If needed, you may use a power strip. Only multiple outlet strips with built-in circuit breakers are allowed. Extension cords may not run from inside a student's room into the hallway.

Furniture

Every room is equipped with a bed, study chair, desk, and dresser/closet for each resident. All residence hall furniture must stay within the resident room. Removal of furniture is not allowed. Failure to return all furniture to the room at check-out will result in replacement charges being assessed.

Gambling

Gambling is prohibited on college premises or by using college equipment or services. The CCC Residence and Student Life Department may sponsor casino-themed programming, which involves no monetary component.

Hall Sports

Hallways, common areas, and courtyards of the residence halls are **not** intended to be used as athletic facilities. Physical sports when played in a closed environment are disruptive to others and potentially damaging to property as well as personal safety; therefore, they are prohibited within the residence halls.

Hazing

Hazing is defined as acts committed for the purpose of initiation, admission into, affiliation with or as a condition for continued membership in a group or organization, or as part of any activity of a recognized student organization.

Hazing is prohibited. Prohibited behavior includes any act that endangers the mental or physical health or safety of a student, the deconstruction or removal of public or private property, and/or assisting, directing, or in any way causing others to participate in degrading behavior and/or behavior that causes ridicule, humiliation, or embarrassment, and/or engaging in conduct which tends to bring the reputation or the organization, group, or college into disrepute.

Intentional Reckless and Negligent Damage

Residents are expected to keep their room/unit in a neat, clean and sanitary condition. This includes clearing all garbage or debris in, on or about their residence.

Residents will be responsible for the full cost of the repair of damages to their room which results from intentional, reckless, gross negligent or negligent acts. All residents within the same community shall be jointly liable and responsible for all common areas within their community, as well as the full cost of repair of damages to any common area within the residence or community unless the individual at fault is identified.

Painting

Painting your room is strictly prohibited

Pets

No pets of any kind are allowed for reasons of health and safety, with the exception of service animals and fish in aquariums of 10 gallons or less.

Practical Jokes/Pranks

Practical jokes and pranks may damage property or injure other students. Practical jokes and pranks can also increase noise levels and disturb non-involved residents. Students who engage in practical jokes and pranks will be held responsible for damages.

Public Areas

The outside of room doors and the outside of windows are considered public viewing areas. Residents are encouraged to be considerate of other members of the community when displaying material in these areas. Any decoration used must not protrude to the door frame itself. The

Residence Hall staff may ask you to remove items determined to be fire or safety hazards. Anything determined to represent hate speech will be removed and the resident responsible may face disciplinary action.

Propping of Doors

All residence hall common area exterior doors are locked each night at 12:00am. The propping of any exterior or fire door is prohibited.

Quiet Hours

Quiet hours are enforced from 10:00pm to 10:00am Sunday through Saturday. During quiet hours, residents' exterior room doors should be closed. The volume of any noisemaking device or instrument should be kept at a low level. There are also 24-hour courtesy quiet hours in the living centers. This means stereos, radios, TVs, musical instruments, and all conversations must be kept to levels that will not interfere with the study or sleep of other residents. During finals week, quiet hours will be 24 hours a day, beginning 6:00pm the Friday before finals.

Respect for Others

All residents must show respect towards other residents, resident assistants, and all Residence and Student Life staff.

Room Personalization

Residents are encouraged to customize their rooms in a manner that makes them feel at home. It is recommended that residents use removable mounting tape or painters tape. Any damages that occur to the room because of room personalization will be charged upon checking out of the residence hall

Solicitation

Door-to-door solicitation is not allowed in the residence halls. This includes the solicitation of goods, services, and ideas. Students should immediately contact Residence and Student Life staff if solicitors are in the residence halls.

Suspicious Person

Residents should ask unescorted nonresidents or suspicious persons to leave the building if doing so does not endanger residents. Residents should contact a Residence Hall staff member to notify them of the person's presence.

Theft/Vandalism

To ensure the safeguarding of possessions, the College provides locks on room doors and door keys to each resident. All residents are urged to keep room doors locked. In the event of theft or vandalism, the resident should notify his/her Resident Assistant, Hall Coordinator, or the Residence and Student Life Office and contact Campus Security. The college is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance.

Tobacco

Smoking and the use of tobacco products, including vapor cigarettes are prohibited in all Colby Community College buildings and facilities.

Visitation/Escort Policies/Co-Habitation

Visitor hours are 10:00am-Midnight on Sunday- Wednesday and 10:00am-1:00am on Thursday - Saturday

Visitor/Escort Guidelines

1) Guests must be 18 years of age or older.
2) All guests must be escorted by a resident of the building they are visiting.
3) The resident will be held responsible for any inconveniences or disturbances that his or her guest(s) cause including damages and policy violations.
4) Each room may host a maximum of two overnight guests per night.
5) An overnight guest may stay a maximum of two nights in any hall within a semester
6) Any staff member may ask a visitor to leave if the guest is causing a disturbance.
7) Overnight guests must be of the same sex and be registered with Director of Residence and Student Life.
8) Roommates must approve any overnight guest.
9) Any guest must check in at the front desk and leave ID. All visitors/guest must carry a valid picture ID.
10) Respect the rights of the roommate when having visitors.

Cohabitation exists when a person who is not assigned to a particular residence hall room uses that room as if he or she were living there. Cohabitation is not permitted.

Waterbeds

Due to structural stress imposed on the building and because of the great variety in quality, waterbeds are not permitted in any resident room. No water furnishings of any kind are allowed in college housing.

Weapons

Firearms, bows and/or arrows, stun guns, other weapons, knives, fireworks, ammunition, or explosives of any description are not permitted in the residence halls at any time. Starter pistols, air guns, paintball guns, and other projectile devices are also not permitted. The skinning or cleaning of game is prohibited

Windows/Screens

Any resident who removes the screen from a window for any reason will be assessed a removal charge and could face disciplinary action. Anyone found in violation of throwing items from a window could face disciplinary action.

STUDENT CONDUCT PROCESS

Discipline Hearing

Students who are in possible violation of Student Conduct policies will have their cases heard by the student conduct board. Should a student not want to be heard by the Student Conduct Board, the student must contact the Director of Residence and Student Life within 48 hours of receiving a letter to appear from the Student Conduct Board.

Appeals Process

All discipline sanctions and decisions can be appealed to the Vice President of Student Affairs if the student involved feels that the finding of responsibility was made in error. Failure to appear at the original hearing renders the right of appeal null and void and the decision is final. Appeals must be provided in writing to the Vice President of Student Affairs within five business days after receiving the written results for a review of the decision or sanctions imposed. After an appeal request is submitted, a meeting will be scheduled to discuss the appeal.

Possible Sanctions

Please see the chart of possible sanctions in the appendix.

EMERGENCY PROCEDURES

Fire Alarm

Each room has a smoke alarm. Living Center Northeast is equipped with a complete smoke and fire alarm system. These devices exist for the safety of all residents and any tampering with or misuse of these systems is considered a serious offense. Offenders found in violation are subject to disciplinary action up to and including criminal prosecution.

In case of Fire Evacuation

If your door is hot or if the corridor is full of smoke:

1) REMAIN IN YOUR ROOM
2) Put towels around your door and seal all cracks
3) Hang a sheet or towel from your window, and signal for help
4) If you have a phone in your room call 911

If it is safe to leave:

1) Open the blinds
2) Close the windows
3) Turn off your lights
4) Wear hard-soled shoes and a coat
5) Close the door as you leave
6) Follow the evacuation exit routes
7) Wait for the signal to re-enter the building

Evacuation Sites

All residents must be at least across the street from their residence hall.

1) Living Center East to Living Center North Parking Lot
2) Living Center Northeast to Living Center East Parking Lot
3) Living Center North to Living Center Northeast Parking Lot

Missing Person

On-campus students should contact your Resident Assistant, Hall Director, or Campus Security if they suspect another student is missing.

Serve Weather and Television

Radio and television weather services typically issue tornado warnings in reference to city and county. Colby Community College is located in the City of Colby in Thomas County. In the event a tornado warning for Colby or Thomas County is broadcast by the radio and television services or is indicated by the sounding of the tornado siren, all residents and visitors are advised to:

1) Living Center East- move to bathroom
2) Living Center Northeast- move to lower level bathrooms
3) Living Center North- move to bathroom

Weather Terminology

Tornado/Severe Weather Watch: means that present weather conditions could produce a tornado, thunderstorm, or severe weather. When a watch occurs, individuals should take precautions to protect themselves, such as tuning into a radio, television, or electronic device.

Tornado/Severe Weather Warning: means there is severe weather or a tornado that has been sighted in the area. Individuals should take shelter immediately.

Sexual Assault Incidents

If you are a victim or know a victim of an assault the following individuals and groups will provide assistance:

1) Residence Hall Staff Member include Hall Coordinators and Resident Assistants
2) Options (Domestic and Sexual Violence Services): (785) 460-1982
3) Counselor: (785) 460-5544
4) Campus Security: (785) 460-5508
5) Student Health: (785) 460-5502
6) Vice President of Student Affairs Office: (785) 460-5495
7) Colby City Police Department: (785) 460-4460
8) Citizens Medical Center: (785) 462-7511

Be sure you understand and are aware of the contents of this handbook. If at any time you have questions or concerns, please contact the Residence Life Office.

CCC Notice of Nondiscrimination: Colby Community College provides equality of opportunity to its applicants for admission, enrolled students, graduates and employees. The College does not discriminate with respect to hiring, continuation of employment, promotion, tenure, other employment practices, application for admission or career services and placement on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation, or religion. For inquiries regarding the non-discrimination policies, contact the Office of the Vice President of Student Affairs, Colby Community College, 1255 S. Range Ave., Colby, KS 67701 (785-460-5490).

Important Campus Phone Numbers

All campus numbers are preceded by (785)460-****

Residence and Student Life

Director Office	5552
Assistant Director Office	4610

Dining Services

Consolidated Office- Union	4776

Campus Offices and Services

Admissions	4690
Bookstore	4670/5500
Campus Security	5508
Counselor	5544
Financial Aid	4695/5497
IT	5541
Library	4689/5487
Mailroom	5491
Maintenance/Custodial	5413/5471
Registrar	4677/5509
Scholarships	4608
Student Accounts	4664
Student Affairs	5495
Student Health	5502
Student Support Services	5510

Cable Channel Guide

2 PBS (KOOD)
3 WB (KWGN)
4 HSN
5 WB (KSCW)
6 ABC (KLBY)
7 FOX (KSAS)
8 NBC (KSNK)
9 NBC (KUSA)
10 QVC
11 CBS (KWCH)
12 S&T Weather Channel
13 S&T Ad Channel
17 Fox News
18 CNN
19 HLN
20 MSNBC
21 CNBC
22 CSPAN
23 CSPAN 2
24 The Weather Channel
26 KMTW-My Network TV
27 Fox Sports
28 ESPN
29 ESPN 2
30 ESPN Classic
31 Golf
32 Speed
33 NBCSP
34 Sportsman Channel
35 NFL Network
37 USA
38 TBS
39 WGN
40 TNT
41 FX
42 Discovery
45 Food Network
46 DIY
47 A&E
48 History Channel
49 Travel Channel
50 National Geographic
53 The Hub
54 Animal Planet
55 Nickelodeon
56 Disney
57 Cartoon Network
58 ABC Family
59 TV Land
60 Hallmark
61 TCM
62 AMC
63 Lifetime
64 Oxygen
65 We
66 E!
67 Bravo
68 truTV
71 Syfy
72 Spike TV
73 Comedy Central
74 MTV
75 VHL
76 CMT
77 EWTN
78 Trinity
79 Univision
82 TV Guide
83 RFDTV
116 Daystar
117 Colby School Access
118 Colby College Access

WELCOME TO CAMPUS.

COLBY, KS
I-70, EXIT 53

Repair Price List for Living Centers

LIVING ROOM	Cost (minimum)
Sheet Rock	$20.00
Sheet Rock-large hole	$30.00
Hole in paneling	Replacement Cost
Hole in carpet	Replacement Cost
Shampoo carpet	Replacement Cost
Front windows	Replacement Cost
Front door lock	$30.00
Key replacement	$30.00
Window blinds	$45.00
Coat rack	Replacement Cost
Table	Replacement Cost
Thermostat	Replacement Cost
Wall mirror	Replacement Cost
T.V. outlet	IT Department
Fire extinguisher Recharge	$35.00
Fire alarm	Replacement Cost
Fire extinguisher Replacement	$85.00
Light lens cover	Replacement Cost
BATHROOM	Cost (minimum)
Door	Replacement Cost
Door Frame	Replacement Cost
Sink	Replacement Cost
Stool	Replacement Cost
Towel Racks	Replacement Cost
Mirror	Replacement Cost
Shelf light	Replacement Cost
Shower curtains	Replacement Cost
BEDROOM	Cost (minimum)
Chain lock	$5.00
Walls- refer to living room	Replacement Cost
Door	$85.00
Frame	Replacement Cost
Frame-partial	Replacement Cost
Closet door	Replacement Cost
Door lockset	Replacement Cost
Windows	Replacement Cost
Windows doors-new	Replacement Cost
Hinges	$15.00
Window Arm opener	$40.00

Blinds	$45.00
Waste basket	$30.00 (if applicable)
Desk chair	Replacement Cost
Mirror	Replacement Cost
Mattress	Replacement Cost
Mattress cover	$15.00
Bed frame	Replacement Cost
Light lens cover	Replacement Cost
Window screen	Replacement Cost
Screen installation	$20.00

Sanction Guide

Suggested Minimum Judicial Sanctions

These guidelines have been established to provide standardization of sanctions for various infractions of institutional regulations. They are intended to suggest an appropriate **minimum** reaction to a particular violation if an individual is found responsible by an Administrative Hearing Officer or a Disciplinary Hearing Board. Abusive situations, lack of cooperation, and other case variables may result in more significant sanctions. Parental notification is recommended in instances where a subsequent offense could lead to suspension or expulsion from the institution, including all alcohol and drug violations.

POLICY VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
	ALCOHOL VIOLATIONS		
Use and/or possession	$100 fine, 2 development sanctions	$200 fine, 3 development sanctions	Immediate removal from living center
Display of empty alcohol bottles/cans	$25 fine, 1 development sanction	$50 fine, 2 development sanction	$75 fine, 3 development sanction
	COMMUNITY VIOLATIONS		
Deliberate damage to community or personal property	Restitution	$200 fine, 3 developmental sanctions, restitution	$300 fine, 4 development sanctions, restitution
Fighting between or among students	$300 fine, 2 developmental sanctions	Immediate removal from living center	N/A
Theft of community or personal property	$200 fine, 2 developmental sanctions, restitution	$400 fine, 2 developmental sanctions, restitution	Immediate removal from living center
Visitation policy/Quiet hours	1 developmental sanction	2 developmental sanctions	3 developmental sanctions
Pet Policy	$50 fine, removal of animal within 24hrs	$100 fine, removal of animal within 24hrs	Immediate removal of tenet from living center
Non-compliance with Safety and Health Check	Mandatory attendance at Maintenance Cleaning Class	Mandatory attendance at Maintenance Cleaning Class and $50 minimum fine	$100 and possible removable from living center
	DRUG VIOLATIONS		
Distribution or sale	Immediate removal from living center	N/A	N/A
Use and/or possession including drug paraphernalia	$400 fine,2 developmental sanctions	Immediate removal from living center	N/A
	SAFETY VIOLATIONS		
Threats to individual safety	Immediate removal from living center	N/A	N/A
Abuse of safety equipment, false fire alarm, etc.	$100 fine, 2 development sanctions, restitution	$200 fine, 3 development sanctions, restitution	$300 fine, 4 development sanctions, restitution
Possession (without usage) of dangerous	$200 fine,2 developmental sanctions	Immediate removal from living center	N/A

POLICY VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
materials including weapons			
Deactivation of smoke detector	$50 fine, 2 developmental sanctions	$100 fine, 2 developmental sanctions	$200 fine,2 developmental sanctions
Blocking exterior doors	1 developmental sanction	2 developmental sanctions	2 developmental sanctions
Smoking and/or use of tobacco products	$50 fine, 1 developmental sanctions	$75 fine, 2 developmental sanctions	$100 fine, 2 developmental sanctions
Possession of candles, incense, hookah	$50 fine, 1 developmental sanction	$75 fine, 2 developmental sanctions	$100 fine, 2 developmental sanctions
	SEXUAL VIOLATIONS/GENDER BASED VIOLENCE		
Rape	2 developmental sanctions, mandatory counseling, immediate removal from living center/expulsion	Expulsion	N/A
Sexual assault	2 developmental sanctions, mandatory counseling, immediate removal from living center/expulsion	Expulsion	N/A
Sexual harassment	2 developmental sanctions, mandatory counseling	Immediate removal from living center	Expulsion
	DATING VIOLENCE		
Verbal	2 developmental sanctions	Mandatory counseling, 2 developmental sanctions	Immediate removal from living center
With Threat	Mandatory counseling, 2 developmental sanctions	Mandatory counseling, 2 developmental sanctions	Immediate removal from living center/expulsion
Physical	Mandatory counseling	Immediate removal from living center/expulsion	N/A
	DOMESTIC VIOLENCE		
Verbal	2 developmental sanctions	Mandatory counseling, 2 developmental sanctions	Immediate removal from living center
With Threat	Mandatory counseling, 2 developmental sanctions	Mandatory counseling, 2 developmental sanctions	Immediate removal from living center/expulsion
Physical	Mandatory counseling, 2 developmental sanctions	Immediate removal from living center/expulsion	Expulsion
	STALKING		
	Mandatory counseling, 2 developmental sanctions	Immediate removal from living center	Expulsion
	OFF-CAMPUS COMMUNITY VIOLATIONS		
Damage to neighborhood property	$100 fine, 3 developmental sanctions, and restitution. ***Nature of the first offense may raise sanctions to those for second offense.***	$200 fine, 3 developmental sanctions, and restitution. ***Nature of the second offense may raise sanctions to those for third offense.***	Immediate removal from living center and/or Expulsion

POLICY VIOLATION	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE
Disruption of the neighborhood	$50 fine, 2 developmental sanctions, and restitution. ***Nature of the first offense may raise sanctions to those for second offense.***	$100 fine, 3 developmental sanctions, and restitution. ***Nature of the second offense may raise sanctions to those for third offense.***	$200 fine, 3 developmental sanctions, and restitution.
***Incomplete/not completing a sanction (s) can result in fines and/or other actions taken by the college.**			

Developmental sanctions include but are not limited to:

- Community service
- Reflection paper
- Hall program
- Alcohol education program
- Counseling Center consultation
- Letter of apology
- Newsletter
- Educational bulletin board
- Interview with fire marshal or Campus Safety
- Required attendance at a program/activity/workshop
- Interview with potential employers

Students may be found responsible for more than one violation as a result of an incident. In these cases, sanctions from both violations will be applicable.

Residence Hall Roommate Agreement

Instruction for Use

Use this agreement to assist you and your roommate(s) to build and maintain a good relationship. This agreement contains communication tips, general expectations for roommate relationships, discussion questions, and a roommate contract. **Read over this information, then together with your roommate(s) answer the discussion questions.** After discussing each topic thoroughly complete the enclosed contract, sign it and return it to your RA. RA staff will make copies of this document for each roommate, and keep one for the hall staff.

Why complete a roommate agreement?

1) One of the most common causes of roommate conflict is lack of communication
2) To ensure that each roommate's needs are met
3) To set "good rules" for your room
4) To start off on the right foot towards an enjoyable roommate experience

General Expectations

1) Read the Residence Life Handbook. You cannot agree to anything that conflicts with these policies.
2) Part of the college experience is your introduction to people from different cultural backgrounds. Because you are living in a diverse community, you may encounter situations that challenge you. Open yourself to new experience and let yourself be surprised!
3) Please feel free to invite guests to visit. Remember, however, that visitation is a privilege, not a right. Both you and your guests must respect the rights and wishes of your roommate and other residents.
4) Earn the respect of your roommate by extending the same courtesy you expect from others.
5) Communicate in person, honestly, and respectfully. Do not rely on Instant Messages, e-mail or other electronic boards or notes to tell others what you want or need.

Communication Do's and Don'ts
The Do's

1) Do share your concerns BEFORE things get out of hand. Explain respectfully what is bothering you and help your roommate understand why.
2) Do be genuine and straight forward, but polite.
3) Do listen carefully. Try to see things from the other person's viewpoint.

4) Do be sensitive to different backgrounds and perspectives.
5) Do know what is important to you and what you are willing to give up or compromise.
6) Do seek assistance form your Resident Advisor when things cannot be worked out between you.

The Don'ts

1) Do not be antagonistic, arbitrary, or rude.
2) Do not use profanity or make fun of your roommate.
3) Do not interrupt when others are talking.
4) Do not spread rumors about your roommate. If there is a problem, discuss it with your roommate.
5) Do not IM, use online diaries to complain, gripe, or talk about your roommate.
6) Do not rely on others (family or friends) to solve problems for you.

Roommate Agreement

(All Questions Should be Answered for Together)

Visitation: Are there times when it would be preferred that friends not be invited to visit the room. If your visitors were bothering your roommate, how would you like it brought to your attention? How do you feel about your roommate's friends using your belongings? Is advanced notice needed?

_____
_____
_____
_____
_____
_____
_____

To help you and your roommate come to a consensus on the hours you will allow guests in your room, a blank schedule has been provided below:

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Start Visitation							
End Visitation							

Study Time: When do you prefer to study? Can you study with noise, such as the TV or a radio, or would you rather have complete silence? Would you prefer to have set study time?

Quiet Hours: When do you usually go to bed? How much sleep is important for you to have? Can you sleep with the light on? With music or TV on? What time will you be waking up in the morning? What are you like in the morning? If you were making too much noise, how would you like your roommate to discuss this with you? What time do you feel is too early or too late to make and receive phone calls?

Personal Property: Which items can be shared and which may not? Do you mind if people use your DVD player, TV, Refrigerator, Computer, etc.? Do you want to be asked before things are borrowed?

Cleanliness of Room/Bathroom/Common Areas: How neat and clean do you like things to be? Who will vacuum, dust, take out the trash, etc.? Do you prefer to have special assignments or a cleaning schedule? How often will these things be done? If you are not as neat as your roommate thinks you should be, how would your roommate discuss this with you?

Additional Issues/Concerns should be outlined in the open space provided below the signature lines.

We agree to adhere to the guidelines outlined on this document and also agree to renegotiate them as needed.

_____	_____
Resident 1- Print Name	Resident 2- Print Name
_____	_____
Resident 1- Signature	Resident 2- Signature

_____

Resident Advisor Signature Hall and Room Number Date