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COLBY
COMMUNITY COLLEGE

2021-2022 Residence Life Handbook

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 on campus and get to know your Resident Assistant (RA) and Residence Hall Coordinators (RLC) 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!

Mr. Daryl Bass, M.A.Ed.
Director of Residence and Student Life
785-460-5552
Daryl.Bass@colbycc.edu

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WELCOME TO THE CCC RESIDENCE HALLS

Residence Life 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 Life 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/student/student-handbook/index.html>. 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.

Non-Discrimination Statement

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:

Title IX and ADA Coordinator

Colby Community College

1255 S. Range Ave.

Colby, KS 67701

(785) 460-5490

title9@colbycc.edu

RESIDENCE LIFE TEAM

The Residence Life team consists of the Director of Residence and Student Life (DRSL), Assistant Director of Residence and Student Life (ADRSL), Residence Life Coordinators (RLC), and Resident Assistants (RA). 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 Life Staff, or appropriate designee, is available 24 hours per day. The Residence Life staff is there to serve you.

Residence and Student Life Offices

The office of the Director of Residence and Student Life is located in Embree Hall, (785) 460–5552. The office of Student Life is located in the Student Union, (785) 460- 4610.

Residence Life Coordinators

There is a Residence Life 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 RLC 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.

REQUIREMENTS FOR RESIDENTIAL LIVING

LIVE ON POLICY

To be approved for on-campus housing at Colby Community College, a resident must be 18 years of age, admitted to the College, enrolled as a full-time student with 12 or more credit hours, and 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.

Room assignments are made based on the availability of space primarily on a first-come, first serve basis. Submitted applications do not guarantee housing.

Students will be notified, by email, of their housing assignment. The CCC Residence Life Agreement is a binding agreement for the entire academic year: Fall & Spring Semesters. Students are financially responsible for both semesters, according to the terms of Residence Life agreement.

A housing assignment will not be issued until students have satisfied all required admissions, clearance, and housing steps. This includes the housing deposit; housing application, health history, TB screen and meningitis waiver, and the Residence Life Agreement acknowledgment page are received in the Residence Life Office. On-campus housing at CCC is in high demand. To avoid confusion, stress and disappointment, please submit all housing documentation promptly.

Colby Community College does not discriminate in its programs and activities on the basis of race, religion, color, national origin, gender, veteran status, age, or disability.

HOUSING DEPOSIT

All students requesting on-campus housing must submit a housing application with a \$175.00 Housing Deposit.

The housing deposit should be submitted in the form online at the time of contract submission. **NO PERSONAL CHECKS WILL BE ACCEPTED.** All required items are critical to the processing of your room reservation. **If any of these items are missing your room reservation cannot be made and will remain on hold until all items have been submitted.**

Application Deadlines

Fall Semester (August 1st)

Spring Semester (December 1st)

Any applications submitted after the deadline dates must be submitted as a housing appeal. All appeals must be completed and turned into the Office of Residence Life in person. Please be sure to check with Residence Life for availability and have paid all fees and deposits prior to coming to the Residence Life Office.

HOUSING AGREEMENT RENEWAL

All residents must renew their contract for each academic year at the Residence Life Office. Preference will be given to residents who renew their contract during the Contract Renewal period in the spring semester.

SUBLEASING

Subleasing of any room at Colby Community College is prohibited.

CONTRACTUAL OBLIGATION

The link to pay your housing deposit and complete the housing contract can be found on the Residence Life webpage: <https://www.colbycc.edu/student-life/housing/forms/>. A signed housing contract is valid for one academic year.

HOUSING AGREEMENT CANCELLATIONS

Residents who complete a Residence Life Agreement, thereby reserving a space for the academic year, may request, in writing, to cancel this contract by July 1, without forfeiting their \$175.00 deposit. All cancellations following July 1, will be subject to the forfeiture of their housing deposit. All cancellation dates will be established by postmark, fax date, or office personnel recorded date on the written and receipted request.

Students who complete the Residence Life Agreement and enroll for classes at CCC and fail to honor this agreement will forfeit their housing deposit and be held financially responsible for 50% of the room charge balance for the semester plus the pro-rated amount used for time of stay within the residence hall. For example, if a student breaks his or her agreement without meeting the acceptable conditions and his or her balance for the semester is \$1000, this student would be held

liable for \$500 of this balance, plus the total amount of room charges for the time spent in the residence hall. So, if room charges were \$10 per day and the student submitted a cancellation 5 days of holding the room reservation, this student would be charged a total of \$550 (\$500 of balance, plus \$50 for time of occupied room). **Having items within a room does not determine occupancy. Only an official and approved cancellation ends a housing agreement and occupancy of space.**

SUBMITTING A HOUSING CONTRACT CANCELLATION REQUEST

All cancellation requests should be submitted on a CCC Residence Life Release Request Form. The body of the email should also include your full name, Trojan Student Identification number, current assignment, date that you wish to cancel your agreement, and the reason that you wish to cancel your Agreement. Emails will be reviewed to assure they arrive before the deadline and responded to within 10 business days. Please print and save your email for your records. In cases that the email fails to transmit this print-out will be required for refund purposes.

It is the student's responsibility to ensure that his or her paperwork has reached the Office of Residence Life in good time.

Cancellation requests submissions *after* August 10th should include the housing "Release Request Form" and all proper supporting documentation. For example, if a student unexpectedly falls ill, he or she should submit the following:

1. A release request form
2. Official medical documentation supporting the claim of illness

Students may download all required forms at [\(insert link\)](#) or pick them up by visiting the Residence Life Office, located at Embree Hall.

3. All emails should be emailed to: Daryl.Bass@colbycc.edu Please be certain to completely fill out, scan and attach all listed forms and supporting documentation, if making request by email.

CANCELLATION AFTER BEING ENROLLED (EXCEPTIONS)

A student may request, in writing, within 7 business days of intended vacate date, a release from this contract condition under the following conditions with no penalty.

1. Graduation
2. Military Duty Activation (not enlistment)
3. Serious Medical Condition (not including normal pregnancy under 6 months)
4. Marriage
5. Untimely Death of Student or Immediate Family Members (mother, father, sibling, child)

Failure to provide official and appropriate documentation supporting the above claims will result in denial of the contract release.

Within 10 business days of release request submission the student will receive a letter of approval or denial at the address provided on the release request form. Students will have 5 business days to respond with the decision to retract their release request. Reversal of the room release is dependent upon the availability of that room. Housing and Residence Life reserves the right to immediately reissue any available spaces as needed.

HOUSING COSTS

On-campus costs are comparable to off-campus living costs. When amenities such as cable television, computer connections and laundry facilities are added in, the on-campus costs are even more favorable. Residential fees (room and board) are due in full by the fee payment deadline outlined on the academic calendar.

All room and board costs are subject to change. Students whose housing application has been accepted will be given the opportunity to withdraw without penalty (less application fee) if rates dramatically increase after they have been applied.

2021-22 ROOM AND BOARD

**\$175.00 deposit required for all rooms, \$100 may be refunded pending room condition.*

LIVING CENTERS	DOUBLE OCCUPANCY	SINGLE OCCUPANCY
Embree Hall	\$3704	\$4,692
East	\$3183	\$4,692
North	--	\$4,692
Hines Hall (North 2-Story)	--	\$4,692
MEAL PLANS	15 meals/week	19 meals/week
Cost Per Plan	\$2,593.30	\$2,635.65

DINING SERVICES

The College Dining Hall, which is under the supervision of the Director of Food Services and is contractually managed by Consolidated Food Management, provides nutritious and wholesome menus at a minimum cost to the student. The Dining Hall seating capacity is approximately (Input capacity) students. All boarding students must present proper student identification (TROJAN ID CARD) at time of entry.

DINING SERVICE HOURS

Dining Services Hours of Operation

Monday -Friday

7:00am-8:30am	Hot Breakfast
8:30am-9:30am	Continental Breakfast
11:30am-1:30pm	Lunch
12:30pm-1:30pm	Grab and Go Lunch
5:00pm-6:45pm	Dinner

Saturday and Sunday

10:30am-1:00pm	Brunch
5:00pm-6:00pm	Dinner

Hours are subject to change. Students will be properly notified.

REFUND SCHEDULE FOR DINING SERVICES

Meal plan refunds are based on a monthly pro-rated schedule. Cut off dates for meal plan refunds may apply.

CHECK IN PROCEDURE

PRIOR TO CHECK IN

- 1.) Complete Housing Application by following the directions sent to you after being officially accepted to CCC.
- 2.) Submit your application (with housing deposit) according to instructions provided in your application. All documents (application, contract, and payments) must be received together.
- 3.) If payment was mailed you may request a receipt from the cashiers' office or you may check your student account for payment/posting activity.
- 4.) Print the "What to Bring, What Not to Bring" list from the Housing website.
- 5.) Check academic calendar for Housing check in dates.
- 6.) Save your housing assignment confirmation receipt that will either be mailed or emailed to you after you have applied and been assigned a space.

CHECK IN

- 7.) Come to your hall for check in.
- 8.) Take your belongings to your "Home away from Home."
- 9.) Complete your Room Condition Report, Resident Intake form and any other paperwork placed in your room.
- 10.) Receive your keys.
- 11.) Complete a roommate/suitemate agreement with your new room/suite mates.

CHECK OUT PROCEDURE

You must schedule a check-out appointment within 24 hours after your last final exam each semester. 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 CHECK OUT

- 1.) Read all Check-Out procedures posted by your Hall Management Staff throughout the hall.
- 2.) Meet with your room or suite mates and agree on who will clean what. A roommate check out agreement is recommended. See your RA for this contract.
- 3.) Clean your room thoroughly (remove all belongings, bunk your beds, vacuum your room, throw away all trash and clean the bathroom and common areas). The room should be a reflect how it appeared when you checked in.

CHECK OUT

- 4.) Clear out all of your belongings.
- 5.) Make sure your room has been cleaned to standard.
- 6.) See your RA or Hall Coordinator to complete the check-out portion of your Room Condition Report.
- 7.) Sign your Room Condition Report
- 8.) Turn in Your Room Key

BREAK PERIODS

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 Director of Residence and Student Life 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.

If a break is scheduled to last longer than one week (i.e. winter break) you must clean out your refrigerators and leave unplugged on the tile part of the floor, empty your trash, and leave your keys with Residence Hall Staff.

GETTING SETTLED

DURING YOUR TRANSITIONS

ROOM CONDITION REPORT

A room/apartment condition report (RCR) will be provided for each resident and Residence Hall Coordinator. The resident is responsible for accurately documenting all existing damage in the assigned room/apartment. The RCR is used when conducting the inspection at the time the room/apartment is being vacated. Any damages found at the final inspection that are not listed on the RCR will be charged to the CCC resident's account and against the CCC resident's housing deposit. Any charges in excess of the deposit will be billed. **In the event that damages are recorded without a resident accepting responsibility, the total amount assessed for the damage will be divided between all of the residents in the room.**

RESIDENT INTAKE FORM

As part of being a Colby Community College Student, it is important that we take your health and safety seriously. Your information card is used as a form of contact and medical information source to let us know what ailments or allergies you may have in cases of emergency. In addition, we must aid the College in contacting the appropriate persons in cases of emergency. Your information card includes all of the pertinent data that will allow us to respond to your needs as quickly as possible. It is important that this form is completely and accurately filled out.

ROOM CHANGE

Part of the value of residing on campus is learning to live with and among people from a variety of backgrounds and possessing different values. A conscious effort should be made by all students to resolve any differences which should arise. If this cannot be done, contact a Resident Assistant. He/She will work to assist in the resolution. If the result necessitates a room change, a Room Change Request Form must be filled out and approved by the Hall Management Staff of the building(s) upon notifying the Residence Life office. All room changes, unless a threat to safety is present, must first be approved by the Residence Life Office prior to a physical move. **Room change requests will be accepted and authorized only following the first two weeks of the semester.** Every attempt should be taken to have all changes made by the move-in date for the following semester. Final determination for all room changes will be at the discretion of the Hall Management Staff. **Any student who changes rooms without following proper room change procedure will be required to move back to their original room assignment and will be assessed up to \$100.00 fine for improper room change.**

ROOM CONSOLIDATION

Colby Community College reserves the right to consolidate rooms in order to maintain Standard room occupancy rate. 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.

RESIDENT BILL OF RIGHTS

COMMUNITY RESPECT

Students are expected to engage with each other in a positive, respectful manner, even when dealing with conflicts. It is doubtful that any roommates make it through a year without disagreements. The hallmark of “good” roommates is their willingness to calmly talk through their differences, and to seek compromise when appropriate. Students are encouraged to bear in mind that their actions may affect the entire student community. Sometimes the intervention of a facilitator (for example, the Residence Hall Management) may be necessary for students in a room or suite to work out their differences.

The residence halls are laboratories of human relationships where students may live with people of different lifestyles. You will develop lasting friendships in the halls as you participate in various activities. Residence Hall activities and programs are designed to supplement classroom learning by promoting growth and awareness. With this, resident students should be able to:

- Read and study free from undue interference in one's room; unreasonable noises and other distractions inhibit the exercise of this right.
- Sleep without undue disturbance from noise, guests of roommates, etc.
- Expect that a roommate will respect one's personal belongings.
- Have a clean environment in which to live.
- Have free access to one's room and facilities.
- Have personal privacy.
- Host an approved guest with the expectation that guests are to respect the rights of the host roommate(s) and other residents.
- Openly communicate in the resolution of conflicts.
- Be free from fear of intimidation, physical, and/or emotional harm.
- Expect reasonable cooperation in the use of the room telephone.

Violation of any of the above by residence hall students will be subject to disciplinary action.

ZERO TOLERANCES

ZERO TOLERANCES - DON'T DO IT!

TAMPERING WITH LIFE SAFETY EQUIPMENT (INTENTIONAL/NON-INTENTIONAL)

Life safety equipment and devices, such as smoke detectors, fire extinguishers, exit signs, sprinkler heads, and fire alarm pull stations are placed in student rooms and throughout the residential facilities for safety. Students should use fire alarms, fire extinguishers, fire exits, fire sprinklers, and related equipment only for their intended purposes. Do not obstruct or tamper with fire detection and suppression equipment. Maintain storage at least 18" below the plane of sprinkler head installations and never hang items from sprinkler heads or throw items at or near sprinkler heads and smoke detectors. Any misuse, tampering, or destroying building safety equipment jeopardizes residents' safety and should be reported immediately to Campus Safety or a Residence Life staff member.

- Students caught tampering with fire safety equipment or life safety systems will immediately be placed on interim suspension from College housing and/or the College depending upon the severity of the incident.
- Any student found responsible for tampering with such equipment in any way will be subject to a minimum \$100.00 fine in addition to paying restitution for the cost of any necessary repairs or replacement of equipment and payment of damages or loss of property not covered by insurance as a result of tampering with the equipment.
- Any student causing damage to fire and life safety equipment which results in damage to College or personal property and/or which results in personal injury to a member of the community, as a result of violating College policies or procedures will be immediately placed on interim suspension from College housing and/or the College depending upon the severity of the incident.
- Students found responsible for violating College or housing policies which result in damage to personal or College property will pay restitution for damages not recovered by insurance, will be permanently dismissed from College housing without refund of housing fees, will be trespassed from all College housing properties and programs, and will be subject to additional sanctions up to and including dismissal from the College.

There are many state and laws and regulations regarding fire safety and life safety equipment in residential facilities. The college will cooperate with law enforcement agencies and will pursue prosecution of any persons who maliciously tamper with fire safety equipment and suppression systems which result in loss of person or property or personal injury.

REMEMBER:

1. Hanging items on sprinkler heads is a violation and a risk to the safety of yourself and others;
2. Removing smoke detectors, or batteries from smoke detectors, for any reason is a violation and a risk to the safety of yourself and others;

3. Using an extinguisher for anything other than a fire is a violation and risk to the safety of yourself and others;
4. Horse playing often leads to damage to life safety systems and bodily harm;
5. Propping doors can be considered tampering with life safety systems. Locked doors are intended to protect residents;
6. Covering smoke detectors and ventilation systems is a violation and a risk to the safety of yourself and others;
7. Knocking down exit signs is a violation and a risk to the safety of yourself and others;
8. Moving or covering cameras is a violation and a risk to the safety of yourself and others;
9. There are no reasons why you should come into contact with life safety systems unless for a true and relevant emergency in which the system is intended to assist in the emergency's resolve.

HAZING

Hazing is defined as any method of initiation into or affiliation with the College, a student organization, a sports team, an academic association, or other group directly or indirectly engaged in acts that intentionally or recklessly endangers that individual physically and/or mentally regardless of whether or not the recipient is a willing participant. Hazing is most often seen as an initiation rite into a student organization or group, but may occur in other situations. Hazing is any intentional, negligent, or reckless activity or situation that causes another pain, embarrassment, ridicule, harassment, physical, mental or emotional strain, or any activity which would in any way jeopardize the physical, moral or scholastic well-being of an individual, even if that person is a “willing participant.”

REMEMBER:

Hazing includes:

1. Any physical activity, such as whipping, beating, branding, forced calisthenics, exposure to the elements, forced consumption of food, liquid, drugs or other substance or any other brutal treatment or other forced physical activity that is likely to adversely affect the physical health of the person.
2. Any mentally embarrassing, harassing, or ridiculing behaviors that create psychological shocks, to include but are not limited to such activities as: Engaging in public stunts and buffoonery, morale degradation or humiliating games and activities.
3. Any situation which subjects the individual to extreme stress, such as sleep deprivation, forced exclusion from social contact, required participation in public stunts, or forced conduct which produces pain, physical discomfort, or adversely affects the mental health or dignity of an individual.
4. Any expectations or commands that force individuals to engage in an illegal act and/or willful destruction or removal of public or private property.

Some examples of hazing include, but are not limited to:

- Abuse because of one's race, sex, religion, nationality or mental/physical condition;

- Encouraging or requiring someone to drink excessively (i.e. alcohol, concoctions, water, other beverages);
- Striking, shoving, pushing, kicking, slapping, or otherwise forcefully touching a person or engaging in reckless behavior that causes physical injury to another;
- Submitting to physical acts;
- Going without sleep;
- Engaging in unreasonable activities

DRUGS AND ALCOHOL

Colby Community College prohibits the unlawful possession, use or distribution of illicit drugs and alcoholic beverages by students and employees on its campus.

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. Further, any possession or consumption of alcoholic beverages of any kind in plain view shall be considered in violation of campus policy. Privacy rights of students in their residential space will be respected, but any public nuisance coming from private space related to the consumption of alcohol shall bring the full force of this policy and applicable state law into play. The concealment of illegal alcohol consumption from plain view does not preclude the enforcement of state laws or this policy for other just cause. Campus Safety Officers and authorized staff may search beyond plain view with explicit approval from the Chief of Campus Safety, Director of Residence and Student Life or Vice President of Student Affairs. Students who violate this policy may be criminally prosecuted and be subjected to disciplinary actions ranging from probation with educational sanctions to suspension to expulsion. Students accused of violating these policies are afforded full due process under the College Student Code of Conduct. The College reserves the right to assign special circumstances to each individual case. The Vice President of Student Affairs or designee reserves the right to notify the parents of students under the age of 21 who violate alcohol and other drug provisions of the Student Code of Conduct, or who in our professional judgment are considered to be a danger to themselves or others. Upon receipt of an alcohol or other drug violation by a student under the age of 21, the Vice President of Student Affairs or designee will staff the case and make a decision regarding parental notification based on the particular circumstances of the offense and the student's history. Parents will be notified by letter or phone, depending on the circumstances of the case. Sanctions against College employees range from a letter of reprimand to termination of employment. The College may also refer cases for criminal prosecution. Other sanctions may include:

1. Possible suspension from the College,
2. Prohibited participation in campus activities, student government and the representation of the College or its organizations in any capacity
3. The student may be suspended or required to seek mandatory counseling services that may or may not duplicate those required for earlier violations. The student may also be required to register for the alcohol education program. Parental involvement in the form a parent-student meeting with the Vice President of Student Affairs or designee may also be required.

REMEMBER:

1. It is illegal for anyone to have alcohol on campus;
2. It is illegal for anyone under the age of 21 to drink;
3. It is illegal for anyone to buy or provide alcohol for someone under 21;
4. It is illegal for anyone to be intoxicated in public or to drive while intoxicated, on- or off-campus;
5. It is illegal for anyone to sell alcoholic beverages without a license. By law, the sale of alcoholic beverages including any situation in which there is a charge for entertainment or service and alcohol is freely available (including through common source or selling acup);
6. It is a violation of College policy for a student to hurt or endanger another student through drinking.

SEXUAL MISCONDUCT

Colby Community College is committed to providing a safe and non-discriminatory learning, living, and working environment for all members of the College community. The College does not discriminate on the basis of sex or gender in any of its education or employment programs and activities.

The College prohibits sexual assault, sexual and gender-based harassment, intimate partner violence, stalking, retaliation, and violation of interim measures. Zero Tolerance conduct is expressly forbidden and will not be tolerated at Colby Community College. It may also violate federal and state law.

The College adopts the Sexual Harassment, Sexual Assault, Sexual Misconduct, Relationship (Dating) Violence and Stalking Policy and Procedures with a commitment to: (1) eliminating, preventing, and addressing the effects of sexual misconduct; (2) fostering an environment where all individuals are well-informed and supported in reporting sexual misconduct; (3) providing a fair and impartial process for all parties; and (4) identifying the standards by which violations of this Policy will be evaluated and disciplinary action may be imposed. Students who violate this Policy may face disciplinary action up to and including expulsion.

The Policy and Procedures sets forth how the College will proceed once it is made aware of possible Prohibited Conduct in keeping with our institutional values and to meet our legal obligations under Title IX of the Education Amendments of 1972 (Title IX); the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (Clery Act), as amended by the Violence Against Women Reauthorization Act of 2013 (VAWA); and other applicable law.

See the full policy by visiting <https://www.colbycc.edu/about/title-ix/>

REMEMBER:

1. “It is a violation of College policy and state law to force sexual activity on another person. This includes anything from forced kissing or touching to forced intercourse. Force includes more than the use of weapons. It also includes physical force and physical or mental intimidation or pressure.
2. Consent means that your partner has freely agreed to sexual activity. The best way to know if your partner consents is to **ASK** and be sure your partner gave a clearly expressed **YES**.
3. Intoxication does not excuse poor conduct. It is a violation of College policy and state law to

have any sexual activity with someone who is unable to give consent because of alcohol or drugs or other impairment. If your partner is very intoxicated, you may be guilty of sexual misconduct **EVEN IF YOUR PARTNER SAID YES.**

4. Denying someone access, benefits, or opportunities based on willingness to engage in verbal or physical sexual interaction is sexual harassment. Do not use sex as a bargaining tool. It is illegal.
5. When someone makes it clear to you that they do not want sex, that they want to stop or that they do not want to go past a certain point of sexual interaction, **STOP!** Pressure for sexual activity is called coercion.
6. If you intentionally make contact with another person's breasts, buttocks, groin or genitals with any part of your body without explicit and clear-minded consent, even when hugging, you have violated that person's rights.
7. Unwanted pursuit of another person is stalking. Stalking may also involve the use of electronic media, social networks, blogs, text messaging, voice mail messages, letters or notes, etc.

WEAPONS

Colby Community College seeks to maintain a welcoming and safe educational environment for students, employees, and visitors, and adopts this policy for possession of dangerous weapons and firearms on campus and at events.

Except as otherwise allowed by law, the College prohibits the possession, transportation, and use of firearms and other dangerous weapons on campus. College students may not possess firearms at any time on campus and may be confiscated.

Student violations may be addressed in accordance with the Student Code of Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

REMEMBER:

A weapon is:

1. Any object or device which will, is designed to, or may be readily converted to conduct harm upon oneself or another person;
2. A Taser is a weapon and possession of a Taser is considered a violation of the Student Code of Conduct;
3. Any object or device which will expel shocks or bullets, shot or shell by the action of an explosive or other propellant;
4. Any handgun, pistol, revolver, rifle, shotgun or other firearm of any nature, including concealed weapons licensed pursuant to the Personal and Family Protection Act, and amendments thereto;
5. Any BB gun, pellet gun, air/CO₂ gun, stun gun or blow gun;
6. Any explosive, incendiary or poison gas (A) bomb, (B) mine, (C) grenade, (D) rocket having a propellant charge of more than four ounces, or (E) missile having an explosive or incendiary charge;
7. Any incendiary or explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device;
8. Any tear gas bomb or smoke bomb; however, personal self-defense items containing mace or pepper spray shall not be deemed to be a weapon for the purposes of this policy;

9. Any knife, commonly referred to as a switch-blade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle of the knife, or any knife having a blade that opens or falls or is ejected into position by the force of gravity or by an outward, downward or centrifugal thrust or movement;
10. Any straight-blade knife of four inches or more such as a dagger, dirk, dangerous knife or stiletto; except that an ordinary pocket knife or culinary knife designed for and used solely in the preparation or service of food shall not be construed to be a weapon for the purposes of this policy;
11. Any martial arts weapon such as nun-chucks or throwing stars; or
12. Any longbow, crossbow and arrows or other projectile that could cause serious harm to any person.

CCC also prohibits weapons at all off-campus College sponsored or supervised activities. Persons with knowledge or information of conduct which may constitute a violation of this policy are urged to contact the CCC Campus Safety Office.

FIGHTING

Fighting can lead to death, significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action. Such action will not be condoned by the College and will be subject to immediate suspension or dismissal of the individual(s) or the groups involved.

Any fight that involves individual students or multiple students from an organization, on or off campus, will be considered a violation of the CCC Student Code of Conduct. All individuals may be subject to the Code of Conduct hearings.

REMEMBER:

1. Fighting can easily lead to injury or death;
2. Fighting can often be avoided by walking away and reporting your incident to a proper authority
3. Anger is an emotion that can be controlled
4. You can control the impulse to fight by taking a deep breath, convincing yourself to stay calm, and walking away;
5. It takes more strength to avoid a fight than to engage in one;
6. If someone is attempting to invoke a fight, a great tactic is to change your focus to ease your tension;
7. When you are mature and confident it becomes easier to handle conflict in a mature manner. Think about how you would handle a possible fight before you are confronted with one: this will help.

GANG ACTIVITY/AFFILIATION

A “gang” is defined as a group that initiates, advocates, or promotes illegal activities, activities that threaten the safety or well-being of persons or property on College grounds, or at College sponsored functions or activities, on or off campus, or activities that are harmful to the education process. Prohibited “gang activity” includes, but is not limited to:

1. Soliciting students to become gang members;
2. Participating in gang initiation or other gang ceremonies;
3. Deliberately wearing, displaying or possessing prohibited gang symbols;
4. Engaging in gang-related violence or threats of violence;
5. Threatening others, including threats by brandishing a weapon or a replica of a weapon on school campuses, or at supervised school functions; or
6. Engaging in any behavior undertaken in such a manner as to be reasonably likely to incite violence or endanger persons or property.

Prohibited “gang symbols” may include any type of clothing decoration, jewelry, patches, bandanas, gang names, depiction of gang signs or symbols, and/or body signal/movement which is recognized as denoting a gang or is a sign, signal or movement utilized in connection with gang communications.

Student violations may be addressed in accordance with the Student Code of Conduct as well as other applicable policies and may include sanctions, up to and including expulsion.

RESIDENTIAL EXPECTATIONS

RESIDING IN YOUR COMMUNITY

VISITATION/COHABITATION

Living Centers are communities. The students who reside on campus accept the rights and responsibilities associated with communal living. More specifically, Colby Community College believes that students, by agreeing to live on campus, consent to certain roommate rights, including the right to sleep undisturbed in one’s room and its facilities without pressure or interference from roommates, and to personal privacy. Roommates and suitemates should always discuss the rules that will govern how they will operate within the room or suite during the first week of their move-in. Agreements should be reviewed periodically by the residents of the room. These agreements may be found with your Living

Center Management team or the Residence Life Office for your use. You may also request that your Residence Hall Management facilitate the development of your roommate/suitemate agreement to ensure the fairness of the process.

At CCC, students who live in the residences have helped to develop for themselves and for the community a policy on visitation and cohabitation based on their experiences in the halls and their understanding of what will work here. Civil laws, too, may have an impact on how students live in their environment.

Visitors may not infringe on the rights of other residents or guests to study, sleep or socialize in their room, suite, or building. Therefore, we do not condone the following in the residence hall: co-habitation, exploitive relationships, residents involved in sexual intimacy.

Definitions

1. CCC Residence Life defines a **guest or visitor** as:

Any person, including another CCC student and/or resident, who has not been assigned to live in the room he/she is present in.

2. CCC Residence Life defines **cohabitation** as:

Any person living in or occupying space to which the person is not assigned or dwelling within a room or facility without being a contract resident assigned to the space in question. The number of days in a particular room/apartment or residence will not be the sole issue, but also the person's presence on a regular or continued basis without a formal contract or assignment. Hall staff will be trained to sight evidence of cohabitation which may include, but not be limited to, presence of belongings not natural to a non-overnight/temporary visit, canvas of residential neighbors, etc. **Students reasonably considered to violate this policy will be held responsible and may be sanctioned up to double room rental cost and/or suspension from the residential community.**

3. CCC Residence Life defines a **CCC Resident** as:

Any paying student who is living in or occupying a space within the College residence halls and has a current and active agreement on file within the Office of Residence Life. A CCC resident visiting another CCC resident is defined as a CCC resident guest.

4. CCC Residence Life defines an **CCC Non-Resident Guest** as:

Any person who is not a CCC Resident, but is a currently enrolled CCC student and is present in a residence hall for any given amount of time.

LESBIAN, BISEXUAL, GAY, TRANSGENDER (LBGT) RIGHTS AND EXPECTATIONS

As collegiate students, all persons of the campus community are expected to evolve in their understanding and acceptance of a diverse campus population. This includes the understanding and acceptance of lesbian, bisexual, gay and transgender (LBGT) students and their lifestyle. While LBGT students have the right to fair and comfortable environments that are conducive to their education they are also expected to respect and abide by all rules and regulations published and communicated to students for the governing of our residential operations.

COHABITATION POLICY

Campus housing is for contracted residents. Individuals with valid contracts and housing assignments are the only people permitted to reside and keep belongings in campus housing. Cohabitation is defined as providing housing or storage for persons who do not have a legal contract with Residence Life or assigned to the room in which they are staying. Cohabitation is strictly prohibited.

Any resident who is identified as allowing co-habitation within their assigned space will be charged additional rent up to a semester charge. All students within the respective space will be responsible for an equal portion of this charge, unless the violation was reported via residents of the assigned space. Violations may lead up to suspension from the residence hall.

VISITATION POLICY

Visitation is a shared responsibility between the residents of the community and residential staff. Students agree to these policies when they agree to the Housing Agreement and the accompanying Student Code of Conduct. Students are encouraged to notify their RA or Hall Management staff of potential violations of this policy in a timely manner.

Visitors are permitted within residential spaces (including rooms), with roommate consent, Sunday through Wednesday from 10:00 AM to 10:00pm; Thursday Through Saturday from 10:00 AM to 2:00 AM.

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 must have roommate consent.
- 8) All overnight guest request must be submitted (in writing with roommate consent) to the Director of Residence and Student Life 14 days in advance. The Director will then notify the resident within 72 hours with a decision if the request was approved or denied.
- 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.

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.

DANGEROUS AND DISRUPTIVE ACTIVITIES

The following activities are deemed dangerous/disruptive and may result in significant damage to property or persons and are strictly prohibited in residential facilities:

1. Accessing rooftops or ledges
2. Climbing from windows
3. Scaling or rappelling from balconies or exterior walls
4. Throwing, bouncing or kicking of any object in or from a window, ledge, roof, stairwell, balcony, hallway or any other common area.
5. Playing sports or utilizing sporting equipment in individual rooms, hallways, or lobbies
6. Skateboarding, Rollerblading, using hover boards, using scooters, biking, or other personal transportation devices in hallways, lobbies, elevators, stairwells, handicap ramps
7. Tampering with fire safety equipment; hanging items from fire safety equipment or within 18" of fire safety equipment. Fire safety equipment includes but is not limited to: sprinklerheads, fire

alarm pull stations, smoke detectors and fire extinguishers.

Students engaging in any of the previously listed behaviors will be subject to immediate disciplinary action. In addition, any damages to facilities and property resulting from these activities will result in restitution charges to either the individual or the community. Damages as a result of violating other university and/or housing policies will also be grounds for restitution and disciplinary action including possible suspension from the residence halls and/or the College.

Residents are asked to report any crime or behavior that is disruptive to the living/learning environment that they have witnessed or have knowledge of, to Campus Safety, Residence Life staff, and/or a College Official.

BULLYING

It is the policy of the College that no student, faculty or staff member should be subjected to bullying or harassing behavior by any other student, faculty or staff member. Furthermore, no person should engage in any act of reprisal or retaliation against a victim, witness or anyone with information about an act of bullying or harassing behavior.

“Bullying or harassing behavior” is defined as any pattern of gestures or written, electronic or verbal communications, or any physical act or any threatening communication, or any act reasonably perceived as being motivated by any actual or perceived differentiating characteristic, that takes place on any property owned or controlled by Colby Community College, or during any activity in whatever place sponsored by, directed or controlled by Colby Community College, and that also fulfills one of the following conditions:

1. Places a student, faculty or staff member in actual and reasonable fear of harm to his or her person or damage to his or her property
2. Creates or is certain to create a hostile environment by substantially interfering with or impairing a student’s educational performance, opportunities or benefits

“Hostile environment” is defined as the condition wherein the victim subjectively views the conduct as bullying or harassing behavior and the conduct is objectively severe or pervasive enough that a reasonable person would agree it is bullying or harassing behavior.

ROOM ENTRY BY STAFF/HEALTH AND SAFETY INSPECTIONS

Colby Community College reserves the right to enter and inspect any room to maintain discipline, care of property and the health and safety of the students. (i.e. reasonable suspicion of college policy violation or damage to college property). This may also be done on a monthly basis and/or when there is reason to believe that such a search is necessary to maintain the safety and good health of any and all residents. Students’ rights to privacy are respected on CCC’s campus. Resident Assistants and/or Hall Management may not search a student’s room beyond plain sight without explicit approval of the Director of Residence and Student Life, or higher authority.

CCC reserves the right to have the dorms checked and monitored by local police as well. On occasion there will be drug dogs in the public areas of the dorms (hallways, common areas, etc.) Should there be a hit in any of these areas, CCC personnel may enter the room with local law enforcement. 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.

Maintenance personnel are authorized to enter rooms and perform routine maintenance and repair services. When required for repair or maintenance inspection, closed spaces may be opened and observed. Violations found during such rendering of service will be acted upon by Hall Management.

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.

CLEANING SUPPLY 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.

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 Embree Hall. 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 Residence Hall 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. You will be charged \$5.00 (\$10.00 after midnight) lock out fine per lock out. Be prepared to show your Trojan 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 \$50.00 for areplacement key.

ROOM KEY HANDLING

All hall residents are issued key(s) to a room/suite. The key(s) will open your assigned room only. Keep your key in your possession at all times. **DO NOT LOAN YOUR KEY TO ANYONE.** Students who fail to carry their key are not guaranteed immediate access to their room. For security purposes, lost or stolen key(s) may necessitate changing locks. This charge (located in the back), will be made to the student who loses his/her keys. Unfortunately, Residence Life cannot absorb costs for the replacement of stolen keys or lock replacements.

There will also be a lock out fee assessed to unlock doors. Appropriate I.D. will need to be available, before a lock-out service is provided. When a key is lost please report the loss to your Hall Management Staff immediately. Failure to do so could lead to illegal entrance into your room and loss of belongings.

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:
Your Name
Your and Room #
1255 S Range Ave
Colby, KS 67701

Sample:
Colby Trojan
Living Center East, 12A
1255 S Range Ave
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.

If a resident departs prematurely from the residence hall, it is their responsibility to make arrangements to retrieve their personal belongings. Students have seven (7) business days from the day of departure to make arrangements with the Residence Hall Coordinator of their building to retrieve their personal items. After seven (7) days, items will be discarded at the owner's expense. Due to limited spacing, storage of items will not be permitted.

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 THE 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/student/student-handbook/index.html>

BIKES

Bikes and/or scooters may not be stored inside the residence halls. Bike racks are available outside every living center.

BULLETIN BOARDS/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, crockpots, Instapots, Air Fryers, etc.) are not allowed in the living centers. 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.

ELEVATORS

Vandalism to any elevator is strictly prohibited. This also includes jumping, holding open for an extended period of time, or delaying the elevator. Do not use an elevator if there is a fire drill or an actual fire. Report any problems to the Hall Management Staff immediately.

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. Additionally, beds must not be taken apart. Failure to comply will result in a \$100 fine.

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.

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. Please address any questions to the Vice President of Student Affairs.

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.

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.

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.

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.

CHILDREN IN THE BUILDING

Children are not allowed in the rooms of the residence halls. Children who have been approved to visit in the lobby area must always be attended by family member or approved guardian. Visitation times must adhere to lobby/office hours. Babysitting is not permitted in the residence halls.

TROJAN IDENTIFICATION CARD

The Trojan Identification Card is an essential part of life at Colby Community College. The one card serves as identification and building access to facilities, athletic games and special events.

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.

DAMAGE BILLING

Damage billing is used to address all vandalism in public areas. These areas include lobbies, hallways, social and student lounges, recreation rooms, bathrooms, stairwells and elevators. When

public areas are vandalized or College property is damaged, a group of students, a floor, or a building where students live in close proximity to the damage will be assessed fees for the damages if no one resident or group of residents accepts responsibility. Each time an incident occurs, a Resident Advisor, Residence Life staff member, Campus Safety or Facilities Services staff member will document the incident and nature of the damages including photographing the area. The vandalism will be assessed and appropriate fees will be determined. These fees will include repairs to or replacement of property as well as billing for personnel required to address the vandalism.

There are two types of damage billing: Individual Damage Billing and Residential (Community) Damage Billing.

- **INDIVIDUAL DAMAGE BILLING:** Individual damage billing refers to damages to an individual residence hall room or the common area shared within a suite or apartment. Whereby the residents of a room are responsible for the costs associated with any repair or replacement within his/her room. Residents assume responsibility for the condition of their assigned room/suite/apartment and for the damage which occurs within all assigned living areas. This includes, but is not limited to, the common living spaces (living room/bathrooms/study rooms) in all residence halls. Unless the student(s) responsible for damages to these spaces can be identified, damage charges for common space areas will be collectively billed to all students assigned to room/suite.
- **COMMUNITY DAMAGE BILLING:** The philosophy behind community damage billing is that all residents in CCC housing are part of a larger community on campus. Therefore, residents of CCC housing are not only responsible for their personal accommodations, but also the community areas they share with fellow residents. One unfortunate aspect of this responsibility is that damages that may occur in common areas. It is our hope that students will create a sense of ownership of and pride in their community. As a result, residents will work to prevent damage and address incidents as they occur. Instead of requiring a damage deposit from each resident, we choose to bill the students for individual incidents. Depending on the building and the physical configuration, as well as the nature of the incident, our staff will determine whether the incident should be shared by all members of the building or by members of a particular floor, wing, or section. Whenever possible, the university will hold accountable individuals responsible for common area damages.

If damage is deemed to be intentional in nature, disciplinary action will also be taken. Repeated occurrences or damage by an individual or group will be investigated to determine whether further disciplinary measures are warranted, including suspension or dismissal from CCC housing, housing reassignment and dismissal from the College.

EXAMPLES OF DAMAGE BILLING INCIDENTS

- Any damage that goes beyond the normal, expected wear and tear of items.
- Excessive cleaning
- Bodily fluids (blood, urine, mucous, feces, and vomit) in the halls, bathrooms, or other common areas

- Broken exit signs
- Broken windows or glass
- Inverted or incorrectly assembled beds
- Broken lounge furniture
- Damage to carpet and upholstery
- Food or trash left in sinks or water fountains
- Trash, excessive trash or trash bags not properly disposed (i.e. pizza boxes or room trash found in the halls, stairwell, or bathroom/lounge trash can)
- Fire extinguishers and smoke detectors that are missing or have been tampered with (greater sanctions will be given to persons found responsible)
- Removal of any College furniture from its designated location
- Holes in walls
- Sprinkler head discharges due to causes other than fire
- Graffiti

ESTIMATED FACILITIES REPAIR COSTS

The determination of who will be charged for facilities repairs is directly related to the area where the damage occurs. For example, if the damage occurs in a particular hallway or bathroom the students of that floor will likely be billed. If the damage happens in an entry lounge, common stairwell, or elevator the charge will likely be assigned to all residents in the building.

The amount of the charge may vary in cost depending on the incident and the severity and costs of repairs.

APPEAL PROCESS

COMMUNITY DAMAGE BILLING: Prior to posting community damage charges to your student account, you have an opportunity to assist us in identifying those responsible for vandalism. An email will be sent to your CCC email account reporting the damage and associated billing charges. You have until a predetermined date to either accept responsibility for all or part of the damage, or provide information leading to the adjudication of the person(s) responsible for the damage. If no community member steps forward, the charges will be distributed among all members of the community. Fees will not be placed on your student accounts until a minimum of \$5.00 has been reached. This may occur immediately, at the end of the semester or even at the end of the academic year, pending the amount of unidentified damages within your area. Please contact a member of the Residence Life staff or Daryl.Bass@colbycc.edu if you have any pertinent information related to identifying the responsible person(s).

INDIVIDUAL DAMAGE BILLING: To appeal an individually billed damage charge, you must submit a written explanation to Daryl.Bass@colbycc.edu within 5 working days of receiving notification of the damage charge. If the appeal is granted, any interest charge related to the damage fee will be waived as well. If the appeal is denied, your student account will be billed.

During the semester in progress, the individual damage billing appeals process for that semester is ongoing. For charges assessed after the close of a semester, students have two weeks after receiving the damage billing to appeal. All appeals will be accepted for the prior semester until the posted deadline.

If the appeal is granted, any interest charge related to the damage fee will be waived.

If there are any questions, please contact the Residence Life Office.

RESIDENCE LIFE CONDUCT PROCESS

When students are allegedly involved in behavior that violates the College policy, the following is a general overview of how the incident is handled, from start to finish:

1) AN INCIDENT REPORT IS WRITTEN

A Resident Assistant will document the alleged violation of college policy on an Incident Report. They will submit the report to the Hall Coordinator. If the alleged violation is one of a more serious nature it will be routed to the Director Residence and Student Life. If the violations are minor in nature the Hall Coordinator may choose to hear the case and give sanctions. Any zero tolerance violations will be routed to CCC Campus Safety Department and the Director of Residence and Student Life.

2) A PRE-HEARING CONFERENCE TAKES PLACE

A Notice of Hearing is sent to the student, which contains the alleged charges. This letter contains a copy of the incident report as well as the time, date, and location of the pre-hearing conference. The Director of Residence and Student Life will hold the pre-hearing conference. During this conference, the student and the board review the judicial process, the incident report, the alleged violations, student rights and responsibilities. The student then chooses a hearing option, as follows:

A. WAIVED RIGHTS

A student may claim responsibility for the alleged violation and waive their right to a formal hearing. If a student waives his or her rights they cannot appeal the decision made by the board. When a student waives his/her rights sanctions will be given at time of the pre-hearing conference.

B. HEARING

A student who chooses a formal hearing will be notified by email of the hearing date, time, and location. The student must attend the scheduled hearing or a decision will be made in his/her absence. In such cases, the student waives his/her rights to review or appeal the decision. At the recorded hearing all individuals are introduced. The Student Conduct Board will ask fact-finding questions of all individuals and deliberate on a decision of "responsibility" or "non-responsibility". All hearings are fact-finding and educational in nature, and decisions are based on a preponderance of evidence. The appeal process is shared with the student after a decision and possible sanction(s) have been given.

3) APPEALS PROCESS

If applicable, the student will be informed of the appeals procedures. Students may appeal to the Vice President of Student Affairs. Failure to appear at the original hearing renders the right of appeal null and void and the decision is final. This appeal must be made in writing 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.

Appeals may be based on one or more of the following reasons:

- A. Sanction not in keeping with the severity of wrong doing
- B. New evidence
- C. Denial of due process

DUE PROCESS

All students have the right to due process. Due process in the judicial system usually requires the following:

- Notice of Charges
- Notice of evidence to be used in support of the alleged violations
- A hearing
- Written notification of charges will be sent by mail.
- Student will receive advanced written notice of the time and place of the hearing. Students are expected to attend the scheduled disciplinary hearing. Failure to do so will result in a decision without the benefit of the student's testimony. In such a case the student waives his/her rights to review or appeal the decision.
- The student shall receive written notification of the finding and sanctions(s) as soon as possible after the conclusion of the hearing.
- If applicable, the student will be informed of the appeals procedure. Student may appeal the sanctions of Suspensions and Dismissal from the residence hall.

Appeals must be based on one or more of the following reasons:

- Sanctions not in keeping with the severity of wrong doing
- New evidence
- Denial of due process

A student who wishes to appeal must write a letter indicating the grounds for the appeal request. The letter must be submitted no more than five academic working days after the hearing to the Director of Residence and Student Life.

Neither Federal nor state rules apply in residence life disciplinary proceedings. The College reserves the right to provide formal notification to parents and police when a student has been involved in an infraction of Residence Life and/or College policy.

SANCTIONS

When students are found responsible for violating residence life policy, one or more sanctions may be assigned. The Director of Residence and Student Life determines and issues sanctions, giving consideration to the following:

- the seriousness /severity of the incident
- the attitude of the person(s) involved
- the disciplinary record of the person's involved
- any special/mitigating circumstances
- the rights of others in the community

* The cumulative effect of situations/ past record is strongly considered in determining sanctions.

NON-COMPLIANCE WITH THE JUDICIAL PROCESS

A student who fails to comply with the judicial process by not responding to judicial correspondence, not attending scheduled meetings/hearings, or by not fulfilling assigned sanctions may have a hold placed on his/her student records. This will prevent the student from registering for classes, obtaining a copy of transcripts and receiving grades. This hold will remain in place until the student is in compliance. In addition, failure to comply with the judicial system is a violation of College policy, and may be handled judicially, as with any other alleged policy violations.

POSSIBLE SANCTIONS

Please see the chart of possible sanctions in the appendix.

EMERGENCY PROCEDURES

FIRE ALARM

Each room has a smoke alarm. Embree Hall 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) Embry Hall to Living Center East Parking Lot
- 3) Living Center North to Embree Hall Parking Lot

MISSING PERSON

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

SEVERE WEATHER

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. If 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) Embree Hall- move to lower level bathrooms
- 3) Living Center North- move to bathroom
- 4) When time permits, Ferguson Hall and the Library Basement

WEATHER TERMINOLOGY

Tornado/Severe Weather Watch: 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: 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 Life Staff Member include Residence Hall Coordinators and Resident Assistants
- 2) Options (Domestic and Sexual Violence Services): (785) 460-19823 or 1- 800-794-4624
- 3) Counselor: (785) 460-5439
- 4) Colby Police: 911
- 5) Student Health: (785) 460-5502

- 6) Vice President of Student Affairs Office: (785) 460-5490
- 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 does not discriminate on the basis of race, color, gender, age, disability, national origin or ancestry, sexual orientation or religion. For inquiries, contact the Vice President of Student Affairs, Title IX and ADA Coordinator, Colby Community College, 1255 S. Range Ave., Colby, KS 67701. title9@colbycc.edu. 785.460.5490.

APPENDIX

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
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Campus Offices and Services

Admissions	4690
Bookstore	5500
Campus Security	911
Counselor	5439
Financial Aid	4679/5497
IT	5541
Library	4689/5487
Mailroom	5491
Maintenance/Custodial	5413/5471
Registrar	4612/5509
Scholarships	4611
Student Accounts	4664
Student Affairs	5490
Student Health	5502
Student Support Services	5510

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	\$35.00
Key replacement	\$35.00
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	\$25.00
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
Putting Bed Frame Together	\$100

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. **Any three offenses will result in expulsion from the dorms unless otherwise stated.**

POLICY VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD 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

POLICY VIOLATION	1 ST OFFENSE	2 ND OFFENSE	3 RD OFFENSE
Possession (without usage) of dangerous materials including weapons	\$200 fine, 2 developmental sanctions	Immediate removal from living center	N/A
Deactivation of smoke detector	\$100 fine, 2 developmental sanctions	\$200 fine, 2 developmental sanctions	\$400 fine, 2 developmental sanctions
Blocking exterior doors	1 developmental sanction	2 developmental sanctions	2 developmental sanctions
Smoking and/or use of tobacco products	\$100 fine, 1 developmental sanctions	\$150 fine, 2 developmental sanctions	\$200 fine, 2 developmental sanctions
Possession of candles, incense, hookah	\$100 fine, 1 developmental sanction	\$150 fine, 2 developmental sanctions	\$200 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
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. <i>Nature of the first offense may raise sanctions to those for second offense.</i>	\$200 fine, 3 developmental sanctions, and restitution. <i>Nature of the second offense may raise sanctions to those for third offense.</i>	Immediate removal from Residence Hall and/or Expulsion
Disruption of the neighborhood	\$50 fine, 2 developmental sanctions, and restitution. <i>Nature of the first offense may raise sanctions to those for second offense.</i>	\$100 fine, 3 developmental sanctions, and restitution. <i>Nature of the second offense may raise sanctions to those for third offense.</i>	\$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.			

***Any student living in campus housing facilities and charged with a felony will forfeit the right to remain living on campus.**

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 from 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	
<hr/>		
Resident 1- Signature	Resident 2- Signature	
<hr/>		
Resident Advisor Signature	Hall and Room Number	Date
