



Residential Life Handbook

Chapter 1: Campus Life & Housing: A Department Overview

Mission Statement:

Campus Life and Housing fosters a safe & inclusive campus environment that promotes student learning, holistic development and a sense of belonging.

Vision Statement:

Explore. Grow. Empower. Innovate.

Housing Philosophy:

Gillette Community College District offers safe, clean and affordable on campus housing for GCCD students while they attend college. The atmosphere is in harmony with that of acquiring an education and personal growth in a college setting. Student housing is a privilege for GCCD students. It is the responsibility of the student to ensure the future of this privilege by taking personal responsibility in dealing with issues that may arise.

The residence halls are a home to those students living on campus. A residence hall is a vital community alive with a diversity of people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living and learning environment. They provide a supportive structure within which students feel comfortable exploring, both individually and collectively, many different possibilities for growth.

Community refers to a group of people sharing a common interest, who...

- Are interdependent for the fulfillment of certain needs;
- Live in close proximity and interact on a regular basis;
- Share in defining expectations for all members of the group and assume responsibility for meeting these expectations;
- Are respectful and considerate of the individuality of other persons within the community.

Important Numbers: (Gillette College specific):

Emergencies (Police, Fire, Medical)	911
Director or Coordinator of Campus Life & Housing	(307) 681-6501, or 307-696-7855
Gillette Police Department	(307) 682-5155
Resident Assistant on call	(307) 689-5438

PROGRAM GOALS

Student Learning

Develop and strengthen initiatives that contribute to academic excellence and interpersonal success. Strengthen existing and initiate new opportunities to enhance student learning and development and expand the educational experience.

Community

Facilitate an environment that engages and connects every student to each other, their floor or building, and with people, resources, and organizations of the campus. Develop and implement initiatives, which respect and appreciate the value of both differences and similarities, which supports the well-being and success of all community members.

Safety & Security

Provide an environment, which has appropriate safety features and provide a comprehensive educational program, which helps students to make educated choices, minimize risk, and understand that safety is a shared responsibility.

Diversity

Build and enhance communities for residents and staff, which maximize the opportunities and benefits from living and working in multi-cultural communities at GCCD. Educate staff and students in order to create a more socially just and inclusive campus.

Communication

Communicate effectively and with respect, both internally and externally, in a timely manner.

Technology

Maintain and enhance the innovative use of technology to best support the students, staff, operations, and programs, and educational experience.

Facilities

Maintain, renew, and enhance facilities to respond and meet the needs of current and future students.

Fiscal Responsibility

Use funds in a planned manner to provide value and excellence in programs and services.

Quality Service

Meet or exceed expectations of students; assess programs and services; practice continuous improvement.

Organizational Development & Effectiveness

GCCD is an organization that aspires to create inclusive programs which requires us to maintain and enhance an organizational culture that values all individuals, seeks their engagement and ownership; develops new ideas and integrates best practices; provides a supportive climate, and holds staff and students accountable.

GCCD is a dynamic institution that strives to meet the needs of all residential students. In order to best meet the needs of the community, GCCD is comprised of several inter-campus partnerships that focus on specific areas.

Facilities Management

The overall administration of the residential facilities is a partnership between Facilities/Maintenance staff and Campus Life and Housing. GCCD has a vested interest in the upkeep up the residential facilities and employs several staff members to coordinate maintenance and upkeep which ensures that the needs of residents are met and coordinates the following services:

- Residential Improvements
- Renovations/ New Construction
- Work Order/Maintenance Direct Requests

Campus Life and Housing

Campus Life and Housing is the unit within GCCD that works with the daily operations of residential facilities and develops initiatives to help students succeed in and outside of the classroom at GCCD.

Campus Life and Housing provides leadership in the following areas:

- Living & Learning Community Initiatives
- Community Building
- Student Leadership Development
- Conflict Resolution
- Emergency Response/Duty Coverage
- Safety Initiatives/Management
- Student Conduct Education

Who Works in our Residential Communities?

The Campus Life and Housing program is a vital component of student life at GCCD. Our residents are supported and assisted by numerous professional and student staff members, most of whom live in the residence halls. Our staff is made up of an eager and talented group of individuals who are dedicated to making your residence life experience a rewarding one. Below is a brief description of the roles and responsibilities of our staff:

Office Assistant (OA)

The Campus Life & Housing Office is staffed with Office Assistants (OAs). Students have been selected and trained to assist students with many residential needs. Resident Assistants also serve in the role of an OA within the residence halls. OAs assist residents who need to check out hall equipment, sign for temporary keys, and report facility problems, including malfunction of laundry. The OAs are supervised by the Campus Life and Housing professional staff.

Resident Assistants (RA)

Residence halls have RAs assigned throughout campus with assigned areas of responsibility. RAs are carefully selected and trained students who have been chosen for their commitment to helping and advising a group of their peers. Each RA is trained in assisting and/or referring students with academic and personal concerns to the appropriate person or office. The job of the RA combines many roles: activities organizer, resource person, administrator, residence educator, community leader, adviser, and friend. As a residence educator, the RA plans and implements a variety of activities and educational programs designed to provide a positive, fun, and educational environment in the residence halls. As a community leader, the role of the RA is not to police the residence halls but to build community, respond to incidents and issues that create problems and challenges for the community, and to ensure that GCCD/NWCCD policies, rules, and community standards are upheld within the residence halls. RAs assist residents in responding to conflicts, personal issues, and disagreements that might arise within individual communities on campus. The RAs are supervised by a professional staff member within the Campus Life and Housing office.

Director of Campus Life and Housing

The Director of Campus Life and Housing manages a variety of responsibilities under the direction of the Division of Student Affairs. The Assistant Director position is a full-time, live-in, professional staff member who has direct responsibility to the residential community. These individuals are GCCD's administrative staff members who handle all aspects of the student residential experience. In addition, they are responsible for the development and supervision of the RAs and OAs within their community. They work directly with students on a wide variety of concerns and issues affecting student life in the residence halls. They promote community development within the residence

halls through staff supervision, student development activities, offering programs, and referrals for outside assistance, behavioral interventions, and student conduct resolution. Additionally, these staff members are responsible for selecting and training the residence hall staff, developing social and educational activities, educating conduct violations, and developing residence life policies and procedures.

Coordinator of Campus Life and Housing

The Coordinator of Campus Life and Housing is a professional who lives on campus and assists the Director of Campus Life and Housing with housing responsibilities, student conduct and Title IX, strategic planning, and cultivating a welcoming, safe and engaging residential experience. This professional is also tasked with campus wide programming and engagement activities. They are present to be a mentor, guide and a positive role model for students at GCCD.

Building Maintenance

Facilities staff serve an integral part in the success of GCCD residential units. These staff members work with students and building staff to manage the facility. They also respond to building work orders that students or staff input and work quickly to resolve those issues in the residence halls and apartment communities.

Security Officers

Gillette College works in conjunction with a security company that provides late night coverage. Security officers are tasked with ensuring security of the buildings and safety for our students. These officers act as an extension of Gillette College and have full authority to monitor and initiate the student code of conduct adjudication process for any breach of student code of conduct including but not limited to: noise complaints, alcohol and drug violations, and roommate conflicts. Security officers are trained in College policy, and report to both Campus Life and Housing and Risk Management.

Our Commitment to Residential Students

Campus Life and Housing is committed to a partnership with residential students to assist all of our community members in achieving intellectual and personal growth. Success is dependent upon the understanding that with rights come responsibilities. Our students have the right to certain educational and residential living expectations and a responsibility to assist in creating an atmosphere that is conducive to our goal of assisting community members in achieving intellectual and personal growth.

Student Rights:

- A clean, safe and secure living environment within the residence hall community
- A residence hall community that promotes respect, personal growth and development, appreciation for differences and diversity
- Accountability for violations of residence hall policies, standards, rights and responsibilities.
- A residence hall community which creates an environment conducive to achievement of intellectual and personal growth
- Programs and activities that encourage the development of community
- Access to resources to assist with myriad of issues confronting college-age individuals
- An equitable and consistent enforcement of policies, with due consideration of the rights of all members of the residence hall community.

Student Responsibilities:

- Take learning seriously. Attend every class, be prepared, participate in discussions, ask questions, and get assignments done on time. Attend residence hall programs and events, get involved in campus-wide clubs and organizations, take on a leadership role in some capacity, attend floor meetings and check NWCCD email regularly.
- Treat fellow students and College faculty and staff with respect
- Contribute to the enrichment of campus communities: room, suite, floor, residence hall, and College.
- Communicate effectively to prevent/resolve conflict with roommate(s) and other community members
- Get involved in campus life, activities, or organizations.
- Protect and preserve property and buildings belonging to others and the district.
- Be aware of how personal choices affect academic success, personal growth, and the quality of life for community members.
- Be knowledgeable of and comply with college policies as outlined in the Student Code of Conduct
- Maintain at least a 2.0 GPA and at least 12 credit hours while living in college housing or 6 credits (fulltime) for summer session. *Students living on campus must be enrolled in at least 9 of the total 12 credits from Gillette Community College District (GCCD)/Northern Wyoming Community College District (NWCCD).

The Common Good

One characteristic of positive communities is a concern of the common good. Residents must understand what it means to be a member of a community and must set high standards for their own behavior. To achieve this goal, GCCD increase residents' awareness of their rights and responsibilities while living in the communities. We encourage residents to take greater ownership in the community and to develop community standards. By reminding students of these standards, holding people accountable through personal contact and group discussions and taking swift action on behavioral and facilities issues, we help make the residence halls vital and enjoyable places in which to live.

Hall Representation

The Residence Hall Association (RHA) provides residents with an opportunity to become involved in the administration of the housing program. Its purpose is to assist in setting guidelines for residents and to represent students' interests concerning such things as activities, improvements in living conditions and general campus life functions. Contact your Resident Assistant (RA) if you have additional interest or questions. *RHA may or may not be active depending on student interest each semester.

Chapter 2: Campus Life & Housing Getting Started

In this section, you will get a basic understanding of the assignment and roommate matching process. Additionally, important information that you need to know prior to move-in is covered in this section.

Room Assignment Information

GCCD offers accessible, modern, and affordable housing to NWCCD/GCCD students. Housing options are varied and include a full range of residential experiences including traditional residence halls to apartment style housing units. Full-time, degree-seeking undergraduate students who are interested in on-campus housing must apply for on-campus housing each year.

Room assignments for new students will occur during summer session and are reserved on a first-come, first-served basis utilizing the housing application and preferences indicated. All assignments are made on a space available basis and, when possible, in accordance with the preferences indicated on a student's housing application. Students are encouraged to apply early. Rooms will be held based on the payment of the housing deposit.

In order to be eligible for on-campus housing, a student must submit a housing application and \$200.00 housing deposit. A fifty dollar non-refundable administrative fee is assessed as part of this deposit. The deposit is required to request a room and also serves as a damage deposit; appropriate charges for damage to and/or loss of GCCD property for which the student is responsible will be deducted. The student is also responsible for damages costs, which exceed the amount of the deposit and will be billed accordingly. The deposit may be forfeited if the terms of the housing contract are not fulfilled, including improperly checking out of your room at the end of your stay or if excessive cleaning needs are determined. By applying for on-campus housing, a student is agreeing to the Terms and Conditions of the Housing Agreement and the Campus Life and Housing Policies and Procedures. While submission of a housing application and payment does not guarantee on-campus housing, it is required in order to be considered for on-campus housing.

Room assignment details, including building will be available to each student to their NWCCD email. Student's may release names and email addresses to be shared with roommates/suitemates to encourage communication and interaction prior to move-in. Students will receive housing assignments via email and via our housing software eRezLife. once a determination has been made. Please note that room assignments may change prior to check-in.

GCCD/NWCCD does reserve the right to administratively reassign students or consolidate vacancies when deemed necessary. In these situations, students will be notified via their NWCCD email. At times of high demand for housing (typically in the fall semester), GCCD/NWCCD may house students in temporary housing assignments in over-flow housing located off campus. As spaces become available, students in temporary housing will be assigned a permanent space.

All residents of campus housing units are required to be immunized against measles, mumps, and rubella. Specific information regarding verification of immunity is made available to all housing applicants. Verification of immunization must occur before a student will be assigned a room. Other vaccinations such as Tetanus, Meningitis etc. are encouraged, but not required.

Roommates

Living with a roommate is an opportunity to build a lifelong relationship, to have someone to engage in debate and in laughter, or to share late-night conversations and early-morning cereal. Hopefully, this relationship will be positive and rewarding, but it can also be challenging. While most roommates get along very well, it is natural to have some issues arise during a year.

To help students address issues before they become an impediment to the residential experience, each student will be asked to complete a Community Living Standards Agreement. This agreement will provide tools to help students build open communication and a positive relationship. With a little work, the relationship with a roommate will be one of the best parts of a student's life in the residence halls!

It is not necessary for a roommate to be a best friend, but it is necessary that every student respect one another. It is essential that lines of communication be developed and remain open with roommates; being assertive means standing up for individual rights without violating the rights of others. Often, it helps to talk about other types of experiences that a person has had before talking about what expectations each roommate has of the other. After opening the lines of communication, roommates find it easier to talk about what they want to see happen in the room. Remember the more effort a student makes to spend quality time with a roommate in discussion, the easier it will be to mediate conflict if it arises during the year.

Moving in Preparation: Suggested Packing List (these are just some examples, not an inclusive list)

To reduce overlap consult with your roommate/suitemates for items that can be shared.

Bedding

Extra-long twin sheet sets, blankets, quilts or comforters, pillows, pillowcases. Mattress pads or toppers may also be a good idea to increase your comfort level.

Bath

Bath towels, washcloths, bathmat, bathrobe, shower caddy, personal hygiene products, toilet paper, tissues

Bedroom

Clothes, desk lamp, hangers, laundry basket, storage tubs/organizers, iron, coffee maker (w/auto off)/Keurig

Electronics

Television, cell phone and charger, airpods, laptop/ipad, surge protectors/extension cords, Flash light, Roku stick

Home Decor

Area rugs, Posters, Plants, dry erase boards, dry erase markers

Important Paperwork

Medical insurance card, GCCD/NWCCD paperwork, insurance paperwork, Car registration (if applicable), bank information, renter's insurance, ID such as passport, social security number etc. for student employment purposes

Cleaning Supplies

Sponges, Disinfectant wipes, Dish detergent, HE laundry detergent, all-purpose cleaner, broom, mop, mop bucket, vacuum, fabric softener, stain remover, paper towels, garbage bags, toilet bowl cleaner, trash can, pledge

Medical Supplies

First-aid kit, prescription medication, cold medicines, thermometer

School Supplies

Notebooks, laptop, binders, pens, pencils, highlighters, scissors, tape, stapler, calendar or planner, calculator, backpack, painters tape (for hanging things on the walls) or push pins

What Not to Bring (These are just examples-not an inclusive list)

Fire Hazards

Electrical appliances with exposed heating elements, including; toasters, toaster ovens, hot plates, deep fryers, strings of lights, and soldering irons, candles, incense, scents or wax melting containers, extension cords without a surge protector, items with an open flame, chemicals, fog machines

Weapons

Firearms, fireworks, ROTC rifles, pistols, BB guns/airsoft guns, water guns, billy sticks/hand batons, nun chucks, switchblades, knives with a blade longer than 4 inches

Decorations

Decals, metal signs, stickers, lava lamps, nails, halogen lights, darts, and dart boards, liquid/Air-filled furniture, any paraphernalia relating to drugs or alcohol that are used as decoration to include but not limited to: empty bottles, Jack Daniels pouches, posters or décor with drug/alcohol insignia

Drugs

Paraphernalia, Narcotics, Marijuana, Devices such as hookah, beer bong, funnels, vapes or pipes

Miscellaneous

Lofts, Platforms, Bed Risers, Grills, Personal furniture (i.e. bed), major Appliances (such as stoves, dishwashers, freezers, Etc.), pets (with the exception of fish which is per discretion of housing director), wireless internet routers, vape devices

Moving to Campus

Specific check-in information will be provided to students through NWCCD email prior to the corresponding move-in day. If a student will be checking into a residential hall after the stated opening day, they will need to notify the Campus Life and Housing office with anticipated date and time of arrival. This arrival **MUST** be scheduled for a time the housing office is open. Notice of cancellation of reservations must be received no later than July 1st for the fall semester and January 5th for the spring semester. If such notice is not given, the entire deposit will be forfeited. Students living in the residence halls are required to contract for both room and board; this contract is a one year contract.

Payment of room and board charges is expected at the beginning of each semester. ***GCCD/NWCCD is not obligated to hold an assigned room beyond 5:00 p.m. on the first day of classes.***

Each resident is given one set of keys (which accesses the corresponding room and mailbox). If the resident loses their key(s) or fails to return the key upon vacating the room, they will be charged accordingly to re-core the lock and replace the keys.

If a student moves into a space without prior assignment and approval, the student will be charged an improper room change charge, may be required to move out and/or pay additional fees, and will be subject to the student code of conduct for a housing violation.

Meal Plans

GCCD residential students are required to be on a meal plan for the entire housing contract period. Meal plans are purchased and billed on a semester basis. Students will be notified before winter break that they may change their meal plan for SP semester. This is the **ONLY** time a student may change their plan. In the event that a student runs out of meals for the semester, they may add a commuter meal plan for additional meals.

Food Service Expectations

Campus Life and housing recognizes the importance of choice and nutrition when it comes to student dining plans. Working in conjunction and meeting regularly with food service personnel, campus life and housing views student feedback as critical and it is regularly sought out pertaining to the dining experience. Residential students will choose a meal plan for the FA semester and will have the option to change it only **once** at semester break. Correspondence will be sent out prior to winter break describing options and deadline dates to decide by. Students who dine at the Dining hall have the following expectations:

- Respect all staff and personnel of dining services
- Provide respectful, constructive feedback and ideas of preferences/concerns through appropriate channels
- Swipe in for every meal period (breakfast, lunch, dinner or brunch). Failure to swipe your meal card will result in a referral to student code of conduct and possible legal action.
- Bring your student ID card to every meal so that you can swipe in
- Clean up after eating which entails removing all trash and leftovers, cleaning any excessive mess or spills, and returning all dishes/flatware and cups to the dishwashing station. Taking food or dishes is considered stealing and will be treated accordingly.
- Students who have a class conflict that prohibits them from making it to a meal time may ask for an exception to receive a “to go” box. See the Dean of Student Affairs for additional information.
- Only take food or beverage during the time of operations and NOT in between meal periods.

Students who have medical needs or who may need accommodations should seek assistance from the Director of Access and Success. Food service is committed to accommodating needs and providing an excellent dining experience.

Room Condition Report (RCR)

RAs will inspect student rooms prior to move-in and complete a Room Condition Report (RCR). Staff member(s) record the conditions of provided furnishings and the room(s) on the RCR prior to anyone occupying the space. Students will have up to 24 hours to submit any discrepancies or damage(s) to their RCR. Once a student accepts the RCR, they are responsible for the condition of their room/suite/apartment. When checking out, the condition of the room will be compared with the information noted on the RCR at the time of check-in. Residents are expected to return their room to its original condition from opening or pay damages or deficiencies that are present (beyond normal wear and tear) at checkout. Returning the room to its original condition includes de-lofting and moving furniture back to original configuration.

Since residents are responsible for the condition of their room, common areas and other units in the residential suite, it is important that residents tell appropriate staff about damages or discrepancies at the time of their occurrence. Make sure that changes are noted on the official RCR. This is particularly important when a resident feels that the damage or discrepancy is not their responsibility. When residents check-out of their assigned space, the Campus Life and Housing staff will use the RCR to determine if there are additional damages or missing items from the resident's room. Any damages not declared on the form will be the responsibility of the resident and will be charged to their student account upon check-out. If a student feels they were billed in error, they should contact the Campus Life and Housing Office.

Chapter 3: Campus Living

Living on campus helps a resident create a feeling of responsibility, engagement and pride in the GCCD community, especially in their residence hall.

As a Member of a Community

Living in campus housing provides students with the opportunity to form both large and small communities. In the residence halls, students encounter people with a wide variety of backgrounds, lifestyles, and values. Sharing a living area with other students carries certain responsibilities and behavioral expectations. It is each resident's responsibility as a member of the campus community to be sensitive to the needs of others and to think about how their actions affect other individuals. All students are responsible for conducting themselves in a manner that enhances the GCCD environment of learning where the rights, dignity, worth, and freedom of each community member is to be respected.

It is expected that all community members respect differences and encourage each other to take advantage of the unique learning experiences that a shared environment brings. Responsible citizenship is the key to harmony in a residential community.

As a member of this community, and by signing the Housing Contract, students agree to conduct themselves with proper regard and mutual respect for other students, residents, guests, RAs, custodians, facilities staff, district personnel, residence hall neighbors, and their respective property.

Expectations & Responsibilities

In the residence hall environment, the expectation to study and sleep is considered to be primary. Exposure to excessive distractions and noise inhibits education and academic pursuits. Therefore, when a student chooses to exercise a privilege (e.g., playing their sound system, entertaining guests), it is the student's responsibility to make certain that they or their guests are not inhibiting another individual's primary freedom to study or sleep without undue interference.

When a student enrolls at GCCD/ NWCCD and signs the housing contract, they agree to abide by the policies, procedures and rules of GCCD/ NWCCD as outlined in the Student Code of Conduct. Campus housing offers a great advantage of having the opportunity to live and work closely with all types of individuals. With the roommate relationship, there are certain responsibilities that each person carries. The expectation to sleep without undue interference and the need to study outweigh social privileges; however, roommates must strike a balance as to the time and priority of room usage. Everyone must take responsibility to assert their rights in using the room. If roommates have difficulties in resolving expectations for room usage, campus life staff can assist residents in this area.

Room Changes

Since living with a roommate is a significant learning experience, residents are encouraged and assisted by RA staff to work out difficult situations with roommates. Residents are asked to inform the RA as soon as conflict arises so that staff may assist in mediation and attempts can be made to preserve the relationship and experience. Roommate living agreements are available for all residents to utilize. If the

conflict is not able to be resolved through a meeting with the RA, the student may then contact the Director of Housing to assist.

If a move is to be made, the RA will provide a Room Change Request Form, to be approved by the Administrative staff. The resident may not change rooms without receiving the appropriate signatures indicated on the Room Change Request Form. Upon approval, residents have 24 hours to check out of the old room and move into the new room.

Room changes may be requested no sooner than the third Monday of the semester and can be conducted throughout the semester, up until four weeks before finals. Only one room change per year may be requested without charge. Additional room changes will require a \$100.00 administrative charge. A room condition report must be completed for each room involved.

Room changes granted at the end of the semester require residents to check out of the old room and into the new room before leaving for break. Failure to do this will result in the cancellation of the room change request. Students who may move from a double room to a single room will be informed of the cost difference and will be responsible for paying the difference.

On-campus Living Expectations

GCCD has some basic expectations that govern the special nature of interpersonal relationships in community living on campus. Below is a list of reasonable expectations which students should have for one another while sharing space in campus housing:

- to sleep during the night undisturbed;
- to study in one's room/apartment reasonably free of noise and distractions;
- the ability to have unhindered access to one's room and facilities
- to feel secure against physical or emotional harm;
- to have a clean room and clean public areas;
- to have one's space and belongings respected;
- to host guests when they do not disturb a roommate's right to sleep or study;
- of privacy; and
- to address grievances.

Violating these expectations of other students may result in conduct actions pursuant to specific policies, in addition to reassignment, or being removed from on campus housing.

Roommate Agreements

The RA will provide roommates/suitemates with the necessary Roommate Agreement Form and instructions at the beginning of each semester. The Roommate Agreement is considered a binding agreement. Should one roommate violate the Roommate Agreement, the residents of the unit may be asked to participate in a roommate discussion hosted by the RA, Coordinator of Campus Life and Housing, or Director of Campus Life. If resolution cannot be reached through mediation, the resident in violation of the roommate agreement can be administratively reassigned to a different room.

One of the first steps in building an effective roommate relationship is for students to talk about expectations for behavior regarding the room. This can help avoid potential problems and conflicts. Discuss religious beliefs and personal values that might affect your expectations. Discuss ways to

resolve conflicts when they happen. Establish roommate expectations by utilizing the roommate agreement.

General topic areas to consider:

- Housekeeping duties—decide how you will divide duties such as taking out the trash, cleaning, sharing toiletries, etc.
- Ideal sleeping and studying conditions—talk about when lights should be turned off, when it is okay to make noise, etc. Consider week nights and weekends.
- Guests—discuss having guests over during sleeping, studying hours, etc. and whether overnight guests or guests of the opposite gender are okay. One of the most common areas of roommate conflict involves the hosting of overnight guests. To reduce the inherent possibility of this type of conflict, visits by overnight guests are limited and an overnight guest registration policy that requires pre-approval is required.
- Computer and electronics usage - discuss how late people can watch TV or listen to music and if you want to share devices.
- Health concerns - if a student has a medical issue it is helpful for that student to share with their roommate so the roommate is aware of the condition/concern in the event of an emergency.
- Other issues—discuss any issues that seem important that might need to be clarified—use of personal items and asking permission, etc.

Roommate Conflicts

During the first two weeks of classes in both the fall and spring semesters, unless the situation involves a health or safety issue, roommates are not split up as this allows roommates to get beyond superficial, first impressions and unfounded biases to learn how to get along with people who are different from them. It also allows the college to determine who has and has not arrived. With the high occupancy rate at the beginning of each year, room changes can be very difficult to accommodate.

If the first attempt at resolving the conflict among roommates is unsuccessful, it is important to engage the RA in the process to serve as a facilitator in a scheduled discussion to assist both roommates to come to a mutually agreeable solution. GCCD encourages students to resolve issues on their own in a direct, respectful, and courteous manner and to come to a mutually agreeable solution.

If a student reports a roommate conflict and they have already tried to resolve it on their own, the RA will first spend time visiting with each roommate individually to assess the situation and hear the varying perspectives regarding the roommate conflict. If roommates have not completed a roommate agreement, the RA will suggest that they discuss their specific problems in the context of completing a roommate agreement, listing common areas for disagreement, expectations, and long-term solutions. If the roommates have already completed a roommate agreement, the RA will facilitate a discussion regarding whether the agreement is still valid, areas for revision, sources of current conflicts and possible resolutions.

Students will have an opportunity to share and to brainstorm options for resolution. It is crucial for students to be honest, direct, and flexible during this time to reach a mutually agreeable solution. Roommates will sign the agreement acknowledging their willingness to abide by and hold each other

accountable for the agreement. Copies of the agreement are given to each roommate and a copy is kept on file with the Campus Life and Housing office for future reference.

If the roommate agreement is breached and the RA is informed that the agreement is not working, they may try to facilitate another conversation, or may ask the Director of Campus Life and Housing for assistance in mediating the ongoing roommate dispute.

Formal Mediation

If both students agree, a formal mediation will occur with Campus Life and Housing staff upon both students agreeing to the mediation as it would not be effective to have forced mediation.

If the roommate conflict rises to the level of the Director of Campus Life and Housing, a mediation session with the roommate pair may be held to assess the potential for resolution prior to suggesting a room change (if there is space available). Splitting up may be the best solution; however, it is often difficult to determine who should move to the new room and who should remain in the current room. The best option is for the roommates to decide themselves. The housing staff will determine next action if the residents cannot come to a mutual agreement. A student who is moved will be responsible for any additional incurred expense.

Regardless of how much time and effort is put forth to maintain a positive relationship with your roommate, there may be times when a resolution cannot be reached, even with staff assistance. In these situations, we present students with two options:

Voluntary Room Change

We will present the students involved the option of relocating to another space on campus (space permitting). If one student volunteers to move out to gain resolution, housing staff members will try to honor that request and find them an alternate assignment. Prior to approving the request, the following questions may be asked:

- What was the catalyst in this current situation that made for irreconcilable differences?
- How will/can a student work to ensure that these same circumstances do not follow them to a new space?
- What changes will a student make in their personal attitude and behavior to ensure a new successful living environment?
- What have they learned about themselves from this situation and how can it apply to future situations and conflict?

Administrative Room Change

If one student does not voluntarily request to move and formal mediation is not agreed to, the hall staff may impose an administrative room change for all individuals involved. It is not our policy to choose sides in a roommate conflict, as we are here to serve as a resource for all students. In this situation, both students will be required to move to another location on campus if space is available. When students change rooms due to irreconcilable differences, our staff will take some extra steps to ensure that similar problems do not resurface in the new living arrangements. Students (regardless

of academic class standing) will be required to complete a Roommate Agreement and staff will check on them periodically to ensure that similar circumstances are not occurring.

The Importance of Community Living

Being a member of the Residence Hall or Apartment Community is not without its obligations. Students are expected to:

- Respect the dignity of all people and avoid behaviors which compromise or demean the dignity of individuals or groups, including hazing, ridiculing, harassing, and discrimination.
- Respect the rights and property of others by not participating in the theft, vandalism, arson, misappropriation, malicious damage to, and desecration or destruction of property. Students will not violate another's personal right to move about freely, express themselves appropriately, and to enjoy privacy.
- Strive to learn from differences, as well as similarities in people, ideas, and opinions to discourage bigotry.
- Demonstrate concern for others, their feelings, and their need for conditions which support their work and development.
- Be compassionate and considerate, to avoid behaviors which are insensitive, inhospitable, or activities which unjustly or arbitrarily inhibit another's ability to feel safe in their residence hall or apartment or welcomed in their pursuit of appropriate academic goals.
- Observe ideas and encourage students to respect the basic freedoms and rights of all residence hall or apartment living community members

Recycling and Energy Conservation

GCCD encourages students to "think green" and conserve energy.

Please help conserve energy in the following ways:

- Turn out lights and electronics not in use
- Use the stairs whenever possible
- Be reasonable in the use of appliances and how much electricity they use.
- Use LED lights or compact fluorescent lamp (CFL) task lighting.
- Use a power strip for all appliances, equipment, and chargers (except refrigerators); turn it off when not in use to ensure your electronics are fully powered off and not using phantom energy
- Limit water usage while showering and brushing teeth.
- Wash full loads of laundry.
- Use a washable reusable water bottle instead of bottled water.

Housing Probation

GCCD utilizes an educational and developmental model for helping students succeed. There are times students do not meet the required, outlined housing expectations academically, interpersonally or behaviorally. Through the student code of conduct procedure, a student may be placed on "housing probation" indicating that any additional breach of code of conduct will result in a more severe sanction up to and including removal from housing.

Academically, any student who does not attend scheduled classes, who has grades/GPA calculations that are under a 2.0 or who drops below the required 12 credits, will be placed on academic housing probation. This process entails meeting with a campus life and housing professional to complete a success plan. This plan includes meeting with a campus life and housing professional, an academic advisor and possibly

tutoring/other success resources and initiatives such as grade checks and attendance sheets. Failure to adhere to this probation contract, may result in termination of the housing contract and removal from campus.

Chapter 4: Safety

GCCD staff understand that safety and security is very important to students and their families as they live in our residential communities. As such GCCD in coordination with the local Police Departments and various other departments, work with the students to provide a safe and healthy living environment.

A Shared Responsibility

GCCD believes safety and security is a shared responsibility. It is the expectation that the resident takes primary responsibility for their own safety and security, and supports the safety and security of fellow residents, the residential communities and dining areas. GCCD and housing staff work cooperatively with residents and with our GCCD colleagues to promote a safe and secure environment.

Campus Safety Alerts

NWCCD Alert is the district's Emergency Notification program. NWCCD Alert can be used to receive text messages with emergency notifications such as campus closures, severe crimes, and timely warnings about ongoing threats to our community.

If you have any questions about NWCCD Alert or need help registering for the service, please contact Ben Opfer, GCCD Risk Manager.

Door Security

Residents have a responsibility to help ensure the safety of each residence hall community. Everyone who lives in a building has proper card access to the building and is encouraged to always carry a GCCD ID card. As a residential community member, there is a shared responsibility to not allow unescorted guests to tailgate into the residence hall or apartment community. Tailgating is when someone follows into a hall behind a person who is granted access. The shared responsibility entails politely asking non-residents or those trying to tailgate in to either swipe their student ID card or wait for their host to escort them. This is a time when it's better NOT to be polite and hold the door. If you allow a person to gain access to the residential community, you are then responsible for that person and all their actions.

Reminder: Students must carry their ID card at all times and swipe into their hall each time. Residential exterior doors should not be propped for any reason at any time.

Keep in Touch

Students should always let someone know where they are going and when they plan to return. For reasons of safety and in the event of an emergency, residents are encouraged to inform their roommate(s) or someone else in their residence hall/apartment building whenever leaving the hall for an extended period of time.

Building Security Measures

The residence halls and apartment community security measures include locked doors leading to residence hall or apartment communities 24 hours-a-day. This includes the outside doors of each building. Entry into student living areas and bedrooms require a key issued at check-in. Visitors wanting to gain access to a building can contact their host to meet them at the front door and escort them into the building. Residents are encouraged to always lock their door and lock up personal valuables. Doors, both exterior and interior, should not be propped for any reason at any time.

Security with GCCD/NWCCD Staff

Student, professional and para-professional staff help to provide security inside the residence halls and apartment communities by serving on duty from 8 PM to 5 AM. Residents can contact the RA on duty via a cell phone number. These housing staff members are available to assist residents with questions and concerns and have training to handle emergency situations.

Security

In addition to the housing staff, our Security staff, and the Facilities Management staff, the Local Police Departments work to make the campus a safe environment. Students are encouraged to report any suspicious activity.

Crime Awareness and Campus Security Act

For information about crime statistics on campus and about campus security policies and procedures, students are referred to the publication entitled "Safety and Security", which is updated annually and is available online at <http://www.sheridan.edu/about/compliance/>

Fire Safety

GCCD staff members conduct a minimum of one fire drill per residential/apartment community each semester to practice the safe and orderly evacuation of the building in the event of a real fire or emergency. GCCD staff members work with the Fire Department to conduct annual fire safety inspections; links to additional resources are provided below:

- U.S. Fire Association: Fire Safety for College Students (<http://www.usfa.dhs.gov/citizens/college/>)
- Fire Safety 101 (<http://www.usfa.fema.gov/downloads/pdf/fswy8.pdf>.)
- Get Out and Stay Alive (<http://www.usfa.fema.gov/downloads/pdf/fa-280.pdf>)

Please be aware of the following:

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Residents are expected to comply by filing out of buildings regardless of what they may be doing when the alarm goes off. **DO NOT** go to an elevator in the event of a fire alarm going off. Students who do not comply with the proper protocol will go through our student code of conduct process and may be subject to serious disciplinary action.
2. Tampering with fire safety equipment or fire alarms is a violation of State law, as well as college policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: space heaters, halogen lamps, non UL rated lamps, any non UL rated decorations requiring electricity, sun lamps, tanning beds, toaster ovens, hot plates, candles with our

without wicks, decorative candles, incense, candle warmers, tart burners, a non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.

5. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gasses/air in college residence halls is specifically forbidden and therefore subject to severe disciplinary action.
6. Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls should be at least 18 inches from the ceiling.
7. Fire safety tips:
 - a. Know where alarm pull stations are in your building
 - b. Know all of the exits and evacuation plans to your building
 - c. If you discover smoke or fire
 - i. Sound the alarm
 - ii. Call 911
 - d. If you are in a burning building
 - i. Close the window
 - ii. Close the door
 - iii. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor)
 - iv. Leave the building immediately

In case of fire, notify the RA after pulling the local fire alarm located nearest to your location. (Make a mental note of the location of fire alarms so you will know exactly where they are if needed.) Upon hearing the alarm, all residents should close their windows and doors, leaving them unlocked, and if safe passage is possible, proceed to a safe area a distance away from the building and await further instructions. Anyone caught turning in a false alarm will be subject to disciplinary actions.

Living Safely in a Community

GCCD encourages residents to take all reasonable steps to ensure their personal safety and security is a priority. Additional crime prevention information can be obtained by contacting the Campus Life and Housing office or the local Police Department.

Safety Tips:

- Keep doors locked at all times.
- Lock up any valuable personal items
- Do not share keys for any reason with anyone.
- Do not prop outside doors open. Do not let strangers into the building.
- Be aware of surroundings when walking on campus.
- Whenever possible, carry a cellular phone when walking in remote areas.
- At night, walk in well-lit corridors of campus.
- Report suspicious activity to the police.
- Take precautions at day and night. Do not travel alone at night.
- Remember that the most important part of the campus safety equation is awareness and good judgment. If you see something, say something.

Keys and Card Access

Any assigned keys and a resident's ID card should be always kept in the resident's possession. The duplication of residence hall/apartment keys and/or access cards and/or devices is prohibited. Students must not lend, sell, or transfer any residence hall/apartment complex key or key fob to any person for the purpose of allowing that person to enter the residence hall or the student's room/apartment unescorted or to utilize housing facilities. Authorized guests are NOT privy to the host's keys.

Each resident student's GCCD ID Card is programmed to open electronic entry locks, allowing them access into their place of residence. The student's ID Card, room key, mailbox key, and any other keys issued to each resident are the property of GCCD and are issued to a particular resident for their exclusive use. Students are not permitted to lend or give their room keys or ID card to anyone or any GCCD group. Additionally, students are not permitted to install their own locks or alarms on any residence hall doors. A resident who provides their key or key card to others may result in the loss of the resident's ability to live on campus.

Lockouts

If a resident is locked out of their room during operational desk hours, the resident should contact the Campus Life & Housing Office. The individual working may advise calling the RA on duty to be let into their room. Excessive lockouts may result in a fee of \$10.00 being charged to the student for each lockout reported.

Lost/Stolen Keys

Lost or misplaced keys should be reported immediately to the resident's RA or Campus Life and Housing. If a lock change is warranted to maintain the resident's security, the resident will be charged a nonrefundable fee for the lock change. If a key is stolen, residents should contact Campus Life and Housing to report the theft immediately. Once the lock change procedures have been initiated the process cannot be cancelled, regardless if the missing key is found. Students should report a stolen ID to Campus Life and Housing.

Theft Prevention

Thefts occur when students leave their personal items unguarded in public areas, or leave their room or vehicle unlocked. To help protect your personal property:

- Lock room doors and personal vehicles at all times.
- Never lend a room/apartment key to anyone, even friends and guests
- Keep all valuables in a safe place; do not leave valuables in the open and unattended.
- Report suspicious persons to the Local Police Department and the residence hall staff.
- Do not permit anyone, other than your guest(s), to enter the building behind you. Make sure the main door shuts and locks behind you.
- Do not prop open exit and stairwell doors.
- Report lost keys to Campus Life and Housing immediately.

Theft, Loss, or Damage of Personal Property

GCCD does not assume liability for damage or loss of a resident's personal property. Housing staff encourages residents to carry personal property insurance to protect against the loss of personal

belongings through damage and theft while at GCCD. Before purchasing personal property or renter's insurance, students should check with their parent's homeowner's or renter's insurance policy to see if their property is covered in their apartment while living in on campus housing. Existing family insurance policies oftentimes cover items while away at school. If the family's policy does not cover the student's items, it is recommended that the student purchase a policy.

Report all thefts, vandalism, or attempted thefts to Local Police immediately. Be alert for anyone who appears out of place or acts in an unusual manner in or around the residence halls/apartment complexes. Report any suspicious individual(s) to the RA of the building immediately.

Staff on Duty

A RA is on duty Sunday through Thursday, 8 PM to 12 AM and Friday/Saturday beginning at 9 PM with through Sunday, 1 AM in designated areas. This individual may be contacted via calling the published RA duty phone number. This number should be published in every student suite and main building lobby. If a resident is in need of assistance and cannot find their RA, the student should talk with the RA on duty. The RA on duty is available to assist residents with any/all problems/issues associated with student housing.

To contact a RA on Duty use the phone number listed for the duty phone at the front desk. This number is to be used for a variety of services after the front desk closes, including lockouts, noise concerns, etc., but especially emergency situations (floods, fire, or a life-threatening situation). However, if there is a fire or a life-threatening situation it would be advisable to contact 911 or local Police for immediate assistance; then contact the staff member on duty for support.

Tornadoes

In the event of a tornado warning, GCCD will issue emergency procedures. For safety purposes, students need to obey the directives of staff. Students are encouraged to register with the NWCCD Alert.

Emergencies

Local Police may be contacted for an emergency but students are always encouraged to dial 911 for immediate assistance. 911 will dispatch help and contact Local police to assist.

Chapter 5: Amenities & Services

Living on campus has great advantages included within the price of your room. This section will describe the great services living on campus can offer.

Computer Access

The Resident Network (ResNet) is managed by ITS. All on-campus rooms feature GCCD/NWCCD Wi-Fi access. Additionally, all on-campus rooms are equipped with ethernet access to the campus data network; cost is included in the residence hall room charge. A resident will need an ethernet card or adapter for their computer and internet software. Please call 307-675-0555 for hours or assistance: <https://mynwccd.sheridan.edu/Technology/ITS/Pages/default.aspx>

Students attempting to connect a game console to the internet service should follow the directions provided here: https://mynwccd.sheridan.edu/Technology/ITS/Documents/NWCCD_Network_Rules_of_Acceptable_Use.pdf

Laundry

Each semester, students are assessed a laundry fee to their GCCD/NWCCD account. This laundry fee is paid once per semester and gives students full, limitless access to the washers and dryers within their building areas. All inoperative machines should be reported to the appropriate Resident Assistant, noting the number of the machine that has malfunctioned so that a repair request may be submitted. Inquiries regarding repairs should be directed to the Campus Life & Housing Office.

Laundry facilities are provided in all residential areas and students using them are subject to courtesy hours. Any item left for more than 24 hours will be disposed of.

Mail

A resident's personal mail will be delivered to their mailbox on a regularly scheduled basis.

Mailboxes are located:

- Inspiration Hall (GC) – Main Lobby by the Campus Life & Housing Office
- Tanner Village (GC) – By Suite 1D

Mailboxes are assigned at the time of room assignments. Each resident will be issued a mail key at check in. In the Housing Agreement students give Campus Life and Housing Staff member's permission to handle mail including, but not limited to, mail forwarding and accepting express mail and packages. A full service Post Office facility is located:

- 311 S. Kendrick Ave, Gillette, WY

Packages

All package items are delivered to the Business Office, Main Building. Upon receipt of package, Business Office staff will write the receiving student's name on a whiteboard indicating that a package has arrived. Students are encouraged to routinely check this

board, and packages may be picked up during normal operating hours of the Business Office.

At the end of each residential agreement period, unclaimed packages are returned to the sender. First-class mail is forwarded to the student's permanent address as listed in their self-service records. It is the student's responsibility to ensure the information is updated and accurate. Mail services are not available when the College is closed.

Maintenance and Repairs

Maintenance hours of operation are Monday through Friday, 7 AM to 5 PM. For emergencies occurring during non-business hours, contact the RA on Duty within the building. Emergencies include: overflowing water, temperature disparity (20+/- degrees above or below average of 70 degrees), etc.

Maintenance (Non-Emergencies)

For maintenance services within the residence hall communities, work with your RA to submit a non-emergency work requests. Non-emergency work requests are generally handled on a first in, first out basis and are addressed as soon as possible. Campus Life and Housing personnel will be able to track submitted work requests

Non-emergencies include:

- Burned out lights
- Temperature too hot/cold (within a few degrees of normal range)
- Sink/tub draining slowly
- Pest control
- Toilet clogged/will not flush (when another toilet is in suite)

Telephone

There is no active telephone service in residence hall rooms or in GCCD apartments.

Vending

Vending machines are provided in or around residential facilities for the convenience of grabbing a quick snack or drink. The vending machines are operated by a subcontractor of GCCD. If a student experiences problems with the vending machines or needs to request a refund, they should contact Campus Life and Housing.

Vending Locations:

Gillette College

- Gillette College Main Building
- Technical Education Center
- Pronghorn Center (downstairs)
- Tanner Village (by 2C, beverages only)
- Inspiration Hall (first floor, beverages only)

Chapter 6: Regarding Your Room

Many details were included in the housing application process including reviewing the Housing and Dining Agreement and the Terms and Conditions. This section will highlight the housing agreement as well as procedures of assigning students. **Please note: All first-year students are required to live on campus and will be provided a housing assignment in Inspiration Hall, our dormitory style suites. Students who are in their second year may request to live in Tanner Village, our suite style apartments.** All residential students are required to have a meal plan while living on campus.

Agreement

Campus Life and Housing welcomes each resident who lives on campus and encourages each student to be knowledgeable of the commitment made when signing the Housing and Dining Agreement. Students signing the agreement are legally bound by the Terms and Conditions for the entire agreement period. It is important that students know and understand the financial obligations expected of them once signing the agreement. All students should be familiar with significant dates associated with this agreement, especially in relation to cancellations.

Please note: All students agree to the Terms and Conditions of the Housing and Dining Agreement at the time of completing their online application. While there are no physical signatures, students are electronically signing the agreement during the application process.

Note:

- A completed online application/agreement indicates that the applicant has read, understands, and agrees to the agreement policies outlined within the Housing & Dining Agreement Terms and Conditions and the Campus Life & Housing Policies and Procedures Handbook including the cancellation policy.
- Students are responsible for completing the online application. Should a parent complete the online application procedure for the student, GCCD/NWCCD will hold the student responsible for fulfilling all responsibilities of the agreement period.

Agreement Period

The agreement period specifies the opening and closing dates for each residence hall or apartment community. Once a student receives an assignment, the student accepts responsibility for the full room charges and meal contract charges as outlined in the applicable agreement period established for each building. The resident is obligated to fulfill the room and board agreement through the final closing of the residence hall or apartment living building specified in the Terms and Conditions of the Housing and Dining Agreement. The room and board contract spans the entire academic year.

Changes and Corrections

GCCD/NWCCD has made every reasonable attempt to make sure the information contained in the Housing & Dining Agreement is accurate at time of publication. However, GCCD/NWCCD and Campus Life and Housing reserve the right to make corrections when necessary. Such changes may include, but are not limited to, location and availability of living & learning communities, certain special interest housing, and changes in dining service hours. If changes are made, Campus Life and Housing will inform residents in a timely manner of such changes through multiple means of communication.

Canceling the Housing and Dining Agreement

At times, a student may need to cancel their Housing and Dining Agreement. Campus Life and Housing understands that circumstances may change that take a student away from GCCD/NWCCD or on-campus housing. Students should refer to the Housing and Dining Agreement and work with the Campus Life and Housing office to understand what options are available.

There are some situations which automatically grant a release such as withdrawal from NWCCD, transfer to a different institution, marriage, military activation, study abroad, etc. There are also some reasons which require students to petition for an exception to be made based on their individual circumstances (medical situations, financial situations, etc.).

Contract Cancellation Fees

Students who submit a housing contract cancellation request after receiving a housing assignment will be charged a cancellation fee based on the fee structures outlined below. The cancellation fee is in addition the applicable room, meal plan, and repair/cleaning charges.

Fall Term		
Cancellation Timeframe	Cancellation Amount	Loss of Deposit
Prior to July 1	\$0	No
Prior to August 1	\$0	Yes
After August 1 but prior to the designated move in day	\$200 Cancellation Fee	Yes
Within the first 21 days of the term	15% cancellation fee & prorated amount of room and meal use	Yes
After the first 21 days of the term	No refund of room and meal fees and \$350 cancellation fee	Yes

Cancel for the Spring term and re-enroll in classes	\$150 cancelation fee if still enrolled after the first 21 days	Yes
Cancel for the Spring term and do not re-enroll in classes	\$350 cancelation fee	Yes

Spring Term		
Cancelation Timeframe	Cancelation Amount	Loss of Deposit
Prior to December 1	\$0	No
Prior to December 15	\$0	Yes
After December 15 but prior to the designated move-in date	\$200	Yes
Within the first 21 days of the term	15% cancelation fee & pro-rated amount of room and meal use	Yes
After the first 21 days of the term	No refund of room and meal fees and \$350 cancelation fee	Yes

Summer Term		
Cancelation Timeframe	Cancelation Amount	Loss of Deposit
Prior to May 1	\$0	No
After May 1 but prior to designated move in date	\$200	Yes, if not returning for fall semester
Within the first 21 days of the term	15% cancelation fee & pro-rated amount of room	Yes
After the first 21 days of the term	No refund of room fees and \$350 cancelation fee	Yes

Petition for Release

If a student wishes to request an exception to the Terms and Conditions of the Housing and Dining Agreement students are encouraged to view the Terms and Conditions to understand their responsibilities under the agreement. In certain circumstances, students are eligible to petition for an exception to these terms where they have had significant and unforeseen changes in circumstances (typically medical or financial). The first step in this process is to review the Terms and Conditions and to schedule a meeting with the Campus Life and Housing office. Paperwork regarding the Petition for Release process is only available via a direct staff member and is not available on our website so that Campus Life and Housing can provide the best service possible.

Abandoned Rooms

If a resident's room/space appears to be empty of possessions but keys have not been returned, the resident's room/space may be presumed abandoned. Students will be notified via an abandonment letter that will be sent via NWCCD email and with a hard copy placed under the resident's door and a note placed on the room door for five (5) days, after which Campus Life and Housing staff will take possession of the room/space. If a student abandons their room, they will be charged a lock change fee, moving and handling fee, possible storage fee for the remaining belongings, and applicable cleaning or repair fees, in addition to any room payment owed. Simply walking away and abandoning an assignment does not release a student from their obligations under the Housing and Dining Agreement.

Vacant Spaces

Campus Life and Housing reserves the right to make an administrative room change into a vacant space, independent of the waitlist, when it deems a change necessary. Residents in a room or suite with a vacant space are required to accept a new roommate who is placed in the space by Campus Life and Housing. Refusing to accept a roommate or impeding Campus Life and Housing's ability to affect an assignment into a vacant space (e.g. by not keeping the unoccupied space presentable) is a violation of the agreement. Campus Life and Housing staff members will make every attempt to notify current roommates of a new occupant, unfortunately, advance notice of a new roommate is not always possible. Therefore, residents must ensure that the vacant space in their room or suite are always in a condition ready for occupancy. Failure to comply with this policy can result in the resident or residents already occupying the room or suite to be charged for cleaning and can result in a referral to the student conduct process.

Room Consolidation

At times, Campus Life and Housing needs to consolidate spaces within residential facilities to accommodate the needs of the residential population. For example, if there are two separate rooms with only one resident of the same gender, Campus Life and Housing may consolidate to have the two residents move into the same room. This allows Campus Life and Housing to utilize the other space as needed. Campus Life and Housing only consolidates when necessary and students are expected to comply. Notification will be provided by Campus Life and Housing staff in a timely manner via NWCCD email and phone call to provide reasonable time to complete the move.

Room Change

Students may request room changes beginning the third week of each semester. Students interested in a room change must complete a Room Change Request Form available through the Campus Life and Housing Office. These requests are granted based on availability, the time and date the requests are received, and the type of request (room change, hall transfer, or room buy-out). Everyone MUST stay in their assigned

room until the Campus Life and Housing office approves a room change and a new space is identified by the Campus Life and Housing office. Under no circumstances will room changes be made based on race, color, religion, national origin, gender, age, veteran status, disability, political affiliation, or sexual orientation at any point during the academic year. After the room change period ends, changes may be approved by the Campus Life and Housing office if there are extenuating circumstances. It is important to remember that successful roommates communicate, compromise, and consider each other's feelings.

Students who change rooms without following the proper procedure will be required to move back to their original room assignment and will also be assessed a \$100 improper room change fee.

When a room change is authorized and a student has signed for the keys to their new room, the student will have 24 hours to complete the room change, including vacating the old room, arranging to have the room inspected by your RA using the Room Condition Report (RCR), and returning keys. If a student fails to complete, or does not follow the proper procedures, their student account will be assessed a \$150 improper checkout fee. If the student's keys are not returned within the 48-hour period, their student account may be charged \$50 for a lock change and for each additional missing key.

Once the lock change process has been initiated, it cannot be cancelled and the charges will stand, even if the key is returned. If a student needs additional time to complete a move, they may request an extension through the Campus Life and Housing office.

Room changes are defined as a change from one room/suite/apartment to another. The Campus Life and Housing office will meet with each student requesting a room change to discuss the purpose/reason for the change request prior to allowing the student to submit the paperwork.

Community Damage

Damage to common areas is the responsibility of each resident. Campus Life and Housing will attempt to identify responsible individuals and resolve the concerns. Excessive room or common area damage, including excessive cleaning needs, may result in the reassignment of any individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage or excessive cleaning, whether the community may consist of a wing, floor, or whole building.

Damage charges are used to assist in repairing or replacing a damaged item. Those repairs or replacements that are not completed before the next academic year begins will be completed relative to the availability of personnel and/or additional funds necessary to accomplish the repairs or replacement of items.

Facility equipment and damage should be reported to a staff member. If there is damage in a room, students should not attempt to repair it themselves; this often increases the final cost of repairs. GCCD/NWCCD personnel are available for that purpose and can usually remedy the situation in a short time.

Common area damage assessments are not appealable. The damage bill includes time, materials, and administrative expenses required to correct unusual cleaning or damage situations.

Damages and Upkeep of Facilities

Before students move into their rooms or apartments, each unit is checked to ensure that it is in good condition. Each resident assigned to the room is required to accept the Room Condition Report at move-in. It is important to list any discrepancies found within 24 hours of checking in. The resident is responsible for the condition of the room. Once a resident checks out of their assigned space, a Campus Life and Housing staff member checks the space and, if necessary, damage charges are assessed to cover the current replacement costs, plus labor.

The resident is expected to reasonably maintain their assigned living space relative to order, cleanliness, and safety. If a room condition is noted that needs repair, residents should work with their RA to submit a work order promptly. The resident will be held financially accountable for the repair or replacement cost of any damage to their room or furnishings therein. When two or more residents occupy the same room or apartment and responsibility cannot be ascertained, the damage charge will be assessed equally among all occupants of the space.

If damages to exterior surface of a room door or window occur due to vandalism, the resident(s) must submit an incident report to the staff within 24 hours of the incident, documenting that they are not responsible for the damage, if they wish to contest responsibility for the charges.

The resident agrees not to modify or allow modifications of the permanent structure of the room. This includes painting or making repairs without prior permission.

The resident assumes responsibility for the daily care and cleaning of their room and its furnishings and agrees to maintain acceptable sanitation and safety conditions. They also agree to use all public areas in a mature and responsible manner and to help in assuring safety and cleanliness. The housekeeping staff cleans public areas and prepares student rooms for arrival in the fall. Please do not use products with a high acid content because they will damage the fixtures, floors, and other surfaces. Some examples of acceptable products to use for cleaning include, but are not limited to, LYSOL®, Pine-Sol®, and Mr. Clean®.

Dumpsters are located near each residential community for appropriate garbage/trash disposal. Garbage cans or trash of any type should not be left in the hallway or in any other public location for removal by others. Charges will be assessed if trash is not disposed of properly.

Vacuum cleaners are not available for check out and students are encouraged to bring their own or share within the room/suite. Outside vendors are not permitted to work in any residential facility without written consent from the Director of Campus Life & Housing.

Normal wear and tear is expected; however, damaged items deemed in excess of this expectation will be billed to the resident(s). Only Campus Life and Housing staff members have the authority to determine when damage(s) exceed “normal wear and tear,” as defined by Facilities Management.

If any damage charges apply, the labor and materials charged are billed to the student’s account. Failure to make payment may result in GCCD/NWCCD instituting collection procedures and include placing a hold on the student’s records. Damages identified subsequent to a student’s departure from campus will be billed to their student account and documentation mailed to their permanent address.

Campus Life and Housing conducts health and safety inspections to ensure that proper sanitation, fire safety, and upkeep is provided to student rooms. GCCD/NWCCD reserves the right to assess charges for cleaning and damages, as well as to take conduct action when appropriate.

Electrical/Electrical Outlets

The use of extension cords is not permitted; however, residents may use breaker-protected, multi-plug power strips. Campus Life and Housing encourages residents to use surge protectors on all electronic equipment (televisions, gaming systems, stereo equipment, etc.).

Elevators

Passenger elevators located within the residence halls are provided for use by residents of that building, their guests, and departmental staff. The following actions are prohibited and will result in conduct action:

- Damage and/or vandalism to elevators (i.e. prying doors open, urinating, jumping, etc.).
- Use of emergency alarms and emergency stops in situations other than an emergency.
- Unauthorized use of an elevator key.
- Use of ANY tobacco products including vapes or vape pens
- Evacuating people from the elevator without the assistance of trained personnel.

If a resident should lose their keys down an elevator shaft and wish to have them retrieved, the resident should contact the RA for assistance. If the student requests this after the maintenance staff has left for the day, the student can incur the charges associated with this request.

Furnishings

Basic furniture such as a bed, dresser, study desk, chair and closet/wardrobe are provided for each resident in every resident room and apartment. Each room has landline telephone capabilities; however, residents are responsible for requesting their landline be activated by contacting Campus Life and Housing. There is an activation fee and monthly charge for landlines. Residents are responsible for providing their own telephone (not provided by GCCD/NWCCD).

All residence halls have common living room areas. The living areas are furnished, although many residents add items to those that the GCCD provides.

Students are responsible for the furniture in their rooms; therefore, students must keep the furniture assigned to them in their rooms. Using furniture from the floor lounges, laundry rooms, or other common areas for a student room is **not permitted** and this may result in a fine. In addition, GCCD owned furniture is not permitted outside the residence hall or apartment building. Residents who move their furniture may be charged for repairing/replacing the furniture, in addition to being assessed a fine.

Both a headboard and footboard must be attached to the bed. Mattresses and bed frames may not be placed directly on the floor. Stacking any furniture is not permitted. Closet doors may not be removed.

Lofts and Bunk Beds

Campus Life and Housing does not permit students to construct lofts, with appropriate materials, within the residence halls and apartments. All double rooms are furnished with beds, which may be positioned at a variety of levels should residents of that room desire to raise or lower the beds. Bunk beds do not come furnished with ladders, as the bed ends of each bed serve this purpose. Bed risers and/or cylinder blocks are not permitted. All furniture must remain in the room. Lofting kits are available on a first come, first serve basis. Residents may request lofting kits from their RA.

Health and Safety Inspections

Campus Life and Housing staff members complete periodic health and safety inspections of student rooms and apartments throughout the semester. These inspections will often be announced in advance, however these inspections are at the discretion of the Director of Campus Life and Housing. These inspections are intended to provide a safe and comfortable living environment for all residents. Campus Life and

Housing staff works with residents to help ensure that communities are safe and sanitary, as well as free from fire or safety code violations. Residents found to be in violation of any GCCD / NWCCD policy, will be notified and provided with instructions on how to correct the situation. Health and Safety Inspections are visual inspections of each living space, including student rooms.

According to the Housing & Dining Agreement, GCCD/NWCCD reserves the right to enter student rooms as necessary for repairs, inspections, and enforcement of GCCD/NWCCD policy. Advance notice may not be possible.

Holiday and Semester Break Closings

All residence halls are close during the winter break. Residents are not required to move their belongings during these break closings, but students are required to vacate the closed halls. If a resident requires housing during this period, they must notify Campus Life and Housing prior so that staff can determine if arrangements can be made. Arrangements for break periods will only be provided for residents who have no other options and a nightly fee will be charged.

Quiet Hours as well as all other GCCD/NWCCD and Campus Life and Housing policies remain in effect during break periods.

Liability/Responsibility for Personal Property

GCCD/NWCCD will not assume any responsibility for any persons or property of the student from any cause, nor will the GCCD/NWCCD assume responsibility for any injury or damages, personal or property, while the student is a resident. Residents are strongly encouraged to consider carrying some form of personal insurance if their family's policy does not cover property while it is located at the GCCD/NWCCD.

Return Housing Process

GCCD/NWCCD continues to grow the residential program. As the program develops, processes are reviewed and revised based upon current needs. The Return Housing Process is generally announced at the start of the spring semester each year via student's NWCCD email accounts and on the Campus Life and Housing website or software.

Room Entry

GCCD/NWCCD respects the privacy of residents and will protect that privacy. In the interests of maintaining an environment that facilitates scholarship and provides for the health and safety of residents and the safety of their property, and in the interest of protecting GCCD/NWCCD persons and property, it may become necessary at times for GCCD/NWCCD to enter resident rooms.

Reasonable efforts will be made to notify the resident(s) in advance of any entry. Staff member(s) will not enter a student's room without consent of a resident except as follows:

- Repairs, maintenance, or facility improvements
- Recovery of GCCD/NWCCD/State-owned property not authorized for use in the assigned space
- Fire, Health and Safety Inspections made periodically, as well as at complex closing/vacation periods
- When there is reliable information that an emergency exists (including, but not limited to fire, accidents, sickness, or danger to the health and welfare of residents)
- When there is reliable information that a GCCD/NWCCD policy is being violated. GCCD/NWCCD reserves the right to remove any items not in conformity with its policies.

If a GCCD/NWCCD staff member does enter a resident's assigned space, GCCD/NWCCD will not intrude into a student's personal space except with the permission of the resident or in an Administrative Search (which must be approved by the Director of Campus Life and Housing or their designee, in cases of law enforcement). Campus Life and Housing personnel will knock and announce two times. On the third knock and announcement "Campus Life and Housing", they will announce "keying in" and will then enter the space.

Plain View

Campus Life and Housing and other GCCD staff are legally obligated to report unlawful acts in "plain view." If an illegal item (e.g., weapons, drugs) is found in plain view by staff, that item may be confiscated and a subsequent incident report may be prepared, using the item as evidence. Some items may be reported to the local police department and lead to criminal proceedings.

Room Search and/or Administrative Room Search

The resident(s) will be notified if sufficient cause for a room search is determined when practicable. Searches of resident rooms by Campus Life and Housing personnel will only be permitted, except in the case of an emergency, with prior approval from the Director of Campus Life and Housing. In these instances, a room search will be conducted by no less than two authorized GCCD/NWCCD staff members.

An administrative search is a search by Campus Life and Housing personnel of residential space occupied by a particular student or students for items that may harm the health, safety or welfare of individuals within the GCCD community or for items which may involve a breach of the Code of Student Conduct.

This protocol will have no application where there is:

- An imminent danger of harm to members of the campus community and/or

property. For example, if a fire occurred, a single employee could enter a room without the approval of the Director. The standard will be reasonable belief that there is an imminent threat of harm.

- A general search of residence hall rooms where the search is not directed to a particular individual or individuals. For example, if GCCD was concerned about fire hazards, a search could be conducted looking for fire hazards and this protocol would not apply.
- Standard maintenance. For example, work being done in specific rooms either at the request of residents or at the necessity of Campus Life and Housing.

The search normally will only be conducted after a request is made to the authorized GCCD personnel. Upon the finding of items that may harm the health, safety or welfare of individuals within the GCCD/NWCCD community or for items which may involve a breach of the Code of Student Conduct the Campus Life and Housing personnel may:

- Advise the Police and determine whether the Police wish to obtain a search warrant before removing the item. If the Police decide to seek the search warrant, the room will be cleared of persons and secured until such time as the search warrant is executed. If the decision is not to seek a warrant or the warrant is not issued, Campus Life and Housing personnel will remove the item(s) and if contraband is located turn the material over to the Police for disposal, or
- If the item is illegal, Campus Life and Housing personnel will seize the item and turn over to the Police for disposal, or storage.
- The student will be directed to remove items which are not illegal, but which may constitute a threat to the health, safety and welfare of the campus community or a breach of the Code of Student Conduct from GCCD property.

Students whom Campus Life and Housing staff believe to have violated the Code of Student Conduct will be referred through the student conduct process.

Campus Life and Housing is opposed to general room searches, that is, the search of a number of rooms in a given area in the absence of cause to search a specific room.

General room searches, except in the case of emergency, will be permitted only after authorization by the Director of Campus Life and Housing or designee.

State and federal law governs the entry into a resident's room by law enforcement officers. Situations which may permit such entry include, but are not limited to, officers in possession of a valid search/arrest warrant, health/safety emergency, or certain circumstances where search warrants are not required (e.g., hot pursuit). Housing personnel may request the assistance of local law enforcement in obtaining illegal drugs or other evidence as part of a crime.

Termination of Agreement by GCCD/NWCCD

The Housing and Dining Agreement may be terminated for conduct reasons by GCCD/NWCCD and/or Campus Life and Housing, including dismissal from GCCD/NWCCD. In a case of termination of this agreement by the GCCD/NWCCD or Campus Life and Housing, the student will remain financially responsible for the entire cost of the agreement period for the assigned building. GCCD/NWCCD has the authority to deny or remove a student from on-campus housing where the presence or continued presence of a resident in the residential communities poses a significant risk to the health or safety of themselves or others. In making this assessment, GCCD/NWCCD reserves the right to consult with and refer the student to a mental and/or healthcare facility for an evaluation.

Withdrawal Policy

If a student voluntarily withdraws from GCCD/NWCCD, having obtained and completed appropriate forms from GCCD/NWCCD, the housing and dining fees may be refunded according to established GCCD/NWCCD procedures. Students who withdraw from GCCD/NWCCD will be required to vacate the premise within 24 hours.

Chapter 7 – Campus Rules

GCCD/NWCCD is committed to fostering an environment that is: safe and secure; inclusive; and conducive to academic inquiry, student engagement and student success. Toward that end, GCCD/NWCCD has developed a Code of Student Conduct. The Code of Student Conduct applies to all students, including those students who live in or visit residence halls and apartment communities. It applies to all Gillette College students on and off campus. Campus Life and Housing has developed additional policies and guidelines to help enhance the residential experience.

Noise

Excessive noise is prohibited at all times. Loud sound systems, gatherings in hallways, and other disturbances are not permitted. If sound systems are played out of windows or are an issue in any area around the residence halls/apartments, the owner may be requested to remove the sound systems from the residence hall/apartment. Playing drums and amplified sound equipment is not permitted in any on-campus housing.

Courtesy Hours

Courtesy Hours are always in effect 24 hours-a-day. Residents are expected to maintain a noise level that cannot be heard outside their room or apartment or common areas 24 hours-a-day (courtesy hours). Students are expected to be sensitive to neighbors. If students are confronted for noise (even during Courtesy Hours), they are expected to comply with the request. Excessive noise during Courtesy Hours can result in referral to the student conduct system.

Quiet Hours

Quiet Hours are in effect from 10 p.m. until 8 a.m. Sunday through Thursday and from 12 a.m. until 8 a.m. on Friday and Saturday. During this time, noise must be kept at a minimum to ensure that students can focus on their studies and not disturb others trying to sleep. Noise, including talking, music, and other miscellaneous sounds must be kept at a minimum level so that they cannot be heard in the rooms of other residents.

If a resident has an issue with the noise level, the first step is to talk to the resident(s) who are creating the noise. If the noise continues after a resident has addressed the situation, the RA on Duty for that building/area should be contacted.

During final exams each semester, 24-hour Quiet Hours are enforced. Signage will be posted in your residence hall/apartment building prior to final exams that will provide more details about Quiet Hours during the exam period.

Visitation/Overnight Guests

Visitation

A visitor is defined as someone that is not assigned to live in the residence hall/room.

Residents are not permitted more than 3 visitors at any time within their room. Campus Life and Housing strongly encourages residents to use lobbies and designated community spaces when interacting with multiple guests simultaneously.

Overnight Guests:

Each resident is permitted to have only one overnight guest per night. Overnight guests are defined as guests visiting between 8pm and 8am. A guest must be registered prior to 9pm daily through the RA and must check in at the host's RA on duty to verify the guest's ID. If guest registration is not completed by 9pm, the guest will not be permitted to stay.

The resident host must escort their guest at all times. If you have questions, ask your RA or the Campus Life and Housing Office. Students who have invited their guest(s) to campus are fully responsible for guest behavior throughout their time on campus.

Guests not registered by 9pm must vacate the community by 10pm Sunday – Thursday or 12 AM Friday and Saturday.

Any person under the age of 18 is prohibited from visiting or staying overnight in our residential communities.

Residents, regardless of community, may not host overnight guests for more than two nights in any consecutive seven-day period, and no more than 4 stays in the period of a week without written approval from a professional Campus Life and Housing staff member.

Exceptions for extenuating circumstances can only be made through a joint consensus between the Coordinator and the Director. No other arrangements will be authorized without this joint approval.

Residence Halls and on-campus apartment communities operate for the benefit of residents and are designed with the safety and wellbeing of our community members and property in mind. Visitation/Guest policies create a structure for residents to bring guests into their rooms.

Each resident and their roommate(s) are the only ones permitted to live in their designated room. Hosts must escort their visitors/guests at all times, including meeting them outside of the residence hall and escorting the guest through the residence hall to the host's room/apartment.

Resident hosts will be held accountable for their visitor's/guest's behavior. Hosts should make sure their visitors/guests are knowledgeable of all GCCD/NWCCD policies, which include Campus Life and Housing policies.

The roommate's/apartment mates' expectation of privacy, sleep and study take precedence over the privilege of a host to have a guest.

Residents must have consent from their roommates and suitemates to host a guest/visitor.

There may be certain times of the year, such as the beginning of the fall semester, semester breaks and exam periods, when the guest and/or visitation policy may be restricted or modified. GCCD / NWCCD reserves the right to deny access to any guest if it is reasonably determined the person has disturbed, endangered or disrupted other residents. Visitation privileges may be suspended administratively by Campus Life and Housing or by a conduct officer as a result of conduct sanctions.

Alcohol

All Campus Life and Housing facilities and residents are required to be in compliance with state and local laws regarding alcoholic beverages and other drugs.

It is GCCD's/NWCCD's and Campus Life and Housing's goal to educate members of our community about the health risks associated with the use and abuse of alcohol and other substances, and about the campus and community resources available for counseling and therapy. In support of these efforts, Campus Life and Housing prohibits displays that promote an alcohol culture, such as empty beer bottle pyramids, empty liquor bottle room decorations and drinking game tables.

Under 21? – No Alcohol Allowed

The regulations on the use of alcoholic beverages in the residence halls/apartments are consistent with GCCD/NWCCD policies and Wyoming state law which prohibits the purchase, use or possession of any alcoholic beverage by individuals who are not at least 21 years of age. These regulations apply to all students who reside in GCCD housing as well as students' guest(s). It should be noted the presence of empty alcoholic beverage containers leads to a rebuttable presumption that the student(s) found in possession of such containers possessed and/or consumed the original container's contents. If empty alcoholic beverage containers are found in the student's residence in violation of these regulations, the student will be asked to remove these containers and will be referred through the student conduct process.

Drugs

In accordance with GCCD/NWCCD policies and state and federal law, illegal drugs and drug paraphernalia are not allowed on campus. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and will result in referral to the student conduct process and involvement from local law enforcement.

Smoking and Vaping

Smoking and vaping are not allowed in any residence hall at any time. Smoking and vaping are only allowed in an individual's personal vehicle or designated smoking areas. Individuals who are found smoking or vaping in the residence halls will face disciplinary action. If the fire department is dispatched to the college for such an offense, the resident will be charged a minimum of \$400 (the cost of the fire department being dispatched).

Bicycles

Bicycle racks are provided in close proximity to each living area. GCCD suggests a U-bolt style lock to secure a bicycle. Bicycles parked improperly are subject to fines and/or removal by Campus Life and Housing. Students are not permitted to lock bikes to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with exit from the building. Bikes are not allowed in any building or residence hall room.

Clotheslines

Clotheslines may not be hung outdoors, within any public areas of the residence halls/apartments, from the ceiling and/or from sprinkler heads within the room/apartment.

Cooking

For safety reasons, including the possibility of fire, cooking is permitted only in GCCD designated kitchens (Tanner Village). Cooking is NOT permitted in residence hall rooms. While cooking, do not leave food unattended. Burnt food may activate the building fire alarm and students may be financially responsible for any damages caused in addition to conduct sanctions imposed.

Explosives and Hazardous Materials

Explosive devices are not permitted in the residence halls, apartments, or surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.) or any explosive material will constitute a safety or fire hazard. Motorized vehicles (e.g., mopeds, motorcycles, hover boards) may not be brought into a building or stored within a residence hall/apartment. Propane tanks may not be stored in residence halls or apartments. Hazardous materials including, but not limited to gas, propane, chemicals, and gas grills are not permitted in on-campus housing under any circumstances.

Fighting

Fighting violates GCCD/NWCCD Code of Student Conduct and typically results in students who live on campus having their housing agreements terminated. This infraction may also result in separation from the institution. Students are encouraged to leave any situation that indicates a fight is about to occur and promptly call local law enforcement for assistance.

Fire Safety

All residence halls/apartments are equipped with smoke detectors and fire extinguishers. This equipment is regularly checked to ensure that it is in working condition.

- Candles, incense, oil lamps, tiki torches, kerosene lamps, halogen lights, open flames, any incendiary devices, etc. are not permitted in the residence halls or areas surrounding the residence halls/college-owned apartments. These items

produce an open flame/hotspot that generates smoke and may inadvertently set off the fire alarm system causing a false alarm.

- Walls and ceilings of any campus housing facility may not be covered by cardboard and no wall may have more than 50% of its total area covered by any material including paper, fabric, metal, etc.
- The storage/use of flammable liquids or substances is strictly prohibited.
- Any student who deliberately sets off a false alarm is subject to severe conduct action, including dismissal from the residence hall/apartment, and possible suspension from GOODNWCCD.
- To comply with state and local fire regulations and for fire safety education, fire drills are conducted each semester. All persons inside the building during emergency drills are required to evacuate the building and exit at least 200 feet from the building. Students MUST evacuate when the fire alarm sounds and quickly and calmly exit the building and report to the designated assembly area outside for your floor. Do not re-enter the building for any purpose until you are directed to do so by the proper authorities.
- Students are not permitted to have extension cords unless they have surge protectors
- Students are not permitted to block/hang items from sprinklers.
- Students are not permitted to tamper with fire/safety equipment or interfere with the operation of the alarm system, damages or remove any part of the alarm system, fire extinguishers, smoke detectors (including faceplates and/or battery covers), or an exit sign.
- Students are not permitted to smoke or use vape pens or e-cigarettes inside or within 50 ft. of the residence halls and apartments. Students may only vape or smoke tobacco in their personal vehicles or off campus.

Grounds

Driving on lawns or sidewalks is prohibited and may result in disciplinary action and/or criminal prosecution. Littering is prohibited on campus. Please be sure to place all garbage in receptacles provided. Individuals who are found littering or driving recklessly on grounds will face disciplinary proceedings.

Prohibited Items

Students are not permitted to have the following items in their residence hall rooms or apartments as they present general safety concerns for the residential community. This list does not include other items such as dangerous chemicals, weapons, drug and alcohol consumption devices already covered by G C C D / NWCCD policies and the Code of Student Conduct.

- Liquid/Air filled furniture
- Darts and Dart boards
- Major appliances and grills (George Foreman type grills are only permissible in the apartment communities.)

- Soldering irons
- Beer bong or funnels
- Extension cords (use surge protectors)
- Live cut trees
- Shortwave radio equipment
- Pets except for fish in a tank not exceeding 10 gallons (must have Campus Life and Housing permission)
- Electrical appliances with exposed elements (toasters are permitted in the apartment communities)
- Toaster ovens, hot plates, and deep fryers
- Refrigerators larger than 4.3 Cubic Feet—mini fridges ARE permitted in Inspiration Hall
- Hookahs
- Lava lamps
- Coffee maker without automatic shut-off
- Halogen lights

Roofs, Windows, and Ledges

Because of the personal danger and the potential for damage to property, exiting onto roofs and ledges, or climbing from windows is prohibited.

Additionally, students are not permitted to throw objects from windows or roofs. Screens must remain in place at all times. If a screen falls out of a student room window, it is the student's responsibility to report it to maintenance. Students will be charged for screen removal or damages.

Hall Sports

Playing sports in public areas or hall/apartment rooms and hallways is not permitted. This includes, but is not limited to in-line skating, skateboarding, or by gun fights, bicycle riding, throwing, kicking or hitting any type of object including: indoor basketball, indoor football, indoor Frisbee, indoor soccer, golfing, ping-pong or any variation of ping-pong, beer pong, foosball, tag, chase, wrestling, soccer balls, footballs, Nerf balls, etc. Remove roller blades prior to entering any GCCD/NWCCD building.

Community Area Furniture

All common areas (lobbies, lounges, and study rooms) are furnished with chairs, couches, tables, and other furnishings. Common area furniture may not be removed from these general areas; these items are placed there for use by all students. Students who remove common area furniture and place it in their room, apartment, or other non-approved area will be billed to replace the furniture and will be subject to conduct action.

Study Rooms and Lounges

Furnished study rooms are located in most facilities. Lobby and floor lounges are provided to residents and their visitors for studying, meetings, programs and/or community-building activities. For the safety of residents and guests, sleeping is not permitted in lounges or other public areas. Contact your RA for further information on scheduling/reserving these areas.

Medical Device (Sharps) Disposal

A “sharp” is any device having corners, edges, or projections capable of cutting or piercing the skin or that pose a safety hazard to the custodians and other personnel who handle waste. Sharps are usually hypodermic needles or other sharp medical devices. These types of devices are often contaminated with blood or bodily fluids. Sharps cannot be disposed of in the trash; they must be disposed in an approved sharps container. Students must provide their own sharp disposal device.

If you generate this type of waste, please follow the procedures listed below to dispose of your sharps waste:

1. Purchase an approved sharps container from a local pharmacy, physician or hospital.
2. Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to anyone. When full, the container should be taken to an authorized sharps disposal site. For further information on local sites, visit any local pharmacy or any area health department. Some pharmacies will dispose of your sharps if you purchase the sharps from them; please check with a pharmacy for further information on their sharps program.

Microwaves

Residents in Tanner Village are not permitted to have or use microwaves or mini fridges within their rooms. The electrical capacity of these buildings is limited and cannot support microwave or mini fridge usage in individual rooms. Microwaves and large fridges are provided in each kitchen for general use.

Pets

Due to public health regulations, pets are NOT permitted in on-campus housing, including brief visits or temporary stays. This applies to, but is not limited to, dogs, cats, birds, hamsters, snakes, mice, and other rodents. Fish in aquariums (tanks not to exceed 10 gallons) are the only pets permitted with prior approval from Campus Life and Housing; the tank must be kept in a sanitary condition. If a resident is found in violation of the pet policy, the resident will be billed for the cost of pest control measures or cleaning charges associated with the animal. Pets found in violation of this policy must be removed from campus immediately and may be turned over to the Animal Control Center or the local Humane Society if the resident(s) cannot find appropriate off campus arrangements. There is no grace period for the removal of a pet; upon notice, the pet must be removed ASAP.

Service animals that assist people with tasks/work needed for a disability are permitted, as required by law. Service animals are defined as a dog which performs task or work for the handler and is required due to a disability. This animal is permitted to go to academic buildings as well as residence halls. Service Animals are not required to register with ADA Services or Housing, but they are encouraged to for safety purposes in the event of an emergency.

Emotional support animals are allowable only when a person has a documented disability and the animal ameliorates at least one symptom of the disability. Documentation regarding the need for an emotional support animal (ESA), as well as additional paperwork, are required to be completed with Disability Services Office prior to bringing an ESA to campus. Please contact Campus Life and Housing to obtain information on the review and approval processes that must be completed prior to bringing such animals into any residence hall or apartments. Residents requesting accommodations for emotional support animals will be directed to work with the Disability Services Office to obtain an approved accommodation. Animals brought to campus before having formal approval will be removed and the handler will be subject to student code of conduct.

Room Alterations and Decorations

Decorations will add to the comfort of a room and make it more attractive and homelike. Keep in mind when decorating, that students are responsible for maintaining the condition of their rooms. Most of the room furnishings are moveable to allow arrangement of the room for personal satisfaction.

Furniture should not be taken apart or stacked, nor should closet doors be removed. Campus Life and Housing does not have the capacity to store any items, so everything students bring must fit into their room. If a student decorates their room, they will be charged for any damage that is caused as a result of room decoration. It is imperative students plan carefully to avoid any expense at move out.

Do not attempt alterations or repairs in the residence hall or apartment on your own. This includes, but is not limited to, removing windows, screens or shades; painting or paneling the walls in your room or apartment; and removing built-in furniture, appliances, bookshelves, light fixtures, desks, or beds. Should a student perform their own repairs or alterations, the student may be required to pay any associated fees with restoring the room to its original condition and may be referred to the student conduct process.

If posters are placed on the walls, use a poster putty material or painters' tape that will not damage the paint when the poster is removed. No wire, rope, or string of any kind is to be strung across the room for the purpose of hanging decorations. Wall hangings must be attached in a way that is non-destructive to the walls, furniture, doors, or woodwork, which precludes nails, bolts, and double-sided tape from being used. All decals and

stickers are expressly prohibited. Items cannot be hanging from, or attached to, any ceiling or door surface. A small message board for each student may be attached (with masking tape) to the wall next to your door. All furniture must remain in the room and closet doors (where applicable) may not be removed. You and your roommate(s) will be charged for any damage that is caused by inappropriately attached room decorations. The residence hall facilities are painted on a regular schedule; therefore, the painting of rooms, corridors, and wall murals is not permitted.

Posting on Campus

Posting on campus should adhere strictly to the GCCD/NWCCD policy on posting. Solicitation is not permitted in any public area or residence hall rooms/apartments excluding hall-sponsored fundraising programs. It is not permissible for any student to operate a business from any residence hall room or apartment living environment. Flyers are not permitted to be put under doors or in the door frames in the residence halls/apartments **unless** done so by the Campus Life and Housing Office or designee.

Solicitation

Soliciting or conducting business is not permitted in the residence halls/apartment complexes, including from within your residence hall room/apartment unit. This includes approaching students with a product(s), sliding information under doors, stopping students in the hall/apartment hallways, calling students, etc. Students are also prohibited from conducting business on GCCD / NWCCD computer or telephone system.

To protect the privacy of residents, solicitations, sales, canvassing, fundraising, and contribution drives are restricted within the campus residences. The exceptions to this rule involves the Residence Hall Association. (Refer to GCCD/NWCCD Policies and Procedures Solicitation Policy).

Tampering with GCCD/NWCCD Equipment

Tampering with any mechanical or electrical unit within the residence halls/apartments is not permitted. Specifically, you must not tamper with, or use without authorization, any part of a residence hall/apartment complex elevator system, hall/apartment locking systems, life safety equipment, including, but not limited to, smoke alarms, fire alarm mechanisms, fire sprinkler mechanism, and life safety signage, refrigeration, heating, cooling, or computer/Ethernet jack and cable connections. Interfering with security systems, tampering with locks or elevators or unlocking doors designated to be locked is strictly prohibited; students will be documented and referred to Student Conduct.

Chapter 8: Moving Out

The end of the semester can be a busy time. While moving out tends to be easier than moving in, there are still important details students need to follow to ensure a smooth transition when departing from GCCD.

Check-Out

Residents are required to vacate and remove all personal belongings from their assigned room upon termination of the Housing & Dining Agreement. Residents in this situation may be provided up to 24 hours.

Students must check out no more than 24 hours after their last final exam in the fall and spring semesters and NO later than the official date/time the building closes for the break. Failure to coordinate flights in a timely manner is not an excuse for late move out. When a student moves from a residential complex or when a room change is made, keys must be returned directly to the corresponding RA, and all check-out procedures must be followed.

Please know that by checking out, it does not release a student from their responsibilities under the Housing and Dining Agreement unless an exception is made, in writing, from the Director of Campus Life and Housing or their designee. To ensure proper check-out, follow these steps:

- Schedule a check-out appointment with your RA;
- Remove all belongings from your room, suite, and/or apartment prior to your scheduled appointment and thoroughly clean your room, suite, and/or apartment. An RA will report to your room at the scheduled time to conduct the room inspection and will compare the condition of your room at the time of check-out to the condition of the room at the time of check-in to determine whether any charges will be billed to the student's account; and
- Once the inspection is complete, the student should turn in the room key to the RA completing the check-out process and provide a forwarding mailing address.

Specific information regarding the check-out process is available through your RA. If you have any questions, please speak with your RA or Campus Life and Housing to retrieve the most current information regarding dates and any procedural changes.

Failure to follow the instructions for the check-out procedures will result in an improper check out charge added to your student account in addition to any room damages that maybe found upon room inspection. Failure to clean the residence adequately may result in a delayed check out and possibly excessive cleaning fees. These fees may be individual or shared amongst the suite.

Damage Appeals

Residents can submit an appeal for damage charges should they believe it warranted. Damage appeals are managed through Campus Life and Housing website. Residents may appeal damage charges based upon three possible reasons: damage is believed to be the result of "normal" wear and tear; there is a duplicate charge; individual was not a

student at the time. Damage charge notification is sent to student's GCCD/NWCCD email account. All damage appeals must be received within 10 business days of the notification being sent to the student's GCCD/NWCCD email account.

Subletting

Subletting is not allowed in any residence hall. Non-residents who are found responsible for "squatting" will result in trespass from campus and local law enforcement will be called. Squatting qualifies as a person occupying a space that is not being used or rented out when the person is not paying or supposed to be living as a resident.

Storage

Trunks, suitcases, and other belongings must be stored in your room/apartment or taken home after you have moved into your room. Campus Life and Housing is unable to provide personal storage to residents. This includes over periods of winter break and summer break.

Unclaimed or Abandoned Property

Abandoned Property includes all property where the owner voluntarily relinquishes possession. Abandoned property will include, but is not limited to, all property left by a student in a GCCD facility after separation from GCCD/NWCCD. Abandoned property shall further include all items remaining in a room in a residence hall upon the conclusion of the housing agreement or the student's separation from GCCD/NWCCD. Lost Property is property where the owner does not voluntarily relinquish property and is due to accident, forgetfulness, negligence, and the property owner is ignorant of the property's whereabouts. If after retracing your steps, you cannot find your property, you can file a police report.

Unclaimed or abandoned property left in the room, apartment, storage room or on the premises will be disposed of in accordance with GCCD/NWCCD policy.

Items remaining in after a space has been officially vacated will be treated as abandoned property and kept in storage for 60 days.

Emergency Removal

In a case that the Director of Campus Life and Housing or their designee determines that a resident's actions indicate that the resident's continued presence in the residence hall community poses an imminent danger to persons or property, the Director of Campus Life and Housing or designee may take emergency action by serving the student with a notice to vacate the building immediate and not return, pending further investigation and possible mediation. Campus Life and Housing reserves the right to change the locking devices on resident room door and/or residence hall outer doors in order to enforce this action. Campus Life and Housing reserves the right to pack belongings for pick up in the event that removal from campus is immediate.

Termination of Housing Agreement

If a resident has violated the standards and values of the residence hall community to the extent of no longer being able to be a successful member of that community, the Housing and Dining Agreement will be terminated. The resident will still be responsible for financial obligations per their contract.

Move-Out Dates

Any student residing in an on-campus residence hall/apartment need to depart from their residence within 24 hours of their last final or by 10am on the published closing date. Any student who needs to stay past the deadline needs to speak to the Campus Life and Housing Office.