



2023-24 ACADEMIC YEAR

RESIDENTIAL LIFE HANDBOOK



**Washington County
Community College**

Calais, Maine
Discover Choices • Create Success

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Residential Life Staff Directory

Professional Staff:

Karen Gookin
Director of Residential Life
Upper Building Residence Hall, Apartment 39
454-1054 – or Ext. 1054

Nichole Cote
Associate Dean of Enrollment Management
Office: 454-1012 – or Ext. 1012

Resident Director

Brandon Vinal
207-904-0194

Student Residential Assistant Staff:

Nathan Crossley
207-214-5192

Mackenzie Hewitt
207-214-5192

Isiah Mitchell
207-214-5192

Assistance / Emergency Numbers

On-Call Staff:	207-904-0194
RA Cell Phone:	207-214-5192
Campus Emergency Phone:	207-454-1099
Police, Fire, Ambulance:	911
Hospital:	454-7521
Suicide & Crisis Lifeline:	988

Residential Life Program Philosophy

The Residential Life Program at Washington County Community College is designed to provide students with living facilities and programs that enhance their formal classroom education. The program is structured to promote students' social, cultural, personal, and intellectual development. Living in an on-campus residence hall offers a structured environment in which students can both live independently and develop a greater sense of responsibility to the community in which they live.

Washington County Community College is first and foremost an institution of learning and teaching, committed to serving the needs of society. The College is built on a foundation of **respect**, respect for one's self and the community as a whole. All members of the Washington County Community College community must strive to maintain a climate of justice marked by respect for each other.

We, as a community, confront and reject all manifestations of discrimination, and promote open expression of our individuality, and our diversity within the bounds of courtesy, sensitivity, and respect. We recognize that each of us has an obligation to the community of which we have chosen to be a part. We will strive to build a true community of spirit and purpose based on mutual respect and caring.

Washington County Community College Mission and Vision

Washington County Community College's mission statement is: to serve the State of Maine and the region with comprehensive, post-secondary, transfer and/or technical education, culminating with the Associate Degree, Diploma, and/or Certificate. WCCC's programs and services prepare and sustain a diverse student body as competitive members of a world-class workforce and contributing members of society.

The vision of Washington County Community College is:

- To foster the development of academic, technical and leadership skills of students seeking degrees in technical fields;
- To provide students with the academic foundation to transfer to 4-year colleges;
- To instill an appreciation for his or her individual responsibility for citizenship and leadership in a multicultural society;
- To provide lifelong educational experiences for individuals;
- To provide out-of-class learning experiences in the environment of a quality campus community; and
- To develop strategic alliances and partnerships with government, business, and industry with which to enhance the economic development of the state and the region.

Non-Discrimination Statement

Washington County Community College does not discriminate as proscribed by federal and/or state law on the basis of race, color, religion, national origin, sex, sexual orientation, including gender identity or expression, age, genetic information, disability, marital, parental, or Vietnam era veteran status in specified programs and activities.

If you believe you have been discriminated against, please contact Associate Dean, Nichole Cote at (207) 454-1012 or ncote@wccc.me.edu.

Residential Student Bill of Rights

All residential hall students at WCCC have the following rights:

1. The right to study in their room free of noise and distractions any time, but especially during quiet hours and finals week
2. The right to sleep undisturbed
3. The right to access their own room, belongings and facilities
4. The right to feel secure against physical, mental or emotional harm
5. The right to a clean room and common areas
6. The right to have their belongings respected
7. The right to have guests in their room that will not disturb a roommate's right to sleep or study
8. The right to privacy
9. The right to bring concerns forward

Those students who disregard the rights of others may be under violation of the Student Code of Conduct and/or Residence Hall Agreement. More information on the Student Code of Conduct and Residence Hall Agreement can be found below.

Respect and Civility

To foster the development and growth of a respectful community, we expect you to treat others in the community with respect. This includes staff, Faculty and fellow students. You should also be treated with respect. WCCC strives to create an environment where respect is expected and obvious, where others are treated the way we wish to be treated, where conflict resolution is the rule not the exception and where we all feel someone is available to help when needed. Please report any instances of being treated disrespectfully to Residence Life Staff immediately. We also ask students to follow these guidelines:

- No nudity, profanity, hurtful, offensive or derogatory messages written on message boards or displayed in any public viewing areas.
- Signs, decorations and/or music that contains profanity or is considered offensive be restricted to a student's personal room as long as it is okay with roommates.
- Students should avoid name calling, using any profanity, offensive or derogatory language when speaking on campus or in the Residence Hall.

Students not following the above guidelines could find themselves in violation of the Student Code of Conduct and/or Residence Hall Agreement. More information on the Student Code of Conduct and Residence Hall Agreement can be found below.

Please remember you are a representative of Washington County Community College as well as the residence life community, on and off campus. Your actions in the neighboring communities should reflect these principles at all times.

Residence Hall Agreement, Student Code of Conduct, Student Handbook & Housing Addendum

In becoming a member of the WCCC community, you may live in your own way; living, learning and expressing yourself. We do expect you to be responsible for your own conduct, keeping in mind that it cannot interfere with the rights of others.

This document serves as a supplement to the Residence Hall Agreement, Student Code of Conduct, and Student Handbook. Throughout this document, you will see references to these other documents. As a student at WCCC, you are expected to read and understand the information contained in all documents, and follow all responsibilities and guidelines in each. Please remember, these documents were established to ensure a safe, respectful, living and learning environment for all students.

Prior to moving on campus, you must sign a Residence Hall Agreement. See the Director of Residential Life right away if you have not.

Please note that this document may be changed or updated as deemed appropriate by the Department of Residential Life. Students will be notified of any changes or updates and are responsible for viewing the Residential Life Handbook once updated.

*All aforementioned documents can be found on our website: wccc.me.edu

Parental / Guardian Notification

The College may inform parents or legal guardians of any violation of the College's policy regarding the use/possession of alcohol or controlled substances if the student is under the age of 21, and the College determines that the student has committed a violation with respect to such policy. The College may also contact parents or legal guardians if the College believes the student poses a danger to themselves or others, or if there is a safety or health concern, regardless of a student's age.

Residential Life Staff

There is a full-time professional who resides on campus, and 3-6 Resident Assistants, who are students just like you, any given year. There are two staff members on call each night to assist students.

Director of Residential Life and Student Activities

The Director of Residential Life and Student Activities (referred to as the Director of Residential Life) is a full-time professional staff member who resides on campus to assist students. The Director is responsible for the residence life program, serves in an on-call rotation to assist students, and supervises the Resident Assistants. The Director is familiar with student needs and concerns in our community living environment. The Director's office is located in apartment four of Quoddy Hall.

Resident Assistants

Resident Assistants (RAs) are students living in the residence halls who are paraprofessionals, hired by the College. They are considered responsible employees. They complete an extensive selection process and training program. Resident Assistants are a peer resource, providing direction to residents when needed. They are available to answer questions about the campus and the local community, assist with roommate conflicts, and personal or academic concerns. They also sponsor campus programs and activities. Although RAs are a peer resources, they are responsible to explain and enforce college policies. RAs maintain an open door policy and are in the Residential Life Office each evening from 5:00pm-10:00pm. They are on call all evening and can be reached on the RA duty phone at 207-214-5192.

Residential Life Office

The Residential Life Office is located in the Igloo Lounge of Quoddy Hall. Staff will be on call from 5pm and throughout the night to maintain a positive community atmosphere in the Residence Halls and are available to assist students with whatever they may need.

Residence Hall Meetings

You are required to attend all Residential Life meetings called by the Director of Residential Life, or the Resident Assistants. Residents will be notified via fliers, email, or staff coming door-to-door. Attendance is mandatory at these meetings, as important information is covered. If you are unable to attend, please let the Director of Residential Life know in writing, immediately. Repeated failures to attend these meetings without communication with a staff person or getting the information afterwards, could result in a violation of the Residence Hall Agreement or Student Code of Conduct.

Residence Hall Council (RHC)

All resident students are automatically members of the Residence Hall Council. The first meeting will be held shortly after the start of the school year. Residents will be notified via flier, email and posters. Residence Hall Council serves as a resource for students living on campus and provides an opportunity to proactively address concerns and suggestions regarding living on campus. The RHC is the voice for the residents and is vital to our community. All residents are eligible for election as a Residence Hall Council representative. Election of representatives is early in the Fall semester. Residents are strongly urged to take an active part in Residence Hall Council!

Room Furnishings

Each apartment has a common kitchen, living area, and bathroom. Each kitchen has a stove, refrigerator, sink, cabinets, countertop space, waste receptacle, and a kitchen table with five chairs. The living room area contains a sofa, two chairs, and a TV stand. Each bathroom has a shower and toilet area, with a separate double sink area with storage space. There are three bedrooms per apartment- two double rooms and one single. Each occupant is provided with a bed frame and mattress, closet with shelving, dresser and a desk and desk chair. At the end of each semester, all furniture must be in its original condition.

You are responsible for all college property in your room, and must officially check into your apartment by signing a Room Inventory Inspection Sheet, which lists the condition of each item. This form is countersigned by a Residential Life Staff member and is kept on file. You are asked to

use your apartment in a manner that will leave it in good condition for the next resident. You may decorate your room according to good taste and safety limits. Care should be taken not to damage walls or woodwork with tape, nails, tacks, screws, stickers, poster “gum” or glue. Painting, construction, and writing/drawing on doors and walls is not allowed. No other furniture is allowed in the Residence Hall, and existing furniture must remain in the room it was designated. Furniture is not to be stacked with cinder blocks or other materials, and entrances cannot be blocked.

Damage to furnishings, walls, windows, including removal of furniture, could result in a violation of the Residence Hall Agreement and/or Student Code of Conduct, and could result in a damage charge. If the Residential Life Staff is unable to determine who is responsible, then all occupants of the apartment could be charged. We understand that accidents happen. If you break or damage something unintentionally, report this to a Residential Life Staff member immediately. Please see page 18 for a list of damage charges.

You are responsible for cleaning and maintaining your own room and collectively, common areas. The Residential Life Staff periodically conducts health and safety inspections, and reserves the right to remove a student or deny housing for the following year to any residents who leave their room in an unacceptable condition. You must take all personal belongings at the time of year end check out (belongings may be kept in your apartment during the Winter and Spring breaks). Any items left behind after check out will become the property of the college.

You must supply your own kitchen utensils, including pots and pans, silverware, dishes and food. Other items you must supply include but are not limited to, bed linens including blankets and pillows, window coverings, lamps, towels, toiletries and cleaning supplies. Other items such as TVs, microwaves and smaller refrigerators (size restrictions apply, please contact the Director of Residential Life), are allowed. You are strongly encouraged to contact your roommates to coordinate who is bringing what.

SERVICES

Igloo Lounge

The Igloo Lounge is the hub of events and programs several nights a week. From pool tournaments, to movies, to community meals, there is always something going on.

The Igloo Lounge located in Quoddy Hall and is equipped with a big screen color television, pool table, Wii-PS4 and Xbox gaming consoles and games, surround sound stereo and much more. Students may sign out a gaming console and games to take back to their rooms. Any damages to consoles and/or games will be the responsibility of the student signing out the console and or games.

Computer Usage

There are two computers and a printer available in the Igloo Lounge, allowing access to the internet, online course work, portal and email access.

Vending Machines

Vending machines are located in the Igloo Lounge for your convenience. Vandalism to the machines could result in their removal, and residents may assume responsibility for damages. This includes cost of repairs as well as disciplinary sanctions.

Bulletin Boards

Important notices are posted on bulletin boards in the Igloo Lounge and in the campus buildings. They contain important information such as vacation closing procedures, meeting times, etc. All notices posted by residents must be approved by a Residential Life Staff member, and may not be posted on walls, doors, glass, or windows. Any and all notices of meetings and or events will be emailed and hand delivered to resident student apartments.

Mail Services

Your mailing address is:

Student Name
Washington County Community College
One College Dr. Apartment #
Calais, ME 04619

Outgoing mail may be deposited in the box provided in the Business Office, located in Riverview Hall. You can pick up your mail after 5:00pm from the RA Office located in the Igloo Lounge. Please do not call a Residential Life Staff member regarding mail before 5:00pm, unless it is an emergency situation.

Dining Services

The Riverview Dining Hall offers a variety of meal options and hours are as follows:

Monday-Thursday

Breakfast -- 7:30am-10:30am

Lunch -- 11:30am-2:30pm

Dinner -- 3:30pm-6:00pm

Friday * limited menu

Breakfast -- 7:30am-10:30am

Lunch -- 11:00am-1:00pm

All WCCC Residents are required to purchase a meal plan package. This plan is designed to assure that each resident has one meal per day.

Upon check-in to the Residence Halls, you will receive a swipe card that can be used only at WCCC's Riverview Dining Hall. Each card contains \$785 which is generated per semester. Card purchases are deducted from the card and the balance is maintained at Riverview Dining Halls POS (point of service). Riverview Dining Hall can provide you with your balance. Any remaining balance will be carried over from the Fall to the Spring semester, but not Spring to Fall. If you lose your card, please see the Business Manager in the Business Office in Riverview Hall. There is a \$20 charge for a new meal card.

Health Services

Twenty-four-hour emergency medical service is available at the Calais Community Hospital, an accredited hospital, located one mile from the campus. Several physicians, dentists, and specialists also serve the area. WCCC students are also provided an accidental insurance plan. The accidental insurance plan is not a medical plan nor is the plan a substitute for medical insurance. For more information about coverage, please see a member of Student Services.

If you are diagnosed with an illness that could pose a threat or disruption to others in the Residence Hall or greater WCCC community, you must notify the Director of Residential Life immediately. A plan will be worked out with student, which could include leaving a campus for a period of time.

In the event of an emergency, Residential Life Staff reserve the right to contact your emergency contact.

Mental Health Services

WCCC partners with BetterMynd to make mental health resources more accessible by allowing students to have teletherapy sessions with a network of licensed counselors, all from the comfort and convenience of their laptops and smartphones. You can easily explore BetterMynd's extensive and diverse network of counselors to find the counselor that's exactly right for you and your needs. Not only do they offer individual counseling, but they also offer well-being workshops and self-help resources. To set up an account and sign up for an appointment, go to <https://login.bettermynd.com> and click "sign up" at the top of the page. You will then receive an email with instructions."

WCCC also contracts with Aroostook Mental Health Center to provide in-person professional mental health counseling. Please see the Associate Dean of Student Services at ncote@wccc.me.edu or the Dean of Student Services at tstoldt@wccc.me.edu. Any student who considers withdrawing from the college is strongly urged to use counseling services prior to making a final decision.

Housekeeping and Maintenance

In order to ensure a safe and healthy living environment, we ask that you keep bedrooms and common areas clean and orderly. This includes removing trash from the apartments. You are required to bring trash to one of two waste receptacles, located in each building parking lot. Please close all lids properly when placing your garbage in these receptacles to avoid any unwelcomed pests.

Although you are responsible for cleaning your apartment, WCCC staff will fix items and make repairs. If you have a light out, something stops working, or something needs to be replaced, please contact the Director of Residential Life.

Things to be reported immediately: sparks or fire, burst pipe or flooding, loss of power, leak in ceiling, clogged toilets, broken windows, and any heating related issues.

The Residential Life Staff conducts health and safety inspections on a regular basis. Failure to properly clean and maintain an apartment could result in a violation of the Residence Hall Agreement and/or Student Code of Conduct and could result in a damage charge.

Doing the following will help ensure a seamless apartment inspection:

- Wash dishes on a regular basis (please scrape food into garbage to avoid potentially clogging the sink)
- Wipe down sink, counter and stove areas daily
- Take out your trash every few days, or before if needed
- Clean the bathroom areas on a weekly basis or beforehand if needed
- Do your laundry on a weekly basis
- Sweep and mop floors on a regular basis
- Do not block entrances or hallways with clutter
- Report maintenance concerns right away

Laundry Facilities

Washers and dryers are located on the lower floor of the Igloo Lounge and in Downeast Hall next to the boiler room. Laundry is free for the 2023-24 academic year. If a washer or dryer is not working properly, please notify the RA on duty.

*Please do not overload the washers or dryers. Your laundry will take longer than needed and could damage the machines.

IMPORTANT INFORMATION

Parking

All students bringing vehicles on campus are required to obtain a parking permit. Students obtain a permit from Student Services located in Riverview Hall. Students are required to provide a driver's license number, registration information, car insurance company and policy number, and license plate number. If you will have more than one vehicle on campus, a permit is required for all vehicles. Permits are to be affixed to vehicles on the driver's side rear window.

We ask that if you live in Quoddy Hall, you park in the lower lots and if you live in Downeast Hall, you park in the upper lots.

Parking Permit Regulations

- There is 24 hour parking available at the Residence Hall.
- Report accidents and parking related concerns to a Residential Life Staff member immediately.
- Students must adhere to directions of College personnel regarding parking regulations.
- Parking regulations are in effect at all times throughout the year.
- Only vehicles with proper decals and tags are allowed to park in ADA (handicapped) spots.
- Parking is not allowed on any campus lawn area.

- No parking in loading zone areas, FIRE LANES/ZONES, or as otherwise prohibited by signage.
- Vehicles are not to be parked in such a manner that they obstruct roadways or prevent other vehicles from exiting a legal parking space.
- Vehicles may only take up one parking space.
- Excessive noise, such as horn honking, revving of engines, mufflers, or spinning tires is not permissible on campus.
- Unauthorized vehicles parked on college property are subject to being towed at the owner's expense. Campus registered vehicles may also be subject to tow depending on the circumstance. College personnel will make every effort to contact the vehicle owner prior to towing. The vehicle owner is responsible for all towing fees.
- Students may be required to move vehicles in the event of a major snow storm. Students will be notified in a timely manner regarding snow removal from parking lots.
- Washington County Community College does not assume any responsibility for accidents, thefts, and or damage to any vehicle that may occur on its property.

Having a vehicle on campus is a privilege. Students not following the above guidelines could lose their privilege to drive on campus.

ID CARDS

You must obtain a student ID and have it on you at all times. WCCC ID cards are available from the Library located in the Teaching and Learning Center for Excellence on the second floor of Riverview Hall. Your ID card verifies that you are authorized to be on campus. Make sure you have it with you at all times.

Your ID card carries an added bonus with in-town merchants. Present your ID to one of the merchants below and get huge savings:

WCCC Student Discount

Get great savings from local merchants when you use your WCCC student ID!

- Hammond Lumber: 10%
- Napa Auto Parts: 5-35%
- Ace Hardware: 10%
- Crumbs Café: 10%
- Johnson's True Value: 10%
- O'Reilly Auto Parts: 10%
- Caesar's Pub: 10% off food and non-alcoholic beverages
- Calais Public Pool: Free with ID (Summer months only)

Safety and Security

WCCC makes every effort to provide a safe living and learning environment. Below are guidelines we expect you to follow. Because safety and security is our number one priority, failure to not follow these guidelines could result in a violation of the Residence Hall Contract and/or Student Code of Conduct.

- Do not prop open fire or emergency doors. Do not exit through any emergency door unless it is an emergency.
- Lock your apartment door and always bring your key with you. If your room is on ground level, your windows should be closed and locked before leaving your apartment.
- Lock your apartment door during the evening while sleeping.
- Do not remove or tamper with the window guards on any accessible window.
- Do not loan out or make copies of your room key.
- Report lost or stolen keys immediately.
- Use well-lit public walkways, avoiding shortcuts and dark/isolated spots.
- Do not walk on campus alone at night.
- Report any suspicious individuals or behavior to College Personnel immediately.
- Carry your WCCC ID at all times and present to College Personnel when asked.
- Do not leave personal belongings unattended in public places.
- Obtain a lock box for your valuables and keep serial numbers and descriptions of your belongings.
- Take your valuables home when you leave for breaks and vacations.
- Do not leave messages on your exterior door indicating you will be gone for long periods of time.
- Be aware of your surroundings and carry your cell phone at all times.
- Obtain a renters insurance policy.

Washington County Community College is not responsible for lost, stolen or damaged items.

Anonymous reports concerning campus safety can be submitted on the LiveSafe app. We encourage reporting of concerning behaviors or incidents that occur so that college officials can follow up in an effort to ensure the safety of the campus community.

Camera System

Cameras have been installed in some common areas in housing and other areas of campus. The recordings from the cameras will be used when possible, in instances of possible violations of the Student Code of Conduct and/or Residence Hall Agreement and in health and safety situations. The presence of the cameras should not be considered a substitute for normal safety precautions.

Fire Safety

Fire safety equipment such as smoke detectors, sprinklers, fire extinguishers, fire alarm pull boxes, and emergency exit routing signs have been installed in the Residence Halls for your safety. These lifesaving items should never be tampered with. You will be found in violation of the Residence Hall Agreement and Student Code of Conduct if you tamper in any way with the fire safety equipment, or start a fire. You may be removed from campus housing. You will also be held responsible for any damage caused by tampering with the equipment or from starting a fire. Not only is this a violation of our policies, it is also a state law. If found in violation of tampering with fire safety equipment, you could also be reported to local authorities. Please note it is also a violation to not vacate any campus

building during a fire alarm. Any time the alarm sounds, leave your apartment immediately following the evacuation route.

Residence Life Staff will instruct students on proper evacuation procedures at the first meeting of the year. You are encouraged to ask questions at any time if any procedure seems unclear. Students should leave by the nearest exit. If flame or smoke is blocking the nearest exit, occupants should be aware of their next available exit. You should exit the building completely. You must also move across the entrance path and wait on the opposite side of the fire lane until the Fire Department has inspected the building and approves re-entering the building.

Please be aware that the Calais Fire Department responds to all fire alarms and therefore fire lanes and the front of the entrance should remain clear at all times to provide the Fire Department with easy access to the buildings. The fire alarm sounds at the Calais Fire Department at the same time as the building alarm. Therefore, if everyone leaves the building immediately, the occupants should be out of the building before the Fire Department arrives at the scene.

Fire Safety Tips

- If you suspect a fire, before opening a door, feel near the top of the door as well as the doorknob for heat. If they feel cool, open the door slowly.
- If smoke is present, close the door and use another route. If the door is hot, do not open it.
- Always close the door behind you to limit the spread of fire and smoke.
- If you must go through heat or heavy smoke, crawl on the floor as heat and smoke rise.
- If you become trapped, stuff a sheet or jacket under the door to keep out the smoke.

Prohibited Fire Hazards:

- Faulty electrical equipment
- Plugging multiple extension cords together
- Electric blankets
- Space heaters
- Sun and heat lamps
- Candles and incense or incense paraphernalia
- Fog machines
- Any open flame device including but not limited to charcoal grills
- Blocking apartment or room entrances with furniture or other items
- Tampering with fire safety equipment
- Hanging items from or leaning on sprinkler system pipes

Weather and Campus Closure

If the campus should be closed due to severe weather, WCCC will post such cancellations via email, local TV and radios stations, WLBZ, WQDY radio, and Facebook, in addition to RAVE Alert being sent. RAVE is our campus alert system. Students are automatically enrolled in RAVE. Please log onto the Portal to confirm that your contact information is correct.

Natural Disaster Emergencies

Should a natural or other disaster occur, College Personnel will determine and direct a plan of action. All students will be notified by official college communication, regarding the plan.

POLICIES, PROCEDURES, RIGHTS & RESPONSIBILITIES

Room Assignments

Room assignments are made on the basis of a full academic semester. Room charges are on a flat rate for the entire semester. Due to the number of students applying for housing, the office cannot guarantee that your preference of room choice will be honored, although every effort will be made. Students currently in the Residence Hall receive first priority in assignment for the following year.

Consolidation/Re-Assignment

The Residential Life Office reserves the right to reassign any student to a new apartment/room or to assign another roommate to that room. Students are not to move to another apartment or room without the permission of the Director of Residential Life.

Check-In

Each resident must officially check-in during specified dates and times as scheduled by the Residential Life Office. Failure to do so within 5 days of the start of the semester may result in revocation of the Residence Hall Agreement unless the Residential Life Office has given prior approval.

To officially check-in, report to the Residential Life Office during official designated move-in day (see Academic Calendar or see notices from the Director of Residential Life). During check-in, you will get your room key and sign your Room Inventory Inspection Sheet. Please make sure you have paid your \$150 deposit and have turned in your Immunization History Form indicating that you have received your Meningococcal vaccine. Failure to pay your deposit or get the required vaccines, may prevent you from moving into the Residence Hall or residing in them in the future.

Check-Out

During break periods, we ask students to check out and turn in their room key. Your belongings can stay during that time. You must also check-out officially if you change apartments, decide to move off campus, and at the end of the year. A schedule of staff on check-out duty will be posted. Each

student must check-out of their room, reporting to the Residential Life Office. Failure to do so could result in a fine being placed on your student account.

- All your possessions must be removed from your room, and it must be cleaned thoroughly. All original furniture should be in your room, left in its original position and condition.
- At check out, you will return your room key and sign your Room Inventory Inspection Sheet. Damage to the room will be noted on the Room Inventory Inspection Sheet. A Residence Life Staff member will assess apartments once everyone moves out. Students are financially responsible for any repairs that are required. If Residence Life Staff cannot determine who caused damage, all occupants will be charged.

Your check-out is not complete until you sign the Room Inventory Inspection Sheet, and return your key. Any belongings left in your apartment will become property of the College. Should you leave without signing your Room Inventory Inspection Sheet, you acknowledge that any damage will be billed to you and you will not have the ability to appeal the damage charges.

Prohibited Items

Please see the list of prohibited fire hazard items. In addition, the following items are also not permitted in the Residence Halls:

- Refrigerators larger than 3 cubic feet.
- Illegal drugs and drug paraphernalia. This includes marijuana as WCCC has to follow federal laws regarding marijuana. Marijuana is currently illegal federally, therefore it is not allowed on campus.
- Alcohol and alcohol containers.
- Decorations including nudity or references to alcohol and drugs.
- Firearms and weapons of any kind including but not limited to: archery equipment, air pistols, bb guns, metal tipped darts, paintball guns, ammunition, knives, blades and swords.

Please note: for the safety and security of students, additions can be made to this list as staff see appropriate.

Room and Damage/Deposit

Each resident must pay a \$150.00 damage/deposit fee on their room when requesting to live on campus. The damage/deposit is refundable only if the student cancels their residency before the announced deadline or at the end of the semester. All charges outstanding at the end of each semester are deducted from this deposit. If you are returning to campus for another year, you will need to bring the balance of the deposit back up to \$150.00.

Entry and Inspection of Rooms by College Officials

WCCC believes students have the right to a private space. However, Residential Life Staff and appropriate College Officials reserve the right to enter apartments if there is an emergency or perceived emergency. We also reserve the right to enter apartments for health and safety concerns,

maintenance repairs, and to regulate the premises in accordance with WCCC rules and regulations. If we believe students are violating policies which could be a threat to the health and safety of individuals and/or damaging to college property, we may enter your apartment. If the situation allows, every effort will be made to contact the occupants of the apartment prior to staff entering.

We also conduct inspections on a regular basis. Inspections are intended to ensure health and safety regulations are being followed. However, students will be held accountable for any Residence Hall Agreement and/or Student Code of Conduct violations discovered at the time of inspections. Any prohibited items will be confiscated, and potential violations will be reported to the Association Dean of Student Affairs and Retention. You may or may not get the confiscated item returned to you. Not being present during the time of inspection does not mean you are not responsible.

If there are health and safety concerns in your apartment, you may be found in violation of the Residence Hall Agreement and or Student Code of Conduct. Failure to cooperate with the inspection process, or continuous health and safety concerns could result in loss of the privilege to live in the Residence Halls.

Housing During Holiday/Break Periods

Housing in the Residence Halls is only available while classes are in session and is limited during break periods. This includes the breaks in November, February and March. Students approved to stay will be notified by Residential Life Staff prior to the break period.

The residences halls are closed between semesters and during the summer. No students are allowed to stay during those times.

Students not approved to stay during breaks will need to check out. Check out times will be posted. Failure to check out could result in a violation of the Residence Hall Agreement and/or Student Code of Conduct.

Room Keys

The room keys you receive are the property of the College. You may not make or obtain unauthorized duplicates. If you lose your key, notify a Residential Life Staff member immediately. A \$50 charge will be placed on your student account for a lock change and new key. You may not install your own personal locks or security chains. The maintenance staff will remove such fixtures and the student will be fined a \$50 fee and a violation of the Residence Hall Agreement and/or Student Code of Conduct may occur.

A fee will be assessed for failing to return your key during the checkout process. It will be considered an improper check out, and a new lock will need to be installed. Keys must be returned at the end of year, even if you are returning to the same room the following year.

Room Lockout Policy

It is the responsibility of all residents to carry their keys at all times. If you should forget your keys, Residence Life Staff can let you into your apartment. Continuous lock-outs may result in a violation of the Residence Hall Agreement and a fine.

Room Maintenance/Repairs

If an emergency repair is needed after 5:00pm, please go directly to the Residential Life Office, or call the RA on duty. Other than routine maintenance, you will be responsible for any damages and will be billed accordingly. In order to complete repairs, maintenance staff will enter rooms as needed or you may be asked to leave your apartment while repairs are conducted. Notification of the repair(s) will be sent to the apartment with date(s) of the repair. They will always knock and announce themselves before entering a room and may be accompanied by a staff member. Repairs should be addressed within two business days, if not please notify Residential Life Staff member to receive an updates.

Banned Persons Policy

In some instances, students can be banned from the Residence Halls temporarily or permanently, depending on the situation. Students who house those that have been banned could be in violation of the Residence Hall Agreement and/or Student Code of Conduct. The Residential Life Staff reserves the right to remove students or their guests under certain circumstances.

No person under the age of 18 should be in the Residence Halls at any time, unless they are a full-time matriculated student residing in the Residence Halls.

Credit Hours

To remain in residence, you must be registered for 12 credit hours and be in good academic standing. A student cannot reside in the Residence Hall if he/she stops attending classes. In addition, if a resident falls below the required registration of 12 credits or withdraws from all classes he/she must vacate the hall within 24 hours. Students who find themselves registered for less than 12 credit hours must meet with the Associate Dean of Student Affairs and Retention.

Absences

If you expect to be absent from the hall for four consecutive days or more while school is in session you are urged to inform the Director of Residential Life. It is also your responsibility to notify your instructor and/or professor of any absences and to adhere to the academic attendance policy.

Alcohol and Illegal Drugs

WCCC is considered a dry campus. No intoxicating beverages are allowed on campus, regardless of a person's age. Alcohol containers, bottles, kegs or other containers, as well as related paraphernalia are also prohibited.

Use, possession, sale, distribution or being intoxicated on campus are all violations of college policy. Please refer to the Residence Hall Agreement, Student Handbook and Student Code of Conduct for more information regarding the alcohol policy.

The possession, use, or distribution of illegal drugs or drug paraphernalia is a violation of the Residence Hall Agreement and Student Code of Conduct. This includes marijuana as WCCC has to follow the federal law regarding marijuana. Illegal drugs can also refer to prescription medications. Prescription medications should only be in the possession of the person they are rightfully prescribed to. Due to the serious nature of such violations, WCCC may also report any incidences regarding illegal drugs to local law enforcement.

Tobacco Policy

Washington County Community College is a tobacco-free campus. The Residence Halls are completely smoke and Tobacco-free. This refers to cigarettes, cigars, spit less and smokeless tobacco, chew, snuff, and any other nicotine-delivery devices including e-cigarettes and vaping materials.

Damage to Rooms

You are expected to keep your apartment in good condition. Reasonable wear and tare is accounted for, but anyone found responsible for intentional damage or defacement of College property will be required to pay for repair or replacement. If it cannot be determined who caused the damaged, all the residents of the room will be assessed the damage.

When damages occur in a public area, the persons responsible will be assessed if they can be identified; otherwise, all residents will be assessed.

Damages to public lobby areas will be assessed to persons responsible if they are identified; otherwise, the repairs will be charged to the smallest possible group that can be fairly identified.

Following is a sample of estimated damage charges. These are only estimates, and costs are subject to change without notice and depend on damage.

Graffiti on door \$175.00
 Broken desk drawer \$45.00
 Broken dresser drawer \$35.00
 Damaged/broken/missing desk chair \$80.00
 Ripped/damaged mattress \$165.00
 Broken bed frame \$275.00
 Damages to hall light fixtures \$40.00
 Damages to ceiling tiles \$15.00 per tile
 Replacement of room door \$250.00
 Replacement of phone jack \$100.00
 Broken window \$185.00
 Refinish door \$150.00
 Replace screen \$55.00
 Paint room \$300.00
 Replace key \$50.00
 Replace entire lock system \$300.00
 Replace lock cylinder only \$150.00
 Broken toilet paper holder \$22.50
 Damage or missing thermostat-\$75.00
 Broken fire extinguisher glass \$55.00
 Replace fire extinguisher \$100.00

Recharge fire extinguisher \$50.00
 Missing smoke detector \$55.00
 Damage to emergency lighting \$100.00
 Replace individual curtain dowel rod \$50.00 each
 Replace individual curtain dowel rod brackets \$30.00 each
 Replacement of Internet jack \$100.00
 Replacement of TV cable jack \$100.00

This list is not inclusive, and costs will vary depending on the nature of the damage. You are encouraged to accept responsibility, and hold other residents responsible for their actions and let a Residential Life Staff member know as soon as damages occur. Extensive or repeated damage may result in a violation of the Residence Hall Agreement and/or Student Code of Conduct.

Pets

With the exception of fish (10-gallon tank or smaller) and documented service animals, no pets are permitted in the Residence Hall.

Quiet Hours

Quiet hours are in effect Sunday through Thursday, 10:00pm to 8:00am, and Friday and Saturday, 11:00pm to 9:00am. During midterms and final exams, quiet hours are in effect 24 hours a day for the entire campus and are strictly enforced. Continuous warnings regarding quiet hours could result in a violation of the Residence Hall Agreement and/or Student Code of Conduct.

During quiet hours, other residents should not be able to hear noise from other rooms, apartments, including public areas. Sound carries very easily throughout the Residence Halls. Voices, stereos, televisions, and speakers can often be heard in other rooms or in an apartment above or below. It is important to remember that other residents should be able to sleep, study, or listen to the music of their choice without being disturbed. Please try to be aware of the volume of sound and be considerate and cooperative with your neighbors and the Residential Life staff.

Courtesy Hours

Even outside of quiet hours, it is essential that noise is kept to a reasonable level so that residents can study and sleep without disturbance. Students should not play music or listen to their televisions at a volume that is likely to disturb others.

Important Roommate Information

Roommate Courtesy

As members of the Washington County Community College community, students are expected to respect the rights and privacy of their roommates. The needs and rights of all roommates take priority over the rights of one member of a room or apartment regarding all policies.

Statement on Roommate Agreement

Residents should let their roommates know about situations that make them feel uncomfortable; including situations involving guests or visitors. It is highly recommended that residents take the time

to complete the following Roommate Agreement exercise. This exercise will help you to better understand your own needs and the needs of your roommates. Residents are expected to listen respectfully and adhere wherever possible to requests from their roommates regarding privacy and the use of their rooms, including others belongings.

Residence Life Staff members are committed to assisting and helping students understand policies related to campus and roommate courtesy. Any student who has difficulties resolving conflicts relating to the issues of Residence Hall and roommate courtesy should contact their Resident Assistant for support in bringing everyone together for a discussion. Repeated problems should be reported to Director of Residential Life.

The Washington County Community College Roommate Agreement

The roommate agreement is meant to be used as an aid to Washington County Community College resident students for clarification and resolution of issues commonly confronted by roommates. A Resident Assistant can serve as a facilitator, or roommates may initially choose to discuss and resolve the issues on their own.

Sharing a room with one other person and an apartment with four others, can be one of the major challenges of college life. Rooming with other people can be very rewarding, and often college roommates become lifetime friends. However, just as with any other relationship, there must be a high level of trust and clear expectations.

This agreement is offered as a guide to help new roommates establish their own needs and acknowledge the needs of others. It is also recommended for returning students who may want to reevaluate their time schedules or alter previous patterns.

Select a mutually convenient time for all involved and agree to complete the guide as thoroughly and honestly as possible. Finish the process as early in the semester as possible. There is no right or wrong answers - only individual preferences.

1. Whose and what furniture, wall hangings, plants, etc. will be in the room?
2. Will the room be divided? (my side, your side)
3. How will cleaning tasks be completed? (Take turns or clean own area)
4. What is everyone's schedule like? Things to consider: What times are reserved for sleep? When does everyone get up? When is study time vs. relaxation? What is everyone's class schedule? Are there any special needs or preferences?
5. Since there is one access point for cable TV in each room, whose TV will be hooked up? What channel/program will we be watching?
6. Based on the College guest policy, how will guests be handled? Do roommates request advance notice? If overnight guests are expected, what special arrangements will be made, and when?
7. What articles can roommates feel free to borrow or use, if any? What articles are strictly off limits? (Personal clothing, computers, microwave, etc...)
8. Are there any special topics, which need to be addressed? How should "violations" of these arrangements be addressed?

Guest/Visitation Procedures

Anyone who does not live in your apartment is considered a guest. The purpose of the Guest Policy is to allow residents to host guests in a responsible manner. The rights and property of individuals, including roommates, and the College must be protected from unwanted intrusions and potential vandalism.

Roommates are required to check with one another to confirm that guests/visitors are not an inconvenience to their living environment at any time.

Failure to comply with our Guest Policy and Procedures could result in a violation of the Residence Hall Agreement and or Student Code of Conduct. Students who continuously violate the guest policy may no longer be allowed guests and could be issued a no trespass order.

Additional Responsibilities of Residence Hall Students

In addition to the policies and procedures already mentioned, the following is conduct that is prohibited by the Residence Hall Agreement and or the Student Code of Conduct. Failure to comply could result in a violation of the Residence Hall Agreement and or the Student Code of Conduct.

1. Entering restricted areas, including but not limited to the rooftop, boiler rooms, offices, and/or storage and maintenance rooms
2. Climbing out of or into windows or onto the wall of the building
3. Removal of any College furniture or property from its designated area
4. Misuse, misappropriation, abuse, theft, or damage to any individual's or College property, or attempt thereof
5. Unauthorized room changes
6. Unauthorized possession, duplication, or use of keys
7. Changing or adding locks to doors, windows, or furniture
8. Removal of screws and or screens from windows with access to the ground level
9. Physical, verbal, or mental harassment, abuse, or disrespect to any individual, including Residential Life staff members
10. Fighting with other students, visitors or College staff
11. Failure or refusal to comply with directions of any Residence Life Staff member or College official acting in the performance of their assigned duties
12. Failure to provide proper identification or giving false or misleading information to a staff member upon request
13. Entering another resident's room and or apartment without permission

14. Throwing or suspending anything from windows or roof, including hanging posters or banners outside windows

15. Speeding, excessive noise and or driving irresponsibly anywhere on WCCC property

Adjudication of Residence Hall and Student Code of Conduct Violations

In some cases, violations are minor and Residential Life Staff will issue a warning. If the behavior continues or situations are more serious, a report will be written and passed on to the Associate Dean of Enrollment Management and Student Services. The student will then have to meet with the Associate Dean. During that meeting, the Associate Dean will notify the student of any potential violations of the Residence Hall Agreement and/or Student Code of Conduct and gather as much information as possible from the student(s). An investigation will be conducted by the Associate Dean, who will then make a determination about what policies, if any, have been violated, as well as appropriate sanctions. Sanctions up to an including dismissal from the College can result. Please note the Dean of Enrollment Management and Student Services may also meet with students and make decisions.

The following steps are taken when a potential violation has occurred:

1. The student will be notified of the alleged violation
2. The student will be given the opportunity to respond to the allegations, including the opportunity to present documents and/or witnesses on their behalf
3. The student will receive written notification of the decision and any sanction imposed
4. The student has the right to appeal any decision made by the Association Dean or hearing officer. The appeal must be submitted in writing to the Dean of Enrollment Management and Student Services, within 48 hours of receiving the Associate Dean's decision.

Please see the Student Code of Conduct for further information on the process and your rights and responsibilities as a student here at WCCC.