



STUDENT HANDBOOK

DAWSON COMMUNITY COLLEGE

Dawson Community College reserves the right to make changes as necessary to this Handbook at any time.

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RESIDENCE and STUDENT LIFE MISSION STATEMENT

Our mission is to contribute to the educational mission of the college by cultivating a diverse and transformative community where students

can

GROW IN THEIR
capacity

To, Live, Love & Learn



LETTER FROM THE DEAN

Dear Student Body,

Welcome to Dawson Community College! We are so glad you have decided to come to DCC and live the Dawson experience. I want to thank you for taking the time to explore residence life and providing us the opportunity to serve you! We encourage you to learn more about the opportunities both in and out of the classroom.

Campus living is an exciting time of your life. This experience will provide you with lifelong friends and a network that will lead to forever friendships and potential business partners. In addition, studies have shown that students who live on campus are more likely to have a higher graduation rate and grade point average. Our Residence halls at DCC are safe, convenient, and engaging with social and educational opportunities to better help you. Our current and past students will say that living on campus made adjusting to the Buccaneer experience easier and set them up for success.

From academic to educational and recreational events, we encourage you to participate and take advantage of the opportunities within our residence halls. I encourage you to explore the information in this booklet and the information we have on our website to see what we have to offer our students. It is our goal to make your experience here as safe and educational as possible. Hopefully, this group living situation will help you learn to live with others cooperatively as well as help you develop skills that will provide enrichment for your future employers, communities and other individuals.

This handbook amplifies and clarifies sections of the housing contract and student responsibility and housing regulations. Should you require additional clarification or have further questions or concerns, please contact a Resident Assistant or any of the Housing Staff. Please read and familiarize yourself with this handbook. The entire Residence Life/Student Life Staff is looking forward to getting to know you. As the year progresses, we encourage your input for on-campus housing improvements. We are excited you're here to begin your educational journey – learn today...lead tomorrow!!

Sincerely,

Daisy Nyberg
Dean of People & Culture

Student Life/Housing Staff

Professional Staff Member On Call Phone 406-359-9023

Daisy Nyberg, Dean of People & Culture

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Rich Rowe, Student Engagement Coordinator

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Kayla Fultz, Resident Director

The Cove Office 406-377-9445 ResidentD@dawson.edu

Denny Malone, Campus Property Coordinator

Main Building 406-377-9490 dmalone@dawson.edu

**Resident Assistants are available in each Hall. Proctors are in Kettner and Meadowlark.
Please see flyers posted in your dorm or in the Cove for current listing and contact information.**

Life-Threatening Emergency Call 911.

We are pleased to provide you with the **Student Handbook**, which details the rules and regulations regarding residency on campus. As either a new or a returning student, you will find this Handbook an informative and important resource while you are here. As a resident, you will be expected to help create a community that is educational, safe, and comfortable. You will eat, sleep, study, and spend a good deal of your time here. The policies established in this Handbook are to help in maintaining a clean, healthy, organized, educational, and safe communal living environment for **all** residents.

If you have questions or need clarification on any information provided, please contact a member of the Student Life/Housing Staff. We want you to have a positive experience while living on campus.

NOTE: Please sit down with your roommates and fill out a Roommate Agreement located in the back of this Handbook in the first two weeks of school and turn in the agreed upon Roommate Agreement to a member of the Housing Staff (listed above), as it will aid all residents in your room.

On behalf of the Residence Assistants & Housing Staff, welcome to Dawson Community College and to your new home in the residence apartments!

Note: The roommate agreement at the end of this booklet and a handbook acknowledgement is to be signed by you and returned to a member of the Housing Staff within three days of moving into your residence.

SECTION 1: STUDENT HOUSING GUIDELINES

Housing Accommodations and Staff

The housing complex consists of Brueberg Hall, Gibson Hall, and Kettner Hall on campus, and the Meadowlark Apartments. Each apartment unit houses 4 residents typically, but may house as many as 6 when needed. The housing complex includes the Student Commons (The Cove), which has two large screen televisions, computer lab with free printing, pool and foosball table, two laundry facilities, and there is a fire pit and seating halfway up the hill leading to the main campus.

The Housing & Student Life Team is dedicated to helping students adjust and make a memorable on-campus living experience as you pursue your college education. The Housing Staff includes full-time professional staff, Proctors and Resident Assistants. Your Resident Assistant or “RA,” like you, is a full-time student and a resident of your hall. The RAs have been specially selected and trained to assist you and your neighbors and are a resource for the residents.

Your RA is a good listener. They are an excellent source of information and can tell you where to go and who to see when you need personal or academic help. An RA can be a mediator/arbitrator in cases of conflict. They help to enforce the College policies and residence hall regulations. They plan activities within the housing community and assist residents in making a successful transition to college life. Your RA (along with your help) will establish and promote a sense of community within campus housing. The first person you should see if you have a problem or a question is your RA. ***The most important part of your RA’s job is to be there for you.***

As part of the Glendive community, the campus is under the jurisdiction of the Glendive Police Department. Officers occasionally conduct a walk-through of the campus, including the student residence halls.

If you have any questions about the college, policies, activities or general information, please contact any of the Housing Staff. We are all dedicated to helping students take total advantage of the on-campus living experience to be successful in the pursuit of a college education.

Mandatory Resident Requirement Policy:

All traditional age students 18 to 21 years of age and enrolled as a full-time student are required to live in DCC Housing facilities. Exemptions are outlined in College Policy CP3-10: Traditional-aged students who have a permanent, family residence within 80 miles of the DCC Campus; students registered solely as an online student; students who have dependents or other extenuating circumstances approved by the President. Students must complete an Exemption Form available from the Dean of People & Culture and documentation must be provided in order for the exemption to be considered. Only if the request is approved will the student be exempt from this requirement.

At this time, DCC does not offer family housing facilities. Minor children of students are prohibited from living in DCC Campus Housing facilities. DCC reserves the right to modify this policy (CP3-10) as needed. (*Housing Staff are not under the Student Handbook policies and are exempt from this as they are subject to Employee policies and their apartment is their permanent residence.*)

Residence Life Contract

By signing the Residence Life Contract, residents agree to live in the Residence Halls and accept responsibility for the terms and conditions of the contract and will be living with no more than 5 or 6 total residents in the same apartment. All Residence Life Contracts are for one (1) academic year (9 months) unless previously approved, in writing, by the Dean of People & Culture or designee. All contracts are binding and effective after May 15 prior to the contracted year. Room rates and regulations are subject to change by action of the Board of Trustees and administration of Dawson Community College. **Units may not be sublet.**

Termination of Contract

The Residence Life Contract may be terminated at the discretion of the Housing Staff if the student fails to comply with the terms of the contract. There are also penalties for canceling the Residence Life Contract. **Please note and refer to a copy of the Residence Life contract for full information on the contract.**

A student who wishes to terminate his/her contract for any portion of the academic year or summer sessions **will need to submit a request in writing by filling out the “Request for Termination of Residence Life Contract” Form.** Please check the form to make certain that you qualify for one of the reasons listed on the form before making a request. The Housing Staff Member will supply the Request for Termination of Residence Life Contract Form when a resident asks for one. Any cancellation of the contract will be subject to the penalties outlined in the Residence Life Contract. A resident filling out a Request for Termination of Residence Life Contract is still bound to the full terms of the Contract. The Contract will only be terminated if the student receives written approval to their Request for Termination of Residence Life Contract from the Dean of People & Culture or designee. Any penalties outlined in the Residence Life Contract for a canceled contract will then be applied. **There are no refunds for housing or meal plans after the 10th day of the semester.**

Eligibility

Students living in campus housing must be actively pursuing at least 12 credits. Students who drop below 12 credits or below a 2.0 GPA may be put on Residence Life Academic Probation or be subject to eviction. If a resident receives an incident report for violation of DCC rules and policies, the student may be subject to disciplinary actions up to and including eviction. The Housing & Student Life Team will periodically review academic and disciplinary records to ensure that all residents maintain eligibility requirements on a semester-by-semester basis.

Residents with Disabilities

In accordance with Campus policies and procedures, DCC will make reasonable and equitable accommodations for students with disabilities. If you require an accommodation based on a qualified disability, start the process confirming your qualified disability status with Disability Services disability@dawson.edu who will then assist Housing & Student Life Staff in providing you reasonable accommodation. Adjustments are always determined on an individual basis. DCC will make reasonable modifications to student housing and its policies, procedures, and practices for eligible students unless the modification will fundamentally alter the nature of its housing services.

Lost and Found

Any article found in the housing complex should be turned into the Housing Staff. Found articles may be claimed upon presentation of proper identification of the article and evidence of ownership. Lost articles found on campus should be turned into the Main Office.

Personal Property and Liability Protection

DCC, Housing & Student Life do not assume any liability for loss, theft or damage to the personal property of residents in any Residence Life/Housing location, including dorm rooms and parking lots. Residents are strongly encouraged to only bring items necessary for their success and maintain appropriate insurance coverage on all personal property.

Mail/Packages

Each resident will be issued a shared mailbox by all apartment members at check-in. The mailboxes are located in the Student Commons (the Cove). The postal service provides service Monday through Friday with the exceptions of holidays. Packages may be picked up at the Main Office between 8 a.m. and 5 p.m., Monday through Friday. You will receive an email alerting you if you have a package for pickup. Outgoing mail may be placed in the drop slot outside the main office.

The mailing address for all DCC students is:

Dawson Community College

Your Name

200 College Dr. Apt # _____

Glendive, MT 59330

One week before hall closing, remember to start the process for a change of address form, through the United States Postal Service.

SECTION 2: RESIDENT RIGHTS & RESPONSIBILITIES

Rights & Responsibilities

All of the residence hall policies were developed in an effort to promote community living. As residents, however, each individual is ultimately responsible for his/her actions. Residents are also responsible for the actions of any of his/her guests/visitors. Because residents are here for an education, it is understood that each person has the right to study in his/her room. With this right comes the right to have fun, relax, pursue friendships, and have privacy. These needs can be met in a group-living situation only through mutual respect, compromise and having shared expectations.

RESIDENTS HAVE THE RIGHT...

- To have reasonable access to living accommodations
- To live in a clean and secure environment
- To have access to facilities and programs that support the pursuit of academic success
- To have access to copies of housing rules and regulations, or individual building policies that govern individual and group behavior
- To the respect and safety of personal property
- To study without interruption or interference
- To be free from unreasonable noise

- To be free of intimidation or harassment
- To express themselves freely within established guidelines
- To expect enforcement of housing agreement/contract
- To have direct access to staff who provide assistance, guidance, and support as needed
- To host visitors and guests within established guidelines
- To receive equitable treatment when behavior is in question
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation
- To have access to individual and group social, educational, and developmental opportunities in their living community

RESIDENTS HAVE THE RESPONSIBILITY...

- To adhere to rules and regulations
- To comply with reasonable requests made by staff, or college officials, or fellow residents
- To meet payment schedules for room, board, and other required housing fees
- To monitor and accept responsibility for behavior of guests and visitors
- To report violations of rules and regulations to appropriate staff
- To respect the rights of others, as stated above
- To respect the diverse backgrounds and interests of those around them
- To treat others in a civil manner and manage conflict in a mature manner
- To be serious in their academic pursuits
- To always lock their door – NEVER leave your apartment door propped open
- To participate actively in self-governance
- To express themselves individually, or by association with groups
- To participate in judicial proceedings to determine appropriate standards of behavior
- To contribute positively to the community by participating in educational and developmental activities

** Adapted from ACUHO-I Statement of Resident's Rights and Responsibilities, 2002*

To Have a Good Roommate Each Person Must Also Be One

1. Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.
2. Rooming together on common ground does not imply everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person.
3. Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.
4. Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the Cove can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.
5. Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other's best friend to be good roommates, it is all about RESPECT.

Any resident being deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents may be reassigned or because of multiple reassignments may be evicted.

Behavior Guidelines

Residence Life/Housing Policy does not attempt to define every acceptable/unacceptable form of behavior nor every fine or violation. *In situations not covered by specific policies, residents are expected to use common sense, good judgment and conduct themselves in a mature and responsible manner at all times.* To make the most of the campus experience, respect, cooperation, and consideration for the rights of others are essential. It is equally important not to infringe on another's rights or allow anyone's rights to be infringed upon. Residents will be held responsible for their actions and/or for assisting another's involvement in violation(s) (which includes watching an action and failing to report the action when it is taking place). Residents are responsible for knowing and following all policies, rules and regulations for on-campus living contained in this Handbook, as well as information from other sources including, but not limited to:

- Academic Catalog
- Dawson Community College Student Handbook
- Housing Staff
- Dawson Community College Student Code of Conduct
- Dawson Community College Policies

Quiet Hours

In order for residence hall space to best meet the needs of all students, all residents must show strong consideration for their neighbors' personal needs for quiet in order to study and rest.

Quiet hours apply to the following behavior:

- Loud stereos and televisions in your room or common area, which must be quiet enough so they cannot be heard outside the apartment.
- Speakers placed against walls that separate you from your neighbor's room.
- Loud conversation or laughter in your room, common area or balconies.
- Running on balconies creates a safety hazard, disruption and a problem for others.
- Slamming doors in any area of the residence apartments.
- Yelling or any noise/behavior that infringes on the rights of others.

Quiet hours are from **10 p.m. until 10 a.m.** every day of the week. Courtesy Hours are in effect 24 hours a day. It is a vital courtesy to respect other students' rights to peace and quiet at all hours of the day. A 24-hour quiet period will be in force during mid-term and final exam weeks. Residents causing disruptions during the last couple of weeks of the semester and especially during finals week may be required to move out early. This is done to preserve the educational environment for residents as this is a stressful time for students and residents exhibiting behavior that is detrimental to the educational environment will be asked to move out to not continue disrupting other students and their studies.

Overnight Guests and Visitors

Definition Guideline for Guests vs Visitor

A guest is a person who stays the night, an example is that a house may have a guest room but not a visitor room. A visitor is one who stays temporarily but not overnight, an example would be hospitals have visiting rooms and visiting hours but not guest rooms and guest hours.

The following regulations apply to Overnight Guests:

1. A guest/visitor **must be a minimum of 18 years of age** unless he/she is a current full-time DCC student, is accompanied by legal guardian, or is on a school visit.
2. Guests/Visitors enter the residence halls by entrances/doors. (Not through windows)

Overnight Guests

A resident may have an overnight guest under the following conditions:

***Overnight visitation Request form must be filled out and submitted to the Resident Director or designee for approval, 24 hours prior to your guest arrival.**

1. No overnight guest is allowed to stay without the permission of **ALL** of the roommate(s) living in the apartment, **in advance**.
2. The resident is responsible at all times for the conduct of his or her guest(s).
3. Guest(s) must comply with college and residence hall policies.
4. Overnight guest(s) are limited to no more than two consecutive nights and no more than two overnight guests per room in any one (1) week period.
5. **Cohabitation is prohibited amongst any gender**. This may be defined as leaving personal effects, belongings, and other personal items for a prolonged period of time.
6. Residents **must** reside overnight in their assigned rooms and may not be registered as overnight guests.
7. Any guest who is in violation of the residence hall policies will be asked to leave the premises by a Resident Assistant and/or Housing Staff member.
8. Residents who have guests who violate policies may be denied the privilege of hosting guests for the remainder of the year. (SEE PAGE 33 FOR POSSIBLE FINES.)
9. Guests must check-in with the Residence Director or designee and provide a photo I.D., automobile license plate number, as well as emergency telephone numbers.

Non-resident guests (not staying overnight/visitors) are permitted under the following conditions:

1. Guests/Visitors must be able to present a photo ID to staff upon request.
2. Guests/Visitors must comply to all DCC and residence hall policies.
3. Guests/Visitors must be escorted by a resident at all times while on the premises. Visitors are not allowed in the residence halls from **10 p.m. until 10 a.m.** every day of the week. **No exceptions.**
4. The resident host is responsible for the actions of their guests/visitors, for informing them of hall rules and regulations and for expenses incurred by them.

Babysitting

Babysitting is not allowed in DCC Residence Life housing.

Music in Rooms

Consideration of roommates and neighbors in regard to your music must prevail. A student may not play a musical instrument in the residence apartment without permission from the Resident Director or designee and neighbors. Practicing of band instruments must be done in the Toepke Music Center. Students with stereos must play them in a way so as not to infringe on other students'. Use of headphones is suggested when listening to music so as not to disturb others. Residents who have multiple complaints regarding the playing of loud music may have their equipment confiscated by Housing Staff.

Managing Conflict

Although roommates may get along well, there will be situations in which there are disagreements. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Do not be afraid to deal with conflict when it arises. Conflicts are not bad things; they are actually an indicator of a need for change. Most problems can be resolved quickly and easily if dealt with promptly with good, two-way communication. Conflicts force the participants to examine situations from another's point of view, acquire new information, and explore creative and innovative solutions in order to be resolved. Learning to resolve conflicts can help roommates understand each other and become better roommates in the process along with equipping them for dealing with other conflicts later in life.

The Resident Assistants (RA) and Housing Staff are trained to help handle conflicts. To discuss a situation, get help planning a conversation, or talking with other residents about a conflict, feel free to contact any RA or Housing Staff member.

If a resident experiences difficulty with any of the above situations, or other roommate/suitemate issues, the following steps should be taken:

- (1) Try to work it out by communicating directly with your roommate or roommates,
- (2) Talk directly with your RA; he/she will be able to sit down with all parties to discuss the roommate agreement, revise the agreement if necessary and see what they can do to help resolve the problem.
- (3) If that option is not successful, and if the concern continues, the resident may make an appointment with a Professional Housing Staff Member to resolve the issue after previous steps have been completed. The Professional Housing Staff is available to assist residents with conflict management and resolution. Any resident may make a confidential appointment with the Housing Staff member to discuss a conflict and how to resolve it.

Steps to Healthy Conflict Resolution

1. Do not ignore or avoid the problem. Frustration will only store up for another day and multiply.
2. Remember to treat others as you would want them to treat you.
3. Carefully consider the emotional state of both people. Do not bring up the matter if anyone is angry, tired, or upset. If necessary, determine a specific later time for having a discussion and schedule it.
4. Before discussing the conflict(s), think about the problem and organize what needs to be said calmly. Describe the problem. Try using "I" statements ("I get a headache when the TV is loud").
5. When discussing the conflict, define the problem clearly. Avoid bringing up other subjects or grievances that do not directly relate.
6. When someone else is expressing his/her feelings, listen carefully and consider his/her viewpoint. Try to keep from thinking ahead for what to say next.
7. Offer a description of a solution to this conflict. Try to offer at least two reasonable options.
8. If others have suggestions of their own, be willing to negotiate and stay open to new, creative solutions.
9. Should the situation deteriorate, do not resort to hostile language or name-calling. The best thing to do is to take a break from each other and try again later.
10. Your RA is a great resource to help mediate any conflicts to help you come to a productive resolution.

Developing a relationship takes time; it will not happen overnight. Throughout the year, relationships have the opportunity to grow, provided the lines of communication remain open and honest.

Roommates are expected to communicate with each other and be motivated to work at the relationship. Although conflicts may arise, all roommate relationships have the potential to be successful. Take time to actively communicate about each other's needs. This alone can solve and prevent many problems.

SECTION 3: HOUSING PROCEDURES

The following specific regulations and procedures have been established to assist in protecting the rights of all students living in the residence halls. It is the responsibility of each resident to read and to adhere to

these procedures. **Students are responsible for items in their apartment and activities that occur within the unit even if not present or actively involved and are also responsible for their guests and visitors and the conduct of their guests and visitors.**

Room and Board Charges

Per Semester \$2,300 per semester for 4 or less in a room. All residents are required to submit an application fee of \$150.00 prior to moving into the Residence Halls (returning students from the previous academic year are not required to submit an application or the fee again). After receiving their room key, an RA will show the student to his/her housing space and explain what the student needs to do to fill out the necessary paperwork for campus housing where the resident will be recording the condition of the apartment upon move in. It is the resident's responsibility to record the condition of the apartment upon arrival and return the paperwork. A resident is responsible for the condition of the apartment upon departure of any difference between the condition recorded on arrival versus departure. If the resident did not record and return to the Housing Staff the arrival condition of the room then the resident is responsible for any and all damages based on the condition of the room at departure and forfeits the ability to contest the damage charges since there is no documentation for Housing to review. Residents are **required** to fill out the condition of their space and return the paperwork provided when moving into Housing. After the Housing Staff Members receive this form, a scanned copy of this will be provided to the student via their student email account.

Room Damage and Cleaning Deposit

To secure a room in the Residence Halls, a \$200 Room Damage and Cleaning Deposit is required and must be submitted during the housing payment period. This deposit includes a **\$50 non-refundable cleaning fee** and a **\$150 damage deposit**. The full \$200 deposit is required each academic year a student resides on campus.

The \$150 damage deposit is refundable upon proper checkout, provided the resident meets all conditions of the housing agreement. The deposit will be refunded only if:

1. The resident fulfills the terms of the housing contract;
2. The resident properly checks out with a Residence Life/Housing Staff member;
3. The resident has no outstanding balance with Dawson Community College; and
4. There is no damage to the room beyond normal wear and tear, as determined by maintenance staff.

If damage occurs, repair costs will be deducted from the deposit. If damage costs exceed the deposit, the resident will be billed for the remaining balance. All damage charges must be paid in full before the resident may return or be re-assigned housing. Failure to pay may result in a hold on the student's account. Refunds are issued by mail approximately 6–8 weeks after checkout or cancellation.

Dining Services

Each resident is required to purchase a meal plan (per semester) and comply with the rules and regulations set forth by DCC. One of the following three meal plans are required for students living on campus: 1) \$1,200 plus \$130 administrative fee, or 2) \$1,700 plus \$130 administrative fee, or 3) \$2,800 plus \$130 administrative fee. The cafeteria is open Monday through Friday.

Room Assignments

Room assignments are made by the Housing Staff with some priority given to previous occupants and in order of receipt of room requests when able. Room assignments are completely the decision of the Housing Staff. Athletic Coaches may choose to provide a roommate request list for their athletic team to the Housing/Student Life Team but Housing will make the final determination and placement of residents.

Requests for private rooms are honored only if space is available and the charge for the private room will be 1.5 times the regular rate.

THE COLLEGE RESERVES THE RIGHT TO ASSIGN RESIDENTS TO ROOMS AND TO REASSIGN RESIDENTS WITHIN AND BETWEEN BUILDINGS AND UNITS AS DEEMED NECESSARY TO ACCOMMODATE THE MAXIMUM NUMBER OF STUDENTS IN THE MOST ECONOMICAL WAY OR FOR THE SAFETY AND WELL-BEING OF ALL RESIDENTS.

This means that if at any time during the contracted school year, an apartment has less than 4 residents, Housing can consolidate rooms, moving the rest of the residents from the apartment to other apartments. If a resident moves out leaving a resident without a roommate, the Housing Team may place another student in the room as a roommate, move the student to another housing space (apartment/bedroom), or give the student the option of requesting the room as a single. The student may also request to move in with another student needing a roommate or to have another student move in with him or her (the \$25 fee for a room change will be waived in these cases as the resident is helping the Housing Team in the consolidation process).

Any resident having been deemed difficult to live with due to numerous complaints by roommates and/or other residents may be reassigned to a different room. After multiple reassignments due to continual difficulty the person may be evicted. Additionally, residents causing problems living together may be split up and moved to different rooms at the discretion of the Housing Staff.

A housing contract must be signed by each resident prior to moving in and constitutes a binding agreement between the student and the College.

Room Changes

No room changes will be made without approval from Resident Director or designee. Students will not be able to make room changes for the first two weeks at the beginning of each semester. After the first two weeks, roommate or room changes requests are able to be made until the sixth week of the semester. After the sixth week of the semester, unless there are extenuating circumstances, students will be expected to remain in the room assigned until the end of the semester.

To transfer units/rooms, a resident must:

1. Complete the Room Change Request form.
2. Obtain approval from the Resident Director or Community Engagement Coordinator.
3. Schedule and complete a check in to the new unit and complete a Unit Facility Inspection form.
4. Schedule and complete a Check Out.

Upon approval of a room change, residents have three (3) days to move and formally check-in to their new room and out of their former room. After this time, failure to properly check-in to one room and out of the other will result in a \$50 fine per week, for improper checkout, up to a maximum of \$250.

Residents completing a room change without following this procedure will receive an improper checkout fine of \$250.

Semester Consolidation

Each semester, as students move rooms, graduate and/or move off campus, there are units that are left at less than full occupancy. These units may be consolidated by the Housing Staff to better accommodate incoming students and the needs of Residence Life. If this situation occurs, residents will be given the opportunity to communicate their preference for a new housing space (rooms and/or

roommates/suitemates). **However, the final decision rests with the Professional Staff of Residence Life/Housing.**

Check-In Procedures

At the time of check-in, residents must ensure that the following criteria are met:

1. Housing application and contract are completed. (SEE PAGE 33 ON WHAT TO BRING)
2. Housing application fee is paid with the application.
3. Student Health Form and Meningococcal form are submitted, through the Admissions Process.
4. Check-In Form is signed, acknowledging the condition of the room, as inspected and documented by Residence Life/Housing and that the resident received a key to the assigned dorm room.
 - a Residence Life/Housing Staff do their best to document the conditions prior to move-in. Any damage/problem with the unit found during move-in should be immediately conveyed to Residence Life/Housing Staff upon discovery.
 - b Each resident is liable for any damage not previously documented, other than damage due to ordinary wear to his/her unit and/or furnishings therein upon departure. Each resident is responsible for reporting any damage found at a later date immediately to the RA or Housing Staff member
5. Emergency Contact/Medical Information, Missing Student Contact and Vehicle Registration (if applicable) is completed.

Check-Out Procedures

A final inspection will be completed in all rooms immediately upon close of the semester. At the time of check-out, **EACH** resident must ensure that an appointment is scheduled with an RA or a member of the Housing Staff to complete a final inspection of the room and the following criteria are met:

1. The room is prepared for check-out according to the following which all must be completed prior to the check out:
 - a. All of the resident's personal items are removed from the room.
 - b. All furniture is returned to its original location in good condition.
 - c. All decorations, posters, markings, etc., are removed from all surfaces; including: walls, floors, windows, and both sides of the doors.
 - d. All trash is removed to the outside dumpsters.
 - e. The room is cleaned, including: vacuuming, sweeping, mopping, pulling out and cleaning under the stove, scouring the bathroom, cleaning and wiping out all cabinets, drawers, and the refrigerator. (SEE PAGE 34 FOR A MINIMUM LIST OF ITEMS TO BE COMPLETED.)
2. The Check-out form is signed after inspection of the condition of the room by each resident. **A minimum of \$75 fine will be applied if the room is not sufficiently cleaned.** (See Page 32-34)
3. Residents will be required to provide a signature at the time when keys are returned to an RA or a professional Housing Staff Member.

The check-out will not occur until ALL of the resident's items are out of the room and the room is clean. Any improper check-outs or violations of the above-mentioned procedures for check-out will be subject to fines. The charge for an improper check-out is \$250.

**The maintenance and facilities staff assess the room condition upon the close of the semester. They frequently discover damages, broken items, and items requiring additional cleaning after checkout. If these items are due to negligence of residents and were found to have been missed during the check-out process, residents will be notified and additional charges assessed.*

Resident Property Left in Room

If a resident leaves items in his or her room, the property will be discarded through donation or thrown in the trash and a disposal fee will be assessed to the resident. (SEE PAGE 32 FOR POSSIBLE FINES)

Resident Suspensions

Regardless of the reason for cancellation of a Resident Life (housing) contract, these policies are in effect. Exceptions are NOT made for students who have lost their financial aid or have been suspended from the college for academic reasons. Students who are notified during the break period that they have been suspended for academic reasons are no longer eligible to stay in housing during the break period. The resident must properly check out of his or her room within 24 hours of notification of academic suspension and will be subject to the refund policies of those who cancel their contract between academic semesters.

Eviction

A resident may be subject to eviction if:

1. The resident causes malicious damage, threatens harm, or physically harms another resident or staff member of Dawson Community College.
2. The resident commits infractions outlined in the Student Handbook or Student Code of Conduct.
3. The resident has failed to attend class for more than two (2) weeks of unexcused absences, and as a result is no longer actively enrolled as a student while continuing to reside in student housing.
4. Despite multiple opportunities to do so, the resident has failed to bring their student account(s) current or has made no effort to do so.

Residents have the right to appeal an eviction through the appeals process outlined in the Student Code of Conduct **if** the eviction is conduct related. Students have five (5) days to appeal their eviction to the Dean of People & Culture. Each student will receive notification from the Housing Staff stating the reason for the eviction as well as the expectations of the eviction, including date and time of effectiveness. **Any resident evicted from campus housing may not visit the Residence Halls, for any reason, until they have met with a Housing Staff Member at least one (1) semester after the eviction to gain written approval.**

Any student who is evicted from campus housing for disciplinary reasons, policy violations, etc. will not be eligible to live in campus housing at Dawson Community College thereafter.

Special Circumstances: Emergency Removal or Relocation

If DCC determines that a resident or guest has violated the standards and values of the college to the extent that they can no longer be a successful member of the community, the housing agreement will be terminated. Residence Life/Housing reserves the right to request or require a resident to leave their assigned dorm room/apartment when that resident's behavior significantly disrupts the community or poses a risk to any student (including themselves), staff, faculty, or visitor. In such cases an Emergency Removal/Relocation meeting will be held with the Residence Director, the Dean of People & Culture, or a designee(s), and the resident. If removed from Residence Halls, the resident is still responsible for the room and board as outlined in their contract unless otherwise noted. Residence Life may attempt to work with the resident to create specific agreements concerning the residents' behavior. Such agreements constitute an addition to the resident's housing contract. Violations of such agreements are grounds for termination of the contract. DCC and the student may terminate the contract by mutual agreement for

compelling extenuating circumstances. DCC may terminate a housing contract on non-disciplinary grounds when a resident graduates or becomes ineligible to live on campus before the contract expires.

Care of Rooms: Personal & Unit Cleanliness

Clear communication about expectations helps eliminate problems throughout the academic year and can help residents avoid assessed cleaning charges. Each resident is responsible for their own personal hygiene, as well as the cleanliness and upkeep of their room, bathroom, and kitchen. It is recommended that, at the beginning of the year, all residents agree on a system for maintaining shared spaces — such as rotating duties for cleaning the bathroom, kitchen, and living areas — and put that agreement in writing as part of their roommate agreement.

At a minimum, residents are expected to:

1. Maintain personal hygiene
2. Empty wastebaskets regularly
3. Make their bed and keep floors clean
4. Keep bathrooms and kitchens clean
5. Provide their own cleaning supplies

Room checks will be announced in advance. Fines will be assessed if a room, bathroom, or kitchen is not satisfactorily clean. At the end of the semester, residents will be charged a minimum of \$75.00 for cleaning if their room is not left clean. (SEE PAGE 32 FOR POSSIBLE FINES.)

Mandatory Monthly Floor/Building Meetings and Room Inspections

Floor meetings are held as needed and are posted in advance.

Attendance is required. IF A SITUATION ARISES THAT A STUDENT IS UNABLE TO MAKE THE FLOOR MEETING, THEN STUDENT MUST CONTACT HIS/HER FLOOR RA 24 hours prior to the meeting to let them know personally (NOT thru another student) and set up a time to talk with them about the meeting. This includes Athletes that may have practice times during a floor meeting time. Those athletes must still talk to their RA in advance and then follow up with them right after to get the information. A \$10 fine is assessed for unexcused absences, as well as a \$10 fine per week, for anyone who has not made an appointment and met with the floor RA within one (1) week of the floor meeting to get the information they missed.

Floor meetings bring everyone up-to-date on happenings in Residence and Student Life and on campus. The RAs will have information on upcoming activities/room inspections/requirements, etc. This is also a place for discussion of problems or voicing of opinions. The meetings are also a time to get together to meet and socialize with the other people living on the floor.

Electrical Appliances, Decorating, Fire Hazards

The following electrical appliances are **not** allowed in campus housing because of fire and safety hazards as determined by the fire marshal: electric skillets, grills (electric or non-electric), hot plates, broilers, space heaters (except space heaters that meet fire marshals' requirements), portable washer/dryer and live Christmas trees. Candles, candle warmers, and incense are NOT allowed in residence apartments. **ALL** extension cords are **NOT** permitted. A \$50 fine will be assessed for the presence of any of these prohibited items.

The following electrical appliances **are** allowed: Microwaves, crockpot, toaster, blender, air fryers, TVs, stereos, computers, and printers are permitted. Power strips with surge protectors (16 gauge) are recommended, as long as they are used as designed. **Kitchen items are permitted in kitchen/dining room*

areas only, not in individual bedrooms. Any safety concerns found will be communicated to the residents for immediate correction.

It is prohibited to use nails, push pins, screws, tape or glue on walls, doors or furniture. 3M Command Strip products are recommended *when used as directed*. Other approved methods for hanging items on the walls include “S” hooks, poster tape, and poster putty. Please note: each resident of the apartment is responsible for any damage regardless of product/method used. For residents’ protection, the Residence Life/Housing Staff asks that good judgment be used in decorating rooms so that posters, fishnets, holiday lights, mobiles, etc., do not create fire hazards and no damage takes place when decorating.

Alterations of any residence hall property are prohibited. This includes nailing fixtures to walls, ceilings, or furniture; drilling holes; tampering with electrical or phone wiring; or detaching any permanent fixtures. The room may not be painted or altered in any way. Bed height may not be changed. Flat screen TVs may not be hung from the wall, ceiling, etc. College-furnished blinds may not be covered and residents are responsible for any broken blinds.

Objectionable/offensive materials may not be displayed in a publicly viewed space (window/door, etc.). Decorative alcoholic beverage containers or posters/advertisements are not allowed. The appropriateness of these items will be determined by Residence Life/Housing Staff. Violation of this guideline will result in having items described above confiscated and possible fines applied.

Open Flame: Any type of open flame is a fire hazard. The burning of candles or incense is not allowed due to the fire hazard. A fine of \$50 will be assessed to any resident violating the policy, and he or she must pay for any damage caused by smoke or fire.

Special Circumstances for Native and/or Religious Traditions

Dawson Community College respects the spiritual practices of all individuals in the College community. Any student who wishes to bring items to campus for such purposes that are normally prohibited by College policies must first discuss the request with the Resident Director or designee to avoid misinterpretations of the items in question. It is the responsibility of the student to provide information to the Residence Life/Housing Staff to aid Residence Life/Housing staff in being respectful of Native and/or Religious Traditions while executing the duties and responsibilities of their position.

The religious rights of students must coexist, however; it must also take into account the comfort and safety of all residents. Due to fire code as well as campus policies, students are not allowed to burn anything (regardless of religious beliefs) in the Residence Halls. Recognizing that Dawson Community College Housing Complex is a tobacco and smoke-free environment, Dawson recognizes and respects the rights of students to practice their spiritual traditions, but also recognizes and respects the rights of other students living in the Residence Halls as well as in accordance with the College policies. Please speak with the Residence Director or designee so accommodations can be finalized that takes all parties' needs in consideration prior to bringing a prohibited item on campus. If no prior accommodation is made then the Residence Life/Housing Staff will have to apply as it normally does any applicable policies and procedures.

Maintenance Request

If you notice that something needs to be fixed in your apartment, notify your RA and Housing Staff in a timely manner. You can also submit a request yourself by emailing work@dawson.edu. Once a maintenance request has been submitted, please allow 3-5 workdays for the request to be filled. If you

have a maintenance emergency (burst pipe, flooding, etc.), please contact Residence Life/Housing Staff IMMEDIATELY. If your toilet is overflowing please shut it off promptly by turning the shut off valve located on the wall near the base of the toilet into the off position. You will then need to plunge your toilet and clean up the water.

Furniture

All furnished furniture must remain in your room/apartment. Interior furniture is not to be brought outside and used as patio seating at any time. You are responsible for any damage done to the furniture in your room/apartment. During room inspections, the Housing Staff will be checking to determine if all furniture is in your room. If any item is missing, you will be subject to disciplinary action and will be required to return the furniture to the room immediately. A fine will be assessed for damaged furniture.

Beds

Do not take your bed apart. You will be assessed a charge of \$25-50 for a bed being dismantled. If you wish to bunk a bed that is not bunked please contact Residence Life/Housing staff members who will determine if it is possible to do and help accomplish this once per semester. Bed heights are not to be changed (see previous statement about dismantling beds). If beds are damaged, a repair cost of \$100 to \$500 may be charged. If the mattress is stained, a \$50-\$100 fine will be issued during checkout procedures. If a mattress is otherwise damaged, residents will be required to replace it at a cost of \$300. Only college-provided beds are allowed for use in campus housing. Waterbeds or outside beds are not permitted in the apartments.

Lofting

No cinder blocks are permitted in the residence halls. The only approved method of raising beds is with 4–6-inch plastic bed risers made specifically for this purpose. Beds will be checked for compliance with this policy at each room inspection.

Keys

Security of the residents' rooms is of paramount importance.

1. At check-in, a room key and a mailbox key will be issued to the resident. There is a \$50 per key fee to replace each lost or damaged key. (See Residence Life/Housing Staff immediately to replace key.)
2. Residents are expected to carry their keys at all times. They are not to be left hanging on a doorknob or in the clips outside the dorm doors. (\$75 fine for improper use of a key can be issued to any resident found doing this.)
3. Keys are non-transferable and may be used only by the person to whom they are issued. (A \$75 fine per key will be given if issued keys show up with someone else.)
4. Keys may not be duplicated. There is a **\$500 fine** if you duplicate your housing or mail key.
5. For safety and security, **room doors should remain locked at all times** and should NEVER be propped open. Dawson Community College is not responsible for lost or stolen items.
6. If a resident is locked out of his or her room, a member of the Residence Life/Housing Staff must be notified to unlock the door. Excessive abuse of this policy (more than three unlocks in a semester) may result in an open my door fee assessed of \$5 each time a resident needs let in to their room.

ID Cards

In order to protect the safety and welfare of the residents in housing, any Dawson Community College staff member (including members of the Residence Life/Housing Staff) may require a person within the housing complex to present an official Dawson Community College I.D. card or other form of identification. Failure to do so will result in removal from campus and other disciplinary actions.

Balconies & Windows

Throwing, dropping, or allowing any object or person(s) to pass through a window or over a balcony is prohibited and will result in hefty fines. Balconies are not to be used as clothing or drying racks.

Exterior spaces such as patios and balconies cannot be used for storage or display of items such as, but not limited to advertisements, banners, or flags. Furniture designed for indoor use cannot be used outside on balconies or patios. Trash cannot be kept on patios or balconies. The underside of the balcony is not to be decorated or to have items hung from the rafters, beams, or floorboards with the exception of hammocks which may be hung out of the way between pillars.

During the winter/cold months, **ALWAYS** keep your windows closed. On nights below freezing open windows may cause the heating and water pipes to freeze and break. This is especially important during breaks, always check and close all windows during breaks. Broken pipes are a serious issue and require a great deal of clean up and oftentimes can damage property in your room. Repair and damage costs are the responsibility of the resident(s). If a pipe breaks in your room, contact the Residence Life/Housing Staff immediately!

Window screens must not be removed. Residents shall be subjected to a \$50.00 fine for removing or missing screens or windows. Damaged or missing screens or windows will be repaired or replaced at the residents' expense.

DOORS ARE NOT TO BE PROPPED OPEN FOR REENTRY. Your front door to your Apartment is a **Fire Door** and must not for any reason be propped open at any given time as determined by the fire marshal. If a door is found to be propped open, all students who reside in that apartment unit will be documented and assessed a warning for first offense and a fine of \$25.00 increasing in increments of \$25 for each subsequent violation (example a third offense would be charged \$50). Please discuss with your roommates about not propping open the entrance door to your apartment.

Air Conditioners

- Students may buy and install AC units, as well as maintain them.
- The units must be portable, with the window tubing and use 110 volts. Screens will need to be taken out and foam board purchased and installed around the tubing.
- The window air conditioning units are not allowed because of the damage done to windows unless properly installed. Housing Staff are not under the Student Handbook policies and are exempt from this as they are subject to Employee policies and their apartment is their permanent residence.
- The students(s) will be responsible for any broken items while installing and removing the AC units.
- Only one air conditioning unit is allowed per bedroom, or the air conditioning unit may also be placed in the main living room living space. Maximum of two air conditioners per apartment.
- The dates for installation and removal are:

- August move-in through October 15 is when the air conditioners can be installed. Students will receive fines if not removed by October 15 and no extension has been granted. Air conditioners not removed will be confiscated and will not be returned to the resident.
- In the spring, air conditioners can be reinstalled April 1st and must be removed before all residents move out of the apartment. Again, if weather is warmer sooner, a request can be made to the Residence Life/Housing Staff to install earlier. Students will receive fines if installed sooner than April 1st, unless an early installation is granted, and if an air conditioner is not removed when moving-out.

Holiday Decorations

Decoration of residents' rooms during holiday seasons is permitted. However, the following guidelines must be followed:

1. Only removable decorations in rooms are permitted.
2. Decorations on the exterior apartment doors are prohibited except when residents are participating in Residence Life/Housing and Community Engagement sponsored activities. Excessive decorations such as streamers, etc., may present a fire hazard and are not allowed.
3. Artificial greens and trees may be used in residents' rooms. However, no cut greens or live trees are permitted.
4. Holiday lights may be used in residents' rooms if the following guidelines are followed:
 - a. Only miniature, UL approved lights may be used. Larger lights are not permitted because of the heat they generate.
 - b. All light cords are to be inspected to ensure they are in good condition and do not have frayed wires.
 - c. Lights should be plugged directly into a wall socket. Extension cords are not to be used.
 - d. If rope lights are installed, residents may be held responsible for damages, as the adhesive tape used for installation can remove paint and cause damage to the walls.

Laundry Facilities

Washers and dryers are located in Gibson, Kettner, & Meadowlark Halls for residents' use. **Residents must clean out washers and remove dryer lint after each use.** Residents are expected to clean up after themselves. Students who are found intentionally jamming, forcing, or otherwise vandalizing machines will face disciplinary action. Non-residents are prohibited from using the facilities and will have their laundry removed if this regulation is violated. Residents are responsible for watching their own clothing. DCC does not assume responsibility for loss or damage to clothing left unattended in the laundry facilities. No dyeing of clothing is permitted in the machines. If a machine is not working properly, notify the maintenance team at work@dawson.edu. Do not leave the wash unattended. Clothes found in or on top of washer/dryers over a 24-hour period will be discarded. **Residents are expected to clean-up all of their messes in the laundry room. DO NOT OVERLOAD THE WASHER OR DRYER... it should be $\frac{3}{4}$ full. DO NOT PACK YOUR LAUNDRY TIGHTLY INTO THE WASHER OR DRYER! You will be responsible for any damages should you overload the machines.**

Proper Trash Disposal

Each resident is responsible for removing trash to the dumpster on a weekly basis. All trash should be contained in bags and placed in these receptacles. All trash cans must have liners. This applies to end-of semester periods as well. Place trash and unwanted items in the dumpsters, not on balconies. Do not use trash cans as door stops or hold outside doors open.

Computer

Each apartment is equipped with two Ethernet plug-ins. All students are expected to follow DCC user standards when using DCC networks. The Residence complex also provides free Wi-Fi access to residents. **Personal Wireless Routers are NOT permitted in the Housing Complex as it interferes with the DCC network. Computers are also available in the Cove for residents' use.**

Pets

Pets are NOT allowed in the residence halls. This means all animals are not allowed in the Residence Halls and a \$100 fine per occurrence will be assessed.

Bicycles

Students are allowed to have bicycles on campus. Students are responsible for locking/securing their bikes on campus bike racks. Bicycles parked in unauthorized areas will be removed. Bicycles NOT claimed by the end of the Spring semester will be considered abandoned property and disposed of.

Skateboards, Scooters and Roller Blades

For the safety of all students, the use of skateboards or scooters and rollerblades is strictly prohibited on any surfaces other than public streets and sidewalks. Any surfaces owned by DCC are restricted from use of these modes of transportation. This includes all sidewalks and paved areas within the College campus.

Hoverboards

For the safety of the campus Hoverboards are not allowed in the Residence Halls as their batteries have caught on fire and they pose a fire hazard to the Housing Complex. Hoverboards will be confiscated and not returned along with a fine being assessed.

Security Cameras

For safety concerns, security cameras are strategically placed in the housing complex. There are several cameras throughout the public areas of commons and parking lots on campus. These cameras monitor events and situations that occur in public areas within their range. Should any policy or rule violation occur within camera-range, the video footage may be used for investigative purposes by College officials and law enforcement agencies.

Tampering with these cameras is strictly forbidden and will result in a fine of no less than \$500 and will include further disciplinary action, up to and including eviction.

Parking Lots, Parking Decals, & Charging Station Permits

There are two main parking lots available for student parking: the Housing Parking Lot and the Main Campus Parking Lot. Horse trailers must be parked in the college overflow gravel lot by Toepke Center this is often used for basketball games. Residents are required to display a valid parking decal in the lower left corner of the rear window of their vehicle. Vehicles parked illegally or in designated handicapped spaces are subject to citation. The maximum speed limit anywhere on campus is **15 miles per hour**.

Six (6) electrical charge station parking spaces are available in the Housing Parking Lot for residents by permit only. These spaces are intended primarily for diesel vehicles requiring engine block heaters, but electric vehicles may also purchase a permit. Electric vehicle owners are expected to unplug their vehicles once charging is complete. Vehicle owners must provide their own extension cord, and the College

assumes no responsibility for damage, expense, or inconvenience resulting from use of the electrical outlets. Charge station permits are available through the Housing & Student Life Office on a first-come, first-served basis and are not guaranteed. A valid Charge Station Permit decal must be displayed near the student parking decal. Failure to display the required permit while occupying a designated charge station space will result in a **\$25 per day** fine. Charge station permit fees are **\$75 per semester** or **\$150 per academic year** and will be billed to the student's account. The College reserves the right to modify or discontinue charge station parking policies and availability at any time

Room Inspections & Well-Checks

Well-checks may be conducted at least once per semester. Residents will be notified 24 hours in advance of the inspections. Residence Life staff will look for destruction of property; fire hazards (i.e. overloaded outlets, candles, flammable liquids), health hazards (i.e. odors, filth, accumulation of garbage), pets or signs of animals, signs of unauthorized guests, etc.

1. When there is an emergency that requires entry, such as:
 - a. An imminent threat of damage to the room, building and/or its occupants, including but not limited to
 - Fire, smoke, odors, firebombs, flooding, steam leaks, smoke detector alarms, lack of heat, too much heat, electrical malfunction, unauthorized entry by trespasser;
 - A credible report from a roommate, friend, family member or college official that the occupant is missing under circumstances that create reasonable cause to believe the student may be in danger or require assistance;
 - A call for help from people in the room or unattended/distressed animals.
2. To check the facilities for safety and maintenance to ensure security of the rooms.
3. In response to building evacuations (including fire and other safety drills), to determine that the residents have exited the building. Failure to exit during a building evacuation, including drills, will result in disciplinary action.
4. When an alarm, radio or stereo or other sound emitting device is left on creating disturbance and/or concern that the occupant may need help.
5. A weapon, explosives or combustibles have been reported to be in the room.
6. At such other times specific prior written notice is provided.

DCC reserves the right to access apartments to perform maintenance, conduct safety/health inspections, assess the condition of the property, determine when emergency conditions exist, or determine when DCC policy, state, and/or federal laws are being violated. Before any entry, except in emergencies or fire evacuations, the staff members will knock on the door and identify themselves before entry. Students may not physically or visually obstruct, block, restrict or deny a Residence Life staff member or other college officials from entering their room. Failure to respond to a staff member's reasonable request to open the door may result in disciplinary action. This document constitutes written notice of room entry under the circumstances described. Please read and understand this notice and that residence hall staff members or their designees will enter my room as outlined in the notice.

Residents are guaranteed a reasonable right to privacy. Residents are encouraged, but not required, to be present during inspections. Please contact the Housing Staff, if you have any questions.

Damages, Fines & Charges

Each room is inspected before, during, and after occupancy and charges for damage (other than normal wear) are assigned to the residents that lived in the room. Failure to pay will result in a student being **UNABLE TO MAKE A ROOM RESERVATION FOR THE NEXT SEMESTER**. Damage caused by accidents should be reported immediately to an RA and/or Housing Staff. Residents found stealing, destroying, or losing DCC property; found in violation of the Student Code of Conduct; or breaking any other rules and policies of the residence halls, will be held responsible for their actions. The first offense will result in fines when applicable. A second offense may result in fines with the possibility of those fines

increasing from those given in the first offense. After a third violation, the resident may be evicted. If any damage exceeds \$50 or is malicious in nature, criminal charges for damage to the College's property may result. Other damages will be assessed on a case-by-case basis. (SEE PAGE 32 FOR PARTIAL LIST)

Appeals

Residents wishing to appeal any violation will have one week to appeal and can only appeal if 1. They have new information (example a written statement from a roommate, etc.) 2. Procedure error by Residence Life/Housing Staff. Appeals will not be granted if you are disputing the fine or fee. Residents need to contact the Housing Professional Staff if they wish to appeal. An appeal may be granted if one of the two standards for appeals is met. All appeals must be submitted within two weeks of the letter of the incident. After two weeks, residents are responsible for payment of fines and damages and no appeals will be granted. A partial list of fines and charges is listed on page 31. A thorough list may be reviewed at the Campus Property Coordinator's office.

Security of Personal Property

In order to assure the safekeeping of personal property, student rooms must be locked at all times. The College cannot be responsible for loss of money or personal belongings within residence rooms or for automobile or personal property on parking lots. Efforts will be made to find items and/or investigate possible break-ins and thefts. Any missing personal items should be reported immediately to a Housing Staff Member. It is suggested that students bring a locked security box to store small valuables and write initials on labels of clothing. Students are encouraged to purchase their own personal renters insurance coverage. Locked containers will be required to be opened during room search. Refusal, or inability, to open locked containers will result in the confiscation of the locked container. Continued refusal to open a locked container will result in the locked container being forced open at the discretion of Housing Staff or a College Administrator. Dawson Community College is not responsible at any time for any damage done to locked containers, their locks, or the contents of the locked containers.

SECTION 4: RESIDENTIAL COMMUNITY POLICIES

Everyone assigned to an apartment, and everyone present in an apartment when a violation occurs, may be charged with the violation for any and all violations listed in this handbook, but especially in the case of unreported alcohol, marijuana, drugs, or other substances. All residents are responsible for the items and activities that take place in their apartment, and it is their responsibility to discuss with their roommates that nothing banned is allowed inside of the apartment and that any banned item or activity will be immediately reported to an RA or Housing Staff member and to do so. Claims that an item is not theirs or that they did not partake in an activity will not exempt a resident from a violation and any appeal submissions claiming either of these things will automatically be denied.

Fostering a Responsible and Reporting Environment

Residence Life/Housing seeks to foster an open and honest environment when it comes to reporting potential as well as actual policy violations that occur in campus housing/residence halls or among the building or floor community. Therefore, a student(s) who contacts a Residence Life/Housing Staff Member and reports directly to them that a potential policy violation or policy violation is taking place within their room unit or within the residence halls or floor community will be documented by residence life staff members and included in the incident report. The Residence Life/Housing Professional Staff will review the information that was documented in the report and will take into account the information that the resident(s) presented to Residence Life/Housing staff regarding the policy violation. This information will be taken into consideration. It is likely, after a review of all the information available,

the student(s) reporting the violation will not be sanctioned in accordance with the Residence Life/Housing policies and/or Student Code of Conduct.

Smoke-Free/Tobacco Free/Nicotine Free Housing Complex

DCC housing complex is a smoke-free/Tobacco Free/ Nicotine Free area which means there is no smoking anywhere on the housing complex premises, including all buildings and grounds. Tobacco use by definition includes the possession of any lighted tobacco products, including but not limited to chew, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products for example any vaping devices. A \$50 fine is assessed for a violation.

Alcohol/Drugs

DCC is an Alcohol and other Drug Free Campus as set forth in local, state and federal laws, and the rules/regulations of Dawson Community College, the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees, in buildings, facilities, grounds or other properties owned or controlled by Dawson Community College or as part of Dawson Community College activities, is strictly forbidden. Alcohol/ Drug violation includes any container that has ever held alcohol or drugs including but not limited to empty bottles, bottle caps, alcohol boxes, empty bottles, empty cans, etc. In addition, an underage student appearing on campus (including housing) whose use of alcoholic beverages or drugs is discernible by others shall be subject to disciplinary action (a student who has consumed alcohol and is 21 or older will only face disciplinary action if their actions upon returning to campus disrupt the campus community). Possession and/or use of alcoholic beverages/drugs on College related off-campus trips or group activities is strictly forbidden.

If either a resident or non-resident brings alcohol or illegal drugs to a residence hall room, it is the responsibility of each of the residents of the room to ask the person with the alcohol or illegal drugs to leave and report the violation to a member of the Housing Staff . **IF THIS DOES NOT OCCUR and the ALCOHOL or ILLEGAL DRUGS IS OTHERWISE DISCOVERED, ALL RESIDENTS OF THE ROOM AND ALL PERSONS IN THE ROOM WILL BE HELD ACCOUNTABLE FOR THIS OFFENSE.**

Dawson Community College prohibits the possession, sale, or use of marijuana on campus, even in the event that a resident has a state-issued medical marijuana card. State medical marijuana laws do not override the federal laws that DCC must follow. The College must adhere to federal Title IV regulations which prohibit the possession, sale, or use of marijuana or else the campus runs the risk of losing eligibility for federal funding including student loans, Pell Grants, work study, etc. **The odor of marijuana is sufficient evidence to take administrative action within the residence halls.**

Use of controlled drugs not prescribed by a physician is prohibited in the Residence Halls and on-campus, and will result in the individual(s) involved being referred to law enforcement for appropriate action according to the law. Students in possession of a prescription medication that is not their own will be subject to these consequences as well.

In addition to whatever action the court of law may take, residents found using, possessing, or distributing illegal drugs on campus risk immediate eviction from college housing. If a resident is allowed to remain in the Residence and Student Life complex after being found using, possessing, or distributing illegal drugs and he or she is caught a second time using, possessing or distributing illegal drugs, eviction is automatic.

The College reserves the right to contact the Glendive City Police Department at any time to have them perform a walk-through of the Residence Halls/Dorms and Student Life complex with drug law enforcement dog(s). The appropriate actions according to the law will be followed by the Glendive City Police Department upon the drug dog identifying any illegal substance(s).

Sanctions for Alcohol or Marijuana Possession

1. First offense of Substance Abuse including but not limited to Alcohol or Marijuana possession will result in the following:
 - Student will be mandated to complete an education class appointed by DCC. A \$75 fee will be issued to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction.
2. Second offense of Substance Abuse including but not limited to Alcohol or Marijuana possession will result in the following:
 - Student will be mandated to complete a substance abuse class appointed by DCC. A \$100 fee will be issued to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction.
3. Third offense for Substance Abuse including but not limited to Alcohol or Marijuana possession will result in the following:
 - Student will be mandated to complete extensive substance abuse classes appointed by DCC. A \$125 fee will be issued to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction. Following a 3rd substance abuse offense the student will be required to stand for an eviction hearing.

Chemicals, Explosives, & Hazardous Materials

Chemicals and explosives are not permitted in the Residence complex. This includes, but is not limited to fireworks, explosive devices, smoke bombs, combustion engines, flammable or explosive liquids/gases, gunpowder, and ammunition (paint balls are considered ammunition and are prohibited). Oleoresin Capsicum Spray, also known as O/C spray or pepper spray, is not allowed unless it is in a small, personal protection container. Materials and devices which, by themselves or combined, could be explosive, toxic, flammable, or dangerous (such as camping fuel) are prohibited. Fines for any of these items are a minimum of \$50.

Weapons

No person may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, except as authorized by Board and College Policy. "Weapon" means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the following items: firearms, including rifles, shotguns, handguns; bowie, dirks and knives (other than kitchen knives) with blades 4 inches or longer, explosives, swords, nunchucks, throwing stars, throwing knives, and other martial arts weapons, crossbows, compound bows, recurve bows, longbows, tazers, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.

If a student has a weapon for classroom use, it is his/her responsibility to make arrangements ahead of time with the instructor to store weapons. The college provides class related weapons for classroom instruction and use when applicable.

Search and Seizure

The College recognizes that a search is an intrusive action. However, the College reserves the right to conduct a search on campus at any time. This search includes the right to search vehicles on campus. The College staff seeks not to be arbitrary in performing a search; it is typically triggered out of concern about the behavioral choices of an individual or group. DCC recognizes that search risks creating a sense of disruption and distrust. A search may also be conducted to dispel suspicion.

Residence Life/Housing Staff, in due course of carrying out duties, is authorized to respond to any illicit item which may be in plain view anywhere on campus including student rooms and vehicles or any illicit items they observe while living in and being a part of the Residence Life community.

EXAMPLES INCLUDE: WEAPONS, EXPLOSIVES, AMMUNITION, FIREWORKS, ALCOHOLIC CONTAINERS (including items in the trash), STOLEN PROPERTY AND CONTROLLED SUBSTANCES. PRESENCE OF ILLICIT ITEMS/CONTRABAND IN PLAIN VIEW and ITEMS BANNED IN THE RESIDENCE HALLS MAY BE USED AS PROBABLE CAUSE AND IS A GOOD AND SUFFICIENT REASON TO PERFORM A THOROUGH AND IMMEDIATE SEARCH TO SEIZE CONTRABAND.

For example, presence of alcoholic beverage containers, empty or full, in an open wastebasket or visible through a window may lead to a full room and/or vehicle search. Under stated guidelines for such search regular guidelines for search and seizure apply; the principles of courtesy and privacy are to be observed in managing a search and removal of evidence in so far as this is possible.

A search typically is performed by the Community Engagement Coordinator and Resident Director. Although it is not a requirement for conducting a search, it is generally preferred that the resident(s) of a room be present during the search. The room door should remain closed during the search. Any search must be reported by staff and properly documented. If residents are not present at the time of the search, they are to receive written notice within 24 hours after the search is completed, listing items or items seized or removed from the room, and that a search was conducted. Residents are responsible for items found in their room. A search and seizure is to be conducted with strong regard for the privacy of the student(s) involved. Alcoholic beverages/controlled substances are to be placed in unmarked, closed containers before removal from the room. Any controlled substance may be turned over to local authorities. Firearms, weapons, bows/arrows, hunting knives, or other deadly weapons are not allowed ANYWHERE on campus as described within the College's weapons policy. The College hereby reaffirms its ban on the possession of all such weapons and devices on College property subject only to the narrow exceptions under Montana law. As such, weapons will be confiscated and turned over to the proper authorities and will not be returned by the College to the resident.

Confiscation of Prohibited or Illegal Items

Items that are illegal to possess or are a violation of policy or are used to violate policy may be confiscated by Residence Life/Housing staff. These items will **NOT** be returned to the student **under any circumstances and** may be turned over to law enforcement. This also includes but is not limited to items such as vaping devices, and/or other nicotine delivery devices that are confiscated. These items will NOT be returned for any reason.

Any items found in the Residence Halls units or public areas that are clearly stolen property will be confiscated and returned to their rightful owners and sanctions may be given.

Residence Halls between Semesters

Students are allowed to stay in the residence halls during Winter break (between fall and spring semesters), if they are a resident for the Spring semester and during spring break and other academic breaks, if they have filled out any required paperwork which was communicated by Residence Life/Housing Staff prior to the break. ***Pre-Authorized early arrival or late check-out may be subject to a fee of \$30/day.**

All belongings must be removed from residence hall rooms after the spring semester to allow for adequate cleaning and use by other groups. All belongings **MUST** be out of the room before being allowed to check out of the room. Storage facilities are **not** provided during these periods. An item left by a resident is considered abandoned and if Housing decides to use it then it becomes the property of Housing. Residents are responsible for storing their items off campus and requests to store any items in Housing will be denied. Local storage units are available for rent in Glendive.

Unauthorized Solicitation or Commercial Use of Facilities

Commercial use, solicitation and selling any form of unauthorized selling or solicitation or door-to-door distribution of materials, including surveys, questionnaires, etc., is not allowed. Residents may not operate, advertise, or promote a private business from the premises (exception may be granted for class assignments). Student organizations must obtain permission from the Dean of People & Culture to sponsor a fundraiser.

Student Commons “The Cove” Policies

1. Please help us take care of the building by properly disposing of trash and cooperating with any requests by staff workers.
2. No food, drinks, or sitting are allowed on the pool table.
3. Smoking, including smokeless tobacco and alcohol, are prohibited in the Student Commons.
4. Please do not sit on any of the table games or machines.
5. Television viewing is on a first come first choice basis.
6. Please do not remove furniture from the building.
7. All decorating plans for use inside or outside the Student Commons must be approved by Housing Staff
8. Student Commons is open between the hours of 5 a.m. and 11 p.m. for use and is monitored by video recording. All Residence Life policies and the Student Code of Conduct must be followed in the Student Commons “The Cove”. Failure to cooperate with college personnel, including student staff may result in disciplinary or other appropriate action.
9. Posters, printed announcements or brochures may be posted only in the designated areas with permission from a Professional Residence Life/Housing Staff member.
10. Individuals or gatherings of people in the building who interfere with any function or jeopardize the safety of the occupants of the building may be requested to move to another location in the building or to exit the building. Please report any problems or complaints to a Professional Residence Life/Housing Staff.
11. Reservations for private/clubs or other DCC related activity must be made with a Professional Residence Life/Housing Staff member.

SECTION 5: SAFETY & EMERGENCY PROCEDURES

Personal Safety

DCC housing residents are responsible for your own security. Please be safety minded and consider the following precautions when in the Residence areas and on campus in general:

1. Report immediately all suspicious activity or materials to College Personnel and call 911 immediately if there is an imminent threat.
2. Always lock your residence room door when you leave, no matter how long you will be gone.
3. Always keep your vehicle doors locked and do not leave valuables visible.
4. Never walk alone at night; always have a partner. Be aware of your surroundings.
5. Never leave valuables (wallets, purses, phones, books, computers, iPods, etc.) unattended.
6. Record serial numbers and model numbers of all your personal items, such as TVs, stereos, computers, etc.
7. Remember, most crimes committed on college campuses are crimes of opportunity. So do not give crime the opportunity.
8. Do not have any flames or fire present in the Housing Complex area except in the designated fire pits
9. Contact your Resident Assistant (RA) or the police department non-emergency line (406-377-2364) if you have a problem or see something/someone that you think is in unsafe.
10. If there is an emergency or you are in danger, call 911 immediately!

Student Evacuation Instructions

In the event of fire, severe weather, threats or other emergency situations, please adhere to the following procedure: If for any reason you are to evacuate your apartment, all students are to meet in the Residence Apartment complex parking lot in the corner furthest away from the halls and wait for further instruction from Residence Life/Housing Staff, Emergency personnel or DCC Administrators. Gathering in the furthest corner will allow for easy access to the Residence Halls for Emergency personnel without having to avoid residents in the parking lot.

Fire

When the fire alarm sounds, smoke detectors sound, or College Personnel knock on apartment doors for a fire or fire drill, leave the apartment immediately and gather at one of the two designated areas outside. (Main Campus Parking Lot or the Northeast corner of the housing complex parking lot). The Professional Residence Life/Housing Staff will notify the Dean of People & Culture, if necessary. Please expect a minimum of one unannounced fire drill during each semester.

Fire Protection Equipment

Planned fire drills may be conducted periodically for the safety of the residents.

All fire alarms are to be considered a real emergency. If someone fails to follow protocol for a fire drill, they can be fined \$25 for failing to exit their rooms. Fire extinguishers are located in each residence apartment for emergency use only. If you have to use your fire extinguisher, please contact the Housing Staff immediately after use. Any person who tampers with or handles any part of the firefighting equipment other than for legitimate fire protection will be fined \$500.00. All members of the group will be charged for damages resulting from group action. Charges will be made to the occupants of that area if the party responsible is not identified. In addition to the College's policy regarding false fire alarms, a full investigation may be conducted by the fire department officials as they deem necessary.

Medical Emergency

Great care has been taken to provide a safe and secure living environment for residents and guests. However, Dawson Community College does not assume responsibility for payment of medical costs which may be incurred as a result of accidental injury or illness occurring amongst residents. Dawson Community College staff reserve the right to request medical assistance, including an ambulance, should it be deemed necessary. It is college policy that college employees including RAs do not transport injured or sick individuals. Medical care personnel will be instructed to bill the cost of their service to the student.

Severe Weather

In the event of threatening weather, students will be notified by the emergency management system utilized by Dawson Community College. Students are required to sign up for the ReGroup notification system.

TITLE IX INFORMATION & RELATED INFORMATION

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

- Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities.
- The law specifically states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."
- DCC is committed to providing you with the tools needed to report and prevent sexual harassment.
- DCC is committed to ensuring you know what to do if you have been harassed or if you become aware of an act of sexual harassment or sexual violence.
- DCC is committed to taking measures to protect members of the campus community who have been unlawfully harassed.

Inquiries or complaints concerning these matters should be brought to the attention of Daisy Nyberg, Title IX Coordinator, 300 College Drive, Glendive, MT 59330. Telephone: (406) 377-9121. Email: dnyberg@dawson.edu. Office: Main Building. John Solomon, Deputy Title IX Coordinator, 300 College Drive, Glendive, MT 59330. Email: jsolomon@dawson.edu.

Threats or Other Emergency Situations

If a residence apartment must be evacuated, students will be instructed to report to the parking lot unless given different instructions from Emergency Responders or DCC staff.

Dialing EMERGENCY SERVICES: Dial - 911

POSSIBLE FINES/DAMAGES

RECOMMENDED FINES (DCC HOUSING RESERVES THE RIGHT TO CHANGE OR DEVIATE FROM THE RECOMMENDATIONS.

DAMAGED OR BROKEN REPLACEMENTS CAN CHANGE BASED ON THE CURRENT MARKET PRICE. SEE CAMPUS PROPERTY

COORDINATOR, FOR AN ITEMIZED LIST OR QUESTIONS.)

1. Replace Room or Mail Key - \$50 Each Key
2. Illegal Transfer of Room or Mail Key - \$75 Each Key
3. Damaged or Removing Window Screens - \$45 - \$150/screen depending on room-bedroom vs. living room
4. Throwing Trash from Windows - \$50 and 5 hours of trash pick up
5. Damaged Bed Frame - \$100 to \$500
6. Damaged Mattress - \$150 and/or Replacement Cost
7. Stained Mattress - \$50 and/or Replacement Cost
8. Damaged Door - \$400 to \$1,000 and/or Replacement Cost
9. Damaged Peep Hole in Door - \$35
10. Damaged Desk - \$100 and/or Replacement Cost
11. Damaged Window Blinds - \$75
12. Damaged or Missing Desk Chair - \$75 and/or Replacement Cost
13. Broken Wardrobe - \$100 and/or Replacement Cost
14. Mirror Missing from Wardrobe - \$25
15. Damaged Towel Bars - \$50
16. Damaged Toilet Paper Holder - \$20
17. Damaged Internet - \$25 and/or Replacement Cost
18. Damaged or Broken Switch Plate Covers - \$25
19. Holes in Wall - \$125 or more, Maintenance Evaluates
20. Dirty Walls - \$75
21. Nail Holes in Walls - \$125
22. Damage to Countertops - \$25 or Replacement Cost
23. Dirty Room Fine during semester - \$25 must be cleaned within 24 Hours
24. Animal Fine - \$100
25. Each Additional Day Animal Remains on Campus - \$50
26. Improper Check-Out - \$250
27. Any Fire Hazard - \$50
28. Noise Violation (1st Offense) - Warning
29. Noise Violation (2nd Offense) - \$50
30. Noise Violation (3rd Offense) - \$100 Possible Eviction
31. Dismantling Smoke Detectors - \$50 Possible Eviction
32. Tobacco/Nicotine use - \$50
33. Use/Possession Illegal Drugs - \$100 fine minimum and Possible Eviction
34. Pulling Fire Alarm - \$200 and Possible Eviction
35. Discharging Fire Extinguishers - \$500 and Possible Eviction
36. Propping Doors Open - \$200
37. Tampering with Cameras - \$500 fine minimum and Possible Eviction
38. Chemicals, Explosives, Weapons - \$50-\$200+ Possible Eviction
39. Visitors/Guests not Checked-In (1st Offense) - \$50
40. Visitors/Guests not Checked-In (2nd Offense) - \$75
41. Visitors/Guests not Checked-In (3rd Offense) - \$100 + Loss of Guest Privileges
42. Alcohol or Marijuana (Substance Abuse) Possession (1st Offense) - \$75 + education class
43. Alcohol or Marijuana Possession (Substance Abuse-2nd Offense) - \$100 + education class
44. Alcohol or Marijuana Possession (Substance Abuse-3rd Offense) - \$125 + education class + Possible Eviction
45. Tampering with I.T. equipment in dorms - \$25 - \$600
46. Leaving furniture in dorm after moving out - \$75 - \$150

WHAT TO BRING TO CAMPUS

Welcome to DCC! We hope your stay on campus will be an integral and memorable part of your college experience.

Bedroom

- ☐ Hangers
- ☐ Pillow
- ☐ Bed linens (extra long Twin 80" length) (2 sets)
- ☐ Mattress Pad
- ☐ Lamp

Bathroom

- ☐ Bath & Hand towels
- ☐ Bath/Shower Mat
- ☐ Shower Curtain
- ☐ Toilet Paper
- ☐ Hair Dryer
- ☐ Toothbrush holder (and toothbrush!)
- ☐ Toiletries
- ☐ Hand and Bath Soap

Living Room

- ☐ TV/ TV stand
- ☐ Gaming consoles
- ☐ DVD/Bluray Player
- ☐ TV/ TV stand
- ☐ Small Sofa and Chairs
- ☐ 1 Portable (not window) Air Conditioner is allowed

Kitchen

- ☐ Kitchen utensils
- ☐ Dishes
- ☐ Cups/glasses
- ☐ Silverware
- ☐ Pots, pans, baking sheets
- ☐ Measuring cups/spoons
- ☐ Mixing bowls
- ☐ Cutting board & knives
- ☐ Oven mitt/Hot pads
- ☐ Dish rack
- ☐ Can opener
- ☐ Hand/dish towels
- ☐ Tin foil, plastic wrap, plastic bags
- ☐ Trash bags
- ☐ Trash Can
- ☐ Spices
- ☐ Small appliances (toaster, coffee maker, tea pot, blender)
- ☐ Paper Towels
- ☐ Plastic Containers with Lids
- ☐ Scour Pads

Cleaning

- ☐ Toilet Brush
- ☐ Floor/Glass/Bath and Toilet Bowl Cleaner
- ☐ Sponges/Rags
- ☐ Dust mop
- ☐ Broom & dust pan
- ☐ Vacuum & bags
- ☐ Laundry Detergent
- ☐ Laundry Basket
- ☐ 2 rolls of quarters for doing laundry (\$.25 to wash and dry \$1.50 in Meadowlarks)
- ☐ Dryer sheets/ Fabric Softener
- ☐ Dish Soap

Misc

- ☐ First Aid Kit
- ☐ Iron/ Iron board
- ☐ Fan
- ☐ Power surge protector (16 gauge)
- ☐ Flashlight & batteries
- ☐ Scissors

To help get you started, the following are provided in each apartment:

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> ✓ Wireless high-speed internet access & Ethernet Port ✓ Twin Extra Long bed & mattress | <ul style="list-style-type: none"> ✓ Wardrobe or closet ✓ Desks with chairs ✓ Smoke detectors ✓ Window Blinds | <ul style="list-style-type: none"> ✓ Some Dorms have Microwaves - ASK |
|---|---|--|

What not to bring to campus:

Animals
Window Air Conditioners
Candles and open flame devices; Ceiling fans
Cut trees

Dry ice
Kegs - Empty or filled
Flammable / toxic fluids, chemicals or gases
Halogen lights/lamps
Hot tubs

Satellite dishes
Waterbeds
Alcohol/Marijuana
Fireworks
Extension cords

HOUSING CHECKOUT LIST

- ☐ **Move all of your items out of your apartment**
- ☐ **Clean apartment top to bottom following all of the cleaning tips checklist below**
- ☐ **Fill Out and Follow Residence Hall Self-Check-Out Form & Procedure**

CLEANING SUPPLIES

The information listed under “cleaning tips” should provide you some assistance in meeting DCC standards for cleaning your apartment. If these standards are not met when vacating your apartment, you will be assessed charges for the necessary repairs and/or cleaning. To do a thorough and complete job, the following cleaning materials will be needed:

Sponges, Rags, Broom, Dust pan, Mop, Bucket, Toilet cleaner, Oven cleaner, Detergent, Tub and tile cleaner, Vacuum and carpet cleaner (if carpeted), Plastic gloves, Mark remover (ex. Magic Eraser).

CLEANING TIPS

Please note: If the apartment is not vacated completely and a roommate/roommates remain, all items on this cleaning list must still be completed. Following these cleaning guidelines to make cleaning easier and to reduce the chances of charges.

Kitchen

☐ **Stove**

- Be sure that the circuit breaker for the stove is off prior to cleaning your stove. When cleaning the stove, pull it away from the wall and counter. Do a complete job using hot water and a non-abrasive soap for the exterior. Use an oven cleaner for the oven interior.
- Pull the stove from the wall. Clean the back, walls and floor around/under the stove.
- Tilt burners back and remove drip trays and burner rings. Soak the drip trays in hot, soapy water while you are cleaning the remainder of the stove. If the drip trays do not come clean after soaking and scrubbing, you will need to replace them (or will be charged cleaning or replacement fees).
- Lift the flat top portion of the stove and clean the portion under the burners and drip trays. You may need to use a soft plastic scraper to remove crusted material if it does not come

clean with a damp rag and detergent.

- Clean the oven with oven cleaner. Follow the directions for the cleaner and be thorough. When finished, put the oven rack(s) back into place.
- Clean the exterior of the oven with warm water and detergent. Please do not spray the control panel with oven cleaner as it can short out the stove’s electrical system.

☐ **Refrigerator**

- Pull the fridge away from the wall and vacuum the evaporator coils on the back.
- Remove racks and drawers; clean the inside with detergent and water. Rinse and dry thoroughly to prevent mold from forming.
- Clean refrigerator shelves, ice trays, and drawers.

☐ **Dishwasher (Kettner Only)**

- Wipe off the front of the dishwasher with detergent and a rag.

- Run the dishwasher empty one last time prior to vacation.
- **Cabinets/Drawers/Shelves**
 - Wipe clean the inside and outside of the cabinet door.
 - Clean all shelves and drawers inside and out with a damp rag.
 - Wash countertops thoroughly.
- **Sinks**
 - Wash the sinks including the fixture.
 - Use a non-abrasive cleaner to remove any marks and water stains.
 - Thoroughly rinse and wipe dry when complete.
- **Entrances**
 - Wipe down the inside and outside of the entrance door(s). Wipe off window ledges. Remove any tape, adhesive stickers, etc. from door(s).
- **Bathroom Areas**
 - Clean the light cover and mirror.
 - Clean the fan vent.
 - Clean the inside and outside of cabinets.
 - Clean all shelves and drawers inside and out with a damp rag.
 - Wash countertops thoroughly.
 - Clean the toilet with disinfectant both inside and out including the toilet seat and bowl. Scrub the bowl with a long-handled brush and bowl cleaner. Wipe all parts of the outside of the toilet down thoroughly.
 - Wash the sink including the fixture.
 - Use a non-abrasive cleaner to remove any marks and water stains from the sink.
- Thoroughly rinse the sink and wipe dry when complete.
- Clean the tub with a bleach or ammonia cleaner. Use a brush to remove any mold/mildew around the tub. If using bleach or ammonia, make sure to run the bathroom fan.
- **Floors**
 - Sweep or dust mop floors first, then wet mop floors with cool or warm water (never use hot water).
 - Frequently rinse the mop in clean water as you work.
 - Carpeted areas should be vacuumed thoroughly.
- **Walls/Ceilings/Windows**
 - Check walls for any marks including tape, adhesive stickers, fingerprints, crayons, and any other marks that can be removed with detergent and water.
 - Wipe off light switches, wall plates, trim boards, window ledges, curtain rods and radiators.
 - Wipe out window sills and make sure storm and screen windows are closed and locked.
- **Miscellaneous**
 - Remove all mail from the mailbox prior to check-out.
 - All personal possessions, garbage, etc. needs to be removed from the apartment at the time of check-out.
 - If these items are not removed, you will be charged for removal. You will need to submit your keys at check-out as well.

IMPORTANT: Failure to complete the check-out procedure (return keys, etc.) may result in a fee charged and/or hold on your account.

At Dawson Community College, we encourage potential roommates living in on-campus Residence Hall to take the time to get to know one another and develop communication strategies early in the semester. The following roommate agreement will help all parties in the shared space understand expectations and will assist the Residence Life/Housing Staff in the event that mediation may become necessary.

Roommate Bill of Rights*

As a resident at Dawson Community College, I have...

- *The right to read and study free from undue interference in my room.*
- *The right to sleep without undue disturbance from noise.*
- *The right that a roommate respects my personal belongings.*
- *The right to a clean and healthy environment in which to live.*
- *The right to be free from fear of intimidation, physical and/or emotional harm.*
- *The right to full access of my room and facilities without pressure from a roommate including “unit-shared” appliances.*
- *The right to host visitors with the expectation that the visitors will respect the rights of the host’s roommate(s), other facility residents and the DCC guest policy and the right to ask a visitor or guest to leave for violating any of the above rights.*
- *If conflicts arise, speak with your roommate(s) first. Talk a problem through before it becomes a major conflict. If this step is not successful, ask your RA for assistance, and follow DCC conflict resolution policies.*

Get to know your roommate!

	Roommate A	Roommate B	Roommate C	Roommate D
Roommate Name				
I usually go to bed by...				
I usually wake up around...				
I like to study at this time...				
I do not mind studying with guests in the room... Yes or No?				
Other things to know about me...				



Roommates generally will each bring personal belongings into a residence. Sometimes, belongings that exist in common areas can be shared between roommates, but it's best if that is understood up front. Below are a list of personal items that may or may not be shared between roommates along with the roommates preferences for sharing.

Item	Roommate A <i>Share?</i> <i>Yes or No</i>	Roommate B <i>Share?</i> <i>Yes or No</i>	Roommate C <i>Share?</i> <i>Yes or No</i>	Roommate D <i>Share?</i> <i>Yes or No</i>
TV				
Gaming System				
Phone/Cell Phone				
Computer				
Printer				
Clothes				
Personal Care Items (lotion, soap, hair dryer, etc.)				
Food				
Other (specify)				
Other (specify)				
Other (specify)				

Roommates should expect to take care of their own personal spaces and items. This includes keeping bedroom spaces in order and any items in common spaces and doing your own dishes and laundry. For general cleaning tasks, it is best to come up with a chore list or schedule so every roommate contributes fairly. You might change this weekly, monthly or per semester.

Task	Which Roommate is Responsible	Frequency (i.e. weekly, on Saturdays, etc.)
Vacuuming		
Trash Removal		
Cleaning bathroom		
Cleaning kitchen		
Other		
Other		



Guests are allowed in residences per DCC policy, but the details of guest interaction should be agreed up between roommates. Here are a few guidelines:

	Roommate A <i>Agree?</i> <i>Yes or No</i>	Roommate B <i>Agree?</i> <i>Yes or No</i>	Roommate C <i>Agree?</i> <i>Yes or No</i>	Roommate D <i>Agree?</i> <i>Yes or No</i>
I am okay with overnight guests.				
I would like to be notified how long in advance if my roommate wants to have an overnight guests?				
If I am not present, I am okay with guests using my bed with prior permission				
Other:				
Other:				

To Have a Good Roommate Each Person Must Also Be One

1. Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.
2. Rooming together on common ground does not imply everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person.
3. Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.
4. Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the lobby can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.
5. Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other's best friend to be good roommates.

Conflict Resolution

If you have trouble with your roommate, here are the recommended steps for resolution:

1. Ask your roommate to stop undesired behavior, see if there is a compromise.
2. If behavior does not stop, contact your RA
If behavior persists after RA involvement you should work with the RA and contact a Residence and Student Life Professional Staff member to mediate or arbitrate a solution.



Roommate Agreement For:

Hall _____ Apartment # _____

Roommate A Printed Name: _____

Signature: _____ Date: _____

Roommate B Printed Name: _____

Signature: _____ Date: _____

Roommate C Printed Name: _____

Signature: _____ Date: _____

Roommate D Printed Name: _____

Signature: _____ Date: _____

Roommate E Printed Name: _____

Signature: _____ Date: _____

Roommate F Printed Name: _____

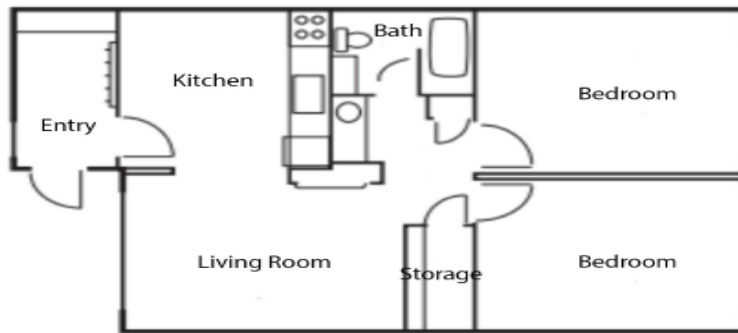
Signature: _____ Date: _____

Complete **TOGETHER** as a room and turn in by the end of the second week of school.

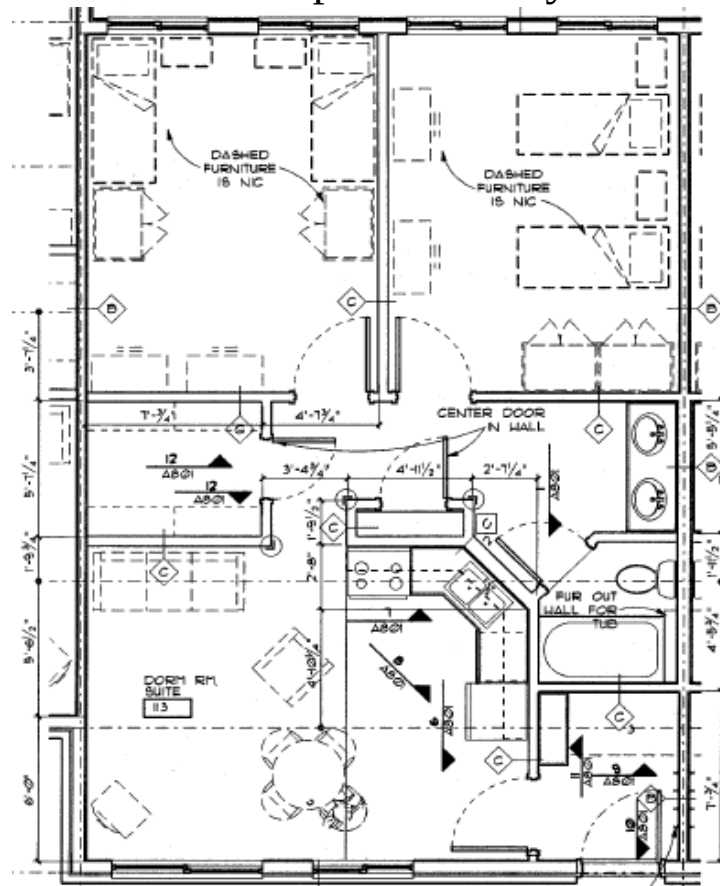


Apartment Layouts

Brueberg and Gibson Apartment Layout



Kettner Apartment Layout



Meadowlark Apartment Layout

