



STUDENT HOUSING HANDBOOK

DAWSON COMMUNITY COLLEGE

RESIDENCE 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 PRESIDENT

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 enrichments for your future employers, communities and other individuals.

This handbook will provide information regarding the privileges and responsibilities offered in the residence halls at DCC. Please read and familiarize yourself with this handbook. The entire housing 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,

Scott R. Mickelsen, Ph.D.
President

We are pleased to provide you with the 2016-2017 **Residence Apartment 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.

If you have questions or need clarification on any information provided, please see the Director of Housing & Residential Education.

NOTE: The acknowledgement signature sheet at the end of this is to be signed by you and returned to a member of the Residence Life Staff within five days of moving into Student Housing.

On behalf of the Director of Housing & Residence Life Staff **WELCOME**

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RESIDENCE APARTMENT GUIDELINES

All full-time Dawson Community College students must live in one of our residence apartments unless they are classified as a commuter *(definition below).

A resident student is defined as a full-time student between the ages 17-24 who lives in College campus housing.

Eligibility

Students living in Residence Housing must be actively pursuing at least 12 credits. Students who drop below 12 credits may be subject to eviction. If a resident falls below the nine required credits and he or she receives an incident report for violation of DCC rules and policies, the student may be subject to eviction. The Residence Life Office will conduct periodical checks of records to make sure that all residents meet the credit requirement.

*A commuter student is defined as a student who is a dependent of a parent or legal guardian with whom he/she has physical residence, living within a 50-mile radius of Dawson Community College campus.

Freshman- All freshman are required to live on campus in Residence housing.

Sophomore- Sophomores have the option to live on or off campus.

Residence Accommodations

Residence complex houses up to 144 residents and consists of Brueberg Hall, Gibson Hall, and Kettner Hall. Each apartment unit houses the possibility of 4 residents. The housing complex includes the Student Commons, which has two large screen televisions, computer bar with free printing accessibility, pool and ping pong table, two laundry facilities, and Hard Sliver Park (three fire pits).

The Residence Life Staff includes the Director of Housing & Residential Education. Residence Life is dedicated to helping students adjust and make a memorable on-campus living experience as you pursue your college education. The Director of Housing & Residential Education resides in apartment #6 and has a unique ability to live among the student body to help at any given time. Feel free to always stop by for any reason.

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.

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 compromise and having shared expectations. It is the responsibility of each resident to confront other residents who are violating those rights in a respectful manor.

The following regulations and policies 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 policies.

Personal Behavior

Guidelines for behavior in the residence apartments are offered to ensure that all residents have a living/learning environment that is pleasant and productive. We understand that we are not all alike with respect to lifestyle and that adjustment must be made for differences. Because so many individuals are living in relatively close quarters, however, certain kinds of behavior will be expected. Therefore, rules must be made and enforced.

1. No loud or abusive language is allowed.
 2. No alcohol possession or consumption in the residence halls or on-campus is allowed.
 3. No possession, sale, use, or distribution of illegal drugs is allowed on-campus.
 4. No physical or verbal threats to fellow students, staff, or faculty are allowed.
 5. No pets, with the exception of fish and service animals, are allowed.
 6. No furniture or property may be removed from the residence halls or the Commons.
 7. No smoking is allowed in the Housing complex except in your own personal vehicle.
 8. Students need to sleep in the dorm room they are assigned to at check in, no student overnight visits. No overnight visitors are allowed without the permission of your roommate(s) and the proper paper work and check-in with the Housing Director. (See pg. 14)
 9. No excessive noise is allowed.
 10. Air soft pistols, or explosives, including fireworks, are permitted anywhere on-campus.
- We ask that you respect your roommate(s), neighbors, and the Residence Life Staff so everyone can have a good and successful experience residing in the Residence complex.

Resident Suspensions

Regardless of the reason for cancellation of a 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.

Room Assignments

Room assignments are made by the Director of Housing with some priority given to previous occupants and in order of receipt of room requests. The contractual statement of the application must be signed and constitutes a binding agreement between the student and the College. Written request for specific room and roommates are honored whenever possible. THE COLLEGE RESERVES THE RIGHT TO ASSIGN ROOMS ACCORDING TO THE BEST INTEREST OF THE STUDENT AND THE COLLEGE. Requests for private rooms are honored only if space is available. In most cases, the student who has lived in the room for the longest period will have priority in assignment of that room.

Room Consolidation/Changes

At times, it may be necessary to ask residents to move to another room. This may occur if the occupancy of a floor drops significantly or if there is a waiting list. Single rooms may also be consolidated if space is needed.

If a resident moves out leaving a resident without a roommate, the Resident Life Staff may recommend another student for a roommate or give the student the option of staying in 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. This needs to occur within the allotted time frame or the Residence Life Staff will determine the room assignment. If a resident chooses to stay in a single room, room charges will be levied according to the date the contract for a single room is offered.

If a resident wishes to change rooms or roommates, arrangements must be made through the Director of Housing & Residential Education. After approval of the change, residents have three days to move and formally check-out of their rooms. Failure to properly check-out of one room and into another will result in a \$50 fine for improper checkout.

Room and Board Charges

Per Semester For 2017-2018 = \$1,500.00 per semester. A non-refundable deposit of \$150.00.

Residence Apartment Check-In Procedure for freshmen students, officially open at 9 a.m. on the **Friday** before classes begin each semester. Check-In Procedure for sophomore/transfer students, officially open at 9 a.m. on the **Saturday** before classes begin each semester. The residence apartment staff will conduct check in when the student first arrives. A front and back copy of a health insurance card is required to complete the necessary check in process. After receiving the room key, a Staff Member will show the student to his/her room and assist the student in filling out the necessary paper work for Apartment 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.
2. Dorm deposit is paid with the application.
3. The inventory section of the Check-In Form is completed and signed (this verifies the condition of the room and contents at time of check-in).
4. Student Emergency Contact Information is completed.
5. Signature is required on Check-In Form for room key and mail key.
6. Return acknowledgment of the Resident Life Handbook within five days of moving into Buck Town.

Check-Out Procedures

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

1. An appointment is scheduled with a member of the Residence Life Staff to complete a final inspection of the room.
2. The room is prepared for check-out according to the following:
 - a. All personal items are removed from the room.
 - b. All furniture is returned to its original location in good condition.
 - c. All decorations, posters, markings, tape, contact paper, 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, and scouring the bathroom.

The resident will be billed if the room is not sufficiently cleaned.

3. The Inventory Sheet is signed after agreement is reached about the condition of the room and any charges levied.
4. The Change of Address Form is completed, allowing mail to be forwarded.

5. Residents will be required to provide a signature at the time when keys are returned to the Residence Life Staff.

A final room inventory will be completed in all rooms immediately upon close of the semester. Any improper check-outs or violations of the above-mentioned procedures for check-out will be subject to fines.

Frequently, the maintenance and custodial staff discover damages and items requiring additional cleaning after checkout. Charges for these items will be assessed to the resident.

Resident Property Left in Room

If a resident leaves items in his or her room without properly checking out, the property will be discarded through donation or thrown in the trash.

Room Changes

No room changes will be made without approval from the Director of Housing. Students will have two weeks at the beginning of the semester to request roommate or room changes, (if space and housing allow.) After the two weeks, unless there are extenuating circumstances, students will be expected to remain in the room assigned until the end of the semester. To move after this date may result in a charge. To make a room change, a Room Change Request Form must be obtained from the Director of Housing, completed and returned. The Director of Housing will inform the residents of the decision.

Conflict Resolution

Should a resident be unable to resolve a conflict with another person, the resident should consult his or her Resident Assistant first. If the conflict is not resolved, then the resident should contact the Director of Housing & Residential Education. If the conflict is still unresolved, residents may contact the Vice President of Student & Academic Affairs to mediate or arbitrate a solution.

Care of Rooms

Each student is responsible for the care and cleanliness of his/her room/bathroom/kitchen. He/she is responsible for keeping wastebaskets emptied, beds made and floors clean, bathrooms clean, kitchen clean and providing their own cleaning supplies. There will be an announced weekly room check. Fines will be assessed if room/bathroom/kitchen is not satisfactorily clean. At the end of the semester, students will be charged a minimum of \$75.00 for cleaning if rooms are not left reasonably clean.

The following electrical appliances are **not** allowed in Residence Apartments because of fire and safety hazards as determined by the fire marshal: electric skillets, grills (electric or non-electric), hot plates, broilers, space heaters, portable washer/dryer and live Christmas trees. Neither candles nor incense are allowed in residence apartments. [Determined by the Fire Marshal]

The following electrical appliances are allowed

Microwaves, crockpot, toaster, TVs, stereos, computers, and printers are permitted in individual rooms. Power strips and surge protectors for these additional appliances are recommended. Refrigerators are permitted if they are not larger than 3.8 cubic feet.

It is prohibited to use nails, push pins, screws, command hooks, tape or glue on walls, doors or furniture. Only poster putty and 'S' hooks are approved for use when hanging items on walls.

For residents' protection, the Residence Life Staff asks that good judgment be used in decorating rooms so that posters, fishnets, holiday lights, mobiles, etc., do not create fire hazards.

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. Other than the mini-blinds that are provided by the school, we will allow drapes to be hung in the bedrooms only. They must be hung with a tension rod, no other mounts of any kind. Drapes are not permitted in the front room.

Sexually provocative pictures are not to hang in the rooms or on the doors of the rooms. Decorative alcoholic beverage containers or posters/advertisements are not allowed. The appropriateness of these items will be determined by the Director of Housing or the Office of Student Services staff. Violation of this guideline will result in having items described above confiscated.

****The burning of candles or incense is not allowed due to fire hazards. 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.****

Room Checks

Room checks will happen once every two weeks. Residents will be given a sheet on apartment cork boards to let them know what day of the week this will be for each Hall. If a resident's room is found dirty during room checks, a FAILED ROOM CHECK notice will be given immediately to each roommate and the resident will have 24 hours to get the room cleaned. If the resident(s) choose not to clean their apartment, or the apartment has not been sufficiently cleaned a \$25 fine will be issued.

Holiday Decorations

Decoration of residents' rooms during the holiday season 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 Staff 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. All holiday decorations must be removed prior to the closing of the residence halls for the winter break.

Damages, Fines & Charges

Each room is inspected before, during and after occupancy and charges for damage (other than normal wear) are assigned to the student. Failure to pay will result in a student's being UNABLE TO MAKE A ROOM RESERVATION FOR THE NEXT SEMESTER OR TO SECURE A TRANSCRIPT. Damage caused by accidents should be reported immediately to the Director of Housing. Residents found stealing, destroying, or losing DCC property; found in violation of the Student Conduct Code; or breaking any other rules and policies of the residence halls, will receive an Incident Report. 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 incident report, the resident may have to appear before the Community Standards Board for an eviction hearing. All fines must be paid within two weeks of the incident. Failure to pay the fines on time will result in another Incident Report with added fines or possible eviction. If the damage exceeds \$50 or is malicious in nature, criminal charges for damage to the College's property may result. All charges and fines are subject to review and modification by the Community Standards Board. Other damages will be assessed on a case-by-case basis. Residents wishing to appeal any incident report will have two weeks to go before the Community Standards Board. Residents need to contact the Director of Housing & Residential Education if they wish to appear before the CSB. After two weeks, residents are responsible for payment of fines and damages.

Fines for other offenses are as follows:

1. Replace Room or Mail Key	\$50	Each Key
2. Illegal Transfer of Room or Mail Keys	\$75	Each Key
3. Damaged or Removing Window Screens	\$100	Split between Apt (X4)
4. Throwing Trash from Windows	\$300 to \$500	
5. Damaged Bed Frame	\$100 to \$500	
6. Damaged Mattress	\$150	
7. Stained Mattress	\$50	
8. Damaged Door	\$400 to \$700	
9. Damaged Peep Hole in Door	\$25 Each Resident	
10. Damaged Desk	\$100 and/or Replacement Cost	
11. Damaged Window Blinds	\$25	
12. Damaged or Missing Desk Chair	\$25	
13. Broken Wardrobe	\$100 and/or Replacement Cost	
14. Mirror Missing from Wardrobe	\$25	
15. Damaged Towel Bars	\$25	
16. Damaged Toilet Paper Holder	\$25	
17. Damaged Internet Connections	\$25	
18. Damaged or Broken Switch Plate Covers	\$25	
19. Holes in Wall	\$100 or more, Maintenance Evaluates	
20. Dirty Walls	\$25	
21. Nail Holes in Walls	\$25	
22. Damage to Countertops	\$25 or Replacement Cost	
23. Dirty Room Fine	\$25 must be cleaned within 24 Hours	

24. Pet/Animal Fine	\$100
25. Each Additional Day Pet Remains on Campus	\$50
26. Improper Check-Out	\$75
27. Burning Candles	\$50
28. Noise Violation (1st Offense)	\$50
29. Noise Violation (2nd Offense)	\$75
30. Noise Violation (3rd Offense)	\$100 Possible Eviction
31. Dismantling Smoke Detectors	\$50 Eviction Hearing before Committee
32. Smoking in Undesignated Areas	\$50
33. Chewing in Undesignated Areas	\$50
34. Use/Possession Illegal Drugs	Eviction Hearing before Board
35. Pulling Fire Alarm	\$200 Eviction Hearing before Board
36. Discharging Fire Extinguishers	\$200 Eviction Hearing before Board
37. Propping Doors Open (Lobby & Emergency)	\$200
38. Tampering with Cameras	\$300+ Eviction Hearing before Board
39. Chemicals, Explosives, Weapons	\$200 Eviction Hearing before Board
40. Visitors not Checked-In (1st Offense)	\$50
41. Visitors not Checked-In (2nd Offense)	\$75 Possible Loss of Guest Privileges
42. Alcohol Possession (1st Offense)	\$40 + Alcohol education class
43. Alcohol Possession (2nd Offense)	\$70 + Alcohol education class
44. Alcohol Possession (3rd Offense)	\$70 + Alcohol education class
Eviction Hearing before Committee	
45. Tampering with I.T. equipment in dorms	\$50

Eviction

A resident will be subject to an eviction hearing if he or she causes malicious damage or threatens to harm or physically harms another resident or staff member of Dawson Community College. An eviction hearing may also be called when the Community Standards Board is notified that a resident has failed to attend class for more than two weeks. All eviction hearings and decisions will be under the auspices of the Community Standards Board. Residents have the right to appeal evictions through the appeals process outline in the Student Handbook.

Furniture

All 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 Resident Life 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. An inventory of the furnishings and the state of repair is taken at the beginning and end of each year and maintained by the Director of Student Housing. During the first week, residents are required to complete and sign the inventory and conditions of the room and furnishings form. No furniture may be removed from the room unless permission is granted by the residence hall director.

Beds

Bunk beds are not stacked. If residents want them bunked, a request must be put into the maintenance department. Bed heights cannot be changed. If beds are damaged, a repair cost of \$100 to \$500 may be charged. If the mattress is stained, a \$50 fine will be issued during checkout procedures. If a mattress is soiled or otherwise damaged, residents will be required to replace it at a cost of \$150. Waterbeds or outside beds are not permitted in the apartments, only what is school issued.

Lofting

No cinder blocks are permitted in the residence halls. Raising of beds must be approved by the Director of Housing. The only approved lofting of beds is with 4-6 inch plastic bed risers. This will be checked for compliance to this policy at each room inspection.

Keys

Security of the residents' rooms is of paramount importance and great care is taken to ensure it exists.

1. Any resident accepting/signing for a room key will be financially obligated by the contract for the entire semester.
2. At check-in, a room key will be issued to the resident. No deposit is required for the key, however, there is a \$50 per key fee to replace each lost or damaged key.
3. All fees must be paid before a new key will be issued.
4. Residents are expected to carry their keys at all times.
5. 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.)
6. Keys may not be duplicated.
7. For safety and security, room doors should remain locked at all times. Miles Community College is not responsible for lost or stolen items.

If a resident is locked out of his or her room, a member of the Residence Life Staff must be notified to unlock the door. Excessive abuse of this policy may result in a fine.

ID Cards

Student I.D. cards are utilized at the Jolly Roger, the Business Office, the Toepke Athletic Center, and for admittance into activities such as athletic events.

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 Staff) may require a person within the Residence 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 action.

Maintenance Request

If you notice that something needs to be fixed in your apartment, please fill out a Maintenance Request card located on your cork board in your apartment. Please turn your request in to the box outside of the Director of Housing's apartment. Once turned in, please allow 3-5 work days for request to be filled.

Balconies & Windows

Throwing, dropping, or allowing any object or person(s) to pass through a window or over a balcony is prohibited. 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.

During the winter/cold months, always keep your windows closed. On nights below freezing open windows will cause the heating and water pipes to freeze and break. Broken pipes are a serious issue and require a great deal of clean up and often times can damage property in your room. Broken pipe fixes will be paid for by the room through a fine. This is especially important during breaks, always check and close all windows during breaks. (If a pipe breaks in your room, contact the Director of Housing Immediately!)

Window screens are provided for health and safety and should not be removed. Residents shall be subjected to a \$50.00 fine for removed or missing screens or windows. Damaged or missing screens or windows will be repaired or replaced at the resident's 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 in that apartment unit will be issued a citation and a fine of \$100.00 each.

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 the Director of Housing, The Office of Student Services. 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 insurance coverage.

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 a search risks creating a sense of disruption and distrust. A search may be conducted to dispel suspicion.

The Director of Housing, 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.

EXAMPLES INCLUDE: WEAPONS, EXPLOSIVES, AMMUNITION, FIREWORKS, ALCOHOLIC BEVERAGES, STOLEN PROPERTY AND CONTROLLED SUBSTANCES. PRESENCE OF ILLICIT ITEMS/CONTRABAND IN PLAIN VIEW 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 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 Director of Housing or support staff. 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. All others will be excused. The room door is to remain closed during the search. Any search must be reported by staff to the Office of Student Affairs. 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 item 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.

Lost and Found

Any article found in the residence hall should be turned in to the Director of Housing. 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 in to the Office of Student Services.

Laundry Facilities

Washers and dryers are located in Gibson and Kettner Halls for the residents' use. Residents must clean out washers and remove dryer lint after each use. Students who are found intentionally jamming, forcing, or otherwise vandalizing machines will face both 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, please fill out a maintenance repair form. Do not leave 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.**

Pets

No pets or experimental animals are allowed in the residence halls. Unless preauthorized and with official documentation for Therapy Services only.

Bicycles

Students are allowed to have bicycles on campus. Students are responsible for locking/securing their bikes on campus bike racks ONLY, not in apartment mudrooms. Bicycles parked in unauthorized areas will be removed by Campus Safety and Security. Bicycles NOT claimed by the end of the spring semester will be considered abandoned property.

Skateboards, Scooters and Roller Blades

For the safety of all students, the use of skateboards, scooters and roller blades 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.

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 Just inside the first doorway. 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

300 College Dr.

Apartment # _____

Glendive, MT 59330

One week before Check-Out, you will be reminded to start the process for a change of address form.

Residents with Hearing Problems

Students who have a hearing problem are required by state law to have a notice on the outside of their room stating "Hearing Impaired Student."

Visitors/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 director of Housing for approval, 24 hours prior to your guest arrival. [Forms are located in the Cove or online]

1. The resident has obtained the permission of his or her roommate(s) to house an overnight guest. No overnight guest is allowed to stay without the permission of the roommate(s).

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.

Cohabitation is prohibited amongst any gender. Students need to reside overnight in assigned rooms.

5. Any guest who is in violation of the residence hall policies will be asked to leave the premises by a Residence Life Staff member.

6. Residents who have guests who violate policies may be denied the privilege of hosting guests for the remainder of the year.

7. Guests must check-in at the Residence Life Office and provide a photo I.D., automobile license plate number, as well as emergency telephone numbers.

8. If a guest is not checked in properly, the following will happen:

a. 1st Offense will be a fine of \$50

b. 2nd Offense will be a fine of \$75

c. 3rd Offense will result in the loss of guest visitation privileges for the year

Babysitting

Babysitting is not allowed in residence apartments due to liability of the College.

Co-ed Visitation

Students may visit in the common area of opposite-gender residence halls from 10 a.m. to 12 midnight every day. Failure to escort opposite gendered guests out before 12 midnight will result in a fine.

a. 1st Offense will be a fine of \$50

b. 2nd Offense will be a fine of \$75

c. 3rd Offense will result in the loss of co-ed visitation privileges for the year

The following regulations apply to co-ed visitation:

1. A guest must be a minimum of 18 years of age unless he/she is a current full-time DCC student.
2. Guests enter the residence halls by main entrances. (Not through windows)

The co-ed visitation concept requires mature decision making on the part of all involved; it is a set of privileges supervised by residence hall staff. Violation of co-ed visitation regulations will at a minimum result in loss of privilege for all persons involved. Flagrant and repeated violations may result in severe disciplinary action under the CSB. *[II. Jurisdiction of Dawson Community College Web Page]*

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. • 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 creating 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. A 24-hour quiet period will be in force during mid-term and final exam weeks. A quiet hour policy is set by the Vice President of Academic and Student Affairs. It is a vital courtesy to respect other students' rights to peace and quiet at all hours of the day.

Music in Rooms

Consideration of roommate 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 Director of Housing

and/or 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 invade other students' privacy.

Use of headphones is suggested to listen to music. Students who continuously infringe on other students' rights with music may be required to place their musical equipment in temporary custody with the Office of Student Services staff.

Residence Halls Closed Between Semesters

Students will not be allowed to stay in the residence halls during Christmas break (between fall and spring semesters), spring break, or between summer school and the fall semester (end of July to the third week of August). Special permission must be obtained from the Director of Housing two weeks prior to closing to remain in residence apartments during these times. A fee of \$20 per night will be charged to the student's account. Absolutely no visitation will occur during these breaks.

All belongings must be removed from residence hall rooms after the spring semester and summer sessions to allow for adequate cleaning and use by other groups. Storage facilities are **not** provided during these break periods.

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. Student organizations must obtain permission from the Office of Student Affairs to sponsor a fundraiser.

Proper Trash Disposal

Each resident is responsible for removal of 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 trash cans, not on balconies. Do not use trash cans as doorstops or hold outside doors open.

Smoke-Free Housing Complex

DCC housing complex is a smoke-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 electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products.

Alcohol/Drugs

Alcohol/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. In addition, a student appearing on campus (including residence housing) whose use of alcoholic beverages or drugs is discernable by others shall be subject to disciplinary action. 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 the resident housed in that room to ask the person with the alcohol to leave campus and report the violation to a member of the Residence Life Staff. **IF THIS DOES NOT OCCUR and the ALCOHOL IS OTHERWISE DISCOVERED, 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. 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.

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 Residence complex per the Vice President of Student Affairs/or the Community Standards Board. If a resident is allowed to remain in the Residence 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 odor of marijuana is sufficient evidence to take administrative action within the residence halls.**

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 complex with the drug law enforcement dog. 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 Possession

1. First offense of alcohol possession will result in the following:

- Student will be mandated to attend an alcohol education class appointed by DCC. A \$50 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 alcohol possession will result in the following:

- Student will be mandated to attend a substance abuse 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.

3. Third offense for alcohol possession will result in the following:

- Student will be mandated to attend extensive 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. Following a 3rd alcohol offense the student will be required to stand before the Community Standards Board for an eviction hearing.

Chemicals, Explosives, & Weapons

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. Firearms, B.B./pellet guns, air soft pistols, weapons, noxious materials, incendiary devices, dangerous instruments, or other dangerous substances are not allowed in the Residence complex. Imitation toy guns that appear to look like a real gun are prohibited. Switchblade knives, bayonets, decorative knives or swords, Ninja throwing stars, etc., and all concealable weapons with blades over three inches in length are prohibited in the Residence complex. Also prohibited are hunting bows, cross bows, compound bows, arrows, paint pellet guns, air soft pistols, nun-chucks, wrist rockets, sling shots, blow guns, and any other self-propelling apparatuses.

Fire Arms & Bows

It is against campus policy for students to have weapons on campus. In accordance with the College's Student Conduct Code, (*Code of conduct can be found on the DCC website) students with weapons on campus are subject to disciplinary action including suspension and/or expulsion. Exceptions are only made if a resident in Student Housing completes the Weapon Check-In Form with the Director of Housing & Residential Education. The only weapons allowed to be checked-in are unloaded hunting rifles and hunting bows. Pistols are prohibited. Checked-in weapons will be secured with gunlocks and placed in the gun safe within the Director of Housing and Residence Life's office. Residents may check-out their weapons however they must immediately remove them from campus upon check-out. Residents must check-in the unloaded weapon upon bringing it back to campus. Residents are prohibited from storing weapons in vehicles and the weapons must be checked-in immediately upon being on campus.

*The Board of Trustees declares that hunting or trapping is not allowed on property owned or controlled by Dawson Community College. At the discretion of the President, permission may be granted to hunt on campus for predator control and/or a management hunt in conjunction with the Montana Department of Fish, Wildlife and Parks and/or the City of Glendive.

Fire Protection Equipment

Planned fire drills will 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

Director of Housing so we can get it refilled and ready for emergency use again. 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 a group will be charged for damages resulting from group action. Charges will be made to the occupants of that area if the responsible party is not identified.

In addition to the College's policy regarding false fire alarms, a full investigation may be performed by the fire department officials as they deem necessary.

EMERGENCY PROCEDURES

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 and wait for further instruction from the Director of Housing or Emergency personnel or other DCC Administrators.

Fire

Evacuation procedures are posted on your apartment cork board. If the posted information is damaged or missing, you should request a new copy from your Director of Housing. When the fire alarm sounds, immediately grab a coat or covering, leave the apartment immediately. Once all occupants are safely out of the apartment unit, drop a towel outside your court yard door to indicate the apartment is empty. Exit outside doors according to fire exit plan on cork board and go to designated area outside. (Residence Apartment complex parking lot) The Director of Housing will notify the Vice President of Student Affairs, if necessary. Please expect a minimum of one unannounced practice fire drill during each semester. The Fire department will be on site to check how efficiently we evacuate the Residence Apartments.

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 the 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 reserves the right to request medical assistance, including an ambulance, should it be deemed necessary. It is college policy not to 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 SQUAWKER.

Threats or Other Emergency Situations

If a residence apartment must be evacuated, students will be instructed to report to the parking lot or be given further instruction from Emergency Responders.

Dialing EMERGENCY SERVICES: Dial - 911

Safety Tips

1. Report immediately all suspicious activity or materials to the Director of Housing/Campus Security.

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.
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 most campuses are crimes of opportunity. So do not give crime the opportunity.

Computer

Each room is equipped with two Internet plug-ins. All students will be required to sign the Dawson Community College User Agreement Form. The Residence complex also provides free Wi-Fi access to residents.

Television Services

Cable TV hookups are in each room of the residence apartments. Each resident student has accessibility to the basic cable channels.

Residence Hall Telephone Service

The College provides telephone service in residence apartments. Each apartment will have phone usage information posted on your community cork board

Cable boxes to access HDTV are available for check-out through the Residence Life Staff in the Pioneer Hall Office. Proper check-out and return of cable boxes is mandatory. Failure to comply with return policy could potentially result in a fine for replacement costs.

Security Cameras

For safety concerns, security cameras are strategically placed in the Interior and exterior of the living complex. There are several cameras throughout the public areas of commons and parking lots on campus. These cameras monitor all events and situations that occur in public areas. 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 \$300 and will include further disciplinary action, up to and including eviction, at the discretion of the Residence Life Committee.

Parking Lots & Parking Decals

There are two main parking lots for parking, housing parking lot and the main campus lot. Horse trailers are to be parked in the overflow parking lot of the college up near the bus parking.

Residents must display a valid parking decal on the lower left corner of the back window. Vehicles parked illegally or in handicapped spots will be subject to a ticket. The speed limit on campus for any given time is a max of 15 miles per hour.

Dining Services

Each resident is required to purchase a meal plan and comply with the rules and regulations set forth by the Director of Food Services. The Jolly Roger is open Monday through Friday during the hours of 7:00 A.M. to 6:00 P.M.

Weekday meal specials will be available at the following times (subject to change):

- Breakfast: 7:00 A.M. to 10:30 A.M.
- Lunch & Dinner: 11:00 A.M. to 6:00 P.M.

*Students with special dietary needs should contact the Director of Food Services at 406-377-9428.

Community Standards Board [CSB]

The Community Standards Board serves as a channel of communication between the College Administration and the residents. The Board serves to enrich on-campus living, which plays a vital role in the total college experience. The committee is also responsible for recommending certain punishments for an Incident Report, up to and including eviction.

Residence Life Office & Campus Security Office

The office of Residence Life & Campus Security Office is located just off the Student commons. Open office hours will be contingent upon available staff throughout the day during hours most convenient for the needs of the residents. A variety of services will be available at the office. If ever you are in need and the office is not open; please call the Housing Director or Campus Security. [406]377-7806

At all times, 24 hours, you will be able to reach the Director of housing or Campus Safety for your needs.

STUDENT Commons “The Cove”

Student Commons Policies

- A. Please help us take care of the building by properly disposing of trash and cooperating with any requests by staff workers.
- B. No food, drinks or sitting are allowed on the pool table.
- C. Smoking and smokeless tobacco are prohibited in the Student Commons.
- D. Please do not sit on any of the table games or machines.
- E. Television viewing is on a democratic basis.
- F. Please do not remove furniture out of the building.
- G. All decorating plans for use inside or outside the Student Commons must be approved by the Director of Housing
- H. Student Commons is open 24 hours for use and is monitored by video recording.
- I. Failure to cooperate with persons employed to enforce regulations may result in disciplinary or other appropriate action.

J. Posters, printed announcements or brochures may be posted only in the designated areas with permission from the Director of Housing.

K. 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.

L. Please report any problems or complaints to the Director of Housing.

M. Reservations for private/clubs or other DCC related activity must be made with the Director of Housing.

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 John Bole, Vice President of Student Affairs, Title IX Coordinator. Telephone: (406) 377-9416.

Email: lweldon@dawson.edu. Office: Main Building. Mailing Address: Leslie Weldon Title IX Coordinator, 300 College Drive, Glendive, MT 59330.



Current Edition of Handbook [Created & Revised 2016]

ACKNOWLEDGMENT

Dawson Community College 2017-2018 Residence Life Handbook

By signing this signature page, I acknowledge that I have read and understand the policies and procedures outlined in the Dawson Community College 2016-2017 Residence Life Handbook. I understand the consequences of violating campus policies listed within the 2016-2017 Residence Life Handbook, and I understand the disciplinary actions that can be taken against me upon violating these campus policies.

Printed Name: _____

Signature: _____ **Date:** _____

Revised as of [1/3/2018]