

St. Clair County Community College

Housing – Student Services Office

2018-2019 Housing Residential Agreement

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Welcome and Mission

Welcome to Housing!

St. Clair County Community College Housing extends a warm welcome to all residents. Our housing offers residents the opportunity for personal growth through social, cultural, educational programming and community living. As residents begin their stay with us, we encourage thorough reading and understanding of the Housing contract and this Residential Agreement. These documents contain information that will assist residents in having a successful and positive stay.

Mission Statement

Housing at St. Clair County Community College is an accessible, learning-centered living community, dedicated to providing affordable housing and quality service to residential students. As Housing staff, our goal is to help maximize student success by connecting residents with campus resources and fostering a living community of personal and professional growth.

Rights and Responsibilities

The following regulations have been adopted for Housing. Residents are expected to abide by all of the following policies and regulations for Housing, as well as all policies and regulations listed in the Student Code of Conduct. Any violations will be mediated by Housing staff, the Director of Behavioral Intervention, and the Student Services Office.

Diversity Statement

We recognize the importance of fostering unity and understanding within a community while celebrating the individual. As a college, we are committed to creating and supporting environments of education and growth where all are treated with dignity and respect.

Non-Discrimination Statement

St. Clair County Community College is an equal opportunity institution and complies with all federal and state laws and regulations prohibiting discrimination. It is the policy of St. Clair County Community College that no person shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination on the basis of race, color, religion, national origin or ancestry, age, sex, marital status, height, weight, handicap, or any other criteria prohibited by law in its academic and vocational programs, activities, admissions, financial assistance or employment.

Note:

Housing reserves the right to reasonably amend this document as needed for reasons including but not limited to undefined circumstances, updates, and corrections. These amendments are not to unreasonably burden the contract agreeing residents. These amendments are to have the purpose of bettering the relationship and communication between Housing and its residents. If changed, current contract holders will be notified via their listed application contact email. Otherwise, annual updates will regularly occur between contract periods. Reviews regularly occur every June.

Campus Phone Directory

EMERGENCY

If any incident occurs, call Campus Patrol: (810) 989-5757

Local Emergency Response: 911

Department	Office	Location
Achievement Center	(810) 989-5759	College Center C100
Admissions Office	(810) 989-5502	Welcome Center 250
Advising and Career Services	(810) 989-5520	Welcome Center 251
Athletics	(810) 989-5670	Fieldhouse
Bookstore	(810) 989-5725	Acheson Technology Center 123
Business Office	(810) 989-5513	Main Building 220
Campus Patrol	(810) 989-5757	Main Building 207
Enrollment Services	(810) 989-5500	Welcome Center 105
Housing	(810) 989-5557	The Dock
Financial Aid	(810) 989-5530	Welcome Center 105
Library	(810) 989-5640	College Center A100
Student Services	(810) 989-5560	Welcome Center 250
Testing Center	(810) 989-5555	Welcome Center 201

Housing Staff

Residential Staff in Housing consists of student and professional full-time employees to create and foster a safe, educational, and professional growth environment. Residential Staff consists of a Manager of Student Housing, Resident Assistants, and Community Assistants.

The Manager of Student Housing is a professional staff member that oversees daily student staff operations, housing processes, and resident contract assignments. The Manager of Student Housing can be contacted at (810) 989-5557 during normal office hours, or in person with a scheduled appointment.

Housing Office Hours

8 a.m. to 4:30 p.m., Monday to Friday

Resident Assistants are student staff employees that serve as mentors and help their assigned residents develop academic, professional, and social skills essential for future careers. Resident Assistants also serve as first responders, mediators, and assist in resolving roommate conflicts.

Community Assistants are student staff employees that primarily serve the community from the front desk of the Residence Hall. Community Assistants are available to help answer any general questions, assist residents with housing operations including lock outs, community rental equipment, receiving mail, parking, and reporting community and/or housing facility concerns. The front desk hours are listed below:

Housing Front Desk Hours

9 a.m. to 10 p.m., Monday to Wednesday

9 a.m. to 12 a.m., Thursday to Friday

12 p.m. to 12 a.m., Saturday

10 a.m. to 10 p.m., Sunday

Policies and Procedures

Requirements

Students living in Housing must meet ongoing academic and enrollment requirements. Per semester, residents must maintain full-time enrollment (12 or more credit hours for fall and winter semesters) and maintain term and cumulative GPA statuses of 2.00 or higher.

If a resident falls below the credit load requirement mid semester, they will be placed onto a requirement probationary period. Residents on this probationary period will be expected to enroll in at least 12 credits and maintain those 12 credits for the following semester while living in Housing. Failure to comply with the credit and GPA requirement in the following semester may alter the resident's eligibility for living in Housing in the future. If the resident maintains full time student status throughout the following semester and ends with a term GPA and cumulative GPA over 2.0, the student's requirement probation status will be removed. If a

resident is unable to fulfil requirements for extenuating or medical circumstances, the resident should contact the Manager of Student Housing to discuss accommodations.

If a resident receives a term GPA below 2.0 and/or their cumulative GPA falls below 2.0, the resident will be placed on a requirement probationary period. Residents on this probationary period will be expected to end the following term with a term GPA and cumulative GPA of 2.0 or higher and complete a full-time student course load in said semester (12 credits or more). Failure to comply with the GPA and credit requirement in the following semester may alter the resident's eligibility for living in Housing in the future. If a resident is unable to fulfil requirements for extenuating or medical circumstances, the resident should contact the Manager of Student Housing to discuss accommodations.

Housing residents are required to report to the Manager of Student Housing when they fail to meet the above credit and GPA requirements.

Housing residents are required to act in a civil and respectful manner. For the safety and security of all within the housing community, Housing reserves the right to refuse housing and/or terminate a resident's contract based on past and present behavior, including but not limited to criminal activity and Student Code of Conduct Violations.

Payment and Deposit

Billing

Charges for this contract will be billed to the resident's student account. Housing pricing and fees for the 2018-2019 Academic year are listed below.

*Security Deposit \$300

Due two weeks after receiving the housing contract (sent via application email).

Fall Semester Housing \$2,250

Full payment due by the first day of class August 20th, 2018 by 4pm.

Winter Semester Housing \$2,250

Full Payment due by the first day of class January 7th, 2019 by 4pm.

*Note: This security deposit is refundable as long as residents comply with all the terms of this contract. Only one security deposit is required per academic year (Fall and Winter). See *Return of Deposit*.

Housing will pay all normal or routine charges for gas, water, heat, electricity, and garbage removal. Housing reserves the right to charge additional fees to residents for extraordinary use of utilities.

If a resident signs a housing contract and moves into the assigned residence hall more than two weeks after the first day of classes, their charged billing will be prorated based on the time left in the semester. The prorated amount will be determined by the Manager of Student Housing, Vice President of Student Services, and Director of Business Services.

Cases in which residents fail to pay the full amount charged by the listed contract due dates will be handled on a case by case basis by the Manager of Student Housing, the Vice President of Student Services, and the Director of Business Services.

Payment Methods

Payments (including security deposits) can be made by the following methods:

In Person

Welcome Center or Business Office – Main Building Room 220
Cash, Check, Money Order, Credit Card (Visa, Discover, Mastercard)

Mail In

Business Office Address:

Business Office – MB 220
323 Erie St.
PO Box 5015
Port Huron, MI 48061-5015

Check or Money Order

Online

Credit Card (Visa, Discover, Mastercard)
Nelnet Campus Commerce Payment Plan (Visa, Discover, Mastercard, American Express, ACH)

Note: Please make checks payable to *St. Clair County Community College*.

By signing the resident housing contract and submitting the security deposit, the resident agrees to make their payments as outlined in this agreement either by standard payment, financial aid, or via the Nelnet Campus Commerce plan. For more information regarding financial aid or the Nelnet Campus Commerce plan please call the Business Office at (810) 989-5513.

Return of Deposit

Security deposits will be returned to the resident after the resident's contract has ended and if the resident has met the following conditions:

1. The resident has vacated their suite;
2. The resident has paid the full amount due under the contract;
3. The resident has removed their personal property and has left the suite in good and clean condition, except for ordinary wear and tear.
4. The resident has fulfilled all check out procedures. See *Check Out*.

A cleaning charge may be applied against the security deposit if the suite was not left in good and clean condition.

If the college retains some or all of the resident's security deposit, Housing will notify the resident, via the listed application contact email, of the reasons Housing withheld part or all of the resident's security deposit. Housing will send the resident notice and/or return the resident's security deposit within 30 days of the end of the housing contract.

Contract and Termination

Duration of the Contract

This housing contract covers Fall and Winter Semesters. Residents requiring only one semester or that plan on leaving the college for academic reasons half way through the year, should inform the Manager of Student Housing as soon as possible. Academic reasons include but are not limited to:

1. Withdrawal from Classes/Enrollment
2. Graduation
3. Transferring Schools

Contract Cancellation

Residents may cancel their housing contract for any reason and with full refund within 14 days of Housing receiving the signed contract and security deposit, if the resident has not already moved into Housing.

Refund Policy

Housing has a zero refund policy unless otherwise noted in this document. It is for this reason that semester payments are separate. A resident may appeal for a refund through the Contract Termination process. Any refund amount, if at all, will then be decided by the Manager of Student Housing, Vice President of Student Services, and Director of Business Services.

Note: Refunds are generally only offered to students who are requesting to terminate their contract due to reasons or significant changes beyond the control of the resident and/or Housing.

Contract Termination

A resident may request to terminate their housing contract. See *Contract Termination Procedure*.

Housing reserves the right to terminate a resident's housing contract for any of the following reasons:

1. The Manager of Student Housing and Vice President of Student Services agree Housing is unable to provide a policy-abiding safe and secure livable space for the resident.
2. The Housing resident does not complete enrollment or registration, withdraws from all classes, graduates or does not-re-enroll, fails to maintain academic requirements, or violates the terms of this housing contract or the St. Clair County Community College Student Code of Conduct.
3. If the resident abandons the space with owed and unpaid Housing charges, or Housing has reason to believe that the resident has vacated the space with no intent to return.
4. The resident and Housing mutually agree to terminate the contract.

Contract Termination Procedure

Residents requesting termination of their housing contract must complete and submit the Housing Contract Termination Request form, available at the residence hall front desk or the Manager of Student Housing Office. This form is to be completed and turned in to the front desk. If a resident moves out of Housing without completing a Housing Contract Termination Request form, they will continue to be responsible for the financial obligations of their contract. Filling out the Housing Contract Termination Request form does not guarantee the resident will be released from the financial obligations of the contract. For this reason, it is recommended that residents do not sign any other leases or contracts for other housing options until they are notified in writing of their confirmed contract termination from Housing.

During the Contract Termination Procedure, the resident may appeal for a refund provided the contract will be terminated. See *Refund Policy*.

Emergency Removal or Relocation

Housing reserves the right to remove a resident from their contracted space and terminate the resident's contract if Housing determines the following:

1. The resident, or guest of said resident, has violated the policies outlined in this agreement.
2. The continued presence of the resident and associated guests violates the safety and security of any member of the Housing community. Members include self, residents, guests, campus visitors, staff, and faculty.

If needed, the resident will partake in an Emergency Removal Meeting including the Manager of Student Housing, the Vice President of Student Services, and Director of Behavioral Intervention. Upon review of the actions of the resident and the mutual agreement of the staff, the resident will be escorted and required to vacate their space immediately.

Residents removed from Housing for conduct reasons will remain financially responsible for the full room and board of the semester as outlined in their housing contract. Additionally, Housing reserves the right to regain accessibility and possession of the assigned space.

Abandonment

If Housing concludes that a resident space has been abandoned and the resident has no intent to return to the space, Housing reserves the right to terminate the resident's contract and regain rights to the contracted space. In regards to left over resident personal property, Housing will attempt to make contact with the resident to return the property. If the resident fails to reclaim the property, Housing reserves the right to discard the property after thirty (30) days of the contract termination.

Assignment Changes

Resident Initiated Assignment Change

Residents may switch their room assignment with another resident if eligible to do so and with the approval of the Manager of Student Housing. A resident may not switch assignments with a vacant space, and must switch assignments with another contracted resident.

Note: Roommates must be of the same gender. For gender inclusive living accommodations, residents should contact the Manager of Student Housing.

To request a resident initiated assignment change, the residents wishing to exchange assignments must submit a Resident Initiated Assignment Change Request form, available at the front desk. This form can be submitted to the front desk.

No one is allowed to bribe or pressure a resident to make a room assignment change in any fashion. This includes but is not limited to financial incentives, rewards, harassment, or threats. Any resident found influencing another resident's decision to a resident initiated assignment change may have their contract terminated.

Housing Initiated Assignment Change

Housing reserves the right to re-assign contract holding residents to other room assignments (including vacant spaces) within its residence hall. For this reason, in-room residents living with a vacant space are required to do the following:

1. Keep the vacant space clean, unused, and available.
2. Upon assignment, accept a new roommate to the space.

When possible, Housing will notify the in-room resident when a new resident has been assigned and is expected to move into the space. However, in some instances it is not possible to give an advanced notice, and it is for this reason that we require vacant spaces to be available for move-in at all times. Failure for an in-room contracted resident to comply is a violation of the contract, and may make the in-room resident responsible for the full financial room and board

costs of the space or may make the in-room resident's contract eligible for termination, as decided by the Manager of Student Housing, Vice President of Student Services and Director of Behavioral Intervention.

Sublets

Subletting in Housing is prohibited.

Illegal Occupancy (Squatting)

All residents living in Housing must have signed and submitted a housing contract and security deposit of \$300.00. Students who have not received an approved housing contract and made a housing deposit are not allowed to live in Housing under any circumstances.

Residents may not allow any PERSON to live or stay beyond the guest policy duration in their suite. Residents who allow others to live illegally (squat) in their suite may be eligible for contract termination.

Live-in minors or children of Housing residents are prohibited from residing in Housing.

Individual/Group Damage and Loss Assessment

Care of Property/Damage

Residents are responsible for keeping Housing owned equipment and furnishings in good, and clean condition. Housing is not responsible for the theft, loss, or damage to any personal property owned by residents, guests, or other in-building personnel. Housing does not insure a resident's personal property. Residents are encouraged to obtain their own insurance coverage on personal belongings.

Residents will be held financially responsible for any damages, lost property, or unusual service or repair to their suite caused by accident, neglect, or intent. When more than one resident occupies the same suite and responsibility for damage cannot be determined by Housing, costs will be assessed and divided equally among the suitemates.

When damages occur in the communal hall areas and the resident(s) responsible for said damage fail to report and take responsibility for the damage, Housing reserves the right to assess, divide, and assign damage costs equally to the residents of the surrounding rooms. Residents can appeal the charges up to thirty days after the charge has been added by contacting the Manager of Student Housing. Any residents who have information as to who is responsible for communal damages should immediately report it to Housing staff.

Storage

Housing does not provide any storage spaces for personal property other than the suite assigned.

Business

Residents are prohibited from using their contracted space or the communal Housing spaces (common area, hallways, etc...) for third party business reasons. Residents are not allowed to use the said spaces for financial transactions, fundraising, marketing/soliciting, or for personal business operations. Failure to comply by this policy is in violation of housing and college policy.

Community Living

Expectations

Each resident agrees to conduct themselves in a manner that is conducive for fellow residents to study, live and sleep. Each resident agrees to not disturb the environment and agrees to demonstrate reasonable efforts to resolve housing problems.

Residents also agree to hold the college, its agents and employees harmless from all damage, liability, or loss caused by the resident or resident's guest(s) from the negligent, illegal, or intentional misuse of the room.

Residents have the rights and responsibility to:

1. Maintain a clean living environment which supports their academic success.
2. Govern their space in an adult manner.
3. Understand all policies and procedures in the housing contract, and St. Clair County Community College Student Code of Conduct.
4. Treat community members respectfully regardless of any of the following, including but not limited to, gender, sexual orientation, race, heritage, religion, or disability.

Substance-Free Living

Housing is a substance free living environment. By choosing to live in Housing, all residential personnel, including housing staff, agree to keeping all residential spaces, public and private, free from any and all alcoholic and drug or smoking-related substances/paraphernalia.

Substances include, but are not limited to, the following:

- Alcohol
- Tobacco products (including smokeless)
- e-Cigarettes and vaping
- Drugs and drug paraphernalia (including medicinal marijuana)
- Illegally obtained prescription medications

Residents who want to and are of legal age to consume alcohol or smoke legal products agree to responsibly do so off the St. Clair County Community College campus and Housing property. If returning to Housing, of age residents under any influence of alcohol agree to remain in their private rooms for the rest of the duration of their intoxication. Physical Housing communal presence of any aged resident under the influence of alcohol or other substances is in violation of housing policy.

Alcohol Policy

No alcoholic beverages, or alcohol paraphernalia, will be allowed on the college premises, including Housing. Alcohol paraphernalia includes but is not limited to empty containers, bottles, kegs, and boxes. The alcohol and/or empty containers will be discarded by the resident and housing staff member. Any nonresidents of the suite will be documented and asked to leave. Every student in the suite at the time that alcohol is discovered will be subject to the Housing Mediation Process or Student Code of Conduct Process. Students who do not live on campus are not exempt of the St. Clair County Community College's alcohol policy. They will also receive an alcohol violation.

Smoking and Tobacco

The Board of Trustees of St. Clair County Community College recognizes the health dangers created by smoking and hereby prohibits the use of any tobacco products whether smoking, chewing or otherwise, anywhere on the St. Clair County Community College campus, including buildings, sidewalks, parking lots, building entrances, common areas, in college-owned vehicles and in Housing.

St. Clair County Community College prohibits the use of all tobacco products (cigarettes, e-cigarettes, cigars, loose-leaf tobacco, electronic cigarettes, hookahs, and smokeless tobacco) on campus and in Housing. Therefore, use of chewing and smoking tobacco is prohibited inside and outside of any suite, building, and parking lot in Housing as well as any building or parking lot on the campus of St. Clair County Community College.

Residents may be subject to the Housing Mediation Process or Student Code of Conduct Process for smoking inside or on Housing property. Additionally, the smell of smoke inside a suite, which indicates smoking in the suite has occurred, also makes residents eligible for the Housing Mediation Process. Any evidence of smoking discovered inside or outside of any suites in Housing will also result in a substance-free policy violation.

This policy also includes the smoking of marijuana (illegal and legal medicinal use) and chewing tobacco spitting containers. Students will be subject for partaking in the Housing Mediation Process and legal processes for the smell or detection of marijuana (including for medicinal purposes) inside any Housing suite.

Drug-Free Workplace

The Board of Trustees of St. Clair County Community College acknowledges that the illicit use of drugs and the abuse of alcohol by students or by employees is detrimental not only to the health and well-being of the employee and students, but is also detrimental to the discharge of their respective responsibilities. Such use, possession or dispensing of illicit drugs or abuse of alcohol is inconsistent with the college purposes of higher education and the college's attitude toward the use of drugs or alcohol by its students and employees.

It shall be the policy of this college that there shall be no illicit use of drugs or abuse of alcohol allowed by students or employees on the college's property or at or as a part of any institutional activities.

No employee or student shall unlawfully manufacture, distribute, dispense, possess or use any controlled substance or abuse of alcohol while on the college property or at any institutional activity.

Students found in possession of illegal drugs and/or paraphernalia of any type will be subject to legal action and possible eviction.

Quiet Hours

Residents are to be courteous of others in terms of noise they are causing at all times. Additionally, Housing has enacted quiet hours during the following times:

11 p.m. to 8 a.m. Sunday to Thursday.

12 a.m. to 9 a.m. Friday and Saturday

During these times, residents agree to not partake in any loud noise producing activities, not including the use of essential living facilities such as showers, toilets, sinks, and the kitchen. Residents who persistently violate quiet hours may be subject to the Housing Mediation Process.

During Final exam periods, 24/7 quiet hours will be enacted for studying and sleeping purposes, and overnight guests will not be allowed. Housing will notify residents in advance of these durations.

Keys and Lock Outs

If a resident loses a housing keycard or becomes locked out of their suite, they can receive a temporary keycard from the front desk during normal hours. If outside of normal front desk hours, the resident can contact the RA on Duty phone listed at the front desk for assistance.

It is prohibited for a resident to duplicate or attempt to duplicate any Housing keys or keycards.

Parking

Each resident can receive one parking permit for fall and winter semester available at the front desk.

The parking permit allows residents to park in any of the residence hall spots on a daily first-come first-serve basis, or in the designated overflow parking located in the main student lot. Housing does not provide guest parking other than two 1-hour limit visitor spaces. We encourage residents and guests to utilize the free no limit city parking lots that can be found at porthuron.org/pdfs/Downtown_Parking.pdf. For more information, please refer to the front desk for assistance.

If a resident wants to register a different car for their parking permit, the resident is required to do so at the front desk.

During check out, residents must turn in their parking permit with their housing keys, otherwise they will be fined \$50 from their security deposit.

Note: The residence hall parking lot is shared with an adjoining city lot. Residents are encouraged to park only in confirmed designated resident spots. Housing is not responsible for any city parking or towing fees. It is the responsibility of the resident and guest to understand the Port Huron city parking regulations. Residents who illegally park in the designated St. Clair County Community College lots (double parking, in handicap spaces, blocking the driveways, etc..) may be towed and fined for towing expenses.

Meal Rates & Plans

Housing does not require residents to purchase a meal plan, however it is encouraged that any student or staff purchase the partnered *Elevate* meal plan. *Elevate* is the St. Clair County Community College off-campus meal plan. Students can enjoy pre-set meal combos from nearby restaurants in downtown Port Huron.

Elevate is the most convenient way to eat during the school year. With the app, students can order on-the go and pickup upon arrival at the restaurant.

Elevate offers between 45 and 105 meal packages, starting at \$9.28 per meal.

Please refer to Elevatemealplan.com/st-clair for more information regarding *Elevate* and the partnered restaurants, and elevatemealplan.com/purchase-st-clair for more information regarding pricing.

Laundry Washing and Drying

Laundry washers and dryers are available for use by Housing residents at standard costs. Residents are expected to provide their own laundry products. Washer and Dryer use for non-residents is prohibited.

Mail

All mail goes through the residence hall front desk. Each room is assigned an individual mail box for letters. Large packages are held by the front desk and can be picked up during open front desk hours the day the package was delivered. Packages not picked up the same day will be available for pick-up from the SC4 Bookstore during normal campus bookstore hours.

Housing Staff reserves the right to return mail to sender if the mail is not addressed to the legal name of a current in-house contracted resident or personnel.

The Dock Address:

Your name here
514 Huron Avenue Suite #
Port Huron, MI 48060

Guests

Residents must be with their guests at all times while in Housing. Additionally, residents are responsible for the behavior of their guest and are to ensure that the guest follows all Housing policies.

All roommates must be in agreement to guest visitations and overnight stays in the resident assigned spaces. Guests may not stay longer than two consecutive nights and no more than 10 nights total per semester. Overnight guests under the age of 18 are not allowed in Housing.

Overnight guests are prohibited during 24/7 quiet hours which occur during final exam periods. These durations will be announced to residents in advance.

Residents are permitted to have guests under the age of 18 only during the hours of 8 a.m. to 9 p.m. Residents of guests under the age of 18 must have completed the Minors Visitation Permission form including written permission from a parent or legal guardian. This form can be picked up and turned in at the front desk.

Housekeeping and Maintenance

Residents are expected to maintain a standard of cleanliness within their assigned suites that deters health and safety hazards including but not limited to, pests and rodent infestation, mold, and bacteria. Additionally, it is the expected responsibility of all residents who choose to use the communal facilities (laundry washers and dryers, kitchen, public restroom, and commons space and furniture) to maintain a clean environment for the entire community.

If pests or rodents are discovered anywhere within Housing, residents are expected to report to any housing staff member immediately.

Residents are expected to report any discovered or caused damage of the housing facilities to any member of Housing staff. The following problems should be reported immediately: discharged fire extinguisher, non-functioning smoke detector, pipe leaks, broken tile or cracked grout, ceiling or wall leaks, and appliance malfunctions.

Room Inspection, Entry, and Search

Housing reserves the right of entry into the resident's suite to assure proper maintenance and repair, to provide for health and safety of all residents, to assist residents with lockouts, and/or to investigate when there is a reason to believe that violation of a state regulation, Housing policy, or college regulation is occurring within the resident's suite. Suites should be kept clean and free of health hazards. Illegal items will be confiscated and students found with illegal

materials will be subject to appropriate disciplinary action. **A MINIMUM OF TWO SUITE INSPECTIONS WILL BE CONDUCTED PER SEMESTER.**

When possible, maintenance and/or Housing will work to provide the residents prior notification of an upcoming room repair service/room entry. **MAINTENANCE WILL LEAVE NOTICES FOR RESIDENTS AFTER ENTRY OF THE ROOM FOR REPAIR REQUESTS.**

Requests for Repairs in Your Room

Residents can make room repair requests at tinyurl.com/sc4repair.

In the event of an immediate emergency issue with a suite or other building facility, a resident should inform a housing staff member immediately. If during non-front desk hours, please call the RA on Duty (phone number posted at the front desk). The following should be reported immediately: loss of electricity, gas leaks, water/plumbing issues, structural issues, and heating issues.

We ask that residents take responsibility for the initial handling of the following before submitting a repair request:

1. Plunging clogged toilets/private bathroom drains.

Decorations or Alterations to Suite and Furniture

Residents are not to make any modifications—whether structural, electrical, or plumbing—to the housing and suite facilities, nor to attempt any construction or remodeling, no matter how minor. No furniture may be removed from the residents' suite. Residents are not allowed to decorate any wall or other surfaces with paint, wallpaper, paneling, or contact paper. Walls that need repainting are painted in between academic years. Carpet squares that need to be replaced are replaced in between academic years. Residents who wish to personalize their rooms must exercise good judgment to ensure their personal safety as well as the safety of others living in the community. The following guidelines should be observed:

1. Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room is not permitted. No obstacle should prevent a door from completely opening.
2. Excessive amounts of burnable material should not be kept.
3. Decorative items and other paraphernalia such as cloth, fish netting, paper, parachutes, or any other highly combustible material may not be hung from the ceiling or from other overhead room structures.
4. Open flame decorations (i.e. candles, oil lamps, and incense) are prohibited.
5. Outdoor banners/flags and public posting on the exterior of doors or in windows is prohibited. (Housing staff door decorations are exempt from this policy).
6. Painting or writing on doors and walls is prohibited.
7. Nails should not be used into the walls or furniture. Decorations may be hung with 3M Command products.
8. No alcohol, smoking or tobacco advertisements. Signs and/or bottles are prohibited.
9. No items shall be hung outside of windows.

10. Suitemates should agree on the decorations in their suite.

Housing provides furniture by *New England Woodcraft*. When rearranging the furniture, furniture must be arranged in a fashion that aligns with *New England Woodcraft* approved configurations. All furniture provided in Housing, including but not limited to chairs, tables, beds, dressers and closets, must remain in their assigned rooms and communal spaces. Mattresses may not be substituted.

Prohibited Items

For the safety and security of Housing residents, guests, staff, and housing facilities, the following list is prohibited in Housing. This list is not holistic, thus Housing reserves the right to remove additional items not listed on a case by case basis. If a resident has a question or concern as to what items are and are not permissible, the resident should contact the Manager of Student Housing.

Technology/Electrical

- Wireless routers
- Consecutive Extension Cords/Outlet Adapters
- Electric Blankets
- Halogen lamps or bulbs
- Heating pads without an automatic shutoff
- Subwoofer Speakers
- Tanning Beds
- Space heaters
- Humidifiers

Food/Cooking

- Any appliance with exposed elements/flames
- Grills of any kind
- Coffeemakers without an automatic shutoff
- Rice cookers without an automatic shutoff
- Popcorn Poppers
- Slow cookers
- Toasters of any kind (Communal toasters are provided in the kitchen)
- Refrigerators larger than 5.5 cubic feet

Room Modification

- Bed risers that put at risk or fail the *New England Woodcraft* approved configurations.
- Satellite dishes
- Third party door locks or latches.
- Vent Covers
- Mercury Thermometers
- Pesticides (bug bombs, poison bait)

- Housing Communal Furniture in resident rooms
- Individual washer and dryers
- Bidets

Standard Policy/Fire Safety

- Firearms, explosives, weapons (including nerf/paintball/airsoft/pellet/BB guns, and for decorative purposes)
- Drug, Alcohol, or smoking related paraphernalia
- Flammable liquids, incense, burning candles and accessories
- Any sleeping accessory that prevents the notification of a fire or severe weather alarm
- Gasoline, highly flammable substances, and general fire hazards
- Stolen property

Other

- Fog machines
- Amplifiers without headphone jack and use
- Pets (See *Pet Policy*)
- Hover Boards
- Excessive amounts of greenery (beyond a potted plant)
- Pianos and Organs (Keyboards with headphone jack accessibility are permissible)
- 3D printers
- Trampolines
- Water Beds, water related furniture, or pools
- Excessively Large exercise equipment (Weight machines, Treadmills)
- Hammocks for inside use (storage of hammocks for outside use is permissible)

Accommodations

If a listed prohibited item above is needed for an accommodation (health, religious practice, etc.), please contact the Manager of Student Housing to make approved arrangements.

Weapons Policy

St. Clair County Community College has a Board Policy prohibiting weapons on campus, Board Policy 2.18, applicable to all students, staff and guests of St. Clair County Community College. All weapons are prohibited on St. Clair County Community College property except as permitted under the limited circumstances described in the Weapons Policy.

Please refer to the St. Clair County Community College Policy for more information. Anyone who witnesses a violation of the St. Clair County Community College's Weapons Policy should contact Campus Patrol at: (810) 989-5757. Violations of federal, state or local laws or college policies may result in discipline up to and including expulsion from the college, criminal charges and monetary fines for personal injuries and property damage.

Pet Policy

Housing prohibits animals of any kind inside or outside of housing, with the exception of emotional support or service animals.

Should an employee of St. Clair County Community College discover a pet that is not allowed by the college (cats, dogs, reptiles, etc.) within Housing, the employee has the authority to remove the pet and place it with the County Humane Society. Residents will receive a pet fine if animal feces is discovered anywhere in the suite at any time. Fines will increase for continued non-compliance.

Service Animals

Residents requiring the assistance of emotional support or service animals in Housing must provide appropriate documentation and receive approval through Disability Supportive Services and Manager of Student Housing prior to obtaining the animal. Please contact the Achievement Center at 810-989-5759 to arrange accommodations for emotional support or service animals. Additionally, residents should contact the Manager of Student Housing to arrange for room placement and roommate assignment accommodations as soon as possible.

Check in and Check Out

Check in

At the beginning of each semester, residents must check in no earlier than the posted move-in dates. Specific move in dates and procedures will be posted on sc4.edu/housing for each year. Students who need to check-in but arrive after posted check-in hours can call the after-hours phone number posted on the front door of the residence hall for assistance. Upon check-in, students will receive their room keys and room condition inventory report.

Late Arrivals

Residents may check in any time after their assigned check-in time. However, residents are still responsible for attending Housing Orientation which takes place after the scheduled move-in dates. Housing Orientation dates for each year are posted along with the move-in dates at sc4.edu/housing.

Room Condition Inventory Report

All residents are required to fill out an assigned room condition inventory report upon check-in. The room condition report is to be turned back into the front desk within one week of check-in. Additional copies of this form may be picked up from the front desk.

Check out

Check out procedures follow the end of contract terms, contract reassignment, or contract terminations. When a resident moves out of the suite, they must return all keys, parking permits, and complete a final check out form at the front desk. Failure to submit all keys and parking

passes will result in complete forfeit of the resident's security deposit. In a contract reassignment, residents are not required to return their parking pass.

We remind residents to update their forwarding address at any designated US Postal Service location prior to checking out.

Housing staff will conduct end of contract room condition reports. Housing reserves the right to charge residents for any damages to the room that were not properly reported during the contract period, that were not general wear and tear, or that were not reported in the resident's Room Condition Inventory Report at the beginning of the contract period.

Residents who leave any personal property behind in their contracted suite after checking out will lose rights to said personal property and grants Housing the right to discard the property. For this reason, it is highly recommended that residents conduct a final suite check before checking out. If a resident leaves personal property behind that they wish to reclaim, it is recommended they immediately contact the Manager of Student Housing. After thirty (30) days post check-out, the property may not be retrievable.

College Breaks

Housing is temporary housing for full-time enrolled students when classes are in session. Housing is closed during winter break and summer. Only those students required to remain on campus during winter break (i.e. for an athletic event or a performance) will be allowed to occupy Housing only for the time needed.

Residents are asked to leave/move out for winter break within 24 hours after their last exam. All residents must vacate housing by 5 p.m. on the last day of finals. Extended stay accommodations will be made for graduates attending end of semester commencement ceremonies. For extended stay accommodations, residents should contact the Manager of Student Housing.

After residents have moved out for winter break, housing staff will conduct room checks in preparation for winter break closing. In each room, all electrical items must be unplugged, windows must be closed and locked, and faucets and heating must be turned off during the break. Residents are encouraged to take home their more expensive belongings during these periods (computers, jewelry, cash, etc.)

Early arrival and Winter Break Housing

Early Arrival and Winter Break Housing is only provided for Housing residents who are **required** to be on campus prior to move-in or during winter break. Residents needing housing prior to move in should contact the Manager of Student Housing as soon as possible after submitting the security deposit. Residents needing housing for winter break should contact the Manager of Student Housing two (2) weeks prior to the last day of fall exams. If a resident is found in Housing during winter break without first being approved by the Manager of Student Housing,

they will be asked to leave immediately. All policies outlined in this agreement still apply during these time periods including the following restrictions:

1. Non-resident guests are not allowed in Housing prior to the normal move-in dates or during any and all winter breaks. Any residents wishing to spend time with a non-resident guest are expected to do so outside of Housing.

If a resident violates any policy or the additional restrictions during these time periods, the resident will be required to vacate the space immediately until normal housing periods resume.

Housing Residential Code of Conduct

In addition to the other provisions set forth in this agreement, residents agree to abide by the Housing Residential Code of Conduct policies as described below. Failing to abide by these policies may result in Housing Mediation Processes, termination of the resident contract, and/or legal action. The following are violations of the Housing Residential Code of Conduct.

1. Student Code of Conduct Standard

Housing Residents are expected to follow the originally enacted Student Code of Conduct policies and definitions found at sc4.edu/about/consumer-information/.

2. Housing Residential Agreement Standard

Housing Residents are expected to follow the guidelines and procedures as explained throughout this document. Failure to follow these guidelines will result in violation of the Housing Residential Agreement Standard.

3. General Law Standard

Violation of federal, state, or local law including, but not limited to:

- A. Possession or Supplication of any falsified identification.
- B. Sale or distribution of local, state or federal identification.
- C. Theft of resident personal property or of Housing property
- D. Property Damage of resident personal property or of Housing property including but not limited to the tampering of cables/technology, windows and doors, fire safety and security equipment, and exit signs.
- E. Trespassing (Including but not limited to utility/maintenance closets, roof access, Housing Office, Manager of Student Housing living space, other residential spaces).
- F. Harassment including but not limited to Sexual, Verbal and Discriminatory, and Bullying.
- G. Assault and Threats including but not limited to sexual, physical, emotional, and self forms.
- H. Gambling.
- I. Intoxication, drug–altered states, and the possession, use or sale of alcohol, illegal drugs or related paraphernalia.
- J. Disorderly Conduct defined as acting in a manner to annoy, disturb, interfere with, obstruct or be offensive to others, including but not limited to shouting or making

excessive noise either inside or outside a building to the annoyance or disturbance of others.

K. Non-defined general law standard violation.

4. Behavioral Standard

Residents are expected to act in a responsible, respectful, and civil demeanor at all times with all other residents and guests, Housing staff, and all St. Clair County Community College Personnel. Behavioral Standard Violations beyond the General Law Standards include but are not limited to:

- A. Violation of the substance free living environment and/or the alcohol, smoking, or drug policies. See *Substance Free Living*.
- B. Failure to comply with reasonable role instruction from Housing staff and other professional St. Clair County Community College staff including but not limited to:
 - 1. Failure to respond to general verbal, written, and notification requests.
 - 2. Failure to present identification upon request.
 - 3. Failure to meet at a mutually agreed time and location.
 - 4. Failure to complete Housing Mediation assigned sanctions within the specified time periods.
- C. Failure to accept a roommate.
- D. Interfering with any Housing event.
- E. Failure to hold guests accountable for abiding to Housing Residential Agreement policies and the Student Code of Conduct policies.
- F. Involvement/presence within Housing Residential Agreement violations of other residents.
- G. Creating an unsafe living environment within Housing for self, other residents, guests, and St. Clair County Community College Staff.
- H. Failure to dispose of biohazard wastes appropriately.
- I. Failure to maintain cleanliness in communal areas.
- J. Failure to report life-threatening or emergency situations to Housing staff.
- K. Non-defined Behavioral Standard violation.

Housing Mediation Process

Residents who violate the listed policies of the Residential Code of Conduct will partake in the Housing Mediation Process. The Housing Mediation Process is as follows:

After responding to the housing violation, the St. Clair County Community College responding personnel will write up a summary report of the incident. This summary report will be sent to the Manager of Student Housing, at which the Manager of Student Housing will decide if further action is needed. If so, the Manager of Student Housing will contact the resident to schedule a conduct meeting. Students invited to a conduct meeting are not found responsible for the housing violations by default. The conduct meeting is a private meeting only for the resident invited and St. Clair County Community College Staff.

The conduct meeting process is as follows:

1. The Manager of Student Housing will contact the resident to schedule a conduct meeting time and location.
2. The conduct meeting begins with or without the resident's presence, however it is expected the resident attends the meeting.
3. All incident summary report information is presented and reviewed.
4. The resident will be given a chance to respond and add additional summary information.
5. The Manager of Student Housing will present the Residential Code of Conduct violations.
6. The Manager of Student Housing and resident will discuss the incident and events leading up to the incident further.
7. The Manager of Student Housing will present the findings of the violations.
 - If found responsible, the meeting will continue.
 - If found not responsible, the housing violation will be dismissed with a verbal warning.
8. The Manager of Student Housing will assign restorative and disciplinary sanctions.
 - Assigned sanctions may include but are not limited to:
 - Termination of the Housing Contract
 - Referral to law enforcement for legal action
 - Written and verbal apologies with responders involved and/or individuals impacted.
 - Restitution
 - Community Service/completion of an assigned class
 - Expanded contract – additional behavioral agreements and outlined consequences of a consecutive violation.

The resident will be expected to complete the assigned sanctions within a specified time frame as decided by the Manager of Student Housing. Failure for a resident to complete the assigned sanctions within the specified time frame may result in the termination of the resident's housing contract. It is the responsibility of the resident to complete all terms of the sanctions as stated.

The resident may appeal the assigned sanctions within 72 hours of the conduct meeting via written notification to the Manager of Student Housing. If appealed, a non-appealable conduct meeting will be held between the resident and the Director of Behavioral Intervention. Failure to complete any sanctions within the specified time frame as assigned by the Director of Behavioral Intervention, may result in termination of the resident's housing contract.

If the resident fails to mutually agree on a given time period in which the assigned sanctions are to be completed, or if the resident chooses not to attend the conduct meeting, a final decision will be made by the Manager of Student Housing or Director of Behavioral Intervention.

If a resident does not attend the conduct meeting, a written summary of the conduct meeting findings, assigned sanctions, and time period to complete the assigned sanctions will be sent to the resident.

Safety and Security

Fire Safety

The college considers fire safety extremely important. Residents have an obligation to follow college rules and regulations.

Smoke detectors are installed in every suite. For the resident's safety, they are installed to function by battery operation. Tampering with fire/smoke detectors, or fire extinguishers is prohibited.

In the event of fire, residents are to follow these guidelines:

1. Activate the nearest fire alarm pull station and notify the fire department by calling 911 to report the location and cause of the fire if you know what it is.
2. EVERYONE MUST LEAVE IMMEDIATELY when a fire alarm is activated, even if there are no obvious signs of an emergency! Evacuate the building to a safe location away from the structure.
3. Remain calm and assist others in safely getting out.
4. Follow directions given by emergency personnel and wait for further instructions so that everyone can be easily accounted for before leaving the area.
5. Do not re-enter until authorized to do so by public safety officials

Note: If the smoke detector goes off due to smoke from cooking, please open door or windows to release the smoke. The fire alarm will stop. If the smoke detector is making a beeping sound, this means the smoke detector battery needs replacing. Please call or submit a room repair request to maintenance. DO NOT remove or try to replace the battery on your own, it could result in damage to the system and charges for damages.

Security Escorts

Campus Patrol Officers are available to provide an escort to any location on campus, if requested. If for any reason a person feels threatened or does not feel safe walking to their car by themselves, they can contact Campus Patrol for an escort. This service can be requested by calling (810) 989-5757.

Be aware of surroundings.

Protect your personal property by:

1. Locking your doors every time you leave.
2. Locking your car and take the keys.
3. Parking in well-lighted areas.
4. Avoid leaving your keys where they can be picked up by others.

Missing Persons

If Housing is notified that a resident is believed to be missing, staff is directed to contact Campus Patrol and/or Port Huron Police Department.