

**St. Clair County Community College  
Office of Student Services – College Housing  
2019-20 Housing Residential Agreement**



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## **Welcome and Mission**

### **Welcome!**

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 and 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 College 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, 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 Office of Student Services.

### **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.

### **Nondiscrimination 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, disability, or any other criteria prohibited by law in its academic and vocational programs, activities, admissions, financial assistance or employment.

**Note:** College 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 College Housing and its residents. If changed, current contract holders will be notified via their student email. Otherwise, annual updates will regularly occur between contract periods.

## **Campus Phone Directory**

### EMERGENCY

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

Local emergency response: 911

| <b>Department</b>                                      | <b>Office</b>                | <b>Location</b>               |
|--|------------------------------|-------------------------------|
| 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             |
| Director of Behavioral Intervention                    | 810-989-5552                 | Welcome Center 250            |
| Financial Aid  | 810-989-5530                 | Welcome Center 105            |
| Enrollment Services                                    | 810-989-5500                 | Welcome Center 105            |
| Housing Information Office                             | 810-989-5557                 | Welcome Center 250            |
| Housing – Front Desk                                   | 810-989-5510                 | The Dock – 514 Huron Ave      |
| Library  | 810-989-5640                 | College Center A100           |
| Student Services<br>Vice President of Student Services | 810-989-5560<br>810-989-5561 | Welcome Center 250            |
| Testing Center   | 810-989-5555                 | Welcome Center 201            |

## **Important Resident Dates 2019-20**

**Fall 2019**

- **July 29** – Early move-in students must submit signed housing contract by noon, otherwise move-in will be delayed.
- **July 31** – Earliest move-in for early arrival student-athletes (Practice starts Aug. 1).
- **July 31, 4 p.m.** – Early move-in welcome meeting in housing commons.
- **Aug. 12, noon** – Last day to turn in signed housing contract to move in on time (otherwise, residents must wait until Monday, Aug. 19 for room assignment).
- **Aug. 15** – Move-in day one
- **Aug. 16** – Move-in day two.
- **Aug. 17** – Housing orientation, campus tour and housing welcome night.
- **Aug. 19** – First day of classes.
- **Sept. 2** – Labor Day: No classes.
- **Oct. 7 to 14** – Mid-semester RA room checks.
- **Nov. 27 to 29** – Thanksgiving break (limited front desk hours).
- **Dec. 2** – Classes resume.
  - Extended winter housing stay requests must be submitted by 5 p.m.
  - Housing Contract Termination forms due by 5 p.m., otherwise all residents will be charged for second semester (for extenuating circumstances, email [housing@sc4.edu](mailto:housing@sc4.edu)).
- **Dec. 6** – 24/7 quiet hours begin for finals — no overnight guests allowed through finals.
- **Dec. 9** – First day of finals
  - Due date for winter residents to have contract signed and submitted in order to move in on time, otherwise move-in will be delayed.
- **Dec. 14, noon** – All non-winter housing residents and non-returners must be moved out.
- **Dec. 14, 5 p.m.** – Res-Staff Room Checks

## Winter 2020

- **Jan. 11** – Earliest returning student move-in day, required new student move-in.
- **Jan. 12** – New student mini housing orientation.
- **Jan. 13** – First day of classes.
- **Feb. 24 to 28** – Mid-semester room checks, early alert grades come out.
- **March 2** – Application for 2020-21 housing goes live (date may be subject to change).
- **March 9 to 13** – Spring break (limited front desk hours).
- **March 16** – Classes resume.
- **May 1** – 24/7 Quiet hours begin — no overnight guests allowed through end of semester.
- **May 4** – Finals begin.
- **April 20** – Due date for extended stay requests — must be submitted to front desk or housing manager by 5 p.m.
- **May 8** – Commencement.
- **May 9** – All residents required to be moved out by noon.

## Housing staff

Residential staff in housing consists of student and professional employees to create and foster a safe, educational and professional growth environment. Housing staff consists of housing administrative staff and resident assistants.

### **Housing administrative staff**

The manager of College Housing is a professional staff member who oversees daily housing operations and processes. This live-in role supervises student staff, processes the housing assignments and contracts, and responds to emergency needs. The manager of College Housing can be contacted at 810-989-5557 during normal office hours or in person with a scheduled appointment. Please email [housing@sc4.edu](mailto:housing@sc4.edu).

The director of behavioral intervention serves as a support role in housing and assists with student conduct, advising and counseling services. The director of behavioral intervention oversees the manager of College Housing.

The vice president of student services overlooks all student service departments, including housing. The vice president of student services supervises both the director of behavioral intervention and manager of College Housing. The vice president of student services assists in housing appeal processes.

*College hours:*

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

The housing front desk can be contacted at 810-989-5510.

### **Residential staff**

Resident assistants are student staff employees who serve as mentors and help their assigned residents develop academic, professional and social skills essential for future careers. Resident assistants also serve as conflict mediators, providing assistance in resolving roommate and interpersonal resident conflicts. Resident assistants are available to help answer any general questions and assist residents with housing operations, including lockouts, community rental equipment, receiving mail, parking, and reporting community and/or housing facility concerns.

## **Policies and Procedures**

### **Requirements**

Students living in housing must meet ongoing academic and behavioral standards.

### **Academic requirements**

1. Per semester, residents must maintain minimum enrollment standards. Students must be enrolled in at least 12 credits or 12 contact hours per semester (fall and winter).
2. All residents must have a 2.0 cumulative GPA or higher from their previous educational institution prior to moving in (high school, prior college or current St. Clair County Community College GPA).
3. Residents must maintain term and cumulative GPA statuses of 2.0 or higher while living in housing.

Housing staff will conduct enrollment checks prior to move-in to ensure enrollment requirements are being met. Housing staff will conduct GPA and class completion checks at the end of every semester.

### **Housing academic probation**

If a resident falls below the enrollment requirement mid semester, they will be placed on housing academic probation their next semester living in housing. Residents on housing academic probation will be expected to enroll in at least 12 credits or 12 contact hours and maintain and pass the full-time enrollment for the following semester while living in housing. Failure to comply with the credit and GPA requirement in the probationary semester will remove the resident's eligibility for living in housing in the future. If the resident completes and passes the minimum enrollment requirement of the housing academic probation semester and ends with a term GPA and cumulative GPA over 2.0, the student will remain eligible to live in housing. If a resident is unable to fulfil requirements for extenuating circumstances, the resident should contact the manager of College Housing at [housing@sc4.edu](mailto:housing@sc4.edu).

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 housing academic probation. Residents on housing academic probation will be expected to end the following term with a term GPA and cumulative GPA of 2.0 or higher and pass the entire full-time enrollment requirement. Failure to comply with the GPA and enrollment requirement in the following semester will remove the resident's eligibility for living in housing in the future. If a resident is unable to fulfil requirements for extenuating circumstances, the resident should contact the manager of college housing at [housing@sc4.edu](mailto:housing@sc4.edu).

### **Behavioral requirements**

Housing residents are required to act in a civil and respectful manner. For the safety and security of all within the community, College 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 items on the applicant's authorization background check and previous Student Code of Conduct or Residential Agreement violations (for current students or returning residents).

### **Payment**

## Billing

Charges for this contract will be billed to the resident's student account. Housing pricing and fees for the 2019-20 academic year are listed below.

Single occupancy \$7,875

*(limited spaces available – contact [housing@sc4.edu](mailto:housing@sc4.edu) for inquiries)*

Fall 2019: \$750 due Aug. 5, \$3,187.50 due Aug. 19.

Winter 2020: \$750 due Jan. 6, \$3,187.50 due Jan 13.

Double occupancy (standard) \$5,250

Fall 2019: \$750 due Aug. 5, \$1,875 due Aug. 19.

Winter 2020: \$750 due Jan. 6, \$1,875 due Jan. 13.

Triple occupancy \$4,600

*(limited spaces available – contact [housing@sc4.edu](mailto:housing@sc4.edu) for inquiries)*

Fall 2019: \$750 due Aug. 5, \$1,550 due Aug. 19.

Winter 2020: \$750 due Jan. 6, \$1,550 due Jan 13.

**Note:** All rooms are suite-style rooms. Each roommate shares a room and private bathroom with all other roommates.

College 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 any extraordinary use of utilities.

By signing and submitting the resident housing contract, 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 on the Nelnet Campus Commerce plan, please call the Business Office at 810-989-5513.

Housing charges can be paid with most (but not all) forms of financial aid. To verify what aid can apply to housing fees, please contact the Office of Financial Aid at 810-989-5530.

**Note:** Students reliant on full-time enrollment financial aid must be enrolled in at least 12 credits per semester (regardless of contact hours). Financial aid is based on credit hour enrollment, not contact hour enrollment.

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 College Housing, vice president of student services and the director of business services. Residents with outstanding housing balances prior to move-in will not be allowed to move in until the fee has been paid and/or a payment plan has been set up with the Business Office.

## Late move-in billing



If a resident submits a housing contract 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 College Housing, vice president of student services and director of business services.

Residents who submit a signed housing contract and are set to move in after the housing fees are due in the semester are required to pay the housing fees or set up a payment plan with the Business Office prior to moving in.

### **Payment methods**

Payments can be made by the following methods:

#### In person

- Cash, check, money order, credit card (Visa, Discover, MasterCard.)
- Welcome Center or Business Office – Main Building, Room 220.

#### Mail

Check or money order

Business Office address:

Business Office – MB 220

323 Erie St.

PO Box 5015

Port Huron, MI 48061-5015

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

#### Online

- Credit card (Visa, Discover, MasterCard.)
- Nelnet Campus Commerce payment plan (Visa, Discover, MasterCard, American Express, ACH).

### **Additional housing fees**

Housing reserves the right to add additional housing fees for the items further outlined in this document, including but not limited to:

1. Restitution fees for property damage other than general wear and tear.
2. Resident lockout fees for excessive resident key replacements.
3. Mail key replacements/required mailbox lock changes due to lost mail keys.
4. Cleaning fees after checkout for rooms vacated in poor condition.
5. Winter break or early/late-stay requests.

### **Contract and termination**

#### **Duration of the contract**

The resident housing contract is for the entire academic year, including fall and winter semesters. Residents requiring only one semester of housing, or who plan on leaving the college for academic reasons halfway through the year, should inform the manager of College Housing during the housing application process. Valid contract termination reasons include but are not limited, to:

1. Withdrawal from all classes/enrollment from St. Clair County Community College.
2. Graduation.
3. Transferring schools.
4. Member of military called to active duty.

### **Contract cancellation**

Residents may cancel their signed and submitted housing contract for any reason and with full refund prior to July 1. A cancellation fee of \$500 is required to cancel a housing contract July 1, 2019, and on, so long as the resident has not yet moved in. If a resident chooses to cancel their contract prior to move-in, the resident's vacancy will be offered to the next student on the waitlist.

If a resident wishes to reapply to housing after cancelling their contract, the resident will be added to the end of the waitlist and offered a vacancy as available.

### **Refund policy**

College 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 will then be decided by the manager of College 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 College Housing.

### **Contract termination**

A resident may request to terminate their housing contract (See "Contract termination procedure").

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

1. The manager of College Housing and vice president of student services agree College Housing is unable to provide a policy-abiding, safe and secure livable space for the resident.
2. The 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. The resident abandons the space with owed and unpaid housing charges, or College Housing has reason to believe the resident has vacated the space with no intent to return.
4. The resident, manager of College Housing, and vice president of student services 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 housing office (located in the Welcome Center, room 250). This form is to be completed and turned in to the front desk or manager of College Housing. If a resident moves out 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.

In order for the resident to withdraw from living in housing in winter semester, the resident must submit the Housing Contract Termination Request form by the listed date in the 2019-20 housing calendar (see "Important resident dates 2019-20").

If a resident wishes to withdraw from housing in the winter semester after the last listed date to submit a Housing Contract Termination Request form, the resident may appeal in writing by contacting [housing@sc4.edu](mailto:housing@sc4.edu). Submitting a contract termination appeal does not guarantee the release of the resident from the financial obligations of second semester.

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**

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

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 residents, guests, campus visitors, staff and faculty.

If needed, the resident will partake in an emergency removal meeting including the manager of College Housing, 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, College Housing reserves the right to regain accessibility and possession of the assigned space.

### **Abandonment**

If College Housing concludes that a resident space has been abandoned and the resident has no intent to return to the space, it reserves the right to terminate the resident's contract and regain rights to the contracted space. With regard to leftover personal property, College Housing will attempt to make contact with the resident to return the property. If the resident fails to reclaim the property, College 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, with the approval of the manager of College Housing, and only within the first two weeks of a semester. 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 College 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. The last day to submit a Resident-Initiated Assignment Change Request form is listed in the 2019-20 Housing Calendar. See 2019-20 Housing Calendar.

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**

At any time, College Housing reserves the right to reassign 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, College 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 make the in-room resident's contract eligible for termination, as decided by the manager of College 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. Students who have not submitted and received approval of a housing contract 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 College Housing-owned equipment and furnishings in good, clean condition. College 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 room and responsibility for damage cannot be determined by College Housing, costs will be assessed and divided equally among the roommates.

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, College 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 30 days after the charge has been added by contacting the manager of College 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 room assigned. Personal property of residents left unattended in communal areas of the building will be placed in lost and found or private storage in housing.

## **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 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 alcohol, drug or smoking-related substances/paraphernalia. Substances include but are not limited to:

- Alcohol
- Tobacco products (including smokeless)
- E-cigarettes and vaping pens
- 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 from 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 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 to 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.

### **Suspected drug use**

Housing reserves the right to mandate resident drug testing if College Housing has reasonable cause to believe the resident may be using prohibited substances as listed above. Reasonable cause includes but is not limited to:

1. Abnormal behavior and/or shown symptoms of consumption.
2. The smell of odor on person or in room/hall space.
3. Referral or reporting from another resident/roommate, college staff and/or faculty member.
4. Falsely set off fire alarms.

If a resident rejects to comply with a College Housing-requested drug-screening, the college will assume the rejection is an admission of guilt, at which the college reserves the right to terminate the resident's contract. College Housing will pay for the requested drug-screening.

If the drug-screening results positive, College Housing reserves the right to terminate the resident's contract. At the discretion of the manager of College Housing, director of behavioral intervention and vice president of student services, the resident may be offered a substance recovery probationary period. If implemented (with mutual agreement of the resident), the resident agrees to the following for the following 30 days:

1. No cause or involvement with resident conduct infractions of the 2019-20 residential agreement including the substance-free living expectations on and off housing campus.
2. At the end of the probationary period, the resident must pass another mandated drug-screening test. A second failure will result in the termination of the resident's housing contract.



Failure to abide by the substance recovery probation period requirements will result in the termination of the resident's contract and dismissal from housing.

College Housing reserves the right to refer drug-screening results of residents to legal authorities and other campus staff and faculty.

## **Daily living**

### **Quiet hours**

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

11 p.m. to 8 a.m., Sunday through 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 Residential Code of Conduct.

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 lockouts**

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. When 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.

Residents are allowed two free key card replacements total per semester. Any more key card replacements will result in a \$25 fee charged to the student account per key replacement.

Lost mail keys will result in a \$30 replacement fee charged to the student account of the resident who lost the key. If a single resident between two roommates is not found to be responsible for losing the key, a \$15 charge will be assigned to both residents.

### **Parking**

Each resident can receive one parking permit for fall and winter semesters 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-served basis, or in the main student lot. Housing does not provide guest parking. We

encourage residents and guests to utilize the free, no-limit city parking lots that can be found at [porthuron.org/pdfs/DowntownParking.pdf](http://porthuron.org/pdfs/DowntownParking.pdf). For more information, please refer to the front desk for assistance.

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

During checkout, residents must turn in their parking permit with their housing keys, otherwise a \$50 fee will be charged to the student's account.

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

### **Bikes**

College Housing provides bike racks for resident use and communal bikes for residents to check out during fall and spring. It is recommended that residents use U-Lock bike locks to secure their bicycles. Any bicycles left on college housing property after move-out or locked to anything other than the bike racks are subject to be discarded by the college (see "Abandonment").

### **Meal rates and 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 preset meal combos from nearby restaurants in downtown Port Huron.

Elevate offers various numbered meal packages, starting at \$8.27 per meal.

Please refer to [sc4.edu/mealplan](http://sc4.edu/mealplan) for more information.

### **Laundry**

Laundry washers and dryers are available for use by residents at standard costs (\$1.50 for wash, \$1 for dryer). A coin machine is provided in the laundry facility. Residents are expected to provide their own laundry products. Washer and dryer use for non-residents is prohibited.

### **Mail**

All residential mail is to be sent using the post office box listed below. All mail is processed internally through the St. Clair County Community College print shop. Mail is picked up from the PO box, processed in the print shop, and delivered to housing every business day. Please note:

If a package is delivered to the PO box over the weekend, the mail will be delivered to the residence hall the following business day.

College 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.

Please send mail to the following address:

(Student's name)  
SC4 College Housing  
PO Box 5001  
Port Huron MI, 48061-5001

### **Guests**

All guests are to check in at the front desk prior to being in housing. During front desk hours, guests will be asked to provide a form of identification and recorded by front desk staff. After front desk hours, guests are to sign in and sign out using the sign-in sheet posted at the desk.

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

### **Communal TV**

The communal TV is a community resource expected to be shared equally. Residents may reserve use of the TV using the sign-up system and rules posted next to it. Other TVs are not permitted to be present in the common area unless first approved by a residential staff member for a housing event. Excessive use and/or abuse of the communal TV may result in the loss of resident TV privileges as decided by housing administrative staff.

### **Kitchen use and cooking policy**

The commons kitchen in College Housing is provided as a convenience for residents as a self-serve area to prepare meals beyond a microwave option but less than a full-service kitchen. The kitchen is not designed as a large-scale meal preparation area and therefore is limited in function.

*Permissible kitchen uses:*

Oven

- Warming prepackaged food (TV dinner, premade lasagna, pizza, chicken patties, etc.)
- Broiling hamburger, steak, etc.
- Baking ham, turkey, chicken, etc.

Stove top

- Boiling water (pasta, hardboiled eggs, oatmeal, etc.)
- Warming (spaghetti sauce, soup, etc.)

Self-contained grills (George Foreman grill, panini press, etc.)

- Hamburger
- Chicken patties
- Ham patties
- Grilled cheese
- Etc.

*Prohibited kitchen uses:*

- Unattended cooking — someone needs to be present at all times.
- Burning food (excessive smoke is not allowed at any time. Items shall be cooked at proper temperatures.)
- Stove-top grease cooking (frying of any kind is not allowed — this includes oil and butter.)

*Other important considerations:*

- Residents must ensure oven, stove and other self-contained grills are turned off after use.
- All remaining food and other trash must be properly disposed.
- Counters and other work surfaces must be properly cleaned after each use.

Residential staff shall enforce the cooking policy. It is required of all residents to follow the policy and remind all community members to follow the policy. Improper use of the kitchen may result in loss of cooking privileges.

Residents are required to provide their own cooking items and dishware. Kitchen items that are left uncleaned and not stored away will be cleaned and put into housing storage. A resident may reclaim their confiscated kitchen item by cleaning the kitchen and notifying the housing manager.

**Appropriate attire**

Dress, grooming and personal cleanliness standards contribute to the ambiance and character of the college and housing. College students are required to adhere to prevailing standards of good judgment in their choice of attire and are expected to conduct themselves in a way that best represents themselves and the college. Residents are required to be fully clothed while in common spaces (indoor and outdoor) of housing.

## **Housekeeping and maintenance**

Residents are expected to maintain a standard of cleanliness within their assigned rooms 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, common 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 staff member immediately.

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

## **Room inspection, entry and search**

College Housing reserves the right of entry into the resident's room 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 room. Rooms 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 College 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 a room**

Residents can make room repair requests at [sc4.edu/housingrepair](http://sc4.edu/housingrepair).

In the event of an immediate emergency issue with a room or other building facility, a resident should inform a housing staff member immediately. If after 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 handling of plunging clogged toilets/private bathroom drains before submitting a repair request.

### **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 resident's room. 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, 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 (e.g., candles, oil lamps, wax-melting devices 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 in the walls or furniture. Decorations may be hung with 3M Command strips and hooks. Do not use double-sided tape.
8. No alcohol, smoking or tobacco advertisements. Signs and/or bottles are prohibited.
9. No items shall be hung outside of windows.
10. Roommates should agree on the decorations in their suite.

Housing provides furniture by New England Woodcraft. When rearranging the furniture, it 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 facilities, the following items are prohibited. Please note: This list is not holistic, thus College 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 permissible, the resident should contact the manager of college 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 (a mini-grill is offered in the communal kitchen)
- 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 (height of bed is adjustable)
- 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 paraphernalia including but not limited to cigarettes and vape pens
- Flammable liquids, incense, burning candles, wax-melting incense 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)
- 3-D 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 prohibited item listed above is needed for an accommodation (health, religious practice, etc.), please contact the manager of College Housing to make approved arrangements.

#### **Weapons policy**

St. Clair County Community College Board Policy 2.18 prohibits weapons on campus, 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 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.

#### **Pets and service animals**

##### **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 noncompliance.

### **Service animals**

Residents requiring the assistance of emotional support or service animals in housing must provide appropriate documentation and receive approval through The Office of Disability Support Services and the manager of College 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 [housing@sc4.edu](mailto:housing@sc4.edu) to arrange room placement and roommate assignment accommodations as soon as possible.

## **Check-in and Checkout**

### **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](http://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](http://sc4.edu/housing).

### **Room condition inventory report**

All residents are required to fill out an assigned room condition inventory report at 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.

### **Checkout**

Checkout 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 checkout form at the front desk. Failure to submit all keys and parking passes may result in housing fees charged to the student account. In a contract reassignment, residents are not required to return their parking pass.

Residents are responsible to update their mailing information while moving out.

College Housing staff will conduct end-of-contract room condition inventory reports. College 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.

Personal property left in resident rooms after checkout will be put into storage for 30 days. College housing will contact the resident informing them of the leftover property. College Housing reserves the right to discard leftover personal property that has not been claimed after 30 days.

### **College breaks**

Housing is temporary 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 (e.g., for an athletic event or a performance) will be allowed to occupy housing only for the time needed. Additional housing fees will apply to students who stay in housing over break.

Residents are asked to leave/move out for winter break within 24 hours after their last exam. All residents must vacate housing by the date listed in "Important Resident Dates 2019-20." Extended-stay accommodations will be made for graduates attending end-of-semester commencement ceremonies. For extended stay accommodations, residents should contact [housing@sc4.edu](mailto:housing@sc4.edu).

After residents have moved out for winter break, College 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 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 [housing@sc4.edu](mailto:housing@sc4.edu) as soon as possible after submitting an application. If a resident is found in housing during winter break without first being approved by College 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. 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 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/](http://sc4.edu/about/consumer-information/).

### **2. Housing Residential Agreement Standard**

Housing Residents are expected to follow the guidelines and procedures as explained throughout this agreement. 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:

- 3.1 Possession or supplication of any falsified identification.
- 3.2 Sale or distribution of local, state or federal identification.
- 3.3 Theft of resident personal property or of College Housing property.
- 3.4 Property damage of resident personal property or of College Housing property including but not limited to the tampering of cables/technology, windows and doors, fire safety and security equipment, and exit signs.
- 3.5 Trespassing (including but not limited to utility/maintenance closets, roof access, housing office, manager of student housing living space, other residential spaces).
- 3.6 Harassment including but not limited to sexual, verbal and discriminatory, and bullying.
- 3.7 Assault and threats including but not limited to sexual, physical, emotional and self-harm.
- 3.8 Gambling.
- 3.9 Intoxication; drug–altered states; and the possession, use or sale of alcohol, illegal drugs or related paraphernalia.
- 3.10 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.
- 3.11 Undefined 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, College Housing staff, and all St. Clair County Community College personnel. Behavioral Standard violations beyond the General Law Standards include but are not limited to:

- 4.1 Violation of the substance-free living environment and/or the alcohol, smoking or drug policies (see “Substance Free Living”).

- 4.2 Failure to comply with reasonable role instruction from College 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.
  5. Failure to accept a roommate.
- 4.3 Interfering with or disrupting any College Housing event.
- 4.4 Failure to hold guests accountable for abiding to Housing Residential Agreement policies and the Student Code of Conduct policies.
- 4.5 Involvement/presence within Housing Residential Agreement violations of other residents.
- 4.6 Creating an unsafe living environment within housing for self, other residents, guests, and St. Clair County Community College staff.
- 4.7 Failure to dispose of biohazard wastes appropriately.
- 4.8 Failure to maintain cleanliness in communal areas.
- 4.9 Failure to report life-threatening or emergency situations to College Housing staff.
- 4.10 Undefined 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, outlined 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 College Housing, at which point they will decide if further action is needed. If so, the manager of College 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 housing staff.

The conduct meeting process is as follows:

1. The manager of College 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. Conduct meetings are made up of housing administrative staff and the resident.
3. The resident will be given a chance to explain the conduct violation and add additional summary information as needed.
4. Residential Code of Conduct violations will be presented.
5. Housing administration and resident will discuss the impact of the violations.

6. Housing administration will conclude responsibility of the resident for the violation and impact of the violation. If found responsible, the meeting will continue. If found not responsible, the housing violation will be dismissed with a verbal warning.
7. Restorative and disciplinary sanctions may be assigned to the resident.

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.
- Reflective Writing Assignments.
- 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 housing administration. Failure of a resident to complete the assigned sanctions within the specified time frame may result in the recommendation for 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 housing administration. If appealed, a non-appealable conduct meeting will be held between the resident and the vice president of student services. Failure to complete any sanctions within the specified time frame as assigned by the vice president of student services 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 housing administration.

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's room.

## **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 room. For the resident's safety, they are installed to function by battery operation. Tampering with fire/smoke detectors, or fire extinguishers is prohibited.

To avoid setting off false alarms via steam, residents are required to close bathroom doors and turn on bathroom fans when using the shower.

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-lit areas.
4. Avoid leaving your keys where they can be picked up by others.

**Missing persons**

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