



Residence Hall Handbook
Supplement to the Student Handbook

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ADA ACCOMMODATIONS

Residents requiring ADA accommodations in the residence halls including, but not limited to: single room, service animal, etc. need to see the ADA coordinator for the Big Spring site to receive the appropriate approval and accommodations. The Residence Hall Director must receive information from the ADA coordinator to finalize residence hall accommodations.

ALCOHOLIC BEVERAGES AND CONTAINERS

Howard College is an alcohol free campus. No consumable alcohol is allowed in campus housing areas or rooms, even if the resident is of legal age. Residents are not allowed to keep alcoholic containers (empty or full) in their rooms. This constitutes possession of alcohol.

Residents participating, possessing, being present in a room while alcohol is present, and/or witnessing a violation of the alcohol policy are subject to disciplinary action in conjunction with the Code of Student Conduct and Discipline found in the Student Handbook. College officials will notify parents if a student under the age of 21 violates alcohol policies/laws.

BBQ GRILLS/PITS

BBQ Grills and pits of any kind can only be used in designated areas of each residence hall. No gas/propane grills are allowed, only match lite charcoal allowed.

CAMPUS ALERT SYSTEM

Howard College has partnered with Rave Mobile Safety to provide an emergency alert system capable of delivering messages via HC Alert for faculty, staff, and students. It can send the message to your Howard College email address, as well as your cell phone and other email address that you may provide. Additionally, we use the system to do automatic posts on our social media sites. This system is used to notify of closures and weather related issues but we also will be using it for crisis/emergency notifications (fire, tornado, active shooter, etc.) for drills and real life situations.

Registered students are pre-enrolled you in the program at no additional expense to you using your Howard College email and cell phone number if it was on file. We encourage you to login to the HC Alert (see link below) site to confirm your contact information and choose your notification preferences. (Note that your cellular phone provider may charge a per-text message fee for the delivery of emergency notifications to your phone). Please note: While logged in, you are also given the option to remove your contact information if you do not wish to receive any emergency alerts from Howard College.

To manage your account, please visit <https://www.getrave.com/login/howardcollege>

These instructions will help you complete the verification process

http://www.howardcollege.edu/pdf/hc_alert.pdf

If you have any concerns regarding the legitimacy of this email or have questions regarding sign in or out, please contact Howard College IT department at helpdesk@howardcollege.edu.

HC Alert is a safety tool used to promote timely notification of critical information to students, faculty and staff. As HC Alert is activated, Howard College sends an alert message using this system to your cell phone carrier. Your cell phone carrier then provides the mechanism to get the message to you. Once the

message is sent we no longer have any control over how long it takes the message to reach you. Delivery times can range depending upon your cell phone service carrier and/or your email system. By choosing to remain in the HC Alert system you are acknowledging that you understand this disclaimer and choose to proceed with enrollment in the HC Alert system, and you waive and release any right and claims against Howard College, its sponsors, organizers, supervisors, and employees for damages and/or injuries which may be sustained while participating in the program.

CANDLES AND OPEN FLAMES

Candles, incense, and other such items that flame or smolder, present a concern for fire safety. Additionally, some candles/incense create allergy problems for other residents. Consequently, these items may not be used in campus housing. Violation of this policy could result in disciplinary action such as a fine which is listed on the Fine and Replacement Cost List.

CLEANING

It is the student's responsibility to keep the rooms clean and for disposing of their own trash in the dumpsters assigned to each residence hall. Room checks will be conducted on a monthly basis to inspect the rooms and students will be fined and/or disciplined for not maintaining the room. However, if a student allows his/her room to deteriorate to a point that it represents a health, sanitation, or safety hazard the Residence Hall Director will step in and have the problem corrected. If such a situation occurs the student(s) will face disciplinary action. Students are responsible for providing their own cleaning supplies.

DECORATING

Residents are encouraged to personalize/decorate dorm rooms as much or as little as they want. The outside of doors and windows are considered available for public viewing. The college will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Other items promoting prohibited substances (e.g. alcohol and drugs) are not acceptable decorations. These items will be removed and disciplinary actions may be taken. Decorations should not cover, be hung on, or interfere with the smoke detector and/or fire sprinkler heads.

DROPPING CLASSES

Residents must be enrolled full-time (12 credit hours) in the Fall/Spring semesters in order to live in the residence halls. Residents dropping below full-time status must gain approval from the Primary Student Services Official in order to remain in the residence hall. If a resident drops to six hours or less or officially withdraws from all classes or is dropped by the college, the resident must checkout of the residence hall within 24 hours of the drop date.

DRUGS AND PARAPHERNALIA

Use or possession of various forms of drugs, narcotics, and paraphernalia on college property are in violation of the Code of Student Conduct in the Student Handbook. All residents should make themselves familiar with the rules and regulations outlined in the Student Handbook. To control the use of illegal drugs in the residence halls, the college may conduct drug searches using the services of the local police department and/or a private agency. These searches may be conducted on a random basis and without notice to residents.

Residents participating, possessing, being present in a room while illegal drugs are present and/or witnessing a violation of the drug policy are subject to disciplinary action in conjunction with the Code of Student Conduct and Discipline found in the Student Handbook. College officials will notify parents if a student under the age of 21 violates drug policies/laws.

ELECTRICAL APPLIANCES

Certain types of electrical appliances are permitted in the residence hall rooms provided they carry the Underwriters Laboratories approval on both the appliance and the cord. They do not cause disruption to the electrical circuits by overloading, shorting, or creating line disturbance; and they do not disturb other residents. Approved items include stereos, alarm clocks, radios, televisions, irons, hair dryers, heating pads, fans, hot rollers, small refrigerators (not to exceed 4.3 cubic feet in size), and electrical blankets. Except for coffee pots, crock-pots, and popcorn poppers with self-contained heating units, cooking appliances are not allowed. A microwave and refrigerator are allowed in each room. Space heaters are not permitted in the Residence Hall.

EMERGENCY PHONE NUMBERS

- Big Spring Police- (432) 264-2550
- Campus Security- (432) 816-9456
- Emergencies- 911
- Partee Complex On-Call Phone- (432) 816-0202
- Suicide Hotline- 1(800)-375-4357
- Turner Hall On- Call Phone- (432) 816-2371
- Victim Services- (432) 263-3312

EMERGENCY PROCEDURES

ACTIVE SHOOTER

Please see Residence Hall Staff with any questions regarding active shooter emergency procedures.

EMERGENCY EXITS AND EQUIPMENT

Use of emergency exit doors without approval from the residence hall directors, false alarms and damage, theft, or misuse of fire detectors, alarm or extinguishing equipment may result in the loss of housing privileges, fines, and/or possibly suspension from the college. Damage to smoke detectors is the responsibility of the occupants.

FIRE

Fire drills will be conducted twice per semester in each residence hall (one announced and one unannounced). Failure to participate in these fire drills when in the residence hall could result in the residents being subject to fines and/or disciplinary action.

In the event of fire, the most important thing is for you to evacuate the building safely. Familiarize yourself with the emergency fire evacuation floor plan posted in the residence halls. Whenever the fire alarm sounds, you are required to evacuate the building immediately. Failure to evacuate is a violation of city ordinance and subject to fine and/or disciplinary action.

In the corridors of each residence hall are: fire extinguishers, manual fire alarm pull stations, and automatic smoke detectors. All residence halls are equipped with either battery operated or direct wired AC powered smoke detectors in bedrooms. Routine inspections are done by the hall staff and maintenance service to ensure the unit and its battery are functional. All smoke detectors are wired into the building electrical source. If the smoke alarm should falsely sound, or it there appears to be a problem with it, please contact the Residence Hall Director immediately. Do not remove alarm or the cover.

If a bedroom smoke detector alarms due to smoke from a fire, close the door, immediately go to the fire alarm pull station in the hallway and activate the building fire alarm, dial 911, and evacuate the building. If the smoke detector sounds an alarm other than your own, you should follow the same procedure.

The smoke detector's alarm may falsely sound when there is a high concentration of cooking smoke or dust in the air. Should this happen, open the doors and fan the detector to clear the sensor of smoke or dust. The detector will stop sounding its alarm when the smoke or dust has dissipated. IF the problem persists, contact the Residence Hal Director immediately.

TORNADO

Tornado Watch- When atmospheric conditions are such that severe weather or tornado has developed. Stay in-doors, stay alert for warning sirens and listen for weather updates on a weather alert radio, local radio, or television station.

Tornado Warning- When a funnel cloud has been sighted in the area or when radar indicates there is a possibility of a tornado forming. In the instance of a tornado warning, sirens will be sounded for three to five minutes with a solid blast.

When a siren is heard indicating a tornado warning:

- Go quickly to your designated safe area
- Avoid large open areas
- Avoid windows and door areas

When a tornado strikes:

- Curl up on the floor, protect your face and head, and stay clear of doors and windows.
- Do not leave the area until given the all clear

Tornado drills will be conducted once per academic year in each residence hall. Failure to participate in these fire drills when in the residence hall could result in the residents being subject to fines and/or disciplinary action.

FACILITIES

COMMON AREAS

These areas include: hallways, stairwells, public bathrooms, study rooms, and patios. It is the residents' responsibility to see these areas are kept in good condition, and furnishings are not damaged or removed from them. If items are removed from common areas, they will be considered stolen property and the student may face fines, disciplinary actions, and/or eviction from the residence halls.

COMPUTER ROOM

The computers in the computer room in both residence halls are for resident and staff use only. Computers are to be used for educational purposes only. Web activity may be monitored and

inappropriate websites (example: sexually explicit materials) visited during log on sessions may result in disciplinary action. No food and/or drinks are allowed in the computer rooms.

HEATING AND AIR CONDITIONING

All halls are equipped with air conditioning and heating. Residents may change the level of the heating or cooling by adjusting the thermostat setting. The suggested setting for the system is 70-72 degrees during the cooling season and 74-75 during the heating season. Thermostats have set governors and are regulated for energy efficiency.

KITCHEN

Both residence halls are equipped with a kitchen. Residents are responsible for proper cleaning of kitchen facilities, including the range/oven. Residents using the kitchen are responsible for cleaning/washing utensils, pots, and pans.

LAUNDRY ROOM

Both residence halls are equipped with laundry facilities. Residents are responsible for providing their own laundry supplies. Clothing should not be left unattended. Howard College is not responsible for lost or stolen items. Residents are responsible for keeping the laundry room clean. Report any broken machines to the Hall Director on duty.

USE OF FACILITIES

Resident rooms and furnishings provided therein are to be used in the manner for which they are designated. Each resident is responsible for proper use and care of other residence hall facilities, including public bathrooms, hallways, lounges, and grounds. No college property, including room and lounge furnishings, may be shifted or traded within the residence halls without the written authorization of the housing staff. Altering or defacing furnishings is prohibited.

VENDING MACHINES

Residents losing money in a vending machine in the residence halls should report it to the Residence Hall Director or the Resident Assistant on duty. The Hall Director will notify residents of their reimbursement as soon as the vending machine representative replaces the money lost in the vending machine.

FINE AND REPLACEMENT COST LIST

RESIDENCE HALL FINE LIST

Inappropriate use of keys	\$50.00
Excessive Lockouts	\$10.00/each lockout
Fire Extinguisher	\$250.00
Failure to evacuate the residence halls due to a sounding alarm	\$50.00
False Fire Alarm	\$400
Tobacco (cigarettes, chewing tobacco, etc.)	\$50.00
Change Room w/o permission	\$30.00
Dirty Room/Floor/Wall(s)	\$50.00
Dirty Bathroom	\$100.00
Dirty Door (remove graffiti, sticky residue, etc.)	\$35.00
Dirty Mattress	\$35.00
Improper Check-out Fee	\$100.00

Visitation Violation(s)	\$100.00
Destroying/Abusing Furniture	Actual Cost
Quiet Hours Violation	\$100.00
Animals in Residence Halls	\$100.00
Mandatory meeting(s) unexcused absence (per meeting)	\$25.00
Improper disposal of trash	\$50.00
Improper activation of fire sprinkler system	\$250.00

RESIDENCE HALL REPLACEMENT COST LIST

Replace door (room)	\$350.00
Repair door (room)	Actual Cost
Replace door (bathroom)	\$200.00
Repair door (bathroom)	Actual Cost
Replace key core (resulting from a lost key or other)	\$50.00
Replace door knob (room and/or bathroom)	\$50.00
Replace window (glass large)	\$200.00
Replacement of window glass (small)	\$225.00
Replace window blinds/shades	\$35.00
Replace floor tile(s) (\$6.00 per square foot)	\$6.00
Fill and paint nail holes (per wall)	\$20.00
Repair and paint wall/ceiling	Actual Cost
Replace fire sprinkler head	\$75.00
Replace smoke detector	Actual Cost
Repair/replace bed frame	Actual Cost
Repair/replace mattress	Actual Cost
Repair/replace drawers/shelves	Actual Cost
Repair/replace desk top	Actual Cost
Replace desk chair	\$60.00
Replace trash can	\$10.00
Repair/replace lounge chair	Actual Cost
Replace overhead light covers	\$30.00
Replace bathroom light covers	\$25.00
Replace desk light covers	\$20.00
Replace light fixtures (room, bathroom, desk)	Actual Cost
Replace thermostat	Actual Cost
Replace electrical outlet	Actual Cost
Replace electrical outlet cover	\$15.00
Replace electrical switch	Actual Cost
Replace electrical switch cover	\$15.00
Replace Video Relay phone box	Actual Cost
Repair/replace sink and/or counter/vanity	Actual Cost
Replace closet clothes rod/brackets	\$20.00
Replace shower curtain	\$10.00
Replace shower curtain rod	\$20.00
Replace shower fixtures	\$160.00
Replace toilet paper dispenser	\$20.00
Replace vent grill	\$45.00

Replace vanity mirror	Actual Cost
Replace damage/missing towel rack/ring	\$30.00

FIREWORKS AND EXPLOSIVES

Possession and/or use of fireworks and explosives are prohibited.

HALL SECURITY GUIDELINES

As a resident, you are extended the privilege of self-regulated hours to enter and leave your residence halls. Residence Hall security ultimately depends on the responsible actions of each resident. Security begins with you. Residents' room doors should be locked at all times. Do not prop open stairwell or outside doors. For purposes of security, all residence halls remained locked at all times. Depending on residence hall, residents will be provided with a combination or swipe card for the main doors.

HOLIDAY BREAK HOUSING

SUMMER

Students must be enrolled in at least one three hour class each term to live in summer housing. All residents living in on campus housing will be consolidated to one residence hall during summer break.

THANKSGIVING AND SPRING BREAK

Residence halls will remain open during Thanksgiving and Spring Break. Dining services are closed during these breaks so residents will have to make their own arrangements for meals.

WINTER BREAK

Residence Halls are closed during winter break between fall and spring semester. All residents must move out of the Residence Halls during this time. Howard College does not provide interim housing and residents are not allowed to stay in the Residence Halls during the winter break. Residents gaining access to their room prior to halls opening without permission could result in a fine and/or disciplinary action. If students do not have access to housing during Winter Break, a list of resources can be provided to them by the Student Services Office.

HOUSING ASSIGNMENT PROCESS

ROOM ASSIGNMENT

Returning residents have the option of selecting roommates before the end of the year. All efforts will be made to honor roommate requests, and the Residence Hall Directors will place residents based on information from the coach, advisor, and/or sponsor (if applicable) and from information indicated by the resident on the housing application when no roommate preference has been listed. No resident will room alone unless there are odd numbers and/or the resident wants to pay double the room cost and space is available.

ROOM CONSOLIDATION

The Residence Hall Directors will consolidate residents in the first 6 weeks of each semester. Specifically, once a student no longer has a roommate he/she will have three options.

1. The resident may upgrade his/her Housing Contract to a single room occupancy contract if space is available and the waiting list has been exhausted. Payments will be due within 5 working days

after signing the single room contract. A single room is an additional cost of the room per semester.

2. The resident may choose a new roommate of his/her choice. It will be up to both new roommates to decide which room they will move into.
3. The resident may choose to have the Residence Hall Staff select a new roommate and determine the new assignment.
4. The Residence Hall Staff will notify coaches of all changes due to consolidation.

ROOM/ROOMMATE CHANGE

During the open room change period (after the 12th class day) residents may move to another room (depending on availability of space) or change roommate/s. All room changes need to be made with the Residence Hall Director and the resident's coach, advisor, and/or sponsor if applicable. Residents will be subject to a fine and/or disciplinary action for an improper room change. Failing to notify the Residence Hall Director before making a room change, changing room before the open room change period, or failure to move by the date indicated. The first room change will be free of charge, but there will be a \$10 charge for subsequent changes.

INTERFERENCE WITH EQUIPMENT

Interference with any college equipment (i.e. video cameras, smoke detectors, and fence around the residence hall) is prohibited and will result in disciplinary action including, but not limited to, fines and/or suspension from the residence hall.

LIABILITY

Although Howard College and the Residence Life department will exercise reasonable efforts to protect residents' property, Howard College, and the Residence Life department are not liable for loss from theft or damage to any property belonging to residents or guests. All residents are urged to make sure personal properties are covered by insurance, either with their parents' homeowners' insurance policy or by a special student policy available for this specific purpose by an insurance firm specializing in this type of coverage.

MAINTENANCE SERVICES

Students are responsible for reporting maintenance issues to the Residence Hall Director. All repairs are made as quickly as possible by the maintenance department. Residents will not be charged for repairs that are necessary due to normal wear and tear. Residents will be charged for damages that are the result of negligence or abuse. In order to protect plumbing, do not place anything in the commode that would clog the pipes (i.e. excessive paper, food, feminine hygiene items, etc.)

MISSING PERSONS

If a residence hall student is reported as missing, the Dean of Student Services office will contact the individual identified using the contact information provided on their Housing Application within 24 hours. If the missing student is less than 18 years of age and not an emancipated minor the school must immediately contact the custodial parent or legal guardian of the residence hall student. To report a resident missing, please contact the Residence Hall Director immediately.

NETWORK ACCESS

Wi-Fi

Residence halls are equipped with wireless internet service throughout different access points in the building. All rooms have routers with three ports for all internet needs.

WIRELESS ROUTERS

Residence hall students are prohibited from bringing in their own wireless router to use in dorm rooms. All rooms are equipped with routers provided by Howard College Information Technology Department. Any student found with their personal router plugged in will be subject to confiscation of the router until the end of semester.

OTHER SERVICES

HEALTH SERVICES

Due to the residence hall population, a partnership between Howard College and the Big Spring Family Medical Center provides Howard College Big Spring students access to quality healthcare. For those students who do not have health insurance, a \$35 physician fee per visit will be charged (shots, x-ray, laboratory and other ancillary testing fees will be extra). The student will have to show their Student ID, pay the physician fee and any applicable fees at the time of the visit. Students who have health insurance will be required to pay the co-pay payment as specified by their respective insurance company.

MAILROOM

Residence hall students must check in with the Howard College mailroom located in the Student Union Building within 1 week of moving into the residence halls to setup their mailbox. The mailroom hours are as follows:

- Monday: Thursday: 9:30AM – 11:30 AM and 12:00PM – 2:00PM
- Friday: 9:00AM – 12:00PM

Upon setting up mailbox, students will be provided with a mailbox number, combination, and mailing address. Failure to setup mailbox may result in mail being returned to sender. Stamps may also be purchased at the mailroom during operating hours.

MEAL PLAN

All students residing on campus are required to purchase the meal plan. General cafeteria rules include but are not limited to:

- Students must present their student ID card.
- No shirt, no shoes, no service.
- A guest may eat with a resident, but the guest is required to pay for their meal.
- If a student is taking classes on another site close to meal times, they may eat at the different site provided they receive permission from food service officials.
- Students needing to-go plates must notify the cashier upon entering the cafeteria.
- If a student is ill, another student may take a sack lunch to the student's room. The Residence Hall Director must call food service and request a sack lunch.
- Students are expected to behave in a mature and responsible manner in the cafeteria. If a student is unable to follow the cafeteria rules, they will not be allowed to eat in the cafeteria. No refund of money will be given.
- Brunch and dinner will be served on days when the school has a delayed start and holidays.

STUDENT ID

All students residing on campus are required to obtain a Student ID. This is a card issued by Howard College with the Student's picture and identification number on it. This card also serves as a debit card in which remaining funds and aid are deposited. This ID card identifies residents as currently enrolled students and entitles students to various services and privileges on campus. This includes but is not limited to: College library, campus computer labs, Fitness Center, and also serves as a pass to participate in student activities. Student ID cards are made in the Student Services office located in the Student Union Building. The following items should be taken to the Student Services office when having an ID card made: Valid picture ID, student schedule with HC student ID number, and vehicle information if parking a vehicle on campus.

VEHICLE REGISTRATION AND PARKING INFORMATION

Students are responsible for their own personal transportation needs. A residential parking area has been assigned to students living in the residence halls. Residents may not run electrical cords from their rooms to the parking lot. Residents may not use Howard College water sources to wash their vehicles on campus. Additionally, all Howard College students must register their vehicles in their assigned residence hall during check-in.

PERSONAL PROPERTY

Students who leave the residence hall without properly checking out or do not return within one week of the beginning of spring semester will forfeit all of their personal belongings. Residence Hall Staff will dispose of this personal property after the before mentioned time frame has lapsed.

PETS AND ANIMALS

Due to the need for tight controls in the areas of health and sanitation, and the concern for the welfare of animals. Pets and animals are not allowed in any area of the residence halls. If an animal is reported to have been taken in the residence halls, the resident will be notified to remove the animal immediately. If resident does not remove the animal, within reasonable time (10-15 minutes) or if the resident violates this policy more than once they will receive a \$100 fine and may face other disciplinary action. Animal control will be called for animals not removed within the time frame given. Residents may, however, keep a small aquarium of fish in their room. These guidelines do not apply to service animals.

POSTING INFORMATION IN RESIDENCE HALLS

The Residence Hall Director will review flyers that will be posted in the residence halls. The Student Services Office may review these flyers as well before they are posted. Howard College and Residence Hall Staff will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Each residence hall has established locations where materials will be posted.

PROCEDURAL GUIDELINES FOR USE OF THE RESIDENCE HALLS

Residents of the residence halls have priority for all residence hall facilities. Regularly enrolled students and registered student organizations have second priority for all residence hall facilities. Facilities may also be provided for individuals or groups whose activities are sponsored by, or affiliated with, a college organization. College departments or registered student organizations are permitted to use residence hall facilities during the summer for workshops, institutes, short courses and conferences. The following is a list of guidelines for the reservation and use of facilities:

- Approval of events in public areas will be granted by the Residence Hall Director.

- All functions should be finished and cleaned up by 12:00 midnight.
- Any functions that may go past 12:00 midnight must have permission of the Residence Hall Director.
- Academic departments or other Howard College organizations that would like to schedule residence hall facilities must receive approval from the Residence Hall Director of the Student Services Office.

Events may be terminated if those attending act in an unreasonable manner or if a violation of Howard College regulations occurs. The Residence Hall Director and/or event sponsors of event may terminate the event. Any damage done to the residence hall facilities as a result of the scheduled event will be billed to the group sponsoring the event if the individual(s) causing damage cannot be identified. The sponsoring group will be responsible for cleaning up after the event and returning the area to its original condition. If clean-up does not take place, a clean-up charge will be assessed to the sponsoring group. The charges will be determined by the amount of time required to clean the facility.

QUIET GUIDELINES

One of the primary rights of students living in the residence halls is the right to study in one's room free from unreasonable interference. Thus, noise and other distractions, which inhibit the exercise of this right, are strictly prohibited. Residents who violate this policy are subject to fines and/or disciplinary action including, but not limited to possible suspension from the residence hall. Quiet hours are observed every day between 12:00 midnight and 10:00 a.m. However, courteous behavior is expected at all times, even when designed quiet hours are not operational. During quiet hours, the following guidelines exist:

- The noise level resulting from conversation or the use of stereos, radios, televisions, and telephones in any room should not be loud enough to be heard outside the room.
- Common areas (computer room, study room, lobbies, patio, etc.) are to be used for quiet activities.
- Conversation in the hallways must be conducted at a low voice level.
- Residence hall staff may confront students who are making too much noise even if they have not received a complaint from another student.
- Residents are expected to confront other residents making too much noise. The resident making the noise is expected to reduce the noise level immediately.
- Remember: the right to quiet always supersedes the privilege to make noise.

REMIND TEXT NOTIFICATION SYSTEM

Residence hall staff use a text notification system to send out reminders and alerts to all residence hall students. Resident Assistants and Staff will collect cellular phone numbers from all residents at the beginning of each semester so a request can be sent to all residents to opt in to the notification service.

REPORTING OF ILLEGAL ACTIVITY

All residents should report illegal activity to the Residence Hall Director or the Student Services Office. Additionally, all residents reserve the right to report illegal activity to the Big Spring Police Department.

RESIDENCE HALL APPLICATION PROCESS

BACTERIAL MENINGITIS

Senate Bill 1107 requires all students under 22 years of age entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that

they have had a meningococcal vaccine or "booster" dose within the past five years and at least 10 days prior to the first day of class.

DEPOSIT

A Howard College Residence Hall application along with \$100 room deposit must be submitted to the appropriate Residence Hall Director before a room reservation is official. It is not applied toward room and board payments. The deposit must be maintained in your account at all times, and damages/fines may not be charges against the deposit unless you are leaving the residence hall.

SINGLE ROOM REQUEST APPLICATION

Residents may request to have a single room with the Residence Hall Director permitted there is space available. Resident must sign a private room contract and pay the single room charge per semester regardless of when the single room is issued. This fee must be paid within five days of requesting the room and signing the contract.

RESIDENCE HALL CHECK-IN/OUT

All residents will complete a Room Condition Report Form when they move into the residence hall. It is important to be detailed and thorough when completing the form at check in. Any damages not recorded during the check-in process will be charged to the residents account during the time of check-out. The Residence Hall Director and/or maintenance department will determine the amount of charges. In addition to any damages assess, failure to follow proper checkout procedures will result in the forfeiture of the room deposit.

RESIDENCE HALL STAFF

Residence Hall Directors, Assistant Residence Hall Directors, and Student Resident Assistants live in the residence halls and are available to assist residents. The Residence Hall Staff will enforce college policies; monitor the conditions of the residence halls, and carryout immediate discipline when necessary. Staff will let the residents know the hours they are "on duty" and will provide a telephone number where they can be reached after hours for emergency situations. Residents are encouraged to contact Residence Hall Staff for any concerns or needs. Residence Hall Staff will help or will refer the resident to the appropriate personnel.

ROOM ENTRY BY RESIDENCE HALL STAFF AND MAINTENANCE STAFF

The right of privacy is of vital importance and should not be violated; however, the entry into and/or search of the living quarters and personal property of a student may be conducted by the following people for the purpose and under the procedures detailed below:

- By civil law enforcement officers in the performance of statutory duties and in accordance with legally defined procedures governing search and seizure.
- By authorized Howard College personnel to ensure health, fire, and safety regulations are maintained during school and breaks.
- By authorized Howard College personnel to make improvements and repairs and to provide routines maintenance services.
- By authorized Howard College personnel in emergency and/or extraordinary situations to protect the health, safety, and welfare of students or to make emergency repairs to prevent damages to the property of the students and the college.
- When there is a reasonable cause to believe there is/has been a violation of the College regulations or local, state, or federal laws and ordinances.

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated, and/or alleged violations of housing/Howard College policies, rules and regulations will be referred to the Primary Student Services Official or designee for follow up action. Routine safety and maintenance checks by Residence Hall Staff will occur at least once per month and during breaks.

ROOM KEYS

One room key will be issued to each resident after the room condition for and hall contract have been signed. If the key is lost, the resident must obtain a new key from the Residence Life staff. Residents have one week to locate the lost key. If the key is not found within the allotted time frame, the resident will be issued a new key and charged a \$50 fine. Residents who have keys that have been damaged will be issued a new key by Residence Life Staff. Residents who do not return their key at checkout of the residence halls will be charged \$50.

ROOM FURNITURE

Mattresses and other furniture should not be removed from the residents' rooms. Fixed furniture should not be removed from their present locations. The unauthorized removal of fixed furniture will result in the pieces being replaced by Maintenance personnel and an appropriate charge being assessed to the resident.

ROOM RESPONSIBILITY

Residents of each room equally share the responsibility for their room. Residents are responsible for the condition of furniture, fixtures, walls, and floors. Damage that occurs beyond the limit of normal wear and tear is the responsibility of the resident and will be charged accordingly to the resident's account. Residence Hall Directors and/or Maintenance Staff will determine normal wear and tear.

SAFES

Each room is equipped with two safes that are for the residents of the room. Residents will be provided with instructions for how to open and operate their respective safe. Safes will be permanent fixtures of the room and should not be removed from their present locations. Residents are responsible for the conditions of the safes and any damage beyond the normal wear and tear is the responsibility of the resident and will be charged accordingly to the resident's account. Students are permitted one safe lockout per semester. Any additional lockouts will result in the resident incurring a \$25 fine. The safes are provided by and property of Howard College and are subject to search based on probable cause listed under the Room Entry section of page 15.

SKATEBOARDS, ROLLERBLADES, SCOOTERS, BICYCLES, OR SIMILAR DEVICES

Use of skateboards, rollerblades, scooters, bicycles, or other similar devices in residence halls and other Howard College buildings in such a manner as to constitute a safety hazard or cause damage to college or personal property is prohibited.

SMOKING AND TOBACCO

Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard College facilities. Residents must not smoke or use other tobacco products within 20 feet of doorways and entrances to building and within 50 feet of day care facilities. Prohibited products and devices include, but are not limited to: cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and tobacco-like products. All materials used for

smoking in designated smoking areas, including cigarette butts and matches, should be disposed of in appropriate containers.

TV CABLE SERVICE

Each room is equipped with cable connections through a local cable provider, but students are responsible to activating this service through Suddenlink. Howard College does not provide cable service in the residence halls.

VISITATION

The term “visitation” refers to the time period in which residents may have visitors in their rooms and/or in the common areas. Any residents living in the residence halls may host a visitor or visitors in his/her room in a manner consistent with the Residence Life Visitation Policy. All visitors must abide by the rules and regulations of the residence halls and Howard College. Residents are responsible for informing their visitor(s) of the visitation policy and all Residence Life rules and regulations. Residents are responsible for the actions of their visitor(s). Any violation of these policies may result in the visitor(s) being asked to leave and disciplinary actions being initiated against the resident(s). The intent of this policy is to provide a higher level of security and safety for all students residing in the residence halls.

General visitation rules:

1. Hours for visitation are 10:00 a.m. - 1:00 a.m. every day with the exception of finals week.
2. Residence hall common areas (i.e. lobbies, kitchens, computer labs, porches, patios, main entrances, etc.) will be cleared of all visitors at the end of visiting hours each night.
3. Visitors must sign-in and sign-out on the visitor notebook that is posted at the Resident Assistant desk in each residence hall lobby. Visitors must accurately and completely sign the notebook or they will not be allowed to visit again and/or possibly face disciplinary action.
4. The resident must remain with his/her guest at all times and escort them to the room at the beginning of the visitation and back to the desk at the conclusion of the visit. Visitors are not allowed to roam the halls or go from room-to-room. Visitors must also accompany their resident when if going to various common areas such as: kitchen, lobby, laundry room, computer lab, etc.
5. No more than six individuals including the resident(s) are allowed in a room at one time.
6. Individuals under the age of 18 years of age may not visit the residence halls, unless accompanied by a parent or with special permission from the Residence Hall Director. Visitor(s) may be required to display a picture ID that contains the individual’s name and date of birth.
7. Visitors of the same-sex may stay overnight provided the roommate(s) agree and if approved by the Residence Hall Director 24 hours in advance. If the resident does not receive approval for their overnight guest from the Residence Hall Director, the resident will be subject to disciplinary action and the visitor(s) may be asked to leave the residence hall. Visitors with three violations will lose the privilege to visit the residence halls. Residents may have up to seven overnight visitors per semester (i.e. one visitor staying multiple times or seven individual visitors staying one night). Visitors may stay no more than seven days per semester. Visitors of the opposite-sex may not stay overnight. Overnight visitors must remain with their resident at all times. The overnight guest may not stay in the residents room while the resident is gone (i.e. the resident is at class or practice).
8. At the close of visitation each night, Residence Life Staff may check rooms to ensure all visitors have vacated the room(s).
9. Visitors and residents must act in an appropriate manner and follow all residence hall/ Howard College rules and regulations.

10. Showers may not be used by members of the opposite-sex at any time.
11. Residents are not allowed to care for children of any age in the residence hall. Children visiting the residence hall must be accompanied by their parent/legal guardian.
12. Howard College reserves the right to ask any visitors to leave if Residence Life Staff believe the visitor is taking advantage of or abusing the visitation privileges.
13. Any violation of this policy may result in immediate suspension from the residence halls for all residents involved. Non-residents who violate this policy may lose all visitation privileges, face disciplinary action with Howard College, and face charges with local law enforcement.

WEAPONS

Unauthorized use or possession of illegal weapons on Howard College property is strictly prohibited.

WITHDRAWAL PROCEDURE

If a resident moves out of the residence hall before the end of the semester, charges for the meal plan will be prorated according to a daily rate based on the refund schedule. If a resident has paid more than the prorated charges, the balance will be refunded within 60 days of check out. Meal refunds will not be made if a resident moves out after November 30 for the fall semester or April 30 for the spring semester. However, the room charges will not be refunded.

When a resident moves out of the residence hall at the end of the contract period he or she may request a room deposit refund. The resident must officially check out of the residence hall which includes: notification of the Residence Hall Director, a room inspection, and return of room keys. Failure to do any of these items may result in forfeiture of the deposit. The deposit is subject to charges for damages and/or cleaning. If a resident moves out of the residence hall for voluntary reasons before the end of the semester, the deposit is forfeited.