

# HANDBOOK



**2025**

Residence Life  
**HANDBOOK**

ODESSA COLLEGE

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### **WELCOME TO RESIDENCE LIFE**

Welcome to Odessa College Residence Life, your residential community and home away from home. A community is a group of people sharing a common purpose who are interdependent to fulfill certain needs. These individuals who live in close proximity and interact on a regular basis mutually define expectations for all members of the group and assume responsibility for meeting these expectations. In a community, people must be respectful and considerate of the other person's individuality.

A sense of community includes cooperation, commitment to the group's welfare, and willingness to communicate openly. Living in a community requires a responsibility to and for others and oneself. Residence Life is a place where you should feel comfortable to be yourself. Take pride in it.

#### **Residence Life Mission Statement**

The mission of Odessa College Residence Life is to provide a safe, inclusive, and student-centered living environment that fosters personal growth, academic success, and meaningful community. Through intentional support, engaging programs, and a culture of care, we empower students to develop lifelong skills, build authentic connections, and thrive during their college journey both inside and outside the classroom.

#### **Vision Statement**

Odessa College Residence Life envisions residential communities where every student feels a strong sense of belonging, purpose, and pride. We aspire to be a model for excellence in two-year college housing by cultivating transformational living-learning environments that develop resilient leaders, celebrate diversity, and inspire student success long after move-out day.

#### **Residence Life Office**

Residence Life - a division of Odessa College Student Life- coordinates and facilitates residential assignments, maintenance, and a positive community-living experience. The Director of Residence Life, Residence Life Coordinator, Resident Assistants (RAs), and Front Desk Assistants (FDA) comprise the main office staff. This office coordinates all aspects of Residence Life, including applications, facilities, budgets, services, appeals/exemptions, cancellations, programming, conduct, and security. Office hours during fall/spring semesters are 8:00 a.m. to 5:30 p.m. Monday through Thursday and 8:00 a.m. to 1:00 p.m. on Friday. Summer hours begin Monday after the hall closing of the Spring semester and are 7:30 a.m. to 5:30 p.m. Monday through Thursday only. Campus offices are closed on Fridays during the summer. The office phone number is (432) 335-6300.

## **STUDENT LIFE STAFF**

### **Executive Director of Student Life**

The Executive Director is responsible for the administrative supervision of Student Life and its departments, including Residence Life, Student Activities, Student Government, Student Organizations, and Intramurals. They oversee budgets, lead student-centered initiatives, listen to student concerns, and work to enhance campus life through collaborative programming and support services. The Executive Director also serves as the College's chief conduct officer by overseeing the Student Code of Conduct and addressing broader behavioral expectations. While they advise and support the Residence Life program, their primary focus is on strategic vision, cross-campus alignment, and student success across all areas of Student Life.

### **Director of Residence Life**

The Director of Residence Life oversees the daily operations of the student housing program and leads the residential experience. They supervise and support the RA team, respond to emergencies, manage housing assignments, and foster a sense of belonging in the halls. Living on campus, the Director works closely with departments like Physical Plant, Campus Dining, Athletics, and Campus Safety to ensure a safe and welcoming environment for all residents. They enforce college policies within student housing, adjudicate conduct cases, and collaborate with the Executive Director on more serious or repeated violations to promote accountability and student growth.

### **Resident Life Coordinator**

The Residence Life Coordinator supports the daily operations of the housing office and serves as the first point of contact for students, parents, and campus partners. They manage housing documentation, billing, room changes, and maintenance requests, and help ensure smooth communication across departments. They also lead intramurals. Living on campus, the Residence Life Coordinator provides consistent support to students and assists the Director in programming, move-in logistics, and administrative functions.

### **Student Activities Director**

The Student Activities Director creates and leads campus programming, including student events, club engagement, and major traditions. They also serve as the advisor for the Student Government Association and oversee OC Registered Student Organizations (RSOs). The Student Activities Director serves as a valuable partner to Residence Life by helping build community within the halls, advising RAs, and sometimes supporting the on-call rotation. They also assist in addressing policy violations and promoting wellness and safety in collaboration with housing staff.

### **New Student Orientation Coordinator**

The Orientation and New Student Programs Coordinator plans and facilitates all aspects of new student onboarding, including Wrangler Orientation, family orientation, and peer leader development. They partner with Residence Life to support move-in experiences, introduce students to on-campus living, and create shared programs that help new students feel connected and confident from day one.

### **Student Life Specialist**

The Student Life Specialist manages the front desk and day-to-day operations of the Student Life office. They assist with event logistics and planning, office administrative tasks, and general student support. This role helps Residence Life by promoting shared events, answering housing-related questions, and connecting students to the right resources across campus.

### **Resident Assistant**

Resident Assistants (RA) are the primary resources for residents. If the RA cannot answer a question or resolve a situation, they will refer residents to the person who can help. RAs work with the Director of Residence Life and Residence Life Coordinator to create and maintain an environment conducive to academic, personal, and social growth. RAs are responsible for seeing that all Residence Life policies, including but not limited to, quiet

hours, alcohol policy, and visitation, are followed and conduct monthly health/safety inspections. They are there to assist anytime a problem or question arises. RAs also conduct monthly programs for residents to socialize and help build community.

**Front Desk Assistant**

Front Desk Assistants help with general office tasks in the main housing office. They work with the Director and Residence Life Coordinator daily, assisting with tasks such as greeting guests, answering phones, taking work order requests, assisting with health/safety inspections, and conducting other office tasks.

## **RESIDENCE LIFE POLICY**

Odessa College commits to assisting each student in their personal development and academic success while participating in our programs and services. Part of that commitment is rooted in the belief that students can maximize their learning experiences by living on campus in a residence hall. Studies have shown that students who live on campus are more likely to be satisfied with their college experience, will be more involved in campus life, will achieve higher academic standards, will have a more positive self-image and are more likely to complete their degree than students who do not live on campus. Living on campus does not guarantee a successful college experience, but the advantages of living on campus are significant. The Residence Life and meal plan policy requirements are maintained in support of this belief.

### **Eligibility**

Any student enrolled in at least 9 credit hours, with at least 6 credit hours being face-to-face classes, during the fall and spring semesters and/or at least 3 credit hours in each summer session is eligible to live in housing. Space is available on a first-come, first-serve basis. All unmarried students on competitive athletic scholarships that includes housing, not living with parents, legal guardians, or a close relative, are required to live in college residence halls.

Note: Students on Odessa College Athletic teams receive priority housing based on room availability and athletic room assignments.

### **Athlete Residency Requirement**

All Odessa College students on competitive athletic scholarships that include housing must reside in the residence halls unless otherwise recommended by the Athletic Director and approved by the Executive Director of Student Life and/or Director of Residence Life. Exceptions to this policy may be requested for competitive athletes who:

1. are married. A marriage license or similar document may be requested from the Office of Residence Life;
2. are single parent(s) with dependent(s) living with them full time during the academic year;
3. are living with parents, legal guardians, or a close relative in town; or
4. are at least 21 years of age before the beginning of the semester.

### **Rules and Regulations**

The *Odessa College Student Handbook* is the primary source for rules and regulations pertaining to student conduct and expectations. This *Residence Life Handbook* is a supplement source for students living in on-campus housing. The *Student Handbook* and *Residence Life Handbook* are accessible online from the Odessa College website and through the OC Portal. Students are responsible for knowing and abiding by all College and Residence Life rules and regulations. Students are also responsible for any items found in their room and must notify a Residence Life staff member if they suspect items in the room may violate any College and Residence Life policies.

## **GENERAL POLICIES & INFORMATION**

### **Abandoned Items**

There is no provision for storage of personal property in the residence halls or apartments. When items are left in student rooms or apartment units after the owner has moved out of the residence hall or to another room, or when items are not marked as ownership, these items shall be declared abandoned and become the property of Odessa College. When possible, notification will be sent to the resident via email, postal mail, or phone whose items have been left behind. If the resident takes no action within 48 hours of their move out date to claim the items, those items will be disposed of or retained for college inventory purposes to be used in whichever manner the College deems appropriate. This policy also applies to any mail/ packages delivered to residence life after the resident moves out.

### **Application**

Students can make a housing reservation by completing a housing application, paying a \$50 non-refundable application fee, and paying a refundable \$200 deposit. Student-athletes depending on their scholarship provisions are guaranteed housing and assigned first, followed by returning residents in good standing based on intent data. All other College housing is assigned on a first-come, first-serve basis contingent upon the date of the deposit and housing application fee receipt. Please reach out to the Residence Life Main Office (432) 335- 6300 about any questions regarding applications.

### **Breach of Agreement after Move-In**

All residence hall rooms are rented for the entire fall/spring academic year or summer term. If a student terminates their housing contract before the Census Day of the full Fall/Spring semester (long semester), the student is not entitled to a refund of their housing deposit and will be charged a \$200.00 termination fee. If a student terminates their housing contract after the Census Day of the full Fall/Spring semester (long semester), the student forfeits their housing deposit. The student will also be required to pay for the entire current semester.

### **Cancellation of Housing before Move-In or Next Term**

If a student is denied housing at Odessa College, the student must notify Residence Life within ten (10) days of receiving notice of denial to receive a full refund of the deposit.

If a student is admitted to Odessa College Residence Life but elects not to attend, the student must submit a written request to Residence Life before the dates set forth below to receive a full refund of all room reservation charges and deposit. Any request after the day listed below will result in a forfeiture of the \$200 deposit, with no additional charges until the first day of the Fall/Spring semester or move-in day.

- Fall – July 1
- Mid-Winter – November 1
- Spring- December 1
- May-Semester - April 1
- Summer(s) – May 1

### **Check-In**

Before moving into any residential unit, students must verify their room assignment with a staff member. Students must complete all necessary paperwork, including but not limited to The Emergency Contact Information Form and Residence Life Agreement. Once all the necessary paperwork is completed and signed, students will be issued the appropriate keys and key cards. The student will also be given a Unit Condition Report (UCR) to sign after receiving their keys. Students must complete/review this form and turn it in to a Residence Life staff member. If there are damages or discrepancies not reported on this form, the resident has 48 hours to record these damages and report them to the Residence Life office. All residents must have a UCR and be responsible for completing the report. Students will be held responsible for damages to the room during occupancy.



### **Check-Out**

Before moving out of a room, students must:

1. Clean the room and remove all trash.
2. Remove all personal belongings.
3. Contact Residence Life Staff to complete the final steps, which includes but are not limited to, completing the UCR form and a final walk through.
4. Return keys.
5. Sign all necessary paperwork.

Any student who does not follow the above procedure will be charged for Improper Check-out (\$50), plus costs for any damages, unnecessary cleaning, and replacing the locks. Residents are expected to have their check-out completed by the posted closing times. Students are expected to leave within 24 hours after their final exam or by 12:00 pm on the last day of finals week at the end of the semester. All residence halls and apartments are closed during the academic and holiday breaks. *Students who improperly check out waive their right to appeal any charges assessed to them during checkout.*

### **Cleaning and Damage Charge Appeals**

Following move-out, a complete damage assessment of the student's room will be conducted by Residence Life staff. Notification of any charges for damages and fines will be sent to the student via email and/or mail. It is the student's responsibility to check and open Odessa College emails, as this is the College's official means of communication with students. If a student chooses to dispute any charges associated with move-out, an appeal must be submitted in writing within 14 days from the date of notification. Failure to read the notification email will not suffice as grounds for an appeal. Appeals must be sent to the Director of Residence Life for initial review. Appeals for charges over \$200 will be reviewed and decided by the Executive Director of Student Life.

### **Cleaning Supplies**

Odessa College Residence Life does not provide cleaning supplies. Residents are required and strongly encouraged to bring their own cleaning supplies. Residence Life will not provide items such as mops or brooms. Vacuums are available to check out upon availability and request.

### **Damages, Vandalism, and Community Property**

Each resident is responsible for the condition of their room and any items found within their room. Residents are responsible for the room's accommodations and must reimburse the College for any damages or loss of items. Residents of an individual floor or residence hall will be required to share the expense of repairing or replacing damaged property in common areas, known as community billing. Charges for all damages will be determined by the College at its sole discretion and must be paid before the end of the semester in which the damages were incurred. Failure to pay will result in the loss of the housing deposit, and if the damage exceeds this amount, the resident will be placed on financial hold with the College.

Odessa College property is not to be removed or dismantled. This includes furniture and other property in common areas. Removing College property or furniture from common areas violates the Student Code of Conduct. Violations will result in disciplinary sanctions and/or charges for damage and removal.

### **Deposit**

Each student must have a security deposit of \$200 on file during the time a student resides on campus or is requesting a room assignment. If a deposit is not placed, the resident will not be allowed to move in, and a hold will be placed on the student's account. The deposit is forfeited if a student does not check in by the first day of semester classes. The deposit will be forfeited if a student moves out of housing during the academic year. A student's refund of the deposit is contingent upon their successful completion of all Residence Life requirements and a proper check-out. Any damage, outstanding debts, or cleaning charges incurred will be deducted before refunding the balance. All refunds are credited to the student's account within 8 weeks after the final date of occupancy. The deposit is forfeited if a deposit refund is not properly requested within one year after the final occupancy date.

### Dining/Food Services

Meals are provided at no additional cost during the fall and spring semesters. There is no opt-out option for resident students. Great Western Dining operates the cafeteria in the Saulsbury Campus Center. The College allocates \$100 every semester to the residents' accounts in the form of "Wrangler Bucks" (a minimum of 12 Credit Hours required). "Wrangler Bucks" can be redeemed at the Wrangler Grill or Java Café.

Dining Hall (Saulsbury Campus Center)	
Monday-Friday	
Breakfast	7:00am – 9:00 am
Lunch	11:00 am – 1:30 pm
Dinner	5:30 pm – 7:00 pm (Friday 5:30 pm – 6:30 pm)
Saturday – Sunday	
Brunch	11:00 am – 12:00 pm
Dinner	5:00 pm – 6:00 pm

Wrangler Grill Monday – Friday	
Breakfast	7:30am-10:30am
Lunch	11:00 am – 1:30 pm
Dinner	Closed

### Holiday or Semester Break Closing

The residence halls are closed during holiday breaks (Winter Break) between the Spring semester and Summer Session I and between Summer Session II and the Fall semester. All items must be removed from the room in May after the Spring semester and August after Summer Session II to allow for cleaning and repairs. If a student does not plan to be in the residence hall for the spring semester, all items must be removed from the room at the December check-out time. Students who need housing during the breaks should contact the Odessa College Residence Life well in advance so that arrangements can be made. There will be an additional charge for housing during this time period based on rates set by the Odessa College Board of Trustees.

### Residence Life Agreement

All students assigned to campus housing are required to sign a Residence Life Agreement. The term of the agreement is for a full academic year (fall/spring) or entire summer session. Please refer to the agreement for detailed information concerning the terms and conditions of occupancy. The agreement is legally binding.

### Intent Forms

Before the end of each semester, students are asked to fill out a form indicating their intentions concerning accommodations for the following semester. Intent forms should be returned by the due date listed. If they are not returned, the student may lose their room assignment for the following semester and must reapply for accommodation in Residence Life. The intent form will serve the purpose of application and agreement renewal for the following semester indicated.

### Wi-Fi Use

Odessa College provides wireless internet access in all residence hall rooms. Each student room is allowed to connect up to three personal devices to the public Wi-Fi network. Ethernet ports are not available, and no wired connections are supported.

Per Odessa College IT policy, the following guidelines apply to all residents:

- Only the public (open) network is accessible in-residence halls. Students cannot connect personal devices to the secure “OC Wi-Fi” network.
- **Personal routers, wireless extenders, and devices with routing or bridging capabilities are prohibited.**
- **Peer-to-peer file sharing**, media servers, and torrent applications are not allowed.
- **Roku devices** are known to disrupt the Wi-Fi network. While not currently banned, they may be restricted if network issues continue.
- **Smart TVs and gaming consoles** may be connected if they meet college network security standards.
- Platforms banned under Texas cybersecurity law (e.g., **TikTok** and related applications) may not be used on the college network.
- Network traffic is monitored and filtered to ensure security and compliance.
- Bandwidth-heavy activity such as streaming or downloading may be restricted during peak hours.

By using the campus network, students authorize the IT department to assist with setup if needed. Students are responsible for activity on their connected devices and may face loss of access, disciplinary action, or referral to authorities for violations.

### **Need Help?**

Contact the IT Help Desk at (432) 335-6677 for technical support or connection issues.

### **Missing Persons Policy**

Odessa College Residence Life has a missing person’s procedure in accordance with the U.S. Department of Education regulations for institutions of higher education. Each resident must keep on file the name and contact information of an individual the student wishes to be contacted if the student is determined to be missing by college officials. If at any time a student is reported not to have been seen for more than forty-eight (48) continuous hours, the Executive Director of Student Life will initiate an informal investigation to include room inspection, inquiries of close friends, inquiries of class attendance, and calls to other individuals which may have information on the whereabouts of the student.

### **Room Assignments**

Assignments are processed in order based on when all housing requirements for the student are received (this includes but is not limited to the housing application, application fee, deposit, any previous housing charges, if returning) by the Residence Life Office. Student-athletes and returning residents are assigned first if their paperwork is in order. Mutual requests for roommates and special living arrangements are honored whenever possible but not guaranteed. Athletic coaches assist in determining room assignments for student athletes.

In accordance with Texas Government Code Chapter 3002, housing placements and assignments are made according to biological sex.

### **Room Changes**

Room changes may be requested by contacting the Director of Residence Life. To avoid unnecessary charges, do NOT move before approval has been obtained and the necessary paperwork has been completed. When changing rooms, the move must be completed within three days, and the keys to the vacated room must be returned to housing staff to prevent being charged for both rooms. No room changes will be granted during the first two weeks of school. Any approved room change request made during the third week of school will be free. After the third week of class, there is a \$50 charge for elective room changes. All residents involved in a room change must sign and agree to this change.

### **Room Consolidation**

It is sometimes necessary to consolidate students living within a residence hall when several students have no roommates or general maintenance is necessary. All room changes during consolidation will be honored at the

Director's discretion. If only one student is left residing in a two-bedroom unit or two students are left in a four-bedroom unit, the student(s) will be given the option of:

1. Having someone else in consolidation move into the room;
2. Moving into another room with a roommate(s) for consolidation;
3. Pay an additional private room rate (50% of the regular room rate) provided space is available. All unoccupied bedrooms will be deadbolted in this event, and entrance into these spaces is prohibited.

Each of the above options must be completed by the assigned consolidation deadline. Sometimes, even after consolidation, one room in a unit may be empty. If that is the case, the remaining residents will not be charged.

### **Unit Condition Reports**

Before a resident moves into any on-campus facility, a detailed unit condition report (UCR) must be completed. UCRs are used by Residence Life Staff to inventory and document any damage to furniture provided for residents by the College. Any damage to college furniture or property documented at check-out that was not present before a resident's check-in will be the resident's responsibility. Damages to common areas, such as the kitchen and bathrooms, will be split between roommates. A list of damage charges may be obtained at the Residence Life Office located in the Century Commons clubhouse.

### **Waiting Lists**

If space is unavailable in the desired residence hall community or apartment, students will automatically be added to a waiting list based on the complete housing application requirements. A housing application is incomplete until the \$50 application fee and \$200 deposit are made. If space becomes available, the student at the top of the waiting list will be notified of the vacancy. A student must accept or decline the space within 2 class days. If there is no response from the student, Residence Life will assume the student has declined and offer the space to the next student on the waiting list. Students living in overflow housing (leased properties) do not have the option to decline an available space and must move into Century Commons within the specified time period.

### **Discipline Administration**

The details of the College disciplinary process are listed in the *Odessa College Student Handbook*. The Executive Director of Student Life shall have primary authority and responsibility for administering student discipline for conduct. It shall be their duty to investigate all allegations that a student has violated the rules and regulations of the College or specific orders and instructions issued by an administrative official of the College. For most minor violations in or around College Residence Halls, the Director of Residence Life will have the primary duty and authority to administer the student discipline process.

### **Code of Student Conduct**

This is listed in the publication *Odessa College Student Handbook*. All students are bound by the Code of Student Conduct and are responsible for knowing and following the College policies.

### **Conduct in the Residence Halls**

Students are personally responsible for knowing and abiding by the rules and regulations pertaining to the residence halls and the College. All students must respect the rights and privileges of others. Conduct that is offensive to others, such as loud noise, abusive language, etc., may be in violation of College Rules and Regulations. Students are also responsible for the conduct of their guest(s).

### **Appeal Process**

Any resident who receives a disciplinary sanction for violating a Residence Life policy has the right to appeal to the proper Student Life or Student Services representative under the College's due process policy. The student wishing to appeal will be required to adhere to the following steps:

1. Any student who wishes to appeal a decision found by the Director of Residence Life shall appeal to the Executive Director of Student Life in writing within ten working days of the disciplinary sanction notification.

2. Any student who wishes to appeal a decision found by the Executive Director of Student Life shall appeal to the Vice President for Student Services and Enrollment Management in writing within ten working days of the disciplinary sanction notification.
3. Any student who wishes to appeal a decision found by the Vice President for Student Services and Enrollment Management shall request a hearing by the Disciplinary Appeals Committee. The request must be made in writing to the Executive Director of Administration and Human Resources.
4. Any student who wishes to appeal a decision found by the Disciplinary Appeals Committee shall have ten working days to submit a letter in writing to the Office of the President for Presidential Review.
5. Any student who wishes to appeal the decision found by the President shall have ten working days after notification from the President to submit a letter in writing requesting review by the Board of Trustees. This request must be filed with the President's Office. This is the final step in the college's due process, and the decision made by the board will be final.

### Sanction Guide

These are meant to be general sanction guidelines. They are not all-encompassing and are subject to change on a case-by-case basis. Sanctions are at the discretion of the conduct officer and will fit the severity of the violation. Repeat and/or serious infractions will be referred to the Executive Director of Student Life and/or the Vice President of Student Services & Enrollment Management.

Violation	Offense Level	Sanction
Absence from Mandatory Meeting	1st	Letter of Warning
Absence from Mandatory Meeting	2nd and more	\$25 Fine
Alcohol Paraphernalia	1st	Letter of Warning Confiscation of Items
Alcohol Paraphernalia	2nd	\$50 Fine Judicial Reflection/ Exercise
Alcohol Paraphernalia	3rd and more	\$100 Fine Judicial Reflection/ Exercise Housing Probation
Alcohol Possession or Consumption	1st	\$100 Fine Judicial Reflection/ Exercise
Alcohol Possession or Consumption	2nd	\$200 Fine Judicial Reflection/ Exercise
Alcohol Possession or Consumption	3rd	\$300 Fine Automatic Cancellation of Housing
Assault	1st	\$100 Fine Counseling Referral Automatic Cancellation of Housing
Damage of College Property	1st	Restitution of Repair
Damage of College Property	2nd	Restitution of Repair
Damage of College Property	3rd and more	\$100 Fine Restitution of Repair Housing Probation (if not Cancellation)
Disorderly Conduct	1st Offense	\$50 Fine
Disorderly Conduct	2nd Offense	\$100 Fine
Disorderly Conduct	3rd and more	\$200 Fine Cancellation of Housing (if applicable)
Useable Drug Possession	1st	\$250 Fine Automatic Cancellation of Housing
Drug Paraphernalia or Unusable Amount	1st	\$250 Fine Judicial Reflection/ Exercise Housing Probation
Drug Paraphernalia or Unusable Amount	2nd	\$500 Fine Automatic Cancellation of Housing
Fire Safety	1st	\$50 Fine Confiscation of Item
Fire Safety	2nd	\$100 Fine Confiscation of Item
Fire Safety	3rd and more	\$200 Fine Confiscation of Item Cancellation of Housing (if applicable)

Gambling	1st	\$25 Fine
Gambling	2nd	\$50 Fine
Gambling	3rd and more	\$100 Fine Counseling Referral
Noise/ Quiet Hours	1st	Written Warning
Noise/ Quiet Hours	2nd	Judicial Reflection/ Exercise
Noise/ Quiet Hours	3rd and more	\$100 Fine Confiscation of Items Housing Probation
Non-Compliance with Staff	1st	\$50 Fine Judicial Reflection/ Exercise
Non-Compliance with Staff	2nd	\$100 Fine
Non-Compliance with Staff	3rd and more	\$200 Fine Housing Probation
Unauthorized Pets	1st	\$500 Fine Removal of Pet immediately Cleaning Cost
Unauthorized Pets	2 <sup>nd</sup>	\$500 Fine Removal of Pet immediately Cleaning Cost Housing Probation
Unauthorized Pets	3 <sup>rd</sup> and more	\$500 Cancellation of Housing (if applicable)
Roommate Conflict	1st	RA Intervention
Roommate Conflict	2nd	HC Intervention Judicial Reflection/ Exercise
Roommate Conflict	3rd and more	Possible Relocation
Self-Injurious Behavior or Threat	1st	Counseling Referral Weekly Rooms Inspections
Self-Injurious Behavior or Threat	2nd and more	Counseling referral Cancellation of Housing (if applicable)
Sexual Assault	1st	OCPD Referral Cancellation of Housing
Smoking & Tobacco Use	1st	\$100 Fine Judicial Reflection/ Exercise
Smoking & Tobacco Use	2nd	\$200 Fine Housing Probation
Smoking & Tobacco Use	3rd	\$300 Fine Cancellation of Housing (if applicable)
Solicitation	1st	Written Warning
Solicitation	2nd	\$50 Fine
Solicitation	3rd and more	\$100 Fine Written Assignment
Stalking	1st	OCPD Referral Counseling Referral

Stalking	2nd	OCPD Referral Counseling Referral Housing Probation
Stalking	3rd	OCPD Referral Counseling Referral Cancellation of Housing (if applicable)
Theft	1st	Return Items OCPD Referral Housing Probation
Theft	2nd and more	Return Items OCPD Referral Automatic Cancellation of Housing
Threat of Bodily Harm to Others	1st	\$50 Fine Counseling Referral OCPD Referral
Threat of Bodily Harm to Others	2nd and more	\$100 Fine OCPD Referral Cancellation of Housing (if applicable)
Trash	1st	Written Warning
Trash	2nd	10 Hours of Work Assignment
Trash	3rd and more	20 Hours of Work Assignment
Unauthorized Room Change	1st and more	\$50 Fine Relocation to assigned room
Unauthorized Room Entry	1 <sup>st</sup> and more	\$50 Fine
Verbal Harassment	1st	Written Assignment
Verbal Harassment	2nd	\$50 Fine Counseling Referral Housing Probation
Verbal Harassment	3rd and more	\$100 Fine Counseling Referral Cancellation of Housing (if applicable)
Weapons (Firearms or Lethal)	1st	OCPD Referral Automatic Cancellation of Housing
Weapons (Non-Lethal)	1st	\$50 Fine Confiscation of Items Judicial Reflection/ Exercise
Weapons (Non-Lethal)	2nd	\$100 Fine Confiscation of Items Counseling Referral Housing Probation
Weapons (Non-Lethal)	3rd and more	\$200 Fine Confiscation of Items OCPD Referral Automatic Cancellation of Housing
Curfew Violation	1st	Warning
Curfew Violation	2 <sup>nd</sup>	\$100.00
Curfew Violation	3rd	\$150.00



Visitation Violation	1 <sup>st</sup>	Warning
Visitation Violation	2 <sup>nd</sup>	\$100.00
Visitation Violation	3 <sup>rd</sup>	\$150.00
Emergency gate exit/ entrance	1 <sup>st</sup>	Warning
Emergency gate exit/ entrance	2 <sup>nd</sup>	\$300.00
Emergency gate exit/ entrance	3 <sup>rd</sup>	\$500.00
<b>Emotional Support Animals</b>		
No Leash	1 <sup>st</sup>	Warning
No Leash	2 <sup>nd</sup>	\$50.00
No Leash	3 <sup>rd</sup>	\$100.00
Improper Disposing of Droppings	1 <sup>st</sup>	Warning
Improper Disposing of Droppings	2 <sup>nd</sup>	\$100
Improper Disposing of Droppings	3 <sup>rd</sup>	\$150.00
Droppings in Courtyard	1 <sup>st</sup>	Warning
Droppings in Courtyard	2 <sup>nd</sup>	\$100.00
Droppings in Courtyard	3 <sup>rd</sup>	\$150.00

## **RESIDENT REGULATIONS & GUIDELINES**

### **Air Conditioners**

Century Commons and Wrangler Hall have central air and heat. Window units are not allowed, and residents should not adjust the power supply or window structure to install additional cooling mechanisms.

### **Alcohol**

The possession, consumption, sale, or donation of alcoholic beverages in Odessa College residential buildings is prohibited. Alcoholic beverage containers, such as shot glasses, bottles, martini glasses, flasks, etc., may not be used as decoration. No alcohol is to be consumed in hallways, parking lots, or yards. Occupants are subject to disciplinary action with sanctions ranging from warnings and work assignments to disciplinary probation or suspension. The Odessa College Police Department officers have full authority to issue MIPs and DUIs and arrest students violating state law.

### **Babysitting**

Babysitting is not allowed in the Residence Halls.

### **Candles**

Candles or any type of smoldering or open flame are prohibited due to fire safety concerns. Students are encouraged to keep a flashlight available in case of a power problem. At check-in time, each resident must sign and agree to the terms of the Residence Life Agreement, which includes fire safety provisions.

### **Decorations**

Students may use curtains (with tension rods) and personal items to decorate their rooms. Fire retardant material is recommended. Please note that the use of any type of adhesive lighting, including LED light strips, is strictly prohibited. Plasti-taks, small nails and wall poster tape are the only acceptable materials for securing posters, pictures, etc., on walls. Use of command strips, screws, permanent adhesives, paint, etc., which damage or alter the surface of the College property is not allowed and will result in a damage assessment and charges.

### **Drug Policy**

No student shall possess, use, transmit, or attempt to possess, use, or transmit or be under the influence of (legal intoxication not required) any of the following substances on school premises during any school term or off school premises at a school-sponsored activity, function or event:

1. Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
2. Alcohol or any alcoholic beverage.
3. Any abuse of glue, aerosol paint, or other volatile chemical substances for inhalation.
4. Any other intoxicant or mood-changing, mind-altering, or behavior-altering drugs, including synthetic cannabis and herbal incense products (ex., Spice, K2, Kush, Klimax, Juul, CBD).
5. The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances is also prohibited under this policy.

The possession, use, or distribution of any controlled substance or drug (including abuse of prescription medication) shall result in removal from the residence halls for no less than one year. Students are also subject to further disciplinary sanction by the Executive Director of Student Life or Vice President of Student Services and Enrollment Management, including suspension and/or expulsion from the College. Odessa College Police have full authority to make arrests necessary for drug offenses.

### **Emergency Numbers**

For extreme emergency situations, call the Odessa College Police Department at (432) 335-6666 or dial 911. The Odessa College Residence Life On-Call Phone number is (432) 212-4613.

### **Firearms and Weapons**

These items are not permitted in the building or in vehicles. All firearms, weapons, any device powered by CO<sub>2</sub> cartridges, large knives and blades, slingshot devices, fireworks, explosives, and ammunition of any type are prohibited in the residence halls and apartments. All items found will be confiscated, reported, and turned in to the Odessa College Police Department. You will not receive any confiscated items back.

### **Fire Safety**

It is the responsibility of each resident to be familiar with policies and procedures designed to ensure their safety. Fire drills are held periodically, during which students are to follow the evacuation procedures and/or the directions of the housing staff.

### **Fire / Emergency alarms**

All persons are required to evacuate the building when an emergency alarm is activated, characterized by air horns, bull horns, or staff notifying residents. If an alarm sounds, students must leave their room and proceed to the nearest clear exit calmly and orderly. Those who do not adhere to the policy will face disciplinary action. If the smoke detector in a student's room sounds, they should immediately contact the Residence Life staff about the emergency or the necessary repairs. For safety reasons, do NOT remove smoke detector batteries. Any student who unnecessarily pulls a fire alarm will face severe disciplinary repercussions.

### **Fire extinguisher**

A fire extinguisher is installed under the sink in each Century Commons kitchen. Encased extinguishers are installed throughout Century Commons and Wrangler Hall hallways. If an extinguisher is discharged without an apparent need, a fee for refilling the extinguisher and clean-up will be assessed. Disciplinary action will be taken, and a fine of no less than \$500 will be assessed.

### **In case of fire:**

1. If smoke or flames are visible, notify the housing staff immediately and/or call the College police department at (432) 335-6666. In the event of an obvious emergency, dial 911.
2. When the alarm sounds, check the door to see if it is warm before it opens.
3. If unable to leave the room, use towels to block the cracks around the door to prevent smoke from entering, and hang a sheet out the window to signal rescuers.
4. If the hallway is clear of smoke and flames, close the room door and walk quickly to the nearest exit.
5. When smoke is present, stay low while moving through the area.
6. After leaving the building, gather in the designated place to meet with the housing staff for further instructions.
7. Stay away from the building, out of the way of the firefighters, and away from flying debris.
8. Wait for an official clearance to re-enter the building.

### **Building Evacuations**

Designated evacuation gathering locations are as follows:

1. Century Commons – Meet with Residence Life staff on the Wilkerson Hall lawn across the street
2. Wrangler Hall – Meet Residence Life staff on the East side of Wrangler Hall, near the corner of 23<sup>rd</sup> and Andrews Hwy.
3. In severe weather conditions, residents will be evacuated to Wilkerson Hall or other designated shelter locations.

### **Fire equipment regulations**

Because it is imperative that fire and safety equipment functions properly when it is needed, the following are prohibited:

1. Tampering or playing with fire extinguishers, smoke detectors, or exit lights/signs.
2. Tampering with, or initiating under false pretenses, a fire alarm.
3. Propping open stairwell fire doors or blocking exit routes.
4. The hanging of items from sprinkler heads.

### **Fire prevention regulations**

The following are prohibited because of their serious potential as fire hazards:

1. Open flame items such as candles and incense.
2. Use or possession of fireworks or explosives.
3. Live Christmas trees and other materials of flammable nature.
4. Improper use and size of extension cords.
5. Octopus or cube electrical plugs or outlets.
6. Improper use of decorations (over lights, doors, exits).
7. Excessive use/overloading of electrical outlets.

### **Floor/Hall Meetings**

Each semester, the Residence Life staff or Resident Assistant calls meetings during the first week of classes and periodically throughout the semester. Attendance at these meetings is mandatory because information concerning safety and security, regulations, and services is distributed. Students are responsible for the information given at all such meetings. If a conflict with scheduled floor meetings arises, contact the Residence Life office to obtain the necessary information.

### **Front Door Entry Door Access**

The front door of Century Commons will be locked automatically during non-business hours of the Residence Life Office. The front door of Wrangler Hall shall be locked at all times. Students should use their Residence Life key fob to gain access through the front door by waving or placing their card on the SID reader to the left of the front door. If you do not have your Residence Life key fob and require assistance entering the building, please contact the Residence Life on-call phone at (432) 212-4613. Requiring assistance from staff to open the front door will be recorded at the front desk, and the student will be charged \$5.00 per assistance required, as long as the student is not locked out of their room, in which case the resident will be required to fill out a lock-out form and charge for such (information on this can be found in the lock-out section of this handbook.)

### **Furnishings**

The College provides each room with a bed, mattress, desk, desk chair, nightstand, and dresser for each bedroom. Living rooms in Century Commons may be furnished with a loveseat, oversized chair, end table, and coffee table. Each Century Commons kitchen has a microwave, stove/oven, dishwasher, and full-size refrigerator. The student should bring curtains, bed and bath linens, alarm clock, personal items, etc., to make the room more comfortable. Room furniture and common space furniture must remain in the designated area; failure to do so will result in a fine. Lobby furniture may not be removed from public areas for personal use. No mini-fridges or microwaves are allowed in Century Commons. Only residents in Wrangler Hall may have mini-fridges or microwaves.

### **Gambling**

Gambling is not permitted in any of the Residence Halls. It is against State of Texas law to gamble on a college campus.

### **Guest Policy**

No guests are allowed in Century Commons or Wrangler Hall. Residents who fail to comply with the no-guest policy will be sanctioned through the Odessa College student conduct system.

### **Health & Safety Inspections**

The purpose of health and safety inspections is to identify safety and maintenance problems and correct

them for the benefit of the residents. Obvious violations of college and residence hall regulations will also be addressed. Inspections will occur monthly or, when necessary, throughout the semester and allow residents to get to know the Residence Life staff. Other facility checks may occur when the Residence Life staff determines it is necessary.

Hall staff should knock, identify themselves, and pause before opening the door. Staff will check the living room, kitchen, bedroom(s), bathroom (s), and linen closet to observe the general condition of the room and the furnishings. The refrigerator and microwaves will also be opened to check for mildew/mold. Closets, cabinet doors, and drawers will not be opened unless there is reasonable suspicion of a policy violation. Reasonable suspicion means there is reason to believe that a safety or maintenance problem exists or that a violation of College or Residence Life rules has occurred. A written notice will provide instructions when a problem or violation does exist.

### **Housekeeping**

The College's contracted custodial staff routinely cleans public areas in the housing facilities. Custodial problems should be reported in writing to the Residence Life Office. Residents are responsible for disposing of trash in the proper places and keeping hallways, rooms, bathrooms, and all public areas neat and attractive. Residents may be charged if custodians must do additional cleaning due to personal trash left in public areas. Please keep the facilities clean and well-maintained.

### **Job Opportunities**

Students may work in the residence halls as Resident Assistants or/ and Front Desk Assistants. Applications are available in the Residence Life Office. RAs are provided free room/board and a minimum monthly stipend of \$200. These benefits are considered resources that may be included as income by Financial Aid to calculate awards granted. The Residence Life Office also has limited office assistant positions for students. Other job opportunities may be found at other locations on the Odessa College campus.

### **Keys**

Room keys are issued upon check-in and are the property of Odessa College. When a key is lost, report it immediately to the Residence Life Office. Residents must fill out a lock-out form indicating they have lost their key(s). Fees for lost keys, lock changes, and key card replacements are assessed. These fees are \$100 for the front door key, \$40 for the bedroom key, \$25 for the key card, and \$15 for the mailbox key. Personal safety and security is a serious matter. Keep room doors locked at all times, even after becoming familiar with the other residents living in the building.

Carry room keys at all times. Residents should contact a staff member if accidentally locked out of their room. If keys are misplaced, residents may be issued a temporary loaner key for one week. If the misplaced key is not located or returned within one week of reporting it missing or renting a key, all keys to the room must be returned to the Residence Life Main Office so a lock change can be initiated. The lock change will occur at the expense of the student who misplaced his/her original key(s). Students must report lock and key problems to Residence Life staff as they occur.

The room's resident should be the only person who can possess the key to that room. Do not lend keys to anyone. If a room key is found in another person's possession, the key will be confiscated from them. Possession or use of college keys for unauthorized purposes is not allowed, and making duplicate keys of Odessa College property is also not allowed.

### **Laundry**

Laundry facilities are located on the first and third floors of Century Commons and the second floor of Wrangler Hall. Laundry left unattended for more than 48 hours in idle machines is subject to removal. The college is not responsible for lost, stolen, or damaged laundry. These machines are for Odessa College students only. Vandalism of these machines or tampering with control mechanisms will result in disciplinary action.

### **Lights & Lightbulbs**

Room lights must be regular white lights. Neon, black, or unusual light bulbs are not permitted. Additionally, LED light strips on walls are not allowed due to the damage they cause upon removal.

## **Living with a Roommate**

### **RESIDENTS' RIGHTS**

Each resident has specific rights and responsibilities which include but are not limited to:

1. The right to read and study free from undue interference in one's unit.
2. The right to a clean environment in which to live.
3. The right to petition for redress of grievances.
4. The right to be free from fear of intimidation, physical, and/or emotional harm.

Inherent in these rights is the student's responsibility to respect the rights of others.

### **Concerns**

Most problems that arise in campus living can be resolved immediately between the individuals involved. If a problem arises, first speak with the resident with whom the problem originated. If the problem persists, contact the Resident Assistant. The Resident Assistant may also consult with the Residence Life Professional Staff. After these steps have been followed, and if the problem persists or the solution proposed is not suitable, contact the Director of Residence Life. Any situation that arises in which the Resident Assistant is perceived as being part of the problem may be taken directly to the Director of Residence Life or Executive Director of Student Life.

### **Lobby Use**

The lobbies are primarily for the use of the residents. The public areas are meant to serve a multipurpose purpose. There are areas in the lobbies for watching television, visiting, studying, and playing games. These activities are to be carried out cooperatively with consideration and respect for others to meet various resident needs. If there is a disturbance, the hall staff has the right to request that the activity be stopped and that the students leave the lobby. Lobbies may be closed if necessary.

### **Lock Outs**

In case of a lockout, contact the on call Resident Assistant outside office hours (5 pm to 9 am) or the Residence Life Office during office hours (9 am to 5 pm). Residents will be required to fill out a lock-out form located at the front desk. A lock-out can be defined as being locked out of an individual bed space, an individual front door, a combination of both, and any combination, including a front entry door. A resident's first lock-out will be free. The second lock-out will be \$5.00. Each additional lock-out will be \$5.00 more than the previous lock-out, up to \$50.00. All lock-out assistant charges will be added to the student's account. Only residents assigned to the room/building will be given access to the building, unit, and/or bedroom.

### **Maintenance**

Any maintenance problem should be reported immediately to the Residence Life staff. This can be done online at the Residence Life website or front desk. The Residence Life office will prepare a work order and submit it to the Physical Plant that day or the next business day if reported on the weekends. Typical problems include carpentry, plumbing, and electrical malfunctions. Residents are expected to cooperate with all maintenance personnel to make the repairs as quickly as possible. There may be a lead time of up to 3 days for a general maintenance concern to be fixed. If your concern has not been addressed after three (3) days, contact the Residence Life Office for follow-up. Emergency maintenance concerns will be reported immediately, and on-call maintenance staff will be contacted accordingly. The College does not assume any responsibility for loss or damage of personal property as a result of maintenance issues or College property. For example, Air Conditioning issues, Refrigerator malfunctions, and Water damage from any maintenance issues.

### **Noise Violations and Quiet Hours**

Students living in a residence hall are not expected to be as quiet during the day as in a library. However, the noise level must always be at a reasonable level. Everyone needs some time to study and sleep. Therefore, quiet hours are enforced from 10:00 p.m. to 10:00 a.m. Sunday through Thursday and from 12:00 a.m. to 10 a.m. on Friday and Saturday. **Courtesy hours are in effect at ALL TIMES.** Please be considerate of others so they may

successfully achieve their academic goals.

During quiet hours, all unit doors must be closed, and hallways and stairwells must remain quiet. Stereos, TVs, and other devices that make noise must not be heard in the hallways. Residents must always be aware of the noise generated in their rooms. This also applies to areas immediately around the outside of residential buildings.

If there is a problem with noise disturbances, the first step is to notify the people causing the noise and request that they keep it down. If they do not respond, contact the Resident Assistant or Residence Life Office for assistance.

### **Curfew**

All Odessa College residents must adhere to a nightly curfew of 2 a.m., effective every day, Sunday through Saturday. Each resident must be in their assigned suite by curfew time. Failure to comply with the no-guest policy will result in sanctions through the Odessa College student conduct system

### **Pest Control**

The potential for pests exists everywhere. Campus residence halls are no exception. To eliminate pests, all residence halls are treated regularly. Contact Residence Life as soon as possible if evidence of pests is found. Remember that pesticides are only effective when combined with good housekeeping practices. Follow these guidelines to prevent unnecessary pest problems:

1. Store all food in sealed containers.
2. Do not leave food or dirty dishes lying about.
3. Empty cans and bottles in the sink before throwing them in the trash.
4. Empty trash cans before leaving for the weekend or holiday.
5. Remove all perishable items from the room and refrigerator when leaving for extended periods.

### **Pets**

For health and safety reasons, no animals of any kind (including fish) other than registered service animals are allowed in student residences. All registered service animals must be approved by the Residence Life Director; failure to comply will result in a \$500.00 fine. Professional staff is allowed to have non-aggressive breeds of dogs less than 25 lbs. as the facility is their family home. A deposit of \$200.00 is required for professional staff animals.

### **Programming**

The Residence Life staff encourages residents' social, intellectual, cultural, and recreational growth by planning and promoting programs and activities throughout the year. Residence hall events are free to residents living in that building. We encourage all students to get involved by helping plan or attend these events. The Student Activities Office and Residence Life staff plan events for student entertainment and education throughout the year. Attendance at these events is highly encouraged, and sometimes extra credit for coursework is offered (consult your academic instructor). Students also benefit from free vouchers for the Globe Theatre productions through the Student Activities Office.

### **Renter's Insurance**

The College does not assume any responsibility for loss or damage to personal property caused by theft, vandalism, mechanical failure (public refrigerator), and/or natural disaster. It is highly recommended that each student have insurance to cover personal belongings while living in a Residence Life facility. Students may be covered by their parent's homeowner insurance policy or may want to purchase separate insurance.

### **Room Entry Provisions**

The privacy of student rooms in college residence halls will be respected. The College and its officials will abide by the following procedure according to entering and/or searching a room, with the understanding that this procedure in no way limits bona fide law enforcement officers' lawful search. No room shall be entered without knocking. Rooms will be entered only by authorized College personnel.

- 1) Room Search - All room entries and/or searches by Housing staff will be cleared with the Professional Staff



On Call. Rooms will be searched only with "reasonable suspicion," and the occupants will be notified of the reason for any search. There are two general situations which might precipitate a room search:

- a. A clear indication that established rules of conduct, health standards, or safety regulations are being violated.
  - b. Emergency situations occasionally occur that require a staff member to search a room for a particular telephone number or address, medication, information, etc.
- 2) Maintenance – The housing staff conducts routine maintenance checks when needed. The College reserves the right to enter any room to inspect damage, make necessary maintenance repairs, complete an inventory, and conduct safety inspections.

## **Safety and Security**

The Odessa College Police Department provides campus police service. The office is located on the first floor of the Spur Building. The campus police phone number is (432) 335-6666. Safety and security regulations are listed in the Student Handbook. Students are responsible for knowing and abiding by these policies.

### *Safety and Security Guidelines and Regulations for Residence Life*

- A. Halls and stairwells must be free of furniture, debris, trash, and other materials.
- B. Horseplay, roughhousing, and throwing objects in halls and stairwells are strictly prohibited.
- C. Throwing or hanging objects from the windows is prohibited.
- D. Unauthorized entry to restricted areas, such as building mechanical rooms and custodial closets, is prohibited, as is venturing onto roofs or into private rooms.
- E. Use or possession of firearms (rifles, guns, pistols), any items resembling a gun (including but not limited to airsoft guns, BB guns, paintball guns, gel blasters) or ammunition, weapons, large knives, swords, blades, explosives, etc., is prohibited.
- F. Keep doors locked at ALL times. Report lost keys and broken locks to building staff.
- G. Window screens must remain secured. Windows are not to be used as a means of entry to the building or room.
- H. Do not lend out keys, ID cards, phones, or credit cards to anyone.
- I. At night, stay in well-lit areas. Avoid deserted areas when alone. When visiting new places, go with familiar people.
- J. Report persons who behave in a suspicious or threatening manner.
- K. Report thefts, threats, and assaults immediately to the campus police and Residence Life staff.
- L. Health-related emergencies should be reported to the campus police (432) 335-6666 and the Residence Life staff.

## **Emergencies**

During an emergency, whether it is a tornado, bomb threat, accident, or injury, please follow the instructions of the hall staff, OCPD, or other College officials. It is important to remain safe, away from the building or the incident location, until College personnel provide clearance. Resident cooperation will help to make things work smoothly for everyone's benefit.

## **Sexual Assault**

If you have been sexually assaulted on campus, report the crime to the Campus Police or the Executive Director of Student Life. Students living on-campus may contact the Director of Residence Life or Resident Assistant if the assault occurs in the residence halls. Reporting does not mean you must take legal action. This is a choice you can make later. Victims or witnesses of sexual assault should not hesitate to report, even if the crime occurred simultaneously with another violation, such as alcohol or drug use. A student's medical and physical safety takes precedence over other issues, and a student will not be punished for otherwise unimportant violations in comparison to sexual assault and medical emergencies. See the Student Handbook or Office of Student Life for the Rights of Sexual Assault Victims and more steps on preventing and reporting sexual assault and other sexually violent crimes.



**Smoking/Tobacco Policy**

According to the College policy regarding the use of tobacco products, it is strictly prohibited inside college buildings, including Residence Life. This also includes e-cigarettes that produce water vapor. In consideration of others, smoking is only allowed in the designated smoking areas. If students are found to be smoking inside their rooms, judicial action will be taken. According to Texas law, the minimum age for smoking is 21.

**Soliciting**

No soliciting or selling is allowed in Residence Life facilities. Soliciting for charitable donations, known as “dorm storms,” must be approved by the Executive Director of Student Life as part of an approved student organization event.

**Swimming Pool**

The Century Commons pool area is open from 10:00 a.m. to 10:00 p.m. Wednesday through Monday, and until 12 AM. Friday and Saturday during warm temperatures. The pool is closed for maintenance on Tuesdays. Students are expected to socialize and utilize the pool area with common sense and caution. Horseplay and running around the pool are not permitted. Glass bottles and glass objects are also not allowed in the pool area. Residents must properly dispose of trash and other items in the provided trash receptacles. The pool may be closed as determined by Residence Life staff due to improper chemical levels, inclement weather, or community discipline.

**Trash**

Trash and garbage from a resident’s room are to be emptied into the trash receptacles throughout the facility. A minimum fine of \$50.00 will be charged to any student with trash in the hallway or public areas. Work assignment hours may also be assessed. It is not the responsibility of custodial services to clean unnecessary trash in hallways or public areas. If the identity of the individual(s) who caused the special cleaning needs cannot be determined, the entire group of residents assigned to that area may be required to reimburse the College through community billing or work assignment.

**Weights**

Students can have hand weights of no more than 15 pounds but should not have barbells or heavier weights.

### **CONTACT NUMBERS**

<b>Residence Life Office (9 am to 5 pm)</b>	432-335-6300
<b>Resident Assistant On Call (5 pm to 9 am)</b>	432-212-4613
<b>Campus Police (OCPD)</b>	432-335-6666
<b>OCPD Duty Phone</b>	432-238-6334

#### **Campus Numbers**

Bookstore	335-6655
Great Western Dining	335-6817
Human Resources	335-6606
Social Services	335-6724
Financial Aid	335-6429
Library (LRC)	335-6640
Registrar	335-6404
Student Activities	335-6403
Student Activities Director	335-6338
Student Learning Center	335-6715
Wrangler Express Center	335-6849
Food Pantry	335-6865

#### **Athletic Numbers**

Baseball	335-6850
Men's Basketball	335-6875
Women's Basketball	335-6331
Golf	367-6334
Rodeo	561-8978
Dance	335-6447
Softball	335-6793
Athletic Trainer	335-6570
Athletic Director	335-6574
Volleyball	335-6573
Women's Golf	335-6564
CC/ Track & Field	335-6348

2025-2026

This information is provided by the Residence Life Office for internal use at the College. The *Residence Life Resident Handbook* serves as a supplement to the Residential Agreement and *Odessa College Student Handbook*. The student will be held responsible for knowing and abiding by all information and policies located in this and any of the aforementioned documents.

The Office of Residence Life reserves the right to change policies and procedures located in this handbook as needed, with the proper notification to the residents.

ODESSA COLLEGE  
RESIDENCE LIFE  
2311 Andrews Highway Odessa, Texas 79761

#### **Non-Discrimination Statement**

Odessa College Residence Life does not discriminate on the basis of sex, religion, race, color, national origin, disability, or age.