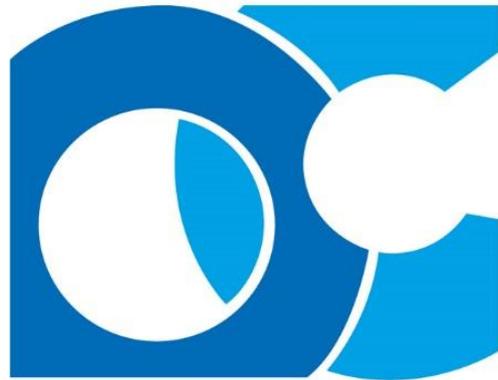


ODESSA COLLEGE



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STUDENT HOUSING RESIDENT HANDBOOK 2013 - 2014



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WELCOME TO STUDENT HOUSING

Welcome to Student Housing, your residential community and home away from home. A community is a group of people sharing a common purpose, who are interdependent for a fulfillment of 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 individuality of the other persons within the community.

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

Student Housing Mission Statement

Odessa College's Student Housing's primary purpose is to provide a safe and comfortable residential environment, which is student-centered and conducive to learning. The residential environment is designed to support development of the total student by fostering out-of-class learning in the areas of diversity, interpersonal relations, community living, and personal self-development for residents.

Student Housing Office

The Student Housing office coordinates and facilitates residential assignments, maintenance, and a positive community-living experience. The Director of Student Life, Housing Coordinator, and Housing Assistant, and front desk assistants comprise the main office staff. This office works with all aspects of the Student Housing program, including applications, facilities, budgets, services, appeals/exemptions, cancellations, programming, discipline, 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 the Monday after 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 HOUSING STAFF

Director of Student Life

The Director is responsible for the administrative supervision of Student Life and its departments/offices which include Student Housing, Student Activities, Campus Police, Intramurals, and Wi-Fi Java Cafe. He/She serves as the chief conduct officer for the College and enforces the Student Code of Conduct. The Director also manages the housing and campus activities budgets, works to provide needed services, listens to student concerns, and promotes campus life. The Director coordinates efforts with other departments on campus such as Physical Plant, Campus Dining, and Athletics to ensure a healthy and safe environment for all students living in student housing.

Housing Coordinator

The Housing Coordinator is responsible for the day-to-day management of the complex. He/She assists with the overall departmental functions, advises the Resident Assistants (RAs) and encourages building community and cooperation among residents. The Coordinator lives on campus to offer a constant presence of a housing professional. He/She enforces College policies and procedures, and also responds to student violations and emergencies as needed.

Housing Assistant

The Assistant is the central office manager and keeps all paperwork organized, assists the Director whenever needed, and keeps the office running smoothly. The Assistant works with various departments in processing applications, deposits, room/meal charges, and refunds. He/She is readily available to students, faculty, and staff to answer any questions and provide any support possible. The Assistant also helps students with work order requests and provides general assistance to any visitors to Student Housing.

Student Activities Coordinator

The Student Activities Coordinator is a live-in professional staff member that is available to assist student with after-hour emergencies and concerns. He/She play a vital role in the student housing staff along with numerous other job functions on the Odessa College campus. He/She also helps advise resident assistants during policy infractions and in resolving student's issues. He/She perform many functions on the housing staff including but not limited to: enforcing all Student Housing Policies, encouraging the building of community between residents, and conducting health/safety inspections.

Resident Assistant

Resident Assistants are the primary resources for the residents. If the RA cannot answer a question or resolve a situation, he/she will refer residents to the person who can help. RAs work with the Housing Coordinator and Housing Office to create and maintain an environment conducive to academic, personal, and social growth. RAs are responsible for seeing that all Student Housing policies, such as quiet hours, alcohol policy, and visitation are followed as well as conducting monthly health/safety inspections. They are there to assist anytime a problem or question arises. RAs also conduct monthly programs for residents to social and help build community.

Front Desk Assistant

Office assistants help with the general office tasks in the main housing office. They work with the Coordinator and Housing Assistant on a daily basis assisting with tasks such as greeting guests, answering phones, taking work order requests, assisting with health/safety inspections, and conducting other office tasks.

STUDENT HOUSING POLICY

Odessa College has a commitment to assist each student in his/her personal development and academic success while they are participants 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 to living on campus are significant. The Student Housing and meal plan policy requirements are maintained in support of this belief.

Eligibility

Any student enrolled in at least six semester hours during the fall and spring semesters and/or at least three hours in each summer session is eligible to live in housing. Space is available on a first-come, first-served basis. All unmarried students on competitive athletic scholarship, not living with parents, legal guardians, or a close relative are required to live in college residence halls.

Athlete Residency Requirement

All Odessa College students on competitive athletic scholarship must reside in the residence halls unless otherwise recommended by the Athletic Director and approved by the Director of Student Life. Exceptions to this policy may be requested for competitive athletes whom:

1. are married. A marriage license or similar document may be requested from to the Office of Student Housing;
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.

Sanctions

Students who move out of Student Housing before the contracted time has lapsed and withdraw from the College will forfeit the \$200 Housing Deposit and will be billed for any additional charges or damage costs to the room. Students, who move out of Student Housing without proper authorization and remain enrolled in the College, will not receive a refund of the deposit and all room, board and damage charges will remain on the student's account. Students who are evicted from Student Housing and remain enrolled in the College will forfeit their deposit and will be billed for any additional charges or damage costs to the room.

Rules and Regulations

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

GENERAL POLICIES & INFORMATION

Abandoned Items

There is no provision for storage of personal property in the residence halls or apartments. In those instances where items are left in student rooms or apartment units after the owner has moved out of the residence hall, to another room, or when items are not marked as to ownership, these items shall be declared abandoned and become 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 no action is taken by the resident within 5 days 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.

Application

Students can make a housing reservation by completing a housing application, available at the Office of Student Housing in the Century Commons Clubhouse or online from the Odessa College website. Student athletes are guaranteed housing and assigned first, followed by returning residents in good standing based on intent date. All other College housing is assigned on a first-come, first-served basis contingent upon the date of the deposit receipt.

Breach of Agreement

All residence hall rooms are rented for the entire fall/spring academic year or summer term. If the student moves out during the year, the student is responsible for paying all fees for the current term. A penalty of 25% of the total cost of the room will be added to the student account if a student does not return for the Spring semester to fulfill the yearlong agreement.

Check-In

Before moving into any residential unit, students must verify their room assignment with a staff member. Student must fill out all necessary paper work including but not limited to: Emergency Contact Information Form, and Student Housing Agreement. Once all the necessary paper work 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 housing staff member. If there are damages or discrepancies not reported on this form, the resident has 48 hours to record these damages and report it to the housing office. All residents must have a UCR on file and are responsible for completing the report. Students will be held responsible for damages which occur to the room during occupancy.

Check-Out

Before moving out of a room, students must:

1. Contact the housing office to schedule an appointment before departure.
2. Clean the room and empty all trash.
3. Remove all personal belongings.
4. Have a staff member perform final check-out.
5. Return keys.
6. Sign all necessary paper work.

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 last final exam or by 12:00pm on the last day of finals when the semester ends. 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 check out.

Damages, Vandalism, and Community Property

Each resident is responsible for the condition of his/her room as well as any items found within his/her room. Residents are responsible for the accommodations of the room and will be required to 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. Removal of College property or furniture from common areas is considered a violation 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. The deposit is forfeited if a student does not check-in by the first day of classes of the semester. If a student moves out of housing during the academic year the deposit will be forfeited. A student's refund of the deposit is contingent upon his/her successful completion of all Student Housing requirements and a proper check-out. Any damage, outstanding debts or cleaning charges incurred will be deducted before the balance is refunded. All refunds are credited to the student's Wrangler Card within 6-8 weeks after the final date of occupancy. If a deposit refund is not properly requested within one year after the final date of occupancy, the deposit is forfeited.

Dining/Food Services

Meals are provided at no additional cost during the fall and spring semester. There is no opt-out option for resident students. Great Western Dining operates the cafeteria in the Student Union Building.

DINING HALL HOURS:

Monday-Friday

Breakfast	Lunch	Dinner
7:00-9:00	11:00-1:30	5:00-7:00

The cafeteria is closed on the weekend and during holiday breaks.

MEALS MISSED DUE TO ILLNESS

Students unable to come to the cafeteria due to illness or injury may arrange to have a meal brought to them by a friend. For assistance contact the Office of Student Housing prior to making any arrangements. The Office of Student Housing will contact Food Services to provide documentation of the need for this service and will notify the ill or injured student of how to proceed. The meal may be picked up at the cafeteria during regular meal times. The ill or injured student's ID must be presented at that time.

Holiday or Semester Break Closing

The residence halls are closed during holiday breaks (Thanksgiving, Winter Break, Spring Break), between the Spring semester and Summer Session I, and between Summer Session II and the Fall semester. During these times students may not reside in their residence hall room. All items must be removed from the room in May after the Spring semester and in 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 Office of Student Housing well in advance so that arrangements can be made. There will be an additional charge for housing during this time period at \$30 night.

Housing Agreement

All students assigned to campus housing are required to sign a Residential 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 will be asked to fill out a form indicating their intentions concerning housing for the following semester. Intent forms should be returned by the due date listed. If it is not returned, the student may lose his/her room assignment for the following semester and will need to reapply for housing in the Office of Student Housing. The intent form will serve the purpose of application and agreement renewal for the following semester indicated.

Internet Use

Each student's room can accommodate one PC hookup to the Odessa College network. This connection provides direct access to the Internet. Forms for students requesting access are available from the Student Housing office. Students will be held responsible for any illegal downloading and/or file sharing that is not in compliance with U.S. Copyright regulations. Students will also be responsible for reading and adhering to the Century Commons Internet Use Agreement which can be found online. By agreeing to this agreement, the College's IT Services Division will be allowed to enter Residence Hall rooms either in person or by remote access for the purpose of setting up the college's network for internet access, installing anti-virus software, or any other issue the student may require IT Services. Wifi is also available throughout the building for the student's convenience. If a student has trouble connecting to the internet, they should contact the Campus Internet Help Desk at (432)335-6377.

Missing Persons Policy

Odessa College Student Housing 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 that the student wishes to be contacted in the event that 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 Director of Student Life will initiate an informal investigation to include room inspection, inquiries of close friends, inquiry 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 each housing deposit was received by the Student Housing Office. Student athletes and returning residents are assigned first if all of their paperwork is in order. Mutual requests for roommates and special living arrangements are honored whenever possible but not guaranteed.

Room Changes

Room changes may be requested by contacting the Housing Coordinator. 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 key to the vacated room must be returned to housing staff to prevent being charged for both rooms. There is no fee for room changes during the first 12 class days. After the twelfth class day, there is a \$50 charge for elective room changes. All roommates must agree to this change.

Room Consolidation

It is sometimes necessary to consolidate students living within a residence hall when several students have no roommates. All room changes during consolidation will be honored at the Coordinator and/or Director's discretion. If only one student is left residing in a 2 bedroom unit or 2 students left in a 4 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. paying an additional private room rate (50% the regular room rate) provided space is available. In this event all unoccupied bedrooms will be dead bolted and entrance into these spaces is prohibited.

Each of the above options must be completed by the assigned consolidation deadline. It may sometimes occur that even after consolidation, one room in a unit will 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 Housing Staff as a means 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 which was not present before a resident's check-in will be the responsibility of the resident. 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 Student Housing Office located in the Century Commons clubhouse.

Waiting Lists

If space is not available in the desired residence hall community or apartment, students will automatically be added to a waiting list based on the application and deposit date. A housing application is not complete until the \$50 application fee and \$200 deposit is 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, Student Housing 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.

RESIDENT REGULATIONS & GUIDELINES

Air Conditioners

Century Commons and Wrangler Hall comes equipped with central air and heat. Window units are not allowed. Residents should not adjust the power supply or window structure in any way 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 may not be used as decoration as well as shot glasses, martini glasses, flasks, etc. No alcohol is to be consumed in hallways, parking lots, or yards. Occupants are subject to disciplinary action with sanctions that can range from warnings and work assignments to disciplinary probation or suspension. The Odessa College Police Department officers have full authority to issue MIP's and DUI's, and to arrest students in violation of state law. Alcohol may be consumed in the homes of professional live-in staff only, within regulation of local and state drinking laws.

Babysitting

Babysitting for profit is not allowed in student residences.

Cable TV

Each room will be provided with basic TV cable service at no additional cost which includes 68 channels. Each student will need to provide the coaxial cable to connect the TV to the cable outlet. Residents are not permitted to install satellite dishes or select another cable package.

Candles

Candles or any type of smoldering or open flame are not allowed due to fire safety concerns. The first violation will result in a \$250 fine. Students are encouraged to keep a flashlight available in case there is a power problem. At the time of check-in each resident is required to sign and agree to the terms of the residence hall, which includes fire safety provisions.

Decorations

Students may use curtains (with tension rods), and personal items to decorate their room. Fire retardant material is recommended. Plasti-tak and wall poster tape are the only acceptable materials for securing posters, pictures, etc. on walls. Use of tacks, nails, screws, permanent adhesives, paint, etc., which damage or alter the surface of College property are not allowed, and will result in a damage assessment and charges.

Discipline

JUDICIAL PROCEDURES

Discipline at Odessa College is considered part of the educational mission. The discipline process is designed to encourage self-discipline, accountability, and community responsibility. A respect for the basic rights and privileges of others is the primary assumption of the philosophy. Expectations of students are stated in the Student Housing handbooks and in the *Odessa College Student Handbook*. This information is available on the Odessa College web page and in the Offices of Student Housing and/or Student Services. Failure to respect the rights and privileges of others and to maintain standards will be handled individually through the judicial process.

DISCIPLINE ADMINISTRATION

The details of the College disciplinary process are listed in the *Odessa College Student Handbook*. The Director of Student Life shall have primary authority and responsibility for the administration of student discipline for conduct. It shall be his/her 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 which occur in or around College housing, the Housing Coordinator will have 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.

DISCIPLINE VIOLATIONS

The following, although not a comprehensive list, are considered violations of policy as well as violations of the rights of residents. They are considered detrimental to the development of a positive community atmosphere.

- A. Failure to observe quiet hours.
- B. Failure to follow emergency procedures.
- C. Removal of furniture from common areas.
- D. Theft of College property or property of other residents.
- E. Burning incense, candles, or any other open flame or smoldering item.
- F. Violations of the alcohol policy and laws regarding alcohol.
- G. Disorderly conduct.
- H. Harassment or verbal abuse of any degree toward another student or staff member.
- I. Failure to comply with College staff directions.
- J. Violation of the illegal substance policy.
- K. Possession of firearms or weapons of any kind.
- L. Shooting of fireworks or explosives.
- M. Noise violations.
- N. Causing the evacuation of a building unnecessarily.
- O. Visitation Violations.
- P. Any violation of *Odessa College's Student Handbook or Student Housing Handbook*.

DISCIPLINE SANCTIONS

The following may be applied to the above mentioned violations.

- A. Official Student Life Letter of Warning.
- B. Work Assignments.
- C. Restitution for Damaged Property.
- D. Educational Sanctions.
- E. Suspension of Visitation Privileges.
- F. Official Verbal or Written Warning.
- G. Disciplinary Probation.
- H. Removal from Student Housing
- I. Referral to the Director of Student Life.
- J. Suspension from the College.
- K. Expulsion from the College.

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 which 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).

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 any other volatile chemical substance 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) .
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 College housing for no less than one year. Students are also subject to further disciplinary sanction by the Director of Student Life which may include suspension and/or expulsion from the College. Odessa College Police have full authority to make arrests as necessary for drug offenses.

Emergency Numbers

Call the Odessa College Police Department at 335-6666, or dial 911 for extreme emergency situations. The Odessa College Student Housing On-Call Phone number is 212-4613.

Firearms and Weapons

These items are not permitted in the building or in vehicles. All firearms, weapons, any device powered by CO₂ cartridges, large knives and blades, sling shot 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 into the Odessa College Police Department. You will not receive any confiscated item back.

Fire Safety

It is the responsibility of each resident to be familiar with policies and procedures designed to provide for the safety of the residents. 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 horn or staff notifying residents. If an alarm sounds, students must leave their room and proceed to the nearest clear exit in a calm and orderly manner. 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 Housing 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 kitchen in Century Commons. 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 for clean-up will be assessed. Disciplinary action will be taken, and a fine of not 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 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 opening it.
3. If unable to leave the room, use towels to block the cracks around the door to prevent the smoke from entering the room 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 fire fighters 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 housing staff on the Wilkerson Hall lawn
2. Wrangler Hall- meet with housing staff on the Wilkerson Hall lawn.

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 meetings are called by the Housing staff or Resident Assistant 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 housing 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 Student Housing Office. The front door of Wrangler Hall shall be locked at all times. Students should use their housing key card 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 housing key card and require assistance entering the building, please ring the doorbell located on the outside of Century Commons. If there is no response from the front desk or if it is after desk hours, please contact the Housing Staff Member On-Duty 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 are furnished with a loveseat, oversized chair, end table, and coffee table. Each kitchen in Century Commons is equipped with an over-the-range 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 must remain in the designated area. Lobby furniture may not be removed from public areas for personal use.

Gambling

Gambling is not permitted in campus housing. It is against State of Texas law to gamble on a college campus.

Guests

The purpose of a guest and visitation program is to create a desirable living experience and to provide opportunities for academic and social interaction of students. The responsibility of maintaining standards and perpetuating the academic purpose of the College through a guest and visitation program rests upon the individual. All residents must maintain personal conduct in a manner that is considerate of roommates, other residents, and other guests. **Every resident is responsible for the conduct of his or her guests at all times, in and around the residence halls.**

GUEST POLICIES

A guest is one who visits in a residence hall at the invitation of a specific resident. Each resident may have no more than two guests in his/her room at any time. This includes other residents.

All visitors must sign in at the front desk and be escorted at all times by the host. Guests must surrender an OC ID, Driver's License or, Government Issues ID to the front desk at the time of check-in. Guests will receive their ID back at the time of check-out. A resident will be held responsible for the conduct of his/her guest, for providing his/her escort in and out of the building, and for abiding promptly by the hours of visitation. A guest is never to be left in a student room without the host being present. If a guest fails to follow the rules and regulations, he/she may be asked to leave and both the guest and host may face disciplinary procedures. Violation of visitation hours will result in disciplinary action.

HOURS OF VISITATION

10 a.m. until 12 a.m.	Sunday-Thursday
10 a.m. until 2:00 a.m.	Friday & Saturday

OVER-NIGHT GUESTS

Opposite-sex, non-student guests of residence hall residents may be accommodated within the residence halls for limited periods of time, if rooms are available. Reservations must be made in advance through the Student Housing Office. A charge of \$30.00 per person will be assessed for each night the guest stays, and is to be paid at the time of check-in by all guests. Each guest must provide their own linens, pillows, towels, blankets, etc.

Residence hall students may house same-sex non-student guests in their residence hall rooms at no charge for limited periods (no more than three consecutive nights and no more than three nights in a thirty day period) if approved by the Housing Coordinator. Residents may host one over-night guest at a time and must be present during the entire time of the visit. In order to host an over-night guest the resident must fill out an Overnight Guest Agreement form and must have the Housing Coordinator approve of the guest's stay at least 24 hours in advance. Failure to abide by this policy may result in a removal of the guest from the facility as well as disciplinary sanctions for both the guest and host.

Non-student guests in the residence halls are expected to abide by all rules and regulations of the College. The resident host will be responsible for his/her guest's conduct. The College reserves the right to withdraw guest privileges.

Health & Safety Inspections

The purpose of health and safety inspections is to identify safety and maintenance problems in order to 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 provide residents with an opportunity to get to know the housing staff. Other facility checks may occur when determined necessary by the Student Housing staff.

Hall staff should knock, identify themselves, and pause before opening the door. Staff will be checking 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 be opened as well to check for mildew/mold. Closets, cabinet doors, 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 student housing rules has occurred. When a problem or violation does exist, a written notice will provide instructions.

Housekeeping

The College's contracted custodial staff does routine cleaning of public areas in the housing facilities. Custodial problems should be reported in writing to the Student Housing Office. It is the responsibility of residents to dispose of trash in the proper places and to keep 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 a Resident Assistant. Applications are available in the Student Housing Office. RAs are provided with free room/board as well as a monthly stipend of \$200. These benefits are considered resources that may be included as income by Financial Aid to calculate awards granted. The Student Housing Office also has a limited number of 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 property of Odessa College. When a key is lost, report it immediately to the Student Housing Office. Residents will be required to fill out a lock-out form to indicate that they have lost their key(s). Fees are assessed for lost keys, lock changes, and key card replacements. These fees are \$100 for the front door key, \$40 for the bedroom key, \$25 for the key card, and \$10 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 Housing Coordinator so that he/she can initiate a lock change. The lock change will occur at the expense of the student who misplaced his/her original key(s). Students are required to report lock and key problems to housing staff as they occur.

The resident of the room should be the only person to have possession of 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 making use of college keys for unauthorized purposes is not allowed. 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 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.

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 Housing Professional Staff. After these steps have been followed, and if the problem persists or the solution proposed is not suitable, contact the Housing Coordinator. Any situation that arises in which the Resident Assistant is perceived as being part of the problem may be taken directly to the Housing Coordinator or Director of Student Life.

Lobby Use

The lobbies are primarily for the use of the residents and their guests. Residents are responsible for their guests' behavior. The public areas are to serve a multipurpose use. There are areas in the lobbies for watching television, visiting, studying, and playing games. These activities are to be carried on in a cooperative manner with consideration and respect for others so that a variety of resident needs may be met. 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 the event of a lock out, contact the Resident Assistant or the Student Housing Office. 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 of these 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. All lock-out assistant charges will be added to the student's account. Only residents assigned to the room/building will be given access into the building, unit and/or bedroom.

Maintenance

Any maintenance problem should be reported immediately to the housing staff. The Student Housing 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 so that the repairs can be made 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 3 days, contact the Housing Office for follow-up. Emergency maintenance concerns will be reported immediately and on-call maintenance staff will be contacted accordingly.

Noise Violations and Quiet Hours

Students living in a residence hall are not expected to be as quiet during the day as they would be 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 12:00 a.m. to 10:00 a.m. Sunday through Thursday and from 2:00 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 be successful in achieving their academic goals.

During quiet hours all unit doors must be closed, and hallways and stairwells must remain quiet. All stereos, TV's, and other devices that make noise must not be heard in the hallways. Residents must always be aware of the noise generated in their room. 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 the noise down. If they do not respond, contact the Resident Assistant or Housing Office for assistance.

During finals week, quiet hours will be enforced 23 hours a day. Quiet hours will begin on the Saturday before finals begin at 12:00 a.m. and will continue until the end of finals. Residents will be permitted to have loud hour between 7:00 p.m. and 8:00 p.m. each day during finals. All lobby areas will be closed during finals week during quiet hours.

Pest Control

The potential for pests exists everywhere. Campus housing is no exception. To eliminate pests, all residence halls are treated regularly. Contact Student Housing as soon as possible if evidence of pests is found. Keep in mind that the pesticides used 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. Professional staff is allowed to have non-aggressive breeds of dog less than 25 lbs as the facility is their family home.

Programming

The housing staff encourages social, intellectual, cultural, and recreational growth of residents 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 either helping to plan or by attending these events. The Student Activities Office and housing staff plans events throughout the year for student entertainment and education. Attendance at these events are highly encouraged and sometimes offer extra credit for coursework (consult your academic instructor). Students also benefit from free vouchers to the Globe Theatre productions through the Student Activities Office.

Renter's Insurance

The College does not assume any responsibility for loss or damage of personal property as a result of theft, vandalism, and/or natural disaster. It is highly recommended that each student have some type of insurance to cover personal belongings while living in a Student Housing facility. Students may be covered on their parent's homeowner insurance policy or may want to purchase separate insurance.

Room Entry Provisions

The privacy of student rooms in College housing will be respected. The College and its officials will abide by the following procedure pursuant 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 Director of Student Life or designee unless an emergency precludes such a delay. 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 which make it necessary for a staff member to search a room for a particular telephone number or address, medication, information, etc.
- 2) Maintenance - Maintenance checks are conducted monthly, by the housing staff. The College reserves the right to enter any room to make damage inspections, necessary maintenance repairs, complete an inventory, and conduct safety inspections.

Safety and Security

The Odessa College Police Department provides the police service on campus. The office is located in the portable building west of Century Commons. The phone number to campus police is 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 Housing:

- A. Halls and stairwells must be kept free of furniture, debris, trash, and other materials.
- B. Horseplay, roughhousing, and throwing of objects in halls and stairwells is 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) 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 card, phone, 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 then housing staff.
- L. Health-related emergencies should be reported to the campus police (phone 335-6666) as well as the housing 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 in a safe location, away from the building or away from the incident location, until College personnel provide clearance. Resident cooperation will help to make things work smoothly for everyone's benefit.

Smoking/Tobacco Policy

According to the College policy regarding the use of tobacco products, it is strictly prohibited inside College buildings, including student housing. In consideration for others, smoking should be done at a reasonable distance of at least 25 feet from the facilities. Cigarette receptacles are located near the main entrance of the building. If students are found to be smoking inside their room, a \$250 smoking fine will be assessed.

Soliciting

No soliciting or selling is allowed in student housing facilities. Soliciting for charitable donations, known as “dorm storms,” must be approved by the 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. Tuesday through Sunday during seasons with warm temperatures. The pool is closed for maintenance on Mondays. Students are expected to socialize and utilize the pool area with common sense and caution. Horseplay and running around the pool is not permitted. Residents must properly dispose of trash and other items in the pool and adjacent picnic areas. The pool may be closed as determined by Housing staff due to improper chemical levels, inclement weather or community discipline.

Telephones

In a time where most college students utilize cell phones for traditional phone communication, the College does not provide landline service. Telephone jacks are installed, but the student is responsible for connecting and disconnecting service for the room. The physical address of College apartments, used for the telephone company, is 2311 N. Andrews Hwy, Century Commons Apt. #, Odessa, TX 79761. If there is a problem with the address, contact the Student Housing Office.

Trash

Trash and garbage from a resident’s room is to be emptied into the trash receptacles located throughout the facility. A minimum fine of \$50.00 will be charged to any student whose trash is found 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 are allowed to have hand weights of no more than 15 pounds but should not have barbells or heavier weights.

CONTACT NUMBERS

Housing Office	432-335-6300
Housing Duty Phone	432-212-4613
Campus Police (OCPD)	432-335-6666
OCPD Duty Phone	432-238-6334

Campus Numbers

Bookstore	335-6655
Cafeteria	335-6435
Career Services	335-6835
Counseling/Help Center	335-6433
Financial Aid	335-6429
Library (LRC)	335-6640
Registrar	335-6404
Student Activities	335-6403
Student Life (Director)	335-6338
Student Learning Center	335-6715
Wrangler Express Center	335-6849

Athletic Numbers

Baseball	335-6850
Men's Basketball	335-6875
Women's Basketball	335-6331
Cross Country	335-6563
Golf	367-6334
Rodeo	561-8978
Spirit Coordinator	335-6573
Softball	335-6793
Athletic Trainer	335-6570
Athletic Director	335-6574
Volleyball	335-6447

2013-2014

This information is provided by the Student Housing Office for internal use at the College. The *Student Housing 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 Student Housing reserves the right to change policies and procedures located in this handbook as needed, with the proper notification to the residents.

ODESSA COLLEGE
STUDENT HOUSING OFFICE

Non-Discrimination Statement
Odessa College Student Housing does not discriminate on the basis of sex, religion, race, color, national origin, disability, or age.