

# ODESSA COLLEGE RESIDENCE LIFE STUDENT HANDBOOK 2020-2021



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## **WELCOME TO RESIDENCE LIFE**

Welcome to Residence Life, 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. Residence Life is a place where you should feel comfortable to be yourself. Take pride in it.

### **Residence Life Mission Statement**

Odessa College's Residence Life'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.

### **Residence Life Office**

The Residence Life office coordinates and facilitates residential assignments, maintenance, and a positive community-living experience. The Director of Residence Life, Housing Records Specialist, and front desk assistants comprise the main office staff. This office works with all aspects of the Residence Life 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.

## **RESIDENCE LIFE STAFF**

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

The Executive Director is responsible for the administrative supervision of Student Life and its departments/offices which include Residence Life, Student Activities, Student Government, Student Organizations, Intramurals, and Health Services. The Executive Director also manages the housing and campus activities budgets, works to provide needed services, listens to student concerns, and promotes campus life. The Executive 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 Residence Life.

### **Director of Residence Life**

The Director of Residence Life 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 Director 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. He/She serves as the chief conduct officer for the College and enforces the Student Code of Conduct.

### **Resident Life Specialist**

The Records Specialist is the central office manager and keeps all paperwork organized, assists the Director whenever needed, and keeps the office running smoothly. The Specialist 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 Specialist also helps students with work order requests and provides general assistance to any visitors to Residence Life.

### **Student Activities Director**

The Student Activities Director is a live-in professional staff member that is available to assist student with after-hour emergencies and concerns. He/She plays a vital role in the Residence Life 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 issues. He/She performs many functions on the housing staff including but not limited to: enforcing all Residence Life policies, encouraging the building of community between residents, and conducting health/safety inspections.

### **Student Life Specialist**

The Student Life Specialist is the central office manager at the Office of Student Life. He/She is readily available to students, faculty, and staff to answer any questions and provide any support possible.

### **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 Director of Residence Life and Housing Office to create and maintain an environment conducive to academic, personal, and social growth. RAs are responsible for seeing that all Residence Life 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 socialize and help build community.

### **Housing Office Assistant**

Front Desk Assistants help with the general office tasks in the main housing office. They work with the Director and Housing Records Specialist 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.

## **RESIDENCE LIFE 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 Residence Life and meal plan policy requirements are maintained in support of this belief.

### **Eligibility**

Any student enrolled in at least 12 credit 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 Executive Director of Student Life and/or Director of Residence 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 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.

### **Sanctions**

Students who move out of Residence Life 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 Residence Life 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 removed from Residence Life 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 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 be in violation of 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. In those instances when 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, pay a \$50 nonrefundable application fee, and pay a refundable \$200 deposit. The application is available at the Office of Residence Life 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 and housing application fee receipt.

### **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 during the first 12 days of the Fall/Spring semester, the student is not entitled to a refund of their housing deposit. The student will also be required to pay for the entire current semester. If a student terminates their housing contract after the first 12 days of the Fall/Spring semester, the student forfeits their housing deposit, and in addition will be charged a \$200.00 termination fee. The student will also be required to pay for the entire current semester.

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

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

If student is admitted to Odessa College Residence Life but elects not to attend, Student must submit a written request to Housing prior to the dates set forth below to receive a full refund of all room reservation charges and deposit. Any request after the day listed below, the student will forfeit their \$200 deposit, with no additional charges up until the first day of 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. Student must fill out all necessary paper work including but not limited to: Emergency Contact Information Form, and Residence Life 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 Residence Life to schedule an appointment before departure.
2. Clean the room and remove 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.**

## **Cleaning and Damage Charge Appeals**

Following move-out, a complete damage assessment of the student's room will be conducted by Housing 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**

Cleaning supplies are not provided by the Office of Residence Life. Each resident is required and strongly encouraged to bring their own cleaning supplies. The Office of Residence Life will not provide cleaning items such as: vacuums, mops, brooms etc. [UF1]

## **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. 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 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 Residence Life 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 account 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 Saulsbury Campus Center.

#### 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.

### **Holiday or Semester Break Closing**

The residence halls are closed during holiday breaks (Winter Break and 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 Residence Life well in advance so that arrangements can be made. There will be an additional charge for housing during this time period at \$30 night or provided room rate.

### **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 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 Residence Life. 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 three items to connect to wifi. This connection provides direct access to the Internet. Forms for students requesting access are available from the Residence Life 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. Wi-Fi 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 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 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 Executive 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 Residence Life 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 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 the first two weeks of school. Any approved room change request made 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. All room changes during consolidation will be honored at the Director 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 Residence Life 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, 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 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 Director of Residence Life 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.

## 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).

## Appeal Process

Any resident who receives a disciplinary sanction for violating a Residence Life policy, has the right to appeal, under the College's due process policy, to the proper Student Life or Student Services representative. 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 found 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.

| <b>Violation</b>                  | <b>Offense Level</b> | <b>Sanction</b>   |
|-----------------------------------|----------------------|---|
| Absence from Mandatory Meeting    | 1st                  | Letter of Warning   |
| Absence from Mandatory Meeting    | 2nd and more         | \$25 Fine   |
| Alcohol Paraphernalia             | 1st                  | Letter of Warning<br>Confiscation of Items                      |
| Alcohol Paraphernalia             | 2nd                  | \$50 Fine<br>Judicial Module- Alcohol 101                       |
| Alcohol Paraphernalia             | 3rd and more         | \$100 Fine<br>Judicial Module- Alcohol 102<br>Housing Probation |
| Alcohol Possession or Consumption | 1st                  | \$100 Fine  |

|                                       |              |   |
|---------------------------------------|--------------|---|
|                                       |              | Judicial Module- Alcohol 101  |
| Alcohol Possession or Consumption     | 2nd          | \$200 Fine<br>Judicial Module- Alcohol 102  |
| Alcohol Possession or Consumption     | 3rd          | \$300 Fine<br>Automatic Cancellation of Housing   |
| Assault                               | 1st          | \$100 Fine<br>Counseling Referral<br>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<br>Restitution of Repair<br>Housing Probation (if not Cancellation)            |
| Disorderly Conduct                    | 1st Offense  | \$50 Fine   |
| Disorderly Conduct                    | 2nd Offense  | \$100 Fine  |
| Disorderly Conduct                    | 3rd and more | \$200 Fine<br>Cancellation of Housing (if applicable)                                     |
| Useable Drug Possession               | 1st          | \$250 Fine<br>Automatic Cancellation of Housing   |
| Drug Paraphernalia or Unusable Amount | 1st          | \$250 Fine<br>Judicial Module- Marijuana or Personal Decision Making<br>Housing Probation |
| Drug Paraphernalia or Unusable Amount | 2nd          | \$500 Fine<br>Automatic Cancellation of Housing   |
| Fire Safety                           | 1st          | \$50 Fine<br>Confiscation of Item   |
| Fire Safety                           | 2nd          | \$100 Fine<br>Confiscation of Item  |
| Fire Safety                           | 3rd and more | \$200 Fine<br>Confiscation of Item<br>Cancellation of Housing (if applicable)             |
| Gambling                              | 1st          | \$25 Fine   |
| Gambling                              | 2nd          | \$50 Fine   |
| Gambling                              | 3rd and More | \$100 Fine<br>Counseling Referral   |
| Noise/ Quiet Hours                    | 1st          | Written Warning   |
| Noise/ Quiet Hours                    | 2nd          | Judicial Module- Community Living from Me to We   |
| Noise/ Quiet Hours                    | 3rd and more | \$100 Fine<br>Confiscation of Items<br>Housing Probation                                  |
| Non-Compliance with Staff             | 1st          | \$50 Fine<br>Judicial Module- Civility and Respect  |
| Non-Compliance with Staff             | 2nd          | \$100 Fine  |
| Non-Compliance with Staff             | 3rd and more | \$200 Fine<br>Housing Probation   |
| Pets                                  | 1st          | \$500 Fine<br>Removal of Pet immediately<br>Cleaning Cost                                 |
| Pets                                  | 2nd          | \$500 Fine<br>Removal of Pet immediately<br>Cleaning Cost<br>Housing Probation            |

|                                   |                          |   |
|-----------------------------------|--------------------------|---|
| Pets                              | 3 <sup>rd</sup> and more | \$500<br>Cancellation of Housing (if applicable)                                |
| Roommate Conflict                 | 1st                      | RA Intervention   |
| Roommate Conflict                 | 2nd                      | HC Intervention<br>Judicial Module- Successfully Living with a Roommate         |
| Roommate Conflict                 | 3rd and more             | Possible Relocation   |
| Self-Injurious Behavior or Threat | 1st                      | Counseling Referral<br>Weekly Rooms Inspections                                 |
| Self-Injurious Behavior or Threat | 2nd and more             | Counseling referral<br>Cancellation of Housing (if applicable)                  |
| Sexual Assault                    | 1st                      | OCPD Referral<br>Cancellation of Housing  |
| Smoking & Tobacco Use             | 1st                      | \$100 Fine<br>Judicial Module- Smoking  |
| Smoking & Tobacco Use             | 2nd                      | \$200 Fine<br>Housing Probation   |
| Smoking & Tobacco Use             | 3rd                      | \$300 Fine<br>Cancellation of Housing (if applicable)                           |
| Solicitation                      | 1st                      | Written Warning   |
| Solicitation                      | 2nd                      | \$50 Fine   |
| Solicitation                      | 3rd and more             | \$100 Fine<br>Written Assignment  |
| Stalking                          | 1st                      | OCPD Referral<br>Counseling Referral  |
| Stalking                          | 2nd                      | OCPD Referral<br>Counseling Referral<br>Housing Probation                       |
| Stalking                          | 3rd                      | OCPD Referral<br>Counseling Referral<br>Cancellation of Housing (if applicable) |
| Theft                             | 1st                      | Return Items<br>OCPD Referral<br>Housing Probation                              |
| Theft                             | 2nd and more             | Return Items<br>OCPD Referral<br>Automatic Cancellation of Housing              |
| Threat of Bodily Harm to Others   | 1st                      | \$50 Fine<br>Counseling Referral<br>OCPD Referral                               |
| Threat of Bodily Harm to Others   | 2nd and more             | \$100 Fine<br>OCPD Referral<br>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<br>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<br>Counseling Referral<br>Housing Probation                           |

|                                  |                 |   |
|----------------------------------|-----------------|---|
| Verbal Harassment                | 3rd and more    | \$100 Fine<br>Counseling Referral<br>Cancellation of Housing (if applicable)              |
| Visitation                       | 1st             | Written Warning   |
| Visitation                       | 2nd             | Judicial Module- Community Living from Me to We   |
| Visitation                       | 3rd             | \$50 Fine<br>Visitation Suspended for 30 days   |
| Visitation                       | 4th and more    | \$100 Fine<br>Visitation Revoked for Semester   |
| Weapons (Firearms or Lethal)     | 1st             | OCPD Referral<br>Automatic Cancellation of Housing  |
| Weapons (Non-Lethal)             | 1st             | \$50 Fine<br>Confiscation of Items<br>Judicial Module- Safe Living on a College Campus    |
| Weapons (Non-Lethal)             | 2nd             | \$100 Fine<br>Confiscation of Items<br>Counseling Referral<br>Housing Probation           |
| Weapons (Non-Lethal)             | 3rd and more    | \$200 Fine<br>Confiscation of Items<br>OCPD Referral<br>Automatic Cancellation of Housing |
| Overnight Guest                  | 1 <sup>st</sup> | warning   |
| Overnight Guest                  | 2 <sup>nd</sup> | \$100.00 fine   |
| Overnight Guest                  | 3 <sup>rd</sup> | \$150.00 fine   |
| Moving Furniture                 | 1 <sup>st</sup> | Warning   |
| Moving Furniture                 | 2 <sup>nd</sup> | \$50.00 fine  |
| Changing lightbulbs              | 1 <sup>st</sup> | Warning   |
| Changing lightbulbs              | 2 <sup>nd</sup> | \$50.00   |
| Changing lightbulbs              | 3 <sup>rd</sup> | \$100.00  |
| 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  |
| Not Disposing of Droppings       | 1 <sup>st</sup> | Warning   |
| Not Disposing of Droppings       | 2 <sup>nd</sup> | \$100   |
| Not 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  |
| <b>Covid -19 Charges</b>         |                 |   |
| Curfew Violation                 | 1st             | Warning   |
| Curfew Violation                 | 2 <sup>nd</sup> | \$100.00  |
| Curfew Violation                 | 3rd             | \$150.00  |
| Visitation Violation             | 1st             | Warning   |
| Visitation Violation             | 2nd             | \$100.00  |
| Visitation Violation             | 3rd             | \$150.00  |

## **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.

### **Babysitting**

Babysitting is not allowed in the Residence Halls.

### **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. 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.

### **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, 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 College housing for no less than one year. Students are also subject to further disciplinary sanction by the Executive 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 Residence Life 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 CO<sub>2</sub> 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 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 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 across the street
2. Wrangler Hall- meet with housing staff on the East side of Wrangler Hall near the corner of 23<sup>rd</sup> and Andrews Hwy.

### 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 Residence Life 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 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 commons 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 allowed in Century Commons. Only residents in Wrangler Hall may have mini fridge or microwaves.

### **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 Residence Life Office. 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 Director of Residence Life. 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 Director of Residence Life 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. If a guest stays overnight without proper documentation or approval, 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. 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 Residence Life 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 Residence Life 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 Residence Life 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 Residence Life 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 Residence Life Office also has a limited number of office assistant positions for students. Other job opportunities maybe 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 Residence Life 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 Director of Residence Life 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 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 light, or unusual light bulbs will not be permitted. Also

### **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 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 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 Residence Life 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 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 into the building, unit and/or bedroom.

#### Maintenance

Any maintenance problem should be reported immediately to the housing staff. This can be done either online on the housing website or in person at the 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 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. 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, 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 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 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 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.

## **Pest Control**

The potential for pests exists everywhere. Campus housing is no exception. To eliminate pests, all residence halls are treated regularly. Contact Residence Life 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. 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 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, mechanical failure (public refrigerator), and/or natural disaster. It is highly recommended that each student have some type of insurance to cover personal belongings while living in a Residence Life 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 Executive Director of Student Life or 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.

## **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 take 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 for others, smoking is only allowed in the designated smoking areas. Cigarette receptacles are located near the main entrance of the building. If students are found to be smoking inside their room, judicial action will be taken.

**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. 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.

**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

|                             |              |
|-----------------------------|--------------|
| <b>Housing Office</b>       | 432-335-6300 |
| <b>Housing Duty Phone</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 |
| 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 |
| Dance              | 335-6447 |
| Softball           | 335-6793 |
| Athletic Trainer   | 335-6570 |
| Athletic Director  | 335-6574 |
| Volleyball         | 335-6573 |

2020-2021

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 OFFICE*

#### Non-Discrimination Statement

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