



RESIDENCE HALL HANDBOOK
SUPPLEMENT TO THE STUDENT HANDBOOK

"... an atmosphere of positive encouragement, tolerance, and mutual respect."

Residence Hall Handbook Supplement to the Student Handbook

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A. Residence Halls Services and Information

FACILITIES

Room furnishings include beds, mattresses, chairs, wastebaskets, study areas, cabinets, mirrors, closets, and storage compartments. All student rooms have cable TV and wireless internet access at no additional cost to you. Lobby areas have color televisions and vending machines. If money is lost in a vending machine, do not try to retrieve it. Report losses to employees in the building, and they will try to collect your money from the vendor.

USE OF FACILITIES

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

HEATING AND AIR-CONDITIONING

All halls are equipped with air conditioning and heating. You may change the level of the heating or cooling by adjusting the thermostat setting. The suggested setting for the system is 68 – 72 degrees during the heating season and 74 – 76 degrees during the cooling season.

INTERNET SERVICES

Residence halls are equipped with wireless internet service throughout the building.

COMPUTER ROOM- network access

The computers located at the residence halls are for resident and staff use only. Computers are to be used for educational purposes only. Web activity may be monitored. Inappropriate web sites (e.g. sexually explicit materials) visited during log on sessions may result in disciplinary action including expulsions. No food and/or drinks are allowed in the computer room.

LAUNDRY ROOM

Each hall is equipped with laundry machines in the laundry room. Students are responsible for all laundry supplies. Clothing should not be left unattended. Howard College is not responsible for lost or stolen items. Students are responsible for keeping the laundry room clean. Report any broken machines to Resident Director on duty.

KITCHEN AREA

Men's and Women's Residence Hall are equipped with a kitchenette. Residents are responsible for proper maintenance of kitchen facilities, including the cleanliness of range/oven. Residents using the range/oven are responsible for cleaning/washing utensils, pots, and pans.

VENDING MACHINES

Individuals losing money in a vending machine at the residence halls should report it to the Residence Hall Director or the RA on duty. The Residence Hall Director will notify students of their reimbursement as soon as the vending machine representative replaces the money lost in the vending machine.

COMMON AREAS

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

TV CABLE AREAS

All halls have TV outlets in each room that are connected to a local cable company that provides 60 channels.

ROOM KEYS

One room key will be issued to each resident after the room condition form and hall contract have been signed. If you lose your key, you must obtain a new key from the RHD. Residents have one week to find the lost key. If the key is not found within that one week, the lock will be changed for your protection and you will be charged **\$45.00**. A new key will be issued for damaged keys that are returned to the Residence Hall Director. Residents who do not return their key at checkout of the residence halls will be charged \$50.00.

MAIL SERVICES

Residents must check in with the Howard College mailroom located in the Student Union Building as soon as possible to activate your mailbox.

The mailroom hours are:

Monday – Thursday 9:30 a.m. - 11:30 a.m. and 12:00 – 2:00 p.m.

Friday 9:00 a.m. until 12:00 p.m.

Upon checking with the mailroom staff, you will be provided with your mailbox number and combination. Failure to activate your mailbox may result in mail being returned to sender. Stamps may be purchased at the mailroom during mailroom hours.

E-MAIL

Students are encouraged to check their Howard College email account on a regular basis. The college utilizes the email system as one of their main means of communication with students, faculty and staff.

PARKING INFORMATION

Students are responsible for their own personal transportation needs. A residential parking area has been assigned to students living in the residence halls. The women's hall parking is directly south of Turner hall. The men's parking area is directly east of the Men's hall. The stadium parking lot is also available to all housing students. Students may not run electrical cords from their rooms to the parking lot. Additionally, all Howard College students must register their vehicles with either the Residence Hall Director and/or Dean of Student Services Office during the first five days of their first semester.

B. Residence Halls Standards for Student Conduct

ROOM RESPONSIBILITIES

You and your roommate(s) equally share the responsibility for your room. You are responsible for the condition of furniture, fixtures, walls and floors. Damage that occurs beyond the limit of wear and tear is your responsibility and will be charged accordingly to you or your roommate(s). Residence Hall Directors will determine normal wear and tear.

CLEANING AND MAINTENANCE SERVICES

It is the student's responsibility to keep the rooms clean and for disposing of their own trash in the trash dumpster assigned to the Residence Hall. Safety & Maintenance checks will be conducted on a regular basis to inspect the rooms and students will be fined and/or disciplined for not maintaining the room. However, if a student allows his/her room to deteriorate to a point that it represents a health, sanitation or safety hazard the Residence Hall Director will step in and have the problem remedied. Students are responsible for their own cleaning supplies.

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

DECORATING

With little creativity and effort, you can quickly and inexpensively transform your room into "your space" a "home away from home". We encourage you to personalize your room however you like. While you may decorate the inside of your room to suit your taste, the outside of your door and window(s) are considered available to public. The College will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Other items promoting prohibited substances (e.g. alcohol and drugs) are not acceptable decorations. These items will be removed and disciplinary actions may be taken.

PROPER USE OF ROOM FURNITURE

Mattresses and other furniture must not be taken out of your room. Fixed fixtures should not be removed from their present locations. The unauthorized removal of fixed furniture will result in the pieces being replaced by Maintenance Service personnel and an appropriate charge being assessed

ELECTRICAL APPLIANCES

Certain types of electrical appliances are permitted in the residence hall rooms provided they carry the Underwriters Laboratories approval on both the appliance and the cord; they do not cause disruption to the electrical circuits by overloading, shorting, or creating line disturbances; and they do not disturb other residents. Approved items include stereos, alarm clocks, radios, televisions, irons, hair dryers, heating pads, fans, hot rollers, small refrigerators (not to exceed 4.3 cubic feet in size), and electric blankets. Except for coffee pots, crock-pots, and popcorn

poppers with self-contained heating units, cooking appliances are not allowed. Two appliances (microwave and refrigerator) will be allowed per room (four per suite).

SMOKING AND USE OF SMOKELESS TOBACCO

No smoking or use of smokeless tobacco is allowed anywhere in student housing. Students will be fined and possibly face disciplinary action. Each residence Hall has designated smoking areas. Big Spring City Ordinance 17-2006 states that smoking in public buildings or within twenty (20) feet of the entrances to these buildings is prohibited and within fifty (50) feet of day care facilities.

ILLEGAL ACTIVITIES

Hazing, gambling, use or possession of various forms of drugs and narcotics, and use or possession of alcoholic beverages and/or containers on college property are in violation of the Code of Student Conduct and Discipline which is found in the Student Handbook. All residents should make themselves familiar with the rules and regulations outlined in the Student Handbook. Violation of college policy will result in disciplinary action. College Officials will notify parents if a student under the age of 21 violates drug and/or alcohol policies/laws.

To control the use of illegal drugs in the residence halls, the college may conduct drug searches using the services of the local police department and/or a private agency. These searches may be conducted on a random basis and without notice to residents.

POSTING INFORMATION IN HALLS

The RHD will review flyers that will be posted within their halls. The College will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Each Residence Hall has established locations where materials will be posted.

ENTRY OF ROOMS BY H.C. STAFF

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

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

In all instances, such entry shall be made only for the purposes set forth above. Observed alleged contraband will be confiscated, and/or alleged violations of housing/College policies,

rules and regulations will be referred to the Director of Student Services or designee for follow-up action. Routine safety & maintenance checks by housing staff will occur at least once a month and during Thanksgiving Break, Christmas Holiday Break, Fall Semester Break and Spring Break periods.

QUIET GUIDELINES

One of the primary rights of students in residence halls is the right to study in one's room free from unreasonable interference. Thus, noise and other distractions, which inhibit the exercise of this right, are strictly prohibited. Students who violate this policy are subject to fines and/or discipline including possible suspension from the residence hall. **Quiet hours are observed between 11:00 p.m. and 10:00 a.m. Sunday-Thursday and Midnight – 10am Friday and Saturday. No visitors before 10am.** However, courteous behavior is expected at all times, even when designed quiet hours are not operational.

During quiet hours, the following guidelines exist:

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

Remember: THE RIGHT TO QUIET ALWAYS SUPERSEDES THE PRIVILEGE TO MAKE NOISE.

FINALS WEEK QUIET HOURS: Due to the stress of finals, quiet hours are in place in the residence halls during finals 24 hours a day until the last final exam has been administered.

VISITATION AND GUESTS

The term “*visitation*” refers to the time period in which residents may have visitors in their rooms and/or in the lobbies. Any students living in the residence halls may host a guest/s or visitor/s in his or her room in a manner consistent with the residence halls visitation policy. All guest/s must abide by the rules and regulations of the residence halls and the college. As a host/hostess, we encourage you to inform your guest/s of our visitation policy. Residents will be responsible for the actions of their guest/s. Any violation of these policies may result in the guest/s being asked to leave and disciplinary actions initiated against the resident(s). The intent of this policy is to provide a higher level of security.

General Visitation Rules –

1. Hours for visitation:
Sunday – Thursday 10:00 a.m. – 12:00 midnight
Friday & Saturday 10:00 a.m. – 1:00 a.m.
Residence Hall premises (i.e. lobbies, porches, patios, close up parking areas, etc.) will be cleared of all visitors at the close of visitation each night.
2. Visitors must sign-in and sign-out on the notebook that is posted in the lobby. Visitors

must accurately and completely sign the notebook or they will not be allowed to visit again and/or subject to a fine.

3. **The resident must remain with his/her guest at all times and escort to the room at the beginning of the visitation and back to the check-in desk at the conclusion of the visitation. Visitors are not allowed to roam the halls or go from room-to-room.**
5. No more than six individuals per room, including the resident(s) will be allowed at a time.
6. Individuals under 18 years of age may not visit the Residence Halls unless accompanied by a parent or with special permission from a Hall Director. Guest(s) may be required to display a picture ID-Card that contains the individual's name and date of birth.
7. Visitors of the same-sex may stay overnight provided the roommate/s agrees and if approved by the Residence Hall Directors 24 hours in advance. If the resident does not let a hall director know that a guest is staying, the resident will be subject to disciplinary action. Visitors with 3 violations will lose the privilege to visit the Residence Halls. Visitors may stay no more than seven days per semester. Visitors of the opposite-sex may not stay overnight.
8. At the close of visitation each evening, Residence Hall Directors and/or Resident Assistants may check rooms to make sure all visitors have vacated the rooms.
9. Visitors and residents must act in an appropriate manner.
10. Showers may not be used by members of the opposite gender at any time.
11. Residents are not allowed to care for children (any age) in the residence hall without permission of a Resident Hall Director. Children should be accompanied by their legal guardian.
12. The college reserves the right to ask any visitors to leave if officials believe the visitor is taking advantage of or abusing the visitation privileges.
13. Any violation of this policy may result in immediate suspension from the residence hall for all residents involved. Non-residents who violate this policy may lose all visitation privileges, face discipline charges with the college, and face charges with the local police.

PETS/ANIMALS

Due to the need for tight controls in the areas of health and sanitation, and the concern for the welfare of animals, PETS/ANIMALS ARE NOT ALLOWED in your room or in other areas of the residence halls. If an animal is reported to have been taken in the residence halls, you will be notified to remove the animal immediately. If student(s) do not remove the animal, within reasonable time (usually around 10 – 15 minutes) or if student(s) violate this policy more than once they will be fined \$100.00 and may face other disciplinary action. Residents may, however, keep a small aquarium of fish in their room.

Each resident of a room is held equally responsible. If your roommate or guest takes an animal into the residence halls and you do not report the violation, you will be subject to the above procedure.

TRAFFIC EQUIPMENT

Traffic equipment is not permitted in the residence halls (signs, cones, flags, lights, barricades, smudge pots, etc.).

INTERFERENCE WITH EQUIPMENT

Interference with any college equipment (i.e. video cameras, surveillance equipment, the fence around the Men's Residence Hall, etc.) is prohibited and will result in discipline including, but not limited to, fines and/or suspension from the residence hall.

FIREARMS, AMMUNITION AND OTHER WEAPONS

State law prohibits possession of or use of firearms, ammunition, BB guns, pellet guns, fake guns that appear real and/or other illegal weapons on any college campus. Any knife used inappropriately and/or as a weapon is not permissible.

FIREWORKS AND OTHER EXPLOSIVE

Possession or use of fireworks and explosives are prohibited.

C. Safety Procedure and Campus Security

“Emergency Health Care” is defined as a medical situation that requires immediate attention. Students should exercise judgment in determining an emergency. In an emergency situation, students should first try to secure their own emergency treatment. If a student is unable to obtain medical care, the Residence Hall Directors should be contacted immediately. If one of the Directors is unavailable, notify the Director of Student Services Office or HC Security. However, Howard College staff members will not transport students to the emergency room, but may request an ambulance to transport the student to the emergency room.

In some emergency health care situations, it may be necessary for college officials to notify parents or guardians of the student’s emergency situation. This action will be taken judiciously at the discretion of the official.

EMERGENCY PROCEDURES

-Fire Safety Procedures

In the event of fire, the most important thing is for you to evacuate the building safely. Familiarize yourself with the emergency fire evacuation floor plan posted in the residence halls. Whenever the fire alarms sounds, you are required to evacuate the building immediately. Failure to evacuate is a violation of city ordinance and subject to fine (\$50.00) and/or disciplinary action.

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

If a bedroom smoke detector alarms due to smoke from a fire, immediately go to the fire alarm pull station in the hallway and activate the building fire alarm. Close the door, dial (9) 911, and evacuate the building. If the smoke detector sounds an alarm other than your own, you should follow the same procedure.

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

Use of emergency exit doors without approval from the residence hall directors, false alarms and damage, theft, or misuse of fire detectors, alarm or extinguishing equipment may result in the loss of housing privileges and/or fine of ***\$100.00***, possibly suspension from the college. Damage of smoke detectors in bedrooms is the responsibility of the occupants.

TONANDO EMERGENCY PROCEDURES

“Tornado Watch” - When atmospheric conditions are such that severe weather or tornado developed, a tornado watch is in effect. Stay in-door, stay alert for warning sirens and listen for weather updates on a weather alert radio (located in the offices of the residence halls), local radio or television station.

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

When a siren is heard indicating a tornado warning:

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

If a tornado strikes:

- * Curl up on the floor, protect your face and head, and stay clear of doors and windows
- DO NOT LEAVE THE AREA UNTIL NOTIFIED “ALL CLEAR”**

OPEN FLAME/BBQ

Candles incense, and other such items that flame or smolder, present a concern for fire safety. Additionally, some candles/incense creates allergy problems for other residents. Consequently, candles, incense and other materials may not be used in campus housing. Barbeque pit of any kind can only be used in designated areas of each dorm. No gas/propane grills allowed, only match lite charcoal allowed. ***Students will be charged a fine (\$50.00) for use of any type of open flame.***

HALL SECURITY GUIDELINES

As a resident, you are extended the privilege of self-regulated hours to enter and leave your residence halls. Residence Hall security ultimately depends on the responsible actions of each resident. Security begins with you. Your room door should be locked at all times. Do not prop open stairwell or outside doors. For purposes of security, all residence halls are locked by 12:00 a.m. Combinations to the door will be provided if you are entering to your assigned residence hall after closing hours.

REPORTING OF THEFT

You should report all thefts, regardless of value, as soon as possible to the RHD. Additionally, the student resident always reserves the right to report thefts to the Big Spring Police Department.

MISSING PERSONS

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

STUDENT I.D. CARD

Your student identification card is a card with your picture on it issued by Howard College, which also serves as a debit card, in which remaining funding will be deposited. It identifies you as a currently enrolled student and entitles you to various services and privileges on campus. Your ID card allows you to eat in the cafeteria, use the college library, campus computer labs, Fitness Center, and also serves as a pass to participate in student activities, and a host of other services. You may have your ID made in the Student Service office of the Student Union Building. If your ID card is lost or stolen, you must pay a \$25.00 replacement fee.

EMERGENCY PHONE NUMBERS

Emergencies	911
Dean of Student Life	432-264-5028
Student Activities Co-Directors	
Melissa Strain	432-213-7773
Lorinda Herrod	432-816-6107
Men's Hall Office	432-264-5200
Turner Hall Office	432-264-5300
Campus Security (after 5:30 p.m.)	432-816-9456
Big Spring Police	432-264-2550
Rape Crisis Center	432-263-3312

D. Contract Information and Assignment Policies

HOUSING DEPOSIT

A Howard College Residence Hall application along with \$100.00 room deposit must be submitted to the appropriate Residence Hall Director before a room reservation is official. It is not applied toward room and board payments. This deposit must be maintained in your account at all times, and damages/fines may not be charged against it unless you are leaving the residence hall.

PAYMENT OF ACCOUNT

Each student resident must sign a Room and Board Housing Contract prior to moving into the residence halls. The contract will outline the cost of living in the residence halls. Charges are based on an academic contract approximately 9 months and do not cover official holidays shown on the college calendar.

ROOM ASSIGNMENT

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

ROOM CONSOLIDATION

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

1. The student may upgrade his/her Housing Contract to a Single Room Occupancy Contract if space is available and the waiting list has been exhausted. Payments will be due within five working days after signing the single room contract. A single room is an additional cost of the room per semester.
2. The student may choose a new roommate of his/her choice. It will be up to both new roommates to decide which room they will move into.
3. The students may choose to have the Housing Staff select a new roommate and determine new assignment.
4. The housing staff will keep coaches informed of all changes due to consolidation.

ROOM/ROOMMATE CHANGE

During the open room change period (after the 12th class day) you may move to another room (depending on the availability of space) or change roommate/s. All room changes need to be made with the RHD and the resident's coach, advisor and/or sponsor if applicable. You will be subject to a \$50.00 fine, disciplinary procedures, and/or possible suspension from the halls for an improper room change if (1) you fail to inform your RHD before making a room change, (2) you change rooms before the open room change period, or (3) you do not move by the date indicated. Your first room change will be free of charge, for subsequent room changes there will be a \$10 charge.

ROOM CHECK IN/OUT

All residents will complete a Room Condition Report Form when they move into the residence hall. It is important to be detailed and thorough when you complete the RCR Form at checking in because you will be charged for discrepancies not recorded when you check out of the room, either for room change or completely leaving the residence halls.

The RHD and/or the maintenance department will determine the amount of charges. In addition to any damages assessed, failure to follow proper checkout procedures will result in forfeiture of the room deposit.

PRIVATE ROOM APPLICATION

1. Check with your RHD to see if space is available.
2. Sign the private Room Contract at the Director of Student Services Office.
3. Pay the single room charge **per semester** regardless of when the single room is issued. This fee must be paid within five days of signing the Contract.
4. Once a Private Room Contract is signed, the student is held responsible for the contract until the last day of the academic year.

LIABILITY

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

WITHDRAWAL PROCEDURE

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

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

RESIDENCE HALL RELEASE

The contract for residence hall accommodation is a binding legal agreement for one academic year. Students must receive permission from the Director of Student Services to terminate the contract prior to the last day of the contract period.

DROPPING CLASSES

Residents must be enrolled full-time (12 credit hours) in the Fall/ Spring semesters in order to live in the Residence Halls. Residents dropping below full-time status must gain approval from the Director of Student Services in order to remain in the Residence Hall. If a resident drops to

six hours or less or officially withdraws from all classes or is dropped by the college, the resident must checkout of the residence hall within 48 hours of the drop date.

INTERIM HOUSING

If a student is returning to the Residence Halls for the Spring Semester he/she must turn in his/her room key prior to leaving for the winter-break. Howard College does not provide Interim Housing and students are not allowed to stay in the Residence Halls during the winter break. Students gaining access to their room prior to the Halls opening without permission could result in a \$200.00 fine and disciplinary action.

E. Residence Hall Staff

Residence Hall Directors (RHDs) Residence Hall Assistants live in the residence halls and are available to assist students. The RHDs and their assistants will enforce college policies; monitor the conditions of the residence halls, and carryout intermediate discipline when necessary. RHDs will let the residents know the hours they are “on duty” and will provide a telephone number where they can be reached after hours for emergency situations only. Students are encouraged to contact the supervisors for any concerns or needs. The supervisors will help or will refer the situation to appropriate personnel.

F. Procedural Guidelines for Use of Residence Hall Facilities

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

The following is a list of guidelines for the reservation and use of facilities.

- Approval of events in public areas will be granted by the Residence Hall Director.
- All functions should be finished and cleaned up by 12:00 midnight.
- Any functions that may go past 12:00 midnight must have permission of the RHD
- Academic departments or other HC organizations that would like to schedule residence hall facilities must receive approval from the RHD.

Termination – Regardless of approval, events may be terminated if those attending act in an unreasonable manner or if a violation of College regulations occurs. The RHD and/or the sponsors of the event may terminate the event.

Damages – Any damage done to hall facilities as a result of a scheduled event will be billed to the group sponsoring the event if the individual(s) causing damage cannot be identified.

Clean-up – The sponsoring group will be responsible for cleaning up after the event and returning the area to its original condition. If clean-up does not take place, a clean-up charge will be assessed to the sponsoring group. (The charge will be determined by the amount of time it requires to clean the facility.)

G. Other Services

DINING SERVICES

All residents are required to purchase the meal plan. General cafeteria rules include but are not limited to:

1. Residents must present their student I.D. card.
2. No shirt, no shoes, no service.
3. A guest may eat with a resident, but the guest is required to pay for the food.
4. If a student is taking classes on another campus close to meal times, they may eat at the different campus provided they receive permission from food service officials.
5. Students needing a to-go plate must notify the cashier upon entering the cafeteria.
6. If a student is ill, another student may take a sack lunch to the student's room. The Residence Hall Director must call food service and request a sick tray.
7. Students are expected to behave in a mature and responsible manner in the cafeteria. If a student is unable to follow the cafeteria rules, they will not be allowed to eat in the cafeteria. No refund of money will be given.

HEALTH SERVICES

Together in a partnership Howard College and Family Medical Center (telephone number 432-267-5531) provide Howard College and SWCID students access to quality healthcare. For those students who do not have health insurance, a \$30 physician fee per visit will be charged (x-ray, laboratory, shots and other ancillary testing fees will be extra). The student will have to pay the physician fee and any applicable fees at the time of the visit. Students who have health insurance will be required to pay the co-pay payment as specified by their respective insurance company.

STUDENT INSURANCE

The college has elected to make available to students a sickness and accident insurance program offered by National Gold Seal Corporation. This coverage is available to all students and their dependents that may want to purchase insurance coverage. A brochure may be obtained in the Student Services Office.

All students are strongly encouraged to have fire/theft insurance on their personal belongings. This insurance can be obtained through your personal insurance provider. Howard College is not responsible for reimbursement of any lost, stolen or damaged personal items.

1-866-HC-HAWKS • 1-432-264-5000 • 1001 Birdwell Lane • Big Spring, Texas 79720
Office Hours: Monday to Thursday 8:00 AM - 5:00 PM, Friday 8:00 AM - 3:00 PM

The Howard County Junior College District does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, veteran status, or any other legally protected status in educational programs, activities, admission, or employment practices. The following position has been designated to handle inquiries regarding the non-discrimination policies: Director of Human Resources, 1001 Birdwell Lane, Big Spring, TX 79720.