



Residence Hall Handbook
Supplement to the Student Handbook

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ADA ACCOMMODATIONS

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

ALCOHOLIC BEVERAGES AND CONTAINERS

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

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

BBQ GRILLS/PITS

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

CAMPUS ALERT SYSTEM

Howard College has partnered with Rave Mobile Safety to offer an emergency alert system, HC Alert, for faculty, staff, and students. This system can send notifications to your Howard College email, cell phone, and any other email addresses you provide. It also automatically posts updates to our social media sites. The system is used for announcements such as closures and weather-related issues, as well as for crisis and emergency notifications, including fire, tornado, and active shooter alerts, both for drills and actual emergencies.

Registered students are automatically enrolled in the program at no additional cost, using the Howard College email address and cell phone number on file. We strongly encourage you to log in to HC Alert (see link below) to verify your contact information and customize your notification preferences. Please note that your cellular provider may charge a fee per text message for emergency notifications. If you prefer not to receive emergency alerts, you have the option to remove your contact information while logged in.

To manage your account, visit [HC Alert Login](#).

For instructions on completing the verification process, please refer to [Verification Process Instructions](#). If you have any concerns about the legitimacy of this email or have questions about signing in or out, please contact the Howard College IT department at helpdesk@howardcollege.edu.

HC Alert is designed to provide timely critical information to students, faculty, and staff. Once an alert is sent, it is transmitted to your cell phone carrier, which then delivers the message to you. Howard College has no control over the delivery time, which may vary depending on your cell phone service carrier or email system. By remaining enrolled in HC Alert, you acknowledge that you understand this disclaimer and voluntarily choose to continue your participation. You also waive and release any rights or claims against Howard College, its sponsors, organizers, supervisors, and employees for any damages or injuries sustained while participating in the program.

CANDLES AND OPEN FLAMES

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

CLEANING

Students are responsible for keeping their rooms clean and disposing of their trash in the designated dumpsters for each residence hall. Monthly room checks will be conducted, and students may face fines or disciplinary action if their rooms are not properly maintained. If a room deteriorates to the point of becoming a health, sanitation, or safety hazard, the Residence Hall Director will intervene to correct the issue. In such cases, the student(s) involved will face disciplinary action. Additionally, students must provide their own cleaning supplies.

DECORATING

Residents are encouraged to personalize and decorate their dorm rooms to their liking. However, please note that the outside of doors and windows are visible to the public, and the college prohibits the display of any items considered racist, sexist, indecent, scandalous, illegal, inciting, or otherwise oppressive. Additionally, items promoting prohibited substances, such as alcohol and drugs, are not allowed. Any such items will be removed, and disciplinary action may be taken. Decorations must not cover, hang on, or interfere with smoke detectors or fire sprinkler heads.

DROPPING CLASSES

To live in the residence halls, residents must be enrolled full-time (12 credit hours) during the Fall and Spring semesters. If a resident drops below full-time status, they must obtain approval from the Dean of Students to remain in the residence hall. Should a resident's enrollment drop to six credit hours or fewer, or if they officially withdraw from all classes or are dropped by the college, they must check out of the residence hall within 24 hours of the drop date.

DRUGS AND PARAPHERNALIA

The use or possession of drugs, narcotics, and related paraphernalia on college property is a violation of the Code of Student Conduct as outlined in the Student Handbook. All residents are expected to familiarize themselves with the rules and regulations detailed in the Student Handbook. To prevent the use of illegal drugs in the residence halls, the college may conduct searches utilizing the Howard College Security Department, local police department and/or a private agency. Searches will be conducted based on probable cause or may be conducted randomly and without prior notice to residents.

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

ELECTRICAL APPLIANCES

Certain types of electrical appliances are allowed in the residence hall rooms provided they carry the Underwriters Laboratories approval on both the appliance and the cord. They do not cause disruption to the electrical circuits by overloading, shorting, or creating line disturbance; and they do not disturb other residents. Approved items include coffee makers, small microwave ovens, popcorn poppers, small refrigerators (not to exceed 4.3 cubic feet in size), televisions, radios, computers, desk lamps, and electrical blankets.

Cooking appliances are not allowed, except for coffee pots, crockpots, and popcorn poppers that have self-contained heating units. Each room may have a microwave and refrigerator. Space heaters are strictly prohibited in the Residence Hall.

EMERGENCY PHONE NUMBERS

- Big Spring Police- (432) 264-2550
- Campus Security- (432) 264-5222
- Emergencies- 911
- Partee Complex On-Call Phone- (432) 816-0202
- Suicide Hotline- 988
- Turner Hall On- Call Phone- (432) 816-2371
- Victim Services- (432) 263-3312

EMERGENCY PROCEDURES

ACTIVE SHOOTER

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

EMERGENCY EXITS AND EQUIPMENT

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

FIRE

Fire drills will be conducted twice per semester in each residence hall—once announced and once unannounced. Failure to participate in these drills while present in the residence hall may result in fines and/or disciplinary action.

In the event of a fire, your top priority is to evacuate the building safely. Familiarize yourself with the emergency fire evacuation floor plan posted in the residence halls. Whenever the fire alarm sounds, you must evacuate the building immediately. Failure to do so is a violation of city ordinance and may result in fines and/or disciplinary action.

Each residence hall is equipped with fire extinguishers, manual fire alarm pull stations, and automatic smoke detectors located in the corridors. Bedrooms are equipped with either battery-operated or direct-

wired AC-powered smoke detectors. Hall staff and maintenance personnel conduct routine inspections to ensure that smoke detectors and their batteries are functioning properly. All smoke detectors are wired into the building's electrical system. If a smoke detector falsely alarms or if you notice an issue, contact the Residence Hall Director immediately. Do not remove the alarm or its cover.

If your bedroom smoke detector alarms due to smoke from a fire, close the door, immediately activate the building fire alarm using the pull station in the hallway, dial 911, and evacuate the building. If you hear an alarm from another smoke detector, follow the same procedure.

Smoke detectors may falsely alarm due to a high concentration of cooking smoke or dust. If this occurs, open the doors, and fan the detector to clear the sensor. The alarm will stop once the smoke or dust dissipates. If the issue persists, contact the Residence Hall Director immediately.

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

TORNADO

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

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

When a siren is heard indicating a tornado warning:

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

When a tornado strikes:

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

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

FACILITIES

COMMON AREAS

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

COMPUTER ROOM

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

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

HEATING AND AIR CONDITIONING

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

KITCHEN

Both residence halls are equipped with a kitchen. Residents are responsible for proper cleaning of kitchen facilities, including the range/oven. Residents using the kitchen are responsible for cleaning/washing utensils, pots, and pans. Failure to follow guidelines may result in suspension of kitchen privileges and/or disciplinary action.

LAUNDRY ROOM

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

USE OF FACILITIES

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

VENDING MACHINES

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

FINE AND REPLACEMENT COST LIST

RESIDENCE HALL FINE LIST

Inappropriate use of keys/lost key/lost fob	\$50.00 /each
Lost key fob	\$50.00
Excessive Lockouts (more than 3 per academic year)	\$10.00/each lockout
Excessive Safe Lockouts (more than 3 per academic year)	\$25.00/ each lockout
Clearly Act Violation: Leaving door unlocked/propped open	\$25.00/ daily violation
Unregistered Vehicle	\$50.00/ violation
Fire Extinguisher	\$250.00
Failure to evacuate the residence halls due to a sounding alarm	\$50.00
False Fire Alarm	\$400

RESIDENCE HALL FINE LIST (Continued)

Tobacco (cigarettes, vapes, chewing tobacco, etc.)	\$50.00
Change Room w/o permission	\$35.00
Climbing on Dormitory Roof (1 warning)	\$25.00
Dirty Room/Floor/Wall(s)	\$50.00
Dirty Bathroom	\$100.00
Dirty Door (remove graffiti, sticky residue, etc.)	\$35.00
Dirty Mattress	\$35.00
Improper Check-out Fee	\$100.00
Improper Holiday Check-out Fee	\$50.00
Destroying/Abusing Furniture	Actual Cost
Quiet Hours Violation	\$100.00
Animals in Residence Halls	\$200.00
Mandatory meeting(s) unexcused absence (per meeting)	\$25.00
Moving Furniture (bed, desk, etc.)	\$50.00 + damages
Improper disposal of trash (1 warning)	\$50.00
Improper activation of fire sprinkler system	\$250.00

RESIDENCE HALL REPLACEMENT COST LIST

Replace door (room)	\$350.00
Repair door (room)	Actual Cost
Replace door (bathroom)	Actual Cost
Repair door (bathroom)	Actual Cost
Replace key core (resulting from a lost key or other)	\$50.00
Replace doorknob (room and/or bathroom)	\$50.00
Replace window (glass large)	\$200.00
Replacement of window glass (small)	\$225.00
Replace window blinds/shades	\$35.00
Replace floor tile(s) (\$6.00 per square foot)	\$6.00
Fill and paint nail holes (per wall)	\$20.00
Repair and paint wall/ceiling	Actual Cost
Replace fire sprinkler head	\$75.00
Replace smoke detector	Actual Cost
Repair/replace bed frame	Actual Cost
Repair/replace mattress	Actual Cost
Repair/replace drawers/shelves	Actual Cost
Repair/replace desk top	Actual Cost
Replace desk chair	\$100.00
Replace trash can	\$10.00
Repair/replace lounge chair	Actual Cost
Replace overhead light covers	\$30.00
Replace bathroom light covers	\$25.00
Replace desk light covers	\$20.00
Replace light fixtures (room, bathroom, desk)	Actual Cost
Replace thermostat	Actual Cost

RESIDENCE HALL REPLACEMENT COST LIST (Continued)

Replace electrical outlet	Actual Cost
Replace electrical outlet cover	\$15.00
Replace electrical switch	Actual Cost
Replace electrical switch cover	\$15.00
Repair/replace sink and/or counter/vanity	Actual Cost
Replace closet clothes rod/brackets	\$20.00
Replace shower curtain	\$10.00
Replace shower curtain rod	\$20.00
Replace shower fixtures	\$160.00
Replace toilet paper dispenser	\$20.00
Replace vent grill	\$45.00
Replace vanity mirror	Actual Cost
Replace damage/missing towel rack/ring	\$30.00

FIREWORKS AND EXPLOSIVES

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

HALL SECURITY GUIDELINES

As a resident, you are extended the privilege of self-regulated hours to enter and leave your residence hall. Residence Hall security ultimately depends on the responsible actions of each resident. Security begins with you. Each Resident's room door is to be locked at all times. Do not prop open stairwell or outside doors. For purposes of security, residence halls remain locked at all times. Each dorm resident is assigned a key fob for entrance to the assigned dorm building.

HOLIDAY BREAK HOUSING SUMMER

To live in summer housing, students must be enrolled in at least one three-hour class each term. During summer break, all residents living on campus will be consolidated into a single residence hall. Residence Halls are closed for one week during the designated Summer Break. All residents must move out of the residence halls during this time.

THANKSGIVING AND SPRING BREAK

Residence halls will remain open during Thanksgiving and Spring Break. However, dining services will be closed during these breaks, so residents will need to make their own meal arrangements.

WINTER BREAK

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

HOUSING ASSIGNMENT PROCESS

ROOM ASSIGNMENT

Returning residents may select their roommates before the end of the year. We will make every effort to honor these requests. If no roommate preference is indicated, the Residence Life Staff will assign roommates based on input from the resident's coach, advisor, sponsor (if applicable), and the housing application. Residence Life Staff reserve the right to adjust room assignments before move-in to prevent potential issues and reduce future room change requests. No resident will be placed in a single room unless there is an odd number of residents, or the resident opts to pay double the room cost, provided space is available.

ROOM CONSOLIDATION

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

1. The resident may upgrade his/her Housing Contract to a single room occupancy contract if space is available and the waiting list has been exhausted. Payments will be due within 5 working days after signing the single room contract. A single room is an additional cost of the room per semester.
2. The resident may choose a new roommate of his/her choice. It will be up to both new roommates to decide which room they will move into.
3. The resident may choose to have the Residence Hall Staff select a new roommate and determine the new assignment.
4. The Residence Hall Staff will notify coaches of all changes due to consolidation.

ROOM/ROOMMATE CHANGE

During the open room change period (starting after the 12th class day), residents may switch rooms or change roommates, subject to space availability. All room changes must be coordinated with the Residence Life Staff and, if applicable, the resident's coach, advisor, and/or sponsor. Failure to notify the Residence Hall Director prior to a room change, making a change before the open room change period, or not moving by the specified date may result in a fine and/or disciplinary action. The first room change is free of charge, but any additional changes will incur a \$10 fee.

INTERFERENCE WITH EQUIPMENT

Tampering with or interfering with any college equipment (such as video cameras, smoke detectors, doors, railings, or the residence hall fence) is strictly prohibited and will result in disciplinary action, which may include fines and/or suspension from the residence hall.

LIABILITY

While Howard College and the Residence Life department will make reasonable efforts to safeguard residents' property, they are not liable for any loss or damage due to theft or other incidents affecting residents' or guests' belongings. Residents are strongly encouraged to ensure their personal property is insured, either through their parents' homeowners' insurance policy or by obtaining a special student policy from an insurance firm that specializes in this type of coverage.

MAINTENANCE SERVICES

Students are responsible for reporting maintenance issues to the Residence Life Staff. The maintenance

department will address repairs as promptly as possible. Residents will not be charged for repairs needed due to normal wear and tear; however, any damage resulting from negligence or misuse will incur a charge. To prevent plumbing issues, do not dispose of items in the toilet that could clog the pipes, such as excessive paper, food, or feminine hygiene products.

MISSING PERSONS

If a residence hall student is reported missing, the Dean of Student Services office will notify the individual listed as the emergency contact on the student's Housing Application within 24 hours. If the missing student is under 18 years old and not an emancipated minor, the school must promptly inform the student's custodial parent or legal guardian. To report a missing resident, please contact the Residence Hall Director immediately.

NETWORK ACCESS

Wi-Fi

Residence halls are equipped with wireless internet service throughout different access points in the building. All rooms have routers with three ports for all internet needs. To connect to the Wi-Fi: select HC Wifi then use student username and password to log in.

WIRELESS ROUTERS

Residence hall students are prohibited from bringing in their own wireless router to use in dorm rooms. All rooms are equipped with routers provided by Howard College Information Technology Department. If a student is found using a personal router, it will be confiscated and held until the end of the semester.

OTHER SERVICES

HEALTH SERVICES

Howard College has partnered with [TimelyMD](https://app.timelycare.com/auth/login), the leading virtual health and well-being solution in higher education, to offer students free and equitable access to medical and mental health support through the TimelyCare platform. This is available, free of charge, to all Howard College students (excluding dual credit). Download the TimelyCare app (App store or Google Play) or get started at <https://app.timelycare.com/auth/login>.

TimelyCare serves as a 24/7 virtual extension of campus health and counseling center resources, with a goal of improving student well-being, engagement, and retention.

Through TimelyCare on their phone or other device, Howard College students can now select from a wide-ranging menu of virtual care options from licensed physicians and counselors in all 50 states – at no cost and without the hassle of traditional insurance – including:

- On-demand and appointment-based medical care
- On-demand mental health and emotional support (TalkNow)
- Appointment-based mental health counseling
- Psychiatric support
- Health coaching

TimelyCare also provides a library of digital self-care content and a peer support community to help students be well and thrive, whenever and wherever they may be.

MAILROOM

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

- Monday: Thursday: 8:00AM-5:00PM
- Friday: 8:00AM-3:00PM

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

MEAL PLAN

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

- Students must present their student ID card.
- No shirt, no shoes, no service.
- Guests may dine with a resident, but they are required to pay for their meal.
- Students attending classes at a different site may eat at that site, provided they have permission
- Students who need to-go plates must notify the cashier upon entering the cafeteria.
- If a student is ill, another student may take a to go meal to their room. The Residence Hall Director must contact food service to request the meal.
- Students are expected to behave in a mature and responsible manner in the cafeteria. Failure to follow cafeteria rules may result in the loss of dining privileges without a refund.
- Brunch and dinner will be served on days when school has a delayed start and during holidays.

STUDENT ID

All students residing on campus are required to obtain a Student ID. This is a card issued by Howard College with the Student's picture and identification number on it. This ID card identifies residents as currently enrolled students and entitles students to various services and privileges on campus. This includes, but is not limited to: College library, campus computer labs, Fitness Center, and serves as a pass to participate in student activities. Student ID cards are made in the Dean of Students office located in the Student Union Building. The following items should be taken to the Dean of Students office when having an ID card made: Valid picture ID and student schedule with HC student ID number. Students must make a refund selection in MyHC prior to making their Student ID, failure to make a refund selection will result in a forfeiture of their \$100 housing deposit.

VEHICLE REGISTRATION AND PARKING INFORMATION

Students are responsible for their own personal transportation needs. A residential parking area has been assigned to students living in the residence halls. Residents may not run electrical cords from their rooms to the parking lot. Residents may not use Howard College water sources to wash their vehicles on campus. Additionally, all residents must register their vehicle by completing the designated section on the housing application prior to moving in. Students who change vehicles, have multiple vehicles, or obtain a vehicle after moving in must complete a vehicle registration form in their housing portal with the required information. Students must register a new vehicle within 72 hours of bringing it to campus or face a fine and/or disciplinary action.

PERSONAL PROPERTY

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

PETS AND ANIMALS

Due to the need for tight controls in the areas of health and sanitation, and the concern for the welfare of animals. Pets and animals are not allowed in any area of the residence halls, this includes outside hallways/corridors. If an animal is reported to have been taken in the residence halls, the resident will be notified to remove the animal immediately. If the resident does not remove the animal within a reasonable time (10-15 minutes) or if the resident violates this policy more than once they will receive a \$200 fine and may face other disciplinary action. Animal control will be called for animals not removed within the time frame given. Residents are also not allowed to harbor animals outside their dorm rooms. These guidelines do not apply to service animals/assistance animals, please see the ADA coordinator for information regarding service/assistance animals.

POSTING INFORMATION IN RESIDENCE HALLS

Residence Life Staff will review flyers that will be posted in the residence halls before sending them to the Dean of Students Office. Howard College and Residence Life Staff will not allow the posting of items that are deemed to be racist, sexist, indecent, scandalous, illegal, inciting, or in any way oppressive in nature. Each residence hall has established locations where materials will be posted. All flyers/posters must be stamped by the Dean of Students Office.

PROCEDURAL GUIDELINES FOR USE OF THE RESIDENCE HALLS

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

- Approval of events in public areas will be granted by the Director of Student Life or Dean of Students.
- 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 Director of Student Life or Dean of Students.
- Academic departments or other Howard College organizations that would like to schedule residence hall facilities must receive approval from the Director of Student Life or the Dean of Students Office.

Events may be terminated if those attending act in an unreasonable manner or if a violation of Howard College regulations occurs. Residence Life Staff and/or event sponsors of the event may terminate the event at any time. Any damage done to the residence hall facilities as a result of the scheduled event will be billed to the group sponsoring the event if the individual(s) causing damage cannot be identified. The sponsoring group will be responsible for cleaning up after the event and returning the area to its original

condition. If clean-up does not take place, a clean-up charge will be assessed to the sponsoring group. The charges will be determined by the amount of time required to clean the facility.

QUIET HOUR GUIDELINES

One of the primary rights of students living in the residence halls is the right to study in one's room free from unreasonable interference. Thus, noise and other distractions, which inhibit the exercise of this right, are strictly prohibited. Residents who violate this policy are subject to fines and/or disciplinary action including, but not limited to possible suspension from the residence hall. Quiet hours are observed Sunday-Thursday between 11:00 p.m. and 10:00 a.m. and Friday-Saturday between 1:00 a.m. and 10:00 a.m. and 24 hours during Finals Week. However, courteous behavior is expected at all times, even when designed quiet hours are not operational. During quiet hours, the following guidelines exist:

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

REMINDEXTXT NOTIFICATION SYSTEM

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

REPORTING OF ILLEGAL ACTIVITY

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

RESIDENCE HALL APPLICATION PROCESS

BACTERIAL MENINGITIS

Senate Bill 1107 requires all students under 22 years of age entering a public, private, or independent institution of higher education in Texas as of January 2012 and thereafter to provide documentation that they have had a meningococcal vaccine or "booster" dose within the past five years and at least 10 days prior to move in.

HOUSING APPLICATION & DEPOSIT

A Howard College Residence Hall housing application along with \$100 room deposit must be submitted before a room reservation is official. The housing application must be completed in the student's housing portal using their Howard College login information. The deposit must be submitted to the campus Business office. The deposit is not applied toward room and board payments. The deposit must be maintained in your account at all times, and damages/fines may not be charged against the deposit unless you leave the residence hall.

SINGLE ROOM REQUEST APPLICATION

Residents may request a single room by contacting the Residence Life Staff member responsible for their building, subject to availability. If approved, the resident must sign a private room contract and pay the single room fee for the entire semester, regardless of when the room is assigned. This fee must be paid within five days of the request and contract signing.

RESIDENCE HALL CHECK-IN/OUT

All residents will complete a Room Condition Report Form in their housing portal when they move into the residence hall. It is important to be detailed and thorough when completing the form at check in. Any damages not recorded during the check-in process will be charged to the residents account during the time of check-out. Residence Life Staff and/or maintenance department will determine the amount of the charges. In addition to any damages assess, failure to follow proper checkout procedures will result in the forfeiture of the room deposit or a \$100 fine if a deposit is not on file.

RESIDENCE LIFE STAFF

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

ROOM ENTRY BY RESIDENCE LIFE STAFF AND MAINTENANCE STAFF

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

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

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

ROOM KEYS & KEY FOBS

One room key and key fob will be issued to each resident after the room condition for and hall contract have been signed. If the key/fob is lost, the resident must obtain a new key/fob from the Residence Life staff. Residents have one week to locate the lost key/fob. If the key/fob is not found within the allotted time, the resident will be issued a new key/fob and charged a \$50 fine for each. Residents who have a key/fob that has been damaged will be issued a new key/fob by Residence Life Staff. Residents who do not return their key/fob at checkout of the residence halls will be charged \$50 for each. Students found loaning or letting other resident/non-residents use their key/fob will be subject to an inappropriate use of keys fine and/or disciplinary action.

ROOM FURNITURE

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

ROOM RESPONSIBILITY

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

SAFES

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

SKATEBOARDS, ROLLERBLADES, SCOOTERS, BICYCLES, OR SIMILAR DEVICES

The use of skateboards, rollerblades, scooters, bicycles, or similar devices inside residence halls and other Howard College buildings is prohibited if it poses a safety hazard or causes damage to college or personal property.

SMOKING AND TOBACCO

Smoking or other use of tobacco products and use of electronic cigarette devices is prohibited in all Howard College facilities. Residents must not smoke or use other tobacco products within 20 feet of doorways and entrances to buildings and within 50 feet of day care facilities. Prohibited products and devices include, but are not limited to cigarettes, cigars, pipes, smokeless tobacco, e-cigarettes, personal vaporizers, electronic nicotine delivery systems, and tobacco-like products. All materials used for smoking in designated smoking areas, including cigarette butts and matches, should be disposed of in appropriate containers.

TV CABLE SERVICE

Howard College does not provide cable service in the residence halls, except in common areas.

VISITATION

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

General Visitation Rules –

- HOURS FOR VISITATION: SUNDAY-THURSDAY 10:00 AM – 12:00 AM
FRIDAY & SATURDAY 10:00 AM – 2:00 AM with the exception of Finals Week**
Residence Hall premises (i.e., lobbies, patios, hallways, etc.) will be cleared of all visitors at the close of visitation each night.
- Visitors must sign in and sign-out on the clipboard that is posted in the lobby. After the Resident Assistant (RA) is at the desk all guests sign in with the RA on duty. Visitors must accurately and completely sign the clipboard, or they will not be allowed visitation and/or subject to a fine.
- The resident must always remain with his/her guest and escort to the room at the beginning of the visitation and back to the check-in desk at the conclusion of the visitation. Guests must stay with their resident the entire time they are signed in. Visitors are not allowed to roam the halls or go from room-to-room.
- No more than six individuals per room, INCLUDING the resident(s), will be allowed at a time.
- Individuals under 18 years of age may not visit the Residence Halls unless accompanied by a parent or with special permission from a Coordinator of Residence Education. Guests may be required to display a picture ID-Card that has the individual’s name and date of birth.
- Overnight visitors are not allowed.
- At the end of visitation hours each evening, Residence Life Staff and/or Security Guards may inspect rooms to ensure that all visitors have left.
- Visitors and residents must act in an appropriate manner.
- Showers may not be used by members of a different sex at any time.
- Residents are not allowed to care for children (any age) in the residence hall without the permission of a Coordinator of Residence Education. Children should be accompanied by their legal guardian.
- 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.
- 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.

WEAPONS

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

WITHDRAWAL PROCEDURE

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

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