

# *Residence Hall Handbook*

**2009-2010**



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3. After entering student housing, a student who moves out of the residence halls during the semester will forfeit all of the deposit. **No refunds will be given to students evicted from the halls.**
4. The deposit rolls over every semester while the student is attending classes. Refunds will only be made once the academic year or spring semester has ended and the student is leaving the residence halls.
5. The deposit rolls over every semester while the student is attending classes. Refunds will only be made once the academic year or spring semester has ended and the student is leaving the residence halls.
6. Common area damages are subject to charges against deposits.
7. Abandoned property is subject to charges against deposits.

### **MEAL PLAN:**

1. Meal plan refunds are given on a weekly pro-rated basis.
2. No meal ticket refunds are given following the **10th week** of classes.
3. Downgrades in the meal plan will not be permitted after the first week of class.
4. Upgrades are permissible throughout the semester. Additional charges will apply. Upgrades are the increase in cost, not meals. For instance you may not upgrade from the 100 block to the 10 Meal plan, you must upgrade to the 15 or 19 Meals.
5. If evicted, the meal plan can be refunded on a weekly pro-rated basis up through the tenth week of class. **There are no refunds after the 10th week.**

**ROOM ASSIGNMENTS:** Returning students have preference in selecting their current room or another room during spring re-application. New students may indicate a room preference on their application. Room assignments are made in priority order, based on date housing applications and deposits are received. We attempt to honor student requests for special living options, specific roommates or assignment. However, failure to honor a preference does not void the contract



## ■ MISCELLANEOUS

**ABANDONED PROPERTY:** Any personal property left behind will be disposed of at the cost of the student and will be charged against your deposit. All abandoned property will be thrown away in accordance with facility disposal laws.

**BICYCLES:** For your convenience, there are bicycle racks located in front of Marapai Hall and between Kachina and Supai Halls. At the end of each school year, an inventory is taken of all bicycles left on the racks, and bicycles are held for a period of 90 days before being auctioned. If you desire to obtain your bicycle while it is being held, you must have your bicycle registered with residence life staff. To register your bicycle, please provide your RHD with the make, color and serial number of your bicycle. Also, it is important to keep your bicycle locked at all times on the bicycle racks, as YC is not responsible for stolen/damaged bicycles.

**CABLE TV:** Each room is equipped with a TV cable jack. Local service provides about 40 channels. There is an additional charge for premium channels, and they can be obtained by contacting CableOne directly by calling 445-4511. Splicing/splitting of the cable line is strictly prohibited and will be reported to both CableOne and Campus Police.

**INTERNET CONNECTIONS:** Each room is equipped with a secure wireless internet connection. If your computer has wireless capabilities, you can obtain your room's wireless internet code from your Hall Director. If your computer does not have wireless capabilities, you can obtain an Ethernet cable from your Hall Director, and plug it directly into the modem for internet connection. With technical questions regarding your room's internet connection, please call the Cable One 24-hour service phone number at 1-877-692-2253. When asked your account number, you can use the "user name" that is on your modem. If you continue to have problems with your internet connection, contact your Hall Director who can speak directly to Cable One and arrange for on-site maintenance. Please do not ask the Yavapai College ITS department for help regarding your room connection; everything should be handled through Cable One. Illegal downloads will be subject to sanction by Cable One and may result in eviction from residence halls.

**HANDICAPPED/ADAPTED FACILITIES:** In order to best meet the needs of students with a handicap, selected rooms have been specifically adapted and modified. Kachina Hall has four rooms adapted for students with physical disabilities and four rooms adapted for the hearing impaired. Kachina also has an elevator for the use of disabled residents and their guests. While we do not require students with disabilities to live in adapted rooms, they are strongly encouraged to do so for reasons of personal convenience and safety. Information and arrangements concerning these adaptations are available by contact the Office of Residence Life.

**LOST AND FOUND:** Each residence hall has a lost and found. Articles may be turned in and/or claimed at each hall office. Campus Safety also maintains a lost and found.

**RENTER'S INSURANCE:** Yavapai College is not responsible for the personal property of students. It is recommended that students obtain renter's insurance to cover their valuables. Many students have coverage through their parent's insurance. We recommend you contact your insurance carrier and ask about renter's insurance.

**ROOM CARE:**

1. If you cause a stain in the **carpeting**, please notify the Hall Director or Custodian for assistance before the stain sets.
2. Do not use products that contain chlorine or bleach in the toilet tank, as it will damage the plastic and rubber parts. Please do not flush anything other than human waste and toilet paper. Other items will clog your toilet.
3. All rooms have a **heating/cooling** control box or thermostat. If your room is uncomfortably cool or warm, please contact a Residence Life staff member. Please conserve energy by turning off unnecessary lights, TV's, stereos, and keeping your room temperature at a comfortable level.
4. Please put your **trash** in plastic bags and throw them into one of the dumpsters located nearest to your hall. **A \$10.00 fine will be imposed for any trash you leave in the hall.**
5. **Wall decorations** may not be adhered using nails, staples, thumbtacks, or adhesive tape which may damage the surface of walls. White putty may be purchased to avoid damage to the walls. Nothing flammable may be posted on or draped across the ceiling due to fire hazard concerns.

**STORAGE:** Storage space in the residence halls is not available for personal belongings or residence hall furniture. Off-campus storage of college property is prohibited.

**VICTIM OF THEFT:** If you are the victim of theft, report it immediately to Campus Safety and your Hall Director. We recommend you keep your door locked at all times, carry your room key, and do not leave your laundry, books or personal items unattended.

