

RESIDENCE LIFE AND HOUSING HANDBOOK

2022-2023



LIVE SMART.

LIVE CLOSE.

LIVE CONNECTED.



Yavapai
COLLEGE



Welcome to your home away from home! Everyone that lives in our community is worthy of a living environment in which they feel safe, included, supported, and connected. To aid in creating an environment of belonging, it's important that every resident understands and knows what is expected while living on campus. You are responsible for acting in a manner that ensures the residence halls are a safe, secure, and inclusive environment for everyone.

All residents are responsible for reading, understanding, and complying with all college and housing expectations and policies presented in this handbook. Please visit www.yc.edu/conduct to access the Yavapai College Code of Conduct in its entirety.

Resident Rights:

All Yavapai College Residents have the right to:

- Provide consent or denial of any guest in their assigned room
- Access one's room always
- Read, study and sleep without interruption or interference
- Be free from unreasonable noise
- Have their personal items respected and secured in their assigned room

Important Note:

The rules and regulations within the following publications apply to all residents, guests, and visitors in and around the residence halls.

- Residence Life & Housing Handbook
- Residence Hall & Meal Plan Conditions and Terms
- Yavapai College Student Code of Conduct










Yavapai College maintains the right to change, modify, or create new policies and rules throughout the academic year. Residents are required to abide by all policy and rule changes. Violation of these policies and rules may be subject to YC (Yavapai College) student conduct procedures and prosecution under the laws of the State of Arizona.

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Residence Life Mission:

The Office of Residence Life provides a safe and positive learning environment that enhances student learning.

Residence Life Vision:

The Office of Residence Life aims to create a premier living environment that directly connects Yavapai College students to academic resources, a sense of community, and diverse programming necessary for student success. Yavapai College maintains the right to change, modify, or create new policies and rules throughout the academic year. Residents are required to abide by all policy and rule changes. Violation of these policies and rules may be subject to YC student conduct procedures and prosecution under the laws of the State of Arizona.

COVID-19 Statement:

Yavapai College reserves the right to close any residence hall in the event of an emergency, which shall be determined at its sole discretion. Room and/or hall assignment or reservation may be denied, changed, or canceled by the College in the interest of health, safety, discipline, or maximum use of space.

Family Educational Rights and Privacy Act (FERPA):

When anyone regardless of age, becomes a student at any college, all rights afforded to parents under FERPA transfer to the student. Students are considered adults upon registration at Yavapai College and as such, are responsible for their actions, contracts, and correspondence with The Office of Residence Life. In some instances, due to health and safety, parents may be contacted. For more information regarding FERPA, please visit [The Office of the Registrar](#).

Section I: General Resident Information**Check-In**

All residents are required to complete an online check-in and room condition report (RCR) upon moving into the residence halls. Failure to report damage within 24-hours check-in grants the Office of Residence Life permission to assume no damages were found in the room upon move-in.

Check-Out

Residents are required to check-out of the halls within 24-hours of their last scheduled final exam. Upon moving out of the halls, residents must clean their room, and complete an online check-out and room condition report.

The Room Cleaning Guidelines include:

- All personal items are removed
- Carpet is vacuumed
- Bathroom countertop, toilet, and bathtubs are clean, and the shower curtain is removed
- All trash is removed
- College-owned furniture remains in the room

When completing the online check-out and RCR, the resident should report any new damage to the room that occurred during their occupancy. Improper check-out may result in additional charges, the forfeit of the housing deposit, or both. All damage charges are assessed to the students account for immediate payment.

Community Safety and Security

The Office of Residence Life expects all community members to take reasonable action to prevent or stop

harassment, discrimination, and sexual violence as well as the violation of the Housing Handbook or Student Code of Conduct. Acting may include direct intervention, a call to an RA (Resident Assistant), a call to Campus Safety, or a report to a person in authority. The residence halls are equipped with video surveillance cameras in public spaces. Cameras are monitored and recorded 24 hours a day.

To report a crime in progress or an emergency, call 911.

To report suspicious activity or a non-emergency, contact [Yavapai College Campus Safety](#) @ 928-237-0420

Security Policy and Guidelines are as follows:

- Residents must lock their room doors when rooms are vacant
- Propping open, tampering, or disabling residence hall entry doors is not permitted
- Loaning, borrowing, or using another resident's student ID/access cards not permitted
- Unauthorized Entry: allowing another person or persons to enter the residence halls by holding the door open for them (tailgating) is not permitted
- All normal entry and exit are through the main access doors of each building
- In the case of an emergency or fire alarm: please use the closest emergency exit door

Implied Consent

Students are responsible for all activities that occur in their residence hall room. By allowing the existence of behaviors or items that violate Residence Life or college policy, students demonstrate an implied consent for the violations. As a result, students are responsible for taking an active role in ensuring that inappropriate behaviors or items do not exist in the residence hall room. Residents should report behaviors or items that violate residence hall or college policy to a staff member or an RA. Passive participation in events that violate the Student Code of Conduct or the policies in this Housing Handbook will be viewed as a policy violation.

Guests

A "Guest" is defined as any individual who is not currently assigned to the room where they are present. This definition applies to both "Visitor Guests" and "Resident Guests." Having a guest in the Yavapai College Residence Halls is a privilege.

Residence Life Staff is available to assist residents who may require support or guidance in working with a roommate about the presence of guests in their shared room, and especially in cases where a roommate displays a lack of consideration for others or abuses the privilege of hosting guests.

Host Resident Responsibilities:

- Host residents are permitted to have one guest at one time
- Host residents are required to attain consent from their roommate prior to having a guest spend the night in their room.
- Failure to attain roommate consent may result in a loss of hosting privileges
- Host residents are required to register their visitor or overnight guest using the online registration system prior to guest building/room entry.
- Host residents are required to accompany/escort their visitor guest at all times, including but not limited to – within their assigned room, common areas, hallways, restrooms, and outdoor areas.

- Host residents are responsible for the actions of their guests and may be held accountable for their actions.

Visitor Guest Guidelines:

Any person not properly registered and/or escorted by a host resident may be removed from the building(s) by Yavapai College Campus Safety and restricted from future entry.

- Visitor guests must be 18 years old or older
- Visitor guests cannot be left anywhere in the building without their host resident, including the host resident's room.
- Visitor guests who violate any policy while in the residence halls or surrounding area may be subject to penalties and may be removed from the building(s) Yavapai College Campus Safety and restricted from future entry.

Overnight Guest Guidelines

- "Overnight" is defined as any visit (resident guest or visitor guest) exceeding 4 hours between midnight and 8 am on any given night.
- Overnight guests are not allowed during the first two weeks and the last two weeks of each semester
- The length of stay for any overnight guest may not exceed two consecutive nights in a 30-day period
- No single overnight guest may stay more than 8 nights per semester
- There is a maximum of one overnight guest allowed in a double occupancy room on a given night
- The overnight guest policy applies to residents who are assigned a single room or are currently not assigned a roommate.

Quiet and Courtesy Hours

Residents and guests are expected to respect others and to assert their right to an environment that promotes learning. Excessive noise or behavior that disturbs others within YC housing is not permitted. During quiet hours, no noise should be heard outside of the rooms. Residents should also be aware that the City of Prescott prohibits unnecessary noise that disrupts the community. For more information on this ordinance, please visit prescott-az.gov.

Quiet Hours

Sunday – Thursday: 10 pm to 8 am
Friday – Saturday: midnight to 8 am

24-hour quiet hours are observed throughout the entirety of finals week.

Courtesy Hours are in effect at all other times, and guidelines are as follows:

- Loud noise, including talking loudly on a cell phone, yelling or loud music is not permitted in or around the residence halls. The use of bass with portable speakers must be closely monitored due to the vibration that it causes in a residence hall environment.
- Amplified instruments, drum sets and other items that create loud noise are prohibited

Continued issues of excessive noise, regardless of time of day, may result in disciplinary action. Residents who receive up to three noise warnings will be referred to the Student Conduct Office for violation of this policy.

OneCard, Room Keys, and Lock-Out Assistance

- **OneCard:** The OneCard is Yavapai College's identification card for students. The OneCard is used to access

records, use the meal plan, setup a Flexicash account, check materials out at the library, and to access secured buildings on campus. The OneCard is required to enter the residence halls.

- **Room Keys:** Residents receive a room key upon check-in and are responsible for the key throughout occupancy. Lost room keys are a safety concern and must be reported to the Office of Residence Life immediately. The fee to replace keys and change the lock on the door is \$75.
- **Lock-out Assistance:** If a resident is locked out of their room, they are instructed to contact the Residence Life on-call phone @ 928-717-7177. College staff will not grant access to any room if the resident does not have their student ID present. Under no circumstance will staff unlock a room for a non-resident. To promote the responsibility and safety of the residential community, the Office of Residence Life will charge a \$15 fee for each lock-out incident that occurs after the first three requests for assistance.

Room Consolidation

The Office of Residence Life reserves the right to consolidate single occupants of rooms (non-paid for private rooms) at any time. Residents asked to move are given 48-hours' notice. When possible, the resident has the option to buy out the full room as an alternative to moving. If consolidation is not possible, the resident may stay in their current room without a roommate until the department places a new resident into the unoccupied half of the room. The unoccupied half of the room should remain clean and ready for a new occupant at any time. All residents are given 24-hours' notice when a new occupant is moving in.

Room Changes

All residents are placed in room assignments for the entirety of their housing contract. Residents requesting a room change must first speak with the Residence Hall Coordinator (RHC). The RHC will attempt to resolve any issues between roommates. Final room changes are approved by the RHC. Changing rooms without permission is a conduct violation.

Room Entry

College officials reserve the right to enter and inspect residence hall rooms at any time necessary to protect and maintain the property of the College, or the health and safety of its students. The College reserves the right to enter a resident's room, during regular business hours and at other times with advance notice, if possible, to the resident, for the following reasons: to conduct periodic maintenance, custodial, and health and safety checks; and when the college reasonably believes any person(s) occupying the room may be physically harmed or in danger.

In instances where the College reasonably believes that college rules, regulations, or policies are violated, college officials will obtain consent by the resident before entering a room. After entering a resident's room, college officials may request consent from the resident to perform administrative searches of residents' personal property in the room.

Health and Safety Room Checks

The Office of Residence Life reserves the right to take inventory and inspect rooms at reasonable, announced times. Health and Safety Room checks ensure that safety and health standards are maintained by residents for the benefit of the entire community.

Health and Safety Checks include, but are not limited to:

- Checking that smoke detectors are intact and functioning properly
- Checking for general safety hazards

- Any issues that may contribute to general sanitization concerns

While the primary purpose of Health and Safety checks is to ensure that the facilities are maintained in a manner that promotes a safe living and learning environment, any violations of the Student Code of Conduct or Residence Life and Housing Handbook will be noted accordingly and may be subject to conduct review.

Room Maintenance Requests

- Non-Emergency Maintenance: The online [Room Repair Request](#) allows residents to report non-emergency maintenance issues to the Office of Residence Life at any time of the day. After submitting a [Room Repair Request](#), residents receive status updates via scholar email as the request is processed and completed
- Emergency Maintenance: Conditions that can cause excessive damage or impact a resident's safety (i.e., gushing water, leaks, sparks or shorts from electrical outlets, shattered windows, exterior/interior doors that won't lock) are considered to be maintenance emergencies and should be reported immediately by contacting the on-call phone @ (928-717-7177).

Trash/Recycle Disposal

Residents are responsible for removing all garbage, recycling from their rooms, and placing it in the appropriate outdoor receptacles. A Commercial dumpster is located outside of the residence halls. Recycling bins for paper, aluminum cans, and plastic bottles are in the common areas of each hall. Inappropriate disposal of trash in the hallways or lounge areas of the residence halls will result in a conduct incident and reported appropriately. The Office of Residence Life will charge a \$15 trash citation fee for every reported incident.

Holiday Closures

The residence halls are closed during winter break and all residents are required to vacate during this closure. All residents are required to obtain approval to stay over Thanksgiving break and spring break.

Entry to the residence halls is not permitted and OneCard access is revoked. Failure to vacate during winter closure is a conduct violation.

Deposit Refund

Housing deposit refunds, when applicable, will be credited to the resident's YC account to pay outstanding college charges or refunded to the resident upon proper check-out of the residence halls (in accordance with the housing contract). Deposit refunds are not released to the residents account for 4 – 6 weeks processing time. *Residents returning for the following academic year must reapply, but their housing deposit will transfer from one year to the next.*

Housing Fees and Appeal Process

A student has a right to appeal any damage, cleaning, key/door, lock-out fees or check-out charges assessed by the Office of Residence Life upon check-out. After additional charges or fees are assessed, students will receive an email notification from residence.life@yc.edu to their YC email account outlining the charge(s) and the appeal process. All appeals must be submitted to the Office of Residence Life within 10 days of the initial notification outlining the charge(s). Appeals will not be considered after that deadline. The Office of Residence Life will research the appeal, consult with appropriate staff, and make a decision that remains final.

Section II: Amenities & Services

Study Rooms and Lounges

Each residence hall offers 24-hour study rooms and lounge areas. The lounges include access to recreational equipment, video games and vending machines.

Computer/Internet Connection

The Residence halls are equipped with direct access to the internet at no additional cost. Residents are responsible for furnishing their personal computers. The main lounge and hallways in each residence hall have Wi-Fi access.

Room Care

Vacuums are available for check-out upon request. Residents are required to use 3M brand Command strips or painter's tape to hang items in their room.

Equipment Check Out

Recreational equipment is available for check-out upon request. Residents are held financially responsible for returning damaged equipment.

Laundry Facilities

Each residence hall provides a laundry room at no additional cost. Residents must supply their own HE (High Efficiency) detergent. The Office of Residence Life strongly recommends that residents remain with their laundry at all times to decrease the chances of theft. Please ensure these areas are clean and free of debris. Abandoned property, including clothing, left in the laundry room for more than 5 days is considered college property and will be donated.

Bicycle Storage

Bicycle racks are in front of both residence halls. To reduce theft, the Office of Residence Life strongly encourages residents to always lock their bicycles. Bikes are not permitted inside the halls or in resident rooms.

Dining and Meal Plan Services

The Rider Diner is in the lower level of building 3. A meal consists of one entrée, three sides, any fountain beverage, soup, salad bar and a dessert. Residents can purchase additional sides and packaged items with Rough Rider Dollars or cash. All meal plans are limited to 4 meals per day.

Health and Wellness Services

- Please visit www.yc.edu/wellness to access a variety of Health and Wellness resources, including coaching support services, medical services, and mental health and counseling.
- YC Fitness Center: Residents qualify for a student discount on a combo fitness center/pool pass. Contact (928) 771-4886 or visit [YC Fitness Center](#) for more information.
- Residents are encouraged to carry personal medical insurance, as Yavapai College does not offer students health insurance.
- Yavapai College Trail: This 1.5-mile, non-motorized, multi-use trail was built to preserve natural areas, provide recreational opportunities, and encourage biological, and cultural opportunities for all. The trail is open from dusk to dawn. Hikers and cyclists must yield to equestrians.

Mail and Personal Packages

All mail and personal packages are received and processed by the Mail Center, then placed in the electronic package pod for resident pick up in building 3. When Mail Center staff deliver the package/mail to the package pod, the resident will receive notification via email or text message. Packages are delivered to the pod during standard business hours only. Packages that are too large to fit in a will required resident pick up at the mail center in building 7. The Mail Center will notify the resident of the package via scholar email.

Residents are prohibited from using the physical address of their residence hall as their mailing or shipping address, as companies such as USPS, DHL, FedEx, and UPS are not contracted by Yavapai College to deliver directly to the residence halls. To avoid lost, undelivered, or returned mail/packages, residents-are required use the address format listed below:

Student's Full Name
YAVAPAI COLLEGE
1100 East Sheldon Street
Prescott, AZ 86301-3296

Parking Permits

Residents receive a parking permit for the designated residence hall parking lot upon move-in. If a parking permit is needed after move-in, please call Residence Life on call @ 928-717-7177 to request a parking permit. All vehicles must display a current parking permit. Fees may be assessed for replacement permits according to the current fee schedule. Parking is prohibited in designated parking areas without a permit. Violators will be subject to law enforcement action.

Section III: Housing Rules and Conduct Violations Subject to Disciplinary Sanctions

Residents are responsible for complying with all applicable laws and College policies, including the rules set forth in the Student Code of Conduct and the Residence Life and Housing Handbook. The rules highlighted below by the yellow arrow apply to all students at Yavapai College, those living on-campus and off-campus; and accordingly, will also be mentioned in the Student Code of Conduct.

For student behaviors that constitute violation of criminal and/or civil laws and College policy, students may be subject to additional criminal and/or civil action. The Office of Residence Life is required to appropriately respond to and resolve violations, which may include contacting [Yavapai College Campus Safety](#) in any situation. The College conduct review process may proceed before, during or after criminal or civil proceedings. Student conduct cases will be resolved according to the disciplinary procedures outlined in the [Student Code of Conduct](#).

- 1.1 An individual shall not possess, distribute, sell, offer to sell, purchase, offer to purchase, or use, alcohol, illegal drugs, or drug paraphernalia; all residents are prohibited from hosting or being in the presence of others consuming alcohol or drugs in any YC residence hall or on YC grounds; or be under the influence of alcohol, drugs or medication (except as prescribed by a physician and used in accordance with prescription). All provisions of Arizona state law regarding alcohol are in effect at all times, including but not limited to minor in consumption, minor in possession, furnishing to a minor and public consumption laws.
- 1.2 Possession of a valid Medical Marijuana Registry identification card DOES NOT authorize residents or their guests to possess, use, or distribute marijuana in any residence hall, YC owned property, or in any public area of the YC Campus. Note: The term "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, or controlled substance (imitation or otherwise) as defined by law. The term "medication" means any substance that is available legally by prescription only in the state of

Arizona. Refer to the YC Student Code of Conduct Article 3 for more information.

- 1.3 No person may be in possession or presence of alcohol containers or paraphernalia. This includes displaying alcohol containers or items which facilitate binge drinking (shot glasses, bongos, party balls, etc.) even if they are empty. Remaining in a room containing open, unopened, or empty containers of alcoholic beverages are prohibited.
- 1.4 Public or severe intoxication, regardless of age, is prohibited.

Assist with a Rule Violation

Assisting in the violation of Housing Rules or Yavapai College regulations or encouraging the violation(s) of these regulations is prohibited. Residents who are aware of or in the presence of a policy or rule violation and do not report it or try to stop the behavior are also held accountable.

Bicycles

- 1.5 Bikes within the residence halls must be stored in the bike racks provided.
- 1.6 Facilities staff will relocate all bikes that are not parked in the provided areas.
- 1.7 Riding bikes indoors is prohibited, and residents are responsible for the costs associated with any damages resulting from transport or storage of bicycles in the halls.
- 1.8 Leaning bikes against the buildings, posts, benches, trees or other structures is prohibited.

Bystander/Amnesty Exemption

The Office of Residence Life recognizes that fear of disciplinary outcomes may hinder reporting or requests for help and has developed an Amnesty or Bystander Intervention process to alleviate such concerns and encourage residents to respond.

The Office of Residence Life provides disciplinary amnesty for students, who report:

- the intoxication of others;
- an act of bias or discrimination; and
- a sexual assault, another form of gender-based discrimination, or sexual violence

In such cases, the incident will be documented, and educational or health interventions may be required as a condition of foregoing disciplinary sanction. The reporting student will not receive a violation on their record. This Amnesty policy applies to the College's student conduct disciplinary process.

The Amnesty policy does not apply to repeated, flagrant, or serious violations or violations that caused harm to another person. This policy does not preclude action by Campus Police or other outside legal authorities.

Business Operations

- 1.9 Door-to-door sales are prohibited.
- 1.10 Solicitation in the residence halls is prohibited.
- 1.11 Operating a business out of a resident's room or within the building is prohibited. This includes Internet or web-web based businesses.

Confiscation

The Office of Residence Life has the right to confiscate any prohibited item. Any item left in a room after check-out or found in public areas in the halls will be held for 5 days and then become the property of Yavapai College.

- 1.12 Students may not damage, vandalize or tamper with the property of the College or other parties.

- 1.13 Tampering with fire equipment, including but not limited to, covering in-room smoke detectors in any way, may lead to automatic eviction from the halls.
- 1.14 Stealing, borrowing, disassembling, or modifying College property is prohibited, including furniture. College-owned furniture must be kept in the rooms in which they are intended. Room furniture must remain in student's room at all times, and study room furniture cannot be moved or borrowed.
- 1.15 Community billing occurs when damage, vandalism, theft or a lack of cleanliness occurs in the common area spaces of the residence halls communities. Common area spaces include, but are not limited to: hallways, bathrooms, kitchens, stairwells, lounges, smoking areas and outdoor recreational courts, etc. When no individuals are found responsible for damages in a common area, incurred damage costs are equally pro-rated among the residents of the floor/wing/building and assessed to students' accounts.

Disruptive Conduct (Section III, Paragraph 8)

- 1.16 Placing an explosive device or threatening the placement of an explosive device on College premises is prohibited. This includes any dangerous or disruptive chemical/biological agents on College premises.
- 1.17 Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows is not permitted.
- 1.18 Disabling window stops or removing screens is prohibited.
- 1.19 Throwing, dropping, or shooting any object (including liquids) within or from residence hall windows or any building is prohibited. Removal of window screens is prohibited.
- 1.20 Sports activities are not permitted inside the residence halls or close to the buildings. This includes, but is not limited to, frisbees, hacky sacks, darts, water fights, and snowball fights. Cleats may not be worn indoors.
- 1.21 Under no circumstance are bicycling, skateboarding, rollerblading, skates, or related devices be allowed on benches, steps, or stairs and any other building structure around the residence halls. Be aware that skateboarding, rollerblading and related devices are prohibited for use on sidewalks on campus. Hoverboards are prohibited in the residence halls.
- 1.22 Repeat offenses of disorderly conduct or any other policy will result in increasingly severe sanctions. Willfully or knowingly lying or supplying false information to, or withholding information from, a student conduct officer, other College personnel, or student conduct hearing panel whether on one's behalf or on the behalf of another is not permitted. Please see Student Code of Conduct for detailed policies.
- 1.23 Inflicting or attempting to physically harm another person is prohibited. Fighting is not tolerated on the YC campus.
- 1.24 Wrestling, sparring or rough play of any kind in the residence halls, or surrounding area is prohibited.
- 1.25 Participation, active or passive (being present during) a fight is prohibited.
- 1.26 Threatening, swearing, or using vulgar language or behavior toward others is prohibited.
- 1.27 Extension cords and surge protectors: The use of extension cords or multi-plug outlet adapters are not permitted. Surge protectors are allowed as long as they are not connected to each other.
- 1.28 Cooking items: The only permitted cooking appliance in residents' rooms are blenders, microwaves (up to 700 watts), electric popcorn poppers, refrigerators, (not larger than 3 cubic feet) Keurig-like coffeemakers, and water warmers. Items with open heating elements such as electric woks, George Foreman grills, toasters, etc. are not permitted.
- 1.29 Coffee makers with the heating element contained within the unit (like Keurig and most single cup makers) are allowed in residents' rooms. Coffee makers with open heating elements are not permitted.
- 1.30 Heaters: Space heaters, immersion heaters, sunlamps and like items are prohibited.
- 1.31 Arson: Purposely attempting to or setting fire to or burn any building, furnishings, personal property, or equipment is prohibited.
- 1.32 Combustible substances: Using or storing grills, charcoal, flammable liquids or containers (empty or full)

such as fuels, solvents, or other highly combustible substances in campus housing is prohibited. Grills located outside of the buildings may be used upon RA approval.

- 1.33 Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is prohibited. This includes touching, hanging any items from, or covering sprinkler heads and smoke detectors. Falsely reporting, setting, or causing a false alarm is prohibited. Violation of this policy may result in immediate eviction.
- 1.34 Flammable materials: Burning of any substances in the residence halls is prohibited. Possession of candles or incense is prohibited. Halogen Torchiere lamps, lava lamps, candle warmers, wax pots, potpourri pots, and oil lamps are not permitted due to the high incidence of related fire safety concerns.
- 1.35 Storing, transporting, or discharging fireworks of any kind is prohibited. Non-potted, non-rooted trees are not permitted.
- 1.36 Failure to evacuate or follow directions during an alarm: To enhance the safety of everyone—including emergency response personnel — residents and guests must follow directions given by staff, emergency responders, or the voice system or leave the building and move to an area of safety. A fine and conduct review will be assessed to residents who do not evacuate the building.
- 1.37 The use, possession, charging or storage of all hoverboards, or similar devices in or around the residence halls is prohibited.

Initiation/Hazing/Harassment (Section III, Paragraphs 3 and 5)

- 1.38 An individual shall not engage in any activity involving hazing, intimidation, harassment, assault or other activity related to group affiliation that is likely to cause or does bodily danger, physical harm, mental harm, or personal degradation or humiliation.
- 1.39 All initiations, including those related to any College club, athletic team, or other groups are subject to the above prohibitions on whether or not the conduct occurs on College property.
- 1.40 Reports of initiation, hazing or harassment will be fully investigated, and offenders may be prosecuted.

Pets

- 1.41 Pets other than fish are not permitted in residence halls, either on a temporary or permanent basis.
- 1.42 Fish tanks must be no larger than 5 gallons. Fish are defined as animals who live entirely underwater and never come up for air.
- 1.43 Cruelty or abuse of any animal in and around the immediate area of the residence halls is prohibited.
- 1.44 Animal carcasses and taxidermy are prohibited.
- 1.45 Animals being utilized for academic research are not allowed in residence halls.

Posting

Signs, posters, advertisements or other related items posted anywhere other than the residents own door or in their respective room without approval from the Office of Residence Life is prohibited.

Room Personalization

- 1.46 Stickers and decals on windows, doors, walls, and furniture are prohibited.
- 1.47 Nails and tacks are prohibited.
- 1.48 Decorations may not cover exit doors, hallways, lights, ceilings, room numbers, security peepholes, exit signs, fire sprinklers, extinguishers, alarms or like items.
- 1.49 Renovations including painting and remodeling is prohibited.
- 1.50 Placing items on the exterior of the building (antennas, cable, dishes, etc.) and disassembly of or removing college-owned furniture is prohibited.

- 1.51 Waterbeds and other water-filled furniture are prohibited.
- 1.52 Window air conditioner units are prohibited.

Security

- 1.53 Propping Doors: Propping open, tampering with, disabling, or otherwise causing a door not to effectively close, latch, or fully fit into place is prohibited.
- 1.54 Locks/Keys: Tampering with any residence hall lock or disabling a door is prohibited.
- 1.55 Duplication of keys or cards or misuse of combinations to any residence hall building, room, closet, or office is prohibited.
- 1.56 Misuse of Yavapai College OneCard: The student OneCard is the property of Yavapai College. Giving, loaning or borrowing the OneCard to or from any other resident or student is prohibited.
- 1.57 Unauthorized Entry: Building and area entry is restricted to residence hall students and their invited/accompanied guests. Entering through locked doors, windows, over gates or fences, or attempting to break and enter is prohibited. Unauthorized use of a key, OneCard, or another method to gain entry to locked facilities without college authorization is prohibited. Allowing another person or persons to enter the building by holding the door open for them (tailgating) or allowing another person to use your OneCard to gain entry into the building is prohibited.
- 1.58 Unauthorized Room Entry: In an effort to maintain the privacy and security of all persons in or around the residence halls, students and/or their guests are not permitted to enter the room of another resident unless specifically invited to enter their room.

Service and Assistance Animals

- 1.59 Individuals must comply with the [Yavapai College Service Animal Guidelines](#) set forth by [Disability Resources](#) and housing rules and regulations as they pertain to animals in the residence halls, all applicable federal, state and county laws and regulations, including vaccination, licensure, animal health and leash laws.

- 1.60 Yavapai College is not responsible for the care or supervision of service and/or assistance animals.
- 1.61 Individuals are responsible for the control of their companion animals at all times and for ensuring the immediate clean-up and proper disposal of all animal waste.
- 1.62 Service and Assistance Animals must be crated when left in a residents' room unattended.

Sexual Misconduct/Harassment (Section III, Paragraphs 20 and 24 and Policy 10.07)

- 1.63 Sexual Misconduct: Sexual offenses including but not limited to contact, intrusion, or penetration without consent, stalking, relationship violence, public sexual indecency, and indecent exposure are prohibited.
- 1.64 Similarly, video or audio recording of sexual activity without consent and sexual activity resulting from emotional coercion are prohibited.
- 1.65 Consent may never be given by those not yet eighteen years of age, those who are incapable of giving informed consent as a result of alcohol or other drug consumption (voluntary or involuntary), those with impairments to reasoning or judgment, or those who are unconscious, Consent may never be obtained as a result of coercion, intimidation, threat of force or force.
- 1.66 Harassment: An individual shall not engage in sexual harassment which consists of any unwelcome sexual advance, request for sexual favors or other written, verbal, or physical conduct of a sexual nature when: (1) submission to or rejection of the conduct is made either an explicit or implicit condition for access or decisions relating to any college-related opportunities; (2) the expression or conduct substantially interferes with an individual's academic or work performance or creates an unreasonably intimidating, hostile or offensive learning, work, or other college-related environment; or (3) the expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome. Allegations of harassment or sexual misconduct will be resolved according to the grievance process established in [Policy 10.05](#) (Student and Employee Grievance Based on Discrimination, Harassment, Sexual Misconduct or Retaliation).
- 1.67 Smoking is permitted in [Designated Smoking Areas](#) only. A ticket of \$25 can be issued to a student by the College Police for not smoking in a designated smoking area.
- 1.68 Smoking is prohibited within all residence halls and recreation areas.
- 1.69 Smoking traditional pipes, cigarettes, vaporizers, e-cigarettes or like items outside of the designated area (including sidewalks, benches and picnic tables) or indoors is prohibited.
- 1.70 Hookahs are prohibited in or around the residence halls. This includes storage of these items in resident rooms.

Technology/Telecommunications (Section III, Paragraph 17)

- 1.71 Misuse, damage, or tampering with computers, software, or data line access is prohibited.
- 1.72 Tampering or misuse of a telephone calling card number or telephone line is prohibited.
- 1.73 Violation of any of the rules or regulations governing the use of technological resources is prohibited.
- 1.74 Violation of state or federal technology law is prohibited and may be reported to the appropriate authorities.

The Office of Residence Life, in partnership with Information Technology, reserves the right to monitor the flow of traffic over the network and make changes to the network to optimize the network for academic purposes. The Office of Residence Life reserves the right to disconnect any user at any time for purposes of maintenance (including virus reports) and reported violations of any computer-related rules and regulations listed.

Theft or Possession of Stolen Property

Theft of property or possession of stolen property is prohibited. This includes, but is not limited to, the property of other students as well as Yavapai College property, furnishings, equipment, food, and the unauthorized use or relocation of such items.

- 1.75 Firearms, weapons, ammunition, and explosives are not permitted in or around the Residence Halls. Please refer to [Policy 2.33](#) for exemption.
- 1.76 Knives with blades longer than 4 inches are prohibited.
- 1.77 Any object used in a threatening manner may be considered a weapon. These include but are not limited to paintball guns, tasers, sling-shots, brass knuckles, blow guns, dart guns, bows, arrows, martial arts weapons.
- 1.78 If a student is found with a firearm in the residence halls, they will be automatically evicted from the halls.

