

Housing Handbook

2016-2017



**Services, Responsibilities,
Rights, and the Conduct
Process**

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General Information

Housing Mission Statement:

The Office of Residence Life & Housing is dedicated to serving the students of Yavapai College, by providing a safe and positive living/learning environment which enhances student learning.

We accomplish this mission and that of the College by applying these principles:

- Provide a safe and secure campus environment for all students.
- Work with our students to create a community that enhances academic success and personal growth.
- Plan an array of programs and activities that foster community and student interaction.
- Provide quality service and well-maintained facilities.
- Operate as a fiscally responsible department.
- Work in conjunction with other departments to support the College mission.

FERPA

It is very important to understand that when a minor (or adult) becomes a student at any college, all rights afforded to parents under FERPA (Family Educational Rights and Privacy Act) transfer to the student. A student is considered an adult upon registration at Yavapai College and as such, is responsible for their own actions, contracts, and correspondence with our offices.

Residence Life Staff at Yavapai College:

The Residence Life Staff at Yavapai College is composed of a Director, an Administrative Assistant, an Area Coordinator, and a number Resident Assistants (RA's) and Desk Assistants.

The Area Coordinator is a full time staff member who resides on campus and oversees the halls including residential educational programming and the supervision of the Resident Assistants.

Resident Assistants are student leaders whose role is to foster community and support the residents in student housing. They do this by hosting programs, performing nightly rounds, and by getting to know each of their residents. Residents are encouraged to approach RA's if they are having problems, including conflicts with roommates and maintenance requests. The Resident Assistant is responsible for communicating concerns of students with the professional residence life and housing staff.

Emergency Information:

Call 9-1-1:

- For any life-threatening emergency.
- To report a crime or any suspicious activity.
- To summon fire, police, ambulance/emergency medical team.

When you make a 9-1-1 Call:

- Give your name, location, and phone number.
- Describe what happened, and always stay on the phone until asked to hang up.

Blue Light Emergency Phones:

- For your safety, Blue Light Emergency Phones are located throughout campus.
- They are connected directly to the 9-1-1 system, simply pick up the phone to be connected.

Emergency/Important Phone Numbers:

Resident Assistant (RA) Duty Phone: 928-237-0943

Campus Police: (928) 776-2185

Maintenance Emergencies:

Conditions or situations that are/would cause excessive damage or impact any 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 to an RA or your Hall Director.

Mail/ Personal Packages for Residents:

If a resident chooses to have a student mailbox, students must visit the Mail Center in Building 7 to receive the key to their assigned mailbox. Mail Center personnel will have the students sign their key out. Students must return this key at the end of the academic year or sooner, if the student moves out of the halls.

Student mailboxes are housed within Building 3 near the Rider Diner and the Residence Life office. Student mail is distributed to the student's mailbox by 2 p.m. each business day. Residence may check their mailbox anytime building 3 is open. Residents should never use the physical address of their residence building as their mailing or shipping address, as companies such as USPS, DHL, FedEx and UPS have not been contracted by Yavapai College to deliver directly to our residence halls. To avoid lost, undelivered, or returned mail/packages, residents should always use the address format listed below:

STUDENT'S FULL FIRST AND LAST NAME

YAVAPAI COLLEGE

**1100 East Sheldon Street/ PMB (XXXX) Assigned by the Mail Center
PRESCOTT, AZ 86301**

Please direct any/all mail related questions to Mail Center personnel.

Access Cards, Keys, Locks, and Lock-out Procedures:

Your Student ID OneCard is your access into your hall. The OneCard is also used as your library and meal plan card and should be carried with you at all times.

Yavapai College provides unique locks for individual bedrooms. Each resident is issued a metal key for their individual bedroom door lock. Residents are prohibited from using personal locks on room doors or in storage facilities in common areas.

- Residents who are locked out of their rooms must go to the front desk, call the Resident Assistant (RA)-on-call number, or contact their Hall Director during business hours. During non-business hours, the RA-on-call will meet the student at the front desk. Student must show a photo ID upon request for a lock-out, or be able to provide one once the room has been unlocked. Resident Assistants will not unlock a room for a non-resident, regardless of the circumstances.
- Charges for lock core change and key replacement are \$75. Broken or bent keys resulting from student misuse will be replaced for a charge in the amount of \$55.

Security Precautions:

It is essential that you keep your doors locked at all times. The same unlocked door that lets invited guests in allows thieves in, too. Ensure that doors latch behind you whenever you enter or leave your room or hall and refrain from propping doors open. Call 9-1-1 or Residence Life Staff any time you see suspicious people in or around your hall. The odds of being the victim of theft or other crime go down dramatically when you and your roommates show that you care for one another by following these basic security protocols.

Duty/Rounds:

Each night, a member of the Residence Life Staff will be on duty between the hours of 5:00pm and 10:00am. They will be in the residence halls during these hours and will perform rounds through all Yavapai College housing areas. During rounds, Staff will go by each residential area to ensure the safety of all residents. The staff member will also document any incidents that may have occurred on their duty night including policy violations and emergency situations. The professional residence life staff members will follow up on all policy violation or emergency situations.

Fire Extinguisher:

Fire Extinguishers are located on each level in the hallways. All residents should familiarize themselves with fire extinguisher locations and thoroughly read the instructions printed on the extinguisher before use.

Heating and Cooling:

The temperature is set at the building level. Each room has the ability to increase or decrease the temperature by 5 degrees. Your heating/air-conditioning unit will not work if your window is open. Please report windows that do not fully close immediately to your RA.

Laundry Facilities:

Laundry rooms are available to residents only. Non-resident students and the general community are not permitted to use the machines. When a machine is not working properly, please contact your Residence Hall Director with the machine number.

Please be mindful of others and remove your laundry promptly when the cycle is complete. You may view the status of your load or the number of machines open in a particular [Laundry Room](#). Please see signage in the laundry rooms about how to receive text notifications when your laundry cycle is complete.

Maintenance of Premises:

Any unapproved alteration of any Yavapai College housing facility, furnishings, or grounds is strictly prohibited. This includes

- Renovations/remodeling, painting, and/or decorations of any room
- Disassembly of furniture
- No new or additional air conditioning units may be installed
- Stickers and decals are prohibited on windows, doors, walls, and furniture
- Push pins, nails, tacks, etc. are prohibited on walls

Please see the Room Personalization section below for additional information.

Work Requests for Repairs and Maintenance:

Please do not attempt to make your own repairs. If an item in your unit, building, or grounds area, is in need of repair, please report it to your RA immediately. When submitting a work request, please provide a detailed description of the problem, including the location, time, and any actions you may have already taken. Please also include days and times that you are available to show the problem. Make sure that your room is clean and picked up, so that there is a clear walking path for maintenance to perform their job safely and efficiently.

Cleaning Supplies:

Residents are responsible for the day to day cleaning and upkeep of their room and bathroom.

Cleaning Chemicals:

Severe scratches to sinks, counters, showers, walls, and tubs can occur when using abrasive cleansers or abrasive sponges, and resident(s) will be charged for these types of damages. ***Do not use abrasive cleaners.***

The following cleaning supplies items can be checked out in two hour increments at the Hall Front Desk.

- Vacuum
- Spot Bot (for liquid spills)

Any excessive cleaning needed or damages to your room will result in charges during the year to all occupants within the room.

Room Changes:

Consolidation: When a room is not at full occupancy, the department may require the resident to move to a new room. When possible, the option to buy out the room may be given to the resident as an alternative to moving. If residents are required to move, they will be given 48 hour to complete the process. Staff will be available to help if needed.

New Room Request: In November, residents may request to change rooms by filling out a form at the Residence Life office. Residents who are approved to move will be notified via Scholar e-mail and will be given a specific window of time to complete the move prior to winter break.

Roommate Conflict: In conjunction with your Rights as a resident, we believe that working through roommate conflicts is a normal and necessary experience for residents. We do not expect residents to simply “live with it”. It is the responsibility of the resident to inform the RAs of roommate conflict. Conflicts can be resolved through the use of roommate agreements, coaching, or other methods. Room changes will be approved only as a last option and only if the problem will be resolved by a move; we will not move a person if we think the same issue will occur again.

Roommate Requests: Upper-classmen were given the opportunity to request a roommate during the re-contracting process. In November, residents may request to change roommates by filling out a form at the Residence Life office. All people affected by the change must agree to the plan and fill out forms. Residents who are approved to move will be notified via Scholar e-mail and will be given a specific window of time to complete the move prior to winter break.

Students Rights for Living on Campus

As a member of our community, you have important rights that are protected by residence life staff:

- The right to read and study free from undue interference in one's room. Unreasonable noise and other distractions inhibit the exercise of this right.
- The right to sleep without undue disturbance from noise, guests of roommate(s), etc.
- The right to expect that a roommate(s) will respect one's personal belongings.
- The right to a clean environment in which to live.
- The right to free access to one's room and facilities without pressure from another roommate(s).
- The right to privacy.
- The right to have guests with the expectation that guests are to respect the rights of the host's roommate(s) and other residents of the floor and hall.
- The right to correct problems. Residence hall staff is available for assistance in settling conflicts.
- The right to learn from mistakes and be given the opportunity to make amends.
- The right to be free of fear and intimidation, physical and/or emotional harm.
- The right to expect reasonable cooperation in the use of "shared" appliances (microwave, refrigerator, etc.) and a commitment to have agreed-upon payment procedures.
- The right to be free of peer pressure or ridicule regarding your personal choices.

If you are concerned that your rights are not being honored, please discuss your concerns with your roommate, and seek assistance from your RA if necessary.

Student's Responsibilities for Living on Campus

Residence Life Civility Statement

The Residence Life Office at Yavapai College is committed to providing a fair and just environment for all individuals within the residential community. One aspect of promoting fairness is demonstrating an appreciation for human differences while resisting intolerance and hate-related behavior. Human differences include, but are not limited to; age, culture, ethnicity, gender, ability, race, religion, or sexual/affectionate orientation.

The rules and regulations within the following publications listed below apply to all residents, guests, and visitors in and around the residence halls. Violation of these policies may be subject to conduct procedures and/or prosecution under the laws of the State of Arizona or the City of Prescott.

- Student’s Responsibilities and Rights (this Handbook)
- Housing Contract and Agreement (Application)
- Yavapai College Student Code of Conduct

When students enter Yavapai College, they become responsible for their actions including satisfactory academic performance and behavior consistent with the purpose of the College. Student conduct is considered within the college community as a vital part of the educational process. Therefore, students, guests, and other members of the college community are expected to follow College Policies and standards of conduct. Four compelling community interests are the basis for our residential housing policies. These interests include:

- Promoting a legitimate educational purpose.
- Ensuring that a healthy and safe environment is maintained.
- Preventing serious disruptions to the educational living environment.
- Mitigate property loss and damage.

The following policies are in addition to the Yavapai College *Student Code of Conduct* and are outlined for you, the student, to help you understand what is expected of you, the methods for bringing concerns to staff, and the procedures for staff intervention and response.

Yavapai College maintains the right to change, modify, or create new policies throughout the course of the school year. Students will be notified of any and all changes in policies through their scholar.yc e-mail account. Each student is responsible for checking his/her YC e-mail account regularly to be aware of any changes in policy. Yavapai College reserves the right to prohibit any items in the halls deemed to be hazardous or inappropriate at any time.

Yavapai College does not have a duty to protect its students or their guests from criminal or civil liability or personal injuries, which may result from their decisions to violate state or local law. Residence Life specifically rejects such a custodial relationship because it would produce a repressive and inhospitable environment, inconsistent with the objectives of a modern college education and the mission of Yavapai College.

Abuse/Assault (also see Harassment and Threatening Behavior)

Inflicting or attempting to physically harm another person or oneself is not allowed.

Alcohol

Section 1: No person under 21 years of age may possess or consume alcohol.

Section 2: Selling, purchasing, trading or gambling of alcohol in the halls is prohibited.

Section 3: Producing (brewing) alcohol for personal use or for distribution is prohibited.

Section 4: Public or severe intoxication, regardless of age, is prohibited.

Section 5: No individual 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 is prohibited.

Alcohol Education

Students referred for alcohol education or counseling as a result of a violation of Yavapai College policy and/or the behavioral expectations stated in this policy may be required to meet with a counselor in the community.

The meeting will involve discussing the impact of alcohol on social, academic, and personal functioning. Following the initial meeting, students in violation of the alcohol policies may be asked to write a research and self-reflection essay that will enhance knowledge and raise awareness of strategies to achieve the goal of legal and responsible alcohol consumption.

Animals (also see Pets)

Animals depend on instinctual behavior such as hunting and foraging to find food. Community members are asked to refrain from setting out food for local wildlife and are encouraged to clean up thoroughly after any outdoor community event. These measures will ensure that local wildlife preserve their survival skills and prevent foragers from attracting predatory animals that may endanger our community.

Assist with a Rule Violation (also see Bystander)

Assisting in the violation of Residence Life 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 violation and do not report it or make an effort to stop the behavior are also held accountable.

Bicycles

All bikes within student housing facilities must be stored in the bike racks provided. Bike may not be ridden indoors and residents are responsible for the costs associated with any damages resulting from transport or storage of bicycles in the halls. Leaning bikes against the buildings, posts, benches, trees or other structures is prohibited. Facilities staff will relocate all bikes that are not parked in the provided areas.

Bystander/Amnesty

Residence Life expects all community members to take reasonable action to prevent or stop harassment, discriminations, and the violation of The Housing Handbook or Code of Conduct. Taking action may include direct intervention, a call to an RA, a call to Campus Police, or a report to a person in authority.

Residence Life recognizes that fear of disciplinary outcomes may hinder reporting or requests for help. We have developed this Amnesty or Bystander Intervention policy to alleviate such concerns and encourage residents to respond.

Residence Life provides disciplinary amnesty for student, who in the course of reporting:

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

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

Section 1: Door-to-door sales are prohibited. If you encounter someone soliciting within the halls, please contact hall staff and/or the College Police Department immediately.

Section 2: Operating a business out of a resident's room or within the building is prohibited. This includes internet or web based businesses.

Damage or Tampering with Personal or College Property

Section 1: Students may not damage, vandalize or tamper with the property of the College or other parties. The use of risers, cinderblocks or other items to raise the bed is prohibited. Students may check-out a loft or bunking pins.

Section 2: Stealing, borrowing, disassembling, or modifying College property is prohibited, including furniture.

Section 3: 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, 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.

Disorderly Conduct

Section 1: Behaving in such a way that causes distress or disruption is prohibited. Some examples include sleeping in public areas, self-injury, and exposing private body parts in public.

Section 2: Placing an explosive device or intentional facsimile or threatening the placement of an explosive device on College premises is not permitted. This includes any dangerous or disruptive chemical/biological agents on College premises.

Section 3: Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows is not permitted. Disabling window stops or removing screens is prohibited.

Section 4: Disrupting or disturbing a conduct meeting is not acceptable.

Section 5: Throwing, dropping, or shooting any object (including liquids) within or from residence windows or any building is prohibited. Window screens may not be removed.

Section 6: 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.

Section 7: Bicycles (also see Bicycles) must be parked in appropriate locations. Under no circumstance will 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 not allowed for use on sidewalks in the heart of campus. Hoverboards are prohibited in the halls. See Fire Safety for more information.

Section 8: Repeat offenses of disorderly conduct or any other policy will result in increasingly severe sanctions.

Drugs

Yavapai College does not recognize Medical Marijuana cards nor the use of Medical Marijuana. Use or possession of this drug for medical or other reasons will not be permitted at the College. State Laws prohibits its use at State funded properties including Yavapai College.

Section 1: Being under the influence or appearing to be under the influence of and/or possessing any illegal drug or drug paraphernalia is prohibited. Paraphernalia includes, but is not limited to: bongs, crushers, pipes, water pipes, hookahs, or any items that have been modified or adapted so they can be used to consume illicit drugs.

Section 2: Selling, manufacturing, or distributing any illegal drugs or drug paraphernalia is prohibited.

Section 3: The misuse/abuse, selling or distribution of any prescription drug or misuse/abuse of any over-the-counter drug is prohibited.

Section 4: The use of synthetic compounds that produce or intend to produce hallucinations or illusions or alter your state of mind when introduced into the body are prohibited. (Spice, K2, bath salts, etc.)

Section 5: Remaining in a location where illegal or illicit drugs or drug paraphernalia are present is prohibited.

Electronic Appliances (see Fire Safety)

Failure to Cooperate, Comply, or Identify

Section 1: Failure to cooperate with a request of a staff member or authorized agent of the College is prohibited.

Section 2: Failure to identify oneself by OneCard or other form of picture identification upon request or furnishing false identification is prohibited.

Section 3: Willfully or knowingly lying or supplying false information to, or withholding information from, a hearing officer or other College personnel whether on your own behalf or for another person is not permitted.

Section 4: Failure to attend a student conduct meeting or complete a sanction in the agreed upon timeframe are grounds for further sanctions through the Responsibilities for Living on Campus or the Student Code of Conduct.

Furniture (also see Damage)

Section 1: All College owned furniture must stay in the rooms to which they are assigned. College furniture may not be traded, removed, or taken outside. Loft kits and other student room furniture must remain in the room even when not in use.

Section 2: Residents may arrange furniture that is not permanently affixed, in any reasonable manner, as long as damage does not occur. Furniture is not to block any doorway, window or be arranged in a way that creates a safety hazard by obstructing entrance or access to all parts of the room.

Section 3: The amenities of each hall are for use by those who have card access to that hall. A resident may invite a guest, but the resident is responsible for guest behavior.

Fire Safety (also see Room Personalization and Smoking)

Section 1: Extension cords and surge protectors: The use of extension cords or multi-plug outlet adapters are not allowed. Surge protectors are welcomed as long as they are not linked together.

Section 2: Cooking items: The only permitted cooking appliance in student rooms are blenders, microwaves (up to 700 watts), electric popcorn poppers, refrigerators, (not larger than 3 cubic feet) coffeemakers, and water warmers. Items with open heating elements such as electric woks, George Foreman grills, toasters, etc. are not permitted.

Section 3: Coffee makers with the heating element contained within the unit (like Keurig and most single cup makers) are acceptable for use in student rooms. Coffee makers with open burners are not permitted. Examples include but are not limited to Mr. Coffee and Bunn brands and most pot style models.

Section 4: Heaters: Space heaters, immersion heaters, sunlamps and like items are prohibited.

Section 5: Arson: Purposely attempting to or actually setting fire to or burn any building, furnishings, personal property, or equipment is prohibited.

Section 6: 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 are for Residence Life sponsored events only. Residents may not operate these grills for their personal use.

Section 7: Fire safety equipment and false alarms: The tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is not permitted. This includes touching, hanging any items from, or covering sprinkler heads and smoke detectors. Falsely reporting, setting, or causing a false alarm also is prohibited.

Section 8: Flammable materials: Burning of any substances in the residence halls is not permitted. Possession of candles or incense is prohibited. Halogen Torchiere lamps with bulbs higher than 120 watts, Candle warmers, wax pots, potpourri pots, oil lamps, and are not permitted due to the high incidence of fire safety concerns related to them. Storing, transporting, or discharging fireworks of any kind is not permitted. Non-potted, non-rooted trees are not permitted. Students must leave a 4 inch non-decorated perimeter on a door that is decorated with wrapping paper or like items.

Section 9: 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.

Section 10: The use, possession, charging or storage of all Hoverboards, Swagways, IO Hawks, Skywalkers, self-balancing boards or similar devices in or around the residence halls is prohibited

Guests

All guests must comply with all rules and regulations. Guests in the building must be accompanied by their host resident at all times. Hosts are personally responsible for the actions of their guests and may be held accountable for their guests' actions. Any guest who violates any policy while in the residence halls or surrounding areas may be subject to penalties, including removal and restriction from further entry. Residential Lots and are for Residents of Kachina and Marapai. Guests are asked to park in other lots during the day and to obtain a guest parking permit for

overnight parking. Parking in the residential lots without a YC parking permit is prohibited.

Residents may have overnight guests, provided they, in advance, obtain the approval of their roommate and abide by all college policies and guidelines. No guest may stay in a room for more than three consecutive nights and no more than a 10 nights per semester. There is a maximum of two guests allowed in a double occupancy room on a given night.

Harassment (also see Threatening Behavior)

Harassment of any type is unacceptable in or around the residence halls and may warrant sanction. Harassment may include, but is not limited to: any behavior physical, verbal, or electronic that threatens an individual or creates a hostile environment for an individual on the basis of race, color, religion, sex, national origin, disability, age, veteran status, sexual/affectionate orientation, or political belief.

Section 1: Unwelcome physical, electronic, or verbal contact that causes alarm or abuse, which serves no legitimate purpose, or creates an intimidating, hostile or offensive living environment. This includes sexual misconduct.

Section 2: Behavior that involves an expressed or implied threat to interfere with an individual's personal safety, academic efforts, employment, or participation in College-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

Section 3: Behavior that has the purpose or reasonably foreseeable effect of interfering with an individual's personal safety, academic efforts, employment, or participation in College-sponsored extracurricular activities and causes the person to have a reasonable apprehension that such harm is about to occur.

Hazing

Please see the policy on the YC website

(<https://www.yc.edu/v5content/student-services/sexualmisconduct.htm>) for more information.

Missing Person

Let your friends or neighbors know where you are and how to get in touch with you when you change from your regular routine. It is important to name someone to contact in an emergency; it is also wise to make sure this information is accurately on file with your Hall Director. This information is kept private and only used in emergency situations. If you believe that someone is missing, you should quickly notify your Resident Assistant (RA). Residence Life Staff will attempt to contact students believed to be missing and will contact law enforcement personnel if attempts to locate the student are unsuccessful.

Noise, Quiet, Courtesy, and Silent Hours

Studying is hard work; as such, creating an atmosphere favorable for achieving academic success is a high priority. This includes the exterior of the building as well as the interior of the building. Members and guests of the residence hall communities are expected to respect others and to assert their right to an environment that promotes learning. Residents should also be aware that the City of Prescott prohibits unnecessary noise that disrupts the community. For more information of this ordinance, please visit <http://www.cityofprescott.net>.

Section 1: Violation of quiet hours--Quiet hours are Sunday through Thursday, 10 p.m. to 8 a.m. and Friday through Saturday, midnight to 8 a.m. This means that no noise should be heard outside of your room. During the final week of each semester, 24-hour quiet hours will be observed.

Section 2: Violation of courtesy hours--Courtesy hours are enforced all other non-quiet hours times. Noise should not be heard from 2 doors down the hallway.

Section 3: At no time should noise from your room be heard outside the building, this also includes yelling or blasting music out of the window.

Section 4: Any individual who behaves in a manner that disturbs the peace of others or is a disruptive influence on others is in violation of this behavioral standard. This includes but is not limited to talking loudly on a cell phone.

Section 5: Amplified instruments, drum sets and other items that create loud noise are prohibited, the sole exception being instruments that are plugged into and used only with headphones.

Parking (see Guest)

Pets/Animals

Pets (other than fish) are not permitted in residence halls, either on a temporary or permanent basis. Cruelty or abuse of any animal in and around the immediate area of on-campus housing is prohibited.

Section 1: One 5 gallon aquarium or smaller is permitted per resident. Fish are defined as animals who live entirely underwater and never come up for air. An exception is made for professional, full-time, staff who live in the private residences within each hall.

Section 2: Service and Emotional Support Animals: service animals as defined by law, and emotional support animals if determined by the college to be a reasonable accommodation for an individual in residence with a documented disability. Service and Emotional Support Animals must remain in control of the owner when not in the student's room. Animals may not be left in a student's room unattended unless crated. (For detailed policy and procedures, please contact Residence Life or Disability Resources)

Section 3: Animal carcasses, or raw animal parts are not permitted. Animals being utilized for academic research are not allowed in residence halls.

Prohibited Items (see Fire Safety and Room Personalization)

Posting

Flyers, posters and other forms of advertisement may be posted in approved areas only. Items may be approved for posting on the housing bulletin boards by taking them to the Office of Residence Life or the Hall Director. Advertisements must contain the date, time and location of the event, and the name and contact information of a sponsor affiliated with Yavapai College. Residence Life Staff reserve the right not to post advertisements.

Section 1: Posting signage, posters, etc. without approval from the Office of Residence Life is not permitted.

Section 2: Posting signage in locations (doors, walls, windows, etc.) that are not approved by the Office of Residence Life is prohibited.

Room Care/Health & Safety

Residence Life Staff want to create a healthy and safe environment for all residents living within the residence halls. To maintain this environment, staff conduct health and safety room checks in the residence halls multiple times per semester. Residence Life Staff reserve the right to conduct health and safety room checks at any time and notices will be provided when possible. Staff will ask residents to clean their own room when staff determines that the lack of cleanliness might subject the resident(s) or others to health risks or extreme discomfort. Staff will look inside of refrigerators routinely and may seek permission from the Director to additionally search closets, desks, dressers, and other furniture if there is reason to believe that safety may be a concern. Residence Life Staff reserve the right to conduct health and safety bag and container checks at any time. This includes (but is not limited to) looking inside your book bags, laundry baskets, or boxes being brought in or out of the residence hall.

Room Changes

Changing rooms or trading keys without permission from Residence Life is not permitted. Please see the section at the beginning of this handbook regarding the room change process.

Room Consolidation

Residence Life reserves the right to consolidate vacancies by requiring residents to move from single occupancy to double occupancy. When Residence Life determines that space is available, the resident may be given the option to “buy out” the room, creating a ‘super single’.

Section 1: Failure to accept an assigned roommate is prohibited.

Section 2: Mistreating, intimidating, or coercing a roommate for the purpose of gaining a single room or to have another roommate assigned is prohibited.

Section 3: Residents not paying for a room at the single room rate must make half of the room available to a roommate (bed, closet, desk, drawers, etc.) at all times.

Room Entry

Staff respect your right to privacy and will enter rooms solely for safety, health, and maintenance purposes or where there is reasonable cause to believe a violation of rules and regulations has occurred or is taking place.

Section 1: Gaining entry or entering a room/apartment without the consent of the Professional Staff is prohibited.

Section 2: During Preview Weekends and other special events, Yavapai College may schedule students to tour one or both of the Halls. Community members will be notified of these visits in advance. Students are expected to keep their residences presentable and behave in a respectful and appropriate manner during these tours.

Room Personalization (also see Fire Safety)

Section 1: Decorations: Stickers and decals are prohibited on windows, doors, walls, and furniture. Other decorations may not cover exit signs, fire sprinklers, extinguishers, and alarms or like items. Decorations also may not cover exit doors and hallways, lights, ceilings, room numbers, or security peep holes. Electrical lights (including Christmas and other cord lights) must be UL labeled and designed for interior use. For sustainability purposes, students should use LED lights when available. Students must leave a 4 inch non-decorated perimeter on a door that is covered with wrapping paper or like items. Paper may not hang over any edge of the door.

Section 2: Odor-producing paraphernalia such as candles or incense, may not be used or stored in the buildings.

Section 3: Room modification: Painting, making holes, placing items on the exterior of the building (antennas, cable, dishes, etc.), and removing College owned furniture are prohibited. Window air conditioner units are not allowed. Waterbeds and other water-filled furniture are not allowed.

Section 4: The use of adhesives, (such as poster putty, Scotch tape, Duct tape, Masking tape, and Strapping tape) is not recommended and any damage caused by its use will be billed to the student. We recommend students use 3M brand 'Command' Damage-Free Hanging Solutions, Blue painters tape, or Green Frog tape for hanging posters rather than nails.

Security

Every member of the residence hall community has a responsibility and plays an important role in the safety of the residents and security of the buildings. In an effort to maintain the safety and security of all persons in or

around the residence halls and apartments, students and their guests are expected to abide by these policies:

Section 1: Propping Doors: Propping open, tampering with, disabling, or otherwise causing a door not to effectively close, latch, or fully fit into place is prohibited. This includes both interior and exterior doors.

Section 2: Locks/Keys: Tampering with any residence hall lock or disabling a door is prohibited. Duplication of keys or cards or misuse of combinations to any residence hall building, room, closet, or office is prohibited.

Section 3: Misuse of Yavapai College OneCard: The student OneCard is the property of Yavapai College and is provided to you so that you and you alone may access the privileges and services provided for you. It is unacceptable to give, loan, or otherwise make available your OneCard to another individual. Loss of your OneCard must be reported to Residence Life immediately.

Section 4: 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 other 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.

Section 5: For the safety and security of residents, hall entry and exit is to be made through the main access doors of each building. These are distinguished with the ID card readers. Exiting or allowing entry from any other door is prohibited.

Sexual Misconduct

Please see the policy on the YC website

(<https://www.yc.edu/v5content/student-services/sexualmisconduct.htm>) for more information.

Smoking or Vaping

In order to provide a smoke free environment, smoking is prohibited within all residence halls and recreation areas. Complaints related to smoking, should be referred to the Residence Life staff. Smoking around the residence halls is permitted only in the designated smoking area which is the gazebo located between Kachina and Marapai.

Section 1: 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.

Section 2: Hookahs are not allowed in or around the residence halls. This includes storage of these items in resident rooms.

Technology/Telecommunications Misuse, Tampering, or Damage

Residence Life, in partnership with Information Technology and CableOne, 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. 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.

Section 1: Misuse, damage, or tampering with computers, software, and/or data line access is prohibited. Tampering or misuse of a telephone calling card number or telephone line is prohibited.

Section 2: Violation of any of the rules or regulations governing the use of technological resources is prohibited.

Section 3: Violation of state or federal technology law is prohibited and may be reported to the appropriate authorities.

Theft and/or Possession of Stolen Property

Theft of property or possession of stolen property is prohibited. This includes Yavapai College property, furnishings, equipment, food, or other items and the unauthorized use or relocation of such items. This also includes property stolen from off-campus locations, such as road signs and construction cones.

Threatening Behavior

Causing a student or staff member to feel that they are in danger of bodily harm by actions or intimidation another person is prohibited. Threatening, swearing, or using vulgar language or behavior toward staff is also prohibited.

Section 2: Threatening to do bodily harm to oneself is prohibited.

Trash/Recycle Disposal

Section 1: Students are responsible for removing all garbage and recycling from their rooms and placing it in the appropriate outdoor receptacles. All trash should be placed inside plastic bags, tied shut, and placed inside the appropriate garbage receptacle. Commercial dumpsters are located just outside of the residence halls. Recycling bins for paper, aluminum cans and plastic bottles can be found in the common areas of each hall.

Weapons

Firearms, weapons, ammunition, and explosives are not permitted in or around the Residence Halls. 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. Knives with blades longer than 5 inches are

prohibited. (Please contact Residence Life for the policies and procedures regarding NARTA and Gunsmith coursework)

Important Dates

- Halls Open for Fall Semester – August 19 at 10am
- Deadline for Housing Payment – Due at time when added to your account. Deferred payment deadline is July 27th.
- Information Sessions for Potential RAs – mid-October
- Halls Close for Winter Break —December 10 at 12 noon – *all students must leave, but may leave items in their room*
- Halls Open for Spring Semester - January 16 at 10 am
- Deadline for Housing Payment – Due at time when charges are applied
- Information Sessions for Potential RAs – mid February
- Re-contracting for Fall 2017 preference – March, Due April 1st
- Halls Close for Summer – May 6th at 12 noon

Important Contact Information

Resident Assistant (RA) Duty Phone: 928-237-0943

Campus Police: 928-776-2185, 311

Office of Residence Life & Housing: 928-776-2220

Area Coordinator: 928-776-2362

OFFICE OF RESIDENCE LIFE

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