

# Residence Life and Housing Handbook 2024-2025



*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 is 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](http://www.yc.edu/conduct) to access the Yavapai College Code of Conduct in its entirety.

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.

**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.

**Family Educational Rights and Privacy Act (FERPA):**

When anyone, regardless of age, attends a post-secondary 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](#).

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## **Section I: General Resident Information**

### **Check-In**

All residents must complete an online check-in and room condition report (RCR) upon moving into the residence halls. Failure to report damage within 24 hours of check-in grants the Office of Residence Life permission to assume no damage was 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 are required to complete all move out instructions and cleaning expectations as communicated.

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. 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 harassment, discrimination, and sexual violence and violation of the Housing Handbook or Student Code of Conduct. Action 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 any residence hall door is prohibited; this includes but is not limited to room doors and main entry doors
- Tampering with any residence hall lock is prohibited
- Duplication of keys or cards or misuse of combinations to any building, room, closet, or office is prohibited.
- Loaning, borrowing, or using another resident's student ID/access cards is prohibited
- All normal entry and exit are through the main access doors of each building
- Allowing another person or persons to enter the residence halls by holding the door for them (tailgating) is not permitted.

**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.

### **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.

### **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.

### **Fire Safety and Evacuation**

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 when evacuating the buildings. A fine and conduct review will be assessed to residents who do not evacuate the building. Resident Procedures for Emergency Evacuation are posted on the interior door of each room. Removing this post is prohibited.

Tampering, damage, or misuse of fire safety equipment, alarms, extinguishers, exit signs, and smoke detectors is prohibited. Including:

- Touching, hanging any items from, or covering sprinkler heads and smoke detectors.
- Falsely reporting, setting, or causing a false alarm.
- Violation of these policies may result in immediate eviction from the Residence Halls.

### **Service and Assistance Animals**

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

### **Guests**

It is the responsibility of the host resident to ensure that all guests who enter the residence halls check-in using the guest check-in form in the residence life app. Alternatively, the host resident may check-in a

guest using the QR code posted at the front entrance of each Residence Hall

**Host residents are responsible for the actions of their guests** and may be held accountable for their 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. Host residents must receive roommate approval before having guests enter the room.

Guest Policies are as follows:

- Guests must be 18 years or older.
- Guests must always be accompanied by their host resident, even while in the host resident's room.
- All guests must be checked in by the host resident prior to building entry.
- Overnight guests are prohibited during the first two weeks and the last two weeks of each semester.
- A guest may not stay more than two consecutive nights within a 30-day period.
- A host resident is not allowed overnight guest for over eight nights per semester.
- There is a maximum of one guest allowed in any room on a given night. Only one guest per room is allowed.
- This policy applies to all host residents, even those in single rooms.

### **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, visit [prescott-az.gov](http://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, set up a Flexicash account, check materials out at the library, etc.
- **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 is \$25.
- **Lock-out Assistance:** If a resident is locked out of their room, they are instructed to contact 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-hour notice. When possible, the resident can 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-hour notice when a new occupant moves 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 a Residence Life Manager (RLM). The RLM will attempt to resolve any issues between roommates. Final room changes are approved by the RLM. Changing rooms without permission is a conduct violation.

### **Room Entry by College Personnel**

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 to the resident, if possible, 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' individual property in the room.

### **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.

### **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 residents maintain safety standards for the entire community's benefit.

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. This form is also in the [Resident App](#). 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, are 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 and/or 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, lounge, shared, or other areas of the residence halls may result in a conduct violation process. The Office of Residence Life may charge a \$15 trash citation fee for every reported incident.

## **Holiday Closures**

The residence halls are closed during winter break and all residents must vacate during this closure. All residents must obtain approval to stay over Thanksgiving and Spring Break. Entry to the residence halls is not permitted and hall access is revoked during these scheduled closures. Failure to vacate during winter closure will result in a conduct violation process and may result in eviction from the residence halls.

## **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](mailto: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 appropriate staff, and make a final decision.

## **Section II: Amenities**

### **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 Office of Residence Life, in partnership with ITS, 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.

### **Equipment Check Out**

Recreational equipment, cooking supplies, and vacuums are available for check-out upon request. Residents



are held financially responsible for any damage to 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 always remain with their laundry to decrease the chances of theft. The laundry rooms are expected to have clear walkways that are always 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.

### **Bicycles**

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. Riding bikes indoors is prohibited, and residents are responsible for the costs associated with any damage resulting from transport or storage of bicycles in the halls. Leaning bikes against buildings, posts, benches, trees, or other structures is prohibited.

### **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 pod will require 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:

First and Last Name  
Yavapai College Student  
1100 E Sheldon Street, Building 7  
Prescott AZ 86301

### **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 Rule Violations Subject to Disciplinary Sanctions (in Addition to the Code of Conduct)** Residents are responsible to comply with all applicable laws and College policies, including the rules set forth in the Student Code of Conduct and the Residence Life Housing Handbook.

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

### **Prohibited Substances and Weapons**

Yavapai College is a drug and alcohol-free campus. This included, but is not limited to:

1. Alcohol, drugs, marijuana, medical marijuana
2. Smoking/vaping anywhere other than an outdoor designated smoking area, including:
  - a) Cigarettes, vaporizers, e-cigarettes, pipes, hookahs or like items
  - b) Hookahs are not permitted to be stored in rooms
3. Drug Paraphernalia
4. Weapons, including but not limited to:
  - a) Firearms, ammunition, explosives
  - b) Knives with blades longer than 4 inches
  - c) Paintball guns, tasers, sling shots, blow/dart guns
  - d) Brass knuckles
  - e) Martial arts weapon

### **Prohibited Item Related to Fire Safety**

5. Air fryers
6. Instant pots
7. Electric wok
8. Toasters
9. George Foreman grills
10. Irons
11. Coffee makers (Keurig's are permitted)
12. Space heaters, immersion heaters, sunlamps
13. Grills
14. Candles
15. Wax warmers
16. Potpourri Pots
17. Incense
18. Oil lamps
19. Halogen lamps
20. Lava lamps
21. Extension cords (surge protectors are permitted)
22. Charcoal
23. Flammable liquids or containers (empty or full), including but not limited to:
  - a) Fuels, solvents, or other highly combustible substances
24. Fireworks and other explosive devices
  - a) This includes Storing, transporting, or discharging fireworks of any kind.

### **Prohibited Items Related to Room Personalization**

25. Stickers and decals on windows, doors, walls, and furniture
26. Nails and tacks
27. Window air conditioner or heating units
28. Non-potted, non-rooted trees
29. Pets (fish are the only permitted pets)
30. Fish tanks over 5 gallons
31. Waterbeds and other water-filled furniture
32. Animal carcasses
33. Taxidermy
34. Hoverboards, bicycles, scooters (permitted outdoors)
35. Signs, posters, advertisements, or other related items
  - a) Items posted anywhere other than the residents own door or in their respective room without approval from the Office of Residence Life are prohibited.

Decorations may not cover exit doors, hallways, lights, ceilings, room numbers, security peepholes, exit signs, fire sprinklers, extinguishers, alarms, or other items.

### **Prohibited Behaviors/Actions**

Included but are not limited to:

36. Door to door sales.
37. Solicitation.
38. Operating a business out of one's room or within the buildings.
39. Vandalizing or tampering with property of Yavapai College, including but not limited to:
  - a) Stealing, borrowing, moving, disassembling, or modifying furniture.
  - b) Community billing occurs when damage, vandalism, theft, or a lack of cleanliness occurs in the common area spaces of the residence hall communities.
40. Tampering with, altering, or covering fire equipment, including but not limited to:
  - a) Smoke detectors in room
  - b) Sprinkler heads in room
  - c) Fire extinguishers
  - d) Emergency exit sign
  - e) Emergency exit doors
41. Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows.
42. Disabling window stops or removing screens.
43. Throwing, dropping, or shooting any object (including liquids) within or from windows or any ~~but~~
44. Sports activities, includes, but not limited to:
  - a) frisbees, hacky sacks, darts, water fights, and snowball fights.
45. Cleats may not be worn indoors.
46. Storing cleats in the hallways or common areas of the buildings.
47. Bicycling, skateboarding, rollerblading, skates, or related devices be allowed on benches, steps, or stairs and any other building structure around the residence halls.
48. Skateboarding, rollerblading, and related devices are prohibited for use on sidewalks on campus.
49. Inflicting or attempting to physically harm another person.
50. Wrestling, sparring or rough play of any kind
51. Participation, active or passive (being present during) a fight
52. Threatening, swearing, or using vulgar language or behavior toward others is prohibited.

53. Arson: Purposely attempting to or setting fire to or burn any building, furnishings, individual property, or equipment
54. 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.
55. All initiations, including those related to any College club, athletic team, or other groups, are subject to the above prohibitions on whether the conduct occurs on college property.
56. Cruelty or abuse of any animal, including animals being used for academic research
57. Renovations including painting and remodeling is prohibited.
58. Placing items on the exterior of the building (antennas, cable, dishes, etc.) and disassembly of or removing college-owned furniture is prohibited.
59. Theft of property or possession of stolen property is prohibited.

***We hope you enjoy your time in the halls and we're glad you're here!***

***Title IX -Notice of Nondiscrimination***

***Yavapai College does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX and its regulations, including in admissions and employment.***

***To report information about conduct that may constitute sex discrimination or make a complaint about sex-based harassment, which also includes acts of sexual violence such as rape, sexual assault, sexual battery, sexual coercion, unwanted touching, dating/relationship violence, and stalking, please refer to [www.yc.edu/T9](http://www.yc.edu/T9).***