

Residence Halls Address

The Mail Center provides every resident with a personal mailbox (PMB). Here is the address formatting for all YC residents:

Student's Full Name
 YAVAPAI COLLEGE
 1100 East Sheldon Street/PMB (XXXX)
 Prescott, AZ 86301

The Office of Residence Life Important Phone Numbers & Emails

RA On-Call: 928-717-7177

Office: 928-776-2220

residence.life@yc.edu

[Residence Life Homepage](#)

1100 E Sheldon St, PMB 6092
 Prescott AZ 86301
 Bldg. 3-125

2019-2020 Important Dates and Deadlines

Residence Halls Open for Fall Semester	Saturday, August 17
Mandatory All Halls Orientation	Sunday, August 18
Fall Regular Semester Begins	Monday, August 19
Last Day to Add Regular Fall Classes	Thursday, August 22
Last Day to Drop Regular Fall Classes	Sunday, August 25
Financial aid refund checks mailed or sent electronically	Friday, August 30
Labor Day <i>(No Classes, Offices Closed)</i>	Monday, September 2
Veteran's Day Observed <i>(No Classes, Offices Closed)</i>	Monday, November 11
Thanksgiving Holiday <i>(No Classes, Offices Closed)</i>	Wednesday, November 27- Friday, November 29
Fall Regular Semester Ends	Friday, December 13
Residence Halls Closed for Winter Break	Saturday, December 21 - Saturday, January 5
Residence Halls Open for Spring Semester	Sunday, January 12
Spring Regular Semester Begins	Monday, January 13
Last Day to Add Regular Spring Classes	Thursday, January 16
Last Day to Drop Regular Spring Classes	Sunday, January 20
Martin Luther King, Jr. Day <i>(No Classes, Offices Closed)</i>	Monday, January 20
Financial aid refund checks mailed or sent electronically	Friday, January 24
2020-2021 Housing Application Opens	Monday, March 2
Residence Halls Closed for Spring Break	Saturday, March 7 – Sunday, March 15
Residence Halls Reopen for remainder of Spring Semester	Sunday, March 15 @ noon
Spring Regular Semester Ends	Friday, May 8
Residence Halls closed for Summer – All Residents Move Out	Saturday, May 9

Other Important Phone Numbers and Emails

Department	Phone Number	Email
<u>Campus Police Department</u>	(928) 776-2185	<u>collegepolice@yc.edu</u>
<u>The Answer Center</u>	(928) 776-2149	<u>answercenter@yc.edu</u>
<u>Academic and Career Advising</u>	(928) 776-2106	<u>advising@yc.edu</u>
<u>Financial Aid</u>	(928) 776-2152	<u>finanicalaid@yc.edu</u>
<u>The Learning Center</u>	(928) 776-2085	<u>prescott.lc@yc.edu</u>
<u>Veteran’s Services</u>	(928) 717-7613	<u>vet.services@yc.edu</u>
<u>Library Services</u>	(928) 776-2261	<u>library@yc.edu</u>
<u>YC Bookstore</u>	(928) 776-2213	<u>bookstore@yc.edu</u>
<u>Mail Center</u>	(928) 776-2224	<u>mailcenter@yc.edu</u>
<u>YC Fitness Center</u>	(928) 771-4886	

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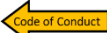


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Residence Life Mission Statement:

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

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 student conduct procedures and prosecution under the laws of the State of Arizona.

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 Residential Life 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 damages within 24-hours of check-in grants the Office of Residence Life permission to assume no damages were found in the room upon move-in.

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. Taking action may include direct intervention, a call to an RA, a call to Campus Police, 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 Police](#) @ 928-776-2185.

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 OneCard is 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 entry and exit is through the main access doors of each building

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 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

It is the responsibility of the host resident to ensure that all guests who enter the residence halls between the hours of **11 pm – 6 am** check-in immediately, using the online form posted at the front desk of each hall. During check-in, guests must obtain a temporary parking permit (if applicable) and must hang it from their rear-view mirror. Parking in the residential lots without a parking permit is prohibited, and violators may be ticketed. Host residents are 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. Residents may have overnight guests only if they obtain the approval of their roommate before the guest's arrival.

Guest Policies and Guidelines are as follows:

- Guests must be accompanied by their host at all times and must abide by all housing rules and policies.
- ALL guest entering the residence halls between 11 pm – 6 am (regardless of whether they are staying overnight or not) are required to check in at the front desk
- Guests must be 18 years or older
- No guest may stay in a room for more than two consecutive nights and no more than ten nights per semester
- There is a maximum of two guests allowed in a double occupancy room on a given night, only one guest per person is allowed

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 for a lost room key and door-recore is \$75.
- **Lock-out Assistance:** If a resident is locked out of their room, they are instructed to contact the RA on-call (928-776-0943), unless they are locked out between 4 am - 8 am, in which they are instructed to contact campus police. 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 their designated Resident Advisor (RA), and then the Resident Hall Coordinator (RHC). The RA and 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 quickly and easily report non-emergency maintenance and internet issues to the Office of Residence Life at any time of the day. After submitting a [Room Repair Request](#), residents receive status updates via their 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 RA on-call (928-776-0943).

Trash/Recycle Disposal

Residents are responsible for removing all garbage and 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 located 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.

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 (RCR).

The Room Cleaning Policy and Guidelines are as follows:

- 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 document any new damages 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.

Holiday Closures

The residence halls are closed during Winter break and students are required to vacate during this closure. All residents are required 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 college account to pay outstanding college charges or refunded to the resident only after the resident has notified the Office of Residence Life they will not be returning and has properly checked-out of the residence halls (in accordance with the cancellation of reservation policy). Deposit refunds are not released to the residents account for a minimum of 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 a pool table, ping-pong table, board games, video games and vending machines.

Computer/Internet Connection

Resident rooms are equipped with a wireless router, providing 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 and carpet cleaners 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.

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 10 days is considered college property and will be donated.

Bicycle Storage

Bicycle racks are located in front of both residence halls. To reduce theft, the Office of Residence Life strongly encourages residents to lock their bicycles at all times.

Dining and Meal Plan Services

Rider Diner

Hours of Operation:

7 am - 7 pm, Monday – Friday

10 am - 2 pm & | 4:30 pm - 6:30 pm, Saturday – Sunday

The Rider Diner is located in the lower level of building 3 and is currently operated by [Sodexo](#). 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.

Common Ground Coffee @ the Library

Hours of Operation:

7:30 am - 7 pm, Monday – Thursday

7:30 am - 3 pm – Friday

Saturday/Sunday: Close

Health and Wellness Services

- 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 cyclist must yield to equestrians.

Mail and Personal Packages

All residents are assigned a mailbox and instructed to visit the [Mail Center](#) in building 7 to check-out the key to their assigned mailbox. All residents are responsible for properly returning their mailbox key to the Mail Center upon completion of residency.

Student mailboxes are located in building 3 near the Rider Diner. Mail is distributed by 2 p.m. each business day. If a mail item is too large for the designated resident mailbox, the item will be held at the Mail Center in building 7 for pick up. 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/PMB (XXXX)
Prescott, AZ 86301

Parking Permits

Residents receive a parking permit for the designated residence hall parking lots upon move-in. If a parking permit is needed after move-in, please call the RA on-call phone 928-237-0943 to request a parking permit. Parking lots for residents are located in front of and behind the residence halls. 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

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 the [Yavapai College Police Department](#) in any situation.

The College disciplinary processes 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. Alcohol, Drugs and Drug Paraphernalia (Section III, Paragraphs 1, 2, 7)



- 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.

2. 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 make an effort to stop the behavior are also held accountable.

3. Bicycles

- 3.1 Bikes within the residence halls must be stored in the bike racks provided.
- 3.2 Facilities staff will relocate all bikes that are not parked in the provided areas.

- 3.3 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.
- 3.4 Leaning bikes against the buildings, posts, benches, trees or other structures is prohibited.

4. 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.

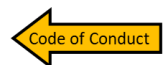
5. Business Operations

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

6. Confiscation

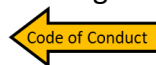
The Office of Residence Life has the right to confiscate any prohibited item. Any item left in a room after check-out or found in public areas in the halls will be held for 10 days and then become the property of Yavapai College.

7. Damage or Tampering with Personal or College Property (Section III, Paragraph 13)



- 7.1 Students may not damage, vandalize or tamper with the property of the College or other parties.
- 7.2 Tampering with fire equipment, including but not limited to, covering in-room smoke detectors in any way, will lead to automatic eviction from the halls.
- 7.3 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.
- 7.4 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 prorated among the residents of the floor/wing/building and assessed to students' accounts.

8. Disruptive Conduct (Section III, Paragraph 8)



- 8.1 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.
- 8.2 Climbing or attempting to climb the exterior or interior of buildings or halls or through room windows is not

permitted.

- 8.3 Disabling window stops or removing screens is prohibited.
- 8.4 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.
- 8.5 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.
- 8.6 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.
- 8.7 Repeat offenses of disorderly conduct or any other policy will result in increasingly severe sanctions.

9. Failure to Cooperate, Comply or Identify (Section III, Paragraphs 14 and 18)



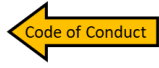
Willfully or knowingly lying or supplying false information to, or withholding information from, a student conduct officer, other College personnel, or student conduct hearing panel whether on one's behalf or on the behalf of another is not permitted. Please see Student Code of Conduct for detailed policies.

10. Fighting or Inciting Violence (Section III, Paragraph 5)



- 10.1 Inflicting or attempting to physically harm another person is prohibited. Fighting is not tolerated on the YC campus.
- 10.2 Wrestling, sparring or rough play of any kind in the residence halls, or surrounding area is prohibited.
- 10.3 Participation, active or passive (being present during) a fight is prohibited.
- 10.4 Threatening, swearing, or using vulgar language or behavior toward others is prohibited.

11. Fire Safety (Section III, Paragraph 6)



- 11.1 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.
- 11.2 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.
- 11.3 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.
- 11.4 Heaters: Space heaters, immersion heaters, sunlamps and like items are prohibited.
- 11.5 Arson: Purposely attempting to or setting fire to or burn any building, furnishings, personal property, or equipment is prohibited.
- 11.6 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 may be used upon RA approval.
- 11.7 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 will result in immediate eviction.
- 11.8 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.
- 11.9 Storing, transporting, or discharging fireworks of any kind is prohibited. Non-potted, non-rooted trees are

not permitted.

- 11.10 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.
- 11.11 The use, possession, charging or storage of all hoverboards, or similar devices in or around the residence halls is prohibited.

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



- 12.1 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.
- 12.2 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.
- 12.3 Reports of initiation, hazing or harassment will be fully investigated, and offenders may be prosecuted.

13. Pets

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

14. 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.

15. Room Personalization

- 15.1 Stickers and decals on windows, doors, walls, and furniture are prohibited.
- 15.2 Nails and tacks are prohibited.
- 15.3 Decorations may not cover exit doors, hallways, lights, ceilings, room numbers, security peepholes, exit signs, fire sprinklers, extinguishers, alarms or like items.
- 15.4 Renovations including painting and remodeling is prohibited.
- 15.5 Placing items on the exterior of the building (antennas, cable, dishes, etc.) and disassembly of or removing college-owned furniture is prohibited.
- 15.6 Waterbeds and other water-filled furniture are prohibited.
- 15.7 Window air conditioner units are prohibited.

16. Security

- 16.1 Propping Doors: Propping open, tampering with, disabling, or otherwise causing a door not to effectively close, latch, or fully fit into place is prohibited.
- 16.2 Locks/Keys: Tampering with any residence hall lock or disabling a door is prohibited.
- 16.3 Duplication of keys or cards or misuse of combinations to any residence hall building, room, closet, or office is prohibited.
- 16.4 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.

- 16.5 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.

17. Service and Assistance Animals

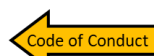
- 17.1 Individuals must comply with the [Yavapai College Service Animal Guidelines](#) set forth by [Disability Resources](#) and housing rules and regulations as they pertain to animals in the residence halls, all applicable federal, state and county laws and regulations, including vaccination, licensure, animal health and leash laws.
- 17.2 Yavapai College is not responsible for the care or supervision of service and/or assistance animals.
- 17.3 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.
- 17.4 Service and Assistance Animals must be crated when left in a residents' room unattended.

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



- 18.1 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.
- 18.2 Similarly, video or audio recording of sexual activity without consent and sexual activity resulting from emotional coercion are prohibited.
- 18.3 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.
- 18.4 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).

19. Smoking or Vaping (Section III, Paragraph 16)



- 19.1 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.
- 19.2 Smoking is prohibited within all residence halls and recreation areas.
- 19.3 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.
- 19.4 Hookahs are prohibited in or around the residence halls. This includes storage of these items in resident rooms.

20. Technology/Telecommunications (Section III, Paragraph 17)



- 20.1 Misuse, damage, or tampering with computers, software, or data line access is prohibited.

- 20.2 Tampering or misuse of a telephone calling card number or telephone line is prohibited.
- 20.3 Violation of any of the rules or regulations governing the use of technological resources is prohibited.
- 20.4 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 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. 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.

21. 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.

22. Weapons (Section III, Paragraph 4)



- 22.1 Firearms, weapons, ammunition, and explosives are not permitted in or around the Residence Halls. Please refer to [Policy 2.33](#) for exemption.
- 22.2 Knives with blades longer than 4 inches are prohibited.
- 22.3 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.
- 22.4 If a student is found with a firearm in the residence halls, they will be automatically evicted from the halls.