



**2018/19**  
Resident Student Handbook  
for  
Eastern Hall & Lancer Hall

### **Accreditation**

Eastern Wyoming College is accredited by the following professional organizations:

#### **The Higher Learning Commission of the North Central Association of Colleges & Schools**

230 South LaSalle Street, Suite 7-500

Chicago, IL 60604

Telephone: (800) 621-7440/(312) 263-0456

Fax: (312) 263-7462

info@hlcommission.org

**Internet:** www.ncahlc.org

#### **American Veterinary Medical Association**

1931 N. Meacham Road, Suite 100

Schaumburg, IL 60173-4360

Telephone: (800) 248-2862

Fax: (847) 925-1329

**Internet:** www.avma.org

#### **American Welding Society**

8669 Doral Boulevard, Suite 130

Doral, FL 33166

Telephone: (800) 443-9353

**Internet:** www.aws.org

To obtain additional accreditation information, contact the EWC Office of Institutional Effectiveness at (307) 532-8220.

### **Non -Discrimination Statement**

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, marital status, sexual orientation, gender, religion, political belief, veteran status, age, or disability in admission or access to, or treatment, or participation in or employment in its educational programs or activities. Inquiries concerning Title II, Title VI, Title VII, and Section 504, may be directed to Mr. Ed Meyer, the Director of Human Resources, (307) 532-8330. Inquiries concerning Title IX may be directed to Dr. Don Apparius, Vice President for Student Services, (307) 532-8257. Both may be reached at Eastern Wyoming College, 3200 West C Street, Torrington, WY 82240. Alternatively you may contact the Wyoming Department of Education, Office for Civil Rights Coordinator, 2300 Capitol Avenue 2nd Floor, Cheyenne, WY 82002-0050, or 307.777.7675.

Eastern Wyoming College is an equal opportunity employer.

***The Eastern Wyoming College administration reserves the right to make changes without notice.***

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## GETTING SETTLED

### Check-In

Upon check-in, students will be giving their room number and the following paperwork: **a) Personal Information Sheet; b) Room Inspection Sheet; and c) Missing Student Information Sheet.** These forms must be completed and returned to a member of the Housing Staff to receive keys to access the residence hall, student room and mailbox. Students will receive the Resident Student Handbook with a signature page verifying receipt of and responsibility for reading the handbook.

### Keys

Resident students are issued two keys at check in: one for their room (which also provides access to the exterior building doors) and a mailbox key. Students should guard against careless handling of their keys and keep them with them at all times. **Do not lend these keys to anyone.** The security of all residents is at stake each time a key is lost. Key loss may also cause an inconvenience for the student as Housing Staff may not be able to respond immediately. There is a \$35 charge per key for a new key. The EWC Registrar will place a hold on a student's account until the charge is paid in full.

In the event a student is locked out of their room, a Housing Staff member should be contacted to let the student back into their room. The first two weeks of class, students are granted "free" lockouts; after this time there is a \$5 charge per lockout. The EWC Registrar will place a hold on a student's account until the charge is paid in full. Due to private property concerns, Housing Staff members will not let anyone into a room not assigned to her/him. This includes family members of the student.

All housing keys are the property of Eastern Wyoming College and only a college key is accepted when a student checks out. Duplication of housing keys is prohibited. It violates housing policy for resident students to have housing keys in their possession except for those that were issued at check-in or to lend their keys to anyone else. If any housing key is found, it should be turned in to the Housing Staff member as soon as possible.

### Room Condition and Damage

All rooms are cleaned and inspected before residents move in. At check-in, students will receive a **Room Inspection Sheet** to be completed and returned to the Housing Staff. Students should spend some time checking their room and make sure that any existing damage is noted on the form so they will not be held responsible for it upon check-out. Housing Staff checks the room at the end of the year and students are billed for any damages and for cleaning, if necessary.

It is the responsibility of the resident students to keep their living space clean and report any damages to the Housing Staff. Normal wear is expected, however students will be charged for excessive damage and wear or damage resulting from negligence or misconduct. The EWC Registrar will place a hold on a student's account until the charge is paid in full. Damage to the room and/or suite is the joint responsibility of all who occupy the room unless individual responsibility is determined. Resident students are responsible for any damage caused by guests to the room. Damage to the room resulting from misconduct places a student's Residence Hall Agreement in jeopardy.

### Personal Property

Although precautions are taken to maintain adequate security, EWC cannot assume responsibility for the loss or damage to student possessions from any cause whatsoever. Take the following precautions:

1. Lock your room when you are in your room and especially when you leave – even for a few minutes – whether going to the bathroom, across the hall to another room, to the vending machines, laundry room, or to the lounge. The door should be locked when you are sleeping.
2. Carry your keys with you at all times.
3. Room windows readily accessible from the ground should always be secured when your room is unoccupied. Do not remove the screens from the window except in case of an emergency.
4. Record the serial numbers and manufacturers of your possessions.
5. Avoid keeping large amounts of cash in your room.
6. Keep security doors closed and locked. This helps keep crime out and everyone safe.
7. Be alert to the presence of strangers in the living area and report them to a Housing Staff member.

8. Do not leave clothes unattended in laundry rooms or bathrooms for extended periods of time.
9. Carry personal property insurance. Ask your parents if their homeowner's or renter's insurance policy covers your possessions away from home.
10. If you are a victim of a crime, call the Torrington Police Department at (307) 532-7001 (911 in emergencies; 9-911 if using a college phone). Also notify the Housing Office or a Housing Staff member.

## HOUSING SERVICES

### Dish NetworkTV

Dish Network TV service is provided at no additional charge in each of the living quarters. Students must provide their own cable-ready television sets. Each resident is given a guide to the channels provided by the Dish Network TV plan.

### Computing/Internet Service/WiFi

High-speed Internet access is provided at no additional charge for each resident in all rooms. The password to connect to the WiFi is **EWCdafa7892**. The high-speed Internet access in the student rooms is provided by Action Communications Inc. of Scottsbluff, NE. Students must provide their own computer and Ethernet Category 5 connection cable (if connecting directly to the system). Service problems should be reported to Action Communication at 1-800-558-7836, Monday – Friday 8 am to 5:30 pm and Saturday 10 am to 4 pm. Ask for Tech Support and explain that you are from the EWC Residence Halls in Torrington. Also report all Internet problems to the Housing Director, the Residence Life Coordinator, or an RA.

The computer labs in Eastern Hall (basement) and in Lancer Hall are connected to EWC's main network so students must use their college username and password in order to log on to the computers. These computers are available for students to do homework. Residents are not allowed to use these computers to play online games due to limited availability. These are the only computers in the residence halls that have access to the student L: Drive. The labs are open 24 hours per day unless this privilege is misused. Printer paper can be purchased at the EWC Bookstore.

Eastern Wyoming College and Action Communications do not allow and will not tolerate inappropriate use of the computers or the internet service. Students may not download illegal, immoral or inappropriate material at any time. Students will lose all internet and/or computer access for doing so.

### Telephone Service

Residence hall rooms or suites are equipped with one telephone outlet for each bed. Local phone service is provided by the College as part of the room and board charges. There are no additional hook-up charges or deposits. Each room has individual phone numbers and voice mail for each student. Telephone sets are NOT provided. Telephone sets provided by students should be AT&T compatible. Long distance service is not provided by the College and students need to make long distance calls by using an 800 number, calling card or prepaid phone card, or by calling collect. Students should contact the Director of Residence Life to hook up their room phone.

### Custodial & Maintenance Services

The custodial and maintenance staff keep the facilities running and looking as nice as possible. However, they cannot accomplish this important task alone and need the resident students' help and cooperation. The key is to treat living areas (individual as well as common areas) with respect and to ask that others do likewise.

#### **Custodial**

Custodial staff maintain the public areas in the building that include hallways, lounges, community bathrooms (those shared by entire floor) and the exterior grounds. Students should get to know the custodial staff and develop good relationships by taking responsibility for their own trash, recyclables and cleanliness. Room trash and recyclables should be disposed of in the dumpsters located outside of the building. Don't dispose room trash in the bathroom or other public area waste receptacles.

#### **Maintenance**

All needed repairs (including replacement of light bulbs, leaky faucets, inoperative locks, broken furniture or windows) are to be reported to the Housing Director or an RA. A work order will be filled out and maintenance staff will make repairs as soon as possible. Students do not need to be present when maintenance staff makes repairs. Emergencies, like frozen pipes, will be handled immediately. **STUDENTS MAY NOT MAKE ANY REPAIRS THEMSELVES.**

**Food Service (532-8342)**

The Cafeteria and Student Center are located in the Activity Center on campus. Standard Cafeteria serving hours are:

Monday – Friday

Breakfast: 6:30 am – 9:00 am

Lunch: 11:00 am – 1:30 pm

Dinner: 5:00 pm – 6:30 pm

Weekends (one meal per day)

Lunch: 11:30 am – 12:30 pm

The Student Center Hours are: Monday – Friday (7 am to 8 pm).

All residents must comply with the following dress and conduct code during meal times:

- Residents must present their valid student ID's to the cashier at every meal.
- Meal plan students are not allowed to share their meals with people who are not on the meal plan.
- Students on the meal plan are allowed seconds at any meal in the Cafeteria. However, the second serving must be eaten in the Cafeteria.
- Residents may wear casual and appropriate attire and appropriate footwear.
- Conduct in the dining area is expected to be courteous, mannerly and respectful.
- Students are expected to return trays and dishes to the appropriate place when finished eating.
- Disciplinary action can be taken for inappropriate and/or abusive behavior in the Cafeteria.
- "To go" boxes are available for those who are ill. The Food Service staff will provide sack lunches and "to go" boxes upon advance request. Talk to Food Service staff about any special dietary needs you have.
- In the event the College is closed due to bad weather or other circumstances and food service is unable to serve regularly scheduled meals, the Director of Residence Life has emergency pre-packaged meals available for all residents.
- Food Services reserve the right to change the menu at any time.

Food Services (Cafeteria and Student Center) has limited hours or is not open on 2018/19 scheduled college or residence hall closure days which include:

**Fall, 2018 Semester**

- **September 3, 2018 (Monday): Labor Day** / No meals served and the College is closed.
- **Fall Break, Oct. 18-21, 2018**  
Friday Brunch: 10am-12pm and Supper: 4pm-5pm  
Saturday/Sunday, Lunch: 11:30am-12:30pm
- **Thanksgiving Break, Nov. 21-25, 2018**  
Wednesday, Brunch Only! 10am-12pm  
Thursday - Sunday, No Meals Served, College Closed.
- **Christmas Break, Dec 15, 2018 - Jan. 14, 2019**  
School is not in session, Dorms Closed, no meals in Cafeteria until Tuesday Jan. 15th.

**Spring, 2019 Semester**

- **Jan. 21, 2019 (Monday): Martin Luther King Day** / No meals served and the College is closed.
- **Feb 15-17, 2019: Winter Break**  
Friday, Brunch: 10 am – 12 am and Supper: 4 pm – 5 pm  
Saturday & Sunday Lunch: 11:30 am – 12:30 pm
- **March 9-17, 2019: Spring Break:** No meals served and the residence halls are closed.
- **April 19-22, 2019: Easter Break** / Friday – Sunday: No meals served and the College is closed.

**Housing Council** is a group of on-campus residents who are interested in improving the quality of on-campus living. The basic functions of the Housing Council include:

- Advise and implement, with approval of the Housing Director, Vice President of Student Services and the EWC College Board of Trustees, policies, regulations and procedures for the improvement of residence hall living.
- Coordinate housing activities.
- Maintain close two-way communication between the resident students and the College.
- Provide opportunities for residents to participate in residence hall government.
- Evaluate environmental factors which influence the general welfare of residents.

Any resident wishing to get involved may contact the Housing Director at 532-8336.

### **Mail**

At check-in each student receives a mailbox key. One mailbox is provided for each student in Eastern Hall and in Lancer Hall. Outgoing mail is picked up from the Information Center in the Tebbet Building by the U.S. Postal Service. Mail is delivered in the residence halls at 6:00pm Monday – Friday. No mail is delivered on Saturday or Sunday. The EWC Information Center has postage stamps available for purchase. To mail a letter, please visit the EWC Information Center.

Addresses are as follows (NOTE: PLEASE DO NOT INCLUDE "EASTERN WYOMING COLLEGE" IN THE ADDRESS):

**Residence Hall Name**  
**Resident's Name**  
**3200 West C Street, Room # \_\_\_\_\_**  
**Torrington, WY 82240**

UPS, Federal Express and large postal packages are delivered to the Residence Hall. Students will receive a notice in their mailbox or a text message if they receive a package. Students are allowed to pick up there packages at the Resident Assistant Desk from 6:00pm to 12:00 am. Students must show a valid ID and sign the package log to receive their package. **NO ONE other than the student who the package is addressed to is allowed to pick up a package!** To send a package Federal Express Ground or Overnight, contact the EWC Bookstore.

### **Laundry**

Washers and dryers are available for residents to use for their personal laundry at no charge. Residents are not allowed to use the laundry facilities to do the laundry of those who do not live in the residence halls (friends, boyfriends, girlfriends, etc.). Do not overload the machines and always clean out the lint traps before each use. Please use "high efficiency" liquid laundry detergent or the detergent "pods" or Clorox Tabs. These are more cost effective and protect the machines from soap and Clorox abuse. Report any problems to a Housing Staff member. Remember - Once a wash cycle begins, the door on the machine locks and can't be opened until the cycle is complete. Do not leave clothes unattended for long periods of time. Clothes left in the machines for longer than one hour may be removed by Housing Staff. EWC is not responsible for lost or damaged items. Laundry rooms are open 24 hours per day.

### **Lounges**

Lounges and other common areas of the buildings are provided for the use of building residents and their invited guests. All lounges are open to residence of that hall 24 hours per day.

Lounge areas are not intended for use by the general public or by uninvited guests. All lounge and common areas are furnished with chairs, couches and/or tables; care of lounge furniture is the responsibility of those using the lounge. ***Please do not remove the furniture from the lounge for any reason.***

Residents are encouraged to utilize the lounge areas rather than gather in the halls or corridors which may disrupt the ability of other residents to sleep and/or study.



**Parking**

Resident students may park their vehicle in any yellow lined space in either dorm parking lot. Fire lanes and certain spaces are crossed out and no parking is allowed in those areas. Handicapped parking spaces are marked and should not be used by anyone without an official handicapped tag on their vehicle. **Trailers of any kind are NOT to be parked in the residence hall lot** as they create a problem, due to size, for any emergency vehicle that may need to enter. Trailers and other large vehicles may be parked in the gravel parking lot behind the Mechanical Arts building.

The gravel parking lot across the street from Eastern Hall and just southeast of Lancer Hall belongs to the Torrington Learning (Day Care) Center. Students and guests should park in the paved area near the residence halls. Disciplinary action will occur for student vehicles parked in an inappropriate space or manner, and these vehicles may be ticketed or towed, with any charges to be paid by the student.

**PLEASE NOTE: No auto repairs/maintenance may be done on a vehicle in any area of campus.**

**Recreation (Lounge) Areas**

The basement of Eastern Hall has a recreation room. The lobbies of Lancer Hall and Eastern Hall each have a big screen television and a DVD player.

There are outdoor tennis and basketball courts near Eastern Hall.

**Storage**

Due to minimal space, Housing is unable to provide storage space for students during the Summer once they have moved from the residence halls.

**HOUSING STAFF**

**Resident Assistants (RA's)** – are students who live on or near the floor where students live and are the Housing Staff members with whom residents have the most contact. They assist the Housing Director and the Coordinator of Residence Life in managing the hall, and providing resources and support to residents. RA's help to create a supportive atmosphere and sense of community in the halls. They discuss problems and opportunities with individual students as well as take appropriate action in situations that affect the general welfare of the hall and its residents. RA's are knowledgeable about many housing and college services, and assist in ensuring compliance with housing guidelines and college policies.

**Coordinator of Residence Life** – Ms. Rebekah Wells (307) 532-8341 (Office) (307) 338-0665 (Cell) – is a professionally trained staff member responsible for working with the Director to carry out programming duties, to ensure the safety and security of all students and to assist the Director and RA's as needed. The Coordinator lives in Eastern Hall.

**Housing Director** – Ms. Kim Russell (307) 532-8336 (Office) (307) 534-6907 (Cell) is a professionally trained staff member responsible for the overall administrative and programming duties necessary for on-campus living at Eastern Wyoming College. The Director works with the RA's in the development of a community atmosphere in on-campus housing, as well as coordinating with maintenance and working with residents who have personal and/or behavioral problems. The Housing Director lives in Lancer Hall.

**Vice President of Student Services** –Dr. Don Appiarus (307) 532-8257– has overall responsibility for Student Services, including Housing, at Eastern Wyoming College.

**COLLEGE RESOURCES****Student Center (532-8314)**

This facility has a TV lounge, pool tables, seating area and snack bar for student use. Students are encouraged to use this facility for socializing with their friends.

**Clubs and Organizations**

There is a list of clubs and organizations in the EWC College Catalog. Students are encouraged to become active in one or more of them.

### **Center for Tutoring & Learning (532-8378)**

Located in the Tebbet Building below the Library, the Center for Tutoring & Learning (CTL) offers a variety of services to enhance and support the learning experience of all students. Services include free tutoring assistance either face-to-face in the lab or online 24/7 in a wide variety of subject areas, computers and study areas for groups or individuals. The Language Lab, within the CTL, offers a closed-door area for students to practice speaking languages and to use the computer software to supplement their classroom experiences. The CTL is staffed with tutors throughout the day. Visit their website ([ewc.wy.edu/current-students/tutoring/](http://ewc.wy.edu/current-students/tutoring/)) or call for updated tutor schedules and lab hours.

## **HOUSING CALENDAR**

### **Fall Semester, 2018**

August 26 (Sunday)	Residence Halls open at 10:00 am
August 27 (Monday)	New Student Orientation and Registration/ <b>Night Classes That Start After 5 pm Begin</b>
August 28 (Tuesday)	<b>Regular Semester Classes Begin</b> / First Half Block (8 week) Classes Begin
September 3 (Monday)	No Classes/Residence Halls open for <b>Labor Day</b> holiday
October 17-19	Residence Halls open for <b>Fall Break</b>
November 21-23	Halls closed for <b>Thanksgiving Break</b> <sup>1</sup> except for students participating in college activities or those students who live more than 500 miles from Torrington.
December 14 (Friday)	<b>End of Fall Semester / Semester Break</b> <sup>2</sup> – Halls close at 6 pm

<sup>1</sup>**Thanksgiving Break 2018** – Housing is closed except for students participating in college sponsored events such as livestock judging, basketball, etc. or for students whose primary residence is less than 500 miles from Torrington. The halls will be closed at 8 pm on Tuesday, November 21<sup>st</sup> to all residents who are not participating in a college sponsored event or live less than 500 miles from Torrington. Housing will reopen at 10 am on Sunday, November 23<sup>rd</sup>.

**\*Leaving for a Holiday or Break** – Close and lock your windows, close your drapes, turn off your lights, take out your trash and lock your door. Take valuables with you.

**\*Staying in the Halls for a Holiday or Break** – Fill out a short form with a Housing Staff member indicating what days you will be present during break.

**\*Mail** – Mail is delivered as usual. Thanksgiving is a national holiday; no mail is delivered during this time.

**\*Security** – If you are staying in your room during a break, **do not let anyone into the building**. Be alert for strangers in the building. If you see anything or anyone suspicious, call 9-1-1. Keep your room door locked, even if you plan to be gone for only a short period of time.

<sup>2</sup>**Semester Break 2018** – Housing is CLOSED to all residents starting at 6 pm on Friday, December 14<sup>th</sup>. The residence halls reopen at 10 am on Monday - January 8<sup>th</sup>, 2019. Take valuables with you. **REMEMBER:** Take everything you need when you leave for break!

Be sure to do the following **before you leave for Semester Break:**

- Close and lock your windows, and close your drapes.
- Leave your thermostat at 70 degrees.
- Unplug electrical items – computer equipment, clocks, lamps, etc.
- Take small items of value with you. Do not leave them in your room.
- Wash and put away dishes, and remove all trash.
- Turn off all lights.
- Close and lock your room.

HOUSING STAFF will check all rooms after closing to ensure that the above instructions have been followed. MAIL is held until student's return in January. If you are permanently moving out of the hall, submit a change of address prior to leaving. If no change of address is submitted, mail will be forwarded to permanent addresses

that are on file with Student Services Office. Notify all those who send you mail of your new address. During the Semester Break, mail is forwarded only for residents moving out of the housing system.

MAINTENANCE STAFF may enter rooms over break for maintenance and to follow up on specific repair requests.

### **Spring Semester, 2018**

January 13 (Sunday)	Residence Halls open at 10 am
January 15 (Tuesday)	<b>Regular Semester Classes Begin</b> / First Half Block (8 week) Classes Begin
January 21 (Monday)	<b>Martin Luther King Day</b> holiday- College is Closed
February 15 – 17	Residence Halls open for <b>Winter Break</b>
March 9 – 10	Residence Halls closed for <b>Spring Break</b> <sup>3</sup> except for those students who live more than 500 miles from Torrington.
March 10	<b>Residence Halls open 10 am</b>
April 19 – April 22	Residence Halls open for <b>Easter Break</b>
May 10 (Friday)	End of Spring Semester at 6 pm <sup>4</sup>
May 11 (Saturday)	<b>Residence Halls close</b> at 12 Noon

<sup>3</sup>**Spring Break 2018** – The halls will be closed at 6 pm on Friday, March 8th to all residents whose primary residence is less than 500 miles from Torrington. Housing will reopen at 10 am on Sunday, March 17<sup>th</sup>.

**REMEMBER:** Take everything you need when you leave for break!

Be sure to do the following **before you leave for Spring Break:**

- Close and lock your windows, and close your drapes.
- Leave your thermostat at 70 degrees.
- Unplug electrical items – computer equipment, clocks, lamps, etc.
- Take small items of value with you. Do not leave them in your room.
- Wash and put away dishes, and remove all trash.
- Turn off all lights.
- Close and lock your room.

HOUSING STAFF will check all rooms after closing to ensure that the above instructions have been followed. MAIL is not delivered over the break.

**\*Leaving for a Holiday or Break** – Close and lock your windows, close your drapes, turn off your lights, take out your trash and lock your door. Take valuables with you.

**\*Staying in the Halls for a Holiday or Break** – Fill out a short form with a Housing Staff member indicating what days you will be present during break.

**\*Mail** – Mail is delivered as usual except for Spring Break.

**\*Security** – If you are staying in your room during a break, **do not let anyone into the building**. Be alert for strangers in the building. If you see anything or anyone suspicious, call 9-1-1. Keep your room door locked, even if you plan to be gone for only a short period of time.

**<sup>4</sup>End of Spring Semester** – Residence Halls will close at 6 pm on Friday, May 4<sup>th</sup> to students who are not graduating. Residents who are graduating or assisting with graduation may inquire about staying in the resident halls until Saturday. For extenuating circumstances, visit with the Housing Director. The Residence Halls are closed for all students on Saturday, May 5<sup>th</sup> at 12 Noon. Students enrolled in Summer School should visit with the Housing Director.

### **Check-Out**

Students must officially checkout of their room with a Housing Staff member. Students should sign their Room Inspection Sheet and turn in all keys. Failure to check-out and return keys forfeits the refund of the student's

housing deposit. Expectations regarding room cleanliness and check-out will be distributed at least 2 weeks prior to the close of the semester. The expectations are that all trash and personal items are removed and room is vacuumed. If living in a suite, bathroom must be wiped down, swept, and cleaned. Returning student form will be required at check-out.

**Mail** – Students wishing their mail to be forwarded must submit a change of address upon leaving. If no change of address is submitted, mail will be forwarded to permanent addresses that are on file with Student Services Office. Notify all those who send you mail of your new address. Mail will be forwarded for 30 days.

## HOUSING ASSIGNMENTS & RELATED INFORMATION

### **Room Assignments**

Room assignments are made to the student who has paid the security deposit, completed the housing application, and is enrolled in 12 or more credit hours for the assigned semester. No resident may sub-lease their assigned room to any other person at any time.

### **Requested Room Changes**

Students can get information regarding requests for room changes from the Housing Office. Assignments to available space are made on a first-come, first-served basis dependent on the date of housing security deposit and housing application.

### **Administrative Room Changes**

The Housing Office reserves the right to relocate residents. In certain situations, residents may need to be relocated to other rooms. Additionally, when a college or housing discipline process is pending, residents may be relocated on a temporary basis to resolve issues concerning physical, verbal or sexual assault, intimidation, or any situation that would be detrimental to the health, safety or welfare of a student, EWC employee or the college community. A relocation may become permanent if it is determined to be part of the discipline process.

### **Roommates . . . Getting to Know Each Other and Getting Along**

For many students, living with a roommate is a new experience. Even if you've lived with thirteen brothers and sisters all of your life, learning to share a small space with someone you have just met may present a challenge. Over the year, you and your roommate(s) will use your room to sleep, study, socialize or just to get away for a few minutes of relaxation and privacy.

Balancing the different needs of both you and your roommate(s) requires understanding and a lot of communication. The two (or three or four) of you will need to become familiar with each other's habits, moods and unique personalities to create an environment where all of you can live comfortably.

The Housing Office has established and will require that each roommate pair and suitemates complete a Roommate Agreement. The Roommate Agreement and supporting activities are designed to help you settle your differences before they happen. Even though it's probably easy to think that problems won't arise, we hope you'll take the time to talk through some of these issues with your roommate. Successful roommates write agreements down and then stick to them.

### **Roommate Conflicts**

Roommates are expected to resolve conflicts themselves in a mature manner. If conflicts cannot be resolved between roommates, it is the responsibility of the student to contact a Housing Staff member for staff intervention such as mediation. In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the Housing Director to relocate one or more roommates to available housing spaces. If moved into a single room due to conflict with roommate or disciplinary issue, you will be required to pay the rate of a single room or you will be assigned a new roommate.

### **Single Rooms**

Single rooms, **when available**, will be charged the single room rate (prorated) for the current year. Room status changes (e.g., double room to single room or single room to double room) will be prorated on a daily basis regardless of the circumstances. EWC Housing reserves the right to relocate residents and every effort is made, though not guaranteed, to keep the student in a similar type room.

### **Housing Security Deposit**

Each student must submit a \$150 housing security deposit with a housing application. The security deposit serves as a damage deposit and reservation deposit. All residents are required to submit the security deposit, even those receiving financial aid or scholarships. The security deposit will be refunded by mail after the student leaves the College via termination at the end of the semester or graduation provided no room damages (including key replacement) have been incurred.

The housing security deposit will be refunded in full if an applicant cancels the housing request in writing BEFORE July 1 for the Fall Semester or BEFORE December 1 for the Spring Semester. If cancellation occurs ON or AFTER these specified dates, the housing security deposit will be forfeited.

The housing security deposit will be forfeited if a resident moves out of the resident halls and does not properly check out of his/her room with a Housing Staff Member or is removed from the residence hall for disciplinary reasons.

The housing security deposit will carry forward from one semester to the next provided no damage charges are assessed (returning students will not have to pay another security deposit if they return the following semester).

### **Full Time Student Status**

If the student falls below 12 credit hours of enrollment and does not increase his/her credit hours to 12 credits or more within 48 hours, the student must move out of the residence hall. For extenuating circumstances, contact the Housing Director and the Vice President for Student Services.

### **Reapplication Process**

Returning students are not required to reapply for college housing for the upcoming academic year. Returning students should complete the "End of Semester Checkout Form" with the option to choose their current housing assignment for the following year or applying for a different room. Reapplication materials and the schedule for submitting them are announced before the end of the Fall and Spring semester.

### **Termination of Occupancy from Housing during the Academic Year**

If an on-campus resident withdraws from EWC or moves out of college housing before the start of the semester or within the first 8 calendar days of the start of the semester, the student shall forfeit 25% of the semester room and board charges assessed. Students moving out of college housing after 8 calendar days from the beginning of the semester shall forfeit 100% of the room and board charge assessment. If the student properly follows the check out procedures with a Residence Life Staff member, he/she will receive 100% of their housing deposit back as long as no damage has been done to their assigned room. If there are circumstances clearly beyond the student's control, an appeal regarding a refund may be made by submitting a written statement to the Housing Office explaining why an exception should be made. No refunds will be made to students who do not officially withdraw or whose misconduct results in suspension/dismissal from on-campus housing and/or suspension/dismissal from the College.

## **HOUSING POLICIES, REGULATIONS AND GUIDELINES**

College policies and Housing guidelines are in place for the general welfare of the resident population and to promote a positive community and the rights of all members of the community. The compelling community interests that form the basis of these policies and guidelines are:

- (1) Health and safety
- (2) Property loss or damage
- (3) Disruption of the educational living environment
- (4) Illegal/Prohibited activities

We do not attempt to cover every possible behavior with a policy and will, when a student does not display common decency and decorum expected by EWC, hold the student accountable for his or her actions. We encourage you to ask questions about these compelling community interests and how they affect you.

All members of the EWC college community have the responsibility to respond to policy violations. When in the presence of a violation, the individual has the responsibility to:

- 1) Leave the area where the violation is occurring; and/or
- 2) Contact a Housing Staff member so that the situation can be handled by a college official.

The responsibility to abide by and respect college policy is held by all members of the college community. If a student remains present during a policy violation without taking immediate action as outlined above, the student is also in violation of the policy. Such support of violations undermines the purpose of the community in providing an atmosphere conducive to academic and personal growth for its members.

Residents are responsible for all standards set forth in the EWC Student Code of Conduct. It is important that students do their part by understanding the guidelines established by EWC. Listed below are the standards and **prohibited activity** applicable to living in on-campus housing.

- A. Use and/or possession of alcoholic beverages and their containers in the residence halls.
- B. Use, possession and/or sale of any narcotics or other dangerous drugs as defined by local, state or federal laws in the residence halls.
- C. Participation in illegal gambling in the residence halls.
- D. Possession and/or use of firearms, fireworks, dangerous chemicals or other dangerous flammable materials in and around the residence halls.
- E. Possession and/or use of dangerous weapons, knives, bow/arrows, etc.
- F. Possession of any pets in hall or room except for fish in small fish bowls.
- G. Misuse, abuse or neglect of any residence hall property.
- H. Unauthorized room changes or transfers.
- I. Violation of residence hall escort policy.
- J. Unauthorized guests; failing to instruct guest(s) as to college and residence hall rules and policies. Residents are responsible for and are held accountable for the conduct of their guest(s) and all activities in their rooms.
- K. Tampering with any residence hall lock or door.
- L. Tampering with any residence hall fire alarm, fire hoses, fire extinguisher or smoke detector.
- M. Violation of quiet hours.
- N. Alteration of residence room in any way.
- O. Unsanitary room conditions. (see page 21)
- P. Failure to cooperate with the College officials in the performance of their duties.
- Q. Failure to comply with reasonable directions from Housing Staff members.
- R. Use of smoking materials in any residential facility.
- S. Cutting or coloring hair in the residence hall.

### **Entry to Student Rooms**

Every student's personal privacy is respected. Entry to rooms, whenever possible, will be done with resident student(s) present unless an emergency or exceptional circumstance exists. However, the Housing Office reserves the right to authorize entry into a room when there is reasonable cause to believe that:

1. An immediate threat to the health or safety of the occupants exists.
2. A need to protect property (college or private) exists.
3. It is necessary for housing personnel to close and secure a hall or to repair, replace or inspect college property, deliver student property (such as packages or lost items), or turn off lights and/or water.
4. It is necessary to aid in the Housing Office's basic responsibility regarding discipline and maintenance of an educational atmosphere.
5. Announced room inspections are taking place.

### **Harassment/Discrimination**

The EWC Housing Office does not and will not tolerate discrimination of any kind, for any reason, against any member of the housing community. Each member of the housing community has an obligation to treat other community members with understanding, dignity, respect and compassion.

In keeping with the above statement, the Housing Office is committed to a living environment free from abuses, intimidation and harassment. Behavior that offends the dignity of anyone could lead to disciplinary action.

Included in this behavior are ethnic, sexist or racial slurs; unwanted physical advances or intimidations; threats to do bodily harm; treatment of an abusive or taunting nature; and the display, via social media, or in common areas of visual materials that demean, degrade or humiliate, or are racist or sexist in nature. Report incidents of harassment to a Housing Staff member.

### **Sexual Harassment Policy**

Eastern Wyoming College endorses the definition of sexual harassment provided under Title VII of the Civil Rights Act of 1964. The EWC Policy on Sexual Harassment can be found in the Student Code of Conduct.

### **Alcohol & Illegal Drugs**

Wyoming law requires that individuals must be at least 21 years of age to consume, purchase or attempt to purchase, procure or possess any alcoholic or intoxicating liquor. The Eastern Wyoming College Board of Trustees has enacted a drug and alcohol policy stating that drugs and alcohol may NOT be present on-campus or at college sponsored activities. Possession of these substances or their containers in on-campus housing or anywhere on-campus (including the parking lot) is **NOT PERMITTED**.

The use/abuse of alcohol and illegal drugs is counterproductive to the academic mission of the residence halls and the College. There are many negative effects of alcohol and illegal drug use on individuals and on the community in the residence halls.

Residence hall communities are designed to promote and foster personal growth and development of individuals and are supportive of the resident's academic endeavors. Residence halls are not sanctuaries from state and local laws or from college standards and regulations. Staff will confront any resident who is identified as being in violation of the laws or policies regarding use of illegal drugs and/or misuse of alcohol. The responsibility to obey state and local laws and college rules rests with each student. Students are held accountable for their behavior as it relates to alcohol and illegal drugs.

The following sections further define the policies regarding the use of alcohol and illegal drugs.

### **Alcoholic Beverages**

- Alcohol and/or their containers (full or empty) may NOT be present on-campus regardless of the legal age limit.
- It is a violation of housing policies for any student to be in a room where alcohol is present regardless of consumption.
- A resident who is under the age of 21 and is suspected of being under the influence may be subject to a field sobriety test at the discretion of Housing Staff with the cooperation of the Torrington Police Department, Campus Resource Officer or Goshen County Sheriff's Office.
- Students 21 years or older who choose to consume alcoholic beverages off-campus are expected to do so in moderation. Excessive alcohol consumption can often lead to violations of other housing and/or college standards. Evidence in a violation may indicate that the resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behavior that results from excessive consumption of alcohol, including the inability to exercise care for one's safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing alcohol policy. Alcohol use/abuse is not considered an excuse for misconduct.
- A resident found to have provided alcohol to minors or to have endangered the health, safety or welfare of an individual by providing alcohol will be subject to termination of the Residence Hall Agreement as well as further college sanctions.
- Housing Staff will call 911 if any student/guest is unable to walk unassisted or if anyone is found unconscious in the residence halls or the surrounding area as these are health and safety issues. Torrington Police Department officials respond to this call and may issue tickets, contact the ambulance service or take the person to the local jail. The student/guest is responsible financially for any applicable charges.

In confronting a violation involving alcohol, Housing Staff will request that the resident pour all alcohol down a drain. If the resident refuses, Housing Staff may pour the alcohol out for them. If large quantities of alcohol are found, the Torrington Police Department will be called for assistance and disposal.

### **Drugs**

Use and/or possession, sale, manufacture or distribution of drugs and/or narcotics, controlled substances or paraphernalia, as determined by Wyoming law and College regulations, is illegal. It is a violation of housing policy for a student to be in a room where illegal drugs or paraphernalia are present. Any student known to be possessing, using or distributing illegal drugs will be subject to College disciplinary action and may be arrested under state and federal laws.

### **Suicidal Threats/Suicidal Attempts**

Residents who threaten to commit suicide or attempt suicide will be immediately referred to the EWC Counseling Center and Goshen County Emergency Services (Peak Wellness Center, Torrington Community Hospital Emergency Room, Torrington Police Department and Goshen County Sherriff's Department) for a suicide assessment. This assessment could result in a Title 25 hospitalization or a voluntary hospitalization. The resident must have a written document from a mental health professional, stating that the resident is stable and is no longer a threat to him/herself or others, before the resident is allowed to return to the residence halls.

### **Cooperation with College Officials**

Housing Staff are college officials. Residents must comply with lawful directives from any college official. Failure to comply or verbal/physical abuse directed at a college official will not be tolerated and may subject the student(s) to disciplinary action.

### **Disruptive or Disorderly Conduct / Physical Threats**

Any behavior that disrupts a resident's sleep or study will not be tolerated. Residents are requested to confront individuals who are bothering them and discuss the situation with the person(s) responsible. If the disruptive behavior is not resolved, the resident should seek the assistance of the Housing Staff member on duty.

Disorderly conduct is a violation of a city ordinance and will not be tolerated in on-campus housing. Examples of disorderly conduct include, but are not limited to:

- fighting;
- provoking a fight;
- profane language;
- public intoxication;
- window peeking;
- urinating in public;
- lewd or obscene behavior; and
- lewd or obscene attire.

Disorderly conduct will result in disciplinary action. Examples of disorderly conduct and possible sanctions can be found in the EWC Student Code of Conduct.

Residents who threaten physical harm to another individual will be immediately referred to the Torrington Police Department. The resident must have a written document from a legal official and/or mental health professional, stating that the resident is stable and is no longer a threat to others before the resident is allowed to return to the residence halls.

### **Conflicts and Complaints**

Residents who have complaints or are dealing with housing policy conflicts should meet with the Housing Director to voice their concerns. Any housing conflicts or complaints should start with the Director before contacting the Vice President for Student Services. The housing department is willing to work with the student(s) to resolve these issues.



### **Identification Upon Request**

In order to protect the safety and welfare of residents and housing facilities, any resident or Housing Staff member (i.e. RA, Housing Director, etc.) may require anyone, at any time, to present an official EWC identification card and/or other form of ID. Carry a picture ID at all times.

### **Noise**

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one's responsibilities to the community and the situation may require intervention by Housing Staff. Noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Housing Staff recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to contain noise levels acceptable for a productive college living and learning environment.

**Quiet Hours Policy** – Quiet hours begin at 11 pm and end at 9 am the following morning.

**Courtesy Hours** are in effect at all other times (9 am – 11 pm).

Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones. **In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by Housing Staff.**

Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has potential to interfere with another community member's (including staff's) ability to sleep, study or work in their room, is prohibited. This noise policy applies to all housing facilities, including rooms, hallways, common areas, and the grounds immediately surrounding the buildings. Residents, who are having an issue with noise, are strongly encouraged to take responsibility for confronting the situation and let the offender know their noise is creating a disturbance. Residents must comply with all requests to reduce their noise level.

The noise policy is enforced throughout the year and violators are subject to disciplinary action.

### **Loitering In the Halls**

The housing staff encourages residents to socialize and build lifelong friendships. However, sitting in the halls, corridors and on the stairs to visit is discouraged as such behavior may be disruptive to residents who wish to sleep and/or study. Residents and their guests should use the kitchen, lobby, TV rooms and computer labs to socialize.

### **Final Exam Policy**

During final exam period at the end of each semester, a 24-hour quiet policy goes into effect. It begins on the last day of classes at 6 pm and continues through the end of finals, at which time the standard quiet hour's policy becomes effective and lasts through closing. This policy is strictly enforced during finals.

### Residence Hall Visitation Hours

	<u>Non-resident Students* &amp; Public</u>	<u>Residents of their assigned Residence Hall</u>
Sunday – Thursday	9 am to 12 Midnight	24-Hour Visitation
Friday – Saturday	9 am to 2 am	24-Hour Visitation

\*Floors/Wings in Eastern Hall are 1) 1<sup>st</sup> Floor North; 2) 1<sup>st</sup> Floor South; and 3) 2<sup>nd</sup> Floor.

\*Floors/Wings in Lancer Hall are 1) North Wing and 2) South Wing.

**24-Hour Visitation applies to students dwelling in the same hall as their assigned residence.**

**\*non-resident includes any student not assigned to that specific Residence Hall. (If you in Eastern Hall you are considered a visitor in Lancer Hall and vice versa)**

### Public Area Visitation Hours

	<u>Non-Resident Students &amp; Public</u>	<u>Residents of the Same Residence Hall</u>
Public Area Hours	9 am to 2 am	24-Hour Visitation

\*EWC Residence Halls are 1) Eastern Hall and 2) Lancer Hall. **Public areas in Eastern Hall** include 1) Main Lobby; 2) Basement Computer Room; and 3) Basement TV Room. **Public areas in Lancer Hall** include 1) Main Lobby for all residents; 2) North Wing Computer Room for north wing residents; 3) North Wing TV Room for north wing residents; 4) South Wing Computer Room for south wing residents; and 5) South Wing Computer Room for south wing residents.

#### **Visitation is....**

- An organized method by which residents may have friends, relatives and fellow students visit their primary living areas for the purpose of studying, relaxing and socializing.
- A set of reasonable parameters within which roommates may determine together how to balance sleep, study and social activities in their living quarters.
- A means by which EWC facilitates responsible growth and development among on-campus students to prepare them to handle the freedom they will experience when they encounter more independent living.

#### **Visitation is not...**

- Open access to the residence halls.
- Permission to engage in illicit or illegal activities.
- Permission for cohabitation.
- A means by which a student's right supersedes another student's ability or desire to sleep or study

**Cohabitation** – A nonresident or resident of a different room using a room as if they were a resident of that room. This includes the presence of clothing or other personal belongings in the room; sleeping in the room, studying in the room on a regular basis, being in the room without the presence of the host and using the bathroom facilities as if they lived there. Disciplinary action will be taken against any resident who interferes with his/her roommate's entry or ability to sleep or study within their room.

**Guest** – Any person who does not live on-campus. No guests under eighteen years of age are permitted with the exception of certain family members. Please contact the Housing Director in advance of any visits from relatives under the age of 18.

**Visitor** – Any person who lives on-campus, either in Lancer Hall or Eastern Hall, but does not reside in the room in which they are visiting.

For safety and security purposes, guests in on-campus housing must check in as a visitor of a specific resident at the front desk and provide photo identification (driver's license or student ID are preferred.) The following guidelines apply to visitors and the host resident they are visiting:

1. Host residents are responsible for the conduct of their guests. It is the host resident's responsibility to inform their guests of college and housing policies. Host residents will be held accountable judicially for the misconduct or rule violations of their guests.
2. **Residents are responsible for all activities that occur in their room.**
3. Housing Staff reserve the right to require any guest or visitor to leave the building immediately upon request.
4. Guests who do not follow the housing policies may have their visitation privileges revoked.
5. Visitors of students (who are not present in the Hall at the time) should wait in the Public areas until the resident student returns to the hall.

### **Overnight Guests**

1. Overnight Guests are allowed to stay Friday and Saturday night ONLY
2. Guest Parameters:
  - Must be over the age of 18.
  - If it is a family member under the age of 18, a special request must be made to Residence Life Staff.
  - Guests may be of either gender.
  - Must register minimum of 24 hrs in advance including roommate/suitemate permission.
  - Must have signed consent from roommate/suitemate before guest is allowed to stay.
  - Must sign an overnight guest form.
  - Must carry Guest Pass (which will be issued during the signing of the overnight guest form) at all times.
  - Guests are allowed to stay for a maximum of two nights in a row and no more than 10 nights per semester.

The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate plans to have a guest in the room. It is important for roommates to discuss the presence of all guests and arrive at an agreement acceptable to each party within the Housing guidelines. A resident's rights to sleep, study and to privacy take precedence over the privilege of having guests in a room.

After receiving signed permission from their roommate(s), residents must register their overnight guests with a Housing staff member. The resident should complete an overnight guest form in the presence of a Housing staff member. Once registered, the guest is given a copy of the registration form to carry at all times while in the residence halls, and must be able to produce a picture ID upon request of any staff member or resident. No overnight guests are allowed during the first and last weeks of each semester or during the EWC Rodeo weekend.

Overnight guests are not allowed during regularly scheduled campus closings such as Fall Break, Christmas/Semester Break, Thanksgiving Break, Martin Luther King Day, Easter Break, Memorial Day, 4<sup>th</sup> of July, Labor Day and Spring Break.

### **Solicitation/Sales/Promotions**

On-campus housing facilities may not be used for commercial, personal or private financial gain. The purpose of the following policy is to provide a means for companies and individuals to advertise opportunities without violating the privileges afforded resident students.

- All bulletin board materials must be approved and posted by the Housing Director. The Housing Director considers the appropriateness of materials. Items not consistent with the mission of the College, the Student Code of Conduct and the spirit of the educational environment of the residence halls will be rejected.
- Requirements for all posting must be 8½ x14 or smaller. Postings larger than 8½ x 14 are approved at the discretion of the Housing Director.
- No products or materials will be distributed through Housing Staff without approval from the Housing Director.
- Items delivered by the U.S. Postal Service are put in student mailboxes without consideration for content. In the case where illegal items are suspected, the appropriate law enforcement agencies and/or postal inspectors will be contacted by the Housing Office.
- No flyers will be distributed through housing mailboxes. The only exceptions are flyers or notices for official College or Housing business.
- Door-to-door solicitation is prohibited. This includes sliding information under students' doors.
- Residents are prohibited from using their rooms, telephone lines or student mailboxes for solicitation, commerce or accounts receivable.

### **Sports in the Halls**

Residents may not engage in any physical sports or sport-related activities within residence hall lounges, rooms or suites, stairways and hallways. Playing physical sports in such a confined area can lead to injury and/or damage to private or college property. The riding of wheeled vehicles or wearing of any types of skates in the buildings is prohibited. Bouncing or throwing balls, or water balloon fights are not allowed in the residence halls.

### **Appropriate Attire**

Residents are strongly encouraged to wear a shirt and shorts/pants/sweat pants, etc, when in the public areas of the residence halls. Residents who utilize the community bathrooms in Eastern Hall are advised to take shirts and shorts/pants/sweat pants, with them to the showers. Students who do not wear appropriate attire in the public areas of the residence halls are subject to disciplinary action.

### **Vandalism**

Each year, the Housing Office spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few residents or nonresidents who vandalize buildings. Any resident with information about acts of vandalism should contact the Housing Office. This includes removing or defacing community bulletin boards and signs. Residents who abuse housing facilities should expect to pay for damages and are subject to disciplinary action.

## **RESIDENT ROOMS & SUITES**

### **Decorating Your Room**

Alterations to any on campus housing property and/or semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings or furniture; drilling holes; or affixing decals. Tampering with or altering electrical or telephone wiring is prohibited. Any damage caused by decorating efforts makes rooms less desirable to the next resident. Residents are charged for repairs and will place their Residence Hall Agreement in jeopardy.

Combustible decorative materials such as leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair, or other similar materials are not allowed in campus housing for decorations. The use of holiday cards, wrapping paper and streamers to decorate corridor walls and doors is prohibited. If holiday lights are used they must be miniature lights (less heat) and must be UL listed for the intended use.

Decorative materials or displays must not obstruct doorways, corridors, stairways or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment and building service equipment. The public display of vulgar pictures, vulgar language, pictures of immoral behavior or pornography is not allowed and will be removed by a Housing staff member.

### **Doors**

Residents sometimes affix material to the outside of their room doors. To use the door in this manner, follow these guidelines:

1. Avoid material that a reasonable person might find offensive.
2. Don't post material that "attacks," demeans or otherwise exploits an individual or a group of individuals.
3. Do not permanently affix material to the door.

### **Furniture**

All bedrooms are fully furnished. This furniture may not be stored in place of the resident's own furniture and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons, furniture that has been placed outside a living quarters will be removed by the Housing Office. Furniture that has been removed is considered abandoned. Residents are charged for furniture missing from their room at checkout. If it can be accommodated space wise, items belonging to the resident (overstuffed chairs, bookcases, etc.) may be placed in the living quarters provided they do not create a hazard or safety problem. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all housing furniture is present and accounted for; the resident is charged if any original housing furniture is missing. It is against housing policy to move furniture from lounges or common areas and place it in a resident's room.

**Abandoned property** will be kept for a period of fifteen days. If it is not claimed by its owner at that point, it will be disposed of and no longer considered "abandoned property".

### **Residence Hall Suite Bathrooms**

The showers in Residence Hall Suites must be cleaned with spray shower cleansers only. Do not use abrasive cleansers such as Comet, Ajax, Bonami or Softscrub on these fixtures. Spray cleansers such as Shower Power, Scrubbing Bubbles etc. are acceptable. Students are subject to fines if the showers are scratched. Thus, the student will not receive 100% of their housing deposit back after they terminate their housing contract. No alterations of any kind can be made to the showers/bathroom. If a student desires to bring his/her own shower head, they must contact a Residence Life Staff member and that staff member will submit a work order to have the showerhead installed by the EWC Maintenance Team. A minimum fee of \$50 will be charged to any student that alternates their bathroom in anyway without following the above procedure.

### **Pets**

Except for service animals, no pets or animals may be brought into on-campus housing facilities. This policy is due to the design of the housing facilities and problems (noise, odors, sanitation, inhumane treatment, allergies, etc.) inherent in keeping pets in or around on-campus housing facilities. Small aquatic fish are permitted in a small aquarium of 10 or less gallons. Amphibious creatures and reptiles (including lizards, newts and snakes) are not allowed. Fish that are dangerous or harmful to humans or creatures prohibited by state or federal law are not allowed. In order to have an aquarium, residents must have their roommate's approval and accept full responsibility for care, cleanliness and any ill effects that could result.

### **Room Cleaning and Inspections**

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it in designated dumpsters outside the building. Residents are not permitted to keep empty cans, bottles, etc. in their room as they attract insects, grow mold and create an odor. In living units that have their own bathroom and kitchenette, the resident is responsible for cleaning these rooms also (including the cupboards, microwaves and refrigerators).

Formal, announced room inspections of each room will be conducted once a month as well as before Thanksgiving Break and Spring Break. A Housing Staff member who has been specifically assigned to the area, with assistance from another Housing Staff member, will conduct the inspection; it is desired that the student be present. Housing Staff may also conduct a room inspection if there is a complaint or suspicion of concerning cleanliness. Checklists will be completed for each inspected room that is unsatisfactory (see paragraph above) and filed with the Housing Office. At that time, any necessary maintenance will be noted and any major concerns handled immediately. The resident will have 48 hours upon notification to clean the room to a satisfactory standard. In the event of a serious disregard for cleanliness or vandalism of any room, the student may receive any college-imposed sanction deemed appropriate to the situation. This may include cleaning

charges or termination of housing contract.

Residents who do not clean their assigned room in a satisfactory manner can be charged by the College for cleaning above and beyond the normal cleaning done following the vacancy of the room each semester. A hold will be placed on the student's account until the cleaning fees are paid in full by the resident(s) of the room.

## **SAFETY & SECURITY/SECURITY CAMERAS**

Students are encouraged to take all reasonable steps to ensure their personal safety and security. Common sense and crime prevention strategies can help ensure a student's safety and security. Students should consider: 1) Creating a "hall watch" awareness program; 2) Asking strangers that are visiting about who they are visiting. Students who are suspicious or uncomfortable about a visitor should contact their RA or Housing Director (Remember, students will be asked to describe any unknown persons).

Eastern and Lancer Hall are equipped with security cameras in all public areas including the hallways. Students should be aware that violations of residence hall rules/policies observed through camera recordings will result in appropriate sanctions.

Students are expected to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus. The Torrington Police Department, (307) 532-7001, will respond to calls from campus.

### **Access to Campus Housing – Security Doors**

Students are issued a key to the interior front door of the building where they live so they may come and go as they wish. All entries into the residence halls will remain locked at all times. **DO NOT GIVE YOUR KEY TO ANYONE ELSE.**

Do not prop open outside doors or remove window screens. Report malfunctioning doors and/or windows to the Housing Staff. Students who jeopardize the safety or security of other residents by propping or otherwise disabling exterior doors and/or windows, or letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action. Students who endanger their own health and safety, or that of other residents will face disciplinary consequences.

### **Bicycles**

Bicycles may not be kept in your room or suite. Bicycles may be parked in bike racks adjacent to the building. The College is not responsible for damage done to your bicycle while it is on campus.

### **Firearms/Weapons**

Firearms, explosives, ammunition and dangerous weapons or materials are **NOT** permitted within or upon the grounds and housing buildings. Weapons may include, but are not limited to, pellet or BB guns, paint-pellet guns, starter pistols, blow-dart guns, slingshots, martial arts devices, military folding shovels (e-tools), bowie knives, daggers or any knife with a blade of four inches or longer, or switch blades. A harmless item that is used to cause fear in another person is included in the meaning of "firearm". Students who violate this policy are subject to disciplinary action.

### **Exclusion from an Area**

The Housing Office reserves the right to exclude (prohibit entry to a specific area or building) those persons whose behavior is determined to be detrimental to the well-being of the residence hall community or incompatible with its function as part of an educational institution. Exclusions will normally be for a specified period of time, after which they are eligible for review. Failure to comply with the terms of an exclusion may result in disciplinary action and/or arrest.

### **Personal Injury and Illness**

Housing Staff reserve the right to request medical assistance (including an ambulance) on a resident's behalf should it be necessary. Medical providers are instructed to bill the cost of services to the resident. Also, the

College does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the on-campus housing.

### **Weather Alerts**

Eastern Wyoming College uses the CodeRed Alert System to notify students about weather related campus closings and class cancellations. If the College is closed and meals will not be served on the regular serving schedule, the Housing Director and the Coordinator of Residence Life will have pre-packaged emergency meals available for students upon request. No off-campus visitors will be allowed in the residence halls if the College is closed due to bad weather except in the case of an emergency. College closure suggests that road conditions are unfavorable and that travel is not recommended.

### **Tornado Threats**

A tornado **WATCH** means there is a chance of a tornado. Radio stations KGOS (1490 AM) / KERM (98.3 FM) will inform the community that conditions are favorable for a tornado.

A Tornado **WARNING** means that a tornado has been sighted in the area. Tornado sirens (a steady alarm) means a tornado has touched down in the area. The alarm continues to sound until the tornado warning has lifted. If you see or hear a tornado, or hear the alarm, go directly to your shelter area (the basement in Eastern Hall / interior hallway in Lancer Hall). If you do not have time to do that, go to the nearest inside wall and sit on the floor with your head between your knees. If possible get under furniture that might protect you from falling or flying debris.

Stay away from window and doors to the outside. Avoid hallways that are open to the outside at both ends. If there is time, close all doors and windows. Do not use the telephone. Do NOT leave the building unless you are instructed to do so. DO NOT GO TO YOUR CAR.

STAY IN YOUR SAFE AREA UNTIL THE ALL CLEAR SIGNAL IS SOUNDED.

### **Windows**

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows are subject to disciplinary action. Screens should not be removed except in the case of an emergency. Persons who remove, cut or rip the screens will be subject to a \$50 fine.

## **FIRE SAFETY**

### **Candles and Incense**

Candles with wicks and incense are not allowed in on-campus housing because they present a fire hazard and may produce odors that disturb other residents. Candles and incense found in residence hall rooms will be confiscated and then returned at the discretion of the Housing Director. Disciplinary action will occur.

### **Fire Alarm Systems and Equipment**

The fire alarm system and firefighting equipment in on-campus housing facilities are for everyone's protection. Tampering with firefighting equipment or setting off a false alarm not only makes the system ineffectual, but also endangers the lives of residents. Tampering with, removal or misuse of fire extinguishers, fire alarm pull stations, smoke detectors, fire evacuation route instructions, locked exterior doors, exit signs or other life safety equipment is prohibited by both housing policy and state law. It is a felony offense in Wyoming to tamper with emergency/safety equipment. Violations will be subject to disciplinary measures **AND** prosecution through the legal system.

If a fire alarm sounds you should:

1. Put on a coat and hard-soled shoes quickly.
2. Take a towel with you to prevent smoke inhalation.
3. Close your windows.
4. Check your doorknob. If it is hot, do not open your door. If it is cool, exit cautiously and close your unlocked

door. Be sure to take your keys with you.

5. Walk quickly and in an orderly manner to the nearest exit and away from the building.
6. DO NOT re-enter the building until you are told to do so by a Housing Staff member or a member of the fire department (even if the alarm is silenced).

If there is smoke or fire in the building, pull the nearest pull station and leave the building. Housing Staff are not trained firemen. Students are their own best method of alarm and evacuation.

### **Fire Drills**

Fire drills (announced and/or unannounced) will be held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the building. Failure to promptly leave the building during a fire drill will result in disciplinary action. Refusing to evacuate will result in housing termination.

### **Appliances/Cooking**

Cooking is not allowed in student rooms, other areas of the building or on adjacent grounds where there is not a properly equipped kitchenette. The use of personal barbecues and hibachis is prohibited.

In on-campus housing facilities, care must be taken with the number of electrical appliances plugged into any one outlet. The electrical system is not designed to carry heavy loads of electrical equipment. For that reason and because of other safety concerns, open faced electrical or heating appliances such as hot plates, broilers, space heaters, power tools, etc. are prohibited.

If you are using several electrical items like computers, stereos, televisions, etc., we recommend that you provide a UA approved power strip with a built in circuit breaker.

### **Electrical Cords**

Please use a UA protected surge protector instead of extension cords for the safety of your belongings and to help eliminate blown fuses and possible fires.

### **Fireworks**

Setting off fireworks is a violation of Wyoming state law and housing policy. Possession of fireworks is a safety/fire hazard and is prohibited in on-campus housing facilities.

### **Flammables**

Because of obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter are prohibited in on-campus housing.

### **Smoking & Smokeless Tobacco**

**Smoking** including electronic-cigarettes (e-cigs or e-cigarettes), personal vaporizers (PV) or electronic nicotine delivery systems (ENDS), **is not permitted in any building on the EWC campus.** This includes the Residence Halls and residents' living quarters. Violation of this policy will result in disciplinary action.

### **Smokeless Tobacco**

Spitting chew on the floors/walls, in the water fountains or on the sidewalk outside of an entrance is inappropriate behavior and will result in disciplinary action.



## DISCIPLINARY SANCTIONS

Upon determination that a student has violated any housing policies, regulations or guidelines set forth in the Residence Hall Agreement, the Resident Student Handbook, and/or the Student Code of Conduct, the following disciplinary actions may be imposed, either singly or in combination:

1. **Verbal Warning** that a housing policy has been violated.
2. **Written Warning** that the student is violating or has violated housing policies and that continuation or repetition of similar misconduct may cause further disciplinary action and more severe sanctions.
3. **Restitution or Reimbursement:** Reimbursement for damage to or misappropriation of property or personal injury costs.
4. **Community Work:** Assigned campus and/or community service appropriate to the offense.
5. **Counseling** for an alcohol or drug-related, or other misconduct.
6. **Creative Sanctions** which provide an opportunity for the student to learn new or different ways of thinking about themselves and their conduct choices. These sanctions are individually determined, based on the student's level of development, and the nature of the violation. Creative sanctions may include but are not limited to writing topic papers, participating in an alcohol or drug assessment, preparing posters or educational programs for other students, etc.
7. **Residence Hall Probation:** Warning that further violation of guides to residence hall living may result in removal from campus housing and/or revocation of privileges to live in campus housing for a specified period of time.
8. **Restriction or Revocation of Privileges:** Restriction or revocation of certain student privileges that may include but are not limited to: participating in or attending Housing-sponsored activities and/or entering certain housing buildings or areas.
9. **Contract Termination:** Notifies the student that she/he is being removed from on-campus housing. There is no refund of housing charges when the student is removed for disciplinary reasons.

Housing sanctions are classified based upon the severity of the violation. The following is a description of the policies/rules and the sanctions imposed. In the event a violation is not covered in the following classifications, the Housing staff, with the assistance of the Vice President of Student Services, will determine the sanction.

### **Class I Violations: Health & Safety**

Possession of alcoholic containers on EWC property, possession of pets in the residence halls, unsanitary room conditions, cutting or coloring hair in the residence halls, visitation violation, noise violation, sports in the residence halls, obscene language in public areas of residence halls, obscene pictures or words displayed in public areas, inappropriate attire in public areas of residence halls, misuse of garbage receptacles, littering, loaning keys, bikes in the residence halls, parking lot violations.

#### Class I Sanctions

Residents in violation of the above rules/policies will receive the following sanctions in the following order:

1. The resident will receive a verbal warning.
2. The resident will receive a written warning.
3. The resident will meet with the Vice President for Student Services and Vice President for Learning.
4. The resident will be terminated from the housing contract. Visiting privileges will be terminated indefinitely.

### **Class II Violations: Property Loss or Damage/Misuse of College Property/Disruption of the Educational Environment**

Smoking in the residence halls, any open flame or incense, propping open doors, unauthorized overnight guest(s), misuse/neglect of college property, failure to participate in fire drills when in the building, unauthorized room changes, tampering with locks, tampering with water hydrants, window peeking, knocking on windows after visiting hours, failure to follow the directions of college officials.

#### Class II Sanctions

1. The resident will receive a written warning.
2. The resident will meet with the Vice President for Student Services and Vice President for Learning.
3. The resident will be terminated from the housing contract. Visiting privileges will be terminated indefinitely.

**Class III Violations: Prohibited or Illegal Actions**

Use, sale and/or possession of alcohol and/or illegal drugs, illegal gambling, possessions of guns or any weapons, tampering with fire alarms, tampering with security equipment, tampering with vending machines, sexual assault, physical assault, vandalizing college or personal property, negative and profane language directed at another person including EWC college staff verbally or through social media with intent to demoralize, urinating or defecating in public areas, performing sexually explicit acts in public, public nudity, public intoxication, provoking a fight.

Class III Sanctions (The severity of the Class III violation may result in immediate termination of the student's housing contract and removal from the residence halls.)

1. The resident will meet with the Vice President for Student Services and Vice President for Learning.
2. The resident will be terminated from the housing contract. Visiting privileges will be terminated indefinitely.

Disclaimer: EWC does not attempt to cover every violation that may occur. The housing staff in cooperation with the Vice President of Student Services will attempt to make a fair and honest judgment of violations not covered in the handbook.

EWC does not attempt to cover every issue that may occur. Unforeseen weather conditions, emergencies, outbreaks of illnesses, college closures, policy changes, and/or other conditions that arise will be posted for all residents in the halls. Residents will be made aware of changes, cancellations etc. through LancerNet and local media.

Appeals to any of these disciplinary actions may be made through the EWC Grievance Policy, which is in the EWC Student Handbook. Student Handbooks are distributed at New Student Orientation and can be obtained from the Student Services Office.

**Phone Numbers****Dialing Instructions**

To get an outside line dial 9. To call any campus number, dial the last four digits

**Emergency** ..... 9-1-1

Goshen County Public Health ..... 532-4069

Torrington Police Department ..... 532-7001  
(nonemergency)

**Housing**

Housing Director – Ms. Kim Russell. .... 532-8336

Coordinator – Ms. Rebekah Wells. .... 532-8341

**Campus**

Switchboard ..... 0 or 532-8200 or 1-800-658-3195

Admissions ..... 532-8230

Athletics. .... 532-8245

Bookstore. .... 532-8240

Business Office. .... 532-8205

Center for Tutoring & Learning. .... 532-8378

Community Education ..... 532-8220

Computer Services. .... 532-8302

Cosmetology. .... 532-8265

Counseling Center. .... 532-8238

Financial Aid ..... 532-8224

Fitness Center ..... 532-8243

Food Services ..... 532-8241

Library ..... 532-8210

Physical Plant ..... 532-8254

President's Office ..... 532-8303

Records ..... 532-8207

Student Center ..... 532-8314

Student Activities ..... 532-8248

**Student Services**

Vice President of Student Services

Dr. Don Appiarius. .... 532-8257

**Internet Providers**

Action Communication ..... 1-800-558-7836

**Movie Theaters**

Wyoming Theater ..... 532-2226

**Pharmacies**

Community Drug. .... 532-3060

Shopko ..... 532-1011

Vandel Drug ..... 532-2214

**Pizza**

Dominoes ..... 532-0330

Pizza Hut ..... 534-7007

MY PHONE NUMBER IS:

---

**MY RESIDENT ASSISTANTS ARE:**Lancer Hall

Timothy Franks – Lancer Hall Suite 302

Blaine Wilker – Lancer Hall Suite 172

Sarah Burton – Lancer Hall Suite 212

Breanna Santora – Lancer Hall Suite 111

Taylor Lyso – Lancer Hall Suite 117

Eastern Hall

Katelyn Cooley – Eastern Hall Room I2

Amanda Johnson – Eastern Hall Suite I-1

Brandon Bardell– Eastern Hall Suite G-2

Caleb Parsons – Eastern Hall Suite G-1

## Missing Student Notification / Policy & Procedure

The Higher Education Act reauthorization, as approved by Congress and signed by the President, became effective on August 14, 2008. One of the changes included in this act was the new requirement that colleges/universities adopt a policy and procedure for reporting missing students. Any institution that maintains on-campus housing must establish, for students who reside in on-campus housing, a missing student notification policy and procedure. The policy and procedure is to be included in the Annual Security Report starting with the October, 2010 report.

### POLICY

Titles of the persons or organizations that should receive a report that a student has been missing for 24 hours. ***\*If the reporting person believes or has reason to believe that the person whom is missing is in danger of harm or the circumstances surrounding the person's disappearance suggest that he/she did not depart willingly, the report may be made in less than 24 hours.***

- a. Campus Resource Officer (CRO)
  - b. Director of Residence Life
  - c. Residence Life Coordinator
  - d. All Resident Assistants
  - e. Torrington Police Department
  - f. Goshen County Sheriff's Department
  - g. Vice President for Student Services
  - h. Director of Counseling
  - i. President
  - j. Director of Physical Plant
  - k. Executive Assistant to the President
  - l. The Coach of any College athletic team (in which the student participates)
  - m. Vice President for Learning
  - n. The Division Chair of the student's academic department
  - o. The Program Director of any academic program (in which the student participates)
  - p. Instructors (of classes in which the student is enrolled)
  - q. Director of College Relations
  - r. Emergency Contact Person
1. Each student living in on-campus housing has the option to identify an emergency contact person to be notified if the student is determined to be missing. The contact information will be confidentially maintained and only authorized campus officials may have access to this information. This list will be maintained by the Director of Residence Life with a copy stored in the CRO Office.
  2. All students, even if they have not registered a contact person, are to be made aware that local law enforcement will be notified that the student is missing.
  3. The custodial parent(s) or guardian(s) of students under 18 years of age and not emancipated from their parent or guardian, and any other contact person will be notified within 24 hours. A list will be maintained in the residence hall.
  4. All official missing student reports must be referred immediately to the Vice President for Student Services, the Campus Resource Officer and local law enforcement.
  5. In the process of determining whether or not the student is missing, his/her cell phone will be called to see if any college official can make contact with the student.

**ACKNOWLEDGEMENT OF RECEIPT OF RESIDENT STUDENT HANDBOOK**

I acknowledge that I have received the Eastern Wyoming College Resident Handbook. I understand it is my responsibility to read the Handbook and to adhere to the rules, policies and procedures set forth by the College and the Housing Staff. I understand it is my responsibility to fulfill the requirements set forth in the EWC Housing Contract and that said contract can be revoked in the event that I drop below full-time student status (enrolled for 12 hours or more each semester) and/or if disciplinary actions are taken against me. I understand that information, directions, notices, or alerts, posted by the housing staff will supersede any and all policies posted in the handbook.

Signature \_\_\_\_\_

Name (Print) \_\_\_\_\_

Date \_\_\_\_\_, 2018 / 2019