



2021-2022
Resident Handbook
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 Crystal Smith, the Director of Human Resources, (307) 532-8330. Inquiries concerning Title IX may be directed to Roger Humphrey, 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.

Eastern Wyoming College reserves the right to make changes to this handbook at any time without notice.

CONTENTS

Mission and Pillars	4
Residence Life Staff	4
Housing Support Services	5
Amenities	6
Housing Assignments	7
Checking In and Living On-Campus	9
Conduct Process	11
General Housing Policies	13
Safety and Security	18
Fire Safety	19
Missing Student Notification Policy & Procedure	21
Housing Calendar (Fall Semester, 2020)	22
(Spring Semester, 2021)	23

MISSION AND PILLARS OF RESIDENCE LIFE

Residence Life exists at Eastern Wyoming College to provide a safe and inclusive living environment for on-campus residents. Residence Life is committed to creating a sense of community and assisting residents with fostering interpersonal connections. We also encourage academic progress and promote the acquisition of life skills through staff presence and support, regular educational programming, and comfortable physical spaces for social gathering.

Servant Leadership: We serve residents by challenging them to grow as leaders.

Community Development: We provide opportunities for connection and service.

Health and Wellness: We encourage self-care and appropriate boundaries.

Diversity and Inclusion: We strive to make all residents of all identities feel welcome and valued.

RESIDENCE LIFE STAFF

Resident Assistants (RAs) – RAs live on the floors with residents and are the Residence Life Staff members with whom residents have the most contact. They assist the Residence Life Director and the Residence Life Coordinator in managing the hall, providing resources and support to residents, and ensuring community safety. RAs are the first line of defense in the residence halls and any requests for compliance must be respected and observed by residents. RAs plan regular social activities, enforce policy, administer the front desk, conduct monthly health and safety inspections, and assist with individual questions and concerns as needed.

Night Security Advisors (NSAs) – NSAs are off-campus employees who work at the front desk from 12am-8am, Sunday-Saturday. NSAs primarily handle guest check-ins, lock-outs and after-hours emergencies. They conduct regular rounds throughout the night and are expected to call RAs when policy violations are observed. Residents must comply with any requests made by NSAs.

Residence Life Coordinator (RLC) – The Residence Life Coordinator (307) 532-8341 (Office) is a professionally trained staff member responsible for Housing Council and assisting the Residence Life Director as needed. The Coordinator lives in Eastern Hall and is responsible for managing that facility and directly supervising the RAs who live there.

Residence Life Director (RLD) – Jim Rorabaugh (307) 532-8336 (Office) (307) 575-0312 (Cell) is a professionally trained staff member responsible for the overall administration of Residence Life. The Director lives in Lancer Hall and is responsible for managing that facility and directly supervising the RAs who live there.

Vice President of Student Services (VPSS) – Roger Humphrey (307) 532-8257 (Office) has overall responsibility for Student Services, including Residence Life, at Eastern Wyoming College.

Housing Council (HC) – Housing Council is the representative body for students living on campus. Housing Council recruits residents to fill leadership positions in the fall and organizes activities for both halls throughout the year. Housing Council acts as an advocate for on-campus residents by providing a process for requesting a change to policies and/or building improvements. Residents wishing to participate should contact the Residence Life Coordinator directly.

HOUSING SUPPORT SERVICES

Custodians – Custodial staff maintain the public areas in the building including hallways, lounges, community bathrooms, public restrooms, and the exterior grounds. Residents are expected to take responsibility for their own trash, recyclables, and general cleanliness. Personal trash and recyclables should be disposed of in the dumpsters located outside of the buildings.

Maintenance – All necessary repairs should be immediately reported to RAs or the RLC/RLD of your building. A work order will be submitted on the resident's behalf and maintenance staff will attend to repairs as soon as possible. Residents do not need to be present but can request to be on site when repairs are executed.

Residents should not attempt to make any repairs themselves. If a resident fails to report a problem and/or attempts to make a repair, they will be charged for any damage caused.

login.myschoolbuilding.com

Food Service – Food Service staff provide nutritious and varied meals for residents, non-resident students, and staff. Food Service staff may be consulted for special dietary needs and/or concerns. Food Service reserves the right to change the menu at any time.

Cafeteria Hours

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: 11:30am-12:30pm

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

- Valid ID must be presented to the cafeteria cashier at every meal.
- Meal plans cannot be shared.
- Second servings may be requested but must be eaten in the cafeteria.
- Residents should be courteous, respectful, and mindful of conversation noise while eating.
- Residents should return trays and dishes to designated areas when finished eating.

Residents may change their meal plan through the first week of each semester by submitting a Meal Plan Confirmation form to the RLD. If a student uses their Munch Money before changing their meal plan, the amount of Munch Money on their account will NOT be adjusted.

The cafeteria is closed for some holidays and breaks:

No Fall Break:	Winter Break , Feb. 17 and 18, 2022 Friday, Brunch: 10am-12pm and Supper: 4pm-5pm Saturday/Sunday Lunch: 11:30am-12:30pm
Thanksgiving Break: Nov. 24, 2021 thru Nov. 27, 2021 No Meals Served; College closed	Spring Break , March 18 - 27, 2021: No Meals Served Residence Halls Closed

<p>Christmas Break, Dec. 10, 2021 - Jan. 18, 2022 Residence Halls Closed No meals in Cafeteria until Tuesday, Jan. 19, 2021</p>	<p>Easter Break, April 15 - 19, 2022 Friday/Sunday, No Meals Served; College closed Monday, Brunch: 10am-12pm and Supper: 4pm-5pm</p>
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AMENITIES

Parking – Residents may park their vehicle in any yellow lined space in either parking lot. Fire lanes, RA/RLC/RLD spaces, and disabled parking (without a permit) should not be used. A loading space is available just outside Lancer Hall. Residents and their guests may use this space for up to twenty minutes at a time but should not idle their vehicles while parked.

Trailers may not be parked in either residence hall lot due to space constraints. Trailers and other large vehicles may be parked in the gravel lot behind the Mechanical Arts building.

Vehicles should be moved when possible to an off-campus location for repairs and maintenance. Any on-campus maintenance must be approved by the RLC/RLD.

Mail – Mail is delivered to the residence halls by 6pm, Monday – Friday. No mail is delivered on Saturday, Sunday, or holidays. Residents will be notified that they have a mail/package.

Residents should address their mail as follows:

Resident's Name First and Last
Residence Hall (Eastern or Lancer Hall)
3200 West C Street, Room # ____
Torrington, WY 82240

Residents may submit outgoing mail and purchase stamps at the Information Center.

Residents must contact the Bookstore to send FedEx packages.

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

Internet Service/Computer Labs – High-speed internet access is provided at no additional charge for each resident in all rooms by Action Communications in Scottsbluff, Nebraska. The password to connect to the Wi-Fi is **EWCdafa7892**. Residents must provide their own computer. Service problems should be reported to Action Communication at 1-800-558-7836, Monday – Friday 8am to 5:30pm and Saturday 10am to 4pm. Ask for tech support and state that you are in the EWC residence halls in Torrington. Any internet problems should also be reported to your RA and the RLC/RLC of your building.

The computer labs in Eastern Hall and Lancer Hall are connected to EWC's main network so residents must use their college username and password to log on to the computers. These are the only computers in the residence halls that have access to the student L: Drive. The labs are open 24 hours a day. Lab computers are intended for resident homework and research. Lab computers should not be used for gaming, personal

shopping, social media, or other non-academic activities. Downloading of any illegal or inappropriate material is strictly prohibited and may lead to conduct meetings and sanctions.

Laundry – Washers and dryers are available for residents to use for their personal laundry, 24 hours a day. Residents may not use the laundry facilities for non-residents. Machines should not be overloaded and only the use of “high efficiency” or “HE” detergent is allowed. Pods are recommended and should be directly placed in the laundry drum instead of the detergent dispenser. Residents must clean the lint traps after each use and are expected to report any machine problems to a Residence Life staff member immediately.

The doors on the washers lock once a cycle begins. Residents must remove their clothes from washers and dryers within 15 minutes of the cycle ending. Clothes should not be unattended for long periods of time and EWC is not responsible for lost, stolen, or damaged items.

Residence Life reserves the right to close laundry rooms due to abuse or damage as needed.

Kitchens – Each hall has a community kitchen. These kitchens are intended for occasional resident cooking and do not have the capacity to store all resident cooking supplies. Residents are encouraged to keep their food in their rooms in their own mini-refrigerators or plastic storage totes (to prevent attracting pests and rodents). Residents wanting to store food in the community kitchen cupboards and/or fridge must follow the instructions posted there for labeling items. Food will be disposed of by the RLC/RLD on a regular basis and EWC is not responsible for lost, stolen, or damaged food. Residents must clean up after themselves using the cleaning kits provided by the RLC/RLD.

Each hall has a variety of cooking items for resident rental. Residents must provide a valid picture ID and return the rental items in acceptable condition (clean and unbroken). A list of rental items can be obtained at the front desk. Residents may be charged the market price for any items that are damaged or lost.

Residence Life reserves the right to close kitchens due to abuse or damage as needed.

Vacuums – Each hall has three Shark brand vacuums for resident use. Residents wanting to use the vacuums must provide a valid picture ID and return the vacuums in acceptable condition (canister empty, brush clear of hair and debris, and cord wrapped). First-time vacuum users must complete an orientation checklist with a Residence Life staff member to make sure they know how to properly operate the vacuum. Residents may be charged the market price for any damage to a vacuum and its parts.

Lounges and Common Areas

Lounges and other common areas of the buildings are provided for the use of residents and their approved guests. Lounges and common areas are furnished with chairs, couches, and tables. Residents are not allowed to remove these items or move them to the other areas of the building.

Residents are encouraged to utilize the common areas rather instead of gathering in the halls or corridors which may disrupt the ability of other residents to sleep and/or study. Both courtesy and quiet hours are in effect for lounges and common areas.

Storage – Due to minimal space, Housing is unable to provide storage space for residents at any time, including summer semester.

HOUSING ASSIGNMENTS

Room Assignments – Room assignments are made when a student has paid the \$150 security deposit and completed a housing application. Assignments are made in order of deposit date on a first-come, first-serve basis.

Housing Security Deposit – Each student must submit a \$150 housing security deposit with their housing application. The security deposit reserves the room and covers potential room charges up to that amount. All residents are required to submit the security deposit, even those receiving financial aid or scholarships. The security deposit is refundable in full if an applicant cancels their housing request in writing (by email) before August 1, 2020 for fall semester or before December 1, 2020 for spring semester. If cancellation occurs on or after these dates, the security deposit will be forfeited.

The security deposit carries forward one semester to the next provided no damages are assessed. If damages are assessed and the deposit is depleted below \$100, the resident must pay the amount required to bring the deposit back to \$150. Residents who do not re-pay the deposit will not be assigned.

The security deposit will be refunded to domestic residents by mail when they complete a proper check-out without damages (including lost keys). A proper check-out means that all belongings are removed from the room, keys are turned in, and all paperwork is signed. Failure to complete a proper check-out will result in deposit forfeiture. International residents may request their deposit in cash by contacting the RLC/RLD at least five business days before leaving and completing a proper check-out. Failure to notify the RLC/RLC in a timely manner may result in the deposit being processed as a check.

Any resident removed from the halls for disciplinary reasons automatically forfeits the security deposit.

Consolidation and Room Changes – Residence Life reserves the right to relocate residents in order to consolidate spaces and/or address roommate conflicts. When a college or housing discipline process is pending, residents may be relocated on a temporary basis to resolve issues concerning physical safety, verbal or sexual assault, intimidation, or any situation that would be detrimental to the health 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.

Single Rooms – Single rooms are rarely available. Applicants wanting a single room for disability accommodation may contact the RLC for required documentation. When space is available and single rooms are assigned, the resident will be charged the single room rate.

Full Time Student Status – If a resident falls below 12 credit hours of enrollment (9 credits must be on campus), they will be contacted by the RLD and given two business days to increase their credit hours. If the resident does not increase their credit hours, they must vacate the residence hall the next business day. Residents with less than 12 credits hours and extenuating circumstances can appeal to the RLD and VPSS for permission to stay the remainder of the semester while beholden to a behavioral contract outlined by the RLD.

Sub-Leasing – No resident may sub-lease their assigned room to any other person at any time.

Reapplication Process – Returning residents must reapply each semester by completing a form as provided by the Residence Life staff. Failure to fill this form out as specified may result in non-assignment and forfeiture of the security deposit. Residents must be registered full-time in order to re-apply.

Termination of Occupancy from Housing during the Academic Year – If a resident withdraws from EWC, moves out of college housing before the start of the semester, or moves out within the first 8 calendar days of the start of the semester, the resident will forfeit 25% of the semester room and board charges. Residents moving out of housing after 8 calendar days from the beginning of the semester will forfeit 100% of the room and board charges. If the resident completes a proper check-out without damages, they will receive their security deposit back. If there are circumstances beyond the resident's control, an appeal regarding a refund may be made by submitting a written statement to the RLD explaining why an exception should be made. No refunds will be made to residents who do not officially withdraw or whose misconduct results in suspension/dismissal from on-campus housing and/or suspension/dismissal from the college.

CHECKING-IN AND LIVING ON-CAMPUS

Upon check-in, residents will be given 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 Residence Life Staff to receive keys to access the residence hall, individual room, and mailbox. Residents will receive a summary page of the Resident Handbook with a signature page verifying responsibility for reading the handbook in its entirety online.

Keys – Residents are issued a **building/room key** (which also provides access to the exterior building doors). Residents should keep keys with them at all times. Keys should not be loaned to anyone. Lost keys must be reported immediately to a Residence Life staff member. Residents who loan keys and/or do not report lost keys may be subject to charges and conduct meetings and sanctions.

In the event a resident is locked out of their room, a Residence Life staff member should be contacted to let the resident back into their room. During the first week of classes, residents are granted “free” lockouts. After this time there is a \$5 charge per lockout which is deducted from the resident's security deposit. To protect resident safety and privacy, Residence Life Staff members will not let anyone into a room not assigned to them, including family members.

All housing keys are the property of Eastern Wyoming College and only a college key is accepted when a resident checks out. Duplication of housing keys is prohibited. There is a \$100 charge per key for new keys, which will be deducted from the resident's security deposit.

Room Condition and Damages – All rooms are cleaned and inspected before residents move in. At check-in, residents will receive a **Room Inspection Sheet** to be completed and returned to the Residence Life staff. Residents are responsible for listing any existing damage on the room inspection sheet. Resident Life staff will issue charges for any damages not listed on the sheet and present at check-out.

It is the responsibility of the residents to keep their living space clean and report any damages immediately to the Residence Life staff. Normal wear is expected. Residents will be charged for excessive damage and damage resulting from negligence or misconduct. The RLD will place a hold on a resident'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/suite unless individual responsibility is determined. Residents are responsible for any damage caused by their guests to the room.

Damage charges vary depending on the item to be repaired. Upon check-out, any cleaning of a room beyond two hours will be charged to the resident's security deposit at a rate of \$25 per hour. The RLD will post all charges and account holds.

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. Residents are charged for furniture missing from their room at checkout. For safety reasons, personal items that have been placed outside living quarters will be removed by Residence Life staff and subject to abandoned property guidelines.

Decorating Your Room – Residents are encouraged to decorate their rooms. Residents should use Command or similar products to hang items from the walls, interior doors, and ceiling (without tampering with fire safety equipment). Residents should leave the Command products when they check out so custodial/maintenance staff can remove them without damage charges.

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; and affixing decals. Tampering with or altering electrical wiring is prohibited.

Combustible decorative materials such as leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair, or other similar materials are not allowed for decorations. The use of holiday cards, wrapping paper, and streamers to decorate corridor walls and exterior doors is prohibited. Holiday lights are allowed if they are UL rated and plugged directly into a wall outlet (not an extension cord).

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. Windows and the exterior side of doors should not be used to post any personal materials, particularly those of a vulgar, discriminatory, or intimidating nature.

Abandoned Property – If abandoned property can be traced to a resident, that resident will be asked to dispose of the property properly. Failure to do so will result in forfeiture of the security deposit. Abandoned property with no known owner will be kept in Residence Life storage for fifteen business days after which it will be disposed of or donated. EWC is not responsible for abandoned property being lost, damaged, or stolen.

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

1. Lock your room when you are in your room and when you leave. Carry your keys with you at all times.
2. Keep windows closed and do not remove window screens (except in the case of an emergency).
3. Avoid keeping large amounts of cash in your room.
4. Be alert to the presence of strangers in the buildings and report them to a Residence Life staff member.
5. Carry personal property insurance.

Cleaning Your Room – Residents are expected to maintain assigned living areas in a clean and orderly condition. Personal trash and recyclables must be disposed of properly. Trash, particularly, must be taken to the dumpsters outside the buildings. Any personal trash placed in communal areas, including the kitchens and lounges will incur a \$25 fine to be deducted from the security deposit.

Residents are not permitted to keep empty food or beverage containers in their room as they attract insects, grow mold, and create an odor.

Cleaning Your Bathroom – Residents using the community bathrooms in Eastern Hall are expected to take proper care of the facilities. Residents should dispose of sanitary products in trash cans (not toilets) and keep their personal toiletries in their bedrooms when not in use. Residents should not spit, urinate, or otherwise create unsanitary conditions in the shared showers.

Residents with suite bathrooms should maintain their showers and toilets at all times. Showers can only be cleaned with spray cleansers since abrasive cleaners like Ajax or Softscrub scratch the tile.

No alterations of any kind can be made to the showers/bathroom. A minimum fine of \$50 will be charged to any resident that alters their bathroom in a permanent way.

Cleaning and Safety Inspections – Formal, announced room inspections of each room will be conducted once a month as well as before Thanksgiving Break and Spring Break. A Residence Life staff member who has been specifically assigned to the area, with assistance from the RLC or RLD, will conduct the inspection. Residents may request to be present for the inspection. Residence Life staff may also conduct a room inspection if there is a complaint about cleanliness. Checklists will be completed for each inspected room that is unsatisfactory and filed in the RLD's office. The resident(s) 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 resident may be subject to conduct meetings and sanctions.

Pests/Bed Bug Protocol – Residents must comply with any instructions given by EWC staff to prevent and/or respond to pests, including bed bugs, in the rooms and common spaces.

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 resident to contact a Residence Life staff member for assistance, including mediation. In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the RLC and RLD to relocate one or more roommates to available housing spaces. If moved into a single room due to conflict with roommate or disciplinary issue, the resident will be required to pay the rate of a single room or assigned a new roommate.

Residence Life requires that each roommate pair and suitemates complete a Roommate Agreement. The Roommate Agreement is designed to help you anticipate conflict and settle differences before they happen. Roommate Agreements become binding upon completion and can only be amended in the presence of the Residence Life staff member. Residents who violate the Roommate Agreement may be subject to conduct meetings and sanctions.

Room Changes – If a resident wants to move to a different room, they must schedule an appointment with the RLC/RLD of their building. The RLC/RLD will decide if a) there is a usable space for moving and b) if the reason the resident wants to move is in the best interest of the community. If the resident is approved to move, they must check into the new room and then complete a proper check-out of the old room. Any resident who moves without permission is subject to a \$50 fine and conduct meetings and sanctions. The resident will also be responsible for moving back to their original space within 24 hours of notification from the RLC/RLD.

Check-Out – Residents must officially check out of their room with a Residence Life staff member. Residents should sign their Room Inspection Sheet, turn in all keys, and remove all personal belongings. Failure to check-out and return keys forfeits the refund of the resident's security deposit. If a resident does not have a full deposit on file, a charge of \$150 will be added for the improper check-out. Expectations regarding room cleanliness and check-out will be distributed at least two weeks prior to the close of the semester. It is the resident's responsibility to request that their mail be forwarded by the United States Post Office.

GENERAL HOUSING POLICIES

We do not attempt to cover every possible behavior with a policy and will, when a resident does not display common decency and decorum expected by EWC, hold the resident accountable for his or her actions.

Complicity – All members of the EWC college community have the responsibility to respond to policy violations. When in the presence of a violation, the resident has the responsibility to leave the area where the violation is occurring and contact a Residence Life 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 resident remains present during a policy violation without taking immediate action as outlined above, the resident is also in violation of the policy.

Harassment/Discrimination – Residence Life does not and will not tolerate discrimination of any kind, for any reason, against any member of the 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, Residence Life is committed to a living environment free from abuse, 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.

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.

Cooperation with College Officials – Residence Life staff including RAs, Night Security, the Residence Life Coordinator, and the Residence Life Director are college officials. Residents must comply with lawful directives from any college official.

Identification Upon Request – In order to protect the safety and welfare of residents and housing facilities, any resident or Residence Life staff member may require anyone, at any time, to present a valid picture ID.

Right to Call Mandatory Meetings – The RLC/RLD may require residents to attend mandatory meetings at any time if it is determined that there is a compelling community need. Residents must attend these meetings or make arrangements for appropriate follow-up.

Entry to Resident Rooms – Every resident's personal privacy is respected. Entry to rooms, whenever possible, will be done with residents present unless an emergency or exceptional circumstance exists. Residence Life does reserve 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 resident 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.

Alcohol – 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 following sections further define the policies regarding the use of alcohol.

- Residents may not be in a room where alcohol is present regardless of their own consumption.
- Residents under 21 and suspected of intoxication will be reported to the Torrington police.
- Residents over 21 and suspected of intoxication will be asked to participate in a welfare check by Residence Life staff.
- Any additional policy violations committed while under the influence of alcohol will also be considered violations of the alcohol policy.
- In confronting a violation involving alcohol, Residence Life staff may request that the resident pour all alcohol down a drain. If the resident refuses, the Torrington Police Department will be called for assistance and disposal.
- 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 contract as well as further college sanctions.
- Housing Staff will call 911 if any resident/guest is unable to walk unassisted or if anyone is found unconscious in the residence halls or the surrounding area. Torrington Police Department officials who respond to this call may issue tickets, contact an ambulance, or take the person to the local jail. The resident/guest is responsible financially for any applicable charges.

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 Residence Life policy for a resident to be in a room where illegal drugs or paraphernalia are present. Any resident 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 Goshen County Emergency Services (Torrington Community Hospital Emergency Room, Torrington Police Department and Goshen County Sheriff'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.

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 Residence Life 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:

- 1) Fighting
- 2) Provoking a fight
- 3) Profane language
- 4) Public intoxication
- 5) Window peeking
- 6) Urinating in public
- 7) Lewd or obscene behavior
- 8) Lewd or obscene attire

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.

Noise – When living in a residence hall community, residents 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.

Quiet Hours Policy – 11pm-9am daily. (24 hours a day during finals week of each semester)

Courtesy Hours – 24 hours a day.

Behaviors to avoid:

Leaving alarm clocks, televisions, or radios on in empty rooms.

Holding conversations or playing music in the hallways.

Screaming, yelling, or laughing loudly in the hallways.

Running in the hallways.

Slamming doors or dresser drawers.

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) 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.

Residence Hall Visitation

	Non-Resident Students & Public	Residents of their assigned Residence Hall
Sunday – Thursday	9am to 12am	24-Hour Visitation
Friday – Saturday	9am to 2am	24-Hour Visitation

24-Hour Visitation applies to residents 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.

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 RLD 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.

Check-In – 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 a valid and current photo ID. 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) Residence Life 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 residents (who are not present in the hall at the time) should wait at the front desk 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.
 - Must register a minimum of 24 hours in advance.
 - Must sign an overnight guest form.
 - Allowed to stay for a maximum of two nights in a row and no more than 10 nights per semester.
 - No more than two guests per room (four total occupants).

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 Residence Life guidelines. The resident bringing a guest to stay must obtain the signature of the roommate giving their permission.

No overnight guests are allowed during the first weekend of each semester or during the EWC Rodeo weekend.

Cohabitation – Residents cannot live in a room that was not assigned to them. 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.

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 residents.

- 1) All bulletin board materials must be approved and posted by the RLC or RLD.

- 2) No products or materials will be distributed through Residence Life staff without approval from the RLD.
- 3) Items delivered by the US Postal Service are put in resident 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 Residence Life.
- 4) No flyers will be distributed through housing mailboxes. The only exceptions are flyers or notices for official College or Residence Life business.
- 5) Door-to-door solicitation is prohibited. This includes sliding information under residents' doors.
- 6) Residents are prohibited from using their rooms or resident 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 expected to be fully clothed 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/robes with them to the showers. Residents who do not wear appropriate attire in the public areas of the residence halls will be asked to change their clothes.

Vandalism – Any resident who intentionally damages Residence Life property is in violation of the vandalism policy. This includes defacing door decorations, bulletin boards, and other staff communications.

Pets – Except for service animals, no pets or animals may be brought into on-campus housing facilities. Small aquatic fish are permitted in bowls or aquariums of 10 gallons or less. Aquariums must be placed on a designated aquarium stand and not Residence Life furniture. Aquariums must be properly cleaned and maintained with all electrical components plugged into a grounded wall outlet.

Smokeless Tobacco – Spitting chew on the floors/walls, in the water fountains, or on the sidewalk outside of an entrance is prohibited. Residents may not store spit in a container in their rooms.

Hair and Nail Modification – Residents should not cut or color hair in the residence halls bedrooms, bathrooms, or community areas. The application of acrylic nails is also prohibited.

EWC does not attempt to cover every violation that may occur. The Residence Life 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.

SAFETY & SECURITY

Residents are encouraged to take all reasonable steps to ensure their personal safety and security. Common sense and crime prevention strategies can help ensure a resident's safety and security.

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

Residents 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 – Residents 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.

Propping Doors – Do not prop open outside doors or remove window screens. Report malfunctioning doors and/or windows to the Residence Life staff. Residents 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 conduct meetings and sanctions. Residents who engage the electronic door access for either hall without the permission of the RLC or RLD will be charged a \$50 fine from their security deposit.

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 lost, stolen, or damaged bicycles.

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”.

Trespass – Residence Life 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 – Residence Life staff reserve the right to request medical assistance (including an ambulance) on a resident’s behalf when 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 on-campus housing.

Weather Alerts – Eastern Wyoming College uses the CodeRed Alert System to notify residents 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 RLC and RLD will make all attempts to provide meals within the residence halls. 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. Residents who see or hear a tornado, or hear the alarm, should go directly to the designated shelter area (the basement in Eastern Hall/interior hallway in Lancer Hall). If the resident does not have time to do that, they should go to the nearest inside wall and sit on the floor with their head between their knees.

Residents should stay away from windows and doors to the outside. Residents should also 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 instructed to do so. Avoid driving and sheltering in cars. Stay in the designated safe area until the alarm discontinues.

Windows – Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Residents should not throw anything out of windows. Residents who remove, cut, or rip screens will be charged a \$50 fine from their security deposit.

FIRE SAFETY

Fire Alarm Systems and Equipment –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 conduct meetings and sanctions **AND** prosecution through the legal system.

If a fire alarm sounds residents should:

- 1) Put on a coat and hard-soled shoes quickly.
- 2) Take a towel to prevent smoke inhalation.
- 3) Close all windows.
- 4) Check room doorknob. If it is hot, do not open the door. If it is cool, exit cautiously and close the unlocked door.
- 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 told to do so by a Residence Life staff member or a member of the fire department (even if the alarm is silenced).

If there is smoke or fire in the building, residents should pull the nearest pull station and leave the building.

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 conduct meetings and sanctions. Refusing to evacuate may result in contract termination.

Evacuation Sites – Eastern Hall residents must evacuate during fire drills and report to Residence Life staff in the parking lot by the former Cosmetology building. Lancer Hall residents must evacuate during fire drills and report to Residence Life staff on the hill and stairway just below Tebbet Hall.

Candles and Incense – Candles with wicks and incense are not allowed in on-campus housing. Residents with used candles or incense will be asked to dispose of the items in the presence of a Residence Life staff member.

Appliances/Cooking – Residents may have a microwave and mini-fridge in their room. No other cooking items are allowed including grills, griddles, Crockpots, etc. Any cooking beyond microwave use should only happen within the community kitchen. Hot plate coffee pots are not allowed.

The electrical system is not designed to carry heavy loads of electrical equipment. Open faced electrical or heating appliances such as hot plates, broilers, space heaters, power tools, etc. are prohibited.

Electrical Cords – Residents should use a UA protected surge protector instead of extension cords for the safety of 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 – 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. Residents who smoke outside of the residence halls must be 25 feet away from any doors, windows, or intake systems.

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.

Titles of the persons or organizations that should receive a report that a student has been missing for 24 hours.*

- a. Director of Residence Life
- b. Residence Life Coordinator
- c. All Resident Assistants
- d. Torrington Police Department
- e. Goshen County Sheriff's Department
- f. Vice President for Student Services
- g. President
- h. Director of Physical Plant
- i. Executive Assistant to the President
- j. The Coach of any College athletic team (in which the student participates)
- k. Vice President for Academic Services

- l. The Division Chair of the student's academic department
 - m. The Program Director of any academic program (in which the student participates)
 - n. Instructors (of classes in which the student is enrolled)
 - o. Director of College Relations
 - p. 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.

****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.***

CONDUCT PROCESS

The Residence Life Director (RLD) is the primary conduct office for violation of Residence Life policies and guidelines as set forth in this handbook. For most violations, the following process will occur:

- 1) **Verbal Warning:** The resident will be issued a verbal warning by a Residence Life staff member to cease their behavior. The Residence Life staff member will document the verbal warning in an incident report that will be submitted immediately to the RLC, RLD, and VPSS.
- 2) **Conduct Meeting:** The resident will be required to attend a conduct meeting with the RLD within three business days of the verbal warning. The resident and RLD will discuss the policy violation documented in the incident report and how future behavior must change in order for the resident to retain all rights and privileges. The resident will have the opportunity to share their perspective and provide evidence as needed. The RLD will decide if the resident is "responsible" or "not responsible" for a policy violation. If found "responsible," the RLD may issue sanctions appropriate to the violation as outlined in the list below.
- 3) **Follow-Up:** The resident will receive a notice of the conduct meeting with both a reminder of the policy that was violated and a summary of the meeting discussion and finding. The written warning will reiterate the finding of "responsible" or "not responsible."
- 4) **Appeal Process:** If the resident feels that any of the above procedures were not followed, they were found "responsible" with insufficient evidence, or that the RLD displayed any form of bias, they can appeal to the VPSS for a second conduct meeting.

List of Possible Sanctions

- 1) **Verbal Warning:** A request to not violate the policy again.
- 2) **Written Warning:** Documentation of policy violation placed in resident's Residence Life file.
- 3) **Community Service:** Assigned campus and/or community service appropriate to the offense.
- 4) **Monetary Fines:** May assessed
- 5) **Creative Sanctions:** May include but not limited to writing topic papers, participating in an alcohol or drug assessment, preparing posters or educational programs for other residents, or regular check-ins with the RLD.
- 6) **Restriction or Revocation of Privileges:** Restriction or revocation of certain resident privileges that may include but are not limited to: participating in or attending Residence Life sponsored activities and/or entering certain housing buildings or areas.
- 7) **Residence Hall Probation:** Period of time where any further policy violations will automatically lead to contract termination.
- 8) **Behavioral Contract:** A list of specific behavioral guidelines that must be followed in order for the resident to continue living on campus.
- 9) **Contract Termination:** Notifies the resident that she/he is being removed from on-campus housing. There is no refund of housing charges when the resident is removed for disciplinary reasons.

Preponderance of Evidence – The RLD issues a finding of “responsible” when the burden of proof is met by a 50% or more chance of likelihood that the policy was violated. This is a different standard than law enforcement where the quality of evidence is weighed over the quantity.

Conduct Account Holds – The RLD may place an account hold on a resident's account for failure to show up to a conduct meeting, failure to complete a sanction, and failure to complete a behavioral contract.

Severe Policy Violations – Some policy violations are considered more severe than others and are listed below. Conduct cases including any of these policy violations will result in a secondary conduct meeting with the Vice President of Student Services and cooperation/consultation with local police. A resident found “responsible” for these policy violations may face immediate contract termination and suspension of visiting privileges.

- 1) Vandalizing college or personal property
- 2) Urinating or defecating in public areas
- 3) Public nudity
- 4) Performing sexually explicit acts in public
- 5) Illegal gambling
- 6) Public intoxication
- 7) Use, sale and/or possession of alcohol and/or illegal drugs
- 8) Tampering with fire alarms
- 9) Tampering with security equipment
- 10) Language or actions with the intention to bully or intimidate
- 11) Provoking a fight
- 12) Physical assault
- 13) Sexual harassment, stalking, or assault
- 14) Possession of guns or any weapons

HOUSING CALENDAR – Fall 2021

Fall Semester, 2021

August 21, 22, 23	Residence Halls open at 8:00am
August 23 (Monday)	All Classes begin
September 6 (Monday)	No Classes/Residence Halls open for Labor Day holiday
October 14-15	Fall Break
November 24 - 29	Halls closed for Thanksgiving Break except for residents participating in college activities or those residents who live more than 500 miles from Torrington.
December 9(Thursday)	End of Fall Semester/Semester Break
December 10(Friday)	Hall Close at 6:00pm

***Thanksgiving Break 2021** – Housing is closed except for residents participating in college sponsored events such as livestock judging, basketball, etc. or for residents whose primary residence is more than 500 miles from Torrington. The halls will be closed at 8pm on Friday, November 20, 2020 to all residents who are not participating in a college sponsored event or live less than 500 miles from Torrington. Housing will reopen at 10am on Sunday, November 29, 2020.

***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.

***Semester Break 2021** – Housing is CLOSED to all residents starting at 6pm on Friday, December 11. The residence halls reopen at 10am on Monday, January 18, 2021. **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.
- Remove all trash.
- Turn off all lights.
- Close and lock your room.

Residence Life staff will check all rooms after closing to ensure that the above instructions have been followed. Mail is held until residents 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 returned to sender.

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

HOUSING CALENDAR – Spring 2022

Spring Semester, 2021

January 18 (Monday))	Residence Halls open at 10am
January 19 (Tuesday)	All Classes Begin
February 17, 18	Residence Halls open for Winter Break
March 18 – 27	Residence Halls closed for Spring Break except for those residents who live more than 500 miles from Torrington.
March 27 (Sunday)	Residence Halls open 10am
April 15 - 18	Residence Halls open for Easter Break
May 12 (Thursday))	End of Spring Semester at 6 pm
May 14 (Saturday)	Residence Halls close at 12pm

Spring Break 2022 – The halls will be closed at 6pm on Friday, March 13 to all residents whose primary residence is less than 500 miles from Torrington. Housing will reopen at 10am on Sunday, March 21.

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.

Residence Life 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.

End of Spring Semester – Residence Halls will close at 6pm on Friday, May 12 to residents who are not graduating. Residents who are graduating or assisting with graduation may inquire about staying in the residence halls until Saturday. For extenuating circumstances, visit with the RLD. The residence halls are closed for all residents on Saturday, May 13 at 12pm. Residents enrolled in Summer School should visit with the RLD.