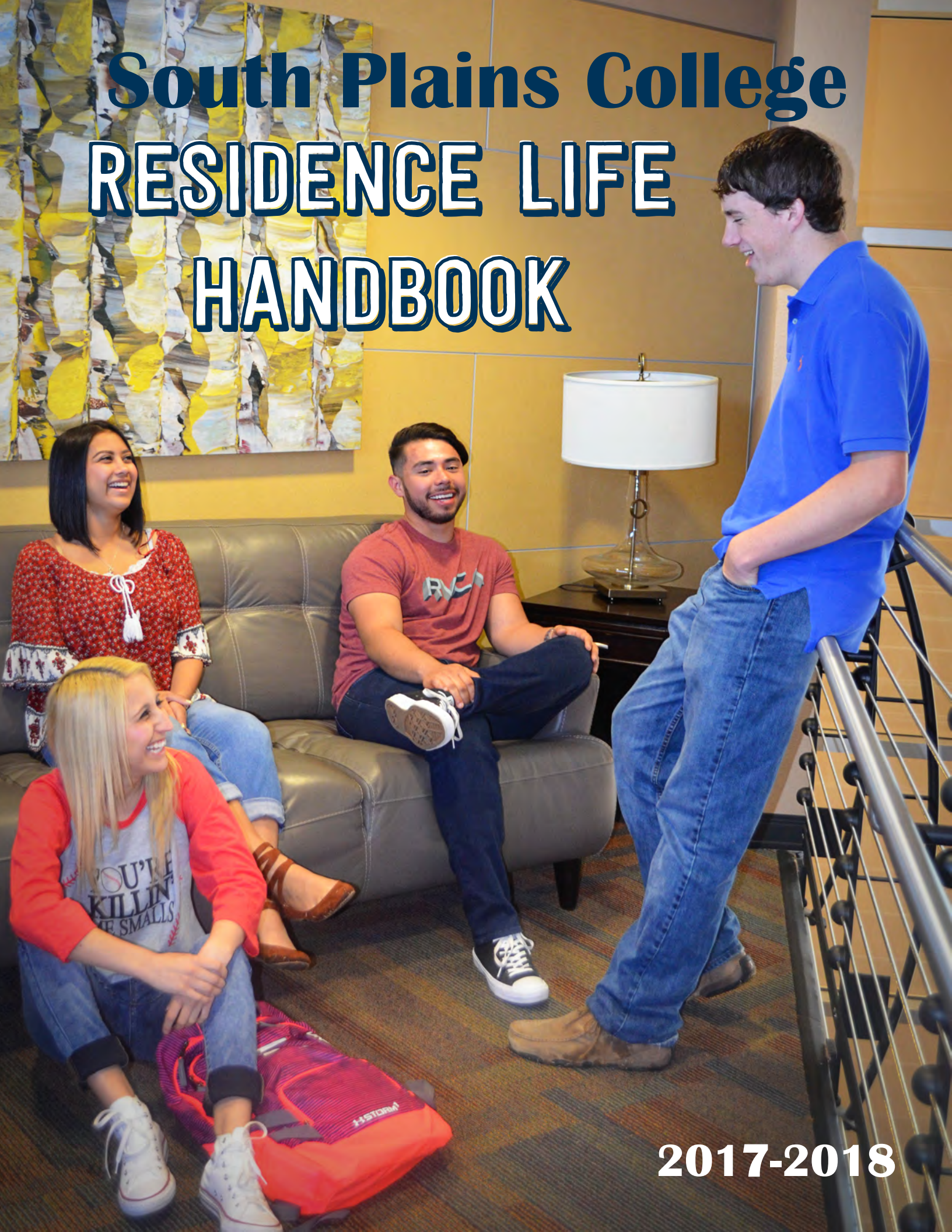


# South Plains College RESIDENCE LIFE HANDBOOK



2017-2018

## Welcome to South Plains College Residence Life

*Dear Resident,*

*Welcome to South Plains College and our community! We are so excited you have chosen SPC to continue your education. The residence hall and housing staff are looking forward to getting to know you this year!*

*Residence halls are an ideal place to broaden your life experiences and make lifelong friends. Students from all backgrounds, cultures, lifestyles and attitudes live on campus creating a rich community and diverse student body. You will have the opportunity to learn to communicate and interact within a community while you learn more about yourself and others.*

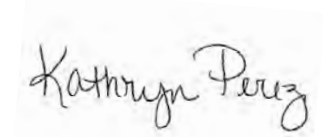
*Residence Life staff are available to assist residents. They will work with you to create an atmosphere which supports academic, intellectual, social and emotional growth. This growth will be accompanied by responsibilities to yourself, your roommate, and the residential community.*

*We expect that you will respect the privacy of your fellow residents, encourage practices which create and support a learning environment, and do your part to promote a safe and secure community.*

*Please take time to review the Residence Hall Handbook and the SPC Student Guide. We want you to get the most out of your experience at South Plains College!*

*We look forward to getting to know you. If we can help you in any way or if you need more information, please do not hesitate to reach out. We wish you the best this year!*

*Sincerely,*

A handwritten signature in cursive script that reads "Kathryn Perez". The signature is written in black ink on a light-colored background.

*Associate Dean of Students  
South Plains College*



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## RESIDENCE LIFE MISSION AND GOALS

### MISSION

South Plains College Residence Life improves the lives of its students by establishing a foundation for lifelong learning by providing a residential community that is innovative, educational, engaging, compassionate, safe, diverse and supportive of the College vision.

### VISION

South Plains College Residence Life improves each student's life

### GOALS FOR HOUSING & RESIDENCE LIFE

Housing and Residence Life staff consistently seek to provide a welcoming and comfortable campus environment. Highly trained staff and quality programs enhance student experiences and personal growth. South Plains College housing and hall staff strive to:

- Create an exciting campus community that engages residents
- Teach sensitivity to the rights and values of others
- Encourage personal accountability of every resident for his/her own actions
- Support the academic goals of residents
- Maintain a campus environment which provides the opportunity for individual growth and development

### RESIDENCE HALL ASSOCIATION (RHA)

Living on-campus at SPC is an integral part of the college experience. It is one of the best ways to become connected to our college community. As a governing body, the Residence Hall Association (RHA) is the OFFICIAL voice of on-campus residents, serving as the liaison between residents and the administration. We inspire growth, leadership, and involvement through our development of residence and campus life.

RHA is responsible for residence life programming, leadership development, fundraising, community service, and student advocacy within the residence halls. RHA exists to support students' leadership skills and hear student concerns and what they would like to do for programming. RHA strives to provide a space of engagement and community for students that live on campus.

**Weekly meetings every Tuesday at 6:30PM in the Library. All residents are members and all are welcome to any meeting at any time!**

## RESIDENCE HALL STUDENT RIGHTS

South Plains College has basic rights that govern the special nature of interpersonal relationships in the residence halls. These rights define reasonable expectations that students should have for one another while sharing space in residence halls.

In a group living situation, it is important for students to understand their rights as a resident and their responsibilities to others. The rights to study and sleep are considered primary in the residence hall environment as part of an optimum environment for students to learn and grow. SPC residence halls are rich with diversity. Student values and worldviews may be challenged while living on campus, therefore it is imperative that students learn to recognize, understand and celebrate human differences.

Each resident can expect to have the following rights while living on campus. These rights apply to all students in residence halls. Violating the rights of another student or students may result in disciplinary action and/or reassignment to another room or residence hall.

## RESIDENCE HALL STUDENT RIGHTS

- The right to sleep during the night undisturbed.
- The right to sleep in one's room free of noise and distractions during quiet hours.
- The right of access to one's room and facilities at all times.
- The right to feel secure against physical or emotional harm.
- The right to a clean room and clean common areas.
- The right to have one's belongings respected.
- The right to have guests in the room when they will not disturb your roommate's right to sleep or study.
- The right to privacy.
- The right to redress grievances and due process.

## ROOMMATE AGREEMENTS and CONFLICTS

Living with roommates isn't always easy. Sharing a living space may be stressful and conflicts may arise. Sometimes situations that work at the beginning of the year become more difficult as the year goes on. It is perfectly normal to have roommate conflicts.

Many conflicts can be resolved easily with mature and respectful conversation between roommates. Other conflicts may be more difficult to resolve and may require assistance through a formal mediation process. In extreme cases, conflicts may not be able to be resolved resulting in a room change for one or both roommates.

## ROOMMATE and SUITEMATE AGREEMENTS

At the beginning of each semester, roommate agreements will be facilitated by hall staff. This will be a time for roommates and/or suitemates to have a conversation about healthy boundaries and expectations they have for each other. Topics will include noise, visitation, use of personal items, food, cleanliness, etc. You should keep your agreement available in the room or the RAs will have a copy on file in the HD Office.

## COMMUNICATING WITH YOUR ROOMMATE

If you start to notice that your roommate does not want to talk with you, may get annoyed with you over little things, may leave the room when you are there, you should recognize these as signs of potential roommate issues. If a problem is addressed early, there is a better chance of it being worked out

amicably. Most roommate conflicts are the result of miscommunication or, in some cases, a total lack of communication. If you can communicate effectively, it will be much easier to develop a comfortable living environment for yourself and your roommates.

How to address the issue:

- Approach your roommate in private.
- Confirm that this is a good time for both of you to talk. If either of you feels rushed or blindsided the conversation will be less effective.
- Be direct. Discuss the issue with regard to behaviors rather than personality traits. This tactic is less likely to put your roommate on the defensive.
- Be patient. Listen to your roommate and remember that there are two sides to every story. As you are listening, try to put yourself in your roommate's shoes.
- Each person should be given an opportunity to share their perspective on the roommate relationship and potential areas of tension.
- Revisit your roommate agreement. Which of your guidelines are working and which of them need to be reconsidered?
- Remember that a solution will probably involve each person giving something and getting something. The solution may not be your ideal scenario, but it should be an improvement on the current state of things.

## ROOMMATE MEDIATION

In difficult discussions, such as roommate conflicts, it is very helpful to have an unbiased third party to help mediate the discussion. Our Hall Directors are trained mediators, with good experience helping roommates come up with solutions to their conflicts. If you find that you and your roommate are having difficulty resolving your conflict, you should definitely approach your Hall Director to arrange mediation.

We believe that Roommate Mediation is paramount to the learning process and the development of conflict management skills. As such, we require all students involved in a roommate conflict to participate in mediation before changing rooms.

### *How Mediation Works*

- Contact your HD, either by email or in person, to explain the situation and to request mediation.
- Your HD will contact all roommates to find a time that works best for everyone.
- The HD and a co-mediator will begin the conversation. The HD will explain the ground rules; discuss confidentiality and the mediation process.
- The mediators will type up the agreement and will schedule a follow up meeting for two weeks after the original meeting. The follow up meeting will be used to determine if the agreement will be effective in resolving the conflict.

Remember, although the HD is a trained mediator, they are not magicians. Some roommate conflicts require a number of mediations before a workable solution can be found. In other cases, the roommate relationship may not be mended even after an honest attempt at mediation has been made. In those cases, and only in those cases, a room change may be the best answer.

## ROOM CHANGE

Sometimes, roommate conflicts do result in the student deciding to change rooms. Student Housing staff will work with students to find new room accommodations on campus. Students are required to participate in roommate mediation before a room change is approved. This is to ensure that students have the opportunity to intentionally engage in learning conflict management skills and to ensure all



roommates have the experience of attempting to compromise and work out a solution, which is an important part of community life.

The role of housing staff is not to determine which roommate is at fault. Rather our role is (a) to assist in the communication which is aimed at resolving conflict and (b) to make logistical arrangements for room changes when necessary. This means that we will work with students who come to us to move into a new room. We will not make their roommate move unless this is an agreed upon solution reached during mediation or unless the roommate has been found responsible for violating the roommate agreement or mediation agreement. The College's conduct and due process system is used to determine responsibility in these matters. If the complaining student desires a roommate change, but does not wish to engage the conduct process and the College is asked to determine who will move, the complaining student will be asked to move to a new room. *Adapted from Sarah Lawrence College*

## RESIDENCE LIFE ADMINISTRATIVE PROCEDURES

### ASSIGNMENTS

The College and the Housing Office reserve the right to determine room and residence hall assignments. Assignments are made on a first come-first served basis.

Students who do not designate a roommate request on their housing application will be assigned a roommate(s) on the basis of all information listed without regard to race, color, sexual orientation, creed or religion. All assignments are made by priority according to the date a student's completed application, Housing and Food Service contract, and security deposit is received by the Housing Office.

If the requested residence hall is full, the student will be assigned a room in another residence hall as vacancies exist. Students will be assigned to overflow housing if no permanent assignments can be made. Students will remain in overflow housing until a permanent room assignment is made available.

For current residents, near the conclusion of each semester, hall staff will distribute a Housing Reservation Form to all residents. Residents are required to complete this form prior to the posted deadline in order to receive priority assignments for the next semester. Students are allowed to request a hall and/or roommate on the form, as well as cancel their housing reservation. The Housing Office will make assignments based completed reservation forms and will send assignment notification to students prior to the end of the semester.

### BREAK HOUSING

Residence halls close for Thanksgiving, Christmas, Spring Break, and between the spring and summer semesters. Residence hall fees do not cover the cost for these break periods. Housing and meal services are not provided during each of the break periods.

In special circumstances, if housing is available, residents may request to live on campus during breaks. Students that require break housing must request special arrangements with the Associate Dean of Students a minimum of two weeks before the scheduled break. All requests for break housing are subject to approval and are not guaranteed. Students will be charged \$20 per night during breaks and may be required to relocate to a temporary room during the break period.

During the break period, the following rules apply to all students:

- NO GUESTS are allowed during breaks. Students registered for break housing may visit other registered break housing residents ONLY within designated common areas. If you allow anyone else to enter your room/apartment/building for any reason without written authorization from the Housing Office, your actions can result in disciplinary action.
- Students staying during break must carry their student ID and keys at all times. If you lock yourself out of your room/apartment/building, please recognize that there may be a substantial delay in a response, as staffing will be minimal.
- Students are responsible for knowing and understanding policies and procedures as they appear in the Housing Contract, Residence Hall Handbook, and Student Guide.
- Preparation work or maintenance in your room/apartment may need to be completed and college staff may enter to complete the work without prior notification. Maintenance work may continue in an adjacent space to your room/apartment/building 24 hours a day, therefore, you should have no expectation of quiet time due to cleaning, maintenance, or other preparations.

## CHECKING IN TO HALLS

Check-in is supervised by the residence hall staff and is conducted according to a specific schedule of dates and times. Students will not be allowed to check-in until their room and board fees have been paid in full or a payment contract is on file with the Housing Office. If a student chooses a payment contract, at least half of the room and board fees must be paid and/or covered by financial aid awards.

When you check in to your hall, you will be given a room inventory sheet (to check the condition of your room), and personal information form to complete. Your room keys will be issued when balances due have been paid and all forms have been collected by hall staff. It is important to document any and all damages clearly and in detail on the room inventory sheet to avoid possible charges at check-out.

## CHECKING OUT OF HALLS

Residents are expected to vacate their rooms by the day, time, and procedures posted for each semester. Each resident must check out in person with a Hall Director or other hall staff. Rooms are to be clean and in the same general condition as they were at the time of check-in. In halls where beds are adjustable, the beds must be lowered when checking out. Fees may be assessed for excessive cleaning, loss of keys, late check-out, and/or damages (*See Damages*).

If a resident requires special check-out arrangements, they must contact their Hall Director to schedule an appointment in advance of checking-out. Residents who wish to check out during the semester must contact the Hall Director and the Housing Office to process the necessary paperwork.

Unless officially released from the Housing and Food Service Contract, students may be held responsible for the full amount of their room and board charges. If a student checks-out prior to the last week of classes each semester and/or improperly, the security deposit will be forfeited. Failure to follow these steps may result in the assessment of fees for cleaning, key replacement, and improper checkout charges.

Students who withdraw from all classes will be given 48 hours to check-out of their residence hall. Students should contact their Hall Director immediately after withdrawing to coordinate the checkout process.

## COMPLAINTS

Residents should never hesitate to communicate any problems in the hall or any actions by roommates or fellow residents which infringe upon resident's rights.

Most problems in a residence hall can be solved in-hall. Resident concerns, problems or complaints should first be taken to the Hall Director. The Hall Director may decide that the Associate Dean of Students needs to be consulted.

In situations where residents feel uncomfortable approaching their Hall Director, they may take their concerns directly to the Associate Dean of Students.

## CONFIDENTIALITY

Communication, reports, and information shared between residents and their hall staff members or the Housing Office are kept in strictest confidence.

## CONFISCATION

Residence hall staff, the Housing Office and/or Campus Police may confiscate items that are deemed illegal, in violation of residence hall, housing, or South Plains College policy or deemed unsafe. In instances when residence hall staff and/or housing has confiscated an item and the resident is not present, notice will be left in the room and the residents of that room should expect to receive further notification from the Hall Director and Housing Office about conduct follow-up or disciplinary action.

Confiscated items may be claimed before a break to take home (with Hall Director permission). Unclaimed items will be disposed of at the end of each semester.

## CONSOLIDATION

The College and Housing Office reserve the right to determine room and residence hall assignments and to consolidate rooms with single occupants, except when those students have paid for a private room. Consolidation occurs to:

- Make room for students housed in temporary assignments
- Facilitate cleaning
- Reduce the cost of utilities
- Support the private room practice

If you are assigned to a room without a roommate and all temporarily assigned residents have been placed, your residence hall staff will notify you when consolidation will be required. You will have the option to request a private room (\$200 fee), request a specific student be consolidated into your room, or move in with another resident who does not currently have a roommate. If you have not paid a private room fee, you may receive a new roommate at any time during the semester.

## DAMAGES

Residents are responsible for keeping the premises (room and hall) and its contents in good order and free from damage both by themselves and their guests. Residents will be held accountable for any damages they cause in common areas and/or resident rooms. Each resident understands and agrees that they are responsible for the replacement cost for any damages that may occur to the room and/or its contents.

Your active involvement in reducing damages within your community is encouraged. You can assist by following these guidelines:

- Report any damages to your Hall Director immediately
- Treat College property with as much respect as you would your personal property
- Discourage others from behaving irresponsibly in your hall

In situations where no individuals can be held accountable for damages, the Housing Office reserves the right to “group bill” all residents that may have been associated with damages.

## South Plains College Student Housing Charge Reference Sheet

*Listed below are general charges for student housing. All charges are based on an individual assessment. Charges are not strictly bound to the listed fees if damages are found more extensive in nature. This is a general reference list for charges.*

Issue	Fee
Improper Checkout	forfeit deposit
Carpet Cleaning	\$50.00
Cleaning	\$20.00
Extreme Cleaning	\$40.00 & Up
Lost Key (per key)	\$10.00
ID Key Card	\$10.00
Paint Damage/Peeled Paint	\$50.00
Window Blind Damage Fee	\$30.00
Items Stuck on Wall (per item)	\$10.00
Lock-out (3 <sup>rd</sup> and up)	\$5.00 each
Cracked Window	\$15.00
Broken Window	\$30.00
Excessive Smells	Per Assessment
Scratched or Damaged Furniture	Per Assessment
Scratched or Damaged Walls	Per Assessment
Writing on Furniture or Walls	Per Assessment
Removal of Furniture from Rooms	Per Assessment
General Damages	Per Assessment

### EVICTIONS

Residents may be evicted from housing when they fail to meet enrollment requirements, make housing payments, or as a result of disciplinary action. Residents who have been evicted may return to campus when they meet the terms of eviction; re-enrollment in the College, payment of fees and clearance by the Associate Dean of Students or Dean of Students.

### EXTERMINATION OF PESTS

Residence halls are exterminated on a regular basis throughout the year. Contact a staff member should you have questions related to this service. Students who discover insect problems should report them to the Hall Director immediately so that their rooms may be treated.

#### *Bed bugs*

The staff of the South Plains College Student Housing Office are committed to an effective and efficient response to students who suspect they may have bed bugs. For the safety and comfort of all students living in the residence halls, our staff will adhere to the following guidelines:

1. As soon as a student suspects that they may have bed bugs, the student should contact their Hall Director. If their Hall Director is unavailable, the student should contact the On-Call Hall Director at (806) 891-5575.
2. Student Housing will dispatch the College's exterminator to the location to perform an inspection of the room on the next business day. The exterminator cannot be dispatched on weekends or holidays.

Students who report suspected bed bugs on a work day when the exterminator can be dispatched within 48 hours will NOT be granted an immediate temporary room change nor will they be



issued a new mattress. This is CRUCIAL so that we can prevent the spread of bed bugs if they are found to be in the student's room and belongings.

If the exterminator is unable to respond to the student's room to inspect within 48 hours, Student Housing staff may be able to provide a temporary location in which the student can sleep until the inspection can take place. This is based on the availability of space within the residence halls. Any student who is given a temporary relocation is required to wash and dry (in hottest dryer setting) whatever clothing they need to take with them for up to 5 days. Upon doing that, the student should shower and put on clean clothes. The clean laundry is all the student can take with them to the temporary room. We want to ensure that if there are bed bugs in the student's room, they do not travel to another room with the student. Please refer to the **Bed Bug Treatment Checklist for Students** and follow all procedures required by students on the checklist.

Students may not, at any time, deny the College's exterminator or housing staff access to their living space (including their bedroom, suite common space, apartment, kitchen, living room, closets, bathroom, etc.)

The reporting student and any other students assigned to the room will be required to see the Student Health Office, especially if they are presenting bites.

### *Exterminator Findings*

Only the College's exterminator can confirm or deny the presence of bed bugs – NOT Primary Care Health Services or any outside person.

If the exterminator finds that there are no bed bugs present in the student's room, suite or apartment, then no further action will be taken. The student will be asked to continue monitoring their living space, and to notify Student Housing immediately if there are further problems.

If the exterminator concludes that bed bugs are present in the room, suite or apartment, the Student Housing Office will provide the affected student(s) with a detailed list of instructions for the removal and laundering of their personal items and the exterminator will treat the room for a total of five treatments. While the Student Housing Office can provide the student(s) with laundry detergent, the office will not cover the cost of anything a student wishes to dry clean or have laundered by an outside vendor.

Bed bugs are a serious community health issue, and ALL students are expected to comply with all instructions given to them within 24 hours once bed bugs have been confirmed within their living space

### FINANCIAL RESPONSIBILITIES

Students are expected and required to promptly address all financial responsibilities owed the campus. Unpaid debts, returned checks and other cases of financial irresponsibility can result in action that may not be limited to holds placed on records, eviction from residence halls, and/or criminal or civil actions.

### GROUP BILLING

Financial charges relating to the cleaning of, damage to, or theft of College property are billed to the specific individual(s) responsible whenever such individuals can be identified. However, when damage or theft cannot be assigned to a specific individual(s), the charges may be divided equally among the residents of the affected, floor, unit, building, or area. Residents will be given every opportunity to identify individual(s) responsible for the damage before group billing is finalized.

Damage charges will be assessed by the Associate Dean of Students to those individuals that are charged through the group billing process.

## HALL STAFF

Each semester, students have access to a Hall Director 24 hours a day while school is in session with the exception of holiday breaks (Thanksgiving, Christmas, Spring Break, and between spring and summer semesters). On-Call Hall Director information will be posted in the residence halls each semester.

## HOUSING CHARGES

Housing fees are charged each semester a student resides on campus. Charges differ based on the residence hall. Fees include room charges, as well as a full meal plan charge. Prior to check-in each semester, students are required to pay housing charges in full, have financial aid in place to cover at least 50% of the total cost of housing, or set-up a payment plan to pay at least 50% of the total cost of housing. The chart below provides total cost, payment plan options, and payment deadline dates.

### Room & Board Charges for 2017-2018

GROUP A	Magee Hall, Lamar Hall, Gillespie Hall, Baker Center, North Sue, South Sue			\$2,100.00	
	Amount Due	Fall Due Date	Spring Due Date		
	1st Installment	\$1,085.00	August 24, 2017		January 11, 2018
	2nd Installment	\$525.00	October 5, 2017		March 5, 2018
3rd Installment	\$525.00	November 5, 2017	April 5, 2018		
<i>25% = \$560 Total (\$525 + \$35 fee)</i>					

GROUP B	Forrest Hall, Frazier Hall, Stroud Hall			\$2,000.00	
	Amount Due	Fall Due Date	Spring Due Date		
	1st Installment	\$1,035.00	August 24, 2017		January 11, 2018
	2nd Installment	\$500.00	October 5, 2017		March 5, 2018
3rd Installment	\$500.00	November 5, 2017	April 5, 2018		
<i>25% = \$535 Total (\$500 + \$35 fee)</i>					

GROUP C	Smallwood Apartments			\$980.00	
	Amount Due	Fall Due Date	Spring Due Date		
	1st Installment	\$525.00	August 24, 2017		January 11, 2018
	2nd Installment	\$245.00	October 5, 2017		March 5, 2018
3rd Installment	\$245.00	November 5, 2017	April 5, 2018		
<i>25% = \$280 Total (\$245 + \$35 fee)</i>					

GROUP D	Nathan Tubb Hall, Southwest Hall			\$2,450.00	
	Amount Due	Fall Due Date	Spring Due Date		
	1st Installment	\$1,260.00	August 24, 2017		January 11, 2018
	2nd Installment	\$612.50	October 5, 2017		March 5, 2018
3rd Installment	\$612.50	November 5, 2017	April 5, 2018		
<i>25% = \$647.50 Total (\$612.50 + \$35 fee)</i>					

Summer Smallwood Apartments			
	Full Amount	1st Installment	2nd Installment
Summer Session Per Term	\$350.00	\$175.00	\$175.00
Summer Basic Police Academy	\$825.00	\$412.50	\$412.50
Cosmetology / Nursing Students	\$825.00	\$412.50	\$412.50

Installment Fee: \$35.00 per term  
 Room Deposit: \$100.00  
 Private Room Fee: \$200.00 more per dorm price

**\*\*See Great Western flyer for information on dining options.\*\***

## HOUSING SECURITY DEPOSIT

A room security deposit of \$100.00 must accompany the student's Housing Application and Contract. This deposit may be refundable if the student fulfills the housing contract agreement and properly checks out of the residence hall each semester they reside on campus. The security deposit will rollover to the next contract term or credited to the student's account after the student moves out and check-out charges and/or damages to the room are assessed.

If at any time a student checks-out prior to the last week of classes or does not properly check-out of their room/hall, they will forfeit their security deposit and will be required to pay an additional security deposit to remain assigned to housing for subsequent semesters.

Students wishing to cancel their housing reservation may do so in writing prior to July 20 for the Fall Semester, January 2 for the Spring Semester, May 15 for the Summer I Session and June 15 for the Summer II Session to receive a full refund of their security deposit.

Any refund of a security deposit will first be applied to any outstanding balance the student owes the College. If the student has no outstanding debt to the College, the student's account will be credited for the amount refunded.

## IDENTIFICATION

For the safety and welfare of all students and to protect the property of the residence halls, members of the staff may request proof of identity of any person in residence halls. Your cooperation is appreciated should such an occasion arise. Failure to identify yourself to a College staff member upon request may result in disciplinary action. Individuals that are unable to provide identification may be asked to leave and CPD may be contacted to assist with the situation.

## OCCUPANCY

Students may occupy their rooms according to the schedule published by the Housing Office. No student will be allowed to occupy their room in advance of the official opening of the halls or between semesters or sessions. Special arrangements can be requested with the Housing Office at least two weeks prior to the end of the semester. However, the Housing Office reserves the right to deny requests for special arrangements. There may be a charge for such accommodations, when they are available.

## PRIVATE ROOMS

Once room consolidation begins at the beginning of each semester and all temporarily assigned residents have been placed, private room requests may be made in the Housing Office. Students must pay an additional \$200 per semester if approved for a private room. The additional fee must be paid, financial aid must be in place, and/or installment plans must be adjusted within 48 hours of being granted a private room to keep the accommodation. The Housing Office reserves the right to deny private room requests. Private rooms are not available in Smallwood Apartments.

## PROGRAMMING

Numerous academic, cultural, educational, social and recreational activities will be offered in the residence halls and on campus. Most programs are provided at no cost to the residents and provide opportunities to grow socially, culturally and educationally while interacting with their peers and having fun.

## REASSIGNMENT

Residential hall staff and/or the Housing Office reserve the right to assign, reassign or consolidate rooms in any way that will best utilize the facilities available. The right is also reserved to assign a second student to a double room in which only one student is living. For this purpose, or for other reasonable cause, the Housing Office may change room assignments or require a student to move to different accommodations at any time during the housing contract period.

## REFUNDS

When a resident has been officially released from their Housing and Food Service Contract and has checked out properly from their room with hall staff, the student will forfeit their room deposit and will receive a prorated refund for the remainder of their room charges from the day they officially checked out of the hall.

## ROOM CHANGES

Within the first two to three weeks of the semester, students have the option to change rooms within their own residence hall or to move to another hall based on availability and approval from the Hall Director and/or Housing Office. Students must request a room change through the Hall Director and/or Housing Office prior to moving. Non-approved room changes or unapproved room changes may result in a disciplinary action and reassignment.

## ROOM ENTRY

The College recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and guarantee their privacy. However, the College, through a residence hall staff member or agent of the College, reserves the right to enter a resident's room at any time for the following purposes (see Health and Safety Inspection):

1. To determine compliance with all relevant health and safety regulations. Room checks and/or Health and Safety Inspections will occur throughout each semester and prior notification will be posted.
2. To provide cleaning and/or maintenance.
3. To conduct an inventory of College property
4. An indication of imminent danger to life, health, and/or property.
5. Reasonable belief that a violation of rules or regulations is or has occurred.
6. To search for missing property.
7. To ensure that proper break period closing procedures have been followed.

Items that violate College or departmental regulations will be confiscated. Examples of items that will be confiscated include candles and unapproved appliances. CPD may be contacted to confiscate alcohol, alcohol containers, drugs and drug paraphernalia. A room search by a designated College official is possible for any of the above listed purposes (see Confiscation).

### *Room Checks*

Room checks will occur a minimum of once a week and residents will receive posted notification of the regularly scheduled checks 24 - 48 hours in advance of the check. However, additional checks will be conducted as needed with prior notification. During weekly room checks, hall staff will check for cleanliness, prohibited items, health and safety violations, maintenance needs, and damages.

### *Health and Safety Inspections*

The College recognizes residents' desire for privacy, particularly in the context of their group living situation, and will do what it can to protect and guarantee their privacy. However, the College, through a residence hall staff member or agents of the College, reserves the right to enter a resident's room to determine compliance with health and safety regulations with probable cause.

Shall probable cause be established or consent of resident(s) is given, agents of the College may perform a Health and Safety Inspection of the room or other area. Probable cause can include but is not limited to:

1. Odor of drugs or alcohol.
2. Evidence of a fire hazard
3. Evidence of a danger to health or life
4. Statements made indicating a violation
5. Video or photographic evidence of a violation
6. Social media content indicating a violation



## SERVICES AND AMENITIES

### CABLE TV

All residence halls receive basic cable television in each room and in some common areas. Any cable problems should be reported to the Hall Director. Should a resident desire an expanded cable package they may contact NTS at 1-806-797-0687.

### COUNSELING SERVICES

The Health and Wellness Center at South Plains College provides a safe and confidential environment for students to go for help with personal or relationship issues that are affecting their performance in life and school.

Trained and licensed mental health professionals are available to students at the Levelland Campus. Students are seen on an appointment basis, but are welcome to come in at any time during operating hours to complete initial screening paperwork and to set their appointments.

#### Services Offered:

- Free & Confidential Counseling
- Mental Health Screening
- Seminars, Training, & Wellness Groups
- Consultation and Referral for Outside Services

Contact Information: 806-716-2529

Hours of Operation: Monday – Friday 8:00 am – 4:00 pm

### DINING SERVICES

Students are provided unlimited meal service in Texan Hall seven days a week. Students who reside in residence halls obtain room and meals in a package plan for a unit price. Food services for residents of Smallwood apartments are available upon request. The cost is \$1000 for a full meal plan.

<b>Texan Hall Hours of Operation</b>		
Weekdays	Monday-Thursday	7:15 a.m. - 6:30 p.m.
	Friday	7:15 a.m. - 6:00 p.m.
Weekends	Cont. Breakfast/Waffle Bar	9:00 a.m. - 9:30 a.m.
	Lunch	12:00 noon - 1:00 p.m.
	Dinner	5:00 p.m. - 6:00 p.m.
	Sunday Brunch	11:30 a.m. - 1:30 p.m.
<b>Weekdays Monday-Thursday</b>		
Hot breakfast line	7:15 a.m. - 8:45 a.m.	
Continental breakfast	8:45 a.m. - 10:30 a.m.	
Sandwich bar	10:30 a.m. - 6:30 p.m.	
Soup & salad bar	10:30 a.m. - 6:30 p.m.	
Hot lunch entree line	11:00 a.m. - 1:30 p.m.	
Hot dinner entree line	5:00 p.m. - 6:30 p.m.	

## HEALTH SERVICES

South Plains College offers all full-time students taking at least six (6) semester hours on the **Levelland Campus** a medical treatment center with the services of a licensed physician and a registered nurse. Qualified students needing to see a doctor should go to the Health Services Office before 10:30 a.m. to complete records and make an appointment.

The office is open from 7:30 a.m. to 3:30 p.m. Monday through Friday. Physician's hours are limited to one or two hours per day, Monday through Thursday. Times are posted at the clinic.

## KEY CARD ACCESS

Residents may be required to use their student ID card to enter halls with card access systems. Non-residents will not be given key card access to a hall. Residents must report all misplaced key cards immediately to the Housing Office, for deactivation.

ID cards can be obtained in the Student Life Office on the Levelland Campus. Students who misplace or lose their ID must pay a \$10.00 fee for a replacement ID.

Any problems with a student ID not accessing a residence hall should be reported to the Hall Director and/or Housing Office.

Any student found to be using another student's key card for building access will be subject to disciplinary action in the Dean of Student's Office.

## KEYS

Room and mailbox keys will be issued to each resident at check-in. Report lost or broken keys to your Hall Director as soon as possible. Students will be charged \$10.00 for each lost mailbox key, and \$10.00 for each lost room key.

Residents are encouraged to lock their doors and carry their room keys at all times. Students who are locked out of their room should go to their Hall Director or if their Hall Director cannot be reached contact the on-call Hall Director at (806) 891-5575.

Residents in Magee and Smallwood failing to turn in their keys at the time of checkout or during vacation periods may be charged the replacement fee and face disciplinary action.

Duplication of College keys is prohibited. Possession of College keys other than those assigned is not permitted.

## LAUNDRY ROOMS

Laundry machines are located in all halls. Do not leave items unattended, and/or overload machines. The College is not responsible for laundry that is lost, damaged or stolen. Abuse of laundry machines only aggravates whatever problem the machine may have and is prohibited. Please report machine malfunctions to the Hall Director immediately.

## MAIL SERVICE AND DELIVERY

All residents are assigned a Post Office box in their hall. Residents are responsible for leaving forwarding addresses with the mailroom.

Students receiving packages will be contacted by the mailroom via their SPC email account. Once notified, the student will be required to pick up their package(s) in the mailroom located in the Student Center. Any package shipped to an on-campus resident should be addressed to:

Resident Name  
South Plains College  
1401 South College Ave.  
Name of Residence Hall & Mail Box Number  
Levelland, TX 79336

#### MAINTENANCE OR REPAIRS

Maintenance requests or other room concerns should be reported to the Hall Director in a timely manner during office hours or via email. For emergency repairs, contact a staff member immediately. Emergency repairs can include, but are not limited to: electrical issues, heating or air conditioning issues, or plumbing issues.

Residence hall staff and the Housing Office encourage reporting of maintenance problems early and with as much detail as possible. Maintenance personnel work between 8 a.m. and 5 p.m. on weekdays and may not always be able to arrive at hours most convenient to students.

#### STORAGE

Storage is not available. All furniture must remain in the room. No space is available for students who wish to store belongings over the summer or while they are not enrolled. Temporary storage may be provided to students assigned to overflow housing at the beginning of each semester, but is not guaranteed.

#### VACUUM CLEANERS

Vacuum cleaners may be checked out from the Hall Director in each hall. Residents are required to leave some form of ID at the desk to use a vacuum. Due to the limited number of vacuums available, students must return vacuum cleaners within the hour. Please notify Hall Director if a vacuum is not working properly.

#### VENDING MACHINES

Vending machines are located in all halls. Abuse of vending machines only aggravates whatever problem the machine may have and is prohibited. Please report machine malfunctions to the Hall Director.

## CAMPUS SAFETY AND EMERGENCY PROCEDURES

### CAMPUS CARRY

Effective August 1, 2017, campus carry is intended to be in conformity with the requirements of Texas Government Code Section 411.2031.

Handgun license holders residing in SPC residence halls will be allowed to possess handguns on the premise provided that:

- a.) Such possession is in compliance at all times with Texas statutory law and these rules; and
- b.) The license holder stores his/her handgun(s) in a College-approved gun safe or in a locked personal vehicle.

It is the responsibility of the license holder to supply a College approved gun safe within the residence halls. College approved gun safes must meet the following requirements:

1. Be large enough to fully contain all firearms placed in it and provide for secure storage
2. Have exterior walls constructed of a minimum 16- gauge steel
3. Have high-strength locking system consisting of a mechanical or electronic combination or biometric lock, and not a key lock
4. Be certified to/listed as meeting Underwriters Laboratories Residential Security Container rating standards by a Nationally Recognized Testing Laboratory (NRTL).

Students who are assigned to rooms where a firearm is stored and who are concerned about their well-being may request a transfer to another room through the Housing Office.

### CAMPUS ESCORT

Campus Police officers are available to escort anyone, anywhere on the South Plains College campus. Students, faculty, administration and visitors are encouraged to call Campus Police at 806-891-8883 for this service. After contacting Campus Police, an officer will meet you at your location and walk with you to your desired location. Campus Police cannot transport individuals across campus in Campus Police vehicles.

### CAMPUS POLICE DEPARTMENT (CPD)

South Plains College employs licensed Texas Peace Officers at the Levelland Campus 24 hours a day. CPD may be phoned by 806-891-8883 or 806-716-2396. Should you have an emergency, dial 911.

Campus Police should be notified when:

- Questionable strangers are on the campus or in the residence hall
- A strange or unknown vehicle appears on campus
- There is a problem with student safety

### EMERGENCIES

Emergencies should be reported to the Campus Police Department at 806-891-8883 or 806-716-2396 and to the Hall Director. In an emergency situation, never hesitate to dial 911. In case of an emergency contact one of the following:

1. Campus Police at 806-891-8883
2. Dial 911
3. Your Hall Director
4. The on-call Hall Director at 806-891-5575

## EXTERIOR DOOR LOCKING

Residents are expected to aid in maintaining the security of their hall. The exterior doors of the halls are locked at various times of day to control access and security of the hall. Residents are expected to carry their keys and/or key card to gain access to locked halls. Propping open exterior doors and/or tampering with locks are considered serious security violations and may result in disciplinary action.

## FIRE SAFETY PROCEDURES

In the event of an actual fire or a drill, all residents are required to evacuate the building according to the rules established by each residence hall. Follow the instructions of the Hall Director, Resident Assistants, CPD Officers, and/or firefighting personnel. Keep the following items in mind in the event of a fire:

1. Walk! Don't run. Be particularly careful in staircases.
2. Proceed directly to a place of safety outside of the building.
3. Do not attempt to salvage personal belongings.
4. Close doors and windows when you leave.
5. Before opening a closed door, feel it to see if it is hot. When it is hot, attempt to find another exit route.
6. A towel or blanket soaked in water can be helpful in combating smoke inhalation.
7. At all times, follow the instructions of personnel authorized to take charge at the scene of the emergency. If you have any questions about the procedures, contact your Hall Director immediately.
8. Stand away from the building.
9. Do not enter the building until given the all clear by staff or fire professionals.

Fire alarm pull stations and fire extinguishers are installed throughout the halls. The fire alarm system in each building will automatically notify College personnel when activated.

## *FIRE DOORS*

It is absolutely essential that corridor doors be kept closed at all times. In case of a fire emergency, closed doors retard the travel of smoke, heat, toxic gases, and fire from the area of origin. Propping of doors may result in disciplinary sanctions and fines. Nothing should be attached to a fire door. Tampering with fire doors may result in disciplinary action.

## *FIRE DRILLS*

The College will hold fire drills to acquaint residents with fire evacuation procedures. All residents and guests should follow directions during fire drills. Failure to evacuate the room will result in disciplinary action.

## *FIRE EQUIPMENT AND EXITS*

It is imperative that fire and safety equipment functions properly when it is needed. The following acts are prohibited:

- Tampering with fire extinguishers, smoke detectors, exit lights, or emergency lights
- Tampering with or pulling a fire alarm under false pretense
- Removing smoke detector batteries or otherwise rendering a smoke detector inoperable
- Propping open fire doors
- Obstructing halls and stairwells with furniture, debris and other materials
- Hanging objects from smoke detectors



Residents who jeopardize the safety of any resident will be subject to severe disciplinary action. Tampering with fire equipment or acts of arson can result in civil prosecution, disciplinary action, and possible fines.

#### LIABILITY

The College assumes no liability for loss, injury, or damage to personal property incidental to the occupancy or use of the residence halls, and each resident accepts full responsibility for the safety and security of his/her own personal property. The student agrees to hold the College harmless and indemnify it from any and all liability resulting from the use of the residence hall by the student.

#### LOSS OF PROPERTY

Residents are responsible for the security of their own property. The College does not accept responsibility nor is it liable for theft, damage or other loss of money, valuables or personal effects of the student regardless of the cause of the loss. Residents are urged to purchase their own insurance for valuable items or possessions. In addition, residents should take preventive measures to ensure items are not stolen. If a resident has items stolen from their car or room they are encouraged to file a report with Campus Police.

#### MISSING STUDENT NOTIFICATION

The establishment of procedures for the college's response to missing residential students, as required by the Higher Education Opportunity Act (HEOA) of 2008 applies to all students who reside in any on-campus housing. **For purposes of this policy, a student may be considered to be a "missing person" if the person's absence is contrary to his/her usual pattern of behavior; or some unusual or unexplained circumstance may have caused the absence. Such circumstance could include, but is not limited to:**

- suspicion that the missing person may be the victim of foul play;
- past expression of suicidal thoughts;
- is or may be drug dependent;
- has been with or is acquainted with persons who may endanger the student's welfare.

Any individual on campus who has information that a residential student may be missing should notify Campus Police, the Dean of Students, the Associate Dean of Students, or the Residence Hall Director immediately.

#### REPORTING AN INCIDENT

Safety and security is of the utmost importance to the College. Students are encouraged to report any and all incidents that occur on campus that might be a safety threat or violation of campus policies, state, or federal laws. An incident reporting link is located the SPC website at [www.southplainscollege.edu](http://www.southplainscollege.edu) for students to report an incident. Incidents can also be reported directly to the Campus Police Department, the Dean of Students, Housing Office, and/or Health and Wellness Office.

#### SAFETY

Safety within the residence halls begins with the resident. Report suspicious behavior to a staff member and/or the Campus Police Department. It is each resident's responsibility to follow the rules and regulations associated with safety procedures in the residence halls. In a community living situation, the safety practices of each individual greatly affect the safety of the other members of the community.

## SMOKE DETECTORS

All student rooms are equipped with smoke detectors. Detectors will be checked prior to the start of each semester and during weekly room checks by the hall staff. Residents that detect a problem with their smoke detector should contact the Hall Director immediately.

Disciplinary action will result if a student removes the batteries or otherwise renders the detector inoperative and a fine may be assessed. Disciplinary action could also result for residents who cause potential fire hazards through unsafe practices (i.e. overloading circuits, use of inappropriate extension cords, use of unauthorized cooking appliances, etc.).

## TITLE IX

Title IX of the Educational Amendments of 1972 (Title IX), 20 U.S. C §§ 1681 et seq., and its implementing regulations, 34 C.F. R. Part 106 prohibit discrimination on the basis of sex in educational programs or activities operated by recipients of federal financial assistance. Sexual harassment of students [or employees], which includes acts of sexual violence, is a form of sex discrimination prohibited by Title IX. By an amendment to the Civil Rights Act of November 1980 and subsequent state legislation, sexual harassment is expressly outlawed and is considered a violation of College policy.

Inquiries concerning the application of Title IX may be referred to the Title IX coordinator pursuant to 34 C.F.R.§ Part 106.

## TORNADO

When a tornado or other severe weather is reported, residents are to follow the procedures of each building and move in an orderly manner to an interior wall within the building and away from windows.

### *Severe Weather/Tornado Watch*

A watch is a statement that severe weather/tornado conditions are present and could occur.

### *Severe Weather/Tornado Warning*

When a severe weather/tornado sighting occurs, the National Weather Service alerts all weather stations and local authorities.

If severe weather or a tornado is approaching, the warning will be signaled by Levelland's emergency sirens.

- Listen to the radio and/or television for weather updates.
- If the tornado siren sounds, assume disaster drill position (sitting, knees up, backs against hallway walls, head down and elbows locked between students; use clothing to cover heads).
- If outside and unable to reach shelter, escort students to a ditch or hollow and have them lie down, hands over heads.
- Do not leave the building unless instructed to do so by the authorities in charge; keep abreast of who these authorities might be (campus police, fire department, civil defense).

## RESIDENCE HALL POLICIES

### ABANDONED PROPERTY

SPC, the Housing Office, and its staff are not responsible for any student property left in residence hall rooms or public areas of residence halls. In the event that student property is left in residence halls after the housing contract period is over, the property will be removed at the owner's expense. Personal property left in any common area, such as bathrooms, hallways, or lobbies may be discarded by the College after 72 hours. Items left behind after a student has checked out of the halls may be discarded immediately. (See also Personal Furniture and Items)

### ALCOHOL CONTAINERS

The possession of any alcohol container on campus is prohibited. This includes any empty alcohol containers or alcohol distributor/company logos used for decorative purposes.

### ANIMALS ON CAMPUS

No pets or animals are allowed in the residence halls at any time. A student found with an animal in the residence halls will be asked to remove the animal immediately from campus. If hall staff are unable to locate the resident in a reasonable amount of time, local animal control will be notified for removal of the animal from campus.

Fish are allowed in a three-gallon maximum sized tank. Fish tanks must be cleaned regularly. If tanks become excessively dirty or smelly, owners will be asked to remove the fish from the residence hall. Fish must be removed during holiday breaks (Thanksgiving, Christmas, and Spring Break). If a student leaves a fish during the break, the fish will be confiscated, the student will lose their privileges to have a fish in the residence halls, and disciplinary action may be taken.

Additionally, animals are not allowed in any college building except when needed for instruction or where needed by an employee or student with a disability.

#### *Service Animal*

Service animals are dogs that are individually trained to do work or perform tasks for people with disabilities. Service animals are permitted in every area of campus unless posted due to safety concerns. Students with service animals are NOT required to register with the Disability Services Office, but notification is recommended. The ADA requires service animals be under the control of the handler at all times. This can occur using a harness, leash, or other tether. It is suggested that the service animal also wear identification (e.g. identification tags, vest, bandana, etc.).

The following guidelines are required for service animals on campus:

- The service animal must be vaccinated and licensed according to local or county Ordinances.
- Animals must be under the control of the owner at all times. The Service Animal itself is an extension of the student and therefore under the same code of conduct as the student.
- The owner is responsible for waste disposal.
- A person with a disability cannot be asked to remove his/her service animal from the premises unless: (1) the dog is out of control and the handler does not take effective action to control it or (2) the dog is not housebroken. When there is a legitimate reason to ask that a service animal be removed, staff must offer the person with the disability the opportunity to obtain goods or services without the animal's presence.

### *Emotional Support Animal (ESA)*

Emotional Support Animals are used in the treatment of a diagnosed condition. ESAs are not allowed in campus buildings with the exception of student housing. Students with ESAs in housing must follow the standards below:

- Animals cannot be left unattended overnight at any time.
- ESAs cannot be taken into the residence hall office, administrative offices, or common student living areas.
- The animal must be “crated” or “caged” while the animal owner is away from the residence hall
- Animal waste must be disposed of in a plastic bag and then placed in the garbage dumpsters outside. Clean up must occur IMMEDIATELY. Animal feces may not be disposed of in any trash receptacle inside the residence halls or other college building or through the sewer system.
- Residents with cats must properly maintain litter boxes as outlined by the cat litter manufacturer. Litter box contents must be disposed of properly and regularly.
- Animal-accidents within the residence hall room must be promptly cleaned using appropriate cleaning products.
- Regular and routine cleaning of floors, kennels, cages, and litter boxes must occur. Animal odor emanating from a residence hall room is not acceptable.
- Animal owners can take precautionary measures to prevent flea and tick infestations by using flea and tick collars, and medicated shampoo for the animal. If a flea or tick infestation occurs a report must be made to the Hall Director who will then have SPC contracted professional extermination services ordered. The owner will be responsible for extermination costs.
- Animals must not be allowed to disrupt others (e.g. barking continuously, growling or howling, etc.). Animals that are a threat or nuisance to staff, residents or property, as determined by the Associate Dean of Students or designee, must be removed within seven (7) days of notification. SPC Police Department personnel who determine an animal poses an immediate threat may contact animal control to remove the animal. If the behavior of an animal can be addressed by the owner so that the pet does not have to be removed, a written action plan must be submitted by the owner to the Associate Dean of Students. The action plan must outline the action to take place to alleviate the problems and also must give a deadline as to length of time the plan will take to complete. Any action plan must be approved by the Associate Dean of Students or designee. The day after the deadline for removal, the Hall Director will do a residence hall room inspection to check damage and flea/tick infestation and then the mandatory cleaning and extermination will be scheduled. Any animal owner found not adhering to the removal directive will be subject to disciplinary action, which could include contract cancellation.
- The animal owner will take all reasonable precautions to protect college staff and other housing residents from situations where they might experience the perceived threat of or an actual injury as a result of the animal’s behavior.
- The owner will immediately notify the Hall Director if the animal has escaped its confines.
- All liability for the actions of the animal (bites, scratches, etc.) is the responsibility of the owner. Violations concerning any of the aforementioned may result in the resident having to find alternative housing off-campus for the animal and, as warranted, may also result in a resident being in breach of their housing contract.

All Emotional Support Animal requests must be submitted to the Disability Services Office on the Levelland Campus. Only after the Disability Office has approved the accommodation of an ESA and required documentation is provided to the Housing Office can the student can bring the animal to campus housing.

## APPLIANCES

Electrical appliances not allowed include, but are not limited to: air conditioning units, room water coolers, camping stoves, ceiling fans, electric skillets or woks, griddles, halogen lamps, potpourri pots, waffle makers, hot oil popcorn poppers, hot plates, coffee pots, oven broilers, power tools, any appliance with an open coil, space heaters, toasters, or toaster ovens. No wireless routers or modems may be used in the residence halls.

Hall staff will confiscate unauthorized or misused appliances, and the individuals responsible may be subject to disciplinary action.

Allowed appliances include: Microwaves, mini-refrigerators (one per resident, 3.2 cubic feet maximum), single serve coffee makers (unless it includes a hot plate), hot air popcorn poppers, rice cookers, blenders, and televisions (40 in maximum).

No locks can be placed on any appliances. Refrigerators may be inspected during health and safety inspections.

## BABYSITTING

Babysitting is not allowed in the residence halls.

## BICYCLES

Bicycle racks are located outside each hall. Bicycles should always be locked to prevent theft. Students may store their bicycles in their rooms, with their roommate's consent, as long as the bicycle is cleaned before entering the hall. Bicycles should not block the room exit if stored in a room.

Under no circumstances, is anyone allowed to ride or store a bicycle in the lobby or hallway of a residence hall. Bicycles are not to be left in the courtyard or chained to bike racks after a resident checks out of the hall. The College will dispose of or sell unclaimed bicycles at the end of the spring semester.

## BULLETIN BOARDS

Only campus organizations or College departments may post information on hall bulletin boards through the Hall Director. All items to be posted should be approved by the Hall Director and/or the Director of Student Life. Please deposit any materials in the wall file located next to the Hall Director's office in each hall. Hall staff will post approved materials in designated areas in their residence hall. This is to avoid unapproved materials from being posted and to guarantee that only current and applicable materials are displayed.

Any damage to or tampering with any hall bulletin board or white board may result in charges for damages and/or disciplinary action.

## CLEANING

Residents are expected to keep their assigned room reasonably neat and clean at all times. Hall staff reserve the right to ask residents to clean their room for safety, health, or roommate concerns. Weekly room checks will be conducted to insure proper care of the residence halls. Failure to keep your room clean and sanitary will result in disciplinary action, and in extreme cases can lead to removal from student housing. Custodial services are not provided after a resident has moved into their room. Once weekly, custodial staff will clean the hall or suite restrooms. Residents should report common area cleaning concerns to their Hall Director.

## COOKING

Cooking in the residence halls is allowed with approved cooking appliances only and the permission of the Hall Director. Residents are responsible for ensuring that proper sanitation, ventilation, and fire safety precautions are taken. Use of unapproved cooking appliances and/or any damage resulting from cooking or improper food disposal may result in disciplinary action and/or charges for damages.

Kitchens are available for use in some halls. Residents are responsible for cleaning the kitchen when cooking is completed. Hall Directors reserve the right to shut down any common area kitchen without warning if they are being misused or left in an unsanitary manner.

## COMMON AREA USE

The lobbies and common areas in each hall are for the use of residents and their guests. Appropriate public behavior and dress are expected in lobbies. Students and/or their guests may be asked to leave a common area should they not meet these requirements.

Residents are encouraged to use the common areas for relaxing, socializing, studying or in-hall events. Public displays of affection, disruptive behavior and sleeping in the common areas are not socially acceptable behaviors and are not permitted.

Any organized event, group, or student organization that wishes to use a common area must request permission from the Hall Director and reserve the common area at least three days prior to use of the area. Hall Directors may grant permission for this use or they may require that the Dean of Students or Associate Dean of Students approve the request. The Housing Office and hall staff reserve the right to approve or disapprove any request. The lobbies must be left in a clean and organized manner at all times.

The operating hours for the main lobby, courtyards, study rooms, lounges, kitchens, and laundry rooms in each hall are posted for residents. The lobby in Baker Center is the only 24-hour common area.

Guests may accompany residents in common areas during visitation hours. All visitors in the lobby must be 18 years of age or older. Quiet hours for the common areas are from 12:00 am – 9:00 am daily.

## DARTS AND DARTBOARDS

Because of the potential danger to both persons and property, darts and dartboards are prohibited in the residence halls and will be confiscated by hall staff if found.

## DECORATIONS

Pictures, posters, and other items used to decorate a student's room are encouraged as long as they do not create a health or fire hazard or damage the room. All decorations are subject to the approval of roommates. All decorations visible through the window or on the door should be in good taste. Pictures and other materials that may be considered objectionable are not to be displayed in areas that may be visible outside the student's room. Decorations containing rude, vulgar, indecent or obscene messages, include alcohol or drug references, or display of excessive nudity are prohibited and can be subject to confiscation, disciplinary action and/or criminal charges.

In order to keep the walls in resident rooms in excellent condition students are prohibited from using 3M (or any like brand) Command Strips of any kind, double sided tape, duct tape, adhesives, screws, nails requiring anchors, and large nails on any surface in the residence halls. Push pins, small tacks, and poster

putty are allowable. Damage charges may apply for excessive damage to walls caused by push pins, small tacks, or poster putty.

Carpet tape may not be used to secure items to the floor. Placing contact paper or any adhesives on the walls, woodwork or desktops may result in damage charges. Wallpaper and border may not be used in rooms.

### *Holiday Lights*

LED holiday lights and rope lights may be used as decoration. Lights must be UL-approved and of low wattage – only miniatures. Proper electrical outlet space MUST be used. No more than three strings of lights may not be connected together and any extension cords used must meet residence hall requirements. Lights should not be hung near wall hangings, curtains, or sinks. Lights must be off when residents are not in the room.

### EXTENSION CORDS AND SURGE PROTECTORS

Extension cords may be used on a limited basis in a residence hall room. Regular household extension cords are strictly prohibited. Only cords with an AWG (American Wire Gauge) rating of 14 or lower and are 25' or less may be used. Extension cords may be plugged into circuit breaker protected power strips, but power strips should not be plugged into extension cords. Extension cords and power strips should never be placed above the ceiling tiles, underneath carpet or stapled or pinched in anyway. Only power strips and multi-plugs with built in circuit breakers (surge protectors) may be used in rooms. Improper use of extension cords may result in confiscation and/or disciplinary action.

### GUESTS

A guest is defined as a person who is not assigned to the room or hall they are visiting. Residence hall students are allowed to host up to two guests in their rooms or common areas during visitation hours. Violating a roommate's right of entry into the room or hindering a roommate's ability to study and/or sleep within their room is considered a violation of guest privileges. Individuals under 18 years of age are not allowed in the residence halls as guests. All guests must be escorted at all times by their host in all areas. No more than six students should be in a room at a time (this includes residents of the room). An excessive number of guests in any room can be asked to relocate visitation by the Hall Director.

Guests should use appropriate restroom facilities within the halls including public restrooms. Community restrooms in Forrest, Frazier, or Stroud should not be used by any female guest at any time. Guests are prohibited from using the shower facilities in any suite or hall restroom.

### *Host responsibilities*

Hosts are responsible for the behavior of their guest at all times and are obligated to inform the guest of all College and residence hall rules and regulations. Any violation of rules or regulations by a guest may result in disciplinary action being taken against both the host and the guest.

### *Escorting Guests*

The host must escort guests, regardless of gender, at all times. Guests are required to wait for their host before proceeding into the building, into a hall or to their host's room. Guests should be escorted completely out of the host's residence hall. Guest escort must also take place in hall courtyards and all common areas. Guest's should never be without a host in a resident room. Never escort anyone that is not your guest. Failure to follow this rule will result in a loss of visitation and/or disciplinary action.



### *Overnight Guests*

No overnight guests are allowed in any of the halls at any time.

### HOLIDAY DECORATIONS

If students decorate their rooms for the holidays, these guidelines must be followed:

- Trees and other greenery must be artificial and must have proof of flame resistance
- Lights must be LED, UL-approved and of low wattage – only miniatures
- All decorations are to be removed within two days following the holiday. If the holiday falls near a break period, then all decorations must be removed prior to the break period.
- Fire alarm pull stations, fire extinguisher cabinets, smoke detectors, sprinkler heads and exit signs must not be covered and exits must not be blocked
- No candles or any open flame may be used

### HOVERBOARDS and SKATEBOARDS

The use of bicycles, roller blades, skateboards, motorized skateboards, scooters and other mechanical means of transportation are not allowed for use within South Plains College buildings or residence halls. The following exceptions apply: 1) when required for a work or class assignment or 2) as necessary for a disability or medical condition. Use of any of the above in the residence halls will result in disciplinary action and possible confiscation.

### LOCK-OUT POLICY

In the event of a lockout, contact your Hall Director. If you are unable to locate your Hall Director, contact the On-Call Hall Director at 806-891-5575. An SPC ID or valid photo ID must be presented to establish your identity. If your ID card is not available, you will be asked to provide personal information that will be verified against our roster. It is our expectation that you take your ID access card/keys with you when you leave your room and/or hall.

In the event the On-Call Hall Director is called for lock outs, the Hall Director on duty will do their best to unlock doors in a timely manner. However, please realize that they have additional duties and responsibilities that may come first.

While waiting for the Hall Director or On-Call Hall Director to respond, no student should attempt to open the door. This can include the use of lock-pick sets, coat hangers, credit cards, or any other device or item used to force the door open. Students who attempt to open the door without a Hall Director present will be subject to disciplinary action and fees for any damages.

Excessive lock-outs will follow the disciplinary action and/or fines listed below.

1. Students receive two “free” lock-outs per academic year
2. 3rd lock-out and after-\$5.00 per lockout

Lock-out records and charges for each student will accumulate throughout the academic year and will start over at the conclusion of the current academic year at which time the lock-out fee process will start over. Students with seven or more lock-outs may receive a dean referral for disciplinary intervention.

### MANDATORY MEETINGS

At various times throughout the semester, residents are required to attend mandatory hall or floor meetings to receive information pertaining to living on campus. The meetings are for the benefit of the residents and

they are responsible for any and all information presented or discussed. Non-attendance or failure to contact the hall staff in advance to explain why the meeting will be missed may result in disciplinary action.

#### MOTORCYCLES

Motorcycles parked on campus require a parking permit and should be parked in designated parking areas. Motorcycles are prohibited in buildings and courtyard areas.

#### OFFENSIVE ODORS

An offensive odor is any odor or aroma of such intensity that it becomes apparent and is offensive to others. Any odor can become offensive when it is too strong. Some examples are: perfume, air freshening spray, food, or large amounts of dirty laundry. Hall staff will address offensive odors when complaints are received. Residents identified as being responsible for the offensive odor will be asked to eliminate the cause of the odor.

#### PAINTING OF ROOMS

Residents are not permitted to paint their individual rooms. Students may be assessed a fine for painting any portion of their room and/or charged the cost of the repainting.

#### PERSONAL FURNITURE and ITEMS

Students are welcome to bring personal items from home for their rooms. Furniture items may not contain any wood and/or cloth (recliners, futons, mattresses, desks, shelves, etc.). Furniture constructed purely of plastic and/or metal is permissible. All of these items should be kept in their room and should not be stored in any other location. No college furniture may be removed from the rooms to accommodate personal items.

Waterbeds are not permitted in any student rooms due to safety and maintenance concerns.

#### PRANKS

Pranks which result in disturbances or distress to others, or cause damage to College or personal property, are prohibited.

#### PROJECTILES

For reasons of health and safety, propelling devices such as rockets, paint guns, water balloons/launchers, catapults, slingshots, or any homemade device for the purpose of launching an object are prohibited.

#### QUIET HOURS

Quiet areas in all residence halls are from 12:00 a.m. - 9:00 a.m. This includes common areas and individual rooms. Daily quiet hours will be enforced to facilitate sleeping and studying. During non-quiet hours, noise should be kept at a reasonable level. If you are having difficulty sleeping or studying due to noise, report it first to your resident assistant, then to the Hall Director.

#### REPELLING

Repelling off of any College building is prohibited and can result in disciplinary action.

#### ROOFTOPS

Students are not allowed on the roof of any College building for safety reasons. Any student found on a roof of any residence hall or college building will be subject to disciplinary action.

## ROOM USE

Students are not permitted to sublet, assign their rooms, or to use their rooms for commercial purposes. No student should move rooms without the permission of the Hall Director. Residents are not permitted to remove equipment or furnishings from their room.

## RUNNING AND ROUGHHOUSING

Residents may be asked to refrain from running, rollerblading, skateboarding, skating, roughhousing, scuffling, use of water guns, and the throwing, bouncing, or kicking of objects in halls, and other common areas for safety reasons.

## SOLICITATION

Solicitation of commercial products or services within the residence halls is prohibited. This includes, but is not limited to solicitation/sales within student rooms, common areas, and entry areas (inside or outside) of the halls. Students and campus organizations desiring special consideration should contact the Student Life Office. If sales personnel approach you, do not allow them to enter your room and inform your Hall Director immediately.

## STREET/ROAD SIGNS

Street/Road signs are considered the property of the respective government agencies where located and any inappropriate taking or possession by unauthorized individuals may result in judicial or legal action. Individuals possessing street/road signs may be requested to provide proof of ownership.

## SYRINGE DISPOSAL

All individuals using injection needles are required to properly dispose of them to prevent students, visitors and College staff members from accidental needle sticks and injury. This means placing needles in a red biohazard sharps container, available through Student Health Services upon request. Biohazard containers should be returned to Student Health Services for disposal: do not attempt to personally dispose of these items. Please contact Student Health Services, ext. 2376 for further information.

If a student finds any discarded needles, they should contact Campus Police immediately.

## TRASH

Trash dumpsters are provided outside each building for residents' trash disposal. Personal trash left in the halls, laundry rooms, kitchens, or in the restrooms will be considered improper trash disposal and subject to disciplinary action. Personal trash must be deposited in the dumpsters. Any trash, including food substances, not discarded inside the dumpster or receptacle is considered illegal dumping and is subject to criminal charges according to state law.

## TUNNELS/CRAWL SPACES

Students are not allowed in tunnel or crawl space areas and should never attempt to access these areas.

## VISITATION

Residents and their guests are responsible for knowing and observing the visitation hours established for the residence halls. Visitation hours are enforced for the safety of residents and for the consideration of roommates' rights to privacy, studying, and sleep.

**Visitation in rooms will be allowed from 11:00am to 12:00 am Sunday through Saturday nights.**

At the beginning of each semester, visitation will begin the evening prior to the first day of classes. No visitation will be allowed during check-in periods.

Violation of visitation hours will result in disciplinary action. Multiple offenses may result in removal from student housing.

All guests must be escorted at all times. (*See Guests and Quiet Hours*)

#### WINDOWS

Windows are not to be used as a room exit unless residents do so for emergency reasons. Window screens should not be removed. Residents will be charged for damages to screens and for the reinstallation of any removed screen. Throwing, hanging, or spitting objects from windows is prohibited. Excessive window coverings are not allowed (may include paper or foil). Windows should not be opened.

## RESIDENT CODE OF CONDUCT

When a student enrolls at South Plains College, it is assumed that the student accepts the rules and regulations prescribed by the College. It is the student's obligation to be familiar with the standards of conduct. Rules and regulations are also contained in, but not limited to, the following SPC publications: General Catalog, Student Guide, Residence Hall Handbook and SPC Parking and Traffic Regulations.

When you enroll as a student at South Plains College and you sign your Housing and Food Service Contract, you are agreeing to abide by the rules and regulations of SPC as outlined in the Residence Hall Handbook and the Student Guide. As a student, you are responsible for becoming familiar with the contents of these publications.

### STUDENT CONDUCT

Each student in the residence halls is expected to exercise self-discipline and to respect the rights of other students. Each resident must realize that in a group living experience, certain rules should be observed by all in order to maintain a safe and educational environment. Individuals in violation or in the presence of a violation of the rules established by the College, or State and/or Federal government will be handled appropriately. Questions related to appropriate and inappropriate behavior should be addressed to the Hall Director or the Associate Dean of Students. Students should refer to the Student Conduct section of the Student Guide for additional information.

### DEAN REFERRALS

Dean referrals are issued for a number of reasons including code of conduct violations, residence hall violations, failure to pay housing fees, or failure to remain enrolled in 15 or more hours of classes. Any student issued a Dean Referral by the Campus Police Department or a Hall Director is expected to report to the Dean of Students or Associate Dean of Students office the next business day by 8:00 AM. If you have class at 8:00 AM, the student is expected to arrive a few minutes before to schedule an appointment with the Dean for later in the day. Failure to appear can result in a resident being removed from student housing.

### PROCEDURES FOR DISCIPLINARY ACTION

All offenses of misconduct in residence halls shall be dealt with by the Dean of Students or Associate Dean of Students and will follow due process procedures. All offenses that may lead to suspension or expulsion shall be regarded as major offenses and be dealt with by the due process procedures detailed in the Student Guide.

### PENALTIES FOR MISCONDUCT

Penalties for misconduct include, but are not limited to the following:

- Warning or Reprimand
- Referral to Health & Wellness
- Restriction
- Community Service
- Disciplinary Probation
- Disciplinary Suspension
- Expulsion
- Removal from College Housing

Residents and their guest(s) are required to abide by the rules in the Residence Hall Handbook and the Student Guide. When residents or guests violate a rule or procedure, the Hall Director will report the

event to the Dean of Students or Associate Dean of Students via an incident report and dean referral for investigation and/or due process proceedings.

## AREAS OF MISCONDUCT

### ALCOHOLIC BEVERAGES

No student may possess or consume alcoholic beverages on the College campus or while representing the College on an off-campus trip or activity. Violation may also occur when a student's conduct is adversely affected by the consumption of alcohol.

State and federal statutes concerning alcoholic beverages will be strictly enforced on campus. The College prohibits possession, consumption or providing to minors, alcoholic beverages on campus or in College public buildings and public areas, or at College sponsored events. Please refer to the Student Guide for information related to disciplinary actions associated with possession or consumption of alcoholic beverages. When alcohol consumption or possession occurs on campus and/or when consumption causes disruptive behavior, CPD will be contacted. Students may face College sanctions as well as criminal charges.

### ASSAULT, FIGHTING, THREATS, VIOLENT BEHAVIOR

The College has a zero-tolerance concerning acts of violence, threats of violence, and violent behavior. The use or threat of force, violence, or terrorist activities against members, guests, or property of the College is strictly prohibited. Acts of violence or threats of violence will result in strict disciplinary measures to include suspension and possible criminal charges.

### BIGOTRY

Any expression of hatred or prejudice is inconsistent with the purposes of higher education in a free society. If bigotry exists in any form in the larger society, it will be an issue on the College campus. Therefore, South Plains College is committed to creating conditions where bigotry is forthrightly confronted.

### BULLYING

Repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control, or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

### CANDLES and OPEN FLAMES

No items that have open flames, flammable fuels or open coils may be used in a residence hall. Candles, candle wax, Scentsy warmers, candle warmers, potpourri pots, oil burners, incense and scented plug-ins are prohibited in the residence hall rooms, lobbies, and storerooms due to possible fire hazards. This rule includes decorative candles with burned or unburned wicks and wickless candles. Violation of this rule may result in immediate relocation and disciplinary action. These items will be confiscated immediately.

### DISCRIMINATION

The College does not permit discrimination or harassment on the basis of race, color, national origin, sex, gender identity, sexual orientation, disability, age, religion, or any other characteristic protected by institutional policy or state, local, or federal law. Further information regarding discrimination or harassment and procedures for students who believe they have been subjected to discrimination are found in the Student Rights and Responsibilities section of the Student Guide.

## DISRUPTIONS

The use of force or violence or tactics or behavior which cause obstruction, or disruption of teaching, administration, disciplinary procedures or other college authorized activities on college premises or the use of language or behavior that provokes, disrupts, or annoys others.

## FAILURE TO COMPLY

Failure to comply with reasonable directives and/or requests of a College official acting in the performance of his or her duties or failure to present student identification on request or identify oneself to any College official acting in the performance of his other duties.

## FALSIFICATION OF RECORDS

Knowingly furnishing false information to the College or forging, altering, or making un-authorized use of a college document, record or identification.

## FIREARMS, WEAPONS, FIREWORKS AND EXPLOSIVES

The unauthorized possession or use of firearms, weapons, fireworks, or explosives of any description on college grounds or property, including residence halls, is prohibited. Any item used with the intention of threatening, causing harm or damage to another individual or property will be considered a weapon. Replica firearms or simulated firearms are prohibited from campus, unless approved by the Dean of Students.

## GAMBLING

Gambling in any form is prohibited by state law on college grounds or property, including college residence halls.

## HARASSMENT

Harassment includes physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct, which threatens or endangers the health or safety of any person. Refer to the Student Conduct in the Student Guide for additional information. Telephone harassment includes annoying, abusive, or obscene phone calls designed to irritate, anger, or threaten a listener. If a resident should receive harassing phone calls they should notify their Hall Director and the College Police Department. Residents will be encouraged to file a report with CPD.

## ILLEGAL SUBSTANCES

The use, possession or transfer of any illegal substance on campus or at any college related function on or off campus is strictly prohibited. SPC maintains a zero-tolerance policy with respect to illegal substances and violations of this policy may result in a one year suspension from the College. This rule applies to all illegal paraphernalia utilized in conjunction with the consumption and/or use of prohibited substances. Please refer to the Student Guide for additional information related to disciplinary sanctions in this area. The Campus Police Department will be contacted.

## LEWD, INDECENT OR OBSCENE CONDUCT

Lewd, vulgar, indecent or obscene conduct or expression on college property or functions off campus identified with South Plains College is strictly prohibited and will result in strict disciplinary action.



## PROFANITY OR OBSCENITY

The use of rude, vulgar, indecent or obscene verbal or written expressions, while protected by the First Amendment, are considered detrimental to the community residence hall environment and are not condoned. The College reserves the right to refuse postings, which contain rude, vulgar, indecent, or obscene expressions. Residents will be asked to refrain from this type of language when in hall common areas.

## SEXUAL ASSAULT

Allegations of sexual violence are considered extremely serious and will be investigated immediately. Investigations of this type of offense can include the Dean of Students, Housing Department, Campus Police and/or Health and Wellness victim advocates. Students are encouraged to report any knowledge of such offenses immediately, for their own safety and the safety of others.

## STALKING

Stalking is a pattern of actions composed of more than one act over a period of time, however short, evidencing a continuity of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking includes any behaviors or activities occurring on more than one occasion that collectively instill fear in a victim and/or threaten her or his safety, mental health or physical health; or the safety of any of the immediate family members of the College community.

## TERRORISTIC THREATS

The conduct or participation in activities such as threatening or obscene letters or electronic mail, disturbing telephone calls, bomb threats and false alarms by unknown persons are strictly prohibited. SPC maintains a zero-tolerance policy on terroristic threats. Violations of this policy will result in strict disciplinary measures to include suspension and possible criminal charges.

## THEFT

The removal of property belonging to the College or another person or the possession or transfer of such property constitutes an act of theft. SPC maintains a zero-tolerance policy on theft. Violations of this policy will result in a one year suspension from the College.

Theft should be reported immediately to Campus Police (806-891-8883) as well as to the Hall Director. As a precaution, students should keep their doors and windows locked at all times. The College is not responsible for items lost due to theft or vandalism, and students are encouraged to carry personal property insurance. SPC maintains a zero-tolerance policy on theft.

## TOBACCO

The use of any tobacco product (including smokeless tobacco), electronic cigarette, or vapor device throughout all indoor areas and within a 25-foot perimeter around all facility entrances, exits and HVAC air intake vents under the control of SPC, including sporting facilities and in SPC vehicles, is prohibited. Smoking in a room will result in disciplinary measures and possible a fine.

## UNAUTHORIZED ENTRY

The unauthorized entry to or use of college buildings, offices, or facilities, including residence halls is strictly prohibited.

#### UNAUTHORIZED POSSESSION OF KEYS

The possession by students of keys or access cards to college buildings or facilities that have not been issued to the student by an authorized college official is strictly prohibited.

#### UNAUTHORIZED SURVEILLANCE

Making or causing to be made unauthorized video or photographic images of a person in a location in which that person has a reasonable expectation of privacy, without the prior effective consent of the individual is strictly prohibited. This includes, but is not limited to, taking video or photographic images in shower/locker rooms, residence hall rooms and restrooms, and storing, sharing, and/or distributing of such unauthorized images by any means.

#### UNAUTHORIZED USE OR POSSESSION

Attempted or actual unauthorized use or possession of a credit card, debit card, student identification card, cell phone, personal identification number, test number, MySPC account information and/or personal check, or other unauthorized use or possession of personal property or information of another is strictly prohibited and subject to criminal charges.

#### USE OF COLLEGE PROPERTY

Items belonging to the College (couches, lounge chairs, tables, etc.) are not allowed in student rooms. College property other than furnishings assigned to the student's room will be removed, and students may be referred for disciplinary action. No College property may be moved or taken from the hall without written authorization from the Hall Director.

Furniture must remain in its designated space. Room furnishings are to remain in the rooms at all times. Common area furniture that is removed by a student for their private use will be considered stolen and disciplinary action may be taken. No additional locks may be installed. Students may not leave any type of furnishings or property outside of their room or in the hallway. No College furniture should be moved to an outside location.

#### VANDALISM

The willful malicious destruction, damage or defacing of property whether it belongs to the College or another student constitutes an act of vandalism. Residents who remove, destroy, or deface any property or area related to the College or residence halls (including vandalism of the elevators, ceilings, and grounds surrounding the buildings) are subject to disciplinary action and will be required to pay for any damages.

#### VERBAL ABUSE

Frequently, staff members must confront residents and/or their guest in order to remind them of various rules. Unfortunately, residents sometimes persist in being argumentative, respond by shouting, or make rude, vulgar, indecent or obscene comments and/or gestures to the staff members. Anytime this is done within earshot of the staff member, it is considered verbal abuse. This type of interaction could lead to additional disciplinary sanctions.

#### VIOLATION OF LOCAL, STATE OR FEDERAL LAW

Any action, event or group of events which provides grounds for a charge or violation of local, state, or federal laws or college regulations is strictly prohibited.