



Dear Matador,

Welcome to Arizona Western College and the Matador family! You have taken the first step in making a successful transition to college. Your decision to live on campus is an important one, and our staff strives to provide you with the support, services, and facilities that will help you make the most of your experience living at AWC.



Our focus is your academic success and personal development by providing a safe, living and learning environment. Aside from being steps away from **faculty, staff and classrooms**, your choice to live on Campus will give you quick and convenient access to **Campus activities, athletic events, the fitness center, pool and Eatery!**

While living in **Garces, Kino or DeAnza** you will have the opportunity to join our **Residence Hall Association (RHA)** and many other clubs & organizations offered.

#### **Things to keep in mind:**

**Hall Meetings-** Held monthly (or when necessary) to inform residents of procedures, events and other important information. These are **MANDATORY!** 😊

**Rights and Responsibilities-** Become familiar with Policies and Procedures to better understand our **community living standards!**

**Weekly Health & Safety Checks-** conducted by staff to ensure a healthy environment for the community.

**Intramural Competitions/Matador Cup-** Different sports and activities held throughout the year to encourage friendly competition between the three residence halls!

**Find a Resident Assistant-** Any questions or concerns about anything contact your RA. RAs are great resources! There is one for every wing! Get to know ALL nine!

Enjoy your time at Arizona Western College...it will go fast!

*-Your Residential Life Team*

# Important Phone Numbers

<b>Residential Life Office</b>	<b>(928) 344-7578</b>
Campus Life	(928) 344-7576
Campus Police	(928) 314-9500
DeAnza Desk	(928) 344-7731
DeAnza RA Duty Phone (M-Th after 5pm, Fri-Sun 24 hrs)	(928) 304-9499
Garces Desk	(928) 344-7717
Garces RA Duty Phone (M-Th after 5pm, Fri-Sun 24 hrs)	(928) 304-9500
Kino Desk	(928) 344-7799
Kino RA Duty Phone (M-Th after 5pm, Fri-Sun 24 hrs)	(928) 304-9501
Director of Housing & Student Life	(928) 317-6471
Fitness Center	(928) 344-7508
Student Success Center	(928) 317-6029
Health and Wellness Services	(928) 344-7602
Academic Library	(928) 344-7773
Financial Aid	(928) 344-7634
Career Development	(928) 317-6070
Business Services	(928) 317-7666

# Important Dates 2018-2019

Monday, July 9	Cancellation Deadline for fall semester; deposits forfeited after this date
Friday, August 17	Residence Hall Check-in 9am-5pm. Contact the Residential Life Office if you are unable to arrive during this time to make other arrangements
Saturday, August 18	Welcome Bash- Pool Party and BBQ (5-7pm subject to change contact RA)
Monday, August 20	Classes Begin. Any student who has not checked in by 5pm will lose his/her room assignment, and forfeit the deposit. <b>Mandatory Hall Meeting- The Eatery 9pm (subject to change, verify with RA)</b>
Thursday, December 13	Halls Officially Close for Winter Break at 5pm. All students must check out, NO exceptions. Personal belongings may be left in rooms if planning to return in spring
Thursday, December 13	Spring Semester cancellation deadline; deposits forfeited after this date
Friday, January 11	Residence Hall Check-in 9am-5pm. Contact the Residential Life Office if you are unable to arrive during this time to make other arrangements
Tuesday, January 15	Classes Begin. Any student who has not checked in by 5pm will lose his/her room assignment, and forfeit the deposit. <b>Mandatory Hall Meeting- The Eatery 9pm (subject to change, verify with RA)</b>
March/April	Priority Re-applications. Students planning to return must submit an application to secure a room assignment. Contact RA for more details.
Thursday, May 16	Halls Officially Close for Summer Break at 5pm. All students must check out, Graduates participating in Commencement are the only exceptions. Personal belongings may <b>NOT</b> be left in rooms



### **Residential Life Mission Statement**

The mission of Residential Life is to create positive safe, clean living and learning environments, which promote academic success, cultivate personal development, and provide a comprehensive collegiate experience for a diverse population through effective management in order to meet student needs.

Each resident at Arizona Western College has an opportunity to contribute to the residence hall community and to the College in general. As you live, work, study, and socialize, we hope that you will learn to appreciate other people for their unique qualities and abilities. In addition to the following information, you should be familiar with Arizona Western College Student Code of Conduct for which all AWC/NAU students are held accountable. It not only defines campus expectations regarding student behavior, but also summarizes student rights regarding their relationship to the College. Please contact any hall staff member or the Residential Life Office if you have any questions or concerns regarding the information in this handbook.

**Important Note:** This publication serves as official notification of Residential Life Policies and Community Standards. It is each resident's responsibility to know and abide by these expectations and those outlined in the Residence Hall License Agreement/Contract, and the Arizona Western College Student Code of Conduct: Policies and Procedures.

## **General Residential Life Information**

### **Check-In**

Every resident will receive a mail key and room code upon arrival. Residents should review the Room Condition Report (RCR) immediately at check-in, noting any damage to their rooms. Failure to remit any damages within 24 hours grants housing staff permission to assume no damage was found in the room.

### **Consolidation**

AWC Residential Life (ResLife) reserves the right to require single occupants of rooms, (non-paid for private rooms), to consolidate. Should consolidation not be possible per Residential Life staff, and you are permitted to stay in your current room without a roommate, you are required to leave half of the room free of your belongings, to be available for a roommate that is assigned to your room. Be advised you may receive a new roommate at any time during the semester. If a student is assigned to your room and cannot move in because of lack of space, you will automatically be billed for a private room from the first day of the semester (or the time you were without a roommate).

### **Room Changes**

Residents requesting a room change must first speak with a Resident Assistant, then the appropriate Hall Director. The RA/Hall Director will attempt to resolve any issues between roommates or a particular living environment.

A room change will be approved at the Hall Director's discretion. Residents who change his/her housing assignment without permission are subject to disciplinary action.

### **Health and Safety Room Checks**

The College reserves the right to take inventory and inspect rooms at reasonable, announced times. ResLife Staff conducts room checks on a regularly scheduled basis to ensure that safety and health standards are being maintained by residents for the benefit of the entire community. You will find the scheduled times available at your residence hall front desk and posted in visible community areas.

Things we check for include, but are not limited to:

- smoke detector intact and functioning properly
- floor is clean and free of food, sticky substances, or any other items that may attract bugs or rodents
- visible damages such as holes in the wall, broken locks, broken windows
- sink and bathroom/shower areas for plumbing leaks, mildew issues or anything else that may contribute to sanitation concerns
- refrigerator for sanitation issues that may attract bugs or rodents
- excessive debris or trash that may contribute to safety/fire hazards

While the primary purpose of Health and Safety checks is to ensure that the facilities are maintained in a manner that promotes a safe living and learning environment, any violations of the AWC Student Code of Conduct or Residential Life Handbook will be noted accordingly and may be subject to disciplinary action.

### **Entering Rooms**

The College reserves the right for its authorized personnel to enter rooms to, protect and maintain College property, to inspect the contents of student packages, room furnishings, handbags or backpacks when violations of College policy, State or Federal laws are suspected. In non-emergency situations, a Residential Life staff member may conduct a student room search in a Residence Hall without prior notification. Such a search can occur when there is probable cause to believe that a violation of College regulations has occurred or is occurring. "Probable cause" exists when a member of the Residential Life staff has reasonably trustworthy information that would warrant a person of reasonable caution to believe that an offense has been or is being committed. Contraband or evidence of a violation of a College policy

will be seized by the persons making the search. Police officers desiring to conduct a search of a student's possessions in the residence hall must present the Dean of Students or Residential Life staff member with a bonafide search warrant authorizing their search before they proceed. Students may give permission to Police officers to conduct a search. Police officers may assist Residential Life staff with a search.

Note: Custodial and maintenance personnel may enter student rooms as maintenance requests by students shall be considered as permission to enter. In such cases, Residential Life Staff will make an effort to contact students but no notification of entry will be required.

### **Personal Property**

AWC does not carry liability insurance for the personal property of residents living in the residence halls. While the College does not endorse any specific provider, we encourage all residents to review their (or parent's) insurance policy or acquire a plan appropriate to your specific needs. The College is not responsible for any lost, stolen or damaged personal property.

### **Moving Out**

When you move out of the residence halls at any time during the year or at the end of either the fall or spring semester, you should be aware of the following checkout procedures:

1. Schedule a check-out time with your RA
2. Room must be cleaned (to avoid additional charges)
  - A. Unplug and defrost refrigerator
  - B. Remove all trash and carry out to dumpsters
  - C. Wipe down all countertops and desk surfaces
  - D. Check all drawers and cabinets to remove personal belongings
  - E. Scrub the sink, toilet, and shower
  - F. Sweep and mop floors
3. Turn in your mail key (and room key if applicable) to the Hall Staff. A lock change charge will be posted to your account if you fail to turn in a key that was assigned to you.
4. Improper check-outs will result in the forfeiture of your deposit and your room and board charges will continue until a proper check-out is completed. Additionally, you may be responsible for cleaning fees and any non-college property still in your room. **Any items left behind will be discarded within 10 days as the College does not provide storage of any kind for residents.** No refund will be credited for discipline removal or violation of housing requirements.

### **Hall Closing/End of Semester**

It is expected that all residents check-out 24 hours after his/her last scheduled final exam. **Residence halls officially close at 5:00 p.m. the Thursday of Finals Week.** Graduates walking in commencement are permitted to stay in the residence halls until 12pm the day following commencement with a written exception form submitted to the Residential Life Office the Thursday prior to Finals Week. Any other exceptions will be made on an individual basis by the Coordinator of Residential Life. Students who are violating College or residence hall policies once his/her academic requirements are complete will be asked to leave the halls immediately. Failure to vacate and check-out properly will result in automatic forfeiture of deposit and one full week of room charges.

### **Deposit Refund**

Residents are eligible for a refund of deposit after the 10<sup>th</sup> week of the semester and completion of a proper check out. Residents not planning to return to the residence halls must inform a RA during check-out, or the deposit will be forfeited. If a student must cancel for the following semester all deadlines must be followed in order to receive a refund. The \$100 deposit will be mailed by the AWC Business Office after a proper check out of the residence halls and the student's account has been cleared. Any outstanding damages, cleaning charges, or other institutional charges may be taken from the deposit. Removal from the residence halls due to conduct reasons, or failure to follow proper check-out procedures with hall staff, will result in the forfeiture of the deposit.

## **Community Safety**

Video Surveillance: AWC residence halls are equipped with video surveillance cameras in public spaces. They are monitored and recorded 24 hours a day, seven days a week.

Campus Safety and Awareness: The Campus Awareness and Campus Security Act of 1991 (Clery Act) requires the College to report on the occurrence of specific criminal offenses that happen on-campus, in the residence halls, on campus affiliated property and on public property sharing contiguous boundaries with campus property. The AWC Campus Police Department gathers, compiles and reports this data to the College community annually. You may view this information at [http://www.azwestern.edu/student\\_services/campus\\_police/index.html](http://www.azwestern.edu/student_services/campus_police/index.html). Hard copies may be obtained from the AWC Campus Police Department.

In order to increase your's and your community's safety:

- **Do not give out your room code**
- Lock your window and doors
- Do not prop open entry doors

Please report suspicious behavior to any staff member as soon as possible.

**General Procedures for Reporting Suspicious Behavior, a Crime, or Emergency:** To report a crime, an emergency, non-emergency security, or public safety related matter on the AWC campus or other campus center call Campus Police at extension 4-9500 or from outside the College phone system and/or a cell phone at (928) 314-9500. Campus Police incident reports involving students are forwarded to the Campus Life Office for review and potential student disciplinary action. An [Incident Report](#) may also be submitted directly to the Campus Life Office.

## **Amenities & Services**

### **Cable Television/Gaming**

Resident rooms are provided with basic cable services. You must provide your own television. The College does not endorse or permit video games on campus that replicate school shootings and/or student suicide as they do not contribute to a safe and healthy learning environment. If such video games are discovered on college property Arizona Western College personnel reserves the right to direct that such games be removed from campus or be confiscated for non-compliance with such directive.

### **Custodial Service**

Custodians clean all public and common areas generally between the hours of 7:00 a.m. and 3:30 p.m., Monday through Friday, with no service on the weekends. Custodians do not provide any personal services to resident rooms (with the exception of toilet paper supplied bi-weekly) and are not expected to clean excessive messes created by residents or guests. If you are in need of a repair in your room please fill out a [service request form](#) (found online on the ResLife website). For any other issues you may contact your Resident Assistant (RA) or the front desk staff who may also submit a service request on your behalf.

### **Computer/Internet Connection**

Resident rooms are equipped with two data connections to provide residents with direct access to internet at no additional cost. You are responsible for furnishing your own personal computers and Ethernet cord. The main lounge and hallways in each residence hall has Wi-Fi access. Routers are strictly prohibited; refer to the ResNet Policy for further details.

## **Codes, Keys and Locks**

Residents are required to report lost, missing or stolen codes/keys to Residential Life Staff within 24 hours. Contact hall staff if you are locked out and need access to your room. Lock/code change fees for lost keys/codes and excessive lock-outs are applied to student accounts according to current fee schedule.

Under no circumstances should a resident give, duplicate, sell, or lend his/her key or code to another individual, regardless of their relationship. Residents using or allowing others to use a room code (or key) for purpose of improperly gaining access to a residence hall or room is prohibited and will be subject to disciplinary action. Installation of any additional locks or doors not provided by the College is prohibited.

## **Dining Services**

The AWC Eatery is located on the lower level of the College Community Center (3C) and is currently operated by Sodexo. Meal Plans are required as a part of the residence hall agreement. You must present your ID card at every meal to be charged appropriately. Any attempt to use someone else's ID card may result in disciplinary action to all parties involved. **Sick trays are available for Residents who are ill. Please contact the Resident Assistant on duty for assistance with a sick tray.** Taking food, dishes, silverware, or other college property from dining areas is regarded as theft. Individuals found responsible for taking these items may be subject to disciplinary action. Please report all lost or stolen ID's to the Campus Life Office immediately. Replacement charges will be assessed according to the current fee schedule for lost/stolen IDs.

### **Eatery Hours (subject to change)**

Monday-Thursday

Breakfast 7:00 a.m. – 9:30 a.m.

Lunch 11:00 a.m. – 2:00 p.m.

Dinner 5:00 p.m. – 6:30 p.m.

Friday-Sunday /Holiday

Brunch 10:30 a.m. – 12:30 p.m.

Dinner 5:00 p.m. – 6:30 p.m.

### **Simply to Go (pre-packet Grab-n-Go)**

Monday-Thursday

7:00 a.m. – 9:00 p.m.

Friday-Sunday

10:30 a.m. – 6:30 p.m.

### **Starbucks**

Monday-Thursday

6:45 a.m. – 8:00 p.m.

Friday

7:00 a.m. – 3:00 p.m.

Saturday, Sunday, & Holidays

Closed

## **Health and Wellness Services**

Residents can visit the College's Health and Wellness Services office also provides information for family planning, pregnancy and other health related issues. Students are encouraged to carry personal medical insurance, as AWC does not provide any plans. The Health and Wellness Services Office is located on the second floor of the 3C building in the One Stop Shop.

## **Laundry Facilities**

Each residence hall provides washers and dryers at the end of each wing for resident use. These are available at no cost. It is strongly recommended that you remain with your laundry at all times to decrease the chances of theft. Please ensure these areas are kept clean and free of debris. Abuse of these facilities may result in community loss of this privilege.

**Mail**

Post Office boxes, located in the College Community Center (3C) Game Room, will be assigned to each residence hall student by the Residential Life Office. Large items will be available for pick up in the Mailroom (located next to Campus Police) during business hours. Mailbox keys will be provided upon completing the check-in process. Resident's must submit a change of address card when checking out to have mail properly forwarded. Charges will be assessed for lost keys at the current fee schedule.

**Sample Address**

Student Name

Box 87\_ \_ \_

Arizona Western College

2020 S Ave 8E

Yuma, AZ 85365

\*The last three digits will be your mailbox number in the game room.

**Parking Permits**

Parking facilities for residents are provided in the lots adjacent to each residence hall. All vehicles must display a current AWC parking permit. Parking permits for residential lots are available to current residential students at the Campus Police station at no charge. Fees may be assessed for replacement permits according to the current fee schedule. Parking is prohibited in designated parking areas without a permit. Violators will be subject to law enforcement action.

AWC Parking Permits may be obtained at Campus Police at any time. To obtain a permit you must provide:

- Valid Driver's License
- Proof of insurance
- Vehicle Registration

**Telephone Service**

One individual phone line is provided in each room. Residents are responsible for providing their own personal phone, if desired. The College will provide service for local calls and residents will be responsible for long distance calls. Under no circumstance is a resident to use any method available to bill long distance calls to the College. Residents will be held responsible for any long distance charges incurred on his/her behalf and may be subject to additional disciplinary action. This includes, but is not limited to, operator assisted calls, unauthorized use of toll free lines for personal business, and acceptance of collect calls.



## **AWC Residential Life Policies and Living Standards**

In addition to abiding by applicable federal, state and local laws, residents are expected to understand, support and live by the policies and living standards as well as the rules and regulations established for the residence halls. Residents are also responsible for understanding and abiding by all rules and regulations set out in the Student Code of Conduct. Violators may be subject to prosecution, applicable charges and disciplinary action including, but not limited to, removal from the residence hall system, and/or the college campus. **Residents removed from the residence hall system for reasons of conduct will be held financially responsible for the ENTIRE balance due on account as well as forfeiture of the \$100 deposit. Students will receive a prorated refund on their meal plan according to the current fee schedule (no refunds will be given after the 10<sup>th</sup> week of the semester).**

**Alcohol/Drugs/Drug Paraphernalia:** An individual shall not possess, sell, offer to sell, purchase, offer to purchase, use, or transfer illegal drugs, drug paraphernalia or alcohol; all residents are prohibited from hosting or being in the presence of others consuming alcohol or drugs in any of AWC's residence halls or on AWC grounds; or be under the influence of alcohol (including returning to Campus intoxicated), drugs or medication (except as prescribed by a physician and used in accordance with prescription), or furnish alcohol to a minor. In addition, all provisions of Arizona state law regarding alcohol are in effect at all times, including but not limited to the minor in consumption, minor in possession, and public consumption laws. Possession of a valid Medical Marijuana Registry identification card DOES NOT authorize Residents or their guests to possess, use, or distribute marijuana in any residence hall, AWC-owned property, or in any public area of the AWC Campus.

*Note: The term "drugs" includes any narcotic, dangerous drug, steroid, vapor releasing toxic substance, marijuana, controlled substance (imitation or otherwise) as defined by law. The term "medication" means any substance that is available legally by prescription only in the state of Arizona. Refer to the AWC Student Code of Conduct Article 2 for more information.*

**Appropriate Attire:** Nudity or exposure of undergarments in public areas is prohibited.

**Bicycles:** AWC does not permit bicycle storage in the hallways, locked bicycles to stair rails, bicycles blocking fire escapes, or in rooms where safe passage is obstructed. Students are advised to lock bicycles to the racks located adjacent to each residence hall.

**Chronic Misbehavior:** Residents are prohibited from establishing an unacceptable pattern of misconduct. An unacceptable pattern of misconduct occurs when he/she is frequently documented for violations of Residential Life or Student Code of Conduct policies, including multiple minor violations. Once charged with chronic misbehavior your case could be subject to more severe sanctions including removal from the residence halls.

**Cleanliness/Noxious Odor:** Residents must ensure that the facilities are maintained in a manner that promotes a safe living and learning environment which includes, routine cleaning of room, refrigerator, and bathroom facilities, trash maintenance, proper food storage, clean floor and clear of debris and excessive laundry, and does not contribute to a noxious odor that may affect the comfort or health of other residents. Residents are responsible for cleaning up after themselves in common areas (laundry rooms, hallways, lounges) and are to remove room trash to the designated trash area outside. Residents may be billed individually or collectively for any excessive cleaning as a result of student behavior.

**Cohabitation:** Cohabitation is prohibited. Cohabitation exists when a person who is not assigned to a particular residence hall, room, or suite uses that room or suite as if he or she were living there. Examples of this may include, but are not limited to, accessing the room or suite while the assigned occupants are

not present, utilizing a code/key to enter a room or suite to which one is not assigned, keeping clothing and other personal belongings in the room or suite (including restrooms), sleeping overnight in the room/suite, and using the bathroom and shower facilities as if they lived in that room/suite. A “guest’s” continual presence may not hinder a roommate/suitemate’s ability to study, sleep, and/or occupy their room.

**College Property/Furniture:** Public area furnishings are for the use of all residents and are not to be removed from the public areas or to be used in resident’s rooms. Any unauthorized removal of public furniture from lounges, classrooms, game room, or offices is considered theft of state property and individual or community damage charges may result. **Assigned room furniture inventory may not be stored or removed from the room (refrigerator removal exception by service request only).**

**Cooking/Appliances:** A small refrigerator is provided in each room. Students will be allowed to have only one (1) refrigerator per room. If a student chooses to provide his/her own appliance, the refrigerator must be 4.0 cubic ft. or smaller, be rated energy star efficient, and the College issued appliance will be removed (must submit a service request for removal). Students may bring and use one (1) small microwave (maximum 700 watts) per room, hot pot, coffee maker, rice cooker, blender, or iron. Appliances having a visible heating element or use hot oil are prohibited (George Foreman grills, hot plates, toaster oven, candle warmers, etc). Residential Life staff reserves the right to confiscate or ask for the removal of, appliances if they exceed the size limitations, create a hazard, or overload the circuits in the residence halls.

**Damages:** Residents will be held financially responsible for any damages to or loss of property attributable to his/her individual behavior or participation in group activities. Damage charges are added to the resident’s College account and must be paid through the Cashier.

**Decorations:** Residents may not make any permanent alterations to the room or furniture. Decorations, including pictures and posters, are not to be hung with glue, large nails, or other means that will deface the walls or woodwork. Tacks, straight pins or small nails are permissible. All decorations should be in good taste and not of a nature that may offend roommates, other members of the College community, visitors or family members. Students may be asked to remove any items that may be considered offensive. Residents may only decorate within the room and no objects should be placed on the floor or in the hallway outside of the student’s room (which includes door mats or any object that would create a trip hazard).

**Fighting or Inciting a Riot:** Fighting is not tolerated on the AWC Campus. No wrestling, sparring, or rough play of any kind is permitted in the residence halls, quad, or surrounding areas. Participation, active or passive (being present during) is prohibited.

**Fire Safety:** Participation in fire/evacuation/emergency drills is required by College policy and Arizona State Law. Failure to evacuate or follow instructions of College or fire safety personnel; false report of fire or other dangerous conditions (bomb threats, etc.) activating false alarms is a violation of state law. Any student who fails to leave the building after the alarm has sounded will be subject to disciplinary action.

The following are prohibited in the halls: halogen lamps; overloaded, damaged or non-UL approved electrical cords, unsafe placement of cords or improper use of electrical items; obstruction of sprinklers; obstruction of room door or windows; ceiling hangings or other decorations which are flammable or otherwise could contribute to fire spread; use of any flame device (candles, incense, lighters, matches, etc.), open coil appliance (toaster, toaster oven, etc.); possession/use of fireworks or other explosives; possession/storage of gasoline or other fuels/flammable chemicals.

Damaging or tampering with fire safety equipment (smoke detectors, extinguishers, sprinklers, etc); dismantling or otherwise interfering with exit signs; propping open or otherwise interfering with the intended smoke barrier purpose of fire doors; blocking the hallway or building exits is an illegal offense. Violators may be subject to legal prosecution and a fine.

**Gambling:** Residents are prohibited from gambling in the residence halls, AWC-owned property, or in any public area of AWC.

**Hall Recreation:** Rollerblading, roller skating, skateboarding or biking inside the residence halls is not permitted. Playing with, throwing, bouncing, kicking or rolling any ball, or using any sports equipment inside the residence halls is also prohibited. Any type of damages incurred while participating in this type of activity will be assessed to the responsible student's account.

**Initiation/Hazing/Harassment:** An individual shall not engage in any activity involving hazing, intimidation, harassment, assault or other activity related to group affiliation that is likely to cause or does bodily danger, physical harm, mental harm, or personal degradation or humiliation. All initiations, including those related to any College club, athletic team, or other groups are subject to the above prohibitions whether or not the conduct occurs on College property. Reports of initiation, hazing or harassment will be fully investigated and offenders may be prosecuted.

**Internet Connection/Access Points:** Damage to or tampering with internet access points is strictly prohibited and will result in disciplinary action and/or fines. Routers are strictly prohibited; refer to the ResNet Policy for further details.

**Keys/Codes and Personal Safety:** Residents are responsible for the security of his/her room and are encouraged to keep doors locked at all times. Sharing your personal room code (or duplication/loaning out of you room key) is strictly prohibited. **At no time should a code be shared with any other individual. Using another resident's code is also strictly prohibited.** Contact a staff member if your key/code is lost or stolen. Charges will be assessed for lock/code changes and replacement according to the current fee schedule.

**Ledges and Roofs:** No person or property is allowed on ledges, fire escapes, roofs, or window frames of College buildings for any reason.

**Noise/Quiet Hours:** "Courtesy Hours" are always in effect and residents are to respect the requests from others for quiet by lowering the volume when asked **24-hours a day**. **"Quiet hours", at which times residents should especially be aware of volume and the impact of his/her noise, are observed between 10:00 p.m.–9:00 a.m.** During this time, stereos, radios, televisions, computer games, musical instruments, and conversations must be kept at levels that will not interfere with study or sleep of other residents. Noise in common areas, including hallways and lobbies, must be kept to a minimum. Noise made inside your room should not be audible outside of your room. During finals week Quiet Hours are in effect 24-hours a day.

**Passive Participation/Concealment of Violations:** Residents are obligated to remove themselves from any situation where a violation of policy is occurring. Residents present during a violation of hall policy and/or Code of Conduct can be held responsible for that violation. Everyone living in the community has the responsibility to take positive measures if a violation of any policy comes to his/her attention. Concealment of a violation and/or failure to report is considered a violation.

**Pets:** Pets, including fish, are not permitted in the residence halls. Seeing Eye dogs and other assistance animals are allowed with proper documentation and permission. You must receive approval through the AccessAbility office and provide documentation to the Residential Life Office before you may bring a certified animal on campus.

**Room Assignments/Changes/Check-out:** Residents must adhere to the room assignment that is given to them upon check in. Any individual who occupies a room without documentation from the Residential Life Office will be subject to disciplinary action. Failure to check-out properly will result in an improper check-out and the loss to the right to protest billing (any damage charges) and the forfeiture of deposit. Consolidations may be necessary as determined by Residential Life Staff; residents must adhere to consolidation notifications and comply with the room change process within the set time frame.

**Sexual Misconduct/Harassment/Assault:** An individual shall not engage in conduct that constitutes sexual misconduct, whether forcible or non-forcible, including but not limited to, sexual assault, public sexual indecency, indecent exposure. Sexual misconduct encompasses a range of behaviors including but not limited to inappropriate touching of a person's breast/chest, buttock, inner thighs, groin, or genitalia, either directly or indirectly, indecent exposure, public sexual indecency and sexual assault. An individual shall not engage in sexual harassment which consists of any unwelcome sexual advance, request for sexual favors or other written, verbal, or physical conduct of a sexual nature when: (1) submission to or rejection of the conduct is made either an explicit or implicit condition for access or decisions relating to any college-related opportunities; (2) the expression or conduct substantially interferes with an individual's work or academic performance or creates an unreasonably intimidating, hostile or offensive work, learning or other college-related environment; or (3) the expression of sexual or social interest in an individual continues after being informed that the interest is unwelcome.

**Solicitation:** Solicitation is prohibited in all residence halls. Solicitors should be immediately reported to a residence hall staff member or the hall front desk. Residents are not allowed to use rooms, telephones, computer lab facilities, or mailboxes for commercial or business purposes.

**Student Identification Cards:** All AWC residents MUST carry a school student identification (ID) card on their person at all times. The first ID is issued in Campus Life at no cost. Contact a staff member if your ID is lost or stolen. Replacement charges will be assessed according to the current fee schedule. Student ID cards are non-transferable. Use of student ID cards by any person other than the person to whom the card has been issued is strictly prohibited.

**Tobacco/Smoking:** An individual shall not USE tobacco on school property. Smoking and the use of smokeless tobacco products are prohibited on campus property to include; all building, owned property, leased property, facilities, grounds, parking structures (including privately owned vehicles), campus-owned vehicles and rented vehicles (including chartered buses or vans). The term "tobacco" includes all tobacco derived or containing products, including and not limited to, cigarettes (clove, bidis, kreteks), electronic cigarettes, cigars, cigarillos, blunts, hookah, pipes and/or oral tobacco, smokeless chew and /or snuff. It also includes any product intended to mimic tobacco products or contain tobacco flavoring.

**Trash and Recycling:** Residents must take trash to the dumpster outside of each residence hall. Any resident that leaves trash in the hallways or lobby area will be charged a fee. If the individual(s) do not take responsibility or individual(s) responsible are not identified the cleaning charge will be divided among all residents residing on the floor/hall. Recycling bins are provided in the lobby for plastic items. Efforts should be made to recycle properly and only place clean plastic recyclables in the designated bins. Recycling efforts should not be confined to one's room creating a health hazard; students are expected to use the appropriate available bins.

**Visitation and Overnight Guests:** Visitation hours and guidelines are posted in the residence halls and are subject to change. Residents are expected to present a valid AWC student ID card if asked by any member of the AWC staff. Non-residents must ALWAYS check-in at the front desk with a valid picture ID and be escorted by their host at all times. Any minor (under the age of 18) not presenting a valid AWC ID must be signed in by a parent or legal guardian. If the minor is not with a parent he/she may fill out an Under Age Visitation Waiver signed and on file in the Campus Life office PRIOR to visiting the residence halls. Residents are responsible for the behavior of their guests and for informing visitors of College policies. Overnight guests must be at least 18 years of age, the same sex as the hosting resident, pre-paid (based on the current fee schedule) at the Cashiers and registered through the Residential Life Office. An Overnight Guest Pass must be on file at the host's front desk. Overnight guests are permitted for a maximum stay of 3 nights.

**Weapons/Firearms/Ammunition:** Weapons of any type are not allowed in the residence halls including, but not limited to, firearms or anything resembling a firearm, weapons, explosives, fireworks, dangerous chemicals or any other instrument capable of harming any person or property or that would reasonably create the impression of being able to induce such harm, without express authority from the College administration.