



2023-2024
RESIDENCE LIFE MANUAL
DAWSON COMMUNITY COLLEGE

Dawson Community College reserves the right to make changes as necessary to this Manual at any time.

RESIDENCE and STUDENT LIFE MISSION STATEMENT

Our mission is to contribute to the educational mission of the college by cultivating a diverse and transformative community where students

can

GROW IN THEIR
capacity

To, Live, Love & Learn



LETTER FROM THE DEAN

Dear Student Body,

Welcome to Dawson Community College! We are so glad you have decided to come to DCC and live the Dawson experience. I want to thank you for taking the time to explore residence life and providing us the opportunity to serve you! We encourage you to learn more about the opportunities both in and out of the classroom.

Campus living is an exciting time of your life. This experience will provide you with lifelong friends and a network that will lead to forever friendships and potential business partners. In addition, studies have shown that students who live on campus are more likely to have a higher graduation rate and grade point average. Our Residence halls at DCC are safe, convenient, and engaging with social and educational opportunities to better help you. Our current and past students will say that living on campus made adjusting to the Buccaneer experience easier and set them up for success.

From academic to educational and recreational events, we encourage you to participate and take advantage of the opportunities within our residence halls. I encourage you to explore the information in this booklet and the information we have on our website to see what we have to offer our students. It is our goal to make your experience here as safe and educational as possible. Hopefully, this group living situation will help you learn to live with others cooperatively as well as help you develop skills that will provide enrichments for your future employers, communities and other individuals.

This handbook amplifies and clarifies sections of the housing contract and student reasonability and housing regulations. Should you require additional clarification or have further questions or concerns, please contact a Resident Assistant or any of the Student Life Staff. Please read and familiarize yourself with this handbook. The entire housing staff is looking forward to getting to know you. As the year progresses, we encourage your input for on-campus housing improvements. We are excited you're here to begin your educational journey – learn today...lead tomorrow!!

Sincerely,

Josh Engle
Dean of Student Success

Residence & Student Life Staff

Professional Staff Member On Call Phone 406-359-9030

Peyton Koivu Director of Housing Operations and Community Engagement
Housing Office in Kettner off the Cove 406-377-9445 housing@dawson.edu

Josh Engle, Dean of Student Success
Main Building 116 406-377-9491. jengle@dawson.edu
200 College Dr. Glendive, MT 59330

Rich Rowe Assistant Director of Student Housing and Student Conduct
Toepke Center 406-377-1070 rrowe@dawson.edu

Need Residence Life Help 24/7 (See Box Below)

Option 1: Call or Text RA On Call: 406-359-9023 (For minor help and issues in Housing)

Option 2: Professional On Call: 406-359-9030 (For Major help and issues in Housing)

Life-Threatening Emergency Call 911.

We are pleased to provide you with the 2023-24 **Residence Life Manual**, which details the rules and regulations regarding residency on campus. As either a new or a returning student, you will find this Manual an informative and important resource while you are here. As a resident, you will be expected to help create a community that is educational, safe, and comfortable. You will eat, sleep, study, and spend a good deal of your time here. The policies established in this Manual are to help in maintaining a clean, healthy, organized, educational, and safe communal living environment for all residents.

If you have questions or need clarification on any information provided, please contact a member of the Residence & Student Life Staff. We want you to have a positive experience while living on campus.

NOTE: Please sit down with your roommates and fill out a Roommate Agreement located in the back of this Manual in the first two weeks of school and turn the agreed upon Roommate Agreement to a member of the Residence and Student Life Staff as it will aid all residents in your room.

On behalf of the Residence & Student Life Staff, welcome to Dawson Community College and to your new home in the residence apartments.

SECTION 1: STUDENT HOUSING GUIDELINES

Residence Requirement:

Students who have not earned 30 semester credit hours are required to reside in DCC Housing facilities unless they have a permanent, family residence within 80 miles of the DCC Campus, or are an online student. Exceptions to this requirement may be granted under certain circumstances, according to CP3-10. Minor children of students are prohibited from living in student housing.

Contract Information and Guidelines

Residence Life Policy does not attempt to define every acceptable/unacceptable form of behavior nor every fine or violation. *In situations not covered by specific policies, residents are expected to use common sense, good judgment and conduct themselves in a mature and responsible manner at all times.* To make the most of the campus experience, respect, cooperation, and consideration for the rights of others are essential. It is equally important not to infringe on another's rights or allow anyone's rights to be infringed upon. Residents will be held responsible for their actions and/or for assisting another's involvement in violation(s) (which includes watching an action and failing to report the action when it is taking place). Residents are responsible for knowing and following all policies, rules and regulations for on-campus living contained in this manual, as well as information from other sources including:

Dawson Community College Campus Catalog

Academic Catalog

Residence Life Staff (resource people when questions arise)

Dawson Community College Student Handbook

Dawson Community College student policies

Residence Life Contract

By signing the Residence Life Contract, residents agree to live in the Residence Halls and accept responsibility for the terms and conditions of the contract and will be living with no more than 5 or 6 total residents in the same apartment. All Residence Life Contracts are for one (1) academic year (9 months) unless previously approved by the Residence Life Office. All contracts are binding and effective after May 15 prior to the contracted year. Room rates and regulations are subject to change by action of the Board of Trustees and administration of Dawson Community College. **Units may not be sublet.**

Termination of Contract

The Residence Life Contract may be terminated at the discretion of the Residence Life Office if the student fails to comply with the terms of the contract. There are also penalties for canceling the Residence Life Contract. **Please note and refer to a copy of the Residence Life contract for full information on the contract.**

A student who wishes to terminate his/her contract for any portion of the academic year or summer sessions **will need to submit a request in writing by filling out the "Request for Termination of Residence Life Contract" Form.** Please check the Contract to make certain that you qualify for one of the reasons listed on the Contract before making a request. The Residence Life Office will supply the Request for Termination of Residence Life Contract Form when a resident asks for one. Any cancellation of the contract will be subject to the penalties outlined in the Residence Life Contract. A resident filling out a Request for Termination of Residence Life Contract is still bound to the full terms of the Contract. The Contract will only be terminated if the student receives written approval to their Request for Termination of Residence Life Contract **from the Director of Housing.** Any penalties outlined in the

Residence Life Contract for a canceled contract will then be applied. There are no refunds for housing or meal plans after the 10th day of the semester.

Eligibility

Students living in campus housing must be actively pursuing at least 12. Students who drop below 12 credits may be put on Residence Life Academic Probation or be subject to eviction. If a resident falls below the twelve required credit hours or if they receive an incident report for violation of DCC rules and policies, the student may be subject to eviction. The Residence & Student Life Office will conduct periodic checks of records to make sure that all residents meet the credit and GPA requirements.

Housing Accommodations and Staff

The housing complex consists of Brueberg Hall, Gibson Hall, and Kettner Hall on campus, and the Meadowlark Apartments off campus. Each apartment unit houses 4-5 residents typically, but may house as many as 6 when needed. The housing complex includes the Student Commons (The Cove), which has two large screen televisions, computer lab with free printing, pool and foosball table, two laundry facilities, and there are three fire pits halfway up the hill leading to the main campus.

Residence & Student Life is dedicated to helping students adjust and make a memorable on-campus living experience as you pursue your college education. The Residence & Student Life Staff includes full-time professional staff, and Resident Assistants. Your Resident Assistant or “RA”, like you, is a full time student and a resident of your hall. The RAs have been specially selected and trained to assist you and your neighbors and are a resource for the residents.

Your RA is a good listener. They are an excellent source of information and can tell you where to go and who to see when you need personal or academic help. An RA can be a mediator/arbitrator in cases of conflict. They help to enforce the College policies and residence hall regulations. They plan activities within the housing community and assist residents in making a successful transition to college life. Your RA (along with your help) will establish and promote a sense of community within campus housing. The first person you should see if you have a problem or a question is your RA. ***The most important part of your RA’s job is to be there for you.***

Residents with Disabilities

In accordance with Campus policies and procedures, DCC will make reasonable and equitable accommodations for students with disabilities. If you require an accommodation based on a qualified disability, start the process confirming your qualified disability status with Disability Services disability@dawson.edu who will then assist Residence & Student Life in providing you reasonable accommodation. Adjustments are always determined on an individual basis. DCC will make reasonable modifications to student housing and its policies, procedures, and practices for eligible students unless the modification will fundamentally alter the nature of its housing services.

Lost and Found

Any article found in the housing complex should be turned in to the Residence & Student Life Staff. Found articles may be claimed upon presentation of proper identification of the article and evidence of ownership. Lost articles found on campus should be turned in to the Main Office.

Mail/Packages

Each resident will be issued a shared mailbox by all apartment members at check-in. The mailboxes are located in the Student Commons (the Cove). The postal service provides service Monday through Friday with the exceptions of holidays. Packages may be picked up at the Main Office between 8 a.m. and 5 p.m., Monday through Friday. You will receive an email alerting you if you have a package for pickup. Outgoing mail may be placed in the drop slot outside the main office.

The mailing address for all DCC students is:

Dawson Community College

Your Name

200 College Dr. Apt # _____

Glendive, MT 59330

One week before hall closing, remember to start the process for a change of address form.

SECTION 2: RESIDENT RIGHTS & RESPONSIBILITIES

Rights & Responsibilities

All of the residence hall policies were developed in an effort to promote community living. As residents, however, each individual is ultimately responsible for his/her actions. Residents are also responsible for the actions of any of his/her guests. Because residents are here for an education, it is understood that each person has the right to study in his/her room. With this right comes the right to have fun, relax, pursue friendships, and have privacy. These needs can be met in a group-living situation only through mutual respect, compromise and having shared expectations.

RESIDENTS HAVE THE RIGHT...

- To have reasonable access to living accommodations
- To live in a clean and secure environment
- To have access to facilities and programs that support the pursuit of academic success
- To have access to copies of housing rules and regulations, or individual building policies that govern individual and group behavior
- To the respect and safety of personal property
- To study without interruption or interference
- To be free from unreasonable noise
- To be free of intimidation or harassment
- To express themselves freely within established guidelines
- To expect enforcement of housing agreement/contract
- To have direct access to staff who provide assistance, guidance, and support as needed
- To host visitors and guests within established guidelines
- To receive equitable treatment when behavior is in question
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation
- To have access to individual and group social, educational, and developmental opportunities in their living community

RESIDENTS HAVE THE RESPONSIBILITY...

- To adhere to rules and regulations

- To comply with reasonable requests made by staff, or college officials, or fellow residents
- To meet payment schedules for room, board, and other required housing fees
- To monitor and accept responsibility for behavior of visitors and guests
- To report violations of rules and regulations to appropriate staff
- To respect the rights of others, as stated above
- To respect the diverse backgrounds and interests of those around them
- To treat others in a civil manner and manage conflict in a mature manner
- To be serious in their academic pursuits
- To always lock their door
- To participate actively in self-governance
- To express themselves individually, or by association with groups
- To participate in judicial proceedings to determine appropriate standards of behavior
- To contribute positively to the community by participating in educational and developmental activities

** Adapted from ACUHO-I Statement of Resident's Rights and Responsibilities, 2002*

To Have a Good Roommate Each Person Must Also Be One

1. Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.
2. Rooming together on common ground does not imply everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person.
3. Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.
4. Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the Cove can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.
5. Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other's best friend to be good roommates, it is all about RESPECT.

Any resident being deemed difficult to live with due to numerous complaints by roommates, suitemates and/or other residents may be reassigned or because of multiple reassignments may be evicted.

Steps to Healthy Conflict Resolution

1. Do not ignore or avoid the problem. Frustration will only store up for another day and multiply.
2. Remember to treat others as you would want them to treat you.
3. Carefully consider the emotional state of both people. Do not bring up the matter if anyone is angry, tired, or upset. If necessary, determine a specific later time for having a discussion and schedule it.
4. Before discussing the conflict(s), think about the problem and organize what needs to be said calmly. Describe the problem. Try using "I" statements ("I get a headache when the TV is loud").
5. When discussing the conflict, define the problem clearly. Avoid bringing up other subjects or grievances that do not directly relate.
6. When someone else is expressing his/her feelings, listen carefully and consider his/her viewpoint. Try to keep from thinking ahead for what to say next.
7. Offer a description of a solution to this conflict. Try to offer at least two reasonable options.

8. If others have suggestions of their own, be willing to negotiate and stay open to new, creative solutions.
9. Should the situation deteriorate, do not resort to hostile language or name-calling. The best thing to do is to take a break from each other and try again later.
10. Your RA is a great resource to help mediate any conflicts to help you come to a productive resolution.

Developing a relationship takes time; it will not happen overnight. Throughout the year, relationships have the opportunity to grow, provided the lines of communication remain open and honest.

Roommates are expected to communicate with each other and be motivated to work at the relationship. Although conflicts may arise, all roommate relationships have the potential to be successful. Take time to actively communicate about each other's needs. This alone can solve and prevent many problems.

Managing Conflict

Although roommates may get along well, there will be situations in which there are disagreements. The choices made in resolving or escalating conflict will determine the future dynamics of the relationship.

Do not be afraid to deal with conflict when it arises. Conflicts are not a bad thing; they are actually an indicator of a need for change. Most problems can be resolved quickly and easily if dealt with promptly with good two way communication. Conflicts force the participants to examine situations from another's point of view, acquire new information, and explore creative and innovative solutions in order to be resolved. Learning to resolve conflicts can help roommates understand each other and become better roommates in the process along with equip them for dealing with other conflicts later in life.

The Residence and Student Life Staff are trained to help handle conflicts. To discuss a situation, get help planning a conversation, or talking with other residents about a conflict, feel free to contact any RA or Residence Life member.

If a resident experiences difficulty with any of the above situations, or other roommate/suitemate issues, the following steps should be taken: (1) Try to work it out by communicating directly with your roommate or roommates, (2), Talk directly with your RA; he/she will be able to sit down with all parties to discuss the roommate agreement, revise the agreement if necessary and see what they can do to help resolve the problem. If that option is not successful, and if the concern continues, the resident may make an appointment with a Residence Life Professional Staff Member to resolve the issue after previous steps have been completed. The Residence Life Professional Staff is available to assist residents with conflict management and resolution. Any resident may make a confidential appointment with the Residence Life Staff to discuss a conflict and how to resolve it.

SECTION 3: HOUSING PROCEDURES

The following specific regulations and procedures have been established to assist in protecting the rights of all students living in the residence halls. It is the responsibility of each resident to read and to adhere to these procedures. **Students are responsible for items in their apartment and activities that occur within the unit even if not present or actively involved and are also responsible for their visitors and guests and the conduct of their visitors and guests.**

Room and Board Charges

Per Semester For 2023-2024 = \$2,100 per semester for 4 or less in a room, \$1,800 per semester for 5 or more in a room. All residents are required to submit an application fee of \$150.00 prior to moving into the Residence Halls (returning students from the previous academic year are not required to submit an application or the fee again). After receiving their room key, a Staff Member will show the student to his/her housing space and explain what the student needs to do to fill out the necessary paperwork for campus housing where the resident will be recording the condition of the apartment upon move in. It is the resident's responsibility to record the condition of the apartment upon arrival and return the paperwork. A resident is responsible for the condition of the apartment upon departure of any difference between the condition recorded on arrival versus departure. If the resident did not record and return to Residence Life the arrival condition of the room then the resident is responsible for any and all damages based on the condition of the room at departure and forfeits the ability to contest the damage charges since there is no documentation for Housing to review. Residents are **STRONGLY** encouraged to fill out the condition of their space and return the paperwork provided when moving in back to Housing. It is recommended that the resident scan a copy of the paperwork to keep for their own records (Adobe Scan is a free app that can accomplish this step for a resident).

Dining Services

Each resident is required to purchase a meal plan and comply with the rules and regulations set forth by DCC Food Service. One of the following two meal plans are required for students living on campus: 1) \$2,100.00 + \$130.00 admin fee | 16 meals per week during the semester, or 2) \$1,500.00 + \$130.00 admin fee | 10 meals per week during the semester. Students with special dietary needs should contact DCC Food Service for available options.

Room Assignments

Room assignments are made by the Residence & Student Life Office with some priority given to previous occupants and in order of receipt of room requests when able. Room assignments are completely the decision of the Residence Life and Student Life Office. Athletic Coaches may choose to provide a roommate request list for their athletic team to Housing but Housing will make the final determination and placement of residents. A housing contract must be signed by each resident prior to moving in and constitutes a binding agreement between the student and the College. Written request for specific room and roommates are honored when possible. **THE COLLEGE RESERVES THE RIGHT TO ASSIGN RESIDENTS TO ROOMS AND TO REASSIGN RESIDENTS WITHIN AND BETWEEN BUILDINGS AND UNITS AS DEEMED NECESSARY TO ACCOMMODATE THE MAXIMUM NUMBER OF STUDENTS IN THE MOST ECONOMICAL WAY** (this means that if an apartment has less than 4 residents that Residence Life can move the rest of the residents from the apartment to other apartments to empty the apartment at any time the College chooses). Requests for private rooms are honored only if space is available and the charge for the private room will be 1.5 times the regular rate. Any resident having been deemed difficult to live with due to numerous complaints by roommates and/or other residents may be reassigned to a different room. After multiple reassignments due to continual difficulty the person may be evicted. Additionally residents causing problems living together may be split up and moved to different rooms at the discretion of the Residence Life Office.

Room Consolidation

At times, it may be necessary to ask residents to move to another room. This may occur if the occupancy of an apartment drops or if there is a waiting list. Single rooms may also be consolidated at the discretion of Residence Life.

If a resident moves out leaving a resident without a roommate, the Residence Life may place another student in the room as a roommate, move the student to another housing space (apartment/bedroom), or give the student the option of requesting the room as a single. The student may also request to move in with another student needing a roommate or to have another student move in with him or her (the \$25 fee for a room change will be waived in these cases as the resident is helping Residence Life in the consolidation process). This needs to occur within the allotted time frame or the Residence and Student Life Office will determine the resident's room assignment. If a resident chooses to stay in a single room, room charges will be levied according to the date the contract for a single room is offered at a rate of 1.5 times the regular housing rate of \$2,100 for a total cost of \$3,150 per semester.

Room Changes

No room changes will be made without approval from Professional Staff in the Residence Life Office. Students will not be able to make room changes for the first two weeks at the beginning of each semester. After the first two weeks, roommate or room changes requests are able to be made until the sixth week of the semester. After the sixth week of the semester, unless there are extenuating circumstances, students will be expected to remain in the room assigned until the end of the semester. To transfer units/rooms, a resident must: 1. Complete the Room Change Request form. 2. Obtain approval from the Professional Staff in the Residence Life Office. 3. Schedule and complete a check in to the new unit and complete a Unit Facility Inspection form. 4. Schedule and complete a Check Out. Upon approval of a room change, residents have three days to move and formally check-in to their new room and out of their former room. After this time, failure to properly check-in to one room and out of the other will result in a \$50 fine for improper checkout per week up to a maximum of \$250. Residents completing a room change without following this procedure will receive an improper checkout fine of \$250.

Semester Consolidation

Each semester, as students move rooms, graduate and/or move off campus, there are units that are left at less than full occupancy. These units may be consolidated by the Residence Life Office to better accommodate incoming students and the needs of Residence Life. If this situation occurs, residents will be given the opportunity to communicate their preference for a new housing space (rooms and/or roommates/suitemates). **However, the final decision rests with the Professional Staff of Residence Life.**

Check-In Procedures

At the time of check-in, residents must ensure that the following criteria are met:

1. Housing application and contract are completed.
2. Housing application fee is paid with the application.
3. Student Health Form and Meningococcal form are submitted.
4. The Arrival section of the Unit Inspection Form is completed and signed (this verifies the condition of the room and contents at the time of check-in). Keys are received. Residents are responsible to make sure the UIF accurately represents the condition of the room by marking each section with either "good" or, if a unit has a flaw, a description of the flaw. Any damage/problem with the unit must be marked on the UIF at the time of check-in. Each resident is liable for any damage not previously marked on the UIF, other than due to ordinary wear to his/her unit and/or furnishings therein upon departure. Failure to return the UIF with the arrival filled out makes the resident liable for any damages

upon departure. Each resident is responsible for reporting any damage found at a later date immediately to the Residence Life Office.

5. Emergency Contact/Medical Information, Missing Student Contact and Vehicle Registration (if applicable) is completed.

Check-Out Procedures

At the time of the **FIRST** check-out, **EACH** resident must ensure that an appointment is scheduled with a member of the Residence and Student Life Staff to complete a final inspection of the room and the following criteria are met:

1. The room is prepared for check-out according to the following which all must be completed prior to the check out:
 - a. All of the resident's personal items are removed from the room..
 - b. All furniture is returned to its original location in good condition.
 - c. All decorations, posters, markings, etc., are removed from all surfaces; including: walls, floors, windows, and both sides of the doors.
 - d. All trash is removed to the outside dumpsters.
 - e. The room is cleaned, including: vacuuming, sweeping, mopping, pulling out and cleaning under the stove, scouring the bathroom, cleaning and wiping out all cabinets, drawers, and the refrigerator.
2. The UFI is signed after inspection of the condition of the room. **The resident will be billed a minimum of \$75 if the room is not sufficiently cleaned and the check-out will not occur until ALL of the resident's items are out of the room and the room is clean.**
3. Residents will be required to provide a signature at the time when keys are returned to the Residence and Student Life Staff.

A final inspection will be completed in all rooms immediately upon close of the semester. Any improper check-outs or violations of the above-mentioned procedures for check-out will be subject to fines.

The charge for an improper check-out is \$250.

The maintenance and facilities staff assess the room condition upon the close of the semester. They frequently discover damages, broken items, and items requiring additional cleaning after checkout. Charges for these items will be assessed to the resident.

Resident Property Left in Room

If a resident leaves items in his or her room, the property will be discarded through donation or thrown in the trash and a disposal fee will be assessed to the resident.

Resident Suspensions

Regardless of the reason for cancellation of a housing contract, these policies are in effect. Exceptions are NOT made for students who have lost their financial aid or have been suspended from the college for academic reasons. Students who are notified during the break period that they have been suspended for academic reasons are no longer eligible to stay in housing during the break period. The resident must properly check out of his or her room within 24 hours of notification of academic suspension and will be subject to the refund policies of those who cancel their contract between academic semesters.

Eviction

A resident may be subject to an eviction if he or she causes malicious damage or threatens to harm or physically harms another resident or staff member of Dawson Community College. A student may also be evicted from campus housing for infractions outlined in the Residence Life Handbook or Student Conduct Code. A resident may be evicted if the resident has failed to attend class for more than two weeks of unexcused absences as they are no longer actively in the role of student and are residing in student housing. Residents have the right to appeal evictions through the appeals process outlined in the Student Conduct Code **if** the eviction is conduct related. Students have five (5) days to appeal their eviction to the Dean of Student Success. Each student will receive notification, from the Residence Life Office stating the reason for the eviction as well as the expectations of the eviction, including date and time of effectiveness. **Any resident evicted from campus housing may not visit the Residence Halls, for any reason, until he/she has met with a Professional Residence Life Staff Member at least one semester after the eviction to gain approval.**

Any student who is evicted from campus housing for disciplinary reasons, policy violations, etc. will not be eligible to live in campus housing at Dawson Community College thereafter.

Care of Rooms

Clear communication of what is expected **from everyone** in the unit will help eliminate problems throughout the academic year and possibly avoid assessed cleaning charges. Each resident is responsible for cleaning up after him/herself. It is recommended at the beginning of the year that all residents agree upon a system to maintain the cleanliness and upkeep of their unit, such as rotating duties to keep the bathrooms, kitchen, and living areas clean and then put the agreed upon system down in writing in their roommate agreement. Each student is responsible for the care and cleanliness of his/her room/bathroom/kitchen. He/she is responsible for keeping wastebaskets emptied, beds made and floors clean, bathrooms clean, kitchen clean and providing their own cleaning supplies. There will be announced room checks. Fines will be assessed if room/bathroom/kitchen is not satisfactorily clean. At the end of the semester, students will be charged a minimum of \$75.00 for cleaning if rooms are not left clean.

Mandatory Monthly Floor/Building Meetings and Room Inspections

Floor meetings are held as needed, but at least twice a semester once a month and are posted in advance.

Attendance is required. IF A SITUATION ARISES THAT A STUDENT IS UNABLE TO MAKE THE FLOOR MEETING, THEN STUDENT MUST CONTACT HIS/HER FLOOR RA 24 hours prior to the meeting to let them know (NOT thru another student) and set up a time to talk with them about the meeting. This includes Athletes that may have practice times occur during a floor meeting time. Those athletes must still talk to their RA in advance and then follow up with them right after to get the information. A \$10 fine is assessed for unexcused absences, as well as a \$10 fine per week, for anyone who has not made an appointment and met with the floor RA within one (1) week of the floor meeting to get the information they missed.

Floor meetings bring everyone up-to-date on happenings in Residence and Student Life and on campus. The RAs will have information on upcoming activities/room inspections/requirements, etc. This is also a place for discussion of problems or voicing of opinions. The meetings are also a time to get together to meet and socialize with the other people living on the floor.

Electrical Appliances, Decorating, Fire Hazards

The following electrical appliances are **not** allowed in campus housing because of fire and safety hazards as determined by the fire marshal: electric skillets, grills (electric or non-electric), hot plates, broilers, space heaters (except space heaters that meet fire marshals requirements), portable washer/dryer and live Christmas trees. Candles, candle warmers, and incense are NOT allowed in residence apartments. **ALL** extension cords are **NOT** permitted. A \$50 fine will be assessed for the presence of any of these prohibited items.

The following electrical appliances **are** allowed: Microwaves, crockpot, toaster, blender, TVs, stereos, computers, and printers are permitted in individual rooms. Power strips with surge protectors (16 gauge) are recommended.

It is prohibited to use nails, push pins, screws, tape or glue on walls, doors or furniture. 3M Command Strip products are recommended *when used as directed*. Other approved methods for hanging items on the walls include “S” hooks, poster tape, and poster putty. Please note: each resident of the apartment is responsible for any damage regardless of product/method used. For residents’ protection, the Residence Life Staff asks that good judgment be used in decorating rooms so that posters, fishnets, holiday lights, mobiles, etc., do not create fire hazards and no damage takes place when decorating.

Alterations of any residence hall property are prohibited. This includes nailing fixtures to walls, ceilings, or furniture; drilling holes; tampering with electrical or phone wiring; or detaching any permanent fixtures. The room may not be painted or altered in any way. Bed height may not be changed. Flat screen TVs may not be hung from the wall, ceiling, etc. College-furnished blinds may not be covered and residents are responsible for any broken blinds.

Objectionable/offensive materials may not be displayed in a publicly viewed space (window/door, etc.). Decorative alcoholic beverage containers or posters/advertisements are not allowed. The appropriateness of these items will be determined by Residence Life Staff. Violation of this guideline will result in having items described above confiscated and possible fines applied.

Open Flame: Any type of open flame is a fire hazard. The burning of candles or incense is not allowed due to the fire hazard. A fine of \$50 will be assessed to any resident violating the policy, and he or she must pay for any damage caused by smoke or fire.

Special Circumstances for Native and/or Religious Traditions

Dawson Community College respects the spiritual practices of all individuals in the College community. Any student who wishes to bring items to campus for such purposes that are normally prohibited by College policies must first discuss the request with the Residence Life Office to avoid misinterpretations of the items in question. It is the responsibility of the student to provide information to the Residence Life Office to aid Residence Life staff in being respectful of Native and/or Religious Traditions while executing the duties and responsibilities of their position.

The religious rights of students must coexist, however; it must also take into account the comfort and safety of all residents. Due to fire code as well as campus policies, students are not allowed to burn anything (regardless of religious beliefs) in the Residence Halls. Recognizing that Dawson Community College Housing Complex is a tobacco and smoke-free environment, Dawson recognizes and respects the rights of students to practice their spiritual traditions, but also recognizes and respects the rights of other students living in the Residence Halls as well as in accordance with the College policies. Please speak with the Residence Life Office so accommodations can be finalized that takes all parties' needs in

consideration prior to bringing a prohibited item on campus. If no prior accommodation is made then the Residence Life Office will have to apply as it normally does any applicable policies and procedures.

Maintenance Request

If you notice that something needs to be fixed in your apartment, notify Residence and Student Life Staff in a timely manner and you can also submit a request yourself by emailing work@dawson.edu. Once a maintenance request has been submitted, please allow 3-5 work days for the request to be filled. If you have a maintenance emergency (burst pipe, flooding, etc.), please contact Residence Life Staff IMMEDIATELY (see page three for phone numbers). If your toilet is overflowing please shut it off promptly by turning the shut off valve located on the wall near the base of the toilet into the off position. You will then need to plunge your toilet and clean up the water.

Furniture

All furnished furniture must remain in your room/apartment. Interior furniture is not to be brought outside and used as patio seating at any time. You are responsible for any damage done to the furniture in your room/apartment. During room inspections, the Residence and Student Life Staff will be checking to determine if all furniture is in your room. If any item is missing, you will be subject to disciplinary action and will be required to return the furniture to the room immediately. A fine will be assessed for damaged furniture.

Beds

Do not take your bed apart. You will be assessed a charge of \$25-50 for a bed being dismantled. If you wish to bunk a bed that is not bunked please contact Residence Life staff members who will determine if it is possible to do and help accomplish this once per semester. Bed heights are not to be changed (see previous statement about dismantling beds). If beds are damaged, a repair cost of \$100 to \$500 may be charged. If the mattress is stained, a \$50-\$100 fine will be issued during checkout procedures. If a mattress is otherwise damaged, residents will be required to replace it at a cost of \$150. Only college-provided beds are allowed for use in campus housing. Waterbeds or outside beds are not permitted in the apartments.

Lofting

No cinder blocks are permitted in the residence halls. The only approved method of raising beds is with 4-6 inch plastic bed risers made specifically for this purpose. Beds will be checked for compliance to this policy at each room inspection.

Keys

Security of the residents' rooms is of paramount importance.

1. At check-in, a room key and a mailbox key will be issued to the resident. There is a \$50 per key fee to replace each lost or damaged key.
2. All fees must be paid before a new key will be issued or the charge placed on the student account.
3. Residents are expected to carry their keys at all times.
4. Keys are non-transferable and may be used only by the person to whom they are issued. (A \$75 fine per key will be given if issued keys show up with someone else.)

5. Keys may not be duplicated. There is a **\$500 fine** if you duplicate your housing or mail key.
6. For safety and security, **room doors should remain locked at all times** and should NEVER be propped open. Dawson Community College is not responsible for lost or stolen items.
7. If a resident is locked out of his or her room, a member of the Residence and Student Life Staff must be notified to unlock the door. Excessive abuse of this policy (more than three unlocks in a semester) may result in an open my door fee assessed of \$5 each time a resident needs let in to their room.

ID Cards

In order to protect the safety and welfare of the residents in housing, any Dawson Community College staff member (including members of the Residence and Student Life Staff) may require a person within the housing complex to present an official Dawson Community College I.D. card or other form of identification. Failure to do so will result in removal from campus and other disciplinary action.

Balconies & Windows

Throwing, dropping, or allowing any object or person(s) to pass through a window or over a balcony is prohibited and will result in hefty fines. Balconies are not to be used as clothing or drying racks.

Exterior spaces such as patios and balconies cannot be used for storage or display of items such as, but not limited to: advertisements, banners, or flags. Furniture designed for indoor use cannot be used outside on balconies or patios. Trash cannot be kept on patios or balconies. The underside of the balcony is not to be decorated or to have items hung from the rafters, beams, or floorboards with the exception of hammocks which may be hung out of the way between pillars.

During the winter/cold months, **ALWAYS** keep your windows closed. On nights below freezing open windows may cause the heating and water pipes to freeze and break. This is especially important during breaks, always check and close all windows during breaks. Broken pipes are a serious issue and require a great deal of clean up and oftentimes can damage property in your room. Repair and damage costs are the responsibility of the resident(s). If a pipe breaks in your room, contact the Residence and Student Life Staff immediately!

Window screens must not be removed. Residents shall be subjected to a \$50.00 fine for removed or missing screens or windows. Damaged or missing screens or windows will be repaired or replaced at the residents' expense.

DOORS ARE NOT TO BE PROPPED OPEN FOR REENTRY. Your front door to your Apartment is a **Fire Door** and must not for any reason be propped open at any given time as determined by the fire marshal. If a door is found to be propped open, all students who reside in that apartment unit will be documented and assessed a warning for first offense and a fine of \$25.00 increasing in increments of \$25 for each subsequent violation (example a third offense would be charged \$50). Please discuss with your roommates about not propping open the entrance door to your apartment.

Air Conditioners

- Students may buy and install AC units, as well as maintain them.

- The units must be portable, with the window tubing and use 110 volts. Screens will need to be taken out and foam board purchased and installed around the tubing.
- The window air conditioning units are not allowed because of the damage done to windows unless properly installed. Professional Residence Life Staff are not under the Residence Life Manual policies and are exempt from this as they are subject to Employee policies and their apartment is their permanent residence.
- The students(s) will be responsible for any broken items while installing and removing the AC units.
- Only one air conditioning unit is allowed per bedroom, or the air conditioning unit may also be placed in the main living room living space. Maximum of two air conditioners per apartment.
- The dates for installation and removal are:
 - August move-in through October 15 is when the air conditioners can be installed. Students will receive fines if not removed by October 15 and no extension has been granted. Air conditioners not removed will be confiscated, and will not be returned to the resident.
 - In the spring, air conditioners can be reinstalled April 1st and must be removed before all residents move out of the apartment. Again, if weather is warmer sooner, a request can be made to the Residence Life Professional Staff to install earlier. Students will receive fines if installed sooner than April 1st, unless an early installation is granted, and if an air conditioner is not removed when moving-out.

Holiday Decorations

Decoration of residents' rooms during holiday seasons is permitted. However, the following guidelines must be followed:

1. Only removable decorations in rooms are permitted.
2. Decorations on the exterior apartment doors are prohibited except when residents are participating in Residence and Student Life sponsored activities. Excessive decorations such as streamers, etc., may present a fire hazard and are not allowed.
3. Artificial greens and trees may be used in residents' rooms. However, no cut greens or live trees are permitted.
4. Holiday lights may be used in residents' rooms if the following guidelines are followed:
 - a. Only miniature, UL approved lights may be used. Larger lights are not permitted because of the heat they generate.
 - b. All light cords are to be inspected to ensure they are in good condition and do not have frayed wires.
 - c. Lights should be plugged directly into a wall socket. Extension cords are not to be used.

Laundry Facilities

Washers and dryers are located in Gibson and Kettner Halls for residents' use. Residents must clean out washers and remove dryer lint after each use. Residents are expected to clean up after themselves. Students who are found intentionally jamming, forcing, or otherwise vandalizing machines will face disciplinary action. Non-residents are prohibited from using the facilities and will have their laundry removed if this regulation is violated. Residents are responsible for watching their own clothing. DCC does not assume responsibility for loss or damage to clothing left unattended in the laundry facilities. No dyeing of clothing is permitted in the machines. If a machine is not working properly, please fill out a maintenance repair form with Residence and Student Life Staff. Do not leave the wash unattended. Clothes found in or on top of washer/dryers over a 24-hour period will be discarded. **Residents are expected to clean-up all of their messes in the laundry room.**

Proper Trash Disposal

Each resident is responsible for removal of trash to the dumpster on a weekly basis. All trash should be contained in bags and placed in these receptacles. All trash cans must have liners. This applies to end-of-semester periods as well. Place trash and unwanted items in the dumpsters, not on balconies. Do not use trash cans as door stops or hold outside doors open.

Computer

Each apartment is equipped with two Ethernet plug-ins. All students are expected to follow DCC user standards when using DCC networks. The Residence complex also provides free Wi-Fi access to residents. **Personal Wireless Routers are NOT permitted in the Housing Complex as it interferes with the DCC network. Computers are also available in the Cove for residents' use.**

Pets

Pets are NOT allowed in the residence halls. This means all animals are not allowed in the Residence Halls and a \$100 fine per occurrence will be assessed.

Bicycles

Students are allowed to have bicycles on campus. Students are responsible for locking/securing their bikes on campus bike racks. Bicycles parked in unauthorized areas will be removed. Bicycles NOT claimed by the end of the Spring semester will be considered abandoned property and be disposed of.

Skateboards, Scooters and Roller Blades

For the safety of all students, the use of skateboards or scooters and rollerblades is strictly prohibited on any surfaces other than public streets and sidewalks. Any surfaces owned by DCC are restricted from use of these modes of transportation. This includes all sidewalks and paved areas within the College campus.

Hoverboards

For the safety of the campus Hoverboards are not allowed in the Residence Halls as their batteries have caught on fire and they pose a fire hazard to the Housing Complex. Hoverboards will be confiscated and not returned along with a fine being assessed.

Security Cameras

For safety concerns, security cameras are strategically placed in the housing complex. There are several cameras throughout the public areas of commons and parking lots on campus. These cameras monitor events and situations that occur in public areas within their range. Should any policy or rule violation occur within camera-range, the video footage may be used for investigative purposes by College officials and law enforcement agencies.

Tampering with these cameras is strictly forbidden and will result in a fine of no less than \$500 and will include further disciplinary action, up to and including eviction.

Parking Lots & Parking Decals

There are two main parking lots for parking: the housing parking lot and the main campus lots. Trailers are to be parked in the overflow parking lot of the college. Residents must display a valid parking decal on the lower left corner of the back window. Vehicles parked illegally in reserved spaces, or in

handicapped spots will be subject to a ticket. The speed limit on campus for any given time is a max of 15 miles per hour.

Room Inspections

Health and Safety inspections will occur periodically throughout the semester and will be announced a minimum of 24 hours in advance (frequency no less than once per month and no more than once per week unless an apartment fails to meet health and safety standards). Staff will inspect fire safety equipment and all DCC provided items (fridge, wardrobes, closets etc.) checking for fire hazards/unsafe conditions, unsanitary conditions and cleanliness, maintenance concerns, and policy violations. Residents are encouraged, but not required, to be present during inspections.

Residents are guaranteed a reasonable right to privacy. Please contact the Residence & Student Life Office if you have any questions.

Damages, Fines & Charges

Each room is inspected before, during, and after occupancy and charges for damage (other than normal wear) are assigned to the residents that lived in the room. Failure to pay will result in a student's being UNABLE TO MAKE A ROOM RESERVATION FOR THE NEXT SEMESTER OR TO SECURE A TRANSCRIPT. Damage caused by accidents should be reported immediately to Residence and Student Life Staff. Residents found stealing, destroying, or losing DCC property; found in violation of the Student Conduct Code; or breaking any other rules and policies of the residence halls, will be held responsible for their actions. The first offense will result in fines when applicable. A second offense may result in fines with the possibility of those fines increasing from those given in the first offense. After a third violation, the resident may be evicted. If any damage exceeds \$50 or is malicious in nature, criminal charges for damage to the College's property may result. Other damages will be assessed on a case-by-case basis.

Appeals

Residents wishing to appeal any violation will have one week to appeal and can only appeal if 1. They have new information (example a written statement from a roommate, etc.) 2. Procedure error by Residence Life Staff. Appeals will not be granted if you are disputing the fine or fee. Residents need to contact the Residence & Student Life Professional Staff if they wish to appeal. An appeal may be granted if one of the two standards for appeals is met. All appeals must be submitted within two weeks of the incident letter. After two weeks, residents are responsible for payment of fines and damages and no appeals will be granted. A list of fines and charges is available in Appendix A.

Security of Personal Property

In order to assure the safekeeping of personal property, student rooms must be locked at all times. The College cannot be responsible for loss of money or personal belongings within residence rooms or for automobile or personal property on parking lots. Efforts will be made to find items and/or investigate possible break-ins and thefts. Any missing personal items should be reported immediately to the Residence & Student Life Office. It is suggested that students bring a locked security box to store small valuables and write initials on labels of clothing. Students are encouraged to purchase their own personal renters insurance coverage. Locked containers will be required to be opened during a room search. Refusal, or inability, to open locked containers will result in the confiscation of the locked container. Continued refusal to open a locked container will result in the locked container being forced open at the discretion of Professional Residence Life Staff or a College Administrator. Dawson Community College is not responsible at any time for any damage done to locked containers, their locks, or the contents of the locked containers.

SECTION 4 RESIDENTIAL COMMUNITY POLICIES

Everyone assigned to an apartment, and everyone present in an apartment when a violation occurs, may be charged with the violation for any and all violations listed in this Manual but especially in the case of unreported alcohol, marijuana, or drugs. All residents are responsible for the items and activities that take place in their apartment and it is their responsibility to discuss with their roommates that nothing banned is allowed inside of the apartment and that any banned item or activity will be immediately reported to Residence Life and to do so. Claims that an item is not theirs or that they did not partake in an activity will not exempt a resident from a violation and any appeal submissions claiming either of these things will automatically be denied.

Fostering a Responsible and Reporting Environment

Residence Life seeks to foster an open and honest environment when it comes to reporting potential as well as actual policy violations that occur in campus housing/residence halls or among the building or floor community. Therefore, a student(s) who contacts a Residence Life Staff Member and reports directly to them that a potential policy violation or policy violation is taking place within their room unit or within the residence halls or floor community will be documented by residence life staff members and included in the incident report. The Residence Life Professional Staff will review the information that was documented in the report and will take into account the information that the resident(s) presented to Residence Life staff regarding the policy violation. This information will be taken into consideration. It is likely, after a review of all the information available, the student(s) reporting the violation will not be sanctioned in accordance with the residence life policies and/or student code of conduct.

Smoke-Free/Tobacco Free/Nicotine Free Housing Complex

DCC housing complex is a smoke-free/Tobacco Free/ Nicotine Free area which means there is no smoking anywhere on the housing complex premises, including all buildings and grounds. Tobacco use by definition includes the possession of any lighted tobacco products, including but not limited to chew, electronic cigarettes, and all other nicotine delivery devices that are non-FDA approved as cessation products for example any vaping devices. A \$50 fine is assessed for a violation.

Alcohol/Drugs

DCC is an Alcohol and other Drug Free Campus as set forth in local, state and federal laws, and the rules/regulations of Dawson Community College, the unlawful possession, use or distribution of illicit drugs and/or alcohol by students and employees, in buildings, facilities, grounds or other properties owned or controlled by Dawson Community College or as part of Dawson Community College activities, is strictly forbidden. Alcohol/ Drug violation includes any container that has ever held alcohol or drugs including but not limited to empty bottles, bottle caps, alcohol boxes, empty bottles, empty cans, etc. In addition, an underage student appearing on campus (including housing) whose use of alcoholic beverages or drugs is discernible by others shall be subject to disciplinary action (a student who has consumed alcohol and is 21 or older will only face disciplinary action if their actions upon returning to campus disrupt the campus community). Possession and/or use of alcoholic beverages/drugs on College related off-campus trips or group activities is strictly forbidden.

If either a resident or non-resident brings alcohol or illegal drugs to a residence hall room, it is the responsibility of each of the residents of the room to ask the person with the alcohol or illegal drugs to leave and report the violation to a member of the Residence and Student Life Staff. **IF THIS DOES NOT OCCUR and the ALCOHOL or ILLEGAL DRUGS IS OTHERWISE DISCOVERED, ALL RESIDENTS OF THE ROOM AND ALL PERSONS IN THE ROOM WILL BE HELD ACCOUNTABLE FOR THIS OFFENSE.**

Dawson Community College prohibits the possession, sale, or use of marijuana on campus, even in the event that a resident has a state-issued medical marijuana card. State medical marijuana laws do not override the federal laws that DCC must follow. The College must adhere to federal Title IV regulations which prohibit the possession, sale, or use of marijuana or else the campus runs the risk of losing eligibility for federal funding including student loans, Pell Grants, work study, etc. **The odor of marijuana is sufficient evidence to take administrative action within the residence halls.**

Use of controlled drugs not prescribed by a physician is prohibited in the Residence Halls and on-campus, and will result in the individual(s) involved being referred to law enforcement for appropriate action according to the law. Students in possession of a prescription medication that is not their own will be subject to these consequences as well.

In addition to whatever action the court of law may take, residents found using, possessing, or distributing illegal drugs on campus risk immediate eviction from college housing. If a resident is allowed to remain in the Residence and Student Life complex after being found using, possessing, or distributing illegal drugs and he or she is caught a second time using, possessing or distributing illegal drugs, eviction is automatic.

The College reserves the right to contact the Glendive City Police Department at any time to have them perform a walk-through of the Residence and Student Life complex with drug law enforcement dog(s). The appropriate actions according to the law will be followed by the Glendive City Police Department upon the drug dog identifying any illegal substance(s).

Sanctions for Alcohol or Marijuana Possession

1. First offense of Alcohol or Marijuana possession will result in the following:

- Student will be mandated to complete an education class appointed by DCC. A \$50 fee will be issued to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction.

2. Second offense of Alcohol or Marijuana possession will result in the following:

- Student will be mandated to complete a substance abuse class appointed by DCC. A \$75 fee will be issued to the resident in order to pay for the class and must be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction.

3. Third offense for Alcohol or Marijuana possession will result in the following:

- Student will be mandated to complete extensive substance abuse classes appointed by DCC. A \$100 fee will be issued to the resident in order to pay for the class and must

be paid to the College Business Office within two weeks of the Incident Report. Failure to pay the fee within two weeks will result in further disciplinary action. If the student refuses to attend the class, they will be subject to eviction. Following a 3rd alcohol or Marijuana offense the student will be required to stand for an eviction hearing.

Chemicals, Explosives, & Hazardous Materials

Chemicals and explosives are not permitted in the Residence complex. This includes, but is not limited to: fireworks, explosive devices, smoke bombs, combustion engines, flammable or explosive liquids/gases, gunpowder, and ammunition (paint balls are considered ammunition and are prohibited). Oleoresin Capsicum Spray, also known as O/C spray or pepper spray, is not allowed unless it is in a small, personal protection container. Materials and devices which, by themselves or combined, could be explosive, toxic, flammable, or dangerous (such as camping fuel) are prohibited. Fines for any of these items is a minimum of \$50.

Weapons

No person may carry or possess a weapon, regardless of whether the person has a permit to carry a concealed weapon, except as authorized by Board and College Policy. "Weapon" means an instrument, article or substance that is designed, used or likely to be used to cause bodily harm or property damage. Weapons include the following items: firearms, including rifles, shotguns, handguns; bowie, dirks and knives (other than kitchen knives) with blades 4 inches or longer, explosives, swords, nunchucks, throwing stars, throwing knives, and other martial arts weapons, crossbows, compound bows, recurve bows, longbows, pepper spray (except for small, personal protection dispensers), BB guns, paintball guns, ammunition and non-functioning replicas that could be confused with actual firearms.

If a student has a weapon for classroom use, it is his/her responsibility to make arrangements ahead of time with the instructor to store weapons. The college provides class related weapons for classroom instruction and use when applicable.

Search and Seizure

The College recognizes that a search is an intrusive action. However, the College reserves the right to conduct a search on campus at any time. This search includes the right to search vehicles on campus. The College staff seeks not to be arbitrary in performing a search; it is typically triggered out of concern about the behavioral choices of an individual or group. DCC recognizes that a search risks creating a sense of disruption and distrust. A search may also be conducted to dispel suspicion.

Residence and Student Life Staff, in due course of carrying out duties, is authorized to respond to any illicit item which may be in plain view anywhere on campus including student rooms and vehicles or any illicit items they observe while living in and being a part of the Residence Life community.

EXAMPLES INCLUDE: WEAPONS, EXPLOSIVES, AMMUNITION, FIREWORKS, ALCOHOLIC CONTAINERS (including items in the trash), STOLEN PROPERTY AND CONTROLLED SUBSTANCES. PRESENCE OF ILLICIT ITEMS/CONTRABAND IN PLAIN VIEW and ITEMS BANNED IN THE RESIDENCE HALLS MAY BE USED AS PROBABLE CAUSE AND IS A GOOD AND SUFFICIENT REASON TO PERFORM A THOROUGH AND IMMEDIATE SEARCH TO SEIZE CONTRABAND.

For example, presence of alcoholic beverage containers, empty or full, in an open wastebasket or visible through a window may lead to a full room and/or vehicle search. Under stated guidelines for such search

regular guidelines for search and seizure apply; the principles of courtesy and privacy are to be observed in managing a search and removal of evidence in so far as this is possible.

A search typically is performed by the Residence and Student Life Staff. Although it is not a requirement for conducting a search, it is generally preferred that the resident(s) of a room be present during the search. The room door should remain closed during the search. Any search must be reported by staff and properly documented. If residents are not present at the time of the search, they are to receive written notice within 24 hours after the search is completed, listing items or items seized or removed from the room, and that a search was conducted. Residents are responsible for items found in their room. A search and seizure is to be conducted with strong regard for the privacy of the student(s) involved. Alcoholic beverages/controlled substances are to be placed in unmarked, closed containers before removal from the room. Any controlled substance may be turned over to local authorities. Firearms, weapons, bows/arrows, hunting knives, or other deadly weapons are not allowed ANYWHERE on campus as described within the College's weapons policy. The College hereby reaffirms its ban on the possession of all such weapons and devices on College property subject only to the narrow exceptions under Montana law. As such, weapons will be confiscated and turned over to the proper authorities and will not be returned by the College to the resident.

Confiscation of Prohibited or Illegal Items

Items that are illegal to possess or are a violation of policy, or are used to violate policy may be confiscated by Residence Life staff. These items will **NOT** be returned to the student **under any circumstances**, and may be turned over to law enforcement. This also includes but is not limited to items such as vaping devices, and/or other nicotine delivery devices that are confiscated. These items will NOT be returned for any reason.

Any items found in the Residence Halls units or public areas that are clearly stolen property will be confiscated and returned to their rightful owners and sanctions may be given.

Roommates

Communication is key in developing a strong relationship with your roommate. Be respectful of your roommate's belongings and room space and discuss issues early as they come up. It is recommended during the first week of living together that you and your roommate(s) discuss expectations for living together and fill out a roommate agreement. Taking the time to learn about each other's communication styles and living preferences can help prevent many conflicts. Suggested topics to discuss include guests, noise levels, room decor, windows and heat use, study and sleep times, cleanliness, personal routines, and relationship expectation and the expectation that any banned activity or item brought into your apartment will be promptly reported to Residence Life. As it is beneficial, each apartment is requested to complete a Roommate Agreement (Appendix B) by the end of the second week of school. It can help lessen disagreements and will be useful in conflict resolution if mediation becomes necessary.

Conflict Resolution

Should a resident be unable to resolve a conflict with another person, the resident should consult his or her Resident Assistant first. If the conflict is not resolved, then the resident and the Resident Assistant should together contact a Professional Residence and Student Life staff member.

Quiet Hours

In order for residence hall space to best meet the needs of all students, all residents must show strong consideration for their neighbors' personal needs for quiet in order to study and rest.

Quiet hours apply to the following behavior:

- Loud stereos and televisions in your room or common area.
- Speakers placed against walls that separate you from your neighbor's room.
- Loud conversation or laughter in your room, common area or balconies.
- Running on balconies creates a safety hazard, disruption and a problem for others.
- Slamming doors in any area of the residence apartments.
- Yelling or any noise/behavior that infringes on the rights of others.

Quiet hours are from **10 p.m. until 10 a.m.** every day of the week. Courtesy Hours are in effect 24 hours a day. It is a vital courtesy to respect other students' rights to peace and quiet at all hours of the day. A 24-hour quiet period will be in force during mid-term and final exam weeks. Residents causing disruptions during the last couple of weeks of the semester and especially during finals week may be required to move out early. This is done to preserve the educational environment for residents as this is a stressful time for students and residents exhibiting behavior that is detrimental to the educational environment will be asked to move out so as to not continue disrupting other students and their studies.

Overnight Guests and Visitors

Definition Guideline for Guests vs Visitor

A guest is a person who stays the night, an example is that a house may have a guest room but not a visitor room. A visitor is one who stays temporarily but not overnight, an example would be hospitals have visiting rooms and visiting hours but not guest rooms and guest hours.

The following regulations apply to Overnight Guests:

1. A visitor/guest **must be a minimum of 18 years of age** unless he/she is a current full-time DCC student, is accompanied by legal guardian, or is on a school visit.
2. Guests enter the residence halls by entrances/doors. (Not through windows)

Overnight Guests

A resident may have an overnight guest under the following conditions:

***Overnight visitation Request form must be filled out and submitted to the Residence Life Office for approval, 24 hours prior to your guest arrival.**

1. The resident has obtained the permission of his or her roommate(s) to house an overnight guest.
2. No overnight guest is allowed to stay without the permission of **ALL** of the roommate(s) living in the apartment.
3. The resident is responsible at all times for the conduct of his or her guest(s).
4. Guest(s) must comply with college and residence hall policies.
5. Overnight guest(s) are limited to no more than two consecutive nights and no more than two overnight guests per room.
6. Cohabitation is prohibited amongst any gender. This is defined as leaving personal effects, belongings, and other personal items for a prolonged period of time.
7. Residents need to reside overnight in their assigned rooms and may not be registered as overnight guests.
8. Any guest who is in violation of the residence hall policies will be asked to leave the premises by a Residence and Student Life Staff member.
9. Residents who have guests who violate policies may be denied the privilege of hosting guests for the remainder of the year.

10. Guests must check-in with the Residence and Student Life Office and provide a photo I.D., automobile license plate number, as well as emergency telephone numbers.
11. If a guest is not checked in properly, the following will happen:
 - 1st Offense will be a fine of \$50
 - 2nd Offense will be a fine of \$75
 - 3rd Offense will be a fine of \$75 and result in the loss of guest visitation privileges for the year

Babysitting

Babysitting is not allowed in residence apartments or in the Housing Complex.

Music in Rooms

Consideration of roommates and neighbors in regard to your music must prevail. A student may not play a musical instrument in the residence apartment without permission from the Residence and Student Life Office and/or neighbors. Practicing of band instruments must be done in the Toepke Music Center. Students with stereos must play them in a way so as not to infringe on other students'. Use of headphones is suggested when listening to music so as not to disturb others. Residents who have multiple complaints regarding the playing of loud music may have their equipment confiscated by Housing staff.

Residence Halls between Semesters

Students are allowed to stay in the residence halls during Winter break if they are a resident for the Spring semester (between fall and spring semesters), and during spring break and other academic breaks, if they have filled out any required paperwork which was communicated by Residence Life Staff prior to the break.

All belongings must be removed from residence hall rooms after the spring semester and summer sessions to allow for adequate cleaning and use by other groups. All belongings **MUST** be out of the room before being allowed to check out of the room. Storage facilities are **not** provided during these periods. An item left by a resident is considered abandoned and if Housing decides to use it than it becomes the property of Housing. Residents are responsible for storing their items off campus and requests to store any items in Housing will be denied. Local storage units are available for rent in Glendive.

Unauthorized Solicitation or Commercial Use of Facilities

Commercial use, solicitation and selling any form of unauthorized selling or solicitation or door-to-door distribution of materials, including surveys, questionnaires, etc., is not allowed. Residents may not operate, advertise, or promote a private business from the premises (exception may be granted for class assignments). Student organizations must obtain permission from the Dean of Student Success to sponsor a fundraiser.

Student Commons "The Cove" Policies

- A. Please help us take care of the building by properly disposing of trash and cooperating with any requests by staff workers.
- B. No food, drinks, or sitting are allowed on the pool table.
- C. Smoking, including smokeless tobacco and alcohol are prohibited in the Student Commons.
- D. Please do not sit on any of the table games or machines.
- E. Television viewing is on a first come first chooses basis.

- F. Please do not remove furniture out of the building.
- G. All decorating plans for use inside or outside the Student Commons must be approved by Residence and Student Life Staff
- H. Student Commons is open 24 hours for use and is monitored by video recording. All Residence Life policies and the Student Code of Conduct must be followed in the Student Commons “The Cove”. Failure to cooperate with college personnel including student staff may result in disciplinary or other appropriate action.
- I. Posters, printed announcements or brochures may be posted only in the designated areas with permission from a Professional Residence and Student Life Staff member.
- J. Individuals or gatherings of people in the building who interfere with any function or jeopardize the safety of the occupants of the building may be requested to move to another location in the building or to exit the building. Please report any problems or complaints to Residence and Student Life Staff.
- K. Reservations for private/clubs or other DCC related activity must be made with a Professional Residence and Student Life Staff member.

SECTION 6: SAFETY & EMERGENCY PROCEDURES

Personal Safety

DCC housing residents are responsible for your own security. Please be safety minded and consider the following precautions when in the Residence areas and on campus in general:

1. Report immediately all suspicious activity or materials to College Personnel and call 911 immediately if there is an imminent threat.
2. Always lock your residence room door when you leave, no matter how long you will be gone.
3. Always keep your vehicle doors locked and do not leave valuables visible.
4. Never walk alone at night; always have a partner.
5. Never leave valuables (wallets, purses, phones, books, computers, iPods, etc.) unattended.
6. Record serial numbers and model numbers of all your personal items, such as TVs, stereos, computers, etc.
7. Remember, most crimes committed on college campuses are crimes of opportunity. So do not give crime the opportunity.
8. Do not have any flames or fire present in the Housing Complex area except in the designated fire pits.

Student Evacuation Instructions

In the event of fire, severe weather, threats or other emergency situations, please adhere to the following procedure: If for any reason you are to evacuate your apartment, all students are to meet in the Residence Apartment complex parking lot in the corner furthest away from the halls and wait for further instruction from Residence and Student Life Staff, Emergency personnel or DCC Administrators. Gathering in the furthest corner will allow for easy access to the Residence Halls for Emergency personnel without having to avoid residents in the parking lot.

Fire

When the fire alarm sounds, smoke detectors sound, or College Personnel knock on apartment doors for a fire or fire drill, leave the apartment immediately and gather at one of the two designated areas outside. (Main Campus Parking Lot or the Northeast corner of the housing complex parking lot) The Residence

and Student Life Staff will notify the Vice President of Academic and Student Affairs, if necessary. Please expect a minimum of one unannounced fire drill during each semester.

Fire Protection Equipment

Planned fire drills will be conducted periodically for the safety of the residents.

All fire alarms are to be considered a real emergency. If someone fails to follow protocol for a fire drill, they can be fined \$25 for failing to exit their rooms. Fire extinguishers are located in each residence apartment for emergency use only. If you have to use your fire extinguisher, please contact Residence and Student Life Staff immediately after use. Any person who tampers with or handles any part of the firefighting equipment other than for legitimate fire protection will be fined \$500.00. All members of a group will be charged for damages resulting from group action. Charges will be made to the occupants of that area if the responsible party is not identified. In addition to the College's policy regarding false fire alarms, a full investigation may be performed by the fire department officials as they deem necessary.

Medical Emergency

Great care has been taken to provide a safe and secure living environment for residents and guests. However, Dawson Community College does not assume the responsibility for payment of medical costs which may be incurred as a result of accidental injury or illness occurring amongst residents. Dawson Community College staff reserves the right to request medical assistance, including an ambulance, should it be deemed necessary. It is college policy that college employees including RAs do not transport injured or sick individuals. Medical care personnel will be instructed to bill the cost of their service to the student.

Severe Weather

In the event of threatening weather, students will be notified by the emergency management system utilized by Dawson Community College.

TITLE IX INFORMATION & RELATED INFORMATION

Dawson Community College does not discriminate on the basis of creed, race, religion, gender, national origin, age, disability, veteran status, genetic information, pregnancy status, marital status, gender identity or expression, or sexual orientation with respect to access, employment, programs, or services.

The College is in compliance with Executive Order 11246; Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972; Title IX regulation Implementing Educational Amendments of 1972; Section 504, Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; the 1991 Civil Rights Act; the Age Discrimination in Employment Act of 1967, as amended; the Vietnam Era Veterans' Readjustment Assistance Act of 1974; Title 49, the Montana Human Rights Act; and all other federal, state, and college rules, laws, regulations and policies.

- Title IX of the Education Amendments of 1972 is a federal civil rights law that prohibits discrimination on the basis of sex in education programs and activities.
- The law specifically states "No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving federal financial assistance."
- DCC is committed to providing you with the tools needed to report and prevent sexual harassment.

- DCC is committed to ensuring you know what to do if you have been harassed or if you become aware of an act of sexual harassment or sexual violence.
- DCC is committed to taking measures to protect members of the campus community who have been unlawfully harassed.

Inquiries or complaints concerning these matters should be brought to the attention of Josh Engle, Title IX Coordinator, 300 College Drive, Glendive, MT 59330. Telephone: (406) 377-9491. Email: jengle@dawson.edu. Office: Main Building.

Threats or Other Emergency Situations

If a residence apartment must be evacuated, students will be instructed to report to the parking lot unless given different instructions from Emergency Responders or DCC staff.

Dialing EMERGENCY SERVICES: Dial - 911

COVID-19

DCC and the Residence Life Department will make and adjust any procedures, policies, rules and any changes they deem needed to be flexible to the changing impact of the Global COVID-19 pandemic. DCC Healthy Fall 2020 Guide is an additional DCC resource to gain further information.

This Residence Life Manual does not attempt to define every acceptable/unacceptable form of behavior and that in situations not covered by specific policies, Residents are expected to use common sense, good judgment, and conduct themselves in a mature and responsible manner at all times and that failure to do so can result in fines, community service, and/or eviction. To make the most of the campus experience, respect, cooperation, and consideration for the rights of others are essential, and it is equally important not to infringe on another's rights or allow anyone's rights to be infringed upon.

ATTACHMENTS

RECOMMENDED FINES (DCC HOUSING RESERVES THE RIGHT TO CHANGE OR DEVIATE FROM THE RECOMMENDATIONS. DAMAGED OR BROKEN REPLACEMENTS CAN CHANGE BASED ON THE CURRENT MARKET PRICE.)

1. Replace Room or Mail Key - \$50 Each Key
2. Illegal Transfer of Room or Mail Key - \$75 Each Key
3. Damaged or Removing Window Screens - \$50
4. Throwing Trash from Windows - \$50 and 5 hours of trash pick up
5. Damaged Bed Frame - \$100 to \$500
6. Damaged Mattress - \$150
7. Stained Mattress - \$50
8. Damaged Door - \$400 to \$1000 and/or price of replacement
9. Damaged Peep Hole in Door - \$25
10. Damaged Desk - \$100 and/or Replacement Cost
11. Damaged Window Blinds - \$25
12. Damaged or Missing Desk Chair - \$25 and/or Replacement Cost
13. Broken Wardrobe - \$100 and/or Replacement Cost
14. Mirror Missing from Wardrobe - \$25
15. Damaged Towel Bars - \$25
16. Damaged Toilet Paper Holder - \$25
17. Damaged Internet Connections - \$25
18. Damaged or Broken Switch Plate Covers - \$25
19. Holes in Wall - \$100 or more, Maintenance Evaluates
20. Dirty Walls - \$25
21. Nail Holes in Walls - \$25
22. Damage to Countertops - \$25 or Replacement Cost
23. Dirty Room Fine during semester - \$25 must be cleaned within 24 Hours
24. Animal Fine - \$100
25. Each Additional Day Animal Remains on Campus - \$50
26. Improper Check-Out - \$250
27. Any Fire Hazard - \$50
28. Noise Violation (1st Offense) - Warning
29. Noise Violation (2nd Offense) - \$50
30. Noise Violation (3rd Offense) - \$100 Possible Eviction
31. Dismantling Smoke Detectors - \$50 Possible Eviction
32. Tobacco/Nicotine use - \$50
33. Use/Possession Illegal Drugs - \$100 fine minimum and Possible Eviction
34. Pulling Fire Alarm - \$200 and Possible Eviction
35. Discharging Fire Extinguishers - \$500 Possible Eviction
36. Propping Doors Open - \$200
37. Tampering with Cameras - \$500 fine minimum and Possible Eviction
38. Chemicals, Explosives, Weapons - \$50-\$200+ Possible Eviction
39. Visitors not Checked-In (1st Offense) - \$50
40. Visitors not Checked-In (2nd Offense) - \$75 Possible Loss of Guest Privileges
41. Alcohol or Marijuana Possession (1st Offense) - \$50 + education class
42. Alcohol or Marijuana Possession (2nd Offense) - \$75 + education class
43. Alcohol or Marijuana Possession (3rd Offense) - \$100 + education class + Possible Eviction
44. Tampering with I.T. equipment in dorms - \$100 minimum

What to Bring to Campus

Welcome to DCC! We hope your stay on campus will be an integral and memorable part of your college experience.

Bedroom

- Alarm clock
- Hangers
- Pillow
- Bed linens (extra long Twin 80" length)
- Mattress Pad
- Lamp

Bathroom

- Bath & Hand towels
- Bath/Shower Mat
- Shower Curtain
- Toilet Paper
- Hair Dryer
- Toothbrush holder (and toothbrush!)
- Toiletries
- Hand and Bath Soap

Living Room

- TV/ TV stand
- Gaming consoles
- DVD/Bluray Player
- TV/ TV stand
- Small Sofa and Chairs
- 1 Portable (not window) Air Conditioner is allowed

Kitchen

- Microwave (1000 watts or less)
- Kitchen utensils
- Dishes
- Cups/glasses
- Silverware
- Pots, pans, baking sheets
- Measuring cups/spoons
- Mixing bowls
- Cutting board & knives
- Oven mitt/Hot pads
- Dish rack
- Can opener
- Hand/dish towels
- Tin foil, plastic wrap, plastic bags
- Trash bags
- Trash Can
- Spices
- Small appliances (toaster, coffee maker, tea pot, blender)
- Paper Towels
- Plastic Containers with Lids
- Scour Pads

Cleaning

- Toilet Brush
- Plunger
- Floor/Glass/Bath and Toilet Bowl Cleaner
- Sponges/Rags
- Dust mop
- Broom & dust pan
- Vacuum & bags
- Laundry Detergent
- Laundry Basket
- 2 rolls of quarters for doing laundry (\$1 to wash and \$1 to dry)
- Dryer sheets/ Fabric Softener
- Dish Soap

Misc

- Headphones
- First Aid Kit
- Wall Clock
- Iron/ Iron board
- Fan
- Power surge protector (16 gauge)
- Flashlight & batteries
- Scissors
- Sticky Putty
- Decor Soap/Shampoo

To help get you started, the following are provided in each apartment:

- ✓ Wireless high-speed internet access & Ethernet Port
- ✓ Twin Extra Long bed & mattress
- ✓ Wardrobe or closet
- ✓ Desks with chairs
- ✓ Smoke detectors
- ✓ window blinds

What not to bring to campus:

- Animals
- Window Air Conditioners
- Candles and open flame devices
- Ceiling fans
- Cut trees
- Dry ice
- Kegs - Empty or filled
- Flammable / toxic fluids, chemicals or gases
- Halogen lights/lamps
- Hot tubs
- Satellite dishes
- Waterbeds
- Alcohol/Marijuana
- Fireworks
- Extension cords

At Dawson Community College, we encourage potential roommates living in on-campus Residence Hall to take the time to get to know one another and develop communication strategies early in the semester. The following roommate agreement will help all parties in the shared space understand expectations and will assist the Residence and Student Life Staff in the event that mediation may become necessary.

Roommate Bill of Rights*

As a resident at Dawson Community College, I have...

- *The right to read and study free from undue interference in my room.*
- *The right to sleep without undue disturbance from noise.*
- *The right that a roommate respects my personal belongings.*
- *The right to a clean and healthy environment in which to live.*
- *The right to be free from fear of intimidation, physical and/or emotional harm.*
- *The right to full access of my room and facilities without pressure from a roommate including “unit-shared” appliances.*
- *The right to host visitors with the expectation that the visitors will respect the rights of the host’s roommate(s), other facility residents and the DCC guest policy and the right to ask a visitor or guest to leave for violating any of the above rights.*
- *If conflicts arise, speak with your roommate(s) first. Talk a problem through before it becomes a major conflict. If this step is not successful, ask your RA for assistance, and follow DCC conflict resolution policies.*

Get to know your roommate!

	Roommate A	Roommate B	Roommate C	Roommate D
Roommate Name				
I usually go to bed by...				
I usually wake up around...				
I like to study at this time...				
I do not mind studying with guests in the room... Yes or No?				
Other things to know about me...				



Roommates generally will each bring personal belongings into a residence. Sometimes, belongings that exist in common areas can be shared between roommates, but it's best if that is understood up front. Below are a list of personal items that may or may not be shared between roommates along with the roommates preferences for sharing.

Item	Roommate A <i>Share?</i> <i>Yes or No</i>	Roommate B <i>Share?</i> <i>Yes or No</i>	Roommate C <i>Share?</i> <i>Yes or No</i>	Roommate D <i>Share?</i> <i>Yes or No</i>
TV				
Gaming System				
Phone/Cell Phone				
Computer				
Printer				
Clothes				
Personal Care Items (lotion, soap, hair dryer, etc.)				
Food				
Other (specify)				
Other (specify)				
Other (specify)				

Roommates should expect to take care of their own personal spaces and items. This includes keeping bedroom spaces in order and any items in common spaces and doing your own dishes and laundry. For general cleaning tasks, it is best to come up with a chore list or schedule so every roommate contributes fairly. You might change this weekly, monthly or per semester.

Task	Which Roommate is Responsible	Frequency (i.e. weekly, on Saturdays, etc.)
Vacuuming		
Trash Removal		
Cleaning bathroom		
Cleaning kitchen		
Other		
Other		

Guests are allowed in residences per DCC policy, but the details of guest interaction should be agreed up between roommates. Here are a few guidelines:

Roommate A <i>Agree? Yes or No</i>	Roommate B <i>Agree? Yes or No</i>	Roommate C <i>Agree? Yes or No</i>	Roommate D <i>Agree? Yes or No</i>
--	--	--	--

I am okay with overnight guests.				
I would like to be notified how long in advance if my roommate wants to have an overnight guests?				
If I am not present, I am okay with guests using my bed with prior permission				
Other:				
Other:				

To Have a Good Roommate Each Person Must Also Be One

1. Be willing to share common ground and be prepared to recognize the needs of another person. To avoid future problems, preferences and priorities should be agreed upon in advance.
2. Rooming together on common ground does not imply everything is common property. Each roommate has an obligation to respect and protect the personal possessions of the other person.
3. Decisions must be reached as to what are and are not acceptable living patterns and standards of cleanliness. Roommates must keep in mind that successfully living together is a give-and-take relationship. Expect and be willing to make a few concessions.
4. Spend time with roommates/suitemates outside the unit. Simple things such as sitting together at a school event or watching TV in the lobby can strengthen relationships. Do things each roommate enjoys, like going to campus events, movies, or working out. These types of activities can make living together more enjoyable.
5. Make every effort to get to know roommates/suitemates. Find a common ground for conversation such as sports, families, music, jobs, academic or career goals, social likes and dislikes, or anything each roommate enjoys talking about. The better each roommate knows one another, the easier it will be to build and maintain new relationships. Please remember that roommates do not need to be each other's best friend to be good roommates.

Conflict Resolution

If you have trouble with your roommate, here are the recommended steps for resolution:

1. Ask your roommate to stop undesired behavior, see if there is a compromise.
2. If behavior does not stop, contact your RA
If behavior persists after RA involvement you should work with the RA and contact a Residence and Student Life Professional Staff member to mediate or arbitrate a solution.

Roommate Agreement For:

Hall _____ Apartment # _____

Roommate A Printed Name: _____

Signature: _____ Date: _____

Roommate B Printed Name: _____

Signature: _____ Date: _____

Roommate C Printed Name: _____

Signature: _____ Date: _____

Roommate D Printed Name: _____

Signature: _____ Date: _____

Roommate E Printed Name: _____

Signature: _____ Date: _____

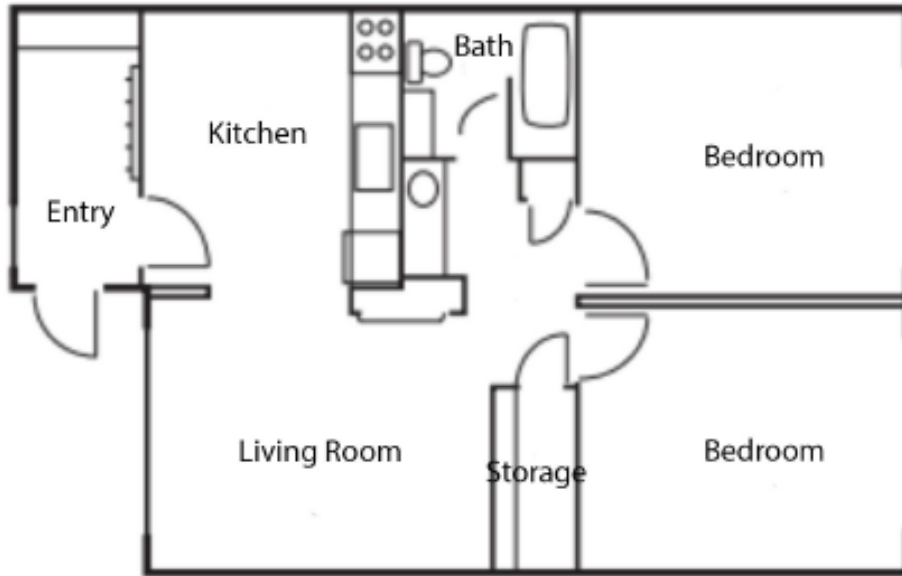
Roommate F Printed Name: _____

Signature: _____ Date: _____

Complete **TOGETHER** as a room and turn in by the end of the second week of school.

Apartment Layouts

Brueberg and Gibson Apartment Layout



Kettner Apartment Layout

