



# Residence Life Handbook

2023-2024



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# Residence Life General Info

## **EMERGENCIES**

In case of illness or injury the following are various suggestions:

1. Let your roommates know.
2. Call 911.
3. Contact your parents.
4. Make a doctor's appointment.
5. Contact Security at 785-243-6646.
6. Contact your RA.
7. Contact the North Central Kansas Medical Center  
Monday-Friday  
785-243-1234
8. Contact the Residence Life Office at 785-243-1435,  
ext. 268 (8 a.m. - 5 p.m.)

## **FIRE**

For small fires, use the fire extinguishers. Do not throw or pour water on a grease fire. Do not attempt to remove burning skillets or pans from the room. Use the fire extinguisher. For large fires, contact 911. Leave and stay away from the building.

Misuse and tampering with extinguishers and smoke detectors is strictly prohibited. Violators will be fined and may be subject to disciplinary action. If the fire extinguisher is used, please notify Maintenance so the extinguisher can be recharged.

## **FOOD SERVICE**

Campus Food Service is provided by Consolidated Management in the T-Bird Cafe. Each resident receives three meals per day Monday through Friday and one meal on Saturday and Sunday. CCCC ID is required for all students accessing the meal plan. The cafeteria provides an all-you-can eat food service during the posted serving times. All food and drink must be consumed in the cafeteria. No food or drinks are to be taken from the cafeteria. Appropriate behavior in the dining area is expected of all students.

### **Hours Monday - Friday:**

**Breakfast** ..... 7:00 am to 9:30 am  
**Lunch** ..... 10:45 am to 1:30 pm  
**Dinner** ..... 5:00 pm to 7:30 pm

### **Hours Saturday & Sunday**

11:00 am to 1:00 pm

## **HEALTH SERVICES**

*North Central Kansas Medical Center*  
Initial visit is free by showing a Cloud ID  
155 College Drive - 785-243-1234

*Cloud County Health Department*  
910 W. 11th Street - 785-243-8140

*Mental Health Counseling*  
CCCC Therapist - Aubrey Anderson  
785-243-1435 ext. 261 - UG308 (upper gym)

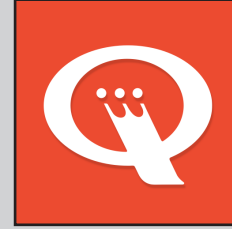
*BetterMynd Online Counseling Services*  
[www.bettermynd.com](http://www.bettermynd.com) - CCCC Students can  
register for free by using their TBird email.

\*Students must be 18 or older to use this service.

## **LAUNDRY**

Laundry machines are located at the north end of the apartment grounds and in the first floor common room of Thunder Heights. The facilities are available 24/7. To use the machines, follow the instructions below. If there is a problem with the machines, please call the number on the front of the machine and report the issue. Refunds are issued in the Auxiliary Services office.

1. Download The Speed Queen App
2. Create an account (use Cloud email)
3. Add Cloud's location pin: CCCC01
4. Locate laundry room (Thunder Heights or TBird Village)
5. Use a credit or debit card to add funds to your account



## **NON-TRADITIONAL STUDENTS**

The policies and programming for the college apartment residents are designed to meet the needs of the traditional age college student and international students who are away from home. For these reasons, the college housing is not considered an appropriate setting for students over the age of 24.

## **PERSONAL PROPERTY/RENTERS INSURANCE**

CCCC does not carry insurance on personal property, and students away from home are not always covered by their parents' policies. The college recommends obtaining a separate renter's insurance or add it to an existing policy. Personal property will not be stored during summer vacation. All personal property must be removed at the end of the school year. Any property left by any student will become the property of Residence Life and disposed of accordingly.

## **SEVERE WEATHER**

If severe weather threatens, please stay tuned to local radio stations, TV or weather app for the latest local weather updates. A tornado siren is located to the north of T-Bird Village. If it is activated, find the closest shelter for safety. Stay away from the windows and shield face from flying debris. Bathrooms and closets can provide additional protection. Stay in the shelter until notified by a college or law enforcement official. If on the main campus, locate assigned shelter areas that are posted.

### BUILDING

Buildings 1, 2, 3 .....  
Buildings 4, 5, 6, 7, 9, 10, 11, 12, & 13 .....  
Building 14 .....  
Building 15 .....  
LaBarge Honor's House.....  
Thunder Heights .....

### Designated STORM SHELTER

Bottom Apartments of Buildings 12 and 13  
Bottom Apartments  
Basement  
Bottom rooms facing west  
Bottom of Building 9  
1st Floor commons room with storm shutters lowered

*During winter weather, College Drive,  
11<sup>th</sup> Street and Republican Street are  
Emergency Snow Routes.*

**NO PARKING IS ALLOWED!**

# important numbers

RA On Call.....	785-275-2012
Monday - Sunday 7pm-7am	
Campus Security.....	785-243-6646
Suicide & Crisis Lifeline.....	988
Housing Maintenance.....	Cell: 785-275-2012
Monday - Friday 7am-4pm	
Coordinator of Residence Life .....	785-243-1435, ext. 268
reslife@cloud.edu	
Kade Wallace .....	785-243-1435, ext. 371
Residence Life Assistant - kade.wallace@cloud.edu	
Cloud County Community College .....	785-243-1435
Emergencies .....	911
North Central Kansas Medical Center.....	785-243-4272
Fire Department .....	785-243-4411
Police Department.....	785-243-3131

# Residence Life Policies

## **ALCOHOL**

Possession, use, or knowingly in the presence of alcoholic beverages by any person of any age in the Residence Life facilities and grounds, including parking lots, is not allowed and will be subject to disciplinary action. All students that are in the room at the time of a violation are subject to disciplinary action. This is in compliance with Cloud County Community College policy.

CCCC Security Officers are equipped with a BAC S30 Alcohol Detector. If a security officer feels concerned by the level of intoxication, students may be asked to submit to a breath test to determine if the level of intoxication is deemed at a dangerous level. See page 14 for sanctions related to an alcohol violation.

## **BREAKS**

A Resident Assistant (RA) will contact residents before long breaks to see what days the residents will stay on campus throughout the break. The Office of Residence Life needs to know if the apartment is occupied as minor repairs are done at this time.

## **BULLYING, DISCRIMINATION, OR HARASSMENT**

No student shall engage in bullying, discrimination, or harassment of another student, staff, faculty member, or visitor. Harassment is prohibited based on race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, or veteran status or other factors which cannot be lawfully considered, to the extent specified by applicable federal and state laws. Any action or situation created recklessly or intentionally by an individual or organization to produce mental or physical discomfort, embarrassment, or ridicule to any student or prospective student, staff, faculty, or visitor will not be tolerated. This includes the use of electronic media to perform such acts.

## **CHECK OUT PROCEDURES**

A resident is not officially checked out of housing unless the following steps have been accomplished:

1. Schedule a checkout time with an RA. Residents will be notified during the first week of May that they need to sign up for a check out time.
2. Residents must be present at check out. Please plan accordingly. If residents are not present during their check out, they may be charged an improper check-out fee plus any cleaning or damage fees.
3. A check out sheet will be used to assess any damages or cleaning that needs to be done. This will be a preliminary check out with the final inspection taking place the week following graduation by the Maintenance team.
4. Assessed damage will be charged to the student's account.
5. The resident's keys must be checked in to an RA in order to complete the check out process. If a resident does not turn in their keys, they will be charged for re-keying and replacement.
6. Unpaid charges will result in a hold on the resident's student account which includes grades and transcripts.

## **CLASS ATTENDANCE**

Students living on campus who are not attending classes and/or failing all courses may be asked to vacate. Passing grades in solely activity and/or PE credits will not permit a student to remain in campus housing.

## **CONDUCT**

Any resident, who intentionally commits, attempts to commit or incites and/or aids others in committing any of the acts listed in this handbook and/or in the Student Code of Conduct will be subjected to disciplinary action.

## **CONTRACT-ORIGINAL/SUPPLEMENTAL**

It is the intent of Cloud County Community College to uphold the original contract (see pages 16-17 for the current year's contract) for reservations in campus housing.

If a resident checks out anytime during the year they must complete the following:

1. The resident must fill out and sign a supplemental form in the Residence Life Office.
2. The resident must personally check-in their own key.
3. The resident must communicate with the Residence Life Office to assure that the resident's financial responsibilities are in order.
4. If a resident cancels their contract between the first day of classes and the 10th day of classes they will be charged a flat fee of \$350. A resident who cancels their contract after the 10th day of classes will be required to pay the full amount of their semester fee AND is obligated to 50% of the remainder of their spring contract (unless the student graduates, transfers, or completes a total withdraw from all classes).
5. The resident must vacate an assigned space within 48 hours after their contract termination or as directed by Residence Life personnel.
6. If a resident is removed from Residence Life for disciplinary reasons they are obligated to pay 100% of the remainder of their contractual obligation.

## **DAMAGES**

Each resident is responsible for all college owned furnishings in their assigned apartment/room/building. Residents may be billed for unclean rooms/common areas, trash left in or around buildings, damages, and items left in buildings.

## **DISTURBING THE ENVIRONMENT**

Engaging in conduct that a reasonable person would believe to be violent, abusive, indecent, obscene, profane, unreasonably loud, or disorderly may lead to additional sanctions through Residence Life and/or the Vice President of Student Services.

## **DRUGS**

Use, possession and selling of illegal drugs and/or paraphernalia are violations of state and federal laws; thus, they are not permitted on campus, which includes parking lots and all campus buildings and property. In the case that drugs are suspected in Campus Housing, Security or a housing professional will search the room and contact police. Other tools such as a drug dog and a D.R.E. Certified Officer may be used. Students in violation will be subject to the conduct sanctions listed on page 14.

## **ELECTRICAL APPLIANCES**

Due to the local fire code, as well as the limits of wiring systems in housing, there are restrictions on the kinds of appliances that are allowed. Refrigerators, microwaves and fans must be plugged directly into the wall socket. Power strips with surge protectors can be used for other items.

The following are approved for use in campus housing: air fryers, popcorn poppers, irons (when used with a regulation iron board), coffee pots, approved refrigerators, fans, stereos, heating pads, electric blankets, clocks, hair dryers, radios, TV's, and small microwave ovens.

## **FIREARMS AND WEAPONS**

Cloud County Community College prohibits the possession or use of firearms, explosives, or other weapons on any college campus, with certain limited exceptions, which include the use of weapons as part of approved college programs, use of weapons by law enforcement personnel, and the lawful concealed carrying of handguns. This policy is in accordance with Kansas Board of Regents ("Board") policy and state law K.S.A. 75-7c01, et seq. This policy shall apply to all persons entering any college facility or leased facility, including students, employees, and campus visitors. See Cloud County Community College board policy F12 for further procedures.

Although not a requirement, Cloud County Community College strongly encourages any individual who chooses to carry a concealed handgun on campus to obtain training from a Kansas certified licensed-to-carry instructor.

## **GREASE**

Please dispose of cooking grease safely and in an environmentally friendly way. A safe way to dispose of grease is to let it cool and pour it into a tin can then put the grease and can in the dumpster. Never handle hot grease. Also remember to never pour water on a grease fire. Use flour or a fire extinguisher.

**DO NOT pour grease outside, on the side of buildings,  
or down drains!**

## **GUESTS**

There will be no overnight guests of the opposite gender allowed in the campus housing. There are to be no guest under the age of 18 on campus unless accompanied by a parent or legal guardian.

If a resident plans to have overnight guests or family members stay overnight, that resident should see the Residence Life office in advance of that night. Any student found permitting a guest to reside in campus housing without permission from the Residence Life office may be assessed an additional rent charge and the guest will be removed from housing. Each student is responsible for the actions of all guests that visit their apartments. Damages caused by a guest will be billed to the student resident.

## **VISITATION HOURS:**

*Sunday - Thursday until 11pm*

*Friday and Saturday until 1am*

## **HEALTH AND SAFETY CHECKS**

Housing staff and maintenance will enter every room/apartment once a month for Health and Safety Checks. They will look for overall cleanliness and safety. Dates of these checks are provided at the beginning of the academic year.

## **IMMUNIZATIONS**

Students must provide proof, in English, of vaccination for Meningitis. This record can be a copy from the health department, previous high school, or doctor's office. If a resident does not have proof of vaccination or are not willing to receive the vaccination, that student will be required to sign a waiver.

## **ITEM CHECKOUT**

The Office of Residence Life has BBQ grills, corn hole boards, spike ball, and hammocks that are available for residents to checkout. Housing students can check out these items at the Residence Life Office.

## **INTERNET**

The service is free to housing residents. Downloading copyrighted material is prohibited and can lead to loss of internet privilege and/or charges added to the student's account. The WiFi password in campus housing is: thunderbirds



## **KEYS**

Each student is issued room and mailbox keys. If a key is lost or stolen, the student should contact the Coordinator of Residence Life immediately and request a new key. The student will be assessed a charge of \$50 per key, if the keys are found and returned the charge will be removed from the student's account. If a key is broken, the student must take all pieces of the key to the Office of Residence Life and the key will be replaced free of charge.

## **MAIL**

Mailboxes for housing resident are located in the Student Union. Mail will be placed in the mailboxes on weekdays only. Each student is issued a key to their mailbox. Residents should check their mailbox regularly. If a student receives a package too large to fit in the mailbox, they will receive a notification through email that the package can be picked up at the Information Center.

## **YOUR Address:**

(First Name) (Last Name)

2221 Campus Drive

Building (#) Apartment (#)

Concordia, KS 66901

## **MOVING FURNITURE**

Room furnishing may not be removed or traded. Furniture from apartments/rooms are not permitted outside. The campus provided bed should remain in the bedrooms. Do not move them to other parts of housing. All residents should plan to use the twin size bed that is provided.

## **NON-DISCRIMINATION POLICY**

Cloud County Community College does not discriminate in admission to, access to, treatment of, or employment in its services, programs, or activities on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, veteran status.

## **NOXIOUS ODORS**

A noxious odor is ANY aroma of such intensity that it becomes apparent to others. Any odor may become noxious or offensive when it is too strong. Some examples are: Cigarette, marijuana, cigar or pipe smoke, perfume, air freshener or large amounts of dirty laundry or poor hygiene.

## **PARKING**

Campus housing parking lots are provided for students who live on campus (permits provided on move-in day or through the Residence Life office). These permits are valid ONLY in the Campus Housing Parking lots. Campus residents are not allowed to park in any of the other college parking lots.

It is highly advisable to remove valuables from car interiors and to lock cars. The college is not liable for theft or vandalism to vehicles, although officials will assist residents through security measures to protect their private property. If a vehicle is found in a restricted or reserved parking area, the owner will be subject to all CCCC vehicle rules and regulations.

## **PEST CONTROL**

The Residence Life Office must be informed of any situation to insure proper steps toward treatment are taken. Pests such as bed bugs require much different treatments for extermination, so informing the Residence Life Office immediately is very important. Cloud contracts with a company to spray each building monthly for common pests.

## **PROBATION/SUSPENSION/NON-GRATIS**

Any student who violates the policies of housing or the college will be subjected to the penalties established by the Student Code of Conduct and the Residence Life Handbook. The Residence Life Coordinator maintains the right to ban persons from any campus housing unit and/or grounds. Persons who violate this ban will be subject to legal action.

Housing Probation may be given to a student as part of their sancion. Housing Probation is a period of time (determined by the Coordinador) during which the privilege of living in housing is conditional.

## **PROHIBITED ITEMS**

The list below may be adjusted by the Coordinator of Residence Life or their designee at any time. A resident may be asked to remove other items for the health and safety of others.

- Self installed A/C
- Dartboards
- Instapots/pressure cookers
- Extension Cords
- Firearms and Weapons
- Incense/Candles/Plugin Air Refreshners/Wax Warmers
- Lithium Ion Powered Devices
- Tobacco

**Quiet Hours** 10:30 p.m. until 10 a.m. Sunday - Thursday.

## **RIGHT TO APPEAL**

Student's have the right to appeal any disciplinary decision. This process is explained in the Student Code of Conduct which can be found online at [www.cloud.edu/students/code-of-conduct/](http://www.cloud.edu/students/code-of-conduct/)

## **ROOM CHANGES**

Residents who experience difficulty with one or more of their roommates, should speak with their RA or the Residence Life Office. Many times, a mediator can help work out problems with roommates. After the first 20 days of classes, residents can request a room change through the Residence Life Office after trying to resolve any differences. If there are no empty spaces in housing, roommate trading may be an option. The Residence Life Office must approve all room changes and roommate trading. Paperwork must be completed before switches can be made. Students are responsible for following all procedures for room changes/trading.

## **ROOM ENTRY BY STAFF**

The college reserves the right for authorized personnel to enter student rooms periodically in an emergency, for maintenance purposes, at the completion of a semester to maintain property, to ensure the health and safety of residents and facility, and for any other legally permissible interest of the College.

## **ROOMMATES**

Communication is key to getting along with roommates. Residents can't discover who their roommates are unless they talk to one another. It is advised that roommates take time right after move in to sit down and get to know each other.

It is advised that roommates talk through the following potential issues:

- Study time in the room - Visitation and guests - Bathroom schedule - Cleaning schedule - Use of a speaker and TV
- Food in the room - Use of each other's personal property - Space for clothes, luggage and storage

**Roommates should be flexible, assertive, and communicate needs.  
Everyone comes from different backgrounds and cultures.  
Remember to be respectful of everyone.**

## **SECURITY ANNUAL REPORT**

A free copy of Cloud County Community College's Annual Security Report can be obtained by contacting the Director of Auxiliary Services or by accessing the following website: <https://www.cloud.edu/students/safety/annual-security-report/>

This report includes statistics for the previous three years concerning reported crimes that occurred on campus, in certain off-campus buildings, on property owned or controlled by Cloud County Community College, and on public property within or immediately adjacent to and accessible from the campus. It also includes institutional policies concerning campus security and safety.

## **SERVICE/ASSISTANCE ANIMALS**

Cloud County Community College is committed to compliance with state and federal laws regarding individuals with disabilities. There are two types of assistance animals: (1) service animals and (2) support animals. Specific rules apply to these two categories, as discussed below.

A service animal means any animal that is trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability. Colleges and universities must allow people with disabilities to bring their service animals into all areas of the facility that are open to the public or to students. A service animal must be under the control of its handler and the service animal must be harnessed, leashed, or tethered, unless the individual's disability prevents using these devices or these devices interfere with the service animal's safe, effective performance of tasks.

Support animals are intended to provide support for mental and emotional disabilities through companionship. In contrast to service animals, support animals have more limited access rights than service animals and must remain in the student's personal residence. Support animals cannot be brought to public spaces such as classrooms and other common areas. When the animal is outside, it must be in an animal carrier or restricted by leash or harness. Support animals are not allowed in the student's personal residence until the student completes the request process and the animal is approved.

## **pets are not considered service or assistance animals and are not allowed in campus housing.**

Students with a disability who require a support animal should submit a request for accommodation to the Director of Student Accessibility and Mental Health Services.

## **SEXUAL RESPECT & TITLE IX HARASSMENT POLICY AND COMPLAINT PROCEDURE**

Cloud County Community College expects ALL administration, faculty, staff and students to behave in a manner that supports a positive educational environment for all. Cloud County Community College prohibits any form of harassment based on racial, religious, sexual, national origin, age, disability and/ or any other status protected by federal, state, or local law. Cloud County Community College also prohibits any type of retaliation against any participant in an investigation of harassment. These prohibitions also apply to Cloud County Community College Trustees, agents, volunteers, contractors, or persons subject to the supervision and control of Cloud County Community College.

## **Gender-Based Harassment and Violence Policy**

Members of Cloud County Community College, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment includes sexual assault, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to the attention of the Vice President of Student Services, and a respondent or a complainant is found to have violated this policy, serious sanctions will be used to make sure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

## **Reduce the risk of being accused of sexual misconduct:**

- Clearly communicate intentions to all sexual partners.
- Understand and respect personal boundaries.
- DON'T MAKE ASSUMPTIONS about consent; if there are any questions or it is unsure then NO consent has been given.
- Mixed messages from a sexual partner is a clear indication to stop.
- Don't take advantage of someone's drunkenness or drugged state, even if they did it to themselves.
- Realize that potential partners could be intimidated or fearful.
- Understand that consent to some form of sexual behavior does not imply consent to any other forms of sexual behavior.
- Silence and passivity CANNOT be interpreted as consent.
- Pay attention to verbal and non-verbal communication and body language.

Vice President of Student Services – Brandt Hutchinson

Cloud County Community College

(785) 243-1435 • brandt.hutchinson@cloud.edu

For more information please visit: <https://www.cloud.edu/students/code-of-conduct/title-ix-and-sexual-respect>

## **Registered sex offenders Enrolled at cloud**

Any individual considered a sex offender by the federal or state judicial system is required to register this status with the College when they are enrolled. Failure to register with the College will subject the student to disciplinary action which may include probation, suspension or expulsion from school. A copy of the documentation is kept with the Vice President for Student Services. Any faculty member, activity sponsor or the Coordinator of Residence Life who has a registered sex offender enrolled in their classes, residence halls, or activities will be confidentially notified. This information will not be released from the faculty, activity sponsor or Coordinator of Residence Life to anyone. Should faculty members or activity sponsors have any questions about the student, they should contact the Vice President of Student Services. A list of registered sex offenders in a community is kept on file with the local police department. The website address for Registered Sex Offenders in Kansas is <https://www.accesskansas.org/registered-offender/index.html> (Rev. 7/07)

## **SOLICITATION**

The conducting of any enterprise for personal profit is prohibited. Door-to-door solicitation for any purpose is prohibited. Parties held in order to sell merchandise are prohibited. This includes but is not limited to Mary Kay, Scentsy, Pampered Chef, or Tupperware. Businesses may not put fliers or information on vehicles parked on campus. Private businesses may contact residents through phone or personally addressed mail. Please report any solicitation to Campus Security.

## **STUDENT CODE OF CONDUCT**

Students enrolling at Cloud County Community College are expected to conduct themselves as responsible individuals. Students are subject to the jurisdiction of the College during their period of enrollment. No student shall violate any published regulation of the Student Code of Conduct adopted or approved by the Cloud County Community College Board of Trustees. Additionally, no student shall (a.) violate federal or state law or local ordinance, (b.) aid or abet any other violation of federal law, state law, local ordinance, or the Student Code of Conduct, (c.) violate any other CCCC policy. The College reserves the right to take disciplinary action, including suspension or expulsion, against those students who, in the finding of the College administration, have not acted in the best interest of other students, faculty, staff, or the College as a whole.

## **SIGNS/POSTERS**

Do NOT use nails, tacks, push pins, or duct tape to decorate the walls or the ceiling.

Do NOT nail or place anything on or in the ceiling. Heating elements are located in the ceiling. Repairing these damaged elements is very costly. Any picture or sign that could be considered objectionable (this includes alcohol posters or signs) should not be visible from outside of the apartment.

**The Residence Life office suggests the use of blue painter's tape or cream colored sticky tack to decorate rooms.**

## **SOCIAL NETWORKING SITES**

The Residence Life Office reserves the right to take disciplinary action against students that have photos and/or videos online that depict policy violations taking place in Campus Housing. Photos and/or videos of such violations are proof that violations occurred and may lead to disciplinary action.

## **THEFT AND VANDALISM**

No student shall engage in the theft of or damage to property belonging to another person or the college. Residents should lock their doors. If a burglary does happen, notify the police department and Campus Security. The college is not liable for theft or vandalism of student's personal property.

## **TOBACCO**

Tobacco use is not allowed, except in outdoor areas that are a minimum of 50 feet from entrances, exits, and ventilation areas. Tobacco use is not allowed within college-owned buildings or college-leased or rented facilities, and public areas. Tobacco usage is defined as the burning, chewing, or any other method of inhaling or otherwise consuming any natural tobacco or tobacco-derived products. Tobacco use in campus housing will result in a fine.

## **TRASH**

All trash must be placed in the provided dumpsters. Dumpsters are located at the north end of the apartment complex and north of Thunder Heights. Please shut the gate after putting trash inside the dumpsters. The trashcans around campus are for loose trash, not bags of apartment trash.

## **VIDEO CAMERAS**

T-Bird Village, Thunder Heights, and parking lots are under 24/7 surveillance with security cameras. This is for the safety and security of all. The footage captured can be used in court if the need arises. Tampering with the cameras can result in a fine and possible criminal charges.

# CONDUCT SANCTIONS

## ALCOHOL VIOLATION

First Offense.....	\$150 & Safe Colleges Training
Second Offense.....	\$300 & Safe Colleges Training
Third Offense.....	Eviction with no refund
Hosting.....	\$50 split between all roommates in violation

DAMAGES - We strongly encourage students to report maintenance issues as soon as possible.

Normal wear and tear damages.....	Can be fixed at no cost.
Other damages.....	Cost of materials and outside labor

## DARTBOARD

Possession.....	\$50, plus damages
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## DRUG VIOLATION

Possession and/or use on any college owned property.....	Eviction without refund
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## EXTENSION CORD VIOLATION

First Offense.....	confiscation
Second Offense.....	\$25 & confiscation

## IMPROPER CHECK-OUT

Improper Check-Out.....	\$50
Items left in room.....	Starting at \$25
Cleaning Fee.....	Starting at \$25

## INCENSE/CANDLES/PLUG-INS/WAX WARMERS VIOLATION

First Offense.....	confiscation
Second Offense.....	\$25 & confiscation

## KEYS

Room/Mail Keys.....	\$50 per key if lost
.....	\$20 for second broken key

## NOISE VIOLATION

First Offense.....	Meeting with Coordinator
Second Offense.....	\$25

## PET VIOLATION

First Offense.....	\$100 per animal
Second Offense.....	\$200 per animal
Third Offense.....	\$300 per animal

## TOBACCO VIOLATION (chew, smoking, vaping, etc.)

First Indoor Use.....	\$50
Second Indoor Use.....	\$100

## TRASH

Trash left outside or in common areas.....	\$25 per bag
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## VIDEO CAMERAS

First Tampering.....	\$500
Second Tampering.....	\$1,000
Third Tampering.....	Eviction

Disclaimer: Other policy violations could possibly result in a fine. Depending on the severity of damage these fees may increase. Items found to be violations will be removed.

# 22-23 Residence Life Staff



First Row: Aspyn Girard, Clay Center Kansas; Bailey Rock, Abilene Kansas; Aeryn Rekward, Wamego Kansas;  
Second Row: Trinity Robbins, Clyde Kansas; Mia Manley, Eudora Kansas; Clarissa Koch, Centralia Kansas; Tahisha Thompson, Kingston Jamaica; Blaine Whipple, Kalvesta Kansas; Kade Wallace (Residence Life Assistant), Clay Center Kansas; Susan Dudley (Coordinator of Residence Life), Gothenburg Nebraska  
Third Row: Brock Wollin, Cairns Australia; Ibrahim Ameer, Florissant Missouri; John Green, Lawrence Kansas; Key'ahn Taylor, Junction City Kansas; Eric Foufoulas, British Columbia Canada

## Resident Assistants (RAs)

RAs are full-time students, selected and trained by the Residence Life Office, offer residents day-to-day living assistance. RAs are assigned to each building to help residents get connected, and any problems or concerns. One of the RA's most important role is to help you and your neighbors maintain a community environment that supports your ability to learn and succeed in college. RAs create this environment through special programs, intentional interactions, management of resources and campus leadership responsibilities. RAs are also responsible for communicating and interpreting college and Residence Life policies and regulations, and responding to a variety of situations to ensure the safety of all.

# 23-24 HOUSING CONTRACT

## This is the contract you signed when you applied for campus housing!

### *Please Note:*

Students who break their housing contract after the semester starts:

BEFORE the 10th day of classes will be charged a flat fee of \$350.

AFTER the 10th day of classes will be required to pay the full amount of their housing fee for the semester.\*

\*Students who select an all year housing contract and move off campus will be required to pay half of the spring semester housing fee unless the student graduates, transfers, or completes a total withdraw from all classes.

### *Terms of Agreement*

Cloud County Community College agrees to provide housing accommodations according to the provisions of this contract. The student agrees to abide by all terms of this contract and to remit payments according to Cloud County Community College Business Office payment schedule. Housing accommodations are rented to the student while in attendance for the specific purpose of personal residence and may not be sublet or used by resident or outside entities for any commercial purposes. This contract is not assignable or transferable.

Cloud County Community College is committed to the principle of equal opportunity in education and employment. Accordingly, the College does not discriminate on the basis of race, color, national origin, sex (including pregnancy, sexual orientation, or gender identity), religion, age, disability, or veteran status, or any other factors which cannot lawfully be considered, to the extent specified by applicable federal and state laws.

**Eligibility:** The student is required by this contract to maintain full-time enrollment of 12 credit hours with at least 6 credit hours face-to-face on the Concordia campus to reside in College housing. The policies and programming of activities for the college resident are designed to meet the needs of the traditional age college student and international students who are away from home. For these reasons, Residence Life living is not considered an appropriate setting for the students over the age of 24.

**Contract release:** After the move-in date, the student will be released from this contract, without cancellation fees, only for the following reasons.

- 1) Graduation or completion of certificate from Cloud County Community College.
- 2) Transfer to another school as a full time student (proof of transfer required).
- 3) Marriage (marriage license required).
- 4) Called for active military service duty (mobilization orders required).

All requests must be submitted in writing to Residential Life and the student must complete the checkout process after approval is received.

**Contract termination:** A student who has a housing contract for the academic year and cancels their contract between the first day of classes and the 10th day of classes will be charged a flat fee of \$350. A student who cancels their contract after the 10th day of classes will be required to pay the full amount of their semester fee AND is obligated to 50% of the remainder of their spring contract (unless the student graduates, transfers, or completes a total withdraw from all classes). A student must vacate an assigned space within 48 hours after their contract termination or as directed by Residence Life personnel. If a student is removed from the Residence Life areas for disciplinary reasons is obligated to pay 100% of the remainder of their contractual obligation.

**Cancellation fees:** Students that cancel their contracts on or before June 1 will have their \$100 application fee refunded. Students that cancel their contracts after June 1 will not be refunded their \$100 application fee.

### *COLLEGE AND STUDENT RESPONSIBILITIES*

#### *ASSIGNMENT*

**Assignments:** Are based upon the date that completed housing application and fees are received. Preferences indicated on the contract will be honored when possible. Roommate requests must be mutual.

**Catastrophic Damage:** Cloud County Community College reserves the right to terminate this contract for the following conditions: The room or residence hall becomes inhabitable due to damage or destruction caused by fire, weather, or other casualty. Should the contract be terminated, the resident will be charged room and board fees for the time occupied in residence.

**Consolidation/Re-assignment:** The right to change room assignments is reserved by the College. Reasons for room changes include: in interest of health, discipline, safety, welfare of a resident and/or other residents, to consolidate partially filled rooms, or to address room/building maintenance needs. The Residential Life Office reserves the right to reassign students.



Occupancy Deadline: Rooms must be occupied by the first day of classes. If the student is not moved in by this time and has not contacted the College with a later move in date, the space is subject to reassigning.

Priority Housing: All current students living on-campus will be given priority in reserving their room for the following fall semester.

Required Fees: Room assignments are not made until the Residence Life Office has received the \$100 application fee. The application fee holds a spot on campus.

Room Changes: Students are allowed to request a room change through the Residence Life staff. However, room changes are made based upon availability. The Residence Life staff will try to help students solve roommate issues before approving room changes.

Temporary Housing: Students assigned to temporary housing will be issued a room assignment when space is available.

### *POLICIES*

Handbook: A copy of the Cloud County Community College Residence Life handbook can be found at [www.cloud.edu](http://www.cloud.edu) before the fall semester or in the Residence Life Office.

Policy Literacy: The student is responsible for the information in the Residence Life handbook and all expectations stated therein.

### *STUDENT*

Check-In/Check-Out: An official check-in and check-out must be completed by the student with the Residence Life staff. Check-in consists of completing a room condition report and being issued keys by the Residence Life staff. A check-out consists of completing a room condition report and returning keys to the Residence Life staff. Improper completion of either check-in or check-out will result in an administrative and/or key replacement charges.

Building and Room Damage: The student will be held responsible for all damage that is beyond the expected normal wear of the facility and its furnishings. Damages to student rooms and their furnishings will be assessed to the occupant(s) responsible. Building/Apartment damages which cannot be attributed to an individual will be pro-rated among building/apartment members. The student is responsible for routine upkeep of their room.

Property Liability: Cloud County Community College will not be liable for theft, loss or damage to any property of the student including, but not limited to, loss from fire, flood, wind, or other casualty. Students and their families are encouraged to carry appropriate insurance.

### *COLLEGE*

Abandoned Property: The College will not be liable for property left in the building after the student vacates or is expected to vacate at the termination of the contract. Residents must remove all personal property and possessions from the residence halls within 48 hours of withdrawing from the College, upon termination of this contract, or after their last final exam of the spring semester. The student grants the College the right to dispose of any property left by the student after the date when the student vacates or is expected to vacate the premises as allowed by law. Said disposal may be by any means deemed appropriate by the College. Disposal charges may apply.

Right of Entry: The College reserves the right to enter student rooms when deemed necessary by authorized personnel and periodically in an emergency, for maintenance purposes, at the completion of fall semester to maintain property, to ensure the health and safety of residents and facility, and for any other legally permissible interest of the College.

Suspended Residency: The Residential Life Office reserves the right to terminate or modify the terms of this contract when the Coordinator of Residence Life, or authorized designee of the Coordinator, learns or determines that a resident has been charged or convicted of a crime or crimes against persons OR has engaged in conduct which threatens the safety and/or security of other residents OR is likely to pose a risk to the safety or security of other residents in the future.

### *Acceptance of terms*

I hereby acknowledge that I have read, understand and agree to be legally bound by the terms of this contract and the conditions stipulated on the contract; the Residence Life policies; College policies including but not limited to the CCCC Code of Conduct; and other rules, regulations and policies established by the College and Residence Life. I further understand that I am bound by all information in the Residence Life Handbook. I accept financial responsibility for the entire contract period stated herein.