2012-2013 Student Housing Staff

Professional Staff

Lori Kelley  Director of Student Housing   lkelly@highlandcc.edu
Wellness Center  Ext. 6030  Home # 442-3215

Michael Stonebarger  Campus Security Officer  security@highlandcc.edu
Security Office-north end of Heritage Hall  Cell # 785-741-2206

Douglas Melvin  Assistant Security Officer  security@highlandcc.edu
Security Office-north end of Heritage Hall  Cell # 785-741-2206

Brad Dixon  Director of Student Life   bdixon@highlandcc.edu
Wellness Center  Ext. 6028

Tyler Nordman  Assistant Director of Student Life  tnordman@highlandcc.edu
Wellness Center  Ext. 6188

Judy Fuemmeler  Administrative Assistant  jfuemmeler@highlandcc.edu
Wellness Center  Ext. 6140

Resident Assistants

Jaaron Kassanavoid  Prairie 6  Kassanavoid.Jaaron@highlandcc.edu
Ext. 6299

Cody Moore  Rubeti 4  Moore.Cody@highlandcc.edu
Ext. 6271

Megan Wanamaker  Huntington 2  Wanamaker.Megan@highlandcc.edu
Ext.6265

Aaron Wood  Cornerstone 2  Wood.Aaron@highlandcc.edu
Ext. 6210

Resident Assistant On-Call Cell Phone Number: 785-850-1377
The contents of this handbook were gathered and compiled by the Director of Student Housing for student use and information. ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE. You as a HCC resident are responsible for reading and understanding all information in this manual. You will be held accountable for knowing the information in this handbook. This manual is provided to help you enjoy your residence experience and will help you become familiar with our residence buildings, services, programs, policies, procedures, and staff as well as understand our philosophy and goals while living at Highland Community College.

Each of you must realize that you not only have certain rights as a resident, but YOU ALSO HAVE RESPONSIBILITIES. These responsibilities are what you are to realize most of all. Ask questions and seek information from professional and student residence staff, because you can have a much more enjoyable experience with proper answers to your questions. The Student Housing Office is open 7:30am-8pm Monday-Friday. The Director of Student Housing is available during the daytime hours of 7:30am – 2:30pm Monday thru Friday, and when necessary, evening hours. Campus Security is available during the evening hours and, on occasions, the daytime hours. The Resident Assistants (RAs) are student staff members who are responsible for specific areas of residents on campus and are assigned to the designations made on the Residence Life Staff page on this handbook. The RAs can take maintenance requests, answer questions about residence life on campus, assist with roommate mediation if problems arise, and also enforce all rules and regulations as detailed in this manual.

All housing at Highland Community College is apartment-style living. For the 2012 – 2013 academic year, Ellis Hall, Heritage Hall, Rubeti Hall, Cornerstone, Colony Point, Crestview, Claymont, Blue House, Scottie Place, Degginger, and Highlander are all-male facilities. Prairie Hall, Kansas, Kiltie, Hampton, Hollyoak, Huntington, Hearthford, Brown House and Sunflower Place are all-female facilities. Duplexes and Piper Hall are coed buildings. As a member of one of these buildings, your school community will consist of you, your roommates, all residents who share your building, and all residents on campus. This will be your home for the academic year. The key to building an inviting, positive, pleasant community in which you will spend a great deal of your time is to respect one another, communicate, and work together.

Your environment will dictate what type of support you will have in academic performance, social maturity, a sense of belonging, and self-understanding. The way you interact with people in your residence community will cause either positive or negative changes for you and those around you. Our hope is that you experience positive changes most of the time and learn from any negative changes which may occur. The number one, most important way to have a successful year is TO HAVE A MUTUAL RESPECT AND CONSIDERATION FOR EACH OTHER. Before you act, consider the impact of your behavior on the lives of your fellow residents. Always consider them and ask that they do the same for you. You will find people living on campus who have a variety of backgrounds and lifestyles. The interactions you have with them may very well be some of the most interesting and important aspects of your college career. Each person you meet has unique experiences to share that will increase your knowledge or others and can lead to new and lasting friendships. Friends made in college can often last a lifetime.

We have one golden rule in housing at Highland Community College: common sense, common courtesy. If what you are doing or what someone around you is doing violates common sense or common courtesy towards others, you should work to stop such actions either for yourself or by those around you. I am very happy to have you here to share some of your time with us as a resident of HCC and encourage you to speak with me personally if you have questions, concerns, or ideas as to how we can better serve you to be the most successful student you can be and enjoy and learn from your experiences outside the classroom as well.

--Lori Kelley, Director of Student Housing
**Housing Requirements**

Highland Community College does not require its students to live on campus.

All students living on-campus are required to be enrolled as a full-time student. Full-time status is any student enrolled in a minimum of twelve (12) hours of course work in a semester.

Highland Community College has a class attendance policy, which states that students may be dropped from a course when they are failing the class AND have absences totaling 20% of the class. If a student living on campus falls below the 12 hour minimum at any time during a semester, he/she will be dismissed from student housing.

Students who are academically dismissed from HCC, will be removed from housing. Students will be re-assigned to housing after they have been officially reinstated. Students are not guaranteed the same housing assignment in which they were removed from. Students will be assigned to whatever housing is open at the time.

**Student Code of Conduct**

By entering into a contract with the College for student housing, you agree to follow the standards set by the College and to follow basic principles for living in a group setting. The following are breaches of the agreement:

- Violation of College/housing policy
- Violation of federal, state, or local law
- Any behavior which physically endangers any person (including self-endangerment)
- Conduct which violates the rights of others to an educational atmosphere (educational environment)
- Conduct which denies the human and/or Constitutional rights of others (including that which is motivated by racism, sexism, or other forms of discrimination)
- Vandalism or willful destruction of property
- Insubordination to College authorities (including failure to identity oneself to College officials or produce and/or surrender College ID to College officials upon request)
- Possession or use of a College key without prior authorization from a College official
- College keys are not to be reduplicated under any circumstances
- Misuse of College property or use of College property without prior authorization from a College official
- Failure to report violation(s) which occur within one's own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities
- Failure to comply with the terms and conditions listed on the HCC Housing Contract

**Incident Reports**

Incident reports can be written by any HCC student or staff member. Incident reports are used to document occurrences on campus such as crime, student injury, loss of property, damage to property, vandalism, fire alarm and behaviors that could or do violate HCC policies and/or values. They could also be used to provide a written report and account of events. All incident reports should be filed and submitted to the Director of Student Housing or Campus Security. Students should submit incident reports immediately following any incident that is important for the College to know. These reports will be kept confidential, but may be shared with the Vice President of Student Services if the incident violates the rights of the person(s) making the report or other residents. If a disciplinary hearing is called, the reporter may need to present information about the incident to the Discipline Hearing Committee (see Disciplinary Process).

**Student Housing Disciplinary Process**

Students in violation of their agreement with the College will be placed in the student housing disciplinary process and/or fined. Listed below are the steps in the process. These steps are not sequential; the nature and severity of the student’s violation determine where he or she is placed. This process is separate from that of the College. Depending on the infraction, the student may or may not be placed in the College’s discipline process. College officials determine if an act is flagrant or malicious and a fine may be involved with violation.
The Residence Life Hearing Committee, comprised of an SGA representative, two RA's, a faculty member, an administrative staff member will review written appeals for violations resulting in fines, housing warning and housing probation status if submitted to the housing director within 10 days of receiving the violation. All decisions of the Residence Life Hearing Committee will be final. The Residence Life Hearing committee will not hear cases that would involve dismissal from housing or from College.

HCC CAMPUS FINE SYSTEM

The fine system is designed to promote campus safety and help protect your rights as an HCC student. Fines will be charged to particular resident(s) on campus when evidence shows that that particular resident(s) is responsible for an action or violation of housing policy. When a violation of housing policy has occurred within an apartment or around an apartment and no person(s) will take responsibility, charges will be assessed to all residents within that apartment or at that apartment building. Any costs due to fines can be worked off at a rate of minimum wage through work assigned by the Director of Student Housing as available. The following list is fines which can be assessed to residents on campus. This list is not all inclusive and may be amended as deemed necessary.

HCC POLICY VIOLATIONS/FINES: COST

<table>
<thead>
<tr>
<th>Violation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Violating an educational environment (including visitation, noise violations, etc.)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Trash removal when left outside apartment (per bag)</td>
<td>$25.00</td>
</tr>
<tr>
<td>Destruction of College property (does not include replacement and labor costs)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Tampering with Florescent Lights</td>
<td>$25.00</td>
</tr>
<tr>
<td>Insubordination to College authorities (including student staff)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Disorderly Conduct</td>
<td>$100.00</td>
</tr>
<tr>
<td>Furniture found outside of apartments (does not include replacement costs if damaged)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Failure to pass Health &amp; Welfare Check</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unauthorized room change</td>
<td>$25.00</td>
</tr>
<tr>
<td>Unlocked apartment when residents are not present</td>
<td>$25.00</td>
</tr>
<tr>
<td>Pets on campus (including feeding outside animals)</td>
<td>$50.00</td>
</tr>
<tr>
<td>Possession of Prohibited Item</td>
<td>$50.00</td>
</tr>
<tr>
<td>Discharging a fire extinguisher (except in emergencies)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Damaging or dismantling smoke alarm (includes removing battery)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Smoking on campus (includes marijuana smell)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Use of chewing tobacco on-campus</td>
<td>$200.00</td>
</tr>
<tr>
<td>Damaging, Tampering with or removing wireless router</td>
<td>$600.00</td>
</tr>
<tr>
<td>Possession of Drugs/Paraphernalia</td>
<td>$200.00</td>
</tr>
<tr>
<td>Dangerous Weapons</td>
<td>$200.00</td>
</tr>
<tr>
<td>Alcohol violation (1st offense)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Failure to Complete Alcohol Quiz</td>
<td>$200.00</td>
</tr>
<tr>
<td>Alcohol violation (2nd offense)</td>
<td>$250.00</td>
</tr>
</tbody>
</table>

END OF SEMESTER CHECKOUT VIOLATIONS/FINES: COST

<table>
<thead>
<tr>
<th>Violation</th>
<th>Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td>Trash cleanup (by amount or time; may be assessed in combination of)</td>
<td></td>
</tr>
<tr>
<td>Small</td>
<td>$25.00</td>
</tr>
<tr>
<td>Medium</td>
<td>$50.00</td>
</tr>
<tr>
<td>Large</td>
<td>$75.00</td>
</tr>
<tr>
<td>Extra Large</td>
<td>$100.00</td>
</tr>
<tr>
<td>Improper housing checkout</td>
<td>$50.00</td>
</tr>
<tr>
<td>Failure to return furniture to original arrangement (at check-out)</td>
<td>$25.00</td>
</tr>
</tbody>
</table>

Possession of firearms, dangerous weapons, and illegal substances (aka drugs) and paraphernalia will result in disciplinary action. The results of a disciplinary hearing may range from dismissal from housing to dismissal from the College. Students will also be subject to regulatory procedures of local, state, and federal laws.
Violations of Educational Environment

Noise Violations
Quiet hours are from 9:00pm through 8:00am daily. During quiet hours, no noise (voices, television, radio/stereo, musical instruments, etc.) may leave your room. At all other times, keep in mind that you are living with and near others. The city of Highland quiet hours begin at 9:00pm daily, and will be enforced by local officials.

Courtesy Hours
Living in a shared community requires cooperation and courtesy from everyone so that one’s personal behavior does not disrupt the opportunity of the other students to live, study and sleep. Courtesy hours are in effect at all times. All HCC students living on campus are expected to be considerate of other students’ right to study and sleep comfortably. Excessive noise and/or disorderly conduct are never acceptable at any time. If a student or HCC staff member reasonably asks you to lower your noise level, you MUST comply with their request.

Acceptable noise can not be heard outside of apartment or disturbs other residents. Unacceptable/Excessive noise is sounds that can be heard outside of an apartment and disturbs the apartment or apartment complex. Unacceptable/Excessive noise includes, but not limited to: stereo/computer speaker noises, yelling/screaming inside or outside of an apartment, hitting balls or any other items against walls, floor or ceiling repeatedly, playing a musical instrument, loud television noises or noises generated by a group of people. Please be considerate of your neighbors.

23-Hour Quiet Hour
During finals week, a 23-Hour quiet hour will go into effect. 23-Hour quiet hour begins 1 day before the first day of finals and end after all finals are complete. While 23-Hour quiet hour is in effect, all noise is required to be kept at a level that does not interfere with the sleeping and studying of any other student in any apartment or room. In other words, noise (loud music, musical instruments, televisions, yelling, screaming or any other loud noises) should not be heard outside of your apartment at any time, with the exception of the loud hour; which is between 7:00pm and 8:00pm. During the loud hour, students can make any noise within reason and blow off steam from the stress of finals.

If any student or HCC staff member asks you to be quiet, you MUST honor their request. Noise policy will be strongly enforced. Students will receive a noise violation for any noises heard outside their apartment.

The time and duration of the 23-Hour quiet hour will be determined each semester by the Director of Student Housing and signs will be posted prior to exam dates.

Visitation
Room visitation hours for all campus housing are from 9:00am to 1:00am Sunday through Thursday and from 9:00am to 2:00am Friday through Saturday. All overnight guests of students living on campus must be approved by the Director of Student Housing prior to the guest's stay. Traffic in and out of the apartments after visitation hours will not be tolerated. Exceptions may be made at the discretion of the Director of Student Housing or Campus Security in situations where academic work is being exhibited.

Noxious Odors
A noxious odor is ANY odor or aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are: cigarettes, cigars, pipe smoke, incense, perfume, air fresheners, un-emptied trash cans, large amounts of dirty laundry, dirty dishes, or unclean rooms, bathrooms, and apartments. When a noxious odor can be localized to a particular room, the resident(s), and/or guests of that room will be in violation of an educational environment and appropriate action will be taken.

Unlocked apartments
Apartment doors and windows are to be locked at all times when residents are not present. Leaving an apartment assessable when not present is not only irresponsible, but is a violation of an educational environment and appropriate action will be taken. Entering and exiting through windows is also not tolerated.

Trespassing
If a student or non-HCC student is instructed to not be in or around campus housing and the person is found in or around campus housing; the local law enforcement will be notified and the person will be removed from campus and the College may exercise the right to press charges for criminal trespass.
Trash and Items Left Outside
Trash and other items left outside will not be tolerated. If College personnel clean up items left outside, students will be assessed charges for this work (see Fines). Any other items (including towels, shirts, shoes, etc.) are found left outside, these items will also be disposed of as trash and charges for cleanup may be assessed. If College property is found left outside, the items will be removed and charges will be assessed (see Fines). If the trash found around a particular building includes alcohol beverage containers, full or empty, and/or alcohol boxes, all apartments within that building will be checked for alcohol as soon as this trash is discovered in accordance with the rules of entry into the apartments where a violation of campus policy and probable cause apply. If trash is left on the porch, both apartments on that level will receive a fine.

Community Trash
The apartment complex you live in is your community. Please be proud of your community and help keep it clean. Often residents of each community throw trash, cigarette butts and empty cans and bottles outside of their apartment complexes. This causes maintenance to have to focus much more on keeping student housing areas clean then is necessary. Therefore, a community trash fine has been implemented. This means, that each community will be held accountable for the trash found outside their apartment complex (includes the lawn areas outside of apartments). Residents will share a fine.

Tampering With Florescent Lights
The florescent lights in each apartment can never be removed or replaced with black lights at any time. Students who remove florescent lights or replace the florescent lights with black lights will receive a fine of $25.00 per florescent light bulb. Students should contact the Housing Office any time a light in their apartment needs replaced.

Destruction of College Property
Damage to, the defacing or vandalism of any college property caused by any student living on or off campus will be considered destruction of property. Students who damage, deface or destroy college property will receive a fine of $50 and repay the college the cost of destruction to said property. Legal charges may also be pursued by the college. Examples of destruction of property include, but not limited to: defacement of trees, lawns (includes driving on them with vehicles & pouring grease on them), sidewalks and buildings (includes writing on apartment doors); deliberately starting fires.

Fire Extinguishers
Each apartment on campus has a fire extinguisher available for student use in the event of a fire. Whenever students use a fire extinguisher in the case of a fire, they need to report the incident to the Housing Office. Students who use a fire extinguisher for purposes other than a fire will receive a fine of $100. Students will also receive this fine if they fail to report their use of the fire extinguisher because of a fire.

HCC Furniture
No HCC furniture is to be left outside of any apartment or apartment complex at any time. If chairs are left out on the porch, the residents of that apartment(s) will receive a “furniture left outside of apartment” fine.

Pet Policy
HCC prohibits animals of any kind (except fish) inside or outside of student apartments. Any animal discovered in an HCC apartment will result in a fine of $50.00 regardless of if the residents own the animal.

Should an employee of HCC discover a pet that is not allowed by the College (cats, dogs, reptiles, etc) in the student housing area, the employee has the authority to remove the pet and place it with the Brown County Humane Society.

Students will receive a pet fine if animal feces is discovered anywhere in the apartment at any time.
The Board of Trustees prohibits the use of all tobacco products (cigarettes, cigars, loose leaf tobacco and smokeless tobacco) on the campus of Highland Community College.

Therefore, use of chewing and smoking tobacco is prohibited inside and outside of any apartment, apartment complex, and parking lot in HCC student housing as well as any building or parking lot on the campus of Highland Community College. Any use of smoking and chewing tobacco on campus will result in a fine of $200.00. A second offense is $250.

Students will be fined for the smell of smoke inside an apartment, which indicates smoking in the apartment has occurred. Any evidence of smoking discovered inside or outside of any HCC apartment on campus will also result in a smoking violation. This policy also includes the smoking of marijuana (which is an illegal drug) and chewing tobacco spitting containers. Students will receive a smoking fine for the smell of marijuana inside any HCC apartment.

Visitors

Students living in HCC student housing are allowed to have guests visit. All overnight guests must be approved by the Director of Student Housing. Also, all overnight guests must be of the same sex as the resident they are staying with. A visitor (any persons not assigned to your apartment) may stay no longer than 2 consecutive days. All overnight guests must be at 17 years old.

All guests must follow HCC policy even if they are not a student. Students are responsible for making sure that their visitors are aware of HCC policies. Students are also responsible for any HCC property that their guests destroy. Guests who violate HCC policy will be asked to leave campus immediately.

Illegal Occupancy (aka Squatting)

All students living in HCC student housing must have completed and submitted a housing contract and housing deposit of $150.00. HCC students who have not submitted a housing contract and/or housing deposit are not allowed to live in HCC student housing under any circumstances. Students are prohibited to allow any HCC student not assigned to students housing to live or stay long term in their apartment. Students living in HCC housing who allow to students to live illegally (squat) in their apartment will be subject to disciplinary action. The illegal occupant will be charged for the days in which he/she lived in housing.

Theft

Theft of any kind is not tolerated here at Highland Community College. Theft is defined by dictionary.com as the act of stealing; the wrongful taking and carrying away of the personal goods or property of another. Therefore, unauthorized possession of college property and/or the stealing of the property of another HCC student and/or HCC staff member will result in immediate disciplinary actions and/or legal action.

Insubordination

Insubordination is defined as any student who does not obey (or defiant) a reasonable request of a college official or is disrespectful to ANY college official (this also includes Resident Assistants). Examples of insubordination (but not limited to):

- verbal disrespect or use of profanity towards a college official
- refusal to obey a reasonable request of a college official

Disorderly Conduct

Disorderly conduct is defined as any student demonstrating any act which interrupts, hinders, agitates or deprives any resident and/or HCC staff member of the peace and quiet to which they are entitled. Examples of disorderly conduct consists of (but not limited to) the following:

- Use of obscene language
- The blocking of public ways
- The making of threats
- Fighting/Physical Altercation
- Intimidation of an HCC student or staff member
- Public drunkenness (throwing up outside, fighting, etc while intoxicated)
- Urinating in public

**Possession of Dangerous Weapons**

Students are prohibited from possession any dangerous weapon and/or items while living in Highland Community College Student Housing. Examples of include, but not limited to, pellet guns, explosives, martial arts weapons, knives longer than 4 inches (not including a kitchen knife unless used as a dangerous weapon). Students found in possession of dangerous weapons and/or items will receive fine of $200. Students may also have a disciplinary hearing.

**Habitual Violator Clause (aka 3 Strike Policy)**

If any HCC student violates any three (3) HCC campus and/or housing policies, it will result in disciplinary action. The result of a disciplinary hearing could range from probation to dismissal from HCC. Violation of any HCC policies while on probation may result in dismissal from student housing and/or dismissal from HCC.

**Alcohol Policy**

Highland Community College is a dry campus. Alcohol is prohibited on HCC campus. HCC does not approve of underage drinking. Students found in possession of alcohol on HCC campus will receive an alcohol violation. An empty container or box constitutes an alcohol violation. The alcohol and/or empty containers will be confiscated and non-residents of the apartment will be documented and asked to leave. All non-HCC students will be asked to leave campus immediately. Every HCC student present in the apartment at the time that alcohol is discovered will receive an alcohol violation regardless of if they were drinking or not. Students who do not live on campus are not exempt of the HCC alcohol policy. They will also receive an alcohol violation. Notification of the violation and consequence will be issued to students by campus mail.

**HCC Alcohol Violation Disciplinary Process**

**First Alcohol Violation:**

First alcohol violation will result in a fine of $200.00 and student must participate in and pass a quiz based on Alcohol 101+ CD-Rom through Housing Office. Students have four weeks to complete the quiz. Failure to complete and pass the Alcohol 101+ by the deadline given by the Director of Student Housing will result in a fine of $200.00 and a disciplinary hearing.

**Second Alcohol Violation:**

Second alcohol violation will result in a fine of $250.00. Students will also be required to meet with the HCC counselor. The counselor will determine the number of sessions that students will have to attend. A second violation may result in community service, dismissal from housing, or even dismissal from the College. Failure to satisfactorily participate and/or attend counseling sessions will result in receiving an additional $250.00 fine and a disciplinary hearing.

**Third Offense**

A third alcohol violation will result in a $250.00 fine and a disciplinary hearing for the student in question. It may also result in an increased fine, community service, dismissal from housing or even dismissal from the College.
Possession of Illegal Drugs/Paraphernalia

Highland Community College does not tolerate the use of illegal drugs. The possession, use or sale of illegal drugs is prohibited on campus. Students found in possession of illegal drugs and/or paraphernalia of any type will receive a fine of $200. Student may also be dismissed from Student Housing. Please note: Minimum disciplinary action for illegal drugs found on your person while on campus, in your vehicle and in your apartment is dismissal from housing. Those not living in student housing, but who are on campus in possession will be fined $200.

Maintenance on campus

Highland Community College has a full-time Maintenance staff who works throughout the year to establish and to maintain the most comfortable living environment possible for HCC residents. Students are encouraged to report all maintenance issues promptly to the Director of Student Housing or Housing Office personnel between 8:00am and 3:00pm. Please report problems outside of those hours to a Resident Assistant or to Campus Security personnel to be addressed the following day. **Please do not report maintenance requests to me outside of my office.** Making a maintenance requests permits Maintenance staff to enter apartments even when residents are not present unless explicitly stating that you do not want Maintenance to enter your apartment without a resident being present. This will likely prevent necessary work from being done in a timely manner, but is an option if residents make such a request.

All aspects of the housing, including all furniture, are the property of Highland Community College and, therefore, only HCC maintenance personnel are to make necessary repairs. **STUDENTS ARE NOT ALLOWED TO MAKE THEIR OWN REPAIRS!!** Maintenance will make repairs concerning notified issues as soon as possible. Sometimes, parts or items must be ordered and thus repairs or replacements cannot be made immediately. Please be patient and understand that these situations will be prioritized and handled as soon as possible. In the case of damage to any aspects of housing, fines, replacement charges, and labor will be assessed and added to responsible student accounts. Damage to the apartments and furnishings will be assessed to the occupants at the time the damage is discovered.

Damages

Students are responsible for any damages that occur to any HCC property inside and outside of the apartment for which they are assigned. The student shall reimburse HCC for all damages to any housing structure, or loss of any fixtures, furnishings, or personal property furnished caused by negligence on the part of the student or his/her guest. Students are encouraged to report damages as they occur.

Students who do not assign responsibility before or at checkout for damages discovered by HCC housing or maintenance staff, all residents will be held responsible. In other words, if no one takes responsibility for damages everyone will be held responsible.

Students are not permitted to attempt to fix any damages themselves. Students will receive a damage charge even if they attempt to fix damages. Students are encouraged not to attempt to hide damages at checkout. Thorough inspections of all apartments are conducted by the Housing Director after all students have checked out of housing.

The following is a list of item costs that will be assessed when items are damaged while students are residing on campus, when found to be at the fault of a resident or residents. **IMPORTANT NOTE: As for fines, if no student takes responsibility for damages to HCC property, charges will be divided and assessed to all residents in each apartment or each bedroom.**

<table>
<thead>
<tr>
<th>DAMAGE ITEM PRICE SHEET</th>
<th>Costs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hole in Wall and/or Ceiling</td>
<td></td>
</tr>
<tr>
<td>Small (2&quot; or less)</td>
<td>$100.00</td>
</tr>
<tr>
<td>Medium (2&quot; to 6&quot;)</td>
<td>$150.00</td>
</tr>
<tr>
<td>Large (6&quot; to 12&quot;)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Extra Large (12&quot; and above)</td>
<td>$250.00</td>
</tr>
<tr>
<td>Door Stop on Jamb</td>
<td>$20.00</td>
</tr>
<tr>
<td>Door Locks (irreparable)</td>
<td>$200.00</td>
</tr>
<tr>
<td>Door Latch</td>
<td>$35.00</td>
</tr>
<tr>
<td>Door Jamb</td>
<td></td>
</tr>
<tr>
<td>Wooden</td>
<td>$75.00</td>
</tr>
</tbody>
</table>
Heating and Air-conditioning Units

Each apartment has individual heating and air units, with Ellis Hall having one in each bedroom and one in the commons area. To ensure the usability and quality of service of these units, students need to take responsible measures to make certain that they run well and consistently. Students should, at no time, use heat or air with the front door or any windows open. IMPORTANT NOTE: These units are meant to make your living environment comfortable, not to heat or cool the outdoors. Students should also run these units reasonably when temperatures outdoors reach very high or very low degrees during the summer and winter months. These units have a particularly difficult time in summer months when temperatures are near or above one hundred degrees, especially with multiple people in the apartments and traffic in and out of the front door. IMPORTANT NOTE: PLEASE DO NOT TURN YOUR THERMOSTAT BELOW 65 DEGREES. These units will freeze and possibly cause more damage which could, in turn, take longer to fix, leaving students without air conditioning when they most need this comfort. If maintenance has to work on your heating and air unit and indicates something for you as a resident to do, such as not running the unit until indicated again by maintenance, you are to do so without question. Maintenance can only help you when you help yourselves.

Utility Closets
Your heating and air-conditioning unit as well as your hot water tank and fire extinguisher are located in the utility closet of each apartment, except in Ellis Hall. **IMPORTANT NOTE:** These are not storage closets, but utility closets. Students are not to store things or block these utility closets at any time. This is particularly a problem in Rubeti Hall and Heritage Hall where these utility closets are fairly spacious. Nothing should be up against either the H/AC unit or the hot water heater for potential of a fire. Nothing should block these utility closets, keeping the fire extinguisher assessable at all times in case of emergency. Students who store items in, block the path to, or place items up against the H/AC and hot water tank in the utility closet will be subject to disciplinary action.

**Technology in Campus Housing**

**Telephones**

One telephone line is provided for each apartment. This line is in the commons area only. Students will need to provide their own phone cord and phone handset. All students are expected to have a telephone in each apartment. Students are permitted to use a splitter to have phones in their bedrooms; however, these phone lines need to be off the floor or taped down securely to the floor. A list of telephone numbers are in the reference section toward the end of this handbook.

To reach any number on campus, whether an apartment line or an office, students need only to dial the four digit extension for that number. To reach any phone line that is not on-campus, whether a local number or using a calling card, students must dial 9 to get an outside line and then dial the number which they are attempting to reach. Long distance is not provided from campus lines.

If students are using cellular telephone service, the most usable providers in Highland are At&t and T-Mobile. However, faculty and staff on campus will use the telephone numbers provided in housing to contact students, not cellular phone numbers. **IMPORTANT NOTE:** DO NOT USE YOUR CELL PHONES TO CALL 911 IN CASE OF EMERGENCIES! These calls will go to your locale cell number provider, not necessarily the local dispatch best able to serve in emergencies. Please remember to use the lines in each apartment to call 911 in case of emergencies. **IMPORTANT NOTE:** Add a ICE number to your cellular phone. Emergency experts are now educated to check cell phones for ICE (In Case of Emergency) numbers if a phone is found at an accident or crime scene to contact interested parties.

**Internet**

There is one Ethernet port for each resident in each apartment. These ports are located in the bedrooms of each apartment. This is an Ethernet hookup and students are expected to provide their own Ethernet cord and computer on campus. Ethernet cords are available for purchase in the Bookstore in Lower LSU.

Think Ethernet ports are ancient???. This is now wireless internet available in student housing. There is one wireless access point in each apartment complex. Tampering with the wireless router and or removing the wireless router from the apartment complex will result in a fine of $600.00.

To establish Internet service, each student must take his or her computer to Information Systems, located through the west doors of the Administration Building in the basement. Each student will need to take only the computer itself (no need to bring cables, monitor, etc.), know the port number that is to be activated (number is printed on each port), and file at a registration form in Information Systems. Once the computer has had virus protection and been registered, students can pick up their computers, hook up their Ethernet cord, and will be connected to the campus server. Network policy information is available in the HCC Student Handbook. Any questions concerning Internet connections should be addressed by Information Systems, not housing.

**Cable**

Expanded basic cable is provided in each apartment through Rainbow Communications. There is only one cable line in the commons area of each apartment in Heritage Hall, Rubeti Hall, Piper Hall and the campus apartments (a few exceptions do exist) and one cable line in each bedroom in Ellis Hall. Students are allowed to use a splitter to have cable connected to televisions in their bedrooms; however, these cable lines need to be off the floor or taped down securely to the floor. Students are expected to provide their own cable cords and any adapters needed to hookup cable to televisions. **Report any cable problems to the Director of Student Housing.** Cable problems are to be reported to the cable provider by the Housing Office only.

**IMPORTANT NOTE:** DO NOT ACCEPT ANY SERVICES OR CHANGES TO TELEPHONE, CABLE, OR INTERNET SERVICES FROM ANY PROVIDER. All services available in housing are already established by HCC. Students will likely receive offers from providers to upgrade or change the current services. THIS IS A COMMON SCAM. Do not accept any of these offers. If an apartment accepts new services, those services will be immediately terminated and charges will be assessed to the student accounts of those involved.
Contacting Residents

To contact residents, HCC personnel will use the email addresses and phone lines provided for each student. All students should establish their HCC email addresses and check with their advisors if unsure of how to do so (lastname.firstname@highlandcc.edu). These email addresses can easily be established and then set to forward mail to another email provider if students chose to use another email account. The Housing Office will use only email accounts provided by the College to contact students via email. IMPORTANT NOTE: Fine notices will be sent by mail only!

All apartments are expected to use the active telephone line in the apartments for contact and in case of emergencies. Students are also strongly encouraged to provide an answering machine so not to miss important information from faculty and staff. Answering machines and voice mail service is not available through the HCC.

Each apartment on campus has an individual mailbox located outside the Bookstore in Lower LSU. Each student should be provided a mailbox key through the Housing Office. DO NOT ASK BOOKSTORE PERSONNEL FOR MAIL IF YOU DO NOT HAVE A KEY TO YOUR MAILBOX. If you receive something that is too large for your mailbox, Bookstore staff will place a package pickup card in your mailbox which should be turned in to Bookstore personnel for whatever items have arrived. Anything sent via US Postal Services, FedEx, or UPS will go to the Bookstore. Mail will be brought to campus once per day, Monday through Friday only. Students may also send mail and purchase postage through the Bookstore. Any mail sent to students should be addressed as follows for accuracy in mailing:

Your Name  
Apartment Building and Apartment Number  
606 W. Main  
Highland, KS 66035

Resident Assistants

Students serving as Resident Assistants live in campus housing. Resident Assistants serve several purposes:

- Answer questions about housing policies or procedures
- Direct students to the campus or community resources that may be needed to address or solve a problem
- Conduct regular room inspections and inform students of activities, intramural events or anything which may be of concern to dorm residents.
- Help address personal problems
- Assist with conflict resolution
- Help the College maintain an educational environment
- Respond in emergency situations

Resident Assistants are considered to be College officials. Any insubordination directed at them will be treated in the same way as that directed at other College staff members.

Safety and Security

Lock your apartment and your bedrooms when you are out, even for just a few minutes. That's what those expensive keys are for. Also, be sure that your windows are secure. Remember, locks keep an honest person honest. Be aware of your surroundings. If something looks suspicious, call Campus Security or Housing personnel.

Be sure that you have all of your things registered with serial and model numbers on your Personal Inventory sheets. An engraver is also available in the Housing Office to mark your items with your name or initials. Also, be sure to mark all CDs, DVDs, and games with your names or initials. This may not prevent them from being taken, but it will definitely improve your chances of getting them back. Many people own the same things you do. People will always take the unmarked versions over the identified versions.

Never, ever, ever keep large sums of money in your apartment. Especially when financial aid refunds go out, everyone will know when you have money. If you do not have somewhere safe to put your money, set up a local bank account where you get deposit and withdraw money as you need so that you do not have cash readily available. Also, do not let others know your PIN if you have debit or credit cards.
If you have something antique or extremely valuable, take it home! Things that you want to last your lifetime can stay with your family for a few years to ensure that they have a chance to last a lifetime.

Do not leave valuables in your vehicle. For that matter, do not leave anything of value visible in your vehicles. In the evenings when everyone is at someone's apartment, someone else may be in that other common storage space, your car, in the parking lot. Be sure to keep your vehicles locked and your goods with you.

Be aware of who your roommates have in your apartment and make sure to talk with your roommate about where you feel comfortable for these people to be. Guests should always be accompanied by a resident who is responsible for their guests at all times while in the apartment.

Always report any thefts to the Director of Student Housing or Scottie Security as soon as possible and fill out a theft report. Your Personal Inventory sheets will be vital in attempting to return any items. The Director of Security will work with local law enforcement in retrieving your things.

**HCC Parking Policy**

Students, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Students living in campus housing will be assigned parking according to their housing assignment as per the following chart and **may not park in any other area on campus.**

**Housing Lots**
- Ellis Hall-“E” Lot
- Kansas/Kiltie- “K” Lot
- Duplexes/North Apts- “D” Lot
- Piper/Prairie- “P” Lot
- Scottie Place/Sunflower- “S” Lot
- Huntington/Highlander/Heartford/Hollyoak/Hampton/ColonyPoint/ Crestview/Cornerstone/ Claymont/DeGinger- “G” Lot
- Heritage/Rubeti- “H” Lot

**Commuter students will be allowed to park in lots labeled “C.”**

**Additional HCC Lots and Open Parking**
- Wellness Center –Open to staff, commuters, and community members. Not open parking for students until after 5:00 pm on Monday through Friday.
- CT Building (West)-“C” and Staff Only
- LSU/Cafeteria- Staff Only
- Main Street (South of Allen Field House, Irvin Hall, Administration, Library, and Math/Science) -Open Parking
- Admin Building/Irvin Hall (North)-Reserved for Staff and College Vehicles
- East of Ellis/Church Parking Lot- “C,” “E,” and Staff Only

With certain exceptions, the parking areas are active 24 hours a day, Monday through Friday, except special events as designated by Highland Community College. Parking areas are active in all weather conditions. The parking areas are depicted on parking maps distributed at the time permits are received.

Multiple parking permits are available for HCC employees. Failure to display a parking permit will result in a parking violation.

**Parking Exceptions:**
After 5:00 PM and before 6:00 AM (Monday through Friday) and throughout the weekends, parking is open to everyone in the following parking areas:

1. Behind the library (north side), normally Staff parking
2. Wellness Center, normally reserved for Staff, commuters, and community
3. CT Building West
4. Students are not allowed to park on the street around Allen field House or Kessinger Field for athletic practices or games/events held in these areas in order to create more parking for visitors and fans.

**Handicap Parking:**
Designated handicapped spaces are appropriately marked in accordance with state regulations. Only students, staff, and visitors with valid handicap parking permits are allowed to park in handicap spaces, at all times.
Injured Parking:
Any individual who is injured and requires crutches may get permission from the Vice President for Student Services to park close to the cafeteria or classrooms. A special permit is issued to that individual and must be displayed in the front window when parked on campus.

Vehicle Fines:
Responsibility for locating a legal parking space rests with the vehicle operator. Individuals who do not comply with campus parking rules and regulations will be issued a parking violation and charged a fine in accordance with the fee structure listed below. All fines levied against violators have been approved by the Highland Community College Board of Trustees. All fines must be paid in the Business Office, Administration Building, during normal work hours, or by mail.

Payment of Fines
All violation fees doubles if not paid in ten working days. Fines are cumulative for the academic year, fall through summer.

Fine Charges are as follows:
- Parking in loading zone: $10
- Parking in a Reserved Lot with improper/no permit: $10
- Parking in a handicapped space w/out sticker: $20
- Parking in a No Parking Zone: $20
- On the fourth parking violation within one academic year, an auto boot will be applied and a notification sticker applied to the driver’s window. Cost to remove boot is $75 and payment of all unpaid tickets. The vehicle will be towed if boot is not removed in 30 days.
- Tampering with boot: $300
- Failure to pay fine after 10 working days from the date the ticket was issued, the Administration office is notified and a hold is put on the vehicle owner’s grades and registration process.

Lost and Found
Lost and Found is located at the Bookstore. Items found on campus, including in housing will go to the Lost and Found in the Bookstore, except for keys or property of the College, which will be held in the Housing Office.

Laundry
There are no laundry facilities available in housing. The nearest laundry facility is on Main Street, just south of CTMS at Clark’s gas, food store, and laundry.

Prohibited Items
The following items are prohibited everywhere on HCC campus: (includes student vehicles)
- Fling shots
- Explosives
- Archery equipment
- Martial arts weapons
- Paintball guns
- Potato guns
- Knives longer than 4 inches
- Pets
- Items of solicitation
- Barbeque grills (except for residents living in the Houses & North Apartments)
- Lighted or lit candles
- Incenses
- Airsoft Guns
- Any items with an open flame (except a cigarette lighter)
- Large amperage appliances (such as washing machines, dryers or dishwashers)
• Water guns, water balloons and water balloon launchers.

• Placing aluminum foil over the windows to block out sunlight
  - The College supplies min-blinds for all windows, and residents are allowed to hang sheets, blankets, or towels over the windows (as long as they are not nailed into the walls), but aluminum foil is prohibited as it damages the mini-blinds.

These items are prohibited to ensure the safety of all students and to minimize possible housing damages. Students are in violation of the prohibited items policy even if items are found in any student vehicle parked on College property. All prohibited items found in any HCC student apartment or personal vehicle will be confiscated and disciplinary action may be taken and/or a fine may be given.

**Roommate Agreement Contract**

The Roommate Agreement is a tool available in the Housing Office used to help residents identify key issues of concern in an apartment, particularly during a dispute and provide a basis for discussion about how to work out any problems between roommates. These Roommate Agreements help students to address the unique dynamic of their particular apartments and will be used when problems cannot be resolved by students without assistance from the Director of Student Housing.

**Room Change**

Students may realize immediately that they may not be compatible with their roommates and want to move. Students may make requests to move to a new assignment on campus no sooner than September 1st for the fall semester and February 1st for the spring semester. Students must authorize any apartment/room change with the Director of Student Housing. Students who move to another apartment or room without permission of the Director of Student Housing will be in charge $25 for an unauthorized room change. Students are allowed 1 room change per semester. Students can move to another apartment or room during room change week, which occurs two weeks after the start of each semester. Room change dates will be posted around campus and flyers will be placed in student mailboxes. Students who desire to change apartments or rooms must complete a room change form. Room change forms are available in the housing office. In changing rooms, students must be checked out of their old room and checked into their new room by an HCC housing staff member. Apartment and room changes will not be allowed after room check week.

**Housing Check-out**

The Housing Contract expires at 6:00pm in the Fall semester and 4pm in the Spring semester on the day you withdraw from the College or the date of your last examination. All students must move out of their apartments by 4:00pm (Spring) or 6:00pm (Fall) on the last day of final exams for each semester.

**Proper/Improper Checkout**

Each student must check-out of housing with an HCC housing staff member. During check-out, an HCC housing staff member will assess the apartment and complete the Apartment Condition and Inventory Report form, in which the student and the HCC staff member will sign. Students who do not check out will receive an improper check-out fine of $50.00. Students are encouraged to check-out properly so they will not be charged for trash or damages they are not responsible for. All students must turn their keys into an HCC housing staff member. Students who do not turn keys into an HCC housing staff member will receive a fine of $55.00. All students must make an appointment to check-out with their RA at least 24 hours prior to checking out.

**Preparing Apartments for Check-Out**

All personal belongings and trash must be removed from your apartment. Students will receive a trash fine for leaving any personal item inside and outside of apartments.

**Trash Fines:**

- Small Trash: $25.00
- Medium Trash: $50.00
- Large Trash: $75.00
- Extra Large Trash: $100.00
Student must remove all writing, putty, nails, decals and tape from all walls, doors and ceilings without damaging the paint. Students must empty all closets, drawers and cabinets of items. Students must clean their apartments before they check out. Students who do not clean their apartments will receive a fine of $25.00.

Cleaning Checklist:

- **Kitchen**
  - Remove all trash and personal items from refrigerator, cabinets and utility closet
  - Clean inside and outside of oven and stovetop
  - Clean inside and outside of refrigerator
  - Clean and remove food particles and stains from kitchen sink
  - Clean and remove grease, stains and food particles from kitchen countertops
  - Sweep and mop kitchen floor

- **Living Room**
  - Remove all trash, personal items and Non-HCC furniture
  - Vacuum or mop living room floor
  - Return all living furniture back to the living room

- **Bathroom**
  - Remove all trash and personal items from all bathroom cabinets
  - Remove stains from toilet bowl
  - Remove residue from the tub and shower
  - Remove stains from sink and countertop
  - Mop bathroom floor

- **Bedrooms**
  - Remove all items from closets, dressers and desks
  - Remove any stains from dresser and desktops
  - Vacuum bedroom floors
  - Bunk beds
  - Return all bedroom furniture back to the bedrooms

Students must move HCC furniture back to its original configuration. For example, bedroom furniture needs to be moved back to the bedroom, living room furniture needs to be moved back to the living room. Students will receive a fine of $25.00 for not returning HCC furniture back to its original configuration.
Damages:

Damages will be assessed by the housing director after all students have checked out. Students are encouraged to acknowledge any damages at the time of check-out. If no one takes responsibility for the damages, everyone in the room/apartment will be charged. Students are responsible for any damages that any Non-HCC visitors have done to any HCC property. You are responsible for your guests!

At 6:00pm on the final day of the contract, the College reserves the right to dispose of personal property remaining in housing units without liability to itself or its personnel.

College Breaks

Highland Community College has several breaks throughout the academic year. Housing units are closed during Winter Break. Housing units will not close during Fall Break, Thanksgiving Break, Spring Break or Easter Break. Before departing for Winter Break, each student must have their apartments checked for cleanliness, sign the checkout sheet and turn in keys to housing staff. Students who fail to turn in their keys to housing staff and/or sign the check-out sheet before leaving for Winter Break will be charged an improper checkout fine. All students must vacate housing by 6pm of the last day of finals. Only those students required to remain on campus during these breaks (i.e. for an athletic event or a performance) will be allowed to occupy student housing during Winter Break. Students with special circumstance may contact the Director of Student Housing to make any necessary arrangements. Student staying in housing during Winter Break for reasons other than an HCC sponsored activity will be charged $17 a day. Students are encouraged to secure their apartments and belongings before leaving campus for any college break.

Housing Cancellation

CANCELLATIONS AND REFUNDS: Your contract is a lease agreement with Highland Community College for the Fall semester and Spring semester. Your contract may be altered under the following conditions:

a. If you notify the Campus Housing Director in writing by June 1 for fall semester and December 1 for spring semester that you do not intend to live in campus housing, your deposit will be refunded within 45 days and you will be released from your contract.

b. If you notify the Campus Housing Director in writing after December 1, for spring and June 1 for fall semester, but before registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.

c. After registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the academic year.

d. At the end of the fall semester, you may be released from your contract if you notify the Campus Housing Director in writing on or before the last day of the fall semester. Your deposit will be returned within 45 days after inspections.

e. If you notify the Campus Housing Director in writing after the last day of the fall semester, but before spring registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.

f. After spring registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the semester.

Students who leave in the middle of a semester will still be charged the cost of housing for the semester.

Students must complete a housing cancellation form in order to cancel housing. Students can stop by the student life office to complete the form, request a form by mail or complete the form online.

Meningitis Vaccination

All students living in HCC housing are required to receive the meningitis vaccination or provide written documentation from a medical doctor of immunization or sign a meningitis waiver.

What is meningitis? Meningitis, also known as Meningococcal Meningitis, is a severe bacterial infection of the bloodstream and meninges (a thin lining covering the brain and spinal cord). The spread of this disease is quick and can cause organ failure, brain damage, amputation of limbs or death within hours of the first symptoms. College students living on college campuses have a higher risk of contracting this disease. Some symptoms of meningitis are headaches, high fever, nausea, confusion, stiff neck, vomiting and exhaustion.
How is meningitis contracted? Meningitis can be spread through droplets of air or direct contact with an infected person. Such contact includes: kissing, coughing, sharing cigarettes, utensils, cups, lip balm or anything the infected person touches with his or her mouth.

For more information about Meningococcal meningitis, visit the National Meningitis Association website at www.nmaus.org.

**Housing/Meal Costs per Semester**

A refundable $150 damage deposit is required with each contract. The deposit will be refunded at the end of the academic year if there are no damages to the room or its contents, and if you have no outstanding debts to the College. The deposit may be transferred to the following academic year if you plan to return to housing. Single rooms are an option only if space is available.

<table>
<thead>
<tr>
<th>Housing Unit</th>
<th>10 Meals/Week (+150 Flex)</th>
<th>17 Meals/Week (+100 Flex)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Campus Apartments</td>
<td>$2435</td>
<td>$2560</td>
</tr>
<tr>
<td>Campus Houses</td>
<td>$2435</td>
<td>$2560</td>
</tr>
<tr>
<td>North Apartments</td>
<td>$2535</td>
<td>$2660</td>
</tr>
<tr>
<td>Rubeti and Heritage Halls</td>
<td>$2355</td>
<td>$2480</td>
</tr>
<tr>
<td>Ellis Hall</td>
<td>$2685</td>
<td>$2710</td>
</tr>
<tr>
<td>Piper Hall</td>
<td>$2835</td>
<td>$2960</td>
</tr>
<tr>
<td>Prairie</td>
<td>$2835</td>
<td>$2960</td>
</tr>
<tr>
<td>Meal Plan Only</td>
<td>$1010</td>
<td>$1135</td>
</tr>
</tbody>
</table>

A housing contract entitles the student to seven meals per week in the HCC cafeteria. Eleven or sixteen meal plans may also be purchased in the Vice President of Student Services' Office, or meals may be purchased individually. Students may increase their meal plan at any time, but may not decrease the meal plan after August 24th at 5:00pm. Meals will not carry over to the following week. **IMPORTANT NOTE:** Students may not eat off anyone else's meal plan and must have their student ID cards to enter the cafeteria.

The Great Western cafeteria serves Monday breakfast through Friday lunch, plus Saturday and Sunday brunch during the following hours:

- **Breakfast:** 7:30am to 8:30am
- **Lunch:** 11:00am to 1:15pm
- **Dinner:** 5:30pm to 7:00pm
- **Brunch:** 11:30am to 1:00pm

**Library**

The library on campus is a wonderful resource for both academic material and entertaining materials of various types. The library, in addition to have an extensive collection of educational text, has Internet access, magazines, newspapers, and DVDs. For a listing of DVDs available for rental through the library, check with the library personnel for the latest, updated inventory. Copies can also be made at a cost of $0.05 per copy. The library hours are:

- **Monday through Thursday:** 7:30am to 10:00pm
- **Friday:** 7:30am to 4:00pm
- **Saturday:** Closed
- **Sunday:** 3:30pm to 10:00pm

**Wellness Center**

The Wellness Center is one of the newest facilities at HCC. This facility features a six lane indoor track, room for four full courts for basketball/volleyball/tennis courts, and drop down batting cages. The Wellness Center also has state-of-the-art cardiovascular equipment with treadmills, elliptical machines, weight stations. In addition, there are televisions, radio hookups and a conference/classroom area. The Wellness Center hours in the Fall and Spring are:

- **Monday through Thursday:** 5:30am to 11:00pm
- **Friday:** 5:30am to 10:00pm
- **Saturday:** 8:30am to 10:00pm
- **Sunday:** 12:00pm to 10:00pm
Room Entry

The College reserves the right to enter students’ room in the interest of health and safety or when a violation of College policy, housing policy or law is apparent or probable cause is given. Campus Security, the Housing Director, the Director & Assistant Director of Student Life or the Vice President for Student Services may conduct room inspections. Local law enforcement officials may accompany HCC officials during inspections.

Health and Welfare Inspections

Health and Welfare (H&W) inspections will take place once a month by a Student Housing Personnel. These checks can occur during reasonable hours of the day and early evening, Monday through Friday. These checks are to maintain the safety, cleanliness and wellbeing of the residents living in Student Housing. This also allows for Student Housing Personnel to observe damages that may occur throughout the academic year. The Student Housing Personnel will attempt as much as possible to respect students’ right to privacy.

1. Student Housing Personnel will be responsible for conducting the inspections each month.

2. Student Housing Personnel may be accompanied on the inspections by Campus Security, a Resident Assistant, or the Vice President of Student Services.

3. H&W inspections will include, but are not limited to, checking the fire alarm/smoke detectors, heating/cooling unit, appliances, fire extinguishers, closets, drawers, cabinets, sinks, showers, and toilets.

4. Periodically, Student Housing Personnel will be accompanied by Local Law Enforcement and/or a drug dog.

5. During H&W inspections, all refrigerators and coolers, whether owned by the College or by residents, will be checked for unauthorized items. No other storage areas will be opened unless there is a reasonable suspicion for violation of campus policy and/or safety of residents.

These inspections are meant to provide a safe educational atmosphere for all students and not to invade the privacy and rights of students. If you feel that the protocol outlined in this manual regarding proper behavior of College officials is not strictly followed, you should report in writing any concerns to the Vice President of Student Services at the earliest possible time.

Student Housing Living Expectations: (what Student Housing Personnel will be checking for)

Kitchen
- Trash emptied
- Floor swept & mopped
- Dishes are clean & out of the sink (except for dishes used that day)
- Kitchen sink drain is clear of food particles
- Countertops are clear of food & dried stains
- Oven/Stovetop are clear of food & dried stains
- Utility closet is clear of personal items

Living Room
- Floor vacuumed/mopped
- Room is neatly organized
- Smoke detector not tampered with (this includes removing the battery & cover the smoke detector up)

Bathroom
- Trash emptied
- Floor mopped
- Countertop clean
- Mirror clean
- Shower/tub clear of dirt!
- Toilet flushed & clear of dirt!
• Room is neatly organized

Bedroom
• Trash emptied
• Floor vacuumed
• Clothes off the floor
• Desktops clean
• Smoke detector not tampered with (this includes removing the battery & cover the smoke detector up)
• Room is neatly organized
Housing Phone Numbers
(All numbers start with 785-442-)

The following phone numbers can all be reached by dialing the four digit extension only from any on-campus telephone line. All offices may also be reached using the four digit extension. See Telephones in Technology in this handbook for off-campus dialing instructions.

| Claymont 1 | 6201 | Hampton 3 | 6240 | Kiltie 5 | 6292 |
| Claymont 2 | 6202 | Hampton 4 | 6241 | Kiltie 6 | 6293 |
| Claymont 3 | 6203 | Hearthford 1 | 6242 | Rubeti Hall 1 | 6268 |
| Claymont 4 | 6204 | Hearthford 2 | 6243 | Rubeti Hall 2 | 6269 |
| Colony Point 1 | 6205 | Hearthford 3 | 6244 | Rubeti Hall 3 | 6270 |
| Colony Point 2 | 6206 | Hearthford 4 | 6245 | Rubeti Hall 4 | 6271 |
| Colony Point 3 | 6207 | Heritage Hall 1 | 6246 | Rubeti Hall 5 | 6272 |
| Colony Point 4 | 6208 | Heritage Hall 2 | 6247 | Rubeti Hall 6 | 6273 |
| Cornerstone 1 | 6209 | Heritage Hall 3 | 6248 | Scottie Place 1 | 6275 |
| Cornerstone 2 | 6210 | Heritage Hall 4 | 6249 | Scottie Place 2 | 6277 |
| Cornerstone 3 | 6211 | Heritage Hall 5 | 6250 | Scottie Place 3 | 6274 |
| Cornerstone 4 | 6212 | Heritage Hall 6 | 6251 | Scottie Place 4 | 6276 |
| Crestview 1 | 6213 | Heritage Hall 7 | 6252 | Sunflower Place 1 | 6278 |
| Crestview 2 | 6214 | Heritage Hall 8 | 6253 | Sunflower Place 2 | 6279 |
| Crestview 3 | 6215 | Highlander 1 | 6254 | Sunflower Place 3 | 6280 |
| Crestview 4 | 6216 | Highlander 2 | 6255 | Sunflower Place 4 | 6281 |
| Degginger 1 | 6217 | Highlander 3 | 6256 | Piper 1 | 6294 |
| Degginger 2 | 6218 | Highlander 4 | 6257 | Piper 2 | 6295 |
| Degginger 3 | 6219 | Highlander 5 | 6258 | Piper 3 | 6296 |
| Degginger 4 | 6220 | Highlander 6 | 6259 | Piper 4 | 6297 |
| Degginger 5 | 6221 | Hollyoak 1 | 6260 | Piper 5 | 6298 |
| Degginger 6 | 6222 | Hollyoak 2 | 6261 | Piper 6 | 6299 |
| Ellis Hall 1 | 6223 | Hollyoak 3 | 6262 | Prairie 1 | 6141 |
| Ellis Hall 2 | 6224 | Hollyoak 4 | 6263 | Prairie 2 | 6184 |
| Ellis Hall 3 | 6225 | Huntington 1 | 6264 | Prairie 3 | 6153 |
| Ellis Hall 4 | 6226 | Huntington 2 | 6265 | Prairie 4 | 6154 |
| Ellis Hall 5 | 6227 | Huntington 3 | 6266 | Prairie 5 | 6155 |
| Ellis Hall 6 | 6228 | Huntington 4 | 6267 | Prairie 6 | 6156 |
| Ellis Hall 7 | 6229 | Kansas 1 | 6282 | Duplex 501 | 442-3207 |
| Ellis Hall 8 | 6230 | Kansas 2 | 6283 | Duplex 502 | 442-3424 |
| Ellis Hall 9 | 6231 | Kansas 3 | 6284 | Duplex 503 | 442-3493 |
| Ellis Hall 10 | 6232 | Kansas 4 | 6285 | Duplex 504 | 442-3322 |
| Ellis Hall 11 | 6233 | Kansas 5 | 6286 | Duplex 505 | 442-3292 |
| Ellis Hall 12 | 6234 | Kansas 6 | 6287 | Duplex 506 | 442-3428 |
| Ellis Hall 13 | 6235 | Kiltie 1 | 6288 | Upper Brown House | 442-3227 |
| Ellis Hall 14 | 6236 | Kiltie 2 | 6289 | Lower Brown House | 442-3554 |
| Ellis Hall 15 | 6237 | Kiltie 3 | 6290 | Upper Blue House | 442-3247 |
| Hampton 1 | 6238 | Kiltie 4 | 6291 | Lower Blue House | 442-3349 |
| Hampton 2 | 6239 | | | | |
Main Office Numbers
(normal office hours are 8:00am to 5:00pm)

- **Main Number**: 6000
- **Financial Aid**: 6023
- **Regional Instruction**: 6015
- **Academic Affairs**: 6013
- **Foundation**: 6019
- **Student Accounts**: 6001
- **Admissions**: 6020
- **Housing Office**: 6030
- **Student Activities**: 6028
- **Athletic Director**: 6040
- **Library**: 6053
- **Student Services**: 6020
- **Bookstore/Mailroom**: 6008
- **President's Office**: 6010
- **Student Resource Center**: 6058
- **FAX Number, General**: 6100
- **Public Relations**: 6019
- **Transcripts**: 6025

Highland Community College Student Housing Fire Safety Plan

At the start of each academic semester, students should become familiar with the HCC Student Housing Fire Safety Plan. All students are required to evacuate their complex whenever their fire alarm has sounded. Students who do not evacuate their apartment complex after the fire alarm has sounded, will receive a verbal warning the first time and an insubordination fine anytime following.

**Stage 1:**
- All students will exit the apartment complex in an orderly fashion.
- Close the door of the room and/or apartment where the fire is upon exit.

**Stage 2:**
- Call Doniphan County Sheriff first to dispatch Highland Fire Department @ 785-985-3711
- Contact Campus Security second, @785-741-2206
- Alert other residents and/or roommates during exit from apartment complex by knocking on their doors.

**Stage 3:**
- Student must evacuate to their building’s designated Fire Safe Zone area.
  - Details of Fire Safe Zone Areas are listed below
- Students cannot re-enter the apartment complex until the alarm has been silenced and the ALL Clear has been given by the Highland Fire Department.
- Students who re-enter the apartment complex before the ALL Clear has been given will receive an insubordination fine.

**HCC Student Housing Fire Safe Zone Areas**

- **Ellis Hall**: Parking lot South of Ellis
- **Piper/Prairie Hall**: Parking lot North of Piper (Lot P)
- **Kansas Hall**: The sidewalk in front of the Walter’s Wellness Center
- **Kiltie Hall**: The sidewalk in front of the Walter’s Wellness Center
- **Colony Point Hall**: Gravel parking lot West of complex (Maintenance Shed Lot)
- **Cornerstone Hall**: Gravel parking lot West of complex (Maintenance Shed Lot)
- **Claymont Hall**: Gravel parking lot East of complex (Lot G)
- **Crestview Hall**: Gravel parking lot East of complex (Lot G)
- **Hampton Hall**: Gravel parking lot South of complex (Lot G)
- **Hollyoak Hall**: Gravel parking lot South of complex (Lot G)
- **Hearthford Hall**: Gravel parking lot South of complex (Lot G)
- **Huntington Hall**: Gravel parking lot South of complex (Lot G)
- **Heritage Hall**: Parking lot East of complex (Lot H)
- **Rubeti Hall**: Parking lot East of complex (Lot H)
- **Highlander Hall**: Gravel parking lot West of complex (Maintenance Shed Lot)
- **Degginger Hall**: Gravel parking lot East of complex (Lot G)
- **Scottie Place Hall**: Gravel parking lot South of complex (Lot S)
- **Sunflower Hall**: Gravel parking lot South of complex (Lot S)
- **Brown House**: Parking lot West of house (Community Center Parking Lot)
- **Blue House**: Parking lot Northwest of house (Community Center Parking Lot)
The college will perform four fire drills in campus housing per academic year. These will be unannounced. All residents in housing at the time of the drill will be expected to evacuate the building and participate in the drill. Insubordination fines will be issued to students who do not evacuate the building.

Note: Whenever your fire alarm sounds, please offer your neighbors a “courtesy knock” to notify of a fire.

Apartment Complex Fire Alarm Specifications

**Kansas/Kilite**
- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire Extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
  - The living room & bedroom smoke detectors will set off the alarm for the entire building
- The Fire alarm panel is located in apartment 1

**Claymont/Crestview/Colony Point/Cornerstone/Hampton/Hollyoak/Hearthford/Huntington**
- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
  - The smoke detector in the living room will set off the alarm for the entire building
  - Bedroom smoke detectors will not set off the alarm for the entire building
- No fire alarm panel present

**Highlander/Deeginger/Sunflower**
- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is not interconnected
  - Smoke detectors are interconnected within the apartments, not the building
  - The living room/bedroom smoke detectors will set off fire alarm within apartment only
- No fire alarm panel present

**Heritage/Rubeti**
- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in hallway utility closet
- Fire alarm system is interconnected
  - Smoke detector in hallway will set off alarm in entire building
  - Smoke detectors in bedroom are not interconnected
- Fire alarm panel is located in Heritage 1 & Rubeti 3

**Ellis**
- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in the kitchen
- Fire alarm system is not interconnected
  - Smoke detectors in apartment will not set off entire building
  - Smoke detectors in kitchen will not set off smoke detector in bedrooms & vice versa
- Pull stations are on landings
Piper
- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is not interconnected
  - Smoke detectors in living room & bedroom will set off fire alarm within apartment
  - Smoke detectors in apartments will not set off alarm in entire building
- Fire alarm panel is located in the closet of building lobby

Prairie
- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is interconnected
  - Smoke detectors in bedrooms & hallways will set off alarm in entire building
- Fire alarm panel is located in apartment 3
- Sprinkler System

Scottie Place
- Smoke detectors are located in apartment living rooms and bedrooms
- Fire extinguishers are located in kitchen utility closets
- Fire alarm system is not interconnected
  - Smoke alarms are interconnected upstairs, but not downstairs
  - Smoke detector in back hallway is interconnected with apartments 2 and 4
  - Smoke detectors in apartments will not set off alarm in entire building
- No fire alarm panel present

Duplexes
- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in kitchens
- Fire alarm system is not interconnected
  - Smoke detectors in hallway & bedrooms will not set off alarm in entire building
  - Smoke detectors in hallway & bedrooms will set off alarm within apartment
- No fire alarm panel present

Houses
- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in kitchen
- Fire alarm system is interconnected
  - Smoke detectors in hallways & bedrooms will set off alarm in entire building
- No fire alarm panel present

Emergency Information
Fires, natural disasters, bomb threats, accidents, and assaults can occur. The following instructions were prepared to help you know what to do until help is available.

Reporting an Emergency
7:30 am to 5:00 pm
Dial 6000 from a campus phone or 442-6000-Campus Switchboard, from any campus extension and the appropriate medical, fire, and police will be notified.
After hours
Dial 911 for Fire or Ambulance. Remember to call from a campus phone. A 911 call from a cell phone will connect to the emergency service of your cell phone’s area code. Dial 785-741-2206 for Campus Security.

Before taking any action, be sure you are not endangering yourself. Avoid any unstable structures, electrical wires, toxic fumes, chemical spills, fire, etc. Do not jeopardize your life or the lives of others in attempting to save personal property.

When you call, give:

1. Your name
2. Your telephone number and location
3. Name and location of emergency
4. Don’t hang up until the person answering the call ends the conversation
5. If there is a generalized emergency and the phone lines are dead, take a message to the Administration Building Switchboard or the Director of Student Housing.
6. If the emergency involves students, please refrain from making further calls to friends or parents. If at all possible notify the Vice President of Student Services immediately. College administration will contact any additional parties that needed to be informed.

Acting in an Emergency

1. Remain calm, use common sense, and render assistance. Don’t panic.
2. Evacuate buildings immediately upon hearing an audible alarm, or when remaining in the building becomes life-threatening.
3. Know the location of at least two emergency exit routes.

DO NOT:

1. Use the telephones for reasons other than emergency purposes.
2. Use the elevators or chair lifts in emergencies or attempt to exit stalled elevators.

Medical Emergencies:

Do not exceed you training or knowledge when attempting to render first aid. Immediately dial 911 or 6000 and report the nature of the illness.

Threatening phone calls

If you receive a threatening call:

1. Notify your Director of Student Housing. If this person is unavailable, contact the Vice President of Student Services at Ext. 6021 or Vice President of Finance & Operations at Ext. 6002 immediately.

Robbery Assault

These procedures should be followed to help assure your safety:

1. Cooperate. Give the person exactly what he/she asks for, nothing more.
2. Remember distinguishing traits: color of clothing; hat or not hat; beard or moustache; race approximate height, weight, and age.
3. Note the type of weapon used.
4. Listen carefully to notice voice characteristics and what are said.
5. Note direction of travel or flight after the confrontation. Check vehicle type and license number if possible.
6. Notify Campus Security at 785-741-2206 or local law enforcement at 985-3711 (this is a local number).
Sexual Assault and Rape

Sexual Assault

Sexual assault is defined as unwanted sexual contact that stops short of rape or attempted rape. This includes sexual touching and/or fondling (Rape, Abuse & Incest National Network, 2007).

Rape

Rape is defined as forced sexual intercourse, including vaginal, anal or oral penetration. Penetration could be by a body part or an object (Rape, Abuse & Incest National Network, 2007).

Many victims of sexual assault do not know where to turn for help, know what to do after an assault. The following steps should serve only as a guide.

1. Get to a safe place.
2. Get help quickly.
3. Call 985-3711 for local law enforcement.
4. The victim should call a close friend or relative or college administration. You should not be alone.
5. Do not change clothes or shower. You may destroy valuable evidence needed by the police.
6. Write down everything you remember that happened, with as much detail as possible.
7. Get medical attention. You may have hidden injuries and may want to explore other options for preventing pregnancy or sexually transmitted diseases.

Remember: You are not to blame, even if:

- Your attacker was an acquaintance, date, friend or spouse.
- You have been sexually intimate with that person or with others before.
- You were drinking or using drugs
- You froze and did not or could not say “no” or were unable to fight back physically.
- You were wearing clothes that others may see as seductive.

Men, it is never all right for you to force yourself on a woman, even if:

- She teases you or dresses provocatively.
- She says “no” and you think she means, “yes”.
- You have had sex with her before.
- You have paid for a night on the town or an expensive gift.
- You have been dating for a long time and you think it is time.
- If you have any doubts.....stop, ask and clarify.

Some ways to increase your safety:

- Understand your environment
  - There are always danger spots and times you're forced to slow down.
  - Be extra alert at these times and try to move through them quickly.
- Be aware
  - Of yourself
  - Your surroundings
- Avoid isolated areas
- Don’t let drugs or alcohol affect your judgment.
- Use your sixth sense: gut instinct
  - Avoid a person or situation which does not “feel” safe
- Keep your eye on your drink in social situations
  - Drugs can be slipped into your drink
  - Don’t take drinks from someone you don’t know
- Lock your door and windows.
- Watch out for unwanted visitors.
- Avoid walking or jogging alone, especially at night. Stay in well-traveled and well lit areas.
Policy Prohibiting Sexual Harassment

It shall be administrative policy of Highland Community College that no person shall, on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity of Highland Community College as required by Public Law 92-318.

As part of its policy not to discriminate on the basis of sex, Highland Community College hereby specifically prohibits any act of sexual harassment and has adopted for its students and employees the following definition of sexual harassment:

Requests for sexual favors or unwelcome advances in the form of verbal or physical conduct of a sexual nature for which compliance is made an expressed or implied condition of an individual’s initial or continued employment, requests which affect decisions regarding an individual’s education, or facilitates an atmosphere that interferes with an individual’s work or academic performance.

In compliance with Section 86.8 of P.L> 92-318, the President of the College has been designated as the Compliance Officer and the employee responsible to coordinate he efforts of the college to comply with and carry out its responsibilities under this Act, including any investigation of any compliant communicated to Highland any actions which should be prohibited by this Act. The Compliance Officer may be contacted by mail at Highland Community College, 606 W. Main, Highland, and Kansas 66035 or by telephone (785) 442-6010.

Sexual harassment is unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature.

Examples of sexual harassment:

- Demands for sexual favors
- Sexual innuendo
- Sexual proposition
- Suggestive comments
- Obscene gestures: sexual or graphic
- Suggestive or degrading sounds: whistling
- Unwanted contact: groping, pinching, grabbing, brushing up against, kissing
- Cornering
- Sexually suggestive letters or other written materials
- Derogatory statements
- Jokes
- Teasing
- Graphic or sexually suggestive comments about an individual’s attire or body
- Pressure to accept social invitations, to meet privately, to date or to have sexual relations.
- Stalking (to follow or observe a person persistently)

Demeaning epithets

Random Acts of Violence

Personal safety should be a primary concern. If a situation occurs in which your personal safety is in immediate danger, remove yourself from the building if at all possible.

Contact the Administration Building switchboard 442-6000 as soon as possible.

Campus staff will notify those in other buildings and provide instructions.

If you are aware of others being injured on college grounds, refrain from contacting family members or friends. The President or designee will make all necessary contacts.

Power Outages
Occasionally, the City of Highland experiences power outages. We do not always know the extent of these outages, but offer the following guidelines:

1. If outage occurs during the daytime while campus offices are open, contact the administration building switchboard. The switchboard can tell you if this is a campus wide problem. If it is a single building, maintenance will be contacted.

2. Please wait at least fifteen minutes to give maintenance or switchboard the opportunity to determine the problem. We will notify you if it cannot be fixed immediately.

3. If the outage is extensive and does not seem to be fixable within the immediate future the campus will post notices on housing units indicating the extent of the outage.

Vehicular Accidents

If you collide with an unattended vehicle, stop immediately, attempt to locate the vehicles’ owner, or notify the Vice President of Finance & Operations or the Vice President of Student Services. If this is not possible leave a note with your name, address and telephone number.

*Damage under $350.00*

If you are involved in an accident resulting in damage under $350.00 you must stop and give the following information to the owner/operator of the other vehicle:

1. Your name
2. Your address
3. Registration number of your vehicle;
4. Your driver’s license number

*Vehicle Damage over $350, injury or death related to vehicular accidents on the HCC campus.*

If an accident results in damage over $350, if there is a question about the amount of damage, or if an accident results in injury or death on the HCC campus, notify the Vice President of Finance & Operations and/or the Vice President of Student Services and the local police immediately.

Fumes/Vapors/Gas Leaks

If a vapor, fume or gas leak enters your living space and you cannot determine the sources, leave the area immediately. Post a do not enter sign and contact maintenance 442-6110 or Switchboard 442-6000.

Winter Storms

When a severe storm occurs on campus, the College President decides whether the campus will close.

Students who question whether the College will be open after a major overnight storm should tune into 103.9 KNZA-Hiawatha. A message will be left on campus switchboard regarding campus closings. In all possible cases, the college cafeteria will open during its regularly scheduled hours in the event the campus closes during a winter storm.

Tornados

Kansas is located within an active tornado zone. Actions taken before, during and immediately after a tornado may be the difference between life and death.

When a tornado is confirmed to be in or near Doniphan County, Police or Emergency Preparedness will activate the storm warning sirens. Everyone should take cover by going to a designated shelter area.

SHELTER LOCATIONS:
Lower level Library Student Union
Lower level Administration Building
Lower level Yost Hall
Locker rooms Allen Fieldhouse  
First floors Rubeti, Heritage and Ellis  
First floor of any of the campus apartments

If you are unable to get to a shelter location, go to the lowest level and center of an apartment, away from windows. Preferably the bathroom and close the door. Cover yourself with blankets or if possible a mattress to protect your body from objects tossed during the storm.

The “take shelter” siren has a wailing rise and fall sound that will operate for 15 seconds, then turn off for 5 seconds.

The “all clear” is a flat, one tone siren that will operate for 2 seconds then turn off for 2 seconds. This will last for one minute.

The city alarms are located off campus, but can easily be heard from outside any building. At the college, an additional hazard exists due to the number of chemicals and gas lines in laboratories. Try to avoid these areas for shelter.

**General Instructions**
1. Don’t go sightseeing  
2. Move towards the lowest level and center of the building. Stay away from windows  
3. Do not use the telephone except to report medical or fire emergencies, safety hazards or criminal activity  
4. Keep walkways and loading dock areas clear for emergency vehicles.  
5. Cooperate with public safety officials. Do not go into damaged areas unless your help is requested.

The College will conduct a tornado drill each Spring in conjunction with the testing of the city’s tornado sirens. All students on campus during the drill are expected to participate.

**HCC Lockdown Procedure**

A campus lockdown will be initiated if there is serious risk of danger to the staff, faculty and students of HCC from an armed or dangerous person on campus. The lockdown will be initiated at the discretion of the President or his/her designee. Signal for the campus lockdown is an air horn. Text messaging service, Network Notification and email will be initiated.

**Building Safe Zones & Responses**

**Administration Building**
- Business Office: lock office doors, shut off lights & move to the Northeast office.  
- Financial Aid/Registrar Office: lock glass door & back entry, shut off lights & move to Financial Aid Director Office  
- Admissions Office: move to President’s Office  
- IT Office: lock office door & shut off lights  
- Music Classroom: lock offices & shut off lights

**MSTC**
- Some classrooms and offices are safe zones. Move to safe zone, lock door, turn off lights.

**Irvin Hall**
- First floor reading classroom is a safe zone. Instructors, tutors, staff & students move to the safe zone area, lock door, shut lights off.  
- Second floor math lab/study area is a safe zone. Instructors, tutors, staff & students move to the safe zone, lock door, shut off lights.

**Gym**
- Training room is a safe zone. Move to safe zone, lock door, turn off lights.  
- Lock rooms are a safe zone. Move to safe zone, lock door, turn off lights.

**Library**
- Faculty reading room is a safe zone. Move to safe zone, lock door, turn off lights.

**Cafeteria**
- Manager’s office, bathrooms & kitchen area are safe zones. Move to safe zone, lock door, turn off lights.
Lower LSU
- Academic office is a safe zone. Move to safe zone, lock door, turn off lights.

Stadium Center
- Coaches offices are safe zones. Move to safe zone, lock door, turn off lights.

Wellness Center
- Southwest corner of the Wellness Center is a safe zone. Move to safe zone, lock door, turn off lights.

Yost Hall
- Offices are safe zones. Move to safe zone, lock door, turn off lights.

Campus Housing
- Each apartment is a safe zone. Lock outside door, move to the bathroom, turn off lights.
- RA will move to the bedroom and blow air horn out of window.

When threat has passed, all on campus persons will be notified via text message system, email, computer messaging system.

Housing Contract Terms and Conditions

The following Terms and Conditions as part of the contract between HCC and the residents of HCC housing. This is an agreement for room and board accommodations. I agree to rent a room at the rate as specified by HCC per semester and to pay for my board at the rate as specified by HCC per semester. Prices listed are subject to change by the approval of the HCC Board of Trustees.

I enclose herewith a check or money order made payable to Highland Community College in the amount of $150 as a security deposit for housing accommodations (if not previously paid). If I do not reside in an HCC dorm for the full term of my agreement, refund of the deposit will be made in accordance with contract printed below. If I reside in HCC housing for the full term of this agreement, refund of the security deposit will be made on or before forth five (45) days have elapsed from the date I terminate residence, less deductions for damage and any other unsatisfied obligations due HCC. In the event the one hundred fifty dollar ($150) security deposit is reduced by reason of charges against it, I agree to add to such deposit an amount sufficient to bring back to one hundred fifty dollars ($150).

I understand and agree that: (1) The College reserves the right to reject my application or any other applications for accommodations in HCC housing. (2) If my application is accepted by the College, I will promptly pay all charges for the accommodations assigned to me at the rate established by the Board of Trustees for the College. (3) I may occupy my room and meals will be served me according to the HCC Housing Calendar, which is subject to change by the College without notice. (4) I may not alter or amend this application-contract without agreement of both parties. (5) The inability of the College to grant my assigned preferences shall not void this application-contract. (6) The College reserves the right to change the requirements for the Housing Complex.

Contract Conditions:
1. CANCELLATIONS AND REFUNDS: Your contract is a lease agreement with Highland Community College for the Fall semester and Spring semester. Your contract may be altered under the following conditions:
   a. If you notify the Campus Housing Director in writing by June 1 for fall semester and December 1 for spring semester that you do not intend to live in campus housing, your deposit will be refunded within 45 days and you will be released from your contract.
   b. If you notify the Campus Housing Director in writing after December 1, for spring and June 1 for fall semester, but before registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
   c. After registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the academic year.
   d. At the end of the fall semester, you may be released from your contract if you notify the Campus Housing Director in writing on or before the last day of the fall semester. Your deposit will be returned within 45 days after inspection.
   e. If you notify the Campus Housing Director in writing after the last day of the fall semester, but before spring registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
   f. After spring registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the semester.
2. ROOM ASSIGNMENTS: HCC will notify the student after a room has been assigned to the student. HCC reserves the right to change the room assignment and to require the student residents to move to a like accommodation if such a change appears to be in the best interest of the student resident or the College.

3. VACATION POLICY: HCC housing will be officially closed and no food service provided during all of the official College vacation periods. If a student should desire to stay in the housing during semester break or spring break, the student MUST OBTAIN WRITTEN PERMISSION FROM THE CAMPUS HOUSING COORDINATOR. There is a $15 per day charge.

4. ROOM INSPECTION: The College reserves the right to enter students’ rooms in the interest of health and safety, or when a violation of College policy, housing policy, or law is apparent or probable cause is given. Your assigned Resident Assistant, Campus Housing Coordinator, or the Vice President for Student Services may conduct room inspections once a week. The Highland City Police and/or canines, used for the detection of illegal substances or weapons, may accompany HCC officials during room inspections.

5. ROOM FURNISHING AND SERVICES: Campus Apartments, Ellis Hall, Heritage Hall, and Rubeti Hall are all furnished with a couch, study desks and chairs, beds, individual closets, drawer unites, living room chair, dining table and chairs, a stove and a refrigerator. Utilities and cable service are paid. Cable hookups are in the living areas of each apartment, and in the bedrooms in the Ellis (3 occupant) apartments. The use of a splitter to run service to other areas of the apartment is prohibited. There is one telephone connection in each apartment and local service is paid by HCC. Each bedroom contains a computer outlet to the HCC network for each occupant.

6. FIRE, THEFT, OR DAMAGES: HCC shall not be responsible for the loss of or damage to any of the student’s personal property from any cause whatsoever. The student shall reimburse HCC for all damages to the structure in which he or she is housed and all damage to, or loss of any fixtures, furnishings, or personal property furnished under this contract caused by negligence on the part of the student or his/her guest. In the event that the accommodation assigned to this student is destroyed or otherwise made unavailable and HCC does not furnish equivalent accommodation, the contract shall terminate and all rights and liabilities of the parties hereto shall cease and the rights of HCC and students to payments previously made by them shall be prorated on the basis of the period for which accommodations were made available to the student.

7. RULES AND REGULATIONS: The student shall comply with all the rules and regulations of HCC housing in which he or she is a resident and of the College, which are now hereinafter in effect, which rules and regulations are specifically made a part of this contract by reference. In the event that a student ceases to be enrolled as a regular student at HCC, such student shall immediately vacate his or her accommodations, if requested to do so by HCC and, if vacated, HCC shall be under no obligation to refund any payment previously made.

8. MOVE IN: Students may move into their rooms on a date determined by HCC, usually the day of final registration, unless participation in HCC activities requires the student to be on campus earlier.

9. MOVE OUT: Students must move out of their rooms by 6:00pm on the last day of final exams for each semester.

10. The FEES SCHEDULE AND INFORMATION SHEET are considered a part of the housing contract.

11. FAILURE TO MEET THE TERMS OF THIS CONTRACT MAY RESULT IN EVICTION FROM HOUSING.

12. PAYMENT INFORMATION: Deposits and the completed contract should be directed to the HCC Student Services Office. Semester payments should be made to the HCC Business Office. Make checks payable to Highland Community College. Housing payments are made on a semester basis. The amount due may be paid by one of the following options. (a) pay all of amount due on or before day of registration; (b) pay ½ on day of registration and remainder within 30 days; (c) pay ½ on day of registration and 1/3 of remaining balance in 30 days, 1/3 in 60 days, and 1/3 in 90 days. A $25.00 payment plan fee is required for options (b) and (c) in addition to the amount due, if tuition and fees are included in the payment plan.