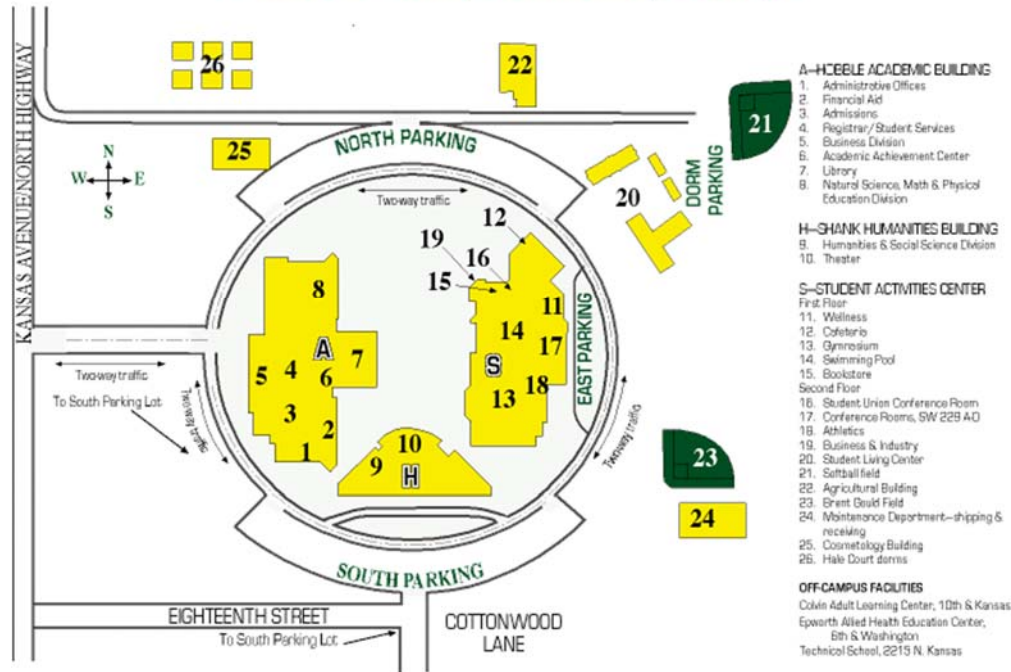


*Seward County  
Community College*



*2021-2022 Student  
Housing Handbook*

# MAIN CAMPUS Seward County Community College



**Is that what you had in mind when the party started?**

Things you'd never do sober seem like a great idea when you're drunk. So in addition to a terrible hangover, you may be dealing with regret, embarrassment, damaged relationships and worse.

**Stay in control by staying sober. It Matters.**

**every choice It Matters**  
itmattersks.org  
24/7 Help 1-800-273-TALK

Liberal Area Coalition for Families  
www.liberalcoalition.com  
(620) 655-7177

## 2021-2022 SCCC RESIDENCE HALL HANDBOOK



### Welcome!

SCCC welcomes you to your new home. We are glad that you are going to be a member of the housing community.

“Community” means you are now a part of a group that will learn how to live independently yet converse and interact with peers with different backgrounds, views, and social skills. By living in SCCC student housing, you enhance the opportunity to participate in life experiences, to learn problem-solving skills, and to build relationships.

**Please read this book completely as it will explain the housing policies and expectations. You are expected to know, understand, and follow each policy as a resident. You must also ensure your guests follow all policies while visiting the dorms. The Housing Office supports and upholds all policies/procedures at SCCC.**

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## ***Contact Info***

### **MAIL**

All residents residing in the Student Living Center and Mansions will have a mailbox located in the Student Living Center. Hale Court residents will have mail slid under room doors. Some mail services will vary and will be posted for student convenience. Address mail to:

STUDENT NAME

1801 N. Kansas Ave.

Rm.# \_\_\_\_\_

Liberal, KS 67901

### **IMPORTANT NUMBERS**

Housing Office .....	(620) 417-2102
Housing Director Cell .....	(620) 482-2181
Assistant Housing Director Cell .....	(620) 482-2182
Resident Assistant Cell .....	(620) 655-2581
Campus Main Line .....	(620) 417-1000
Campus Bookstore .....	(620) 417-1151
Financial Aid .....	(620) 417-1111
Library .....	(620) 417-1162
Registrar .....	(620) 417-1061
Academic Achievement Center/Tutors .....	(620) 417-1300
Campus Security .....	(620) 417-1180
Counseling Services .....	(620) 417-1106
TRIO Program.....	(620) 417-1605
Admissions Office .....	(620) 417-1101
Academic Advising .....	(620) 417-1604
Vice President of Student Services .....	(620) 417-1016
Vice President of Instruction .....	(620) 417-1012
Southwest Medical Center .....	(620) 624-1651

## CONTROLLED ACCESS

All SCCC residents will be issued a key/ID that will allow SCCC residents access into the Residence Halls. Only SCCC residents may use the key. At no time should a SCCC resident give their keys to a non-resident. At no time should a SCCC resident provide access to a non-resident with whom they are unfamiliar. Located at major entrances are security cameras that will keep a visual record of who and what enters and exits the building. Violation of this policy will have disciplinary consequences.

## HOUSING STAFF

### Housing Director:

- Live-in/full-time professional employee
- Supervises Assistant Housing Director, Weekend Housing Director
- Supervises Resident Assistants
- Manages Residence Halls facilities

### Assistant Housing Manager:

- Live-in/part-time professional employee
- Supervises Resident Assistants
- Manages Residence Halls facilities
- Fills in for Director when needed

### Weekend Housing Manager:

- Live-in/part-time professional employee
- Supervises Resident Assistants
- Manages Residence Halls facilities
- Fills in for Director when needed

### Resident Assistants (RA):

- Live-in/para professional employee
- Full time 2nd year SCCC student
- Mentors residents
- Implements residential programs
- Enforces handbook policies

### Security

- On duty 24/7

### Maintenance

- Responds to maintenance issues (repairs and replaces when necessary)

### Custodians

- Cleans common areas of the buildings

## *Your Room & Your Roommate*

You are responsible for your room and any act that occurs within it at all times. This includes damages to College property by you or any invited or uninvited guests. By leaving your bedroom unlocked, you are making yourself responsible for any actions that take place by uninvited guests. When a bedroom is damaged or items are missing and responsibility cannot be determined, it is up to the Housing Office to assess damages and divide damages between roommates or to an individual party.

The Housing Office expects each resident to pay for his or her portion of any fines assessed by the Housing Office. SCCC assumes no responsibility for any damage to or theft of the student's personal property. Insurance against damage or theft is left up to the individual student, but is highly encouraged by the College.

### **ALTERATIONS TO YOUR ROOM**

Each SLC room is furnished with two beds, two dressers, two desks, two chairs, and two closet units. The Mansions and Hale Court have built-in closets. Hale Court only has one desk and one chair. You may not remove any items from your room at any time or store in a different location. All rooms have smoke detectors, sprinkler systems (SLC only), electrical outlets, Direct TV (equipment will be checked out to each resident), and Internet access. **NO WIFI ROUTERS ARE ALLOWED IN ANY HOUSING BUILDING!**

You may add personal decorations as long as doing so does not damage or alter your room. Do not block the heating or cooling vents. Do not block doors or windows. Do not damage pipes or pipe coverings, or pour foreign substances (drain cleaners, wax, grease, oil, etc.) into any drain. Do not rinse food from dishes into sink.

Use caution when hanging material on your walls, doors, closets, cabinets, ceilings, etc., because such material can cause damage. Gray/Gorilla tape is not allowed. You are not allowed to put tape on your door so it won't latch shut. Doing so will result in a fine. Repairs that may incur will be billed to you. You may not paint the bedrooms. Any tape marks or holes of any kind will be charged as damage to the occupants of the room.

Waterbeds are not allowed. Any College-owned furniture that is relocated to another place (on or off campus) will result in a fine to all occupants of the room.



## YOUR ROOMMATE

Having a roommate is rewarding, but it can also be both a challenge and a learning experience; respecting each other, understanding differences, gaining patience, and being tolerant helps with developing character. The Housing Office believes that some of the best lessons are learned not in the classroom but in student housing.

During the first week, we suggest that you share with your roommate individual habits including studying, sleeping, music, noise, eating, cleaning arrangements, when visitors are allowed, the use of each other's possessions, etc. In order to achieve academic excellence, the Housing Office upholds that a roommate's right to study and sleep has precedence over all other activities.

## ROOMMATE CONFLICTS

Roommate conflicts can be stressful and develop around many issues. When conflicts cannot be resolved between the disagreeing parties, the Housing staff can help mediate. Resident Assistants can be mediators and help create an environment that all parties can express the disagreement and work jointly to resolve the issue.

It is not the responsibility of the Housing staff to provide a resolution; that is the responsibility of the roommates. There can be instances when a resolution cannot be reached through negotiation.

When this occurs, it is up to the Housing staff whether to proceed with disciplinary actions, removal from residence halls, or change of room. In unusual circumstances, room changes can be made during the semester with the payment of a \$25 administrative fee. There is a \$100 fine for unauthorized room changes.

All residents are always to abide by College policies as stated in the Student Handbook. The Housing Office has the right to intervene when a conflict arises.

## PRIVACY

Each resident is entitled to the right of privacy. SCCC, however, holds the right to conduct searches of your bedroom with or without just cause.

In particular, the weapons policy at SCCC, in accordance with Kansas state law, holds weapons owners (age 21 and older) responsible for constant vigilance and possession of legally possessed firearms. This may be verified by College security, administration, and/or Housing staff at any time.



The Housing Office upholds a resident's right to study and sleep. It has precedence over all other activities.

EXAMPLES OF REASONS THE COLLEGE MAY ENTER A STUDENT'S DORM ROOM:  
(NOTE: These are examples and not a comprehensive list).

- Maintenance repair
- To ensure the safety of the residents
- Health and safety checks
- Fire safety
- Check-out
- Knowledge of misconduct against an SCCC policy or state law
- Improvements to the room

SCCC reserves the right to enter a room, with or without prior notice, during the year to ensure the safety of the residents and the property. If damages are documented, the residents of the room will be notified and disciplinary actions may be taken. It is the responsibility of SCCC residents to cooperate with the College officials in this process.



### WHAT SHOULD I BRING?

The Housing Office at SCCC encourages residents to bring:

- Bedding
- Towels
- Toiletries
- School supplies
- Computer/TV
- Small refrigerator (4.6 cu ft max)
- Microwave
- Cleaning supplies
- Laundry supplies

### WHAT NOT TO BRING

SCCC would like to protect the safety of all students and thus does not allow the following items; possession of the following items could result in disciplinary action including confiscation of items:

- |  |                                  |
|--|----------------------------------|
| • Wifi Routers                         | • Any Alcohol/Alcohol containers |
| • Candles/Incense                      | • Hoverboards                    |
| • Open coiled appliance (ex: toaster)  | • Hookahs                        |
| • Hot plate (ex: George Foreman grill) | • E-cigarettes                   |
| • Any pets (fish the only exception)   | • Vapes                          |
| • Confetti & Streamers                 | • Glitter                        |

# *Safety & Security*

## **WEAPONS**

Kansas law permits individuals 21 years of age and older to carry a concealed handgun, with certain restrictions. In addition, Kansas law prevents firearm carrying by an individual under the influence of alcohol or drugs, a person who has been mentally ill, or anyone who has been convicted of a felony.

SCCC policy prohibits the open/concealed carrying of weapons on campus, in college owned or personal vehicles, in student housing, and at any college sponsored event. Prohibited weapons include, but are not limited to firearms not allowed by Kansas law, fireworks, knives, bow and arrows, clubs, etc. Discharge of firearms or fireworks, or the use of any object to cause intimidation or injury to a person or damage to property is prohibited.

Any dorm resident permitted by Kansas law to carry a weapon must report weapon possession to the housing manager. Handgun storage will be provided for residential students. When not carrying the weapon, the owner must store it in a locked and secure firearm safe. Safes provided by SCCC are available for student use in the Student Living Center. Housing managers, college administrators, and security, may request that the resident open the safe for inspection. Dorm residents must seek permission from the housing manager if circumstances arise that would require exceptions.

To further understand the differences between legal concealed carry of weapons and open carry of weapons, as well as information about concealed carry restrictions according to Kansas law and SCCC policy, please refer to the student handbook.

## **FIRE SAFETY**

SCCC would like to ensure the well-being of all students and visitors. There are more and more campus fires occurring each year taking the lives and livelihood of residents. The most effective way to avoid harm in a fire is to be prepared before it happens.

At the beginning of the year a Housing staff member will explain emergency procedures for the facility including fire, tornado, flood, bomb threat, etc. The explanation will include where all exits and stairwells, fire extinguishers, and alarm pull stations are located.

It is IMPORTANT that all residents treat all alarms as the real thing and follow the

appropriate guidelines established by SCCC. Elevators are not in operation for some emergencies and stairs must be used. Failure to follow any emergency procedure can result in a fine and possible disciplinary action. If you are physically challenged or become physically challenged (some examples are: sprained ankle, broken leg or injury that requires crutches) at any time during your stay, notify a Housing staff member immediately.

If you see or smell fire in the facility, on your way out of the building, pull the fire alarm (only if it is on your way out) and evacuate the building immediately.

Never attempt to put out a fire on your own.

If you hear a fire alarm sound, immediately leave your bedroom and follow the fire emergency route outlined by the Housing Office by using the stairs and exiting the building. Once evacuated from the building, stand away from the exits and building.

If you are trapped in your bedroom, move to the closest window and wave brightly colored clothing or a light out an open window to alert rescue team members to your location. If possible, write your room number on a piece of paper and place it in the window. If possible, place wet towels along the bottom of the door.

### **FIRE DRILL PROCEDURES**

Students are expected to observe the fire drills by leaving their room and exiting the building. It is the responsibility of each resident to be familiar with these procedures and observe them carefully. Fire drills should be taken very seriously and failure to evacuate the facility will result in disciplinary action.

When the alarm sounds:

1. Close the windows
2. Raise the blinds.
3. Wear a coat and hard soled shoes
4. Carry a towel (to be placed over your face in case of smoke)
5. Leave the door closed
6. Go to the nearest exit. Walk swiftly. Do not run or push.

All residents should exit out of the building until at least 200 feet away from the building, until the all-clear notification.

### **TORNADO DRILLS**

If a tornado warning is sounded, if time permits, residents will take shelter in the basement area of the Student Union or the North Mansion.

Otherwise, take shelter in a closet, hall, or bathroom in the middle of the building.

If you are in your car, drive away from the tornado if possible. If there is not time to escape, lie flat in a depression on the side of the road away from the tornado.

### **POWER FAILURES**

If a power failure occurs, emergency lights will activate. Remain calm and do not use candles or other flames. Keep all hallways and exits clear from obstruction. Call a housing staff member or security.

### **SMOKE DETECTORS**

Smoke detectors are provided in every bedroom to help prevent personal injury.

When the smoke detector sounds:

1. If there is a fire, exit the room and close the door so the fire cannot escape. Pull the alarm, exit the building and notify a Housing staff member and Security.
2. If there is not a fire, extinguish heat or smoke sources, open windows and doors, and tell other residents that there is no fire. Call a Housing staff member immediately to notify them of the false alarm. If the alarm does not stop, call a Housing staff member for maintenance help. If you hear a smoke detector from another room, knock on the door. If there is no response and the detector is still sounding, call a Housing staff member to investigate the situation.
3. It is against College policy to tamper, cover, or render one's smoke detector ineffective. Sprinkler heads are also not to be tampered with, including hanging personal items from its fixture. If a resident tampers with a sprinkler head or smoke detector at any time, a fine can be assessed, and disciplinary action can be taken.

### **SMOKING**

Smoking/vaping in your bedroom is considered another safety concern.

Smoking/vaping is strictly prohibited inside any building on campus & includes common areas, hallways, stairwells, bedrooms, etc.) and within 10 feet of any buildings.

Any student who violates this policy will have disciplinary actions taken against them. This also includes hookah pipes, e-cigarettes, and vapes.

### OPEN FLAMES

Open flames are not permitted inside the Residence Halls (includes common areas, hallways, stairwells, bedrooms, etc.). This includes open flames such as candles (any kind including birthday candles), incense, pipes, or flammable materials, etc.



### HOLIDAY SAFETY

Only Underwriter's Laboratory-approved electrical cords and lights may be used to add additional electricity to your bedroom. The same electrical cords must be used on fake Christmas trees, wreaths or any other décor.

Live Christmas trees, wreaths or other types of greenery are prohibited in the bedroom. Only non-flammable décor is allowed in bedrooms.

Any seasonal or other décor that is affixed to the outside of the bedroom door or wall must be removed prior to the break between the Fall and Spring semesters.

### UPHOLDING A SAFE ENVIRONMENT

In order to uphold a safe environment, you are responsible for keeping both the common areas and individual bedrooms & bathrooms clean. An unclean and unsafe bedroom may cause the College to take disciplinary action. SCCC reserves the right to inspect rooms without prior notice and assess fines if necessary. As part of our effort to provide a safe environment, SCCC will conduct health and safety checks throughout the year.

All residents of the College must take responsibility for their environment both inside the bedroom and in the Residence Halls, including the hallways, study areas, laundry facilities, and public areas. Any resident who intentionally or unintentionally creates a mess in the Residence Halls will be responsible for cleaning up the area and may be assessed fines or subject to disciplinary action.



### MISSING STUDENT POLICY

Student safety is of the utmost importance at SCCC. The following policy and procedure has been developed in order to assist in locating SCCC student(s) living in college-owned, on-campus housing, who based on the facts and circumstances known to the College, are determined to be missing. This policy is compliant with Section 488 of the Higher Education Act of 2008.

Most missing person reports in the college environment result from a student changing her/his routine without informing his/her roommates of the change. Anyone who believes a student to be missing should report their concern to Campus Security, Housing Director or Vice President of Students. Every report made will be followed up with an immediate investigation. Representatives of these offices will work together to contact the student in question and coordinate resources as necessary.

If parental notification is necessary, the Vice President of Student Services will place the call.

Any missing member of the SCCC community under the age of 21 will be reported missing to the National Crime Information Center of the Department of Justice. (Crime Control Act of 1990-5779 & 5780. Reporting Requirement.)

At the beginning of each academic year, residential students will be asked to provide on a voluntary basis, emergency contact information to be used if he/she is reported missing while enrolled at SCCC. This emergency information will be kept in the Director of Housing's office and will be updated each year.

All contact information or guardian information will be kept confidential and will be retained by the Housing office during the duration of a student's residency in SCCC housing.

\* NOTE: Contact information may be provided to law enforcement authorities if the student is missing.



## STUDENT IMMUNIZATIONS

The Immunization Program of the Kansas Department of Health and Environment recommends that all college students be immunized against tetanus, diphtheria, hepatitis B, varicella (chicken pox), influenza, and measles, mumps, and rubella. It is also recommended that students in the health professions have additional protection against polio and tuberculosis.

Under Kansas State Law (HB 2752), students enrolled at Seward County Community College and residing in campus housing are required to provide written proof of documentation of meningitis vaccination or decline the vaccine in writing after reviewing the information provided that informs of the dangers of the meningococcal disease. If the student is under the age of 18, parents or legal guardians must sign the declination form. Students who do not comply will be placed on administrative hold until compliance is documented with Student Services. Students on administrative hold will be unable to enroll for classes the following semester until compliance is documented and the hold is released by the Vice President of Student Services.

Proper immunization documentation requires obtaining written record of immunization dates (month, date, and year) from immunization certificates/records or medical records. To increase compliance with the college immunization policies, an exclusion policy is recommended for deficient students, with only medical or religious exemptions.

## SICKNESS OR ILLNESS

**If any resident becomes ill at any time, he/she MUST notify the Housing staff immediately.** The Housing staff should also be notified of any chronic illness. Each student is responsible for notifying his/her instructors if they are too ill to attend classes. The student will not be allowed in the cafeteria while sick. Arrangements will be made by Housing staff to have meals brought to student's room.

### **CAMPUS SECURITY**

A theft from bedrooms almost always occurs when the residents of the bedroom leave their door(s) unlocked. You can greatly reduce the potential for theft if you follow the advice listed below:

- Engrave personal property.
- Write down name brands, purchase prices and serial numbers of all valuables as well as the name, account number, and expiration date of all credit cards.
- Report any lost or stolen items to the Housing office and security immediately.
- Report any suspicious persons or activities you see by calling a Housing staff member or security immediately.
- Check your family's/your own insurance policy to ensure that your personal belongings are protected against loss.

The College does not assume responsibility for damage to student property due to theft, fire, water, or other causes. The Housing staff encourages all residents to take valuable personal belongings with them during breaks and holidays.

### **VIDEO SURVEILLANCE CAMERAS**

Although campus security staff is maintained 24/7, students are expected to follow published guidelines and accepted safety practices. Security officers and surveillance cameras do not replace responsible behavior by students, nor do they totally prevent crime from occurring. A campus security officer may be reached 24/7 at one of the following numbers.

- Office Phone: 620-417-1180
- Cell Phone: 620-629-0670

### **WINDOWS**

Windows are not to be used for entrance or exit of the buildings, unless of a fire or other emergency. This is a violation and will result in disciplinary action.

# *Visitation/Guest Policy*

## **NON-RESIDENTS ENTERING THE SCCC RESIDENCE Halls**

Residents of the College Residence Halls must escort all non-residents, at all times, while they are in the Residence Halls. If any guest damages SCCC housing property, the resident is responsible for the replacement cost.

## **VISITATION**

Any visitor of same or opposite gender is allowed in the building daily unless otherwise specified. From the hours of 12 a.m. to 9 a.m. Sunday through Saturday, guests of the opposite gender may not be in common areas/rooms.

Violations of this will result in disciplinary actions. The College and the Housing Office are not responsible for any injury, illness, or personal accident sustained or caused by residents or guests of residents. The College and the Housing staff have the right to ban and/or trespass any guest from the campus if deemed necessary.

\* NOTE: Emergency exit doors should not be opened between the hours of 10 p.m. and 8 a.m. unless there is an emergency. If they are opened for non-emergency reasons, the student will be disciplined.

## **OVERNIGHT GUESTS**

There will be no overnight guests due to COVID-19 unless special permission for special circumstances is granted by the Housing Director.

## **LAUNDRY FACILITIES**

Washers and dryers are installed as a privilege to Hall residents. They are only for residence. Any non-resident caught using them could result in disciplinary actions. The machines are College property; all occupants are obligated to see that the equipment is not abused or damaged. Students should not leave their laundry unattended.

## *Keys*

When a resident checks into the Residence Halls, you will be issued one key to unlock your bedroom door and one ID/key card to enter your housing building. You will also be issued a mailbox key (SLC & Mansion residents only). If you lose any of

your keys, the cost of a new key(s) is your responsibility. If you break a room/mailbox key, bring both portions of the broken key to a Housing staff member. A new key will be ordered. If you notice that your key is bent, bring it to the Housing Office and it will be replaced. It is important to notify a Housing staff member within 48 hours if your key(s) are lost, stolen or broken.

Remember to always lock your doors and keep your keys with you at all times. You should never leave your bedroom unlocked, even for a few minutes. Any student who is responsible for the unauthorized possession or use of College keys will be subject to serious disciplinary actions. \*If a student forgets their key card/ID to get in the building or their room has to be unlocked multiple times, a fine may be assessed.



Resident Assistants work closely with students and the Housing Director and college administration.

# *Community Rules*

By choosing to live in campus housing, you are choosing to live and learn among your peers. The Housing Office hopes that all residents take pride in where they live and with whom they share their residence Halls.

While at SCCC, we hope that you will meet students with different backgrounds, beliefs, talents, and degrees. We hope that you are challenged to work and live together as a community and demonstrate mutual respect and concern for others.

SCCC is committed to equal opportunity and does not discriminate on the basis of race, color, religion, national or ethnic origin, gender, age, marital status, sexual orientation, creed or disability in administration of educational policies, financial aid or other school administered programs.

The SCCC Residence Halls are designed for the traditional student. At this time there is no housing for married couples or individuals with children that would wish to live on campus.

## **COMMON AREAS**

Out of respect for the building and those living in the building, we hope you take care of the common areas (hallways, study areas, laundry facilities, and public areas). Individuals who intentionally or accidentally damage college property or resident property shall be held responsible. Please refrain from walking/standing on furniture/tables in all common areas. Disciplinary action will be taken for those that do.

Students' personal & room trash should be taken out to the dumpsters and not placed in any other trashcans inside and outside of the dorms. If a student violates this policy, there will be disciplinary actions. Decorations put up by the Housing staff are there for the enjoyment of all the residents and are therefore considered the property of the College. If decorations are damaged or stolen, disciplinary action will be taken. The Housing Office and SCCC are not responsible for any stolen, tampered with or lost items in the building.

## **QUIET & COURTESY HOURS**

SCCC values the right to sleep and study at all times. Therefore, we respect the request for quiet and that request surpasses another student's right to be loud or disruptive. "Quiet" means the absence of music, voices, or any other noises that can be heard by neighbors, in the Hallways, or any bedroom located side by side, above or below, when a resident's door is closed.

### QUIET HOURS POLICY

The Housing Office at SCCC requires that a quiet environment be respected, by maintaining quiet during the following hours:

Quiet Hours: 10 p.m.-9 a.m.

In some cases the Housing Office may impose extended quiet hours for a specific timeframe if deemed necessary for the floor and community. During finals week and the week before, quiet hours will be 24 hrs a day, 7 days a week

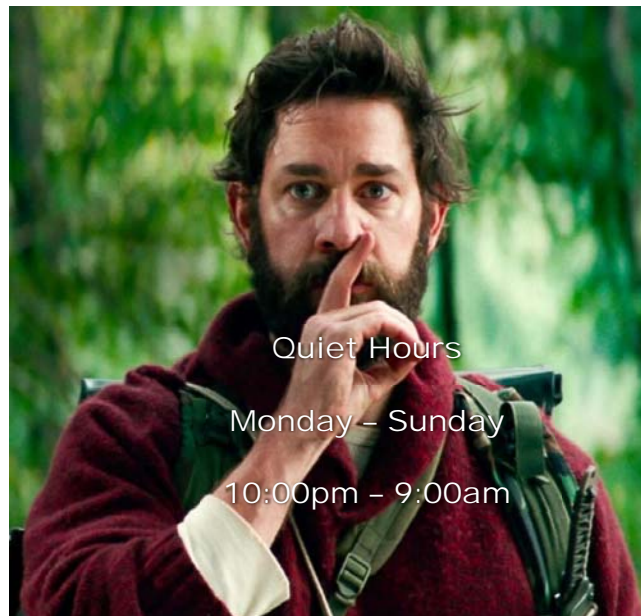
The Quiet Hours policy is as follows:

- 1st noise complaint: Room or individual receives a verbal warning
- 2nd noise complaint: Room or individual receives a final verbal warning.
- 3rd noise complaint: All residents involved are fined \$50 each

If a room or individuals repeatedly violates this policy, further disciplinary action will be taken.

### COURTESY HOURS POLICY

Courtesy hours are in effect 24 hours a day, seven days a week. It is the responsibility of the resident to first speak to the person(s) making the noise and request that he/she be quieter. If the request is denied, please call the Resident Assistant on duty. Be prepared to give information regarding the situation and identify yourself in order to be contacted for further information regarding the matter.



Quiet Hours

Monday – Sunday

10:00pm – 9:00am

# *Housing Assignment Information*

The Housing Office will hold complete authority to place all residents in appropriate units or terminate their occupancy. The Housing Office will accommodate all roommate requests in the order their contracts were received. Only students who are assigned by the Housing Office can occupy a given room and may live only in that room. There are to be no more than 2 students living in a bedroom at any given time.

## **CHECKING IN**

When residents move into their assigned bedroom, a Room Condition & Inventory Form (RCI) will be done to document any and all damages that are present when the resident assumes occupancy of the bedroom. The resident will be held responsible for any and all damages that are not documented on the RCI Form. Be specific! It is important that a Resident Assistant or Housing staff member know of any discrepancies on the RCI Form to avoid being fined for damages that occurred prior to your arrival.

Both the resident and a Housing staff member shall sign the RCI form and the resident can request a copy. The room keys will be issued after the RCI form is signed. Please keep your keys with you at all times!

## **ROOM FREEZE**

To accommodate all residents living in the Residence Halls, to determine available space, and/or to help roommates learn to live together, the Housing Office issues a “bedroom freeze” at the beginning of each semester (Fall, Spring, and Summer). A “room freeze” normally lasts for two weeks and during that time no resident is allowed to switch bedrooms.

If you wish to change bedrooms, after the “room freeze” has ended, you must contact the Housing Office and be able to show that you have exhausted all other possibilities.

If approved and if space is available, you will obtain official information for processing your room change. There will be an administrative fee charged to your student account for the move.

You should not expect a staff member to approve requests for room changes that are based on:

- Consideration of race, color, national origin, or religious preference, age, marital status, sexual orientation; or



- Conflicts between individuals related to lifestyle preferences or personal habit, which, in the judgment of staff, are resolvable.

The Housing Office reserves the right to accept or deny any bedroom change requests. On occasion the Housing Office will accept a bedroom change due to unresolved differences or serious conflicts. However, NO resident is allowed to change bedrooms without approval of the Housing Office.

#### CHECKING OUT

Immediately prior to your move out, a Housing staff member will compare the condition of your bedroom with the RCI form that was completed at the time you moved in. Apart from reasonable wear and tear, you and your roommates may be responsible to pay for damages acquired during your stay. These charges include, but are not limited to, damages, losses, deficiencies, or any special services incurred while you were an occupant of the room.

Often exact amounts for charges and fines are not available at the time of check out. The Housing Office will assess all damages and will bill you accordingly. Any damage to the common area (group study, laundry room, Hallways, etc.) may also be assessed just prior to check out.

If you are returning to campus housing for the following academic year, your housing deposit will roll over on your student account.

If you are not returning to campus housing and there are no damages, your deposit will be mailed approximately one month after checking out.

\* Any resident staying after the designated check-out time with prior approval from the Housing Director will be charged the daily rate. Residents staying without approval will be fined.

#### CHECK-OUT CHECKLIST

- Schedule an appointment with a staff member to go over RCI form.
- Remove all personal belongings from walls, ceilings, desks, counters, drawers, cupboards, storage areas, etc.
- Remove all command strips, etc. from walls, ceilings, desks, counters, drawers, cupboards, storage areas, etc.
- Empty your room and Hallways of all personal belongings.
- Clear your room and Hallways of all trash and debris.
- Clean bathroom and vanity area.
- Leave dressers "unstacked", beds "unbunked," chairs in closet space.
- Close and lock all windows.
- Fill out forwarding address card.
- Turn in all keys.



### CHECK-OUT CAUTIONS

SCCC is not responsible for any personal belongings that are left behind. If personal belongings are found, SCCC will throw items away after a 24-hour period.

Failure to complete any or all of the tasks listed above will result in an improper checkout and fines of \$50 or more will be assessed to the responsible parties.

Residents may not follow these guidelines for holidays or breaks. Residents will follow different procedures at that time. When the facility is closed, residents are not allowed to re-enter their residence until the facility is re-opened.

Any unexplained departure of ten days or more may be considered a cancellation and departure from the College and removal of belongings, cleaning, and damages will be assessed and charged to responsible parties.

### CANCELLATION POLICY

Termination by student:

- Students may cancel their annual contract at any time subject to appropriate cancellation fees (outlined as follows).

- Notification Date: 08/28/2021 to 05/15/22. Prorate for time occupied plus 25% of remaining academic year contract

- All notification regarding cancellation must be submitted in writing and approved by the Housing Director. After check-in, the official cancellation date will be determined when all of the following are completed: signed cancellation request submitted to the Housing Director, proper checkout with Housing staff, personal items removed, and all keys returned. This date serves as the ending date for prorate and other property billing charges.

Cancellation fees may be waived for a student who:

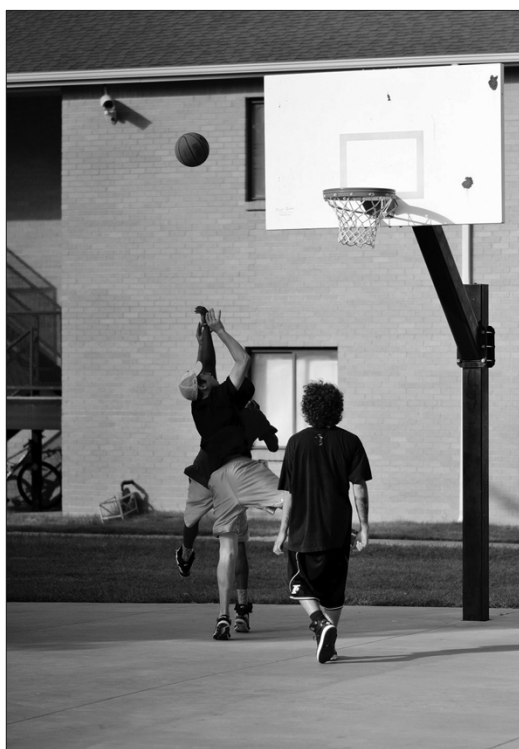
- Graduates from SCCC
- Marries (copy of marriage license required)
- Suffers a catastrophic loss resulting from events beyond the control of the student (approval from the Vice President of Student Services is required for this criteria).

Termination by College:

- The College may terminate this contract if the student fails to fulfill financial obligations specified in this contract or if the student violates any of the terms of this contract or College policy. In such cases, the student will be charged a cancellation fee of prorated for the time occupied and 25% of the remainder of the annual contract.

- The College may terminate this contract if the student is charged or convicted of a crime or crimes against persons and/or conduct that may threaten the safety or security of the student or of other residents. In such cases, the student will be charged a cancellation fee of prorated for the time occupied plus 25% of the remainder of the annual contract price.

- The College may terminate this contract if the room or dorm should become uninhabitable because of damage or destruction by fire or other casualty or if the student loses status as an enrolled student for any reason. In such case, the resident will be charged room and board fees for the time occupied in residence and cancellation fees (if applicable).



Housing Office  
roommate policies  
are designed to  
help students learn  
to live together  
in an atmosphere  
of mutual respect  
and appreciation.

# *Personal Items*

## **MOTORIZED OR MANUAL VEHICLES**

All residents who own a motorized vehicle, or any device needing fuel, can create possible fire hazards. Due to the nature of motorized vehicles, they cannot be stored in the Residence Halls. Motorized vehicles may not be ridden in the Residence Halls at any time. Fines will be assessed to all responsible parties for removal and storage of such items.

No bicycles may be stored in Residence Halls. All owners of bicycles can store them in the designated bike racks located in front of the SLC or around campus.

Manual vehicles may not be ridden in the Residence Halls at any time. Fines will be assessed to all responsible parties for breaking the policy and confiscation can occur.

## **IN-HALL SPORTS**

Riding bicycles, skateboards, scooters, roller blades, skates, throwing objects (Frisbees, balls of any kind (water or dry), shooting nerf guns, or other projectiles) are not permitted in the Residence Halls at any time. Likewise, residents are not allowed to play sports (golf, baseball, football, basketball, hockey, soccer, water fight, etc.) or "rough house" in the Residence Halls at any time. Fines will be assessed to all responsible parties for breaking the policy and confiscation can occur.

## **WINDOWS, DOORS, LEDGES, ROOFS**

At no time shall a resident exit a bedroom through a window unless in a documented emergency. If personal property or SCCC items are ejected from any window, disciplinary action will take place. If responsible residents are not identified, charges will be given to the entire bedroom or suite.

Windows must remain closed when air conditioning is on. All screens must stay on all windows as a safety precaution. Any resident that removes the screen from a window will be assessed a fine and possible disciplinary action can be taken. To maintain the appearance of the Housing Halls, no objects or paraphernalia can be displayed on any ledges or hung from the windows. Doors are not allowed to be propped open for any reason. This is a safety issue and disciplinary action will be taken.

At no time shall a resident or object be on the roof or any ledges. If a resident or object is found on the roof or a ledge, responsible parties will be assessed a fine and possible disciplinary action will be taken.

## *Residence Halls Policies*

The Housing staff at SCCC is dedicated to providing a safe, enjoyable environment for its residents and visitors. This means community living that is quiet, comfortable, and supportive to both academic and social growth. The Housing staff would like to educate residents to be responsible members of the SCCC Community in and outside of the classroom.

The Housing staff expects its residents to meet certain standards outlined in this handbook. If expectations are not met, the Housing staff expects residents to take responsibility and consequences for his/her actions.

If a violation occurs, an incident report is written to document what occurred. Names and phone numbers are needed, and all parties shall give their correct information as well as show an ID confirming who they are. All incident reports, letters, and other documentations are on file in the Housing Office. Every document in a resident's file is available for the said resident to read. Otherwise all documented information is confidential and restricted. All files remain active until the resident has graduated or withdrawn from the college. Every SCCC resident is responsible for knowing all policies, procedures, and regulations.

### **ATTENDANCE**

In order to live in the Residence Halls, a student needs to maintain regular attendance in at least 12 credit hours. If a student stops attending classes without extenuating circumstances, he/she will need to be moved out of the Residence Halls 24 hours after dropping classes and will be charged a cancellation fee of pro-rate for the time occupied plus 25% of the remainder of the annual contract price.

### **CONFRONTING A POLICY VIOLATION**

A Housing staff member shall confront any situation that is in violation of the policies set forth in the SCCC Housing Handbook or College Student Handbook. All students and visitors are expected to cooperate and assist the Housing staff member in confrontational situations. Failure to cooperate, giving false information, or resorting to verbal or physical abuse will result in stricter disciplinary actions.

It is also the responsibility of students or visitors to inform the Housing Director of any concern about a Resident Assistant's action during the documentation process.

## INCIDENT REPORTS

When an SCCC student or visitor is involved in a policy violation, any Housing staff member, College official, or security officer can document the incident. Not every incident documented is a policy violation. Some documentation includes emergency concerns, theft, loss, equipment damages, or illnesses. All incident reports are written objectively, and it is extremely important that all information given is accurate. The Housing Director reviews all incident reports and may set up meetings in order to receive more information.

## POLICY VIOLATIONS

- Alcohol in the building/campus - applies to both being in presence of or in possession of alcohol
- Visitation
- Assault
- Weapons/Firearms
- Disturbance to Community
- Speeding/Wreckless Driving
- Open Flames in Residence Halls
- Drugs/Drug paraphernalia
- Smoking/Vaping in or around buildings
- Halls Sports
- Harassment
- Vandalism
- Keeping pets (except fish)
- Noise

## RESIDENCE HALLS PET POLICY

If any kind of pet is found in the dorm room (only exception: fish), the resident will be expected to pay a \$50 fine and will be financially responsible for any damages caused by the animal(s). Subsequent violations result in further consequences.

## DISCIPLINARY ACTIONS

Based on seriousness of the incident

- Warning
- Suspension
- Reprimand
- Probation
- Fine
- Expulsion

SCCC supports the State of Kansas laws on controlled substances. The possession, use, manufacturing or sale of alcoholic and cereal malt beverages or illegal drugs on campus or in student housing is prohibited. SCCC has a zero-tolerance policy for possession of illegal substances and drug paraphernalia. Students found in violation of this policy will immediately be evicted from student housing. Per SCCC policy, if a student is evicted from our facility due to conduct violations, he or she will be responsible for the payment of 25% of the remainder of the housing contract. The damage deposit is also non-refundable in circumstances of this nature.

## SCCC ALCOHOL POLICY

### First offense:

- Required student completion of an alcohol use evaluation survey
- A fine of \$100
- 10 community service hours

### Second offense:

- A fine of \$250
- 20 community service hours
- Meet with Vice President of Student Services

### Third offense:

- Immediate eviction from SCCC housing
- Student will be charged a cancellation fee of pro-rate for the time occupied plus 25% of the remainder of the contract.

At any level of offense, student(s) will be charged \$50 per guest at the "party" (or other gathering of people) hosted.

## ROOM SEARCH

SCCC and the Housing Office staff have the right to conduct a room search without resident(s) present if pertinent information is given. It is the responsibility of the resident(s) to cooperate with all staff members and give accurate information. The resident(s) shall be given a complete list of items confiscated. The Housing Office or a College official will contact the resident(s) to discuss the incident in further detail.

## APPEALS

At any time an SCCC College student or visitor feels he/she was wrongly documented for an incident, it is the student's or visitor's right to appeal. In order to appeal, the SCCC student or visitor may appeal to the Vice President of Student Services. To do so, he/she must submit a written statement to the Vice President of Student Services within **five business days** of the incident. Students will be notified of the final decision.

## DISCIPLINARY SANCTIONS

May include, but are not limited to:

- |                     |                           |
|---------------------|---------------------------|
| • Alcohol Education | • Notification to Parents |
| • Apology           | • Research Papers         |
| • Community Service | • Restitution             |
| • Counseling        | • Student Health          |
| • Drug Education    | • Fine                    |
| • Eviction          | • Expulsion               |

## *Cafeteria & Louie's Place*

Great Western Dining cafeteria services at SCCC provides three hot meals daily Monday through Friday, with brunch and dinner served Saturday and Sunday. Meals are all-you-can-eat, and the price does not include tax. Students who live in residence halls receive the meal plan as part of their room and board. Other students and the public may purchase meals individually.

In 2017, GWD launched several initiatives to improve the student dining experience. Upgrades to the main campus cafeteria included expanded breakfast, deli, and salad bars, a live chef stations with stir fry, pasta, and hand-carved meats, daily specialty bar selections including baked potatoes, build-your-own-burrito, and chicken Philly sandwiches. Periodically, Great Western Dining offers evening "specials" such as steak night and Midnight Breakfast during finals week, and a traditional Thanksgiving dinner open to the community.

### BREAKFAST

7:15 to 9:15 a.m.

### WEEKEND BRUNCH — SATURDAY & SUNDAY

12 noon to 1:30 p.m.

### LUNCH

11 a.m. to 1:30 p.m.

### WEEKEND DINNER — SATURDAY & SUNDAY

5:30 to 7:00 p.m.

### DINNER

5:30 to 7:30 p.m.

Louie's Place is a C-Store and grab-and-go snack bar, with multiple coffee and cappuccino options, frozen treats, pizza baked on site, fresh sandwiches and salads, soup of the day, and more. Located in the Student Lounge area of the Industrial Technology Campus (north of main campus and accessible by the SCCC Connections Pathway system), Louie's Place hours are:

### Monday — Thursday

7 a.m. to 7 p.m.

### Weekend — Saturday & Sunday

Closed

### Friday

7 a.m. to 4 p.m.

Please note: Hours current as of July 2021, and subject to change.

# *Health & Wellness*

Are you looking to enjoy fitness activities on your own or to participate in a structured program? The SCCC Wellness Center has just what you need! Visit us today to check out the weight machines, free weights, aerobic classes, swimming, walking track, and more. Now is the perfect time to join, so call or stop by the Wellness Center located in the Student Activities Building on the SCCC campus.

The college has a six lane, seventy five foot swimming pool: which is three feet deep at the shallow end and has a thirteen foot dive well. The arthritic pool class as well as the other SCCC aquatic classes are held through the physical education department. Other classes are offered that utilize the aquatics center. These classes are scuba diving: and aquarobics. Challenge Course

SCCC students enrolled in the current semester while currently paying student fees are allowed to use the facilities free of charge. Students need to present their valid student ID card to gain admittance to all facilities.

## FALL & SPRING SEMESTER HOURS (subject to change)

Monday - Thursday: 6 a.m. - 9 p.m.

Friday: 6 a.m. - 7 p.m.

Saturday: 1 p.m. - 5 p.m.

Sunday: 1 p.m. - 5 p.m.

## SUMMER HOUR (begin in May, end in August):

Monday - Thursday: 6 a.m. - 8 p.m.

Friday: 6 a.m. - 7 p.m.

Saturday: CLOSED

Sunday: CLOSED

## POOL SCHEDULE

Seward County Community College classes have priority in all facilities. Patron should be advised to review schedules for 'OPEN' times. Pool schedule is subject to change. Please note that fall, spring, and summer class schedules vary and not all facilities are open when SCCC classes or functions are in progress. Additionally, the number of lanes may occasionally be reduced due to SCCC scheduled events or completely closed without warning.



## SEXUAL ASSAULT & MISCONDUCT POLICY

It is the policy of SCCC that no member of the campus community shall be permitted to sexually, racially, or religiously harass or assault another person. SCCC will not tolerate sexual assault in any form. Where there is probable cause to believe that the safety and/or security of the individual, persons in the residence halls, or the campus community has been breached, the administration will pursue strong disciplinary action which may include suspension or dismissal from the residence halls and/or SCCC. Discipline may also include restricting the accused from College property and functions.

This policy includes Cyber Bullying and/or harassment.

In dealing with members of the campus community, individual integrity and respect are the primary focus of the College's concern. It is important that options regarding medical treatment, counseling, the procedure for reporting and/or filing charges against an alleged assailant or third party, and receiving support and assistance through this process are clearly articulated.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or such conduct has a purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

**Reporting Procedures:** In determining whether alleged behavior constitutes sexual harassment, SCCC will examine the record as a whole and all aspects of the circumstances, such as the nature of the sexual advances and the context in which the alleged incidents occurred.

Any student or employee who feels he/she has been the victim of sexual harassment should contact campus security at 620-417-1181 or the Dean of Finance and Operations at 620-417-1018 within fourteen (14) calendar days of the occurrence of the incident which gave rise to the complaint.

**Emergency reporting procedures:** No form of sexual assault will be tolerated or condoned at Seward County Community College. Sexual assault includes not only those acts commonly understood to constitute "sexual assault" but all sex offenses under the Kansas criminal codes. Campus security annually reports all forcible and non-forcible sex offenses. SCCC will provide assistance in reporting, counseling for victims and support to the campus community.

### **Sexual Violence or Sexual Assault is a felony crime.**

It should always be reported immediately to campus security, city police, and/or a college official, whether the act of violence be by a stranger, an acquaintance, or a "date rape." The procedures outlined below are designed to protect the student who has been hurt by these behaviors and to stop the offensive behavior. The due process rights of alleged offenders are protected, as well as the rights of the victim. Time is essential.

- A. Go to a safe location as soon as possible. If possible, a friend should accompany the individual for increased safety.
- B. From the safe location campus security should be called at 620-417-1180 or the police at 911.
- C. Women should NOT change clothes, shower, bathe, or douche. If possible, do not go to the toilet. All clothing should be saved including linens, or other items that may have been touched by the assailant for the police officers who will be responsible for evidence. Do not wash clothing, linens or other items that may have been touched by the assailant. All physical evidence, including seminal fluids, hair, blood types and scrapings of flesh from the victim's fingernails may be needed for use in court.

The individual should get to the hospital as soon as it is safe and possible. The campus security or police officer will be able to arrange transportation to the hospital as soon as an assault is reported.



Have you been a victim of sexual harrassment, sexual assault, dating violence, domestic violence, or stalking?

# KNOW YOUR OPTIONS

TAKE A PHOTO & SAVE THIS INFO



Liberal Area Rape Crisis/Domestic Violence Service  
620-624-8818 (24-hour service)

Campus Support Advisor  
620-624-1106 (office)

VP of Student Services  
620-417-1016 (office)

Local Law Enforcement: 911  
620-626-0150 (non-emergency reporting)  
Campus Security: 620-417-1181

*Student survivors, witnesses, and bystanders who report, in good faith, any incident of sexual assault, domestic violence, dating violence, or stalking, will NOT be charged with an alcohol/drug violation of the Student Code of Conduct.*

# Saints Bookstore

*your place for SCCC swag and ...*



textbooks  
snacks & coffee  
gifts & cards  
school & personal supplies

**620-417-1150**

BUY ONLINE [www.saints-bookstore.com](http://www.saints-bookstore.com)

**Loves bad ideas. →**

**Never has  
your back. →**

**Gives terrible  
advice. →**



Binge drinking is a lot less fun the day after.  
Things you'd never do sober seem like a great idea  
when you're drunk. So in addition to a hangover,  
you may be dealing with regret, embarrassment,  
damaged relationships and worse.

Stay in control by staying sober. *It Matters.*

every  
choice **It**  
↑ **Matters**  
itmatters.org

Liberal Area Coalition for Families  
[www.liberalcoalition.com](http://www.liberalcoalition.com)  
(620) 655-7177