

Welcome!

Dear Resident,

Welcome to Texas College and to your new home! We are very excited that you have chosen to live in one of our residence hall! Living on campus can have many advantages to it while giving you the opportunity to interact with a diverse group of people.

You have the chance to participate in many activities offered on campus and to become involved with the various organizations associated with your college experience. Your involvement in campus life will benefit you in the future.

The staff of Residential Life is here to assist you and your fellow community members. We are here to help provide education outside of the classroom. This handbook was assembled to assist you with life on campus while away from home. This handbook will be your guide to bring you successfully on campus. Should you have any concerns always feel free to visit your Resident Center Manager and/or Resident Assistant. We are here to help you.



TABLE OF CONTENTS

<u>SECTION</u>	<u>PAGE</u>
Residential Life Commitment	3
Residential Life Mission Statement	3
Residence Hall Mission/Responsibility Statement	4
Policy and Procedures	5
Check Out Procedures	10
Disciplinary Measures	10
Sanctions Issued by Residential Life	11
Payment Information	14
Room Changes	15
Residence Hall Facilities and Services	16
Mail Service and Your Mailing Address	17
Emergency Evacuations	19
Other College Services	23

Other College Services

Campus Safety Office

Campus Safety Officers are on duty 24 hours a day, 7 days a week. They can be reached at 903-593-8311, extension 2249. Their primary responsibility is the protection of the property and safety of the Texas College community, as well as, the enforcement of college policies.

Health Services

Health Services provide facilities for limited health care through Trinity Mother Francis. Proper care is provided in case of minor illnesses; first aid assistance is rendered when needed; and individuals are referred to appropriate sources when definitive care is necessary. All costs related to hospital services of a physician and medications not furnished by the health Center must be paid by the student.

Dining Services

Thompson Hospitality dining services operates a full service cafeteria. The cafeteria is operated primarily for the on campus residents. Faculty, staff, and their guests are welcomed and encouraged to make use of the facility. Access to the cafeteria is either by meal card ID, commuter ticket, or cash.

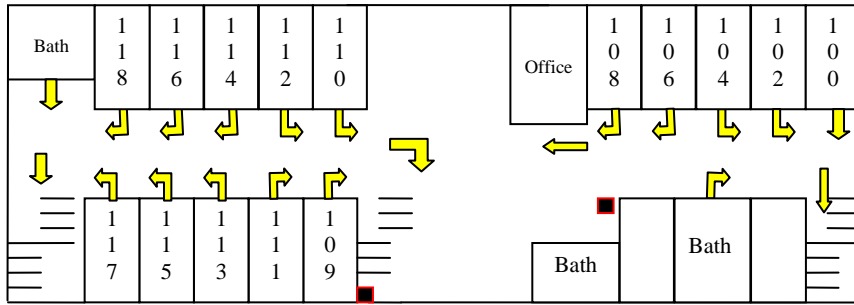
Hours of Cafeteria:

Monday – Friday	Breakfast	7 am –	9 am
	Lunch	11 am –	1:30 pm
	Dinner	4 pm –	6 pm
Wednesday	Lunch	12 noon –	1:30 pm
Saturday – Sunday	Brunch	10 am –	12 noon
	Dinner	4 pm –	5:30 pm

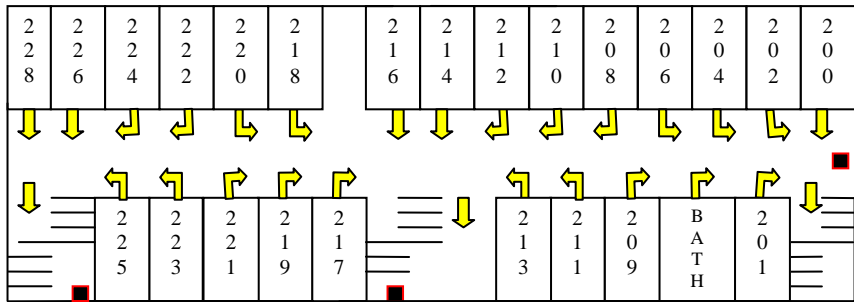
Hours of Snack Bar:

Monday – Friday	8:30am – 10:00pm
Saturday – Sunday	Closed

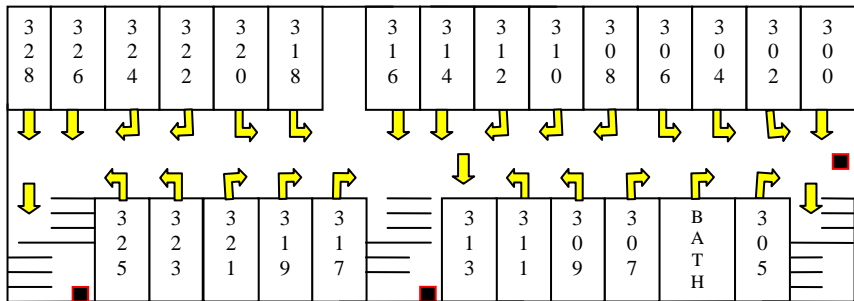
**Evacuation Route
Daniel Residence Hall**



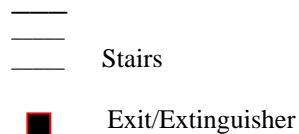
1st Floor



2nd Floor



3rd Floor



RESIDENTIAL LIFE COMMITMENT

The Residential Life office at Texas College is committed to providing an environment that is safe, secure, and conducive to living as well as learning. This learning takes place at many different levels. Living on campus will help students learn how to socialize and live in a residential community governed by rules which promote the welfare of each individual in the community. The Residential Life staff is here to help facilitate the transition from living at home to becoming a responsible adult.

Successful community living is achieved by interaction involving the residents at various degrees of relationships. A goal of Residential Life is to support and encourage interaction among people that promotes awareness and understanding of the diversity within and outside of our community.

Living within the residence halls encourages each person to develop skills and attitudes necessary to be positive and productive members of society. Developing these skills involves making a commitment to appreciate and value human differences regardless of race, gender, ethnicity, sexual orientation, socioeconomic status, or religious affiliation. Residential Life promotes the idea that each person has worth and should be treated with dignity and respect. Understanding this, you are encouraged to reach out to each other and develop positive relationships.

RESIDENTIAL LIFE MISSION STATEMENT

Each person, as a resident of Texas College residence halls, possesses certain individual rights and responsibilities which must be held in regard. This handbook is intended to define minimal expectations of rights and responsibilities of all residents in actualizing their freedoms without infringing on the rights of others.

RESIDENCE HALL MISSION STATEMENT

Texas College will strive to provide:

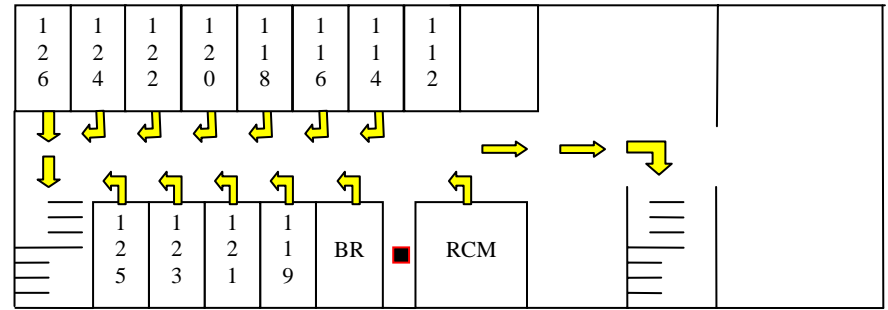
1. **A safe and secure environment:** includes the resident and his/her property. This also includes the right to free from intimidation, both physical and emotional.
2. **An environment which is conducive to sleeping, learning, and studying:** this includes the right to sleep, the right to read and study free from undue interference in one’s own room.
3. **A living environment which is in good condition:** this includes the right to a clean and healthy living environment. Each resident should report any physical concerns or maintenance issues they may have with the environment to the RCM.
4. **Due process:** in any residential community, there are laws and rules which must be obeyed. There are consequences if the rules are broken.
5. **Personal privacy:** each resident has the right to limited privacy within one’s own room. This includes the right of each resident to expect his/her personal belongings and property to be respected; however, in furtherance of the policy of **zero tolerance for drugs and alcohol** on campus, residents’ rooms as well as personal belongings may be subject to periodic inspections and searches.

RESIDENCE HALL RESPONSIBILITY STATEMENT

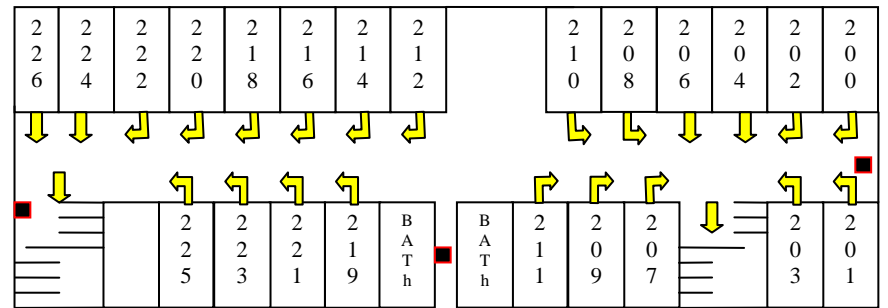
Each Resident has the responsibility to:

1. Respect other residents’ rights as listed above.
2. Abide by federal, state, and local laws.
3. Adhere to College Rules and Regulations.
4. Adhere to the rules and regulations for individual residence halls.
5. Understand and agree to comply with all information and policies provided in this and other college publications.
6. Uphold responsibility for the actions of his/her guests. All guests must check in with RCMs.
7. Report residence hall and college policy violations to appropriate staff members.

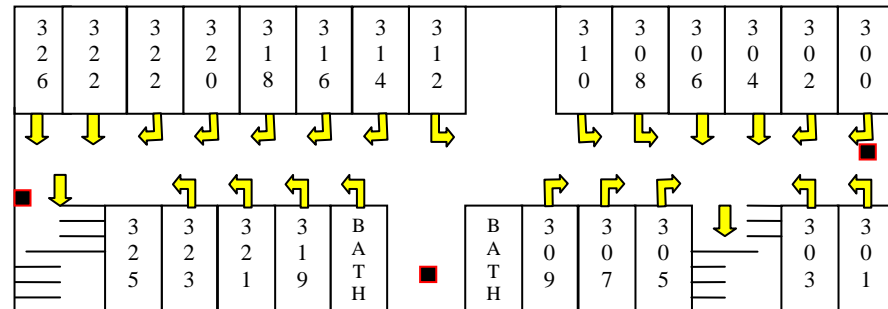
**Evacuation Route
Maddie A. Fair Residence Hall**



1st Floor



2nd Floor



3rd Floor

— Stairs

■ Exit/Extinguisher

Tornado or Severe Storm

1. The signal is a CONTINUOUS alarm from the city's public address system. This indicates that a tornado has been sighted in the area and there is immediate danger!
2. When you have **advanced** warning, go to the designated area in your hall.
3. In an emergency where warning is given, do the following:
 - a. Stay **away** from windows and open areas.
 - b. Go to an **interior** hallway, wall or the lower level.
 - c. Remain **calm** and wait for the all-clear signal from a RCM or Housing Director.
4. If in an automobile or outside, lay down in a depression or ditch by the side of the road.

Bomb Threat

Use same procedure as for emergency evacuation during a fire drill or a real fire. No one will be allowed to return to the residence hall until the hall has been cleared by the proper authority. Anyone found to have made a "terrorist threat" by using or threatening to use a bomb or incendiary device will receive serious College disciplinary action and be prosecuted under criminal charges.

Routine Medical Care

Some first aid supplies are kept by the residence hall staff for minor illnesses or emergencies. More extensive care is available through Health Services located in the Glass Building or your private physician. You should contact your RA and RCM if you need assistance.

SEE EVACUATION MAPS POSTED IN DORMS AND PAGES 21 & 22

RESIDENT HALL POLICIES AND PROCEDURES

Full-Time Students Status

Resident students must be enrolled in and maintain at least twelve (12) semester hours each fall and spring semester. Summer session students are required to be enrolled in three (3) semester hours per session. Resident enrollment is monitored and students who do not maintain full-time status will be removed from the residence hall **without a refund**. A student removed from the residence hall for any reason during a semester, loses his/her eligibility to be assigned to a residence hall through the next two long academic semesters. A waiver will not be granted that goes below twelve (12) hours.

Resident Identification

During the registration process each student is responsible for obtaining a **Student Identification Card**. Your ID is used for your meal plan, dorm activities, and other official College use. All students are required to carry their identification while on campus and **must present it upon request to any college staff or security**. If the card is lost or not obtained during the registration period, you will need to pay a \$15 late/lost fee at the Business Office and present a paid receipt with a zero balance to Student Affairs.

Visitation

Sunday – Wednesday	6pm – 11:30pm
Thursday	6pm – 12:30am
Friday – Saturday	1pm – 1:30am

The halls are open to visitors during the above hours. Residents may have visitors of the opposite sex, **ONLY WITHIN THE LOBBY AREA OF THE RESIDENCE HALL**. **All visitors must be 17 years old and older**. The visitors of the opposite sex are not allowed in any of other areas of the hall, including but not limited to: the hallways, the stairways, in any of the student's rooms. Each resident is responsible for each of his/her guest(s) and will be held accountable for the conduct and behavior of each guest.

Overnight Visitors

It may be possible for a resident to have a guest of the same sex stay overnight in his/her room, providing that the guest is 17 years old or older and providing that the same sex is not engaged in same sex relationship. Proper procedures include completing a Guest Registration form, and paying the nightly rate of \$7 a night in advance of stay. The host resident must also obtain permission of his/her roommate. See your RCM to complete the correct paperwork and to notify the staff of the visitor in case of an emergency such as an evacuation of the hall. The maximum number of nights per visitor is three (3) nights. Violations will lead to disciplinary action. The Residential Life office reserves the right to limit the duration of any visit.

Room Changes

Room changes within the resident hall require PRIOR APPROVAL by the RCM. Room changes are not to be made until after the official twelfth (12th) class day of each semester.

Quiet Hours/Noise

Quiet hours are in effect from **10pm each night to 10am each morning** to allow for study or sleep. Any noise that can be heard outside your room or which disturbs others including roommate is a violation of Quiet Hours. Quiet hours are in effect 24 hours a day during final examinations each semester. Courtesy hours are in effect 24 hours a day during the entire semester. Any noise which disturbs other people at any time of the day may be deemed as a noise violation. Repeated noise violations may result in removal from the residence hall. Quiet hours can be changed at any time by the discretion of the RCM and Director of Residence Life.

What to Bring for Your Dorm Room

- Student must bring their own linen (twin bed sheets, pillows, towels, etc.)
- Personal hygiene (toothbrush, toothpaste, shower shoes, etc.)
- Small refrigerators and microwaves are allowed, even though each residence hall has vending machines
- Decorations are allowed, however, putty must be used to hang posters, plug-in air freshers are allowed.

Emergency Evacuations

If the fire alarm sounds, students are to evacuate the building IMMEDIATELY, following the instruction listed below.

Fire Evacuation Instructions

1. If your door is hot to touch, **DO NOT OPEN IT!**
 - a. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
 - b. Turn on lights, close windows and room door but do not lock it. We need to see inside the room from the outside.
2. If your door is cool to the Touch, **OPEN IT SLOWLY.**
 - a. If you encounter heat and/or pressure in the hallway, leave your room, carefully closing the door behind you, and proceed to the nearest exit. (If possible, alert other students on your way out.)
 - b. If the hallway is clear, close your door behind you and proceed to the nearest exit. (If possible, alert other students on your way out.)
3. Always use the stairs to evacuate the building.
4. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl, if possible).
5. Once outside the building, move far away from the building and wait until recalled by an authorized College official.
6. Disabled persons who require assistance in evacuating should alert their Residence Center Manager and Residence Assist in advance, so that if a situation arises, they can be prepared.
7. **DO NOT** try to remove personal items.
8. If your clothing catch on fire, then **STOP...DROP...and ROLL!**
9. **Always remember: you are not expected to fight a fire yourself.**
10. If alarm sounds, everyone must exit the building.

SEE EVACUATION MAPS POSTED IN DORMS AND PAGES 20 & 21

Mailing Address

Your mail should be addressed as follows:

Student's Name
2404 N. Grand Avenue
Tyler, TX 75702

Change of Name or Address

Upon change of address, you should immediately notify the Registrar's Office, the Mailroom, and the Residence Life Office separately.

Stamps

For your convenience, stamps are for sale in the mailroom.

Mail Forwarding

Upon move out of the residence hall, it is the student's responsibility to notify both the U.S. Postal Service and the college mailroom. The college will forward mail for which a forwarding address has been furnished for approximately one month. If a student fails to furnish a forwarded address, any mail received will be returned to sender.

Receiving Money

When a student is receiving money through the mail, only have the money sent by check or money order (NO CASH). It is highly recommended that all money be sent by Certified mail.



- Small television and stereo sets are allowed. However each residence hall has a student lounge that has a television set.
- Each room contains a telephone jack. However, telephones and long distance service are the option/responsibility of each student. We recommend utilizing calling cards.
- Each dormitory has washers and dryers. Student must furnish detergent.

What is not allowed

- Alcohol or alcohol paraphernalia
- Controlled substances/drugs or drug paraphernalia
- Pets of any kind with the exception of fish in a maximum 10 gallon tank
- Weapons of ANY type (i.e. guns, knives, mace throwing stars, ninja stars, etc.)
- Incenses, candles, and other open flames
- Halogen lamps, lava lamps, appliances with an open heating element (hotplates, George Forman Grill, Deep Fryers, space heaters, etc.)
- Hanging decorations such as pictures, posters, bulletin boards, or other decorations that require nails.

TEXAS COLLEGE IS A ZERO TOLERANCE CAMPUS FOR DRUGS / ALCOHOL

Alcohol Policy

There will be no alcohol or alcohol paraphernalia allowed on the campus of Texas College. Students found drinking or in possession of alcoholic beverages, alcoholic containers or paraphernalia will be reported to RCM and Director of Residence Life immediately and will face disciplinary action from the College. This is a penalty issue in accordance to the Texas State Law. Any containers found in a resident's room will be discarded. Residential Life retains the right to have Texas College Campus Safety or Tyler Police Department come into any residence hall when necessary. Because there is a zero tolerance for alcohol on campus and in the residence halls and the penalties are severe. Please see inspection of rooms on page 8.

Controlled Substances/Drugs

Use of any controlled substances without a valid prescription is prohibited. Students are expected to abide by the policies and procedures of Texas College, as well as federal and state laws regarding the use, sale, and distribution of controlled substances. Illegal substance such as drugs and paraphernalia are prohibited from the residence hall. There is a zero tolerance for drugs on campus and in the residence hall and the penalties are severe. Please see inspection of rooms on page 8.

Non-Discrimination Policy

Requests to NOT be assigned with either individual people or members of a specific group based on discriminatory factors, such as race ethnic origin, etc. will be DISREGARDED.

Pet Policy

No pets of any kind are allows in the residence halls.

Weapons

No weapons, ammunition, or explosives of any kind are allowed in the residence halls. This includes the following: firearms, guns, BB guns, Rifles, hand guns, paint ball guns, martial art equipment, swords, bows, crossbows, arrows, fireworks, and decorative weapons. Texas College retains the right to conduct inspections for the purposes of search and seizure to enforce this policy. Any weapons found may be confiscated and appropriate action takes against the residents involved. Please see inspection of rooms on page 10. *Stated by Tyler, Texas Code of Ordinances: Sec. 4-96. Firearms; pellet guns; B-B guns; air rifles; discharge in city prohibited: (a) Except as otherwise provided herein, it is unlawful to discharge any firearm, air rifle, B-B gun, or pellet gun within the City limits. (7)(c) As used herein, the term "firearm" means any device designed, made or adapted to expel a projectile through a barrel by using the energy generated by an explosion or burning substance or any device readily convertible to that use but does not include a nonprojectile "starter pistol" having no barrel of the kind commonly used at athletic events.*

Open Flame

Incenses, candles, and other open flames are prohibited.

Residence Center Manager, who will then refer the communications to the Director of Residence Life.

Internet

Internet service is provided in the computer lab. If a student desires internet service in their room, the student is responsible for installation and all fees acquired. The internet provider is Cox Communication at (903) 595-4321. The College is not responsible for the agreements or payment for these services.

Air Conditioning/Windows/Doors

Each residence hall is air-conditioned for the comfort of the students. Controls are located in a central location controlled by the Residence Center Manager. All disputes regarding temperature control will be resolved by the staff. **Windows are not to be opened, both for security reasons and to help conserve energy.** Windows are never to be used to enter or leave a room. Room doors are to remain closed except for the purpose of entering or exiting a room. This is for security reasons and to conserve energy.

Cable TV

Each residence hall room is equipped with cable connections with basic and extended basic cable service. If additional cable service is desired, the student must contract with Cox Communication at (903) 595-4321. The student bares all responsibility for the costs of these services. The college is not responsible for cable charges incurred. Rooms that are equipped with illegal cable connects will pay restitution, as well as, incur college disciplinary action.

Mail Service

All resident students will receive mail in the student mailroom, which is located on the side of Martin Hall. It is the responsibility of the student to obtain a mailbox during normal mailroom hours. A mailroom staff member will be on duty during the posted times to assist you. Only authorized personnel are allowed in the mailroom. All student mail is sorted and placed in the mailboxes Monday through Friday, and may be picked up during regular hours. Please check your mailbox once a day. Mailroom hours are from 10 am to 12 noon and from 1 pm to 3:30 pm daily.

Non-Occupancy Periods

Thanksgiving: dorms must be vacated from 12 noon on the Wednesday before Thanksgiving until 12 noon on the Sunday after Thanksgiving.

Christmas Break: dorms must be vacated from 5 pm on the Friday of your last Fall examination until 8 am of the first day of Spring registrations. **EVERYTHING MUST GO HOME WITH YOU.**

Spring Break: dorms must be vacated from 5 pm the Friday before Spring Break until 2 pm the Sunday before classes resume.

Residence Hall Facilities and Service

Texas College maintains four air-conditioned residence halls with space for approximately 470 full-time students. Only students who are enrolled in at least twelve (12) semester hours during each regular academic semester or three (3) hours during each summer session are eligible for assignment to one of the residence halls.

Assignments are two people to a room. All rooms have two twin beds with mattresses, dresser drawers, closet space, smoke alarms, and blinds for the windows.

A full-time Residence Center Manager and a Student Resident Assist will be responsible for the activities and programs in each hall, communication of college policies and the safe operation of the hall.

Cleaning and Care

It is the student's responsibility to maintain the cleanliness of their individual room and to provide their own cleaning supplies. The community restroom will be cleaned by the residents. The Student Residence Assistant will assign the cleaning duty by room assignments.

Laundry

Each residence hall has a laundry facility equipped with coin operated washers and dryers, which are available for the use by the resident students only. Any communications related to the operation of the laundry facilities can be referred to your

Illegal Appliances

Illegal appliances include but not limited to: halogen lamps, lava lamps, appliances with an open heating element, such as hotplates, etc...

Smoking

Smoking is prohibited in any building on campus, including the residence halls. This includes front entry ways, rooms, hallways, and lounges. The smell of smoke is probable cause to enter a room and hold the resident responsible for disciplinary action. Smoking is permitted in designated areas only.

Room Cleaning and Maintenance

The residents must promptly correct any unsafe or unsanitary conditions noted to them by college staff. College property, including furniture, may not be moved within or outside the hall without prior approval of the Residential Center Manager. Missing or broken College property in assigned spaces will be charged to the residents unless properly noted on the Room Check-In Sheet upon move in. Students may be held accountable for any abnormal wear, damages or cleaning in public areas of their hall. Failure to pay the assessment will result in the blocking of registration, graduation, and receipt of a transcript. Residents are responsible for promptly reporting any maintenance needs as well as broken or missing items to the Residential Center Manager or Resident Assistant in each hall.

Inspection of Rooms

Texas College retains the right to enter residents' rooms in the conduct of legitimate functions, including maintenance, emergency situations, possible violations of college policy, civil or criminal law, to ensure that safety and sanitation standards are being observed and to enforce the College's policy of zero tolerance for drugs and alcohol on campus and residence halls. Texas College retains the right to inspect closets, refrigerators, personal baggage, and any other personal material which is sealed. Illegal or unauthorized items may be confiscated and appropriate action taken against the residents involved. Inspections may be conducted by Texas College employees, Residential Center Manager, Resident Assistant, and any individuals authorized by Texas College to assist in inspections, including independent

contractors with crime units. Inspections may occur periodically throughout the semester and will be conducted without notice.

Check-Out Procedures

It is important that you sign up with your Residential Manager and Resident Assistant for a specific check-out time. You should check out of your room no later than 5:00 PM on the day of your last final examination for the Fall and Spring semesters, unless you are participating in graduation ceremonies. In order to check out properly and avoid charge, you must:

1. Remove all personal possessions from your room.
2. Place all trash and unwanted items inside a trash can (Do not sweep trash in hallway).
3. Clean your room thoroughly.
4. Close and lock all windows.
5. Have RA or RCM check for trash and damage.
6. Sign the Room Check-In Sheet.
7. **Failure to check out properly** **\$25**
8. **Failure to clean room (per resident)** **\$25**
to \$100 (base on condition of room)

Texas College will not be responsible for any thing left in the residence halls over the Christmas break.

Disciplinary Measures

You are responsible to know and comply with the entire rules contained in the Texas College Student Handbook and Residential Life Handbook. All student rights and responsibilities as listed within the Student Handbook and Residential Life Handbook are applicable to all residents within the residence halls.

Disciplinary actions are also covered in the Student Code of Conduct contained in the Texas College Student Handbook and can range from a written warning to expulsion from the residence halls and Texas College. These sanctions will be levied in addition to the charge actions covered in the next section, as well as any actions taken by the Campus Safety Office, such as tickets or arrests.

Sources of Payment

Sources listed below are acceptable payment for housing and meals charges:

- Cash or Money Orders
- Credit Card (Master Card, Visa, Discover, Check Card)
- Grants or Scholarships**

**If using grants and or scholarships, you will need to have your grants or scholarships filed through the Financial Aid Office before the money can be applied for the Residence Hall.

Room Changes

Room changes within the same hall require **PRIOR APPROVAL** by the Resident Center Manager. Room changes between halls require **PRIOR APPROVAL** by the Director of Housing and the Dean of Students, **upon available space**. Room changes are not to be made until after **the official twelfth (12) class day of the semester**. Any unauthorized changes made before the official twelfth (12th) class day will result in disciplinary action.

Room Inspection Sheet or Move-In Sheet will be provide to you on move-in day and must be completed by the Residence Assist and student. All complaints and/or damages to the room not listed upon move-in, will be the responsibility of the current resident and the appropriate fees will be assessed.

Transfer forms are available through the Student Affairs Office and must be submitted to the Student Affairs Office no later then December 1st, if you are not returning for the spring. If you are not are returning for the Fall semester, you need to have the transfer form in before May 1st.

If for any reason you are expelled from school you will immediately be accompanied be the Director of Residence Life to the Residence Hall for removal of your belongings. You will be responsible for all housing fees, even though you have been expelled from school.

Texas College Residence Hall payment Information

Current Cost and Due Date

Your cost is \$3,000 for the academic year. (Includes the Fall and Spring semester). This payment is just room which is \$1,500 per semester. Meals are \$865 per semester or \$1,730 for the academic year. The total cost of both is \$4730 for the academic year and \$2365 per semester. You may pay one semester at a time.

Retuning Students

Returning students have the option of reserving their occupied room from the previous semester. In order to reserve this space, the resident is required to submit an intent form and the Fall semester payment of \$1500 for housing and meals (if desired) \$865 for a total of \$2365 (if using financial aid, see note below) by June 1st.

Spring semester payment of \$2365, meals included, is due January 3rd.

New Student

A completed application along with the \$150 housing fee (non refundable) will place you on the residence hall list. **If the \$150 fee is not paid before or upon arrival to school a dorm room will not be issued.**

Note: If financial aid is being used to pay for on-campus housing, a Financial Aid Award Letter will be required in order to be confirmed in the residence hall. Upon receipt of the Financial Aid Award Letter from the Financial Aid Office, you should write in your response, sign the letter and return it to the Financial Aid Office. They will document your response into your financial aid file. When the process has been completed and there is proof of sufficient aid to cover tuition, fees, books, and the housing of \$2365, you will then be considered for the confirmation into a Residence Hall. The deadline to have the Financial Aid Award Letter accepted and on file is June 1st for the Fall semester and January 2nd for the Spring semester.

Sanctions Issued by Residential Life

<u>Level 1 Infractions</u>	<u>Restitution</u>	<u>Points Assessed</u>
Damages/Improper use of school property (1 st)	\$20	1
Damages/Improper use of school property (2 nd)	\$40	1
Damages/Improper use of school property (3 rd)	JUDICIARY COMMITTEE	2
Disorderly Conduct (1 ST)	\$20	1
Disorderly Conduct (2 ND)	\$30	1
Disorderly Conduct (3 RD)	JUDICIARY COMMITTEE	2
Illegal Appliances (1 st)	\$10	1
Illegal Appliances (2 nd)	\$20	1
Illegal Appliances (3 rd)	JUDICIARY COMMITTEE	2
Littering (1 st)	\$10	1
Littering (2 nd)	\$20	1
Littering (3 rd)	JUDICIARY COMMITTEE	2
Noise/Quiet Hours/Loitering Violation (1 st)	\$10	1
Noise/Quiet Hours/Loitering Violation (2 nd)	\$20	1
Noise/Quiet Hours/Loitering	JUDICIARY	

<u>Level 1 Infractions</u>	<u>Restitution</u>	<u>Points Assessed</u>
Violation (3 rd)	COMMITTEE	2
Non-Compliance	\$20	1
Health and Safety Violation	\$20	2
Open Window (1 st)	\$10	1
Open Window (2 nd)	\$20	1
Open Window (3 rd)	JUDICIARY COMMITTEE	2
Smoking/Candles/Incense (1 st)	\$10	1
Smoking/Candles/Incense (2 nd)	\$20	1
Smoking/Candles/Incense (3 rd)	JUDICIARY COMMITTEE	2
Violation of Pet Policy (1 st)	\$10	1
Violation of Pet Policy (2 nd)	JUDICIARY COMMITTEE	2

<u>Level 2 Infractions</u>	<u>Restitution</u>	<u>Points Assessed</u>
Disrespect of a College Staff	\$30	2
Visitation Violation (1 st)	\$30	2
Visitation Violation (2 nd)	JUDICIARY COMMITTEE	4

<u>Level 3 Infractions</u>	<u>Restitution</u>	<u>Points Assessed</u>
Alcohol/ Paraphernalia (1 st)	REMOVAL FROM HALL	4
Alcohol/ Paraphernalia (2 nd)	REMOVAL FROM HALL	4

<u>Level 3 Infractions</u>	<u>Restitution</u>	<u>Points Assessed</u>
Assault/Disruptive or Violent Conduct	REMOVAL FROM HALL	4
Drugs/Paraphernalia	REMOVAL FROM HALL	4
Weapons	REMOVAL FROM HALL	4
Theft	REMOVAL FROM HALL	4
Tampering w/Fire/ Security Equipment	REMOVAL FROM HALL	4

Miscellaneous infractions

Lockout	\$5 after
that \$25 Lock Change Fee	
Failing Room Inspection	\$20
Missing Mandatory hall meeting	\$20

Accumulation of 2 points will result in a visit with the Dean of Student Affairs.

Accumulation of 3 or more points will result in removal from the Residence Halls.

In addition to these infractions, illegal activity on or off-campus may be grounds for removal from the **Residence Halls**.

All accumulated points stay throughout the Fall and Spring Semesters or your contract period. (So if you receive 2 points in the Fall and then receive 2 in the Spring you will have 4 points).