

HCC

Residence Life

HANDBOOK

2018 - 2019



HCC Policy on Nondiscrimination: Hutchinson Community College adheres to all federal and state civil rights laws banning discrimination in public institutions of higher education. The College will not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, color, ethnic or national origin, sex, sexual orientation, gender identity, marital status, pregnancy, genetic information, religion, age, ancestry, disability, military status, or veteran status (including special disabled veteran, Vietnam-era veteran, or recently separated veteran), domestic victim status, or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any grievance process on campus or within the Equal Employment Opportunity Commission or other human rights agencies. Contact: Coordinator of Equity & Compliance Ph: (620) 665-3512

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Welcome!

The mission of the Hutchinson Community College Residence Life program is simple: to provide you with an affordable, safe, and pleasant living environment. By doing this, we hope to enhance and support your academic and social development at Hutchinson Community College.

We encourage you to become involved in your new environment by taking an active role in the residence hall community. There are several ways that you can do this. You can apply for a position as a Resident Assistant. You can participate in the social and educational activities. Or, you can simply strive to be a positive example for others in the hall. It's all up to you!

However you choose to become involved, you can make a positive contribution to the residence hall community. This handbook is the first step in this process. It outlines the policies and procedures that guide living in the HCC residence halls. As a resident, you are expected to understand and abide by these policies. The handbook also contains important information about your hall's services and staff, and our excellent dining service, which is located on the main HCC campus.

We hope you have a successful year. Please take the time to read and understand this handbook. Doing so will make your transition to college a more enjoyable experience. If you have any questions about the policies, procedures, and services listed in this handbook, please do not hesitate to ask a staff member. We look forward to the opportunity to serve you.

Sincerely,
HCC Residence Life Staff

Contact Information

Residence Life Office reshall@hutchcc.edu 620-665-3436
Elland Hall

Dana Hinshaw hinshawd@hutchcc.edu 620-665-3322
Dir of Residence Life
Student Success Center, PSU

Shelby Branting brantings@hutchcc.edu 620-665-3403
Assist Dir of Residence Life
Res Life Office – Elland Hall

Darrell Adams adamsd@hutchcc.edu 620-727-2794
Lead Dorm Supervisor
Res Life Office – Elland Hall

Residence Life Office Fax 620-728-8150

Red Zone Study Room 620-665-3576

Kent West Pay Phone 620-662-9962

HCC Info – PSU Counter 620-665-3500

HCC Health Services 620-662-7416

Jetz Laundry Service 1-800-530-5704

Ideatek Communications Internet Help Desk 1-800-725-5280
Support website: www.hccdormsidkcom.net
Support Email: support@hccdorm.net

Lock out Cell Phone Number

Phone #1 620-899-3305 on duty Tuesday-Thursday

Phone #2 620-899-3055 on duty Friday-Monday

An RA is on duty and answering the phone from 5pm to 8am during the week and all weekend long. Between 8am-5pm (during the week) come to the Res Life Office.

Residence Life Staff

The Residence Life staff at HCC is available to help you! Listed below are the people who will be assisting you with your day-to-day concerns. These people are knowledgeable about Residence Life policies and procedures, and are trained to provide you with social and educational activities.

Resident Assistants

Resident Assistants (R.A.'s) are full-time students of HCC who are carefully selected and trained by the Residence Life department to assist the residents of Kent and Elland Halls. Your assigned R.A. (s) live on your floor, and are responsible for helping you with your problems and questions. They are also responsible for planning and organizing social and educational activities and overseeing the guidelines and procedures outlined in this handbook. They will also be inspecting your residence hall room on a monthly basis. In addition, you are required to attend a floor meeting organized by your R.A. (s) once a month.

Adult Staff

Adult Staff are live-in coaches and res hall office staff members. Adult staff advise and assist residents, sponsor residence life activities, help resolve difficult situations and if necessary act as disciplinary officers on behalf of the Residence Life Department.

Assistant Director

Assistant Director is a full-time professional staff member. The Assistant Director is responsible for planning and supervising all services and operations in the residence halls. The Assistant Director trains and supervises R.A.'s, advises and assists residents, helps resolve difficult situations, and if need be, acts as a disciplinary officer on behalf of the Director of Residence Life and HCC.

Director of Residence Life

The Director of Residence Life is responsible for overseeing all Residence Life activities and operations. The Director is also responsible for the supervision and training of the Residence Life staff. In addition, the director is a disciplinary officer for the institution.

General Information

Listed below is some general information about the residence halls and the services that we provide. Topics are listed in alphabetical order. If you have a comment or question about any of the information listed, or would like to make a suggestion, please contact a staff member.

Academic Status Policy

To be eligible to reside in the residence halls, you must be a **full-time** student enrolled in and attending at least 12 credit hours of class. Residents who drop below full-time status may not be eligible for continued occupancy in the residence halls.

Of the minimum 12-hours students are required to be enrolled in and attending; at least 9 of those hours must be on-campus classes. Late starting classes will not count towards the 12-hour minimum until their starting date or after. Residence Halls reserved the rights to determine if a student is attending his/her classes regularly.

Alcohol and Drug Policy

The unlawful possession, use, distribution or manufacture of alcohol, or the possession, use, distribution, or manufacture of any of the following:

- Controlled substances,
- Simulated controlled substances,
- Prescription medications other than in strict compliance with a valid prescription,
- Non-medical use or abuse of over-the-counter medicines of any kind
- The abuse of inhalants, herbals, or other non-regulated substances

Is prohibited by residents or visitors on HCC dorm property or at any residence hall event or activity. In addition, alcoholic beverage containers of any kind are prohibited on residence hall property.

Automatic Door System

For your security, both residence halls are equipped with an electronic door system that automatically locks and unlocks the doors in the residence halls at specified times. To gain access, you must slowly swipe your HCC student I.D. in the card reader so that the **magnetic strip faces to the right**. Your I.D. card will only allow you to access the hall in which you reside and in Elland Hall it will only grant you access to the wing and floor where you reside. Please notify hall staff if you experience any problems with the system.

Bicycles

Because of the limited amount of space available, the storage of bicycles inside the residence halls is generally discouraged. You may not store your bicycle in your room without the prior consent of your roommate and the Assistant Director of your hall. Bicycle racks are available outside both residence halls. Bikes left over the summer will be removed and donated.

Cable Television

Basic cable television services are available in all residence hall lobbies.

Candles and Incense

Due to fire safety concerns, candles and incense are prohibited in the residence halls and will be confiscated by hall staff and will not be returned to residents. Scentsy and like products (candle warmers) are permitted.

Common Areas

Both residence halls feature common areas for relaxation and study. The furniture, televisions, and vending machines located in these areas are for the common enjoyment of all residents. Please be respectful of others when using these areas. Furniture in these areas should remain in these areas. Residents taking anything out of the lobby areas will be sanctioned for theft.

Complaint Policy

Hutchinson Community College strives to provide the highest quality service to all stakeholders; concerns may periodically occur that lead to a complaint about a college policy, procedure, or employee's action.

If an individual believes he/she has been treated unfairly with regard to a college policy, procedure, or by an employee's action, the college recommends that the individual first attempt to informally resolve the concern by direct communication with the college personnel involved. If resolution is not reached, the individual may choose to file a formal complaint with the college. The process for filing a complaint with the college follows. **Complaint Definition:** Hutchinson Community College defines a complaint as a written notice of dissatisfaction with the application of a college policy or procedure, or with the actions of a college employee.

Process for Filing a Formal Complaint

Complaints will be considered if filed within thirty days of the conclusion of the semester in which the event occurred.

An individual who wishes to complain about a college policy, procedure, or employee's action may complete a complaint form or may submit a letter or e-mail containing the pertinent information.

1. Name of the complainant
2. Contact information, including address, phone number & e-mail address
3. The date of the event leading to the complaint
4. The location of the event leading to the complaint
5. The title of the policy or process, or employee named in the complaint.
6. A description of the complaint
7. A description of what steps the complainant has taken to resolve the complaint.
8. The proposed resolution for the complaint

Completed forms may be returned to complaint@hutchcc.edu, or to the office of the president or any vice president. Once received, the complaint will be directed to the appropriate administrator for review and response. In the event that an appeal procedure exists for an area of complaint, the complaint received will be forwarded as an appeal to the appropriate area, and the complainant will be informed of this action. For example, if a complaint is received about a course grade, the complaint will be forwarded as an appeal under the Appeal Course Grades Policy.

Checking Out of the Residence Halls

Upon termination of your room and board contract, which generally takes place at the end of the school year, you are required to properly check out with a staff member no later than the official closing time and date established by the Director of Residence Life. Before checking out of your room, you must satisfactorily clean the room, remove all your personal possessions, sign the room inventory form and turn over your room key. You will be notified, in writing, of cleanliness expectations and other requirements well in advance. Improper checkouts, damages, and lost keys will result in forfeiture of all or part of your \$100.00 damage deposit and could result in an additional debt owed to HCC.

During final exam week, at the end of the spring semester, we ask that you check out in a timely fashion according to the guidelines posted in the residence halls.

Contract Cancellation/Termination

Your residence hall room and board contract is for an **entire academic year**. It is a legally binding document. After you have been officially checked-in to a residence hall room, your contract may not be cancelled or terminated, except under the following conditions:

- Graduation
- Official withdrawal from HCC
- Marriage
- You wish to terminate your contract in order to reside with a parent, legal guardian, grandparent, or sibling within a sixty- (60) mile radius of HCC. A student-signed statement must be given to the Director of Residence Life stating when the student is moving out, his/her new address and with whom he/she will be living. In addition, a written statement verifying the student's afore mentioned statement from the parent, guardian or immediate family member with whom the student will be living must be received by the Director of Residence Life before the student's contract can be cancelled. In the event a student is relieved of the contractual obligations under this option and later fails to satisfy the conditions for such release, the student will be responsible for the payment of all amounts due under the contract.

All residents choosing to cancel their contracts for the reasons outlined above will be charged for **weeks in residence** and \$100.00 cancellation fee, except graduating students at semester. Those students will not be charged a cancellation fee.

Residents are not released from their contracts in order to rent apartments or seek other accommodations. Likewise, any resident who is dismissed from the residence halls for disciplinary reasons will not be released from the financial obligations of his or her room and board contract.

Electrical Cooking Appliances

Due to fire safety codes, toasters, toaster ovens, hot plates, indoor and outdoor grills and electrical frying pans are not permitted within individual residence hall or suite rooms.

Equal Opportunity, Harassment and Nondiscrimination Policy

Hutchinson Community College (“the College”) affirms its commitment to promote the goals of fairness and equity in all aspects of the educational enterprise. All policies are subject to resolution using the College’s Equity Grievance Process, as detailed below. The Equity Grievance Process is applicable regardless of the status of the parties involved, who may be members or non-members of the campus community, students, student organizations, faculty, administrators, and/or staff. The College reserves the right to act on incidents occurring on-campus or off-campus when the off-campus conduct could have an on-campus impact or impact on the educational mission of the College.

This policy applies to behaviors that take place on the campus, at college-sponsored events, and may also apply off-campus and to actions online when the Coordinator of Equity & Compliance determines that the off-campus conduct affects a substantial College interest. A substantial College interest is defined to include the following:

- Any action that constitutes criminal offense as defined by federal or Kansas state law. This includes, but is not limited to, single or repeat violations of any local, state, or federal law committed in the municipality where the College is located;
- Any situation where it appears that the accused individual may present a danger or threat to the health or safety of self or others;
- Any situation that significantly impinges upon the rights, property, or achievements of self or others or significantly breaches the peace and/or causes social disorder; and/or
- Any situation that is detrimental to the educational interests of the College.
- Any online postings or other electronic communication by students, including cyber-bullying, cyber-stalking, cyber-harassment, etc. occurring completely outside of the College’s control (e.g., not on College networks, websites, or between College email accounts) will only be subject to this policy when those online behaviors can be shown to cause a substantial on-campus disruption. Otherwise, such communications are considered speech protected by the 1st Amendment.

Please see the official policy at <http://www.hutchcc.edu/catalog/policy/?id=85>

Inquiries about this policy and procedure may be made internally to:

Jacob Gunden
Coordinator of Equity & Compliance
Parker Student Union
Hutchinson, KS 67501
Phone: (620) 665-3512
Email: gundenj@hutchcc.edu



Equipment Check-out

The residence halls have basketballs and ping pong equipment for check out from the RA on duty with a student id card. Irons, ironing boards, Vacuum cleaners are available for check-out in the Residence Life Office during office hours. In addition, cleaning equipment (brooms, cleaners, etc.) is available from custodians or the Res Life Office.

Felony Conviction

A conviction for a sex offense will result in a residence hall applicant being ineligible for housing or current resident to be dismissed. All other felony convictions will be reviewed on a case by case basis and the HCC Residence Life Department has the discretion to deny on-campus housing to an applicant or dismiss current resident who has been convicted of a felony. Failure to answer and initial the felony question or being untruthful on that question on your housing application will result in the contract being denied.

Fire Drills and Fire Safety Procedures

The hall must be evacuated each time a fire alarm is sounded. **If an alarm is sounded, please go calmly to the nearest exit and leave the building. If you exit to the West of the complex please congregate on the basketball court. If you exit to the East please wait on the East side of the parking lot.**

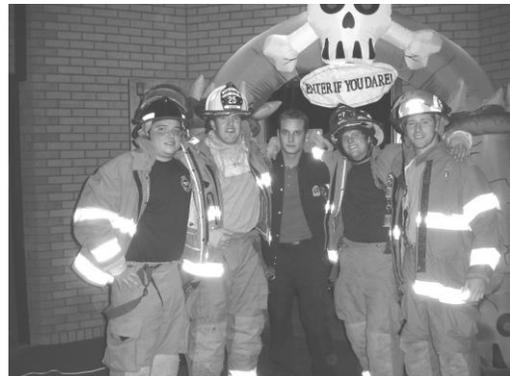
You may not re-enter the residence halls until hall staff and/or emergency personnel determine that it is safe to do so. For your safety, we are required by law to conduct a fire drill at least once per semester.

Fire safety in the residence halls is a very serious matter. You are expected to follow the instructions of hall staff at all times during a fire drill or an emergency situation.

Fire Equipment

For your safety, smoke detectors are located in your room and in the hallways and common areas of the residence halls. Fire alarms and fire extinguishers are also located throughout the residence halls. In addition, Elland West and Elland Hall common area are equipped with a sprinkler system.

It is against the law to tamper with and/or disable fire-fighting equipment, or to use the equipment for any other purpose than fire safety. **If you are caught setting off fire alarms when no fire is present or tampering with fire safety equipment, you may be subject to disciplinary action and/or criminal prosecution.** (Please see *Residence Hall Guidelines, Fire Drills and Fire Safety Procedures* for more information.)



Health Services for Students

Your enrollment at HCC includes a health service fee, which allows you to receive minor medical treatment at Hutchinson Area Student Health Center, located just north of the Parker Student Union/ Lockman parking Lot at 516 East 14th Street. To make an appointment, call 662-7416 between 8 AM and 11 AM Monday through Thursday and Wednesday afternoons.



Listed below are a few of the treatment facilities located in Hutchinson. Please call 911 or notify a staff member in the event of a medical emergency.

Hutchinson Area Student Health
516 E. 14th
Phone: 662-7416

Hutchinson Reg Med Center
1701 E. 23rd Ave
Phone: 665-2000

Hutch Clinic
2101 N. Waldron
Phone 669-2500

Housekeeping

You are responsible for keeping your room reasonably clean and for putting trash in its proper place. Vacuum cleaners are available for checkout in the residence life office and brooms and cleaning products are available in the custodial closets on each floor. Bathrooms in traditional dorms are cleaned everyday Monday – Friday. Bathrooms in the Elland Hall Suites and Dragon’s Landing Apartments are cleaned weekly.

Identification Cards (Student IDs)

Your HCC student ID card is the property of HCC. You are required to produce and/or surrender your I.D. when asked to by hall staff or security personnel.

Your student I.D. is coded with a magnetic strip, which allows you to gain access to the building after hours and to eat in the cafeteria. Your card will only allow you to access the hall in which you reside (see *General Information, Automatic Door System*). It is your responsibility to keep your I.D. card with you at all times while you are away from the residence halls. If you lose your I.D. card, it is your responsibility to arrange for a replacement as soon as possible.

Insurance

The dorm is not an insurer of resident’s property. Residents shall carry sufficient insurance to insure all resident’s possessions on the property on the HCC Residence Hall.

Internet Access

Wireless Internet is available in the residence halls and there are two ports of Hi-Speed Internet access available in each room, as well. To set your computer up for this service, please pick up the set-up directions from the Residence Life Office. Internet cords are also available. If you have technical difficulties with your internet please contact Ideatek Communications at 1-800-725-5280, or visit them on the web at <http://hccdorms.idkcom.net> or email support@hccdorm.net

Ironing

Due to fire safety codes, ironing is prohibited within individual residence hall rooms unless the iron being used has an automatic shut-off. An iron can be checked out from Res Life Office.

Keys

When a room key is reported missing, your lock must be changed to help ensure your security and your roommate's/suitemates' security. If you lose your room key, please inform the residence life office as soon as possible. You will be charged for the cost of replacing the lock and creating new keys, this will come out of your security deposit.

Laundry Facilities

For your convenience, coin-operated washers and dryers are located in the basements of all wings of Kent Hall and on each floor of Elland Hall. If you have problems with any of the laundry facilities, a toll free number is posted in each laundry room for you to report the problem, the number is also listed on page 3 of this handbook under Jetz Services.

Leadership Opportunities

Many opportunities exist for you to develop your leadership potential at HCC. Openings for the Residence Life staff position of Resident Assistant generally open during the middle part of the spring semester for the upcoming academic year. Resident Assistants are chosen based on their demonstrated leadership ability, academic performance, and citizenship. Please refer to *Residence Life Staff, Resident Assistants* for a more detailed description of the position. There are generally also a few spots open for Spring Semester and Summer Terms.

Lockouts

If you become locked out of your room during office hours (M-F 8am – 5 pm), go to the Residence Life Office and a staff member will let you back into your room. If you are locked out outside of office hours, please call the RA on duty. Abuse of this service could constitute disciplinary or monetary charges.

Lost or Stolen Property

Please report any suspected stolen property. Residence Hall staff will investigate and contact HCC Security. The college is not responsible for any lost, stolen, or damaged property. Please remember to lock your room when you know it will be unoccupied.

Mail

All Kent and Elland residents have their own personal mailbox. Each resident is responsible to check their mailbox regularly. Mail is delivered to the residence halls Monday through Friday. You will find a package slip in your mailbox to notify you if you receive a package or large envelope. Please bring the slip to the Residence Life office during the day to pick up your package.

If you order Pizza or using GPS and you are living at Dragon’s Landing I, your physical address is your unit number 14th Terrace. Dragon’s Landing II physical address is your unit number Plaza Way. Dragon’s Landing residents’ mail should be mailed to 1501 N. Ford, Hutchinson, KS 67501 and a staff member will deliver directly to your unit Mopnday-Friday.



Put your outgoing mail in the mail slot on the North West corner of the mailbox area. Mail is collected Monday through Friday.

When you move out of HCC housing, you are encouraged to send change of address postcards to companies sending you monthly statements. This will help ensure timely delivery of your bills and statements.

The mailing addresses for both halls are as follows:

Kent Hall

Resident’s name
1521 N. Ford
Box #
Hutchinson, KS 67501

Elland Hall

Resident’s name
1501 N. Ford
Box #
Hutchinson, KS 67501

Dragon’s Landing

Resident’s Name
1501 N. Ford
Box Unit Number
Hutchinson, KS 67501

Maintenance

If you experience any room maintenance problems or notice anything around the hall that requires immediate repair, please report the situation to a hall staff member promptly. Our maintenance staff will respond as soon as possible. Please understand that it may be necessary for maintenance personnel to enter your room while you are not there. Please refer to *Room Entry* and *Inspection* for more information.

Microwave Ovens

Both residence halls are equipped with microwave ovens on each floor for your use, generally in the hallway or lobby area. You are expected to be considerate of others and clean your messes when you use these facilities. Failure to do so may result in the removal of the microwave ovens. Due to wattage concerns, microwave ovens in individual traditional residence hall rooms are prohibited.

Missing Student Protocol

In the event that a student is discovered to be missing for a period exceeding 24-hours a report should be made to one of the following College officials:

- HCC Security Officer
- Dean of Students
- Director of Residence Life

Following the receipt of a missing student report, College officials will notify the Hutchinson Police Department and HCC Security Department. If the student has designated an emergency contact person, the College will notify that individual. By law, the parent/guardian of students who are under 18 and not legally emancipated will be notified in the event that the student has been reported as missing for 24 hours.

Parking

Upon checking in to the residence halls, you will receive a dorm parking permit, which allows you to park in a specific parking lot either surrounding the two residence halls (D) or in South Dorm (DS) parking lot (1 block south of Elland Hall, east of Shears Technology Building).

As a resident you are **not** allowed to park your car in any of the following areas:

- The main HCC campus before 1:00 PM during the week
- The streets surrounding the Residence Halls in a two block radius
- Any parking space marked "Reserved" in the residence hall lot
- Any parking space designated for use by the handicapped
- Any parking space in the lot not specified on your parking sticker

Dragon's Landing Residents can park in the front parking lot of the complex or in DS overflow parking to the southwest of the complex. You are not allowed to park on 14th street. Residence hall students parking on the streets surrounding the Residence Halls will be ticketed by campus patrol and if the violations persist, can be given community service hours, conduct fines and further disciplinary sanctions. Guests visiting the residence halls should park on the streets surrounding the halls. Guests visiting Dragon's Landing should park in the overflow parking lot to the southwest of the complex.

You are responsible for understanding and adhering to all campus regulations governing the use of motor vehicles. Please refer to HCC's Traffic Regulations brochure for more information.

Pets

The only pets allowed in the residence halls are service animals and emotional support animals as mandated by ADA and FHA. Approval must be granted by the HCC Accessibility Services Coordinator.

Quiet Hours

We ask that all residents respect their neighbors and abide by the following quiet hours guideline: Sunday through Thursday 11:00 PM – 7:00 AM.

At all times, noise that can be heard at least three doors down, will be considered excessive and sanctionable. There will be 24-hour quiet hours in effect during final exam week.

Refrigerators

Every residence hall room is equipped with a refrigerator for you and your roommate to share. You are required to thoroughly clean, defrost and dry your refrigerator before checking out of the residence halls. The last person checking out or the one who does not go through the check out process will be responsible for the cleaning, defrosting, drying process. Dragon's Landing residents will need to clean out and wipe down refrigerators, but leave the refrigerator plugged in and on.

Room Damage and Normal "Wear and Tear"

Normal wear and tear is defined as minor, foreseeable damage that occurs resulting from a resident's reasonable use of a residence hall room. The Assistant Director will determine what damages fall into this category, and what, if any, charges will be applied against a resident's damage deposit upon checkout. Residents who create excessive damage to residence hall rooms or Dragon's Landing Apartments, above and beyond what would be considered normal wear and tear, will forfeit their damage deposit; and, depending on the severity of the damage may be subject to disciplinary action and/or restitution.

Room Entry and Inspection

Students have the same rights of privacy as other citizens and surrender none of these rights by becoming residents in the college's residence halls. However, HCC reserves the right for authorized HCC personnel to enter and conduct a search of a student's room for any purpose connected with maintenance, housekeeping, if an occupant of the room is believed to be in ill health, in danger of physical harm, or in the event there is reasonable basis to believe college policies have been or are being violated or there is or has been damage to college property. Also, the college may inspect residence hall rooms on a periodic basis. Maintenance requests made by residents shall be considered "permission to enter." In such cases, no prior notification of intended entry will be given. In addition, routine maintenance may require that rooms be entered without notice. If this is the case, maintenance personnel will leave notification that they have entered the room.

Room Safety & Cleanliness Checks

Each month your RA will post a sign-up sheet on his/her door for a room check. Residents not signing up will be inspected at the RAs convenience. Rooms not meeting minimum cleanliness standards will be given a short time to bring their room up to standards. If standards are not met, sanctions will be given to the residents of that room.

During all vacation periods and occasionally throughout the semester, safety checks are conducted in every room in the residence halls to insure all instructions regarding closing of windows, unplugging equipment, etc., have been followed. Violations of Residence Life guidelines in plain view will be documented and disciplinary action will be taken.

Single Rooms and Room Transfers

Your residence hall assignment is made on the basis of the date you returned your contract, and the preferred choices you indicated on your application. If you wish to obtain a single room and/or change rooms, please notify the residence life office. The staff will consider such requests on a case-by-case basis, subject to space availability. Exceptions will be made for students with disabilities. Single rooms are \$400.00 more per semester.

If your roommate moves out, you will be given the option to pay the additional money for a single room, or you will receive another roommate or you will be relocated to another room.

Smoking Area

The designated smoking area for both Kent and Elland Halls is the concrete slab east of the basketball court and south of the Kent Hall entrance. This is the only place on the residence hall property that you can smoke. The designated smoking area at Dragon's Landing is the Dragon's Landing gazebo in the courtyard. Individuals found to be smoking in other areas on the residence hall grounds or on Dragon's Landing Property will be sanctioned.

Social Activities

You are encouraged to take part in any or all of the Residence Life department's social activities. Information about these activities will generally be posted in the residence hall common areas.

If you need information about any of these activities, or have an idea about an activity that you'd like to see, please contact your RA. Social activities are fun ways to get to know others in your hall!



Storage

Due to space constraints, there is currently no space in the residence halls available for storage, other than the room assigned to you during the school year. After the official hall closing date in the spring or after you check-out or are dismissed from the residence halls, all personal belongings left behind by vacating residents will be utilized by the residence hall, disposed of or donated to a charitable organization.

Tornadoes and Severe Weather

In the event of a tornado or severe weather emergency, a hall staff member will instruct you to go to the residence hall basements. For your safety, we ask that you stay in the basement until staff determines that it is safe to leave. Depending on the severity of the situation, there may not be time for you to go to the basement. If this is the case, please go to a hallway away from glass surfaces. Sit with your legs crossed, head down and hands protecting the back of your head and neck. This will minimize your chances of being severely injured. Dragon Landing residents' storm shelter is the basement of Dragons' Landing 713.

Vacations

Both residence halls and the Dragon's Landing Complex close for extended periods in observance of the holiday season and during spring break. Students must be granted permission from the residence life office to stay during breaks such as Thanksgiving, Christmas and Spring Break for an additional cost. These dates are outlined on your contract. You will be notified well in advance of the official closing dates and times. You will also be given an information sheet regarding items that need to be completed before the official closing date.

Vending Machines

Vending machines are located on the first-floor common areas of both residence halls. If you lose your money without obtaining a product, or find a machine to be broken or empty, please notify hall staff in the Residence Life Office.

Tampering with and/or maliciously damaging any vending machine is prohibited by law and is a violation of Residence Life policies and expectations, and will result in disciplinary action and/or criminal prosecution.

Visitation Policy: Guests and Overnight Visitors

The residence halls are open to visitors of the opposite gender at the following times:

Monday - Thursday 11:00 am - 12:00 Midnight

Friday - Sunday 11:00 am Friday - 12:00 Midnight Sunday

Guests of the same gender may visit the residence halls at any time; however, guests are asked to limit their stay to no more than two (2) consecutive nights.

Guests who are not immediate family members must be at least 18 years of age in order to be admitted to the residence halls. **High school students who are not immediate family members are not permitted to enter the residence halls unless accompanied by a HCC staff member.**

Guests should park on the streets surrounding the residence halls, not in the residence hall lots. Guests who have violated federal, state, or local laws that affect their suitability as a guest in our college community may be advised of criminal trespass on residence hall property.

All residents are responsible for their guests' behavior and their awareness of Residence Life guidelines. Guests who conduct themselves in a manner not consistent with these guidelines will be asked to leave and the resident they were visiting may be sanctioned and/or advised of criminal trespass on residence hall property.



Residence Hall Standards of Conduct

In addition to the *Standards of Conduct of Students* established by the HCC Board of Trustees, you are expected to understand and abide by the residence hall policies listed below. The Residence Life department reserves the right to change or revise these guidelines at any time. Information about the *HCC Standards of Conduct* can be found in your student course catalog.

When students move into the HCC residence halls they assume the obligation to conduct themselves in a manner compatible with the residence halls' function. While on residence hall property or at residence hall sponsored or supervised events, students and organizations are subject to disciplinary action for misconduct. Misconduct for which residents and guests are subject to discipline includes the following:

1. Violation of the Alcohol and Drug policy (page 4).
2. Violation of the Academic Status policy (page 4).
3. Violation of the Visitation policy (page 15).
4. Theft of or intentional damage to property of the college, a resident, a college employee or visitor.
5. Possessing or receiving stolen property.
6. Smoking anywhere in the residence halls or in areas not designated as smoking areas.
7. Assault, battery, or any other form of physical abuse of a resident, college employee or campus visitor.
8. Any conduct that threatens the health or safety of the student or other.
9. Threats, bullying, and/or promoting an atmosphere of intimidation for a resident, college employee, or campus visitor.
10. Disobedience or defiance of college officials, staff or security officers.
11. Failure to comply with directions of college officials, residence life staff or security.
12. Dishonesty such as knowingly furnishing false information to the college and its officials.
13. Failure to satisfy financial obligations to the college.
14. The possession of firearms and weapons (including knives, archery equipment, taser-type devices, Airsoft guns, BB guns and paintball guns) on any residence hall property or at any residence hall activity.
15. The possession and/or use of firecrackers, fireworks, or any other pyrotechnic material on residence hall property.
16. Tampering with and/or disabling fire-fighting equipment, or using the equipment for any purpose other than fire safety.
17. Tampering with and/or disabling the security camera system.
18. Tampering with, and/or interfering with the normal operation of the automatic door system or emergency door systems.
19. Creating excessive noise in the residence halls or on residence hall property.
20. Any noise or activity that disrupts the ability to sleep and study in a peaceful atmosphere during established quiet hours.
21. Creating excessive damage to residence hall rooms.
22. Ball playing, rollerblading, and skateboarding in the residence halls.
23. Solicitation of any kind.
24. Conspiring with one or more others to commit a crime or to perpetrate an illegal act.
25. Removal of window screens and/or windows.
26. Accessing the outside ledges or roof areas of the residence halls.
27. Any conduct or omission which would constitute a misdemeanor or felony offense under the laws of the State of Kansas or the United States.
28. Violation of federal, state and/or local laws that affect the student's suitability as a member of the college community.

Disciplinary and Judicial Procedures

The Residence Life disciplinary and judicial procedure exists to assist and improve the quality of life in the residence halls and to support the academic and social growth of the individual. It is the goal of the Residence Life department to use the disciplinary process to discover the truth; and whenever possible, to provide education and remediation, rather than “punishment.” Accomplishing this goal requires that everyone involved in this process balance concern for the individual with concern for the community.

The disciplinary and judicial procedures conducted by the Residence Life staff preserve the rights of every student to due process of law under the 14th Amendment to the Constitution of the United States. These rights include the right to notice of hearings, the right to be heard and confront evidence, and the right to an appeal. The HCC Residence Life department observes the following disciplinary and judicial procedures:

Step One – Documentation

In all cases involving disciplinary infractions, Residence Life staff is required to document the situation. Documentation is the term that staff members use when they refer to the process of writing down everything that happens before, during, and after situations that involve violations of the following:

- Residence Life policies
- Any state, local, or federal law
- HCC institutional policies (from the HCC Catalog).

When a resident becomes involved in a disciplinary infraction that required documentation, a staff member will identify him/herself, communicate which guidelines have been violated, and may request identification. If you find yourself in this position, remember that a positive outcome is more likely if you remain calm and cooperative. It is never to your benefit to be confrontational or argumentative with hall staff in a discipline situation.

Step Two – Disciplinary Hearing

After an infraction has been documented, which is usually done by a Resident Assistant, security personnel or adult staff, the matter will come to the attention of the Director or Assistant Director. Depending on the seriousness of the infraction, the Director and/or Assistant Director will then take one of two actions: 1) schedule a formal hearing between the resident and the appropriate staff; or 2) refer the matter to the Vice President of Student Services.

Depending on the nature, severity, and frequency of the infraction, the following sanctions may be imposed:

- **Case Dismissal**
- **Counseling** – a dialogue between the staff member and the resident concerning the infraction.
- **Conduct Fines** – may be imposed as restitution or as a corrective measure.
- **Educational Sanction** – may include college or community service work.

- **Probation** – a measure designed for serious and/or frequent infractions.
- Probation status is imposed for specific periods of time. Violations of probationary conditions can lead to dismissal from the residence halls.
- **Room Re-assignment**
- **Loss of privileges** - such as visitation or continued residency outside the current contract times.
- **Object Confiscation** – in matters where fire code is being violated, offending objects will be confiscated by hall staff. In addition, confiscation can occur with objects involved in excessive noise issues, weapons, fireworks, drugs & alcohol.
- **Dismissal from the Residence Halls**
- **Referral to the Vice President of Student Services and/or Law Enforcement**

Step Three: The Appeals Process

All residents who are sanctioned have the right to an appeal. A resident must submit a letter of appeal to the Vice President of Student Services no later than three (3) business days after a sanction has been imposed. The letter of appeal should contain a description of the sanction being appealed; the date the sanction took place, the grounds for the appeal, and the requested outcome. Please refer to the HCC Official Disciplinary Proceedings in the HCC On-line Catalog.

Disclosure of Disciplinary Information

The Residence Life department will provide information to HCC administrators and other lawful authorities when asked to do so.

Upon written request, the college will disclose to the alleged victim of a violent act or a sexual assault, the result of any disciplinary hearing conducted by the college. In the event that the alleged victim is deceased, the college will disclose the results of any hearing conducted to the student's next of kin upon written request.

In the event that a disciplinary investigation or action yields information upon which the college reasonably concludes that a crime may be committed or that an individual represents a danger to the individual or to others, the college may disclose information to appropriate parties without the students' consent.

The college will disclose information regarding disciplinary actions imposed on a student to the student's parents or guardians upon written request.

Dining Services

As a resident, you may choose between three meal plans, meal plan A provides the resident with all 19-meals the cafeteria serves each week, Breakfast, Lunch and Dinner, Monday through Friday and Brunch and Dinner, Saturday and Sunday. Meal plan B provides any 14-meals and Meal Plan C provides any 10-meals. If you wish to change your meal plan please notify the assistant director in the Residence Life Office.

HCC features an excellent dining service. Great Western Dining Service Inc., our foodservice contractor, is committed to providing you with quality, nutritious meals. To better serve you, the Great Western staff asks that you observe the following guidelines while eating in the cafeteria:

- Please remember to bring your I.D. to the cafeteria. All students must present a valid HCC student I.D. to be admitted for a meal. Students are not allowed to use another student's I.D. to gain admittance to the cafeteria.
- Please understand that you may visit the serving area as many times as you wish; however, you are allowed only one (1) entrée per visit to the serving area. This is done to help prevent waste, and to help keep your food costs down.
- Please take your dishes to the kitchen area when you are finished eating.

The current cafeteria hours of operation are:

Monday – Friday

Breakfast:	7:00 a.m. – 8:00 a.m.
Continental Breakfast:	8:00 a.m. – 9:00 a.m.
Lunch:	10:45 a.m. – 1:15 p.m.
Snack Bar (Lunch Transfer)	11:00 p.m. – 2:00 p.m.
Dinner (Monday – Thursday)	4:45 p.m. – 7:00 p.m.
Dinner (Friday)	4:45 p.m. – 6:00 p.m.

Saturday and Sunday

Brunch	11:30 a.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

Times are subject to change, time changes will be posted

