

# 2016-2017 MIDLAND COLLEGE CAMPUS HOUSING REGULATIONS

## **Welcome to Midland College Housing**

The administration, faculty, and staff of Midland College would like to welcome you to campus housing. The students living on campus are an interesting and diverse group. To ensure a comfortable living environment – one that is beneficial to your academic success, we ask that you familiarize yourself with the following Midland College Campus Housing Regulations.

Residents are considered mature adults and are expected to act accordingly. Upon residing in campus housing, students agree to abide by the terms and conditions of the Midland College Catalog/Student Handbook, Campus Housing Regulations, and State and Federal laws governing the conduct of residents which are now in effect and any that may be adopted and published at a later date.

Midland College is an equal opportunity employer/educator. No person shall be excluded from participation in, denied the benefits of, or be subject to discrimination under any program or activity sponsored or conducted by Midland College, on any basis prohibited by applicable law, including, but not limited to, race, color, age, marital status, national origin, religion, gender, disability or status as a qualified disabled veteran or Vietnam era veteran.

Unless otherwise stated, these regulations apply to all Residence Halls and Family Units.

## **ACADEMIC PROGRESS**

Academic success is extremely important to Midland College. Residents must demonstrate satisfactory academic progress to continue living in campus housing. Residents must maintain a 2.0 minimum cumulative GPA or have a 2.0 current term GPA for the most recent semester and earn credit in 50% of semester credit hours for which they have registered. If residents do not show satisfactory academic progress in a semester, they will be placed on probation. Residents failing to show satisfactory academic progress in more than one consecutive semester may not be allowed to return to housing.

## **ACCOMMODATIONS**

Accommodations for special needs in housing are available. Requests should be directed in writing to the Student Life Office.

## **ALCOHOL/ALCOHOLIC BEVERAGE CONTAINERS**

Midland College is an alcohol free campus.

No consumable alcohol is allowed in campus housing areas, rooms, and parking lots-even if the resident is of legal age. Residents are not allowed to keep alcoholic containers in their rooms. This constitutes possession of alcohol. Residents are held liable for their visitors who violate this and other Midland College policies/regulations.

Residents participating, possessing, being present in a room while alcohol is present, and/or witnessing a violation of the alcohol policy are subject to fines, law enforcement citations and immediate expulsion from campus housing.

If an alcohol violation occurs and a resident is under 21 years of age, Midland College may notify the parents or guardian of the resident in accordance with the provisions of the Family Educational Rights and Privacy Act. In addition, residents may receive a minor in possession or minor consuming citation.

If an alcohol violation occurs and a resident is over 21 years of age, contributing to a minor citation may be issued and a \$100 fine for applied for every underage person present.

All roommates may be charged if alcohol is found in the room.

Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations.

## **ASSAULT**

Physical, sexual (See Title IX / Sexual Harassment) or verbal harm to person or property may result in immediate permanent expulsion from campus housing and other disciplinary action.

## **BABYSITTING**

Residents are not allowed to use their rooms or Residence Hall facilities for babysitting. Children (under age of 17 and not residents) should be in the presence of a parent or legal guardian at all times.

## **BACKGROUND CHECKS**

Students with a conviction for a felony, Class A Misdemeanor or Class B Misdemeanor, or students with pending charges at this level are ineligible to live in student housing. All prospective residents must give written permission for a background check and pay a \$20 non-refundable fee. Background checks may be run each summer on new and returning residents.

## **CANCELLATION OF HOUSING RESERVATION**

### **O'SHAUGHNESSY, DANIEL AND CRADDICK HALLS**

To receive a deposit refund, the housing office must receive a written cancellation notice.

Residents who fail to occupy rooms without written notice by 5:00 p.m. on the first class day of each semester may forfeit deposits and reservations.

## **CANDLES AND/OR INCENSE**

Candles and incense are prohibited in campus housing.

## **CHECK-IN PROCEDURES**

Proper check-in includes contacting housing office personnel, signing the Residence Hall contract,

completing housing forms, clearing with the cashier's office, and receiving a key and housing publication.

**(CHECK-IN PROCEDURES cont.)**

Completion of any portion of the check-in procedures constitutes occupancy and obligates the resident to the entire contract. The housing contract is binding and the resident is responsible for paying the rental fees in full as stipulated in the contract. The rent and deposit may not be refunded if a resident breaks their housing contract.

Residents unable to complete all check-in procedures by the first class day must notify the Student Life Director of the impending delay to ensure that the deposit and reservation will not be forfeited.

Special arrangements must be approved by the Student Life Director or his or her designee.

**CHECK-OUT PROCEDURES**

Check-out dates will be announced or posted at the end of the semester. Residents must follow these procedures.

Failure to check out properly will result in a fine.

When a complete check out is required, students must remove all personal belongings within 48 hours. Any items left in the rooms or apartments after the allotted time will become Midland College property. Midland College reserves the right to dispose of this property.

Rooms must be cleaned and sanitized, including, but not limited to: sweeping, mopping, dusting the furniture, cleaning all appliances, the bathroom and fixtures, clean the walls, windows, and mirrors of decals, posters, and adhesives. Place all trash in the dumpsters located in the parking lots of each Residence Hall.

All keys/cards must be turned in to the front desk the day the resident checks out to prevent a charge and point deduction.

Damage fees will be assessed by Midland College personnel following check out. (see Damages)  
All residents must check out of the hall no later than twenty-four hours after their last final exam or

dismissal and no later than the times posted and/or announced at mandatory meetings. Fines may be imposed for failure to vacate and property may be considered abandoned and disposed of by housing.

**CLASS HOUR REQUIREMENTS**

During the academic school year, residents are required to enroll in and maintain 12 hours unless given written permission by the Student Life Director or his/her designee. Should a resident fall to part-time status due to withdrawing from one class, they will be allowed to complete the semester. Should the resident withdraw from more than one class, yet remain enrolled, then the resident must appeal to the Student Life Director or his/her designee to continue living in the Residence Hall. Residents who withdraw from all coursework have a maximum of three days to vacate the Residence Hall. If circumstances dictate, a student may be required to vacate the building immediately.

To reside in the Residence Halls during the summer, residents must be enrolled in a minimum of three hours each summer session unless given written permission by the Student Life Director or his/her designee. Participants in an approved summer camp or intern program may reside in the Residence Halls.

**CLEANLINESS**

Rooms and bathrooms must be kept clean. Periodic room checks will be conducted to assure cleanliness. Fines may be assessed if rooms are not cleaned.

Residents are also expected to maintain a proper level of personal hygiene.

Failure to maintain a clean room and/or bathroom may result in disciplinary procedures to include loss of visitation privileges.

**CODE OF STUDENT CONDUCT**

Residents are responsible for the conduct of friends, family, and guests. Residents agree to abide by all housing rules and regulations as outlined in Campus Housing Regulations and/or the Midland College Catalog/Student Handbook. Possession of alcohol, narcotics and weapons of any kind including firearms are illegal and all regulations are enforced by Midland College officials and law officers. All roommates

may be subject to disciplinary action if a guest in their room violates any of the above rules and regulations.

### **COMMUNITY BILLING**

Residents may be held accountable for any damages or filth in public areas of the Residence Halls or Family units. Including but not limited to damaged ceiling tiles and trash in the hallway of the residence halls (fines are not negotiable after 3 days of resident notification). All Residents with a room in the proximity of the damage or trash will be fined. Assessment of the damage will be made by Midland College.

### **COMPLAINTS**

Residents should register housing complaints in writing with the Residence Hall Manager. If the complaint is not satisfactorily resolved, a written request for review must be directed to the Student Life Director.

### **CONTRACTS**

Residents are required to sign a contract for the Fall and Spring semesters. A separate contract will be required for summer sessions and camps. No refunds will be made which are inconsistent with the contract. The contract is binding and the resident is responsible for paying the rental fees in full as stipulated in the contract.

As part of the contract, residents residing in O'Shaughnessy, Daniel, or Craddick Hall are required to carry a meal plan when offered.

### **COOPERATION WITH COLLEGE OFFICIALS**

Housing employees, such as Hall Managers and Front Desk Staff are college officials. Residents must immediately comply with directions from any college official. Verbal and/or physical abuse directed toward any college staff member will not be tolerated and will be cause for disciplinary action which may include immediate removal from residence halls.

Residents are also expected to notify a Residence Hall Manager immediately if they are witness to any rule or regulation violations.

### **DAMAGES**

Residents are responsible for any damages to Residence Hall rooms regardless of who caused the damages. Residents will be charged for repairs or replacement. Reimbursement for any damages to common areas will be proportionally allocated to all the residents' assigned use of the common areas if liability cannot be determined. Residents are not responsible for damage caused by normal wear and tear. However, residents will be responsible for damages that are preventable (i.e. flushing too much toilet tissue or overflow of water).

Determination of the amount of such loss or damage will be made by Midland College. Failure to pay the assessment promptly may result in a registration, graduation, or transcript hold, loss of the deposit, and/or loss of future residence privileges. Residents may appeal damage charges to the Residence Hall Manager in writing.

### **DARTS/DARTBOARD**

Because of their potential danger to both persons and property, darts and dartboards are prohibited in the residence halls. Velcro or magnetic dart boards are the only acceptable alternative.

### **DECORATIONS**

Due to potential fire hazards, Residence Hall rooms and hallways must have less than 20% of the surfaces covered or decorated. Windows, window treatments, ceilings, walls, mirrors, light fixtures and doors are included in this regulation. Aluminum foil or other material that blocks windows is prohibited.

No decorations are allowed outside a resident's doorway without written permission from the Residence Hall Manager.

Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authorities.

Occasionally, when printed material and/or posters of an offensive nature (including vulgar language, posters with nudity, racial slurs, etc.) are displayed creating a threatening or otherwise degrading environment for others in the residence hall, the resident(s) will be asked to remove the objectionable

item(s). Failure to remove the item may result in disciplinary action.

### **DEPOSITS**

A resident's deposit may be used to cover any damages assessed. Should the cost of damages exceed the total deposit, the resident will be held responsible for the remaining balance. Residents that vacate housing before the contract ends may forfeit their deposit.

If the resident is in breach of the housing contract, the deposit will be forfeited. All deposit refunds will be reviewed at the end of each semester. Refunds may take 6-8 weeks after the end of the semester to process. All refund requests must be in writing.

Deposits left by residents returning to housing the following semester will be carried over by Midland College.

### **DISRUPTIVE BEHAVIOR**

Disruptive behavior in the Residence Halls, Family Units, Dining Hall, or parking lot areas is not acceptable. Disruptive behavior is defined as interference or obstruction of the activity and operation of the Residence Hall or Dining Hall. Interfering with an employee's ability to carry out job duties may be considered disruptive.

Pranks and practical jokes may be considered disruptive.

Use or possession of water guns or water balloons is not allowed.

Public intoxication or being under the influence of alcohol or illegal drugs as demonstrated by one or more of the following conditions will be considered a violation of the disruptive behavior policy:

- (i) any detectible amount of alcohol or illegal drugs in one's body,
- (ii) inability to answer questions,
- (iii) unsteady gate, no normal use of faculties,
- (iv) inability to maintain balance,
- (v) odor of alcoholic beverage on breath,
- (vi) redness in eyes, and/or

- (vii) a distinct odor of burning weeds

Residents deemed to be severely impaired/under the influence of any alcohol or illegal drug may be required to visit the Midland College Behavioral Health Center for evaluation.

### **DISCIPLINE**

Violation of Midland College policies and housing regulations are subject to disciplinary procedures. Disciplinary action may include:

- (a) admonition and warning;
- (b) community service;
- (c) formal written warning;
- (d) loss of privileges;
- (e) fines;
- (f) formal disciplinary probation;
- (g) suspension; or
- (h) dismissal;

Failure to comply with disciplinary action may result in registration, transcript hold, loss of the deposit, loss of future residence hall privileges, and/or expulsion from student housing.

Midland College maintains a citation points system to track disciplinary actions. The citation point system is designed to promote consideration and safety for others living in our community. If a resident accumulates any combination equaling seven (7) points while living in Midland College Housing (this includes Fall, Spring, Mini-mesters, Summer sessions, and break periods), he/she will be removed from the Residence Halls. The citation point values are assigned for the full academic year, from August 1 until the following August 1, but are subject to change for the next year. Citations may accumulate over the entire period a student resides in campus housing.

Incident reports are cumulative as long as the resident attends Midland College. A history of incident reports will be a factor in determining the degree or type of disciplinary action and are subject to be reported to the Midland College Police Department.

## **DOORS, WINDOWS, WALLS, AND CEILINGS**

The doors and windows of each room must remain closed at all times for security. Residents and guests are not allowed to mark, write or draw on the doors, windows, walls, and ceilings. Tampering with ceiling panels is prohibited and constitutes a serious breach of security regulations.

## **DRESS CODE**

When in public areas, (halls, lobby, etc.), residents are expected to be dressed in appropriate attire.

Appropriate attire includes:

1. Swimsuits with cover up.
2. Shirts, shorts, slack, etc.
3. Robes over sleepwear.

## **DRUGS**

Illegal drugs are prohibited. Possession, use, witnessing the use of and/or sale of an illegal drug and/or substances not meant for human consumption is forbidden on campus.

Possession of drug paraphernalia will also be considered a drug violation.

Use or possession of a toxic chemical for purposes of huffing is considered a drug violation. Nitrous oxide, any glue, paint remover, or chemicals with intoxicating fumes, as well as, paraphernalia including compressed gas containers, tubes, and bags will constitute a drug violation.

It is against the law to have in your possession another person's prescription medication. It is also illegal to have prescription medication that is not in a properly labeled bottle.

Residents are also subject to state and federal laws. Law enforcement officials may be summoned to handle violations. Midland College is a drug free campus.

**There is no probation for drug violations. Anyone dismissed due to a drug violation will also be issued a criminal trespass by the Midland College Police Department**

Residents witnessing a violation of the drug policy are subject to immediate expulsion. All roommates

may be cited if drugs are found in the room/community area regardless of ownership.

Residents who violate this policy are subject to immediate expulsion from campus housing and may also be subject to expulsion from the Midland College campus.

To control the use of illegal drugs/substances in the Residence Halls, Midland College may conduct drug searches using the services of the local police department K-9 Unit and/or a private agency. These searches may be unannounced.

## **EMERGENCIES**

Emergency health care is defined as a medical situation which requires immediate attention. Residents should exercise judgment in determining an emergency. In an emergency situation, students should first try to secure their own emergency treatment. Call 911 if necessary. If a student contacts 911, please notify the front desk so they can direct paramedics.

In some emergency situations, it may be necessary for Midland College officials to notify parents or guardians of the resident's emergency situation. This action will be used at the discretion of the Vice President of Student Services or his/her designee.

## **ENTRY, SEARCH AND SEIZURE**

Midland College officials have the right to search any room for reasons they deem appropriate to protect the health and safety of all residents. Rooms may be entered in the absence of the resident and without the resident's consent by authorized Midland College representatives for various reasons including and without limitation to, responding to emergencies, conducting inspections and inventories, performing maintenance, or investigating a policy/rule violation. Internet and e-mail usage may also be monitored by Midland College.

## **FACILITIES**

All rooms have central heating and air conditioning. Room furnishings include beds, mattresses, chairs, study areas, mirrors, and storage compartments. The restrooms include towel bars, showers, commodes, and sinks. Residents must furnish their own personal effects including sheets, pillows, pillow cases, blankets,

bed spreads, towels, toilet paper, soap, wastebaskets and cleaning supplies.

Each room has cable TV, computer and phone outlets. Residents must furnish their own TV sets, telephones, computers, and computer software/hardware. Residents pay only for long distance calls and need to use some form of calling card. No collect calls will be allowed.

Accepting collect calls may result in a fine and payment of charges.

A resident and/or their guest may be charged for the following:

- Calling (local or long distance) directory assistance. Please use the phone book.
- Calling 800 numbers or other numbers that result in charges to your room phone number.

Call 1-800-FREE-411 (1-800-373-3411) for free directory assistance or go online at <http://www.free411.com>

An approved list of electrical appliances can be obtained online or from the Residence Hall Manager. Residents are responsible for all items brought into the room. With the exception of coffee makers and toasters with self-contained heating units, cooking appliances are not allowed. Illegal appliances will be confiscated by housing personnel and both roommates will be required to see the Residence Hall Manager.

Rooms and the furnishings provided therein are to be used in the manner for which they are designated. No Midland College property may be moved without written consent of the Residence Hall Manager. Altering of or defacing furnishings is also prohibited. Writing or painting on windows is not allowed. Each resident is responsible for proper use and care of all residence hall facilities, including bathrooms, hallways, lounge areas, parking lots, and grounds.

Unauthorized entry into restricted areas such as mechanical rooms, roofs, ledges, and breaker boxes is prohibited. Intentionally blocking any interior or exterior stairway, creating an obstacle to any exit, entering or exiting through windows, or propping doors that are secured is prohibited.

Altering, tampering with, or disabling a smoke detection device or fire prevention device is prohibited. Deliberately initiating a false alarm of a fire system is prohibited. Dispensing the contents of a fire prevention device for any reasons other than to extinguish or prevent a fire is prohibited. Failure to respond to alarm systems and following evacuation procedures is prohibited. Prohibited actions may result in disciplinary action.

## **FIRE SAFETY**

O'Shaughnessy, Daniel, and Craddick halls each have a wet pipe system installed to provide total coverage for the entire building with fire department external "Siamese" type connections. The system is interfaced with the building fire and smoke alarm systems. Each floor is designed as a separate fire zone. The system is designed to comply to NFPA 13 (light hazard) and/or ordinary hazard, Group 1 as determined by occupancy requirements. The system was designed by a professional engineer experienced in the design of this type of system and licensed in the State of Texas and installed per manufacturer's instructions.

The system is inspected annually for compliance to all State and City codes.

Fire extinguishers and alarm pull stations are located in the hallways of O'Shaughnessy, Daniel, and Craddick residence halls.

In the event of a fire alarm, residents in the upstairs room will exit the room and go to the nearest stairwell, descend to the first floor, and move to open areas away from the building. Residents on the first floor will go directly from the room to the open areas outside and away from the building.

Candles, incense, devices with an open flame, appliances with exposed heating elements (i.e. hotplates), fireworks, live Christmas trees, flammable liquids or fuel, overloaded electrical outlets, incendiary devices, and extension cords are all prohibited.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire are prohibited. Attempting to ignite and/or the action of igniting college and/or personal property

either by intent or through reckless behavior which may result in damage of college premises will result in disciplinary action.

During holidays all appliances must be unplugged unless otherwise noted. Violation of this policy may result in disciplinary action.

Two fire drills will be conducted throughout the semester and one during each 6 week summer session. Residents and staff are required to vacate immediately when alarms are sounded. Failure to vacate when alarm sounds may result in disciplinary action. It is the responsibility of each resident to be familiar with procedures designed to ensure safety and security.

Evacuation plans are on the back of the doors in each room. It is the responsibility of the resident to notify Housing of missing evacuation plans.

### FOOD SERVICE

Board is provided to students in Craddick, Daniel, and O'Shaughnessy Halls. It is mandatory. Meals not eaten are not transferable to others. During most holidays, meals are not provided. Residents are expected to follow the dining hall guidelines.

1. Residents must present their student I.D. card.
2. No shirt, no shoes, no service.
3. A guest may eat with a resident, but the guest is required to pay for the food. Residents are responsible for the conduct of their guest(s).
4. No food or drink may be taken from the cafeteria. If a resident is ill or has a schedule conflict with posted dining hours, the Residence Hall Manager may call or send a note to food service and request a sick tray or box lunch as necessary. Another student may pick it up.
5. All residents should clean their table and dispose of dishes properly when finished.
6. No resident is allowed in the kitchen or serving area unless approved by food service manager.
7. TVs are controlled by cafeteria personnel and should not be adjusted for any reason.
8. Residents suspended from housing are not allowed in the dining hall.
9. Residents are expected to behave in a mature and responsible manner in the cafeteria. If a resident is unable to follow the cafeteria rules, they will not be allowed to eat in the cafeteria. No refund of money will be given.

10. Students removing cafeteria property will be fined accordingly (i.e. plates, cups, mugs, spoons, forks, knives, etc.)

### GETTING ALONG WITH YOUR ROOMMATE

Honesty, understanding, and mutual respect are important elements in learning to live with your roommate.

Try the following helpful hints:

- **Communicate** with your roommate and suitemates.
- **Discuss** your pet peeves, musical taste and your feelings at the beginning of the semester, before issues arise.
- Keep **confidential** the problems between you and your roommate.
- **Don't** leave nasty notes for your roommate or suitemates. **Discuss** the problem honestly and privately.
- **Set boundaries** - discuss who can borrow what, when, and for how long before issues arise.
- **Set up** schedules for showering, cleaning, studying, sleeping, and for entertaining guests.
- Make sure your living area is **clean** and **comfortable**.
- **Keep** accurate records of bills that you share.
- If you **break** something, **replace** it.
- **Don't wait** for the problem to escalate! Involve the Residence Hall Manager for assistance.

Please note, if a resident continually contributes to roommate dissension, they may be subject to disciplinary procedures, including suspension.

### ILLEGAL ACTIVITIES

Hazing, gambling, use or possession of various forms of drugs including abusable volatile chemicals and narcotics, and use or possession of alcoholic beverages and/or containers on Midland College property are in violation of the Student Conduct Regulations which are found in the Catalog/Student Handbook. All residents should make themselves familiar with the rules and regulations; violation of Midland College policy will result in disciplinary action.

## **ILLEGAL ENTRY**

All residents must use their key to enter the Hall and their room. Failure to do so constitutes illegal entry. Also, illegal entry may refer to entering a resident's room uninvited, even if door is unlocked or propped open. It is illegal to enter an unoccupied room even through a common room door. Illegal entry is subject to disciplinary action and/or dismissal from the residence halls (refer to keys/cards).

## **IMMUNIZATIONS**

Effective January 1, 2010, the new Texas State Law, HB 4189, requires all students wanting to live on the Midland College campus for the first time **MUST** have a bacterial meningitis vaccination at a minimum of ten (10) days prior to move in.

Future residents must submit one of the following to the Enrollment Services/Recruiting Office: evidence of the student having received the vaccination from an appropriate health practitioner; or an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

A conscientious exemption form from the Texas Department of State Health Services must be used. (<https://webds.dshs.state.tx.us/immco/affdavit.shtm>)

Midland College requires that all residents have updated shots/immunizations. It is the resident's responsibility to make sure their records and history are up to date.

Midland College strongly urges that in addition to regular immunizations, residents also get the Hepatitis B and Polysaccharide Meningococcal vaccines.

## **INFORMATION TECHNOLOGY**

All computers must be turned off when not in use. Residents must follow the Midland College Computer Acceptable Use Policy outlined in the Catalog/Student

Handbook. In addition, computers may not be used as servers when running various programs.

Students must be aware that illegal file-sharing could lead to massive fines and incarceration from law enforcement. Midland College will assist companies and law enforcement with investigations. Midland College may also pursue disciplinary action.

Downloading anything between 7:00 a.m. and 7:00 p.m. is prohibited. Residents in the Residence Halls need an Ethernet card and cable, a wireless internet card, or USB port. (Midland College does not support dial-up service.)

To use the free internet service provided by Midland College all computers and all users must comply with Midland College's Computer Usage Policy as found in Midland College Course Catalog/Handbook.

Midland College Information Technology is not responsible for any computer problems. Internet maintenance requests must be reported to the front desk. Failure to follow all information technology procedures may result in fines and loss of computer (Internet) privileges. Residents may also be fined for directly contacting IT and failure to log in request at the front desk.

## **INSURANCE**

Residents are encouraged to purchase their own health and renter's insurance. Midland College, its governing board, administration and employees do not assume any legal liability for personal injury or loss or damage to personal property of housing residents and their family, friends, or guests which occur on Midland College property, including, without limitation to, loss or damages due to injury, death, rape, assault, theft, burglary, vandalism, and/or natural phenomenon (fire, flood, water leaks, rain, hail, smoke, explosions, and tornadoes).

## **INTERFERENCE WITH EQUIPMENT**

Interference with any Midland College equipment (i.e. video cameras, smoke detectors, surveillance equipment, door alarms, etc.) is prohibited and may result in disciplinary action or immediate dismissal from the residence halls or family units.

## **KEYS/CARDS**

Keys/cards will be issued to the resident during check-in. Residents must keep their keys with them at all times. Access to the resident's room and wardrobe is the resident's responsibility. When a key is lost, a new key must be made. The resident who lost the will be charged a \$35 dollar fee per lost key and any subsequent key replacements will be \$35 and points deducted per key which may lead to dismissal from the residence halls. Residents that fail to return their keys at checkout will receive a fine for improper checkout (refer to Illegal Entry).

Jeopardizing the security of the halls by failing to report lost or stolen keys is a serious violation.

Fines imposed for missing keys will not be removed for keys/cards turned in 3 days after resident has moved out.

## **LAUNDRY FACILITIES**

The Residence Halls have coin-operated laundry facilities. Residents are responsible for all laundry supplies. Clothing should not be left unattended. If laundry is left in a machine past the time when the machine stops, a person waiting for the machine may remove the laundry so they can use the machine. Midland College is not responsible for lost or stolen items. Residents are responsible for keeping the laundry rooms clean and for reporting maintenance needs to the Residence Hall Manager. Residents should keep change for the machines. Residents attempting to override the fee may be subject to disciplinary action.

## **LITTER**

Campus beautification is a major focus of the Student Life Office. Please help us keep our campus clean and safe by taking all waste to the dumpsters located in close proximity to each residence hall. Any individual caught littering will face disciplinary action. If litter is found outside of a particular Residence Hall, all residents will be charged a community fine.

## **LOBBY**

Residents and guests may use the first floor Residence Hall lobby for watching TV, visitation and leisure activities from:

**Sunday through Saturday.....10:00 a.m.–1:00 a.m.**

Residents and guests are not allowed to use the lobby furniture for sleeping, as a foot rest, to use the cushions as pillows, or to move the furniture to another location.

Second floor lobby is not open for visitation without IDs and escorts.

## **LOCK OUT INFORMATION**

If a resident is locked out, they must follow the procedures explained by the Residence Hall Manager in the mandatory meeting. Fines as follows:

**The first 3 are ..... Free**  
**Additional lockouts ..... \$10 each**

## **LOITERING**

Residents ARE NOT ALLOWED to loiter outside Campus Housing areas, parking lots or campus buildings.

## **MAIL**

Resident's mail boxes are located in their respective Residence Hall. Residents should have their mail addressed as follows:

Resident's name  
Residence Hall Name  
3600 N. Garfield  
Midland, TX 79705

Midland College and the United States Post office are unable to forward mail from the college address.

## **MAINTENANCE**

Maintenance requests should be reported to the front desk. If maintenance finds that the request was not a result of normal wear and tear, then disciplinary action may follow.

## **MANDATORY MEETINGS**

There may be 3 to 4 mandatory meetings throughout each semester. Residents will be given important rules and regulations as well as updates on campus policies. Disciplinary action may result if a resident does not attend mandatory meetings. Residents are responsible for knowing and understanding information given at mandatory meetings.

## **MEDICAL PLAN**

A limited medical plan is available for residents during the fall and spring semesters. Information about the plan is provided during check in.

## **MISSING PERSONS**

If a resident is reported as missing, the Midland College Police Department will contact the individual identified by the resident on the Personal Information Sheet within 24 hours. If the missing student is under 18 years of age and not emancipated the school must immediately contact the custodial parent or legal guardian of the resident.

To report a resident missing, contact a Residence Hall Manager immediately.

## **OFFENSIVE BEHAVIOR**

Midland College endeavors to provide an environment which the community and residents can be proud. Therefore, all acts which can be seen as offensive, such as sexual activity, profanity, and destruction of personal property or door decoration and obscene gestures are prohibited in Residence Halls and Family Units.

Offensive behavior is defined as any activity that is offensive to Midland College or others in the facility. Violations will result in disciplinary action or immediate and permanent dismissal.

## **OFFICIAL SUMMONS**

Student Life or administrative officers of Midland College may request that a resident attend a meeting to discuss matters including, but not limited to; records or financial affairs, disciplinary investigations, educational programs, or other matters. These requests are OFFICIAL SUMMONS. Failure to respond or appear to an Official Summons may result in investigation decisions without input and/or formal disciplinary action.

## **PARENT/GUARDIAN NOTIFICATION**

Midland College may notify the emergency contacts listed on a resident's housing information if the residents' health or well-being is in question.

## **PARKING**

Campus parking stickers are available at registration. **Fines will be issued to residents not having a parking sticker on their vehicles and for parking in unauthorized campus parking.**

## **PARTIES**

To protect the rights of other residents, parties are not allowed in a Residence Hall room. Parties and dances are scheduled in approved locations throughout the semester by the Student Life offices. No more than six (6) people are allowed in a Residence Hall room at one time.

## **PAYMENT SCHEDULE (RENT AND FEES)**

Rental payments and other fees are paid at the Cashier's Office. Residents shall pay the housing fees according to the payment schedules distributed by the Cashier's Office staff. Any exceptions to the payment schedule must be approved by the Vice-President of Student Services or his or her designee prior to move-in. Failure to pay may result in suspension.

## **PETS/ANIMALS**

No Animals or Pets (including mammals, reptiles, birds, fish, rodents, amphibians, arachnids and insects) are allowed, even temporarily, anywhere in the residence halls, family units, or any campus building unless so authorized in writing by Midland College. Fines and restitution for expenses incurred to remove a pet may be charged to both roommates. If you have a "rescued" pet notify the Residence Hall Manager or Family Units Monitor immediately for friendly animal placement. Authorized exceptions will be made in the case of Service and Assistance Animals.

### **Service Animals:**

ADA regulations define "service animals" narrowly as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

### **Assistance Animals:**

Under the Fair Housing Act, a person may keep an assistance animal in his/her dwelling as a reasonable accommodation if:

1. The person has a disability;
2. The animal is necessary to afford the person with a disability an equal opportunity to use

and enjoy a dwelling, and;

3. There is an identifiable relationship or nexus between the disability and the assistance the animal provides.

In the case of service animals and assistance animals residing in College housing, Midland College will require a "Verification Form for Housing Accommodations" be submitted by a treating physician or mental health provider at least thirty (30) days prior to the desired move-in date so the college can best accommodate the student, the service animal, and the campus community. All questions or requests for accommodations for either Service Animals or Assistance Animals can be directed to the Student Disability Services (SDS) office #245 in the Scharbauer Student Center, or by phone at 432-685-4505.

### **Conflicting Disabilities:**

Individuals who have allergic reactions to animals that are substantial enough to qualify as a disability need to follow procedures to document a medical/physical disability and request specific accommodations related to such disability related needs through the Student Disability Services (SDS) office in the Scharbauer Student Center Room 245 or via phone 432-685-4505, fax 432-685-4623. Midland College will consider the needs of both individuals to reasonably accommodate all involved and resolve the problem as efficiently and expeditiously as possible.

### **POLICE/SECURITY**

Police or security officers are on campus 24 hours a day. They are present for student's safety and to enforce Midland College policies and regulations. Problems should be reported to the officers if the Residence Hall Managers are unavailable. Residents are obligated to abide by the police and security's requests. Crime statistics are available in the campus police office for student review.

For security of the residents and staff everyone will be required to show a current photo ID from after visitation hours (1:00 a.m. – 8:00 a.m.) while living in the residence halls. The front desk staff is considered Midland College officials. Failure to show your ID may result in fines and points deductions.

You may be required to show your photo ID at any time in the residence halls or on campus by any Midland College official.

When a current resident visits another residence hall you are considered a guest and must abide by the visitation and guest policies.

### **QUIET HOURS**

Quiet hours begin nightly at 10 p.m. and are observed until 10 a.m. the next morning.

Violation of quiet hours from loud noises, music, television, talking, screaming, etc...may result in disciplinary action.

All residence halls observe 24 hour courtesy hours. Residents are expected to respect the request for quiet by any staff or resident.

During the week of finals, the Residence Halls will observe twenty-four hour quiet hours.

### **REFUNDS**

Please see current catalog.

### **RENOVATIONS**

Residents are not allowed to renovate, construct any structure, paint, or carpet their rooms or apartments.

### **RETALIATION**

Any attempt to intimidate, threaten, or create a hostile environment for any person involved in reporting an incident is strictly prohibited. Sanctioning for retaliation may include permanent removal from the residence halls.

### **ROOM ASSIGNMENT AND CHANGES**

Reasonable efforts will be made to honor roommate requests submitted by the time initial assignments are made (generally July 1<sup>st</sup>). In addition, the Residence Hall Manager will place residents based upon information from their application when no roommate preference has been listed. However, preference will be based on a first come first serve basis.

Midland College reserves the right to make room and building assignments, changes, and consolidations at its sole discretion. Midland College is happy to offer private rooms for an additional fee when space is

available. No resident will room alone without paying an additional fee unless there are odd numbers of residents. Residents without a roommate will be expected to consolidate within the time assigned by the Residence Hall Manager. Failure to consolidate will result in a non-refundable private fee applied to the residents account.

All room change requests must be filed in writing with the Residence Hall Manger and approved by the Student Life Director. If a resident changes rooms without permission, they may be subject to disciplinary procedures. For students requesting a room change during the semester a \$50 charge may be assessed.

### **ROOM CHECKS**

All rooms are subject to entry by Residence Hall Managers and other Midland College officials to check conditions of rooms, the need for repairs, or to make repairs. In addition, Midland College reserves the right to enter any room to maintain discipline and to provide security for resident's property.

### **SAFETY TIPS**

1. Keep your door shut and locked at all times.
2. Record the serial numbers of all valuables for identification purposes.
3. Use the buddy system when walking after dark.
4. Inform your roommate of your whereabouts and expected time of your return.
5. Do not allow strangers to enter your room.
6. Call 911 for police, fire or medical emergencies.
7. Use door's "peep hole" to view the person outside the door before unlocking and opening it. Report missing or damaged "peepholes" to the front desk immediately.
8. Do not put personal information (i.e. birth date, address, phone number, etc...) on public domain websites.
9. Become familiar with all safety procedures (i.e. fire, storm) of the Residence Hall.
10. Participate fully in all drills.
11. Be conscious of drastic behavior change in yourself or other residents. Contact a Residence Hall Manager to report concerns.

### **SIGNS/NOTICES**

Signs will be posted throughout the halls to notify residents of meetings, activities, changes to policies, or general information. Residents are responsible for

reading all information provided. Residents are expected to not interfere or tamper with these signs. College permission is required to post any signs.

### **SKATES, ROLLER BLADES, BIKES AND SKATEBOARDS**

Residents are not allowed to use bikes, skates, roller blades, skateboards, or scooters at or in the Residence Hall. Residents are permitted to use skates, roller blades and skateboards on the sidewalks around the classroom buildings.

Skates, roller blades, skateboards, and scooters **MUST** be carried to and from the Residence Hall rooms.

Residents and guests may use the sidewalk area in front of the Residence Hall lobby (by the parking lot) to put on and take off their skates and roller blades.

### **SPRINKLER SYSTEMS**

Sprinkler systems are installed in each room of the Residence Halls. Smoke detectors and systems are inspected regularly by Midland College personnel.

### **STAFFING**

The Residence Hall Manager will live in the Residence Hall to assist residents. The Residence Hall Manager will enforce Midland College policies, monitor the conditions of the Residence Hall and carry-out intermediate discipline when necessary. The Residence Hall Manger will be assisted by desk clerks and work-studies. Residents are encouraged to contact the staff with any concerns or needs. The staff will help or will refer the situation to appropriate personnel.

### **SUSPENSION/EXPULSION**

Residents may be suspended or evicted from housing when they fail to meet enrollment requirements, fail to make financial payments, or as a result of disciplinary action. Residents suspended or evicted from the Residence Hall will not receive a deposit refund. Residents may be liable for the full payment of their Residence Hall rent. Rent may not be refunded or prorated.

Suspended or evicted residents have 24 hours to vacate their rooms. Residents who are suspended or evicted are not allowed to visit Residence Hall students and

cafeteria privileges will be revoked. Suspended or evicted residents are subject to trespassing charges.

### **THEFT**

Possession of any property not of your own is illegal. This includes, but is not limited to, road signs and property of the college, member of the college community, or of any campus visitor. (Should you be a victim of theft, contact the Residence Hall Manager and file a theft report with MCPD within 12 hours.)

**Proven theft will result in permanent dismissal from the residence halls or family units and the resident will be issued a criminal trespass by the Midland College Police Department.**

### **TITLE IX / SEXUAL HARASSMENT**

Members of the Midland College community, guests and visitors have the right to be free from discrimination and sexual harassment, including sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

**Sexual harassment** is unwelcome sexual conduct by other students or school employees that interferes with a student's right to get an education or to participate in school activities. Sexual harassment may be same-sex or opposite-sex. In addition, sexual harassment includes hostile or demeaning conduct targeting someone's sex that is sufficiently severe, persistent and pervasive so that it unreasonably interferes with, limits or denies someone the ability to participate in or benefit from the college's educational program. Midland College takes allegations of sexual harassment serious and investigates all reports.

**Title IX and Nondiscrimination** refer to federal and state anti-discrimination laws that ensure equality in education. Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited. For more information, consult the Student Rights & Responsibilities in the Midland College Catalog online or contact the Title IX

Coordinator located in office 242 of the Student Center or email [title9@midland.edu](mailto:title9@midland.edu).

### **TOBACCO**

Use of tobacco products is not allowed in the Residence Halls. Smoking is permitted in outside designated areas as dictated by college policy. Use of tobacco in undesignated areas will result in disciplinary action.

### **VACATION AND HOLIDAYS**

During school vacations, residents are not allowed to occupy campus housing unless otherwise notified. The Residence Hall Manager will inform residents of check-out dates and procedures. Valuable possessions should be taken home during these periods to reduce the threat of theft. Midland College will not be liable if property is vandalized or stolen.

Accommodation during periods when classes are not in session may be made available for an additional fee if Midland College determines there is sufficient demand. All residents may be consolidated in one building and additional rules, including, but not limited to, visitation may be enforced.

Any resident who does not return to campus housing by 5 p.m. on the first day of classes and has not provided written notification will be considered in breach of contract. Remaining property will be confiscated by Midland College. Deposits will be forfeited and charges for damages and cleaning assessed.

### **VENDING MACHINES**

If money is lost in a vending machine, do not try to retrieve it. Report losses to the front desk in the Residence Hall and they will try to collect your money from the vendor.

### **VISITATION**

Residents must be present with their guests at all times.

Residence Hall visitation hours are: 10 am -11 p.m.

These hours are set as a courtesy to our residents. Housing staff may decrease or revoke visitation hours because of disciplinary or safety issues without notice.

Guests must leave the Residence Hall when visitation hours end. Loitering outside the Residence Hall by

residents and their guests is prohibited. Housing residents and visitor must:

1. Respect the rights of the roommate and suitemates. No more than 2 visitors per resident. Visitors must leave when requested by the resident's roommate.
2. Maintain proper conduct.
3. Abide by all housing rules and regulations.
4. Sign in and sign out at the front desk while presenting valid picture identification with birthdate.
5. Midland College reserves the right to ask any visitors to leave if officials believe the visitor is taking advantage of or abusing the visitation privileges. Visitors may also be permanently suspended if they violate campus housing regulations.
6. Overnight guests must be approved by the roommate and Residence Hall Manager. The resident must have the appropriate form completed and submitted at least 2 days in advance. Overnight guests may stay no more than 3 consecutive days. Residents have 14 days total per semester for overnight visitation. Overnight guests may not stay more than 7 days total, per semester. If the resident does not inform the Residence Hall Manager that a guest is staying, the resident will be subject to disciplinary action and the guest may be suspended.
7. Overnight guests of the opposite sex are not allowed to stay overnight in the Men's Hall or O'Shaughnessy Hall or on the assigned male/female floor of Craddick Hall. An appeal will be considered by the Student Life Director or his/her designee.
8. All nonresident guests under the age of 18 must remain in the lobby unless a pass is issued from the Residence Hall Manager or Student Life Director.
9. Any family relatives visiting that are under the age of 18 are allowed on the floor or in rooms at the discretion of the Resident Hall Manager or Student Life Director with a pass.
10. The pass issued must stay with the nonresident visitor and returned upon leaving the resident hall.

11. Any violation of this policy may result in immediate visitation suspension and/or further disciplinary action for all residents involved. Non-residents who violate Midland College policies may lose all visitation privileges, face discipline charges with Midland College and face charges with the local police.

### **WEAPONS**

Weapons, ammunition, fireworks, explosives, paintball guns, BB guns, pellet guns, and facsimiles of weapons are prohibited on Midland College property. Residents may not possess these items on campus or in vehicles parked on Midland College property. Possession of any of the weapons may lead to permanent dismissal from the residence halls or family units.