



This is your personal copy of the

Residence Hall Guide & Owner's Manual

It includes everything you ever need to know about living in the Residence Halls at Northwest College.

Read it, use it, refer to it often, enjoy it!

2015 – 2016
WELCOME HOME!

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Dear Northwest Student—

August 20, 2015

Welcome to Northwest College and ***your*** Residence Hall. Deciding to live on campus in a residence hall has put you right in the center of college life. This Residence Hall Owner's Manual was designed to provide information that will help you to participate responsibly in the experience of community living at Northwest College. These regulations are for the protection, safety and security of our students. Additional information can be found in the Northwest College Housing License Agreement and Contract and the Student Handbook. If you have any questions, please contact your Resident Assistant or Resident Director.

Your cooperation, participation and helpful contributions to the living environment are necessary for the success of your residence hall and your total educational growth.

Welcome to the best neighborhood in Wyoming and best wishes for the coming year.

Dee Havig
Director of Residence and Campus Life

How to use this owner's manual...

Use this easy to read Residence Hall Owner's Manual to accompany you throughout your Residence Hall experience here at Northwest College.

Regulations are written in **BOLD**. Be sure to thoroughly read this manual, you will be responsible for knowing our regulations and procedures. Many other questions, services, and information can be found in your Owner's Manual.

Throughout the Residence Hall Manual, residents will be defined as all people living in the residence halls. "RA" is defined as a Resident Assistant, and "RD" refers to the Resident Director. All regulations apply to residents and any guests visiting the premises. This manual may be updated periodically.



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View the full college calendar online at www.nwc.edu.

Fall Semester 2015 Calendar of Dates

Date	Information	Time
August 20	Halls Open & Dinner served	9 a.m.
August 21	Fall Walk in Registration	Friday
August 21-23	New Student Kick-off Weekend	See schedule
August 24	Classes Begin	
September 7	Labor Day—College Holiday	
October 17-19	All halls remain open for Fall Recess* Brunch and dinner served	
November 25-29	Halls remain open for Thanksgiving Break.* NO MEALS SERVED.	
November 29	Dinner-only served in dining hall	4:30 – 6:30 p.m.
December 13-17	Finals Week Hall Standards* in effect. Final Exams are December 14-16.	
December 17	Residence Halls Close *	10 a.m.

Spring Semester 2016 Calendar of Dates

January 8	Residence Halls open	9 a.m.
	See Dining Hall for meal schedule	
January 8	New Student Orientation	
January 11	Classes Begin	
January 18	Equality Day—College Holiday	Tuesday
March 5-12	Halls CLOSED for Spring Break *	10 a.m.
March 13	Halls Reopen	10 a.m.
March 25-28	All halls remain open for Spring Recess.* Brunch and dinner served.	
May 1-8	Finals Week Hall Standards* in effect. Final Exams are May 4-6.	
May 7	Graduation	10:30 a.m.
May 7	Dinner is last meal served in 7 th St. Grille	
May 8	Halls Close for summer*	NOON

* See Special Regulations and School Holidays on page 61.

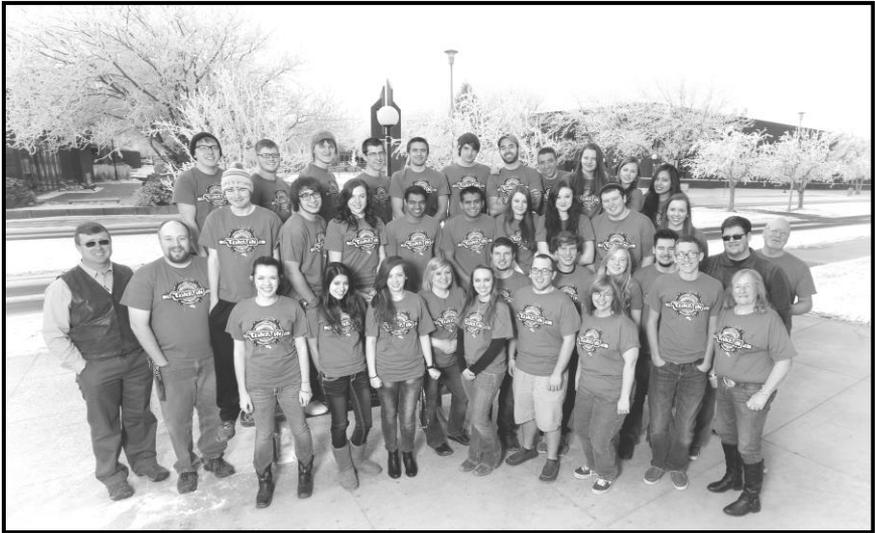
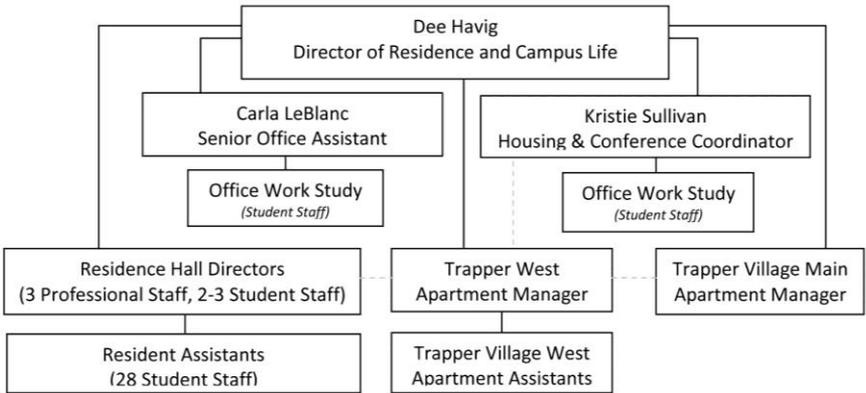
Residents' Rights and Courtesies

Every successful residence hall depends on understanding different lifestyles and respecting the rights of others.

Listed below are rights and courtesies to help you, your roommate, and other hall residents adjust to the community living environment.

- Residents have the right to study and sleep without interference, noise or distractions.
- Residents have the right to personal privacy.
- Residents have the right to live in a clean environment.
- Residents have the right to have guests, but must take responsibility for their guests' behavior.
- Residents have the right to express concerns to the Residence Life Staff.
- Residents must respect their roommates' belongings.
- Residents have the right to their own unique interests and values.
- Residents have the right to be free of intimidation and physical or emotional harm.
- Residents have a right to be treated as they want to be treated.

Residence Life & Housing Organizational Chart



Residence Halls

Ashley Hall Maximum Occupancy: 148	Cody Hall Maximum Occupancy: 180	Colter Hall Maximum Occupancy: 88	Lewis & Clark Hall Maximum Occupancy: 146	Simpson Hall Maximum Occupancy: 154
1 Resident Director (Professional Staff)	1 Resident Director (Professional Staff)	1 Resident Director (Student Staff)	1 Resident Director (Professional Staff)	1-2 Resident Directors (Student Staff)
6 Resident Assistants	6 Resident Assistants	4 Resident Assistants	6 Resident Assistants	6 Resident Assistants

You're here! Now what?

Q: How is life in a residence hall different from home?

A: Well in many ways life in the halls is very similar to life at home. Most residents come to think of the hall as home, they establish close connections with the people around them, they feel comfortable and secure in the hall, and they help others to feel that same way.

Of course, there are also many differences, which you will soon discover. Some of the major differences include the professional and paraprofessional staff members that are responsible for the well being of the hall and the residents; and your accountability for your actions and the actions of those around you is greater. For many students this is their first real opportunity to experience living in a community and to be completely responsible for themselves, which includes getting up for classes, completing academic assignments on time, and doing your own laundry.



Q: Who is the Resident Director? What do they do?

A: Your Resident Director, or "RD", is a professional or paraprofessional staff member at Northwest College. They are responsible for the overall function of the residence halls and serve in a variety of roles: administrator, advisor, RA staff supervisor, counselor, arbitrator, and much more. Your Resident Director lives in an apartment in the hall and can be contacted there or you can leave a message on their voice mail or email.

Q: Who is my RA and why are they important to me?

A: Your Resident Assistant or “RA”, like you, is a full time student and a resident of your hall. The RA that lives on your floor or wing, along with the rest of the staff within your hall has been specially selected and trained to assist you and your neighbors within your floor and hall.

Your RA is a good listener. They are an excellent source of information and can tell you where to go and who to see when you need personal or academic help. An RA can be an arbitrator in cases of conflict. They help to enforce the College policies and residence hall regulations. They plan activities within the wing/hall and assist residents in making a successful transition to college life. Your RA (along with your help) will establish and promote a sense of community within your wing/hall.

The first person you should see if you have a problem or a question is your RA. ***The most important part of your RA’s job is to be there for you.***

Q: What happens when a regulation is broken?

A: When you signed your housing contract you agreed to abide by all of the regulations of the residence hall. All hall regulations are noted within this guide in **BOLD**. When it has been determined by a member of the Residence Life staff that you have broken a regulation you will be documented for the infraction and will be required to meet with your Resident Director within a designated amount of time. Our primary concern in all disciplinary cases is to hold people responsible for their actions and to protect the welfare and integrity of the residents within the College community. Sanctions are designed to underscore the necessity for a change of conduct. *Please remember, your college discipline record carries over to each semester you are enrolled at NWC, regardless of time elapsed between violations or hall/apartment assigned.*

Q: What is a “referral slip”?

A: A referral slip is given to you directly or put in your mailbox after an incident. You have three working days after the referral slip is written to contact your Resident Director and schedule a follow up meeting. If you are documented in a hall other than your own you will still have to meet formally with YOUR RD about the incident.

Failure to follow up in the appropriate time, or at all, will result in an additional sanction. Typically this additional sanction takes the form of community restitution hours but can change and is up to the discretion of the Resident Directors.

Bottom line, if you get a referral slip just take care of it as soon as you can, RD’s aren’t “out to get you” and they can actually be really great people to get to know. They have a job to do and things are always going to work out better for you when you take a proactive approach.

The following is a list of possible sanctions that will be issued to residents for violations of the Residence Life regulations.

Note: Certain policies and regulations have specific sanctions (i.e. alcohol, fire safety, etc) that may be assigned in addition to or in combination with the possible sanctions listed below and will be further discussed in this manual under those policies and/or regulations and at the follow-up meeting.

SANCTIONS

Letter of conduct warning: This letter is a formal written statement that a resident or resident’s guests’ actions are not acceptable and that subsequent infractions will result in more severe action. This sanction may not be deferred.

Dismissal/Eviction: Residents dismissed for violation of college policies and/or hall regulations have 48 hours after notification to properly check out. Fewer days may be assessed depending upon the nature of the violation and the threat to the safety, property or security of the residence halls and other individuals. Evicted residents forfeit their deposit and may be subject to additional penalties for damages and cleaning.

Actions that will result in eviction include, but are not limited to: assault, arson, drug and alcohol violations, breaking and entering, noncompliance of weapons policy, and failure to pay room and board charges. Residents dismissed from the residence halls are not eligible for room and board refunds. Please refer to your Student Handbook for all sanctions. The following sanctions could occur in conjunction with the above sanctions:

- **Educational Session:** (1) Attending an educational session may be imposed in lieu of, or in addition to other sanctions given (e.g. alcohol/drug education class). (2) Assignment of a task, which is educational in nature and appropriate to the violations (e.g. letter of apology for offensive or disruptive behavior). Failure to complete the assigned task will result in the initiation of further disciplinary action. Community restitution projects will also be assigned as needed.
- **Penalty/fee/fines:** Payment of a penalty fee for services or violations of a specific regulation. This can be billed directly to your account.
- **Exclusion:** Residence Life reserves the right to exclude (prohibit entry to a specific apartment/hall area) those persons whose behavior is determined to be detrimental to the well being of the apartment/residence hall community or incompatible with its function as part of an educational institution.
- **Relocation:** Residence Life staff reserves the right to relocate (reassign a resident to an alternate hall/apartment area) those persons whose behavior has been determined to be detrimental to the well being of the current community or incompatible with its function as part of an educational institution. Residents will be given 48 hours after notification to relocate to their new housing assignment.
- **Probation:** Formal notice to the student that his/her behavior is unacceptable in the residence halls and any additional violations of any policy or regulation, however minor, may result in more significant consequences including dismissal from the residence halls.
- **Disenrollment/Expulsion:** Expulsion terminates a resident's academic program and his/her right to future enrollment. Only the Vice President for Student Affairs, with prior approval of the President of the College, may expel a student. A student who has been expelled may not attend classes, use College facilities, or visit the campus. Refunds for tuition and/or room and board will not be issued.

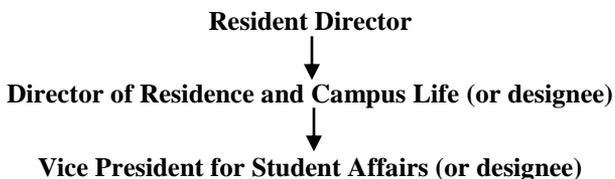
Repeat Violations: Continuing to violate behavioral standards/regulations after a follow-up meeting or hearing will result in a recommendation of dismissal from the residence halls, relocation to another residence hall, residence hall probation or loss of privileges.

Student Appeals Process



- Q: What are the levels of appeal if I am documented for a violation and am not satisfied with the sanctioning assigned?
- A: If you are documented for a violation of College policy or hall regulations and you want to appeal the sanctioning assigned, you will be expected to pursue the appropriate channels for behavioral matters. In most cases, you will first be expected to meet with your Resident Director. In some instances, you may be referred to the Director of Residence and Campus Life and/or the Vice President for Student Affairs.

For campus residents, the appropriate channels for behavioral matters are listed below. **A student may not forgo a level of appeal** unless approved by the Director of Residence and Campus Life. If the Resident Director assigns a sanction it may be appealed to the Director of Residence and Campus Life (or designee). If the Director of Residence and Campus Life assigns a sanction, then it may be appealed to the Vice President for Student Affairs (or designee). The decision rendered by the Vice President for Student Affairs (or designee) is final.



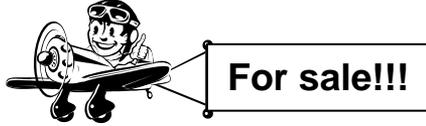
In cases where dismissal from the Residence Halls is assigned by the Director of Residence and Campus Life, a student may appeal to the Vice President for Student Affairs (or designee) within a specific time frame as outlined in the official dismissal letter. If the Vice President for Student Affairs (or designee) upholds the decision, a student may then present their case to the Student Appeals Board for consideration.

A student who has been dismissed from the Residence Halls by the Director of Residence and Campus Life, and the dismissal has been upheld by the Vice President for Student Affairs (or designee), may further appeal by writing a letter to the Student Appeals Board and delivering it to the Student Grievance Officer. This process must begin within 48 hours following receipt of the official letter from the Vice President for Student Affairs (or designee).

- Your appeal letter should be typed and signed in ink, and include your full name, phone number and campus/local mailing address.
- Include your justification, your side of the story—telling what happened at the time of the incident.
- Be prepared to appear in person before the Student Appeals Board to present your case.
- You have the right to bring two witnesses with you to speak to the Board on your behalf. Legal counsel cannot represent either the Appellant or the Respondent at the hearing, nor can legal counsel be present at the meeting.

Student Appeals Board: The function of the Student Appeals Board is to hear students' appeals on actions by the Vice President for Student Affairs and the Vice President for Academic Affairs in behavioral and academic matters as specified in the Student Handbook (for complete Student Appeals process and procedure, please refer to the Student Handbook). **Only after the student has pursued appropriate channels in behavioral or academic matters and remains dissatisfied with the results, the appeal process may be instituted.** This Board will hear Northwest College student appeals only. The appellant must submit a written appeal statement to the Student Grievance Officer within 48 hours after the dismissal has been upheld by the Vice President for Student Affairs (or designee). For information on how to submit an appeal, contact the Student Grievance Officer. The Board will hear behavioral and academic appeals at the scheduled meeting time following receipt of the written appeal, provided the College is in session. The Student Grievance Officer may delay the hearing to another scheduled meeting for extenuating circumstances with approval of both Appellant and Respondent. **The Student Appeals Board is the final procedure constituted by the College for all matters within its purview. Decisions made by the Appeals Board are not grievable.**

Advertising & Solicitation



- Q: Last night someone came door-to-door selling tickets to a show, is that allowed?
- A: **Absolutely not.** We have strict guidelines regarding advertising and solicitation within the halls, we want our residents to be able to live and study without the distractions and pressures of solicitors.

Advertising/Posting of Flyers: All advertisements/flyers/promotional materials, etc. posted in the Residence Halls **MUST** be approved by the Resident Director and/or the Residence Life Office. Once approved, flyers may be posted in designated/approved areas **ONLY** (i.e. bulletin boards, **NOT** on room doors, windows, etc). Flyers, coupons, promotional materials, etc., may be left at the Hall Front Desk pending approval by the RD and/or Residence Life Office.

Advertising of events involving the consumption or sale of alcohol is not permitted. Advertisements/flyers and the events they promote must not be in conflict with any NWC campus policies or hall regulations.

Solicitation: Soliciting door-to-door for funds, or services or operating a business out of your room is prohibited. Any brochures or pamphlets left at the hall desk for general distribution must be approved by the RD. If a resident wants to invite an individual into the residential area to demonstrate and sell various items, permission must be obtained from the RD. Fund-raisers sponsored by campus organizations are permitted in the hall lobbies and main lounges, but they must be approved by the RD. Any solicitors should be reported to the hall staff.

Alcohol & Drugs

Q: What is the alcohol/drug policy on campus?

A: Please see your NWC student handbook for complete alcohol and drug policies on campus.

Drugs: Federal and state law forbid the sale, use, and possession of drugs, which are not prescribed by a physician or available on the legal open market. This includes, but is not limited to manufacturing of drugs, drug paraphernalia (see federal definition below), hookahs, inhalants, delivery, possession, and sale of all illegal drugs, including use and/or possession of synthetic cannabinoids and/or similar substances (i.e. Relaxinol, Spice, K9, bath salts, etc). At the discretion of College housing, odor and/or smoke may be determined as use of a controlled substance. Violation of this policy will result in immediate removal from the hall. Students violating the drug policy will also be required to attend a substance education program (BASICS) which carries a \$100 charge to attend. Please take this as your warning. The College reserves the right to have the Resident Director inspect any area of the residence halls. Local law enforcement will be involved in any violation of this policy and you will be subject to any local, state, and federal laws that may apply. Students violating the drug policy may also be disenrolled from the College.

Under the Federal Drug Paraphernalia Statute, which is part of the Controlled Substances Act (Title 21, Sec. 863), it is illegal to possess, sell, transport, import, or export drug paraphernalia as defined. The term "drug paraphernalia" means any equipment, product, or material of any kind which is primarily intended or designed for use in manufacturing, compounding, converting, concealing, producing, processing, preparing, injecting, ingesting, inhaling, or otherwise introducing into the human body a controlled substance, possession of which is unlawful. It includes items primarily intended or designed for use in ingesting, inhaling, or otherwise introducing marijuana, cocaine, hashish, hashish oil, PCP, methamphetamine, or amphetamines into the human body, such as—1. metal, wooden, acrylic, glass, stone, plastic, or ceramic pipes with or without screens, permanent screens, hashish heads, or punctured metal bowls; 2. water pipes; 3. carburetion tubes and devices; 4. smoking and carburetion masks; 5. roach clips: meaning objects used to hold burning material, such as a marijuana cigarette, that has become too small or too short to be held in the hand; 6. Miniature spoons with level capacities of one-tenth cubic centimeter or less; 7. chamber pipes; 8. carburetor pipes; 9. electric pipes; 10. air-driven pipes; 11. chillums; 12. bong; 13. ice pipes or chillers; 14. wired cigarette papers; or 15. cocaine freebase kits.

—U.S. Drug Enforcement Administration/Title 21, Sec. 863 of the Controlled Substances Act

Alcohol: Northwest College is an alcohol-free campus.

Regardless of age, you are in violation of Northwest College's alcohol policy:

- If you are on college property, and found in the immediate area where alcohol is present, whether consuming it or not.
- If you are on college property and under the influence of alcohol and/or exhibiting intoxicated behavior.
- If you are on college property and have alcohol in your possession.

It is a violation of Northwest College's alcohol policy if you are at an off-campus, college sponsored event, while under the legal drinking age and (subject to the discretion and the direction of the trip supervisor):

- In possession of alcohol
- Under the influence and/or exhibiting intoxicated behavior.

Northwest College has a "Dry Campus" policy. Therefore, alcohol is not permitted on campus, regardless of your age. Additionally, the staff reserves the right to confiscate and dispose of any alcoholic beverages and/or can/bottle collections found in the hall. Bottle and can collections, even empty ones, are not permitted in the halls.

Intoxicated Behavior: Intoxicated behavior will not be tolerated. Members of the community who choose to drink will be held fully responsible for their behavior while under the influence of alcohol, regardless of where the alcohol was consumed. Loss of control due to intoxication in no way excuses or justifies violation of state law, college regulations, or the rights of others.

Incapacitation: Northwest College continues the commitment to be aware of students experiencing severe alcohol or drug consumption, which may warrant medical attention. An incapacitated person is one who as a result of the use of (or withdrawal from) alcohol or other drugs, is unconscious or has his/her judgment impaired so that s/he is in jeopardy of harming self, others, or property. Northwest College reserves the right to call the police or ambulance service and all costs incurred will be the responsibility of the student.

The following is a list of sanctions that will be assigned for alcohol violations in and around the residence halls.

Alcohol Sanctions

Please remember, your college discipline record carries over to each semester you are enrolled at NWC, regardless of time elapsed between violations or hall/apartment assigned.

First Violation: Students will be issued a letter of warning that they are in jeopardy of losing their Housing privileges. That student will also be required to attend an alcohol education program sponsored by the College. The program requires a \$100.00 charge for each resident required to attend. *For students currently assigned to Simpson Hall, a first violation will also result in the student being placed on Residence Hall Probation (regardless of where or when the violation occurred).*

Second Violation: A second alcohol violation will result in the student being placed on Residence Hall Probation. The significance of Probation is that the resident may be removed from Housing if there are **any violations of any residence hall regulations.** A \$150.00 charge will be assessed for an additional alcohol education program and the student will also be required to complete a ***Community Restitution Project.*** The student will be required to meet with the Director of Residence and Campus Life and may be subjected to further disciplinary action as assigned by the Director of Residence and Campus Life and/or the Resident Director. *For students currently assigned to Simpson Hall, a second alcohol related violation will also result in reassignment to another residence hall (regardless of where or when the first or second violation occurred).*

Third Violation: A third alcohol related violation could result in the loss of residence hall privileges and/or reassignment to another residence hall or dismissal from the residence halls. This will be for the remainder of the semester and can be for the following semester depending upon the conduct of the student

prior to and during the third violation. A \$200.00 charge will also be assessed. The student could also be subject to further disciplinary action.

Charges stemming from alcohol violations must be paid in full to the Student Success Center by the designated time. Late fees will be assessed. Charges collected will be used to support the College's preventative alcohol programming efforts.

Any alcohol violations and/or failure to cooperate and comply within the last seven days of the semester will result in immediate dismissal from the residence halls.

Q: *What happens if I am not drinking but I am present in a room where alcohol is being consumed?*

A: By being present and not removing yourself from that environment, you, too, will be documented for alcohol.

Northwest College is an alcohol-free campus. Regardless of age, you are in violation of Northwest College's alcohol policy if you are on college property and found in the immediate area where alcohol is present, whether consuming it or not.

Please see the Student Handbook for more details.

Q: *What if my roommate or suitemate has alcohol in the room, but it's not mine?*

A: Unfortunately, by not reporting the situation to Residence Life Staff in advance, you, too, will be documented for alcohol. You will have a chance to discuss the situation with your Resident Director during your follow up, but you will more than likely still be documented. If you know or suspect your roommate has alcohol in the room, we recommend you talk to them immediately and ask them to remove it so that you both don't get documented for alcohol. If your roommate refuses, talk to a staff member right away. If you are the roommate that is considering bringing alcohol into the room or suite, recognize the very uncomfortable situation you are putting your roommate(s) in—they would either have to report you or literally pay for your poor decision. Don't be that guy.

Q: My RD stopped by my room the other day and asked me to remove my neon bar sign and/or alcohol poster. Why can't I have them?

A: As alcohol is the number one inhibitor of students' academic success on all college campuses, any monument to alcohol consumption in the Residence Hall is not permitted. If such a monument is found in a students' room they will be asked to remove the monument from campus.

Alcohol and/or bottle/bottle cap collections are not permitted in the Residence Halls. Possession of alcohol cans, bottles, and/or other containers (i.e. shot glasses, etc.), even empty ones, will be considered a violation of the alcohol regulation.

Q: What should I do if I get caught drinking in the hall?

A: Well, first of all, realize that when you make the decision to drink within the halls, you are also expected to take the responsibility for your actions should you get caught. That means, be cooperative with all staff members and help to keep yourself and the situation under control. Staff members are trained to handle incidents with professionalism and will expect your full cooperation. Staff members can, at any time, contact the Powell Police Department to assist and/or handle the situation. We prefer not to involve the police when you are cooperative and accountable for your actions.

Staff members will ask for all of the alcohol to be brought forward, they will take the names and address information of everyone present in the room, and hand out referral slips to everyone. They will then ask you to accompany them to the nearest sink and will ask you to empty all alcohol down the drains. Guests will be asked to leave the room/hall. **In the case of a guest or visitor who is under the age of 18, the matter will immediately be referred to the Powell Police Department.**



Failure to Identify, Cooperate, or Comply

Failure to cooperate with the request of a staff member or authorized agent of the College is prohibited. Failure to identify yourself by NWC ID card, or other form of picture ID upon request or furnishing false identification upon request is prohibited. Two (2) or more violations of this regulation could result in dismissal from the hall.

Computers, Telephones, & Technology

Q: What do I need to have phone service in my room?

A: You need to contact your Resident Director to be assigned a phone number and have your phone jack activated. You must provide your own phone and answering machine. Northwest College provides local phone service. Long distance calls require a calling card or a collect call. Your phone line and phone number will be shared with your roommate (if applicable).

Q: How do I use the phone system here?

A: Once your phone jack has been activated, using the phone system is quite easy. Your phone number will be (307) 754-____. If you are dialing from your residence hall room to another college number just use the four digit extension number. If you are dialing a local number, dial 754-?????. To make a long distance phone call (to outside of Powell) you must have a phone card or dial collect.

Remember, in case of emergency dial 911.

Q: How do I hook up my computer to the college's system?

A: You can connect to the college wireless anywhere in the hall with your NWC username and password. Contact your Resident Director to have your room's physical Ethernet port activated. Once activated, you will need to have the necessary Ethernet card and networking capabilities. Each personal computer must have current anti-virus software installed and functioning. Ethernet cables can be purchased at the Housing Office for \$5.00 (T.V. coaxial cables are \$8.00).

Q: Help! My internet isn't working and Computer Services is closed! What do I do?

A: Simply submit a Help Desk ticket by clicking the "Help" button on the college portal. The Resident Technician can also be reached at **(307) 272-3545**. Computer Services is available between the hours of 8AM—5PM at (307) 754-6080. Your Resident Assistant and Resident Director can also submit a Help Desk ticket on your behalf.

Q: How do I hook up my game system to the internet?

A: For each game console you want connected to the internet, you will need to provide the type of game system, your console's IP address, and your name and student ID number by submitting a Help Desk ticket on the college portal. If you need assistance identifying your IP address, please contact the Resident Technician. Game systems can only be activated during Computer Services' regular business hours, so plan ahead if you want to do some weekend gaming.

Q: Can anyone use the computers in the hall labs?

A: As long as you are a resident of that hall, yes you are free to use the computers in the labs at any time. The labs are open 24 hours a day. It is important to remember, however, that academic use always takes priority on the hall computers. Please be courteous to your neighbors and minimize your usage of the computer for social media, internet surfing, etc, especially if others are waiting to use them. The computer usage fee that you pay at registration applies only to the labs elsewhere on campus and is not applied in any way to the computers within the halls.

Q: How do I use the printer in the hall lab?

A: The printers are currently attached to only one of the computers in the hall labs. If you need to print a paper or project you need to make sure you are logged into the appropriate terminal. **YOU** must supply your own paper for the printer.

If there is a problem with a printer/computer/scanner in the hall lab, please notify the Resident Director so that it may be repaired.

Q: I saw a resident trying to use the computer in the hall lab for "hacking"? What could happen to them?

A: Technology/Telecommunication Misuse, Tampering or Damage: Computers are provided for the use of residence hall students and priority is given to those working on legitimate academic assignments. Misuse, damage, or tampering with computers, software, and/or data line access is prohibited. Tampering, misuse of a telephone, calling card number, or telephone line is prohibited. Violations will result in a conduct warning and financial restitution of all damages.

Illegal use of college computers or student-owned computers will be referred to the Campus Safety & Security Officer.

Please be aware that the sharing of copyrighted materials is a violation of Federal Law and the Northwest College Student Handbook. Violations could result in prosecution and/or loss of computer privileges on campus.

Personal WIRELESS ROUTERS are PROHIBITED. Any room found in violation will lose their internet access until further notice. Use of "mobile hotspots" is permitted as long as access is password protected.

Personal wireless access points or routers shut down service to all the other students living in your residence hall.

Damages and Corporate Responsibility

Q: What do you mean by “Corporate Charge?”

A: When you sign your housing contract and move into your residence hall room you become a part of the greater community within that hall. As a part of the community you are now equally responsible for the well being of your hall. If damage or vandalism or other infractions result in a monetary repercussion of some sort for the party at fault, and that party is unknown to the hall staff then a corporate charge is assessed to a particular wing or the entire hall. Become a proactive part of your community and keep charges minimal for everyone by being a responsible member of your community.

Damages, Vandalism, & Corporate Responsibility:

Personal Living Quarters: At the time of check in, each resident will be provided a detailed room condition report documenting any existing damages. The check out portion of the form will be completed when the resident prepares to move from the room. Repairs or damages to the room or its furnishings beyond normal wear will be assessed to the resident who is responsible or to all residents of the room or suite if the individual responsible cannot be determined. (Refer to “Room Sweet Room” on page 41).

Common Areas: In public areas of the Residence Halls, including but not limited to: lounges, hallways, kitchens, bathrooms, elevators, and stairwells. The replacement or repair costs for damages are assessed to an individual when responsibility can be determined; however, when individual responsibility cannot be determined for damages, the residents of the floor, wing, or entire hall are collectively responsible for repair costs.

The action of “collective billing” or “corporate responsibility” is taken by the Resident Director in consultation with the

Director of Residence and Campus Life. All damages are assessed and forwarded to the Business Office. They will then be charged to each individual's account.

Theft/Vandalism/Property Damage: Theft of, damage to, misuse of or unauthorized possession of College property, other public property, or the personal property of another could result in dismissal from the residence halls. Incidents of this nature will be reported to and further investigated by local law enforcement. All damages and/or vandalism, either purposefully or through negligence, will be charged to the student(s) involved.

Fire Safety & Emergencies



Q: What do I do when the fire alarm goes off?

A: Regardless of what time of day it is, if the fire alarm in your building goes off, **YOU MUST EVACUATE the building.** Fire alarms are taken seriously each and every time they go off. The staff will ensure that the building has been evacuated and will determine the cause of the alarm before anyone is allowed to re-enter the building. There will be a \$100.00 fine for failure to evacuate during any fire alarm. There is a *minimum* \$50.00 fine for tampering with fire equipment and a \$500.00 fine and cost of damages for tampering or vandalism to fire sprinkler equipment.

Fire Safety: Northwest College has a commitment to providing students with a safe and comfortable environment in which to live and learn. One aspect of this commitment is a dedication to fire safety. Below is a comprehensive list of Northwest's fire safety regulations.

Fire Alarms: Regardless of the frequency of alarms, participation in evacuation procedures is mandatory. Failure to comply will result in a \$100 fine and may result in dismissal from the Residence Halls. Respond to all alarms regardless of whether or not you can see fire or smell smoke. Fire drills will be conducted in all halls at least once per semester. Evacuation procedures are posted in all the halls.

False Fire Alarms: False fire alarms are a federal offense and will be dealt with in that manner. Any resident caught tampering with fire safety equipment (i.e. covering room smoke detectors) may be suspended from the College and/or College housing and prosecuted through civil authorities; additional fines may be levied against such residents. These alarms are here for your safety. Each hall is equipped with a modern alarm system, which can detect where the alarm was set. Please leave fire extinguishers in their proper places unless an emergency occurs. The fire doors at the end of the wings are for emergency purposes only. Anyone tampering with or opening them for reasons other than an emergency will be fined \$50.00. Anyone purposely setting off a fire alarm will be fined and will be subject to prosecution by local authorities and dismissal from the Halls. If Residence Life Staff determines that an individual(s) has activated the fire alarm system either purposefully or through negligence, the individual(s) responsible may be required to complete a community restitution project with the Powell Fire Department. Other Sanctions may apply (see page 8).

Smoking: The residence halls are smoke-free. Smoking, including the use of e-cigarettes, e-hookahs, etc, is not permitted in any section of the residence halls, including student rooms. Please smoke outside the building and dispose of cigarettes, cigars, etc. safely. Violations of this regulation will result in a \$50.00 charge.

Intrusive Odors and Open Flame: Items such as incense, potpourri, candles*, cigars, clove cigarettes, sage, and the like are not to be burned in the residence halls because they present a fire hazard and may produce an odor that is offensive to the community environment. Additionally, all heat-source odor emitting devices are prohibited (i.e. oil warmers, candle warmers, heat-producing scented plug-ins, etc). Also prohibited are flammable materials and

dangerous chemicals including gasoline, kerosene, motor oil, and the like. College housing reserves the right to final judgment regarding intrusive odors and open flame. Violation of the open flame regulation is a serious safety violation and could result in dismissal from the residence halls. Violations will result in a \$50.00 charge per incident. Non-heat producing scented oil fans and blowers may be used with discretion. As a rule of thumb, if your non-heat producing air freshener, scented oil fan, etc. can be smelled outside your room, the item should be removed. **Intrusive odors caused by unsanitary conditions need to be removed immediately.**

*Decorative candles are permitted as long as the wick has been removed and/or has never been burned.



Q: Why aren't we allowed to have Christmas/Twinkle Lights in other areas besides around the window?

A: The State Fire Marshall has deemed the use of Christmas/Twinkle Lights in the Residence Hall rooms to be a potential fire hazard. In the interest of safety and security we comply with all Fire Codes and ask that you hang U.L. approved Holiday lights around windows only (without directly covering or blocking the window and/or furnished drapes/blinds)..

Additionally, no coverings may be placed directly over any room lights, window, or the furnished drapes/blinds. This includes, but is not limited to aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, tapestries, neon signs, etc. Additionally, room light bulbs may not be replaced with colored or black light bulbs.

Room Appliances/Items: Due to fire and safety codes, certain items are **PERMITTED** and certain items are **NOT PERMITTED** in your rooms. Some items that are prohibited for use in the residence hall rooms may be used in the community kitchen area of the hall. The table below lists which items are permitted, not permitted, and which items are approved for use in the community kitchen area only. It is to be assumed that items/appliances listed include similar or like items. (For example, “George Foreman type grills” includes ALL brands/makes/models of indoor grill with or without removable/adaptable plates.) If an item/appliance is not listed, or if you are unsure if an item/appliance falls into one of the “categories,” please ask your Resident Director prior to use. **Persons using items/appliances not specifically listed without prior approval from the Resident Director are still subject to sanctions for violation of fire safety regulations.**

PERMITTED	KITCHEN USE ONLY	NOT PERMITTED	
Mini-Fridge (less than 5 cu.ft.)	Standard Toaster	Toaster Oven	Exterior Antennas
Coffee Pot (auto shut-off)	Crock Pot	Pizza Oven	Ham Radio Sets
Electric Tea Kettle	Rice Cooker	Hot Plate	Water Bed
Small Microwave Ovens	Waffle Iron	George Foreman type grills	Dishwasher
Non-heat producing air fresheners/reed diffusers/etc.	Air Popcorn Popper	Full-size refrigerators or freezers (larger than 5 cu.ft.)	Flammable materials/ Dangerous chemicals
Electric Blanket	Electric frying pans, woks, griddles	ANY open element cooking or heating appliance	Firearms/explosives/ firecrackers/fireworks
Heating Pad		Oil Popcorn Popper	Extension cords
Curling/Flat Irons		Space Heater	Wireless routers or hubs
Hair Dryer		Barbeque Units	Candles* or incense
Clothing Iron (auto shut-off)		Halogen or sun lamps	Any heat-source/ heat-producing odor emitting device
Sewing Machines		Deep Fat Fryer	Live Christmas Trees
Christmas/Holiday/ Twinkle Lights (UL approved and around window ONLY)		Reminder: If an item/appliance is not listed, or if you are unsure if an item/appliance falls into one of the “categories,” please ask your Resident Director <u>prior</u> to use. Please <u>unplug</u> all curling irons, electric blankets, etc. when not in use. All appliances must be used for intended purpose only. *See page 26 (Intrusive Odors and Open Flame)	
Surge Protectors (UL approved only)			
Computers (no wireless hubs)			

The Front Desk

Q: *What are the desk hours of the hall?*

A: The front desk in your hall is staffed every single night. Resident Assistants are on duty and are there to help you in any way they can.

Front desk hours are 9 p.m. to 1 a.m. Sunday through Thursday nights, and 9 p.m. to 2 a.m. Friday and Saturday nights. In addition to these hours the RAs are available to assist you most any time you need them. Just remember that they are students too and if one is not immediately available to help you please find another RA or contact your RD.

**Ashley Hall Front Desk, 307-754-6580
Cody Hall Front Desk, 307-754-6514
Colter Hall Front Desk, 307-754-6517
Lewis & Clark Front Desk, 307-754-6518
Simpson Hall Front Desk, 307-754-6511**

Q: *What can I find at my front desk?*

A: Besides good company, you can find all sorts of things at your front desk.

Cleaning supplies, such as a broom, dustpan and vacuum cleaner are available for you to check out. There are board games for when you and your friends want something to do. The pool and ping/pong equipment can be checked out from the front desk. And when you get hungry, some microwavable food and ice cream goodies are for sale at the front desk.

Besides the food, which is for sale, most anything else you get from the RA's at your front desk is free. We do however, need your College ID as collateral when checking out games or cleaning equipment.

Sexual Violence, Harassment, & Threatening Behavior

Northwest College is concerned about the safety and well-being of its students and about incidents of sexual misconduct, harassment or violence (including sexual assault, stalking, and dating and domestic violence), whether on- or off-campus. If you experience any type of sexual violation, please know that you have options, you have rights, and support is available for you.

You have options.

Counselors in the Student Success Center are trained to offer support for victims of assault and can help you explore your options in a safe, non-judgmental and confidential environment. The Campus Safety and Security Officer can offer support and intervention. There are many people on campus who are ready and willing to assist you in this matter at any time. Your hall staff (the RAs and your RD) have also been trained to handle these issues and can help to put you in contact with the appropriate personnel. Additionally, there are peer groups such as “Sexual Health And Relationship Education” (SHARE the Responsibility!) that educate students about the effects of harassment and/or relationship violence.

You have rights.

Title IX of the Education Amendments of 1972 (“Title IX”), 20 U.S.C. Sec. 1681, *et seq.*, prohibits discrimination based on sex (including sexual harassment and sexual violence) at any federally funded education program or activity. The Violence Against Women Act (“VAWA”) amendments to the Clery Act require institutions to develop policies prohibiting sexual assault, stalking, and dating and domestic violence. The college must respond to complaints concerning Title IX and VAWA. Because of this, please note that **your confidentiality cannot be guaranteed** when reporting to a Title IX coordinator. College processes may include internal investigations and/or hearings and may result in discipline of an offender and remedial action. Northwest College prohibits retaliation against anyone for raising complaints for Title IX and the Clery Act.

For more information about Title IX, Title IX investigations, and Northwest College policies concerning Title IX and the Clery Act, contact our Title IX Coordinator at (307) 754-6235.

Retaliation against any person who reports, is thought to have reported, files a complaint or otherwise participates in an investigation or inquiry is also strictly prohibited.

Q: Another resident and I don't get along and yesterday they made a threat towards me. What should I do?

A: Let someone know **immediately**. Tell an RA or your Resident Director. Residence Life does not and will not tolerate any type of disruptive behavior in our residence halls.

Disruptive Behavior is inappropriate behavior that interferes with the functioning and flow of the educational and living environment in the Residence Halls and is regarded as speech or action which 1) is disrespectful, 2) interferes with the learning activities of other students, 3) impedes the delivery of College services and/or 4) has a negative impact in any college living and/or learning environment. Disruptive Behavior includes physically, verbally or psychologically harassing, threatening, or acting abusively toward a faculty, staff, or student of the college on college property or in any activity authorized by the College, including use of cyber methods (computer, email, texts, social media, etc). Disruptive behavior also includes any other behavior covered by the Student Conduct Code in the Student Handbook.

Violence, threats, hazing, harassment, intimidation or bullying, menacing, and acts of cyber bullying by students, staff and

third parties toward students is strictly prohibited. Any action of this nature cannot be tolerated within a residence hall community.

Threatening Behavior: includes physical action short of actual contact/injury, general oral or written threats to people or property, as well as implicit threats. Causing another student or staff member to feel they are in danger of bodily harm by actions of another person is prohibited. Physical or verbal threats to self will also be considered threatening behavior. Threatening behavior could result in dismissal from the residence halls.

Violent Behavior includes any physical assault, with or without weapons; behavior that a reasonable person would interpret as being potentially violent, or specific threats to inflict physical harm. Any person willingly engaging in such activity will be evicted from the residence halls/apartments of NWC. If it is determined that both parties were willing participants, then both may be evicted. If it can be determined that one party was clearly the aggressor and at fault, then only that party will be evicted from the residence halls.

Harassment, intimidation, or bullying means any act that substantially interferes with a person's safety, employment, academic efforts, opportunities or performance, or participation in College-sponsored activities that takes place on or immediately adjacent to college property, at any college-sponsored activity, or on college-provided transportation.

Harassment includes any behavior, physical, written or verbal, that victimizes or stigmatizes an individual and that may be based on, but not limited to race, ethnicity, ancestry, sex, sexual orientation, national origin, source of income or disability having the effect of:

1. **Physically harming a person or damaging a person's property.**
2. **Knowingly placing a person in reasonable fear of physical harm to the person or damage to the person's property.**
3. **Creating a hostile educational or living environment including interfering with the psychological well being of the person.**

Recommended Sanction: Eviction from the Residence Halls/dining room.

Cyber bullying is the use of any electronic communication device to harass, intimidate or bully. Students and staff will refrain from using personal communication devices or college property/equipment to engage in this behavior.

Hazing includes, but is not limited to, any act that recklessly or intentionally endangers the mental health, physical health or safety of a student for the purpose of initiation or as a condition or precondition of attaining membership in, or affiliation with, and college-sponsored activity or attainment. It is not a defense against hazing that the student subjected to hazing consented to or appeared to consent to the hazing.

Inappropriate Behavior: Behavior that is deemed non-conducive to the educational environment, and/or the safety, well being, or comfort of residents within the community (ie mooning, streaking, or any form of indecent exposure) is prohibited. The final judgment regarding these behaviors will be made by the Residence Life staff. These behaviors may be deemed as harassment and/or in violation of the Student Code of Conduct.

The “Key” to Safety and Security

Q: *Why are the halls locked 24 hours a day?*

A: Part of the mission of Residence Life is to provide a safe environment for our residents. The Residence Hall is your private home while you are living on campus, and YOU are responsible for the environment within the hall; however, it is NOT an area that is open for anyone to enter.

In providing a locked facility that only the residents of the hall have open access to, we are better able to provide a safe and secure living environment. We suggest that you take the proper precautions to protect yourself and your belongings. Lock your door at all times, report any lost keys, escort your guests at all times, do not prop the outside doors and do not let anyone into the hall that does not live here.

Door Propping: Doors are locked 24 hours a day for your safety and security. Any door found propped open will result in a minimum individual or hall corporate charge of \$20.00. Please un-prop any door that you find blocked open and do not let anyone into the building unless you are willing to take responsibility for them and escort them at all times.

Q: *What do I do if I lose my keys?*

A: If you have lost your keys or you think your keys may have been stolen, let your RD know as soon as possible to ensure the security of your room. And yes, damaged keys happen. If your key is bent at check-in, notify staff immediately or you will be held responsible. If you wait and turn in a bent key at check-out, you will still be billed at that time. It's best just to let staff know as soon as it happens so you can get one that actually works properly! Please see charges below for key replacements.

Key Charges:

All Halls:

Damaged key replacement fee is **\$20.00.**

Mailbox key replacement is **\$40.00**

Ashley, Cody, Colter, and Lewis and Clark Halls:

Lost/Stolen Key Replacement fee is **\$100.00**

Simpson Hall:

Lost/Stolen Key Replacement fee is **\$200.00**

Lost/Stolen Proximity Card Replacement fee is **\$50.00.**



Q: What if I get locked out of my room?

A: In the event that you are locked out and you have exhausted all other possibilities for locating your room key, including waiting for your roommate, contact your RA or RD for assistance. **A room may ONLY be unlocked for the resident(s) assigned to that room. You may be asked to provide identification to verify that you are a resident of that room. You are entitled to two (2) courtesy lockouts per year.** Lockouts resulting from emergency evacuations do not count as one of your lockouts. Students who are repeatedly locked out of their rooms will be subject to fines and/or judicial action. **After the first two lockouts, a student will be billed \$10.00 per occurrence. If a student reaches five lockouts they will be asked to meet with the Resident Director to discuss their lockouts.**

Q: My roommate lets her boyfriend use her key to get into the hall and our room, is that ok?

A: **No**, it's not ok with us and it shouldn't be ok with you either. Your roommate is placing your personal belongings and possibly even your personal safety at risk, not to mention the safety of everyone else on your wing and in your hall. We have an escort standard in place for a reason, it's not "escort yourself in". Let a staff member know about what is going on as soon as possible and be sure to tell your "roomy" how you feel.

Unauthorized Entry: Building and room entry is restricted to residents of that facility and their invited/accompanied, registered guests. Entering through locked side doors or attempting to break and enter is prohibited. Unauthorized use of a key, combination or other method to gain entry to locked facilities without College authorization is prohibited. A resident that willingly gives their college keys to an unauthorized person(s) and/or uses another's keys without college authorization is violating this regulation. Violations could result in dismissal from the Residence Halls.

Core/Lock Changes: There are certain instances when a Residence Life staff member may change your lock/core on the door to your room (which means that your key will no longer work in your door). If this happens, there are various reasons why, which may include, but are not limited to: non-payment of bill, failure to follow up with Residence Life staff, failure to vacate within 48 hours of notification of dismissal, lost/stolen keys, etc. Upon having your core changed contact your RD immediately for more information.



Missing Student Policy: Please refer to the Northwest College Student Handbook for our Missing Student Policy.

Emergency Notification System: In an on-going effort to meet the compliance requirements of the Jeanne Clery Act and the Higher Education Opportunity Act, Northwest College has entered into a contract with RAVE Mobile Software to provide an emergency text messaging and email system. This system allows the College to send notification messages to students, faculty, and staff in the case of an emergency situation on campus. All Northwest College email accounts are automatically set up to receive the emergency messages. You will be able to sign up to receive emergency text messages through the NWC Portal. You are not required to give your cell phone or opt into this service.

Emergency Response Guide: For emergency protocol at Northwest College, view the “Emergency Response Guide” under the Information tab at www.nwc.edu. If you have any questions about this guide, please contact Campus Security at (307) 754-6067.

Emergency Contacts: All residence hall students are required to provide emergency contact information for two individuals when you check into the residence hall. For students under the age of 21, one of the two listed contacts **MUST** be a parent/legal guardian. This contact information will be used only in the event of an emergency and per the guidelines of the Family Educational Rights and Privacy Act (FERPA).



You've Got Mail!

Q: When can I get my mail?

A: Mail is delivered Monday through Friday right to your residence hall by the Resident Assistants. Daily mail will be in your box by 4:00 p.m. If you receive a package, you will find a notice to pick it up at the Residence Life Office in the DeWitt Student Center. **Residents are expected to check their mail on a regular basis. Students are responsible for any consequences resulting from their failure to check their mail on a regular basis for official college communications.**

There is a mail drop located in the DeWitt Student Center for outgoing mail. Here's an example of how your address should appear:

**Ima Trapper
135 Ashley Hall
Powell, WY 82435-1843**

The hall zip codes are as follows:

**Ashley Hall — 82435-1843
Cody Hall — 82435-1855
Colter Hall — 82435-1856
Lewis & Clark Hall — 82435-1858
Simpson Hall — 82435-1854**

Q: What should I do if I get someone else's mail?

A: There is a "return mail" drop-slot located near the mailboxes that is for mail that has been wrongly delivered. Please do not write on any returned mail. Note: The "return mail" drop-slots are for return mail ONLY, not outgoing mail. If you have pre-postaged mail that you want sent out, there is an "outgoing mail" box located in the DeWitt Student Center and the College mail room located in the Orendorff Building.

Mail Tampering: Misuse or tampering with another person's mail is prohibited. NWC Residence Life reserves the right to involve the United States Postal Service regarding any mail handling violations.

Privacy & Personal Property

Q: Once I move into my room it is my private home right?

A: Right of Privacy: Students are guaranteed the reasonable privacy of their room and their belongings. However, under specific guidelines, rooms may be entered and inspected by NWC staff members. These guidelines include, but are not limited to: cases of emergency, need for repairs, health and safety inspections, and when reasonable suspicion exists to indicate that a violation of College regulations, federal, state or local law may be taking place in the room. This right is exercised with great discretion. Remember, you are responsible for everything in your room (contents, guests, etc.).

Q: The RA asked me to open my backpack...can they do that?

A: In addition to room inspections (refer to “Room Inspection Guidelines”), you and your guest may be asked to open all backpacks, bags, coolers and other containers when entering the residence hall. This procedure is a safety and security measure that prevents most of the unwanted or unauthorized material from being brought into the halls. Your cooperation with staff requests is expected and appreciated. Residence Life staff reserves the right to final judgment regarding this matter.

Q: Can an RA or my Resident Director come into my room when I am not there?

A: Your RA or RD would never just let themselves into your room without reasonable cause. We believe in affording you as much privacy in your room as we can. However the following is a list of possible situations which may warrant the entry of a staff member to your room.

A: Room Inspections/Entry: Northwest College personnel reserve the right to enter and inspect students’ rooms and the contents therein for reasonable suspicion of violations of College rules and regulations, to determine the condition of safety, to be sure that health standards are being maintained, and to perform maintenance as required. Student rooms will be entered and the students’ privacy

protected in accordance with state law. Announcements will be made before periodic inspections. While recommended, it is not necessary for the student to be present at the time of a room inspection or repair of the room. Please see the following guidelines for inspection.

Room Inspection Guidelines

- 1. Room inspection for maintenance will consist of routine inspection of facilities for wear, tear and maintenance.**
- 2. Fire Drill check. During fire drills, rooms may be entered for the purpose of determining if all residents have evacuated. Failure to evacuate the building during a fire drill will result in discipline sanctions, fines and possible legal prosecutions. (See Fire Safety regulations)**
- 3. Emergency situations which warrant entrance into rooms by NWC staff:**
 - a. Occupant verbally calls for help, or other noise coming from the room that would lead a person to believe the occupants are in danger.**
 - b. Occupant is believed to have been missing for two or more days for an unknown reason, and/or is reported missing by roommate or a call of concern. (Please refer to the NWC Student Handbook for our Missing Student Policy).**
 - c. Imminent danger threatens residents (fire, bombs, smoke, gas, electricity, lack of heat, too much heat, trespassers, etc).**
 - d. The room and/or the occupant's belongings are threatened by hazards (see "c" above).**
 - e. Conditions in a room are an annoyance to other residents, i.e., radios, phones, alarm clocks, stereos, intrusive odors, loud noises, etc.**
 - f. If a resident's room is below a reasonable standard of cleanliness, s/he will be advised that corrective measures should be taken. Failure to make the suggested corrections within 48 (forty-eight) hours may result in eviction and/or other sanctions.**

4. Room entry

- a. In case of emergency, or because of a (suspected) dangerous trespasser, or (suspected) violation of college policy or hall regulation, staff members will knock and proclaim entry. Staff need not receive verbal permission before entering, if, in the mind of the staff member in charge, the danger is of sufficient magnitude, and if s/he is reasonably sure that the occupants or College property is in danger or laws are being broken.**
- b. If an occupant is not present, a staff member will enter with another staff member or a resident whenever possible.**
- c. Northwest College reserves the right to:**
 - 1. Inspect/search individual rooms and the contents therein in such cases where there is reasonable suspicion to believe the occupant has concealed within the room property or possession of which is a violation of College policy or regulation or municipal, state, or federal law.**
 - 2. Request a search warrant from the Powell Police Department or Park County Sheriffs Department when there is reasonable suspicion to believe that a violation of municipal or state law has occurred or that the occupant has concealed within the room property which is in violation of municipal, state or federal law.**

5. Simpson Hall

Weekly cleaning of the bathroom/shower areas in Simpson Hall will be provided. The cleaning staff will set up a time on a weekly basis that they will enter your suite for this purpose.





Shhhh... Quiet Hours!

Q: What are the quiet hours in the hall?

A: **Quiet Hours/Disorderly Conduct:** Specific quiet hours are set to ensure an academic atmosphere and support community living. Quiet hours are 11:00p.m. – 9:00a.m. However, “Courtesy Hours” are in effect 24 hours per day and all residents must respect other students’ need for quiet. Noise that is determined by the Residence Life Staff to be excessive and disturbing to the residence hall environment will not be tolerated. Please respect other students’ rights to a quiet environment.

Weekend Hours: *Friday/Saturday Quiet Hours are subject to change based on an all-hall vote held during the fall semester.*

Excessive Noise: Noise can be a significant problem in residence hall communities. Excessive noise is defined as any noise that can be heard outside of the room from which it originates.

Violation of Quiet Hours and Courtesy Hours is considered disorderly conduct and may not occur. Any individual who behaves in a manner that disturbs the peace of others, or is a disruptive influence on others is prohibited.

Q: Is there a curfew in the Hall?

A: No, we do not have a curfew within the halls. You are free to come and go whenever you please.

We do ask you to be courteous and respect Quiet Hours when you do come back to the hall and it's always a good idea to let someone know (a friend, roommate or RA) where you are going in case something should happen. Additionally, please refer to page 53 for our Visitation/Guest regulations.

Hall Sports: Disruptive sports that violate courtesy hours or are potentially damaging to the residence hall are prohibited. This includes, but is not limited to, bouncing balls in the hallways or in your room, hockey, hacky sack, darts, roping activities, etc. All exceptions must be approved by your Resident Director.





Room “Sweet” Room

Q: What can I do to make my room more exciting?

A: There are many things you can do to personalize your room, just make sure you follow the guidelines in this section to avoid any damage assessments or violations of hall regulations.

Room Alterations: Residents/occupants are not allowed to paint, alter or remodel any resident room or public area in the residence hall without prior approval from the Director of Residence and Campus Life. Damages will be assessed to the residents concerned.

Q: Can I put glow stars in my room?

A: We prefer you don't put any stickers, etc on surfaces of the room as it gets hard to remove them during check out without damaging the wallpaper, paint, etc. Please do not use soap/liquid detergent, poster putty, etc. on the walls and ceiling either.

Q: How can I hang up my posters and pictures?

A: In order to minimize damage to your room walls and surfaces, we recommend you use 3M brand Command Strips and hooks (when used as directed). Depending on your wall surface, you can probably use small pushpins, thumbtacks, and painter's tape with discretion. *Note: Regardless of product used, residents are responsible for all room damages. Care and caution should be used when hanging items on the walls.* We strongly discourage the use of nails, foam adhesives (other than the 3M Command product line), and most kinds of tape (scotch, electrical, duct, etc.) as the use of these products almost always results in damage.

Q: My neighbor has a very explicit photo on their door, is that ok?

A: No. We want our hallways and Residence Halls to be open and inviting to all members of our community and their guests, without objectionable material pushed on others.

Objectionable or Offensive Materials: Any material that is deemed objectionable or offensive (including, but not limited to, pornographic material, vulgar language, etc) is prohibited in publicly viewed areas. Public areas include hall common areas, hallways, room doors facing the hallways or facing out your windows. Please do not display inappropriate or objectionable window or door decorations. Final judgment in this regard will be made by the Resident Director and Residence Life staff.

Q: My room's awfully bright. It is okay if I cover up my ceiling light and window?

A: No. For safety reasons, your room lights, window, and furnished drapes/blinds cannot be covered or blocked. If you prefer a darker room, consider purchasing a table lamp or just using your desk light. **No coverings may be placed directly over any room lights, window, or furnished drapes/blinds. This includes, but is not limited to aluminum foil, cardboard, tape, newspaper, computer paper, garbage bags, contact paper, posters, flags, tapestries, neon signs, etc. Additionally, room light bulbs may not be replaced with colored or black light bulbs.**

Q: Why aren't we allowed to have Christmas/Twinkle Lights in other areas besides around the window?

A: The State Fire Marshall has deemed the use of Christmas/Twinkle Lights in the Residence Hall rooms to be a potential fire hazard. In the interest of safety and security we comply with all Fire Codes and ask that you hang U.L. approved Holiday lights around windows only (without directly covering or blocking the window and/or furnished drapes/blinds).

Q: *What if I damage something in my room/hall?*

A: If you should happen to damage something in your room or within the hall, let your RA know about it as soon as possible. This will minimize the cost to repair/replace an object and will enable us to have it repaired before more extensive damage is done. *It is your responsibility to let a staff member know when something is not working or has been broken in your room/hall. We can't get it fixed if we don't know that it is broken.* Refer to "Damages and Corporate Responsibility" on page 23.

Q: *What if my light bulb burns out?*

A: Just ask your RA to submit a work order or ask one of our great custodians for a new bulb. Residents are responsible for replacing bulbs in their personal lamps, etc.

Q: *Is it ok for me to remove my screen for just a second?*

A: No. **Window Screens:** For safety and damage reasons, the screens are not to be removed for any reasons. Removal of screens at any time will result in a **\$25.00 fine plus any damage charges, and an incident report will be filed.** All damages to screens become the responsibility of the residents of the room involved.



Q: *Does it matter if I keep my room clean or not?*

A: It depends... are we talking messy? Or are we talking health hazard filthy? If you are just a naturally messy person the only real problems you might have are with your roommate and your friends. Should your neighbors two doors down start complaining about your room, then you will probably be hearing from a hall staff member soon. **A truly filthy room can be deemed a health hazard and a detriment to your community and in the interest of a harmonious environment, free of odor, vermin and the like, you may be required to clean your room. If a resident's room is below a reasonable standard of cleanliness, s/he will be advised that corrective measures be taken. Failure to make the suggested corrections within 48 (forty-eight) hours may result in further sanctioning and/or eviction.**

Q: Can my roommate and I bunk our beds?

A: Sure, we want you and your roommate to be as comfortable as possible. Just contact your RA or visit your front desk during desk hours to get the appropriate pins for safe bunking.

Q: Can I loft my bed if I want to?

A: Yes. A limited number of loft kits are available to check-out at the Front Desk. You may have to get on a waiting list, but will be contacted as soon as one is available. **Any loft kits or bed raisers that are not checked out from the hall MUST have prior approval from the Resident Director.** If you have any questions about lofting, please talk to your Resident Director.

Q: I don't have any comfortable furniture in my room, can I borrow something from the hall?

A: Sorry, hall furniture is there for everyone's enjoyment. Please do not remove from designated areas. Borrowing or taking furniture is considered **theft** and will be dealt with in that way. Check out some of the area consignment shops...they usually have some good deals on couches, sofas, recliners, etc.

Theft and/or Possession of Stolen Property: Theft of property or possession of stolen property is prohibited. This includes College property, furnishings, equipment or other items. These cases are referred to the Campus Security Officer. Please report all thefts to the Campus Safety and Security Officer immediately (307-754-6067) and file a report with the Powell Police Department at (307) 754-2212.

Q: Can I bring my own furniture?

A: You may bring in personal furniture, as long as you and your roommate agree with the piece of furniture being in your room. It must also safely fit in your room, and if it is deemed unsafe by Residence Life staff, then it must be removed from your room. **Please be aware that you are responsible for all damages that might incur while moving the piece of furniture in and out of your room, and using the furniture while in your room** (this includes

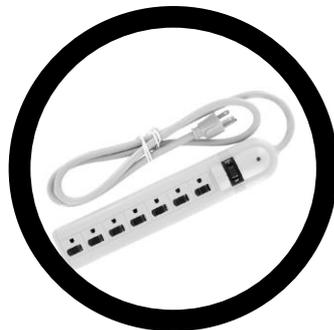
damage to the wall included to, but not limited to, damage caused by reclining furniture). **Furniture that is property of the College and is provided in your furnished room MAY NOT be removed from your room in order to make room for your personal furniture.**

Q: What appliances can I have in my room?

A: There are a number of appliances you can have and use in your room, some you may store in your room but use only in the hall kitchen area, and some you may not have in the hall at all. Please refer to “Room Appliances/Items” on page 27 for a list of which appliances you may or may not have in your room.

Q: There are not many outlets in the room, is it ok to use extension cords?

A: **NO.** NWC does not allow the use of extension cords within Residence Hall rooms. U.L. approved power strips with surge protectors are required.



Personal Property: NWC will make every reasonable effort to protect the personal property of residents, but will not be liable for articles lost, stolen, or damaged by fire, water, heat and/or other natural disasters. Students should mark personal items and consider the purchase of insurance to cover loss or damage to personal property or the extension of parents' insurance for this purpose. Items in storage may need to be moved to other areas. When storing items in College storage, students assume the risk of loss or damage. NWC will not be responsible for damages to electrical equipment, computers, microwaves, TV's, etc. due to power surges caused by room overloads. Students must provide their own U.L. approved multiple-outlet power strip with built-in circuit breaker. Multi-plug outlet adapters are not permitted.

Did You Know??

Each hall hosts a program called, "Project ID" once per semester. Not only do you get the opportunity to mingle with the Director of Residence and Campus Life and the Campus Security Officer, but this program offers free registration and engraving of your valuables, which has proven very helpful should theft or loss occur. Take a proactive step in theft-prevention!

Checking In, Checking Out, Roommates & Room Changes

Checking In...

When you first check into your room it is a good idea to thoroughly look over everything in your room. You will sign a Room Condition Report, which has been completed by your RA. This document assesses the existing damage in the room and documents it for your records and the Housing Office records. The RA's have spent a great amount of time carefully looking over your room, but ultimately it is your responsibility to double check your Room Condition Report during the first few days after you check-in for anything that may have been missed. Additions to the Room Condition Report will not be allowed after this time. *Any damages present at check-out that were not listed on the Room Condition Report at check-in will be the responsibility of the resident.*

Q: What do I do if I don't think my roommate and I can live together any longer?

A: When you first move into a room or get a new roommate, we *strongly* recommend that you and your roommate fill out a ROOMMATE AGREEMENT. A Roommate Agreement is a contract with your roommate about expectations you will have of each other while living together (when is it okay to have guests, what personal items/food can be shared, music volume, how to address problems, etc). While Roommate Agreements will not prevent ALL problems with your roommate, they sure help when it comes time to discuss any problems you may be having. Contact your RA or RD for a Roommate Agreement worksheet.

If you are having issues with your roommate, there are a couple of options to remedy the situation. First of all have you and your roommate actually talked about any problems you might be having with your living arrangement? Can you possibly compromise to make the best of your situation? Have you talked to your RA about your issues? Perhaps they can help you work through an agreement so that you can still live together. Have you discussed or signed a roommate agreement? These are some of the first steps you should take if you and your roommate suddenly seem incompatible.

Residence Life is committed to helping each student have the best experience they can while living on campus. We recognize that sometimes that means a room change and in some cases a change of hall. Just talk to your Resident Director and discuss options that would work for you.

Room Changes: All room changes must be approved and coordinated through the Resident Director and/or the Housing Coordinator.

Q: What if I want my own room?

A: If you are currently in a double room and would like to live in a super (or in some halls a small) single you will need to talk to your Resident Director first. In most cases there will not be an immediate opening, but be sure to put your name on the waiting list at your hall front desk. While there is no guarantee, chances are usually fairly high that you will eventually get a room to yourself; it just might take a while. There is also an additional fee for both super and small singles.

Q: What if I want to move to a different residence hall?

A: If you would like to move into a different hall, you will need to contact the Resident Director of the hall you want to move to and get your name on the Room Change List for that hall.

Once your room change request has been approved, you must first properly check-in to your new room with hall staff. You will then have 48 hours to move all of your personal belongings, thoroughly clean your old room, and check-out properly with hall staff. Check-in and check-out must be coordinated and scheduled in advance with hall staff.

Q: How do I check-out of my room?

A: You will be allowed to check out of your room in the residence halls only if your room change request has been approved or it is the end of the academic year. If you wish to check-out of the halls for any other reason prior to Finals Week of Spring Semester, you must have approval from the Housing Office. (Refer to your Housing License Agreement and Contract or contact the Housing Office for details).

Once you are approved to check-out of your room, you need to complete the following checkout procedures. *Residents not following these checkout procedures are subject to all applicable fees, including an improper check-out fee.*

Prior to check-out, you must:

- Schedule a check-out time with hall staff
- Thoroughly clean the room (see Cleanliness Expectations)
- Remove all tacks, tape, and other adhesive items from ceilings, walls, and floor.
- Return beds to original positions. This means beds must be un-bunked (one on each side), and all beds **MUST** be set with 6 bars showing from the top (*Simpson Hall: ask staff for bed height requirements*). Loft kits must be disassembled and checked back in.
- Return all borrowed/rented items to the front desk (fridges, phones, etc).

- Remove ALL personal belongings from the room. You will NOT be checked out if you still have belongings in the room (even if it's the "last load").

At time of check-out:

- Complete the check-out portion of the Room Condition Report with hall staff. Sign and date the Room Condition Report.
- Return ALL keys to staff.
- Sign the check-out slip.

If moving out of the halls entirely:

- Provide a forwarding address and phone number.
- Fill out an Exit Survey.



Here are the guidelines for **room cleanliness** when checking out of your room:

1. Remove all trash to the dumpster. Trash is not to be placed in the hallway, kitchen, or bathroom.
2. Make sure you have thoroughly wiped down the following (with cleaner): window, windowsill, top of heater, bookshelves, desktop, INSIDES of all drawers, mattress (top and bottom), mirror, and trashcan (inside and out).
3. Clean the inside and outside of your door.
4. Thoroughly sweep your floor (don't forget under the bed and other furniture!). Make sure you use a dustpan—sweeping into the hallways is NOT acceptable.
5. Thoroughly mop your half of the room (or all of it if it's a single).

Once the above is completed, THEN the room is ready for check-out. Hall staff will not check you out unless the above is done (*and done to high enough standards*). Cleaning supplies are available for your use, just ask an RA or the hall custodian!

Abandoned Property: Personal property left behind by residents following check-out (whether proper or improper) and/or contract termination is considered abandoned. The resident shall be charged for any costs incurred by moving or removing property from their room or college property. Abandoned property will be donated, thrown out, or otherwise disposed of or dispensed as deemed appropriate by the Resident Director.

Q: Do I have to move all my stuff out when the halls close for Winter Break?

A: Nope! Unless you are changing rooms or have otherwise been approved to move out of the residence halls, you do NOT need to remove your belongings when the halls are closed for Winter and Spring Breaks. You DO have to complete a short “break closing checklist” with hall staff. As the “break closing checklist” is different for Winter and Spring Breaks, it will be provided to you about two weeks before the halls close for break. *Please note: You will NOT be allowed back into the halls until we re-open following break, so make sure you take everything with you that you’ll need or want during that time.* Please see the calendar on page 4 for specific break times and hall closings.

Q: My Resident Director said I have to move because of “room consolidations.” What is that??

A: If you currently don’t have a roommate, per your Housing License Agreement and Contract, you may be required to move if there is a roommate available. You may or may not be offered the option of paying to keep the room as a Super Single instead of moving depending on your current status on the Room Change List and/or space availability. Talk to your Resident Director or the Housing Office for more details.

Q: Can I get a smoking room?

A: **NO.** Smoking, including the use of e-cigarettes or e-hookahs, etc is prohibited in all areas of the residence hall. Violations will result in a **\$50.00** charge **per incident.**

Visitation/Guest Standards and Regulations

Q: Does it matter when I have visitors to my room?

A: Yes. Though you may be up at all hours of the day and night, the majority of your neighbors are not. In the interest of creating a hall atmosphere that respects the need for quiet and the need for minimal distractions, we have established comprehensive procedures and regulations regarding your right to have visitors in the Residence Hall. Consideration for others on your floor requires you to abide by any limitations that may be involved and that you respect the rights of roommates and others by not abusing the privilege. **Visitation to the extent of cohabitation is not allowed.** Students are responsible for the behavior of their guests at all times. All behavior in the residence halls must be in compliance with established rules and regulations.

Residents are welcome to host guests between the hours of 9:00AM and 1:00AM Sunday—Thursday. Guests may be in the building after visitation hours in hall designated common areas only. Residents are allowed to be in same sex wings of their assigned residence hall after visitation hours. *Note: Although residents are allowed in same-sex wings of their own residence hall after visitation hours, this privilege will be revoked should visitation occur to the extent of cohabitation and/or infringes upon the rights and comfort of your roommate and/or neighbors.*

24-hour visitation is effective from 9:00am Friday—1:00am Monday (Friday and Saturday nights) with the following requirements: A resident is allowed to sign in one guest per night. A resident must sign in their guest no later than 1:00AM in order for the guest to remain in the building after this time (excluding hall-designated common areas). Roommate consent (if applicable) must be received for a guest to be signed in after 1AM. Each guest will be given a “Guest Pass” that must be carried on person at all times while in the

Residence Hall. Failure to carry Guest Pass or to follow hall regulations will result in the guest being removed from the Residence Hall. *Note: 24-hour visitation privileges apply to Friday and Saturday nights ONLY and do not apply to a weeknight where there is no class the following day (i.e. school holidays). 24-hour visitation is not permitted during Finals Week.*

A resident must escort their guest(s) at all times and is responsible for the behavior of their guest(s) at all times.

Non-Northwest College students under the age of 18 are not permitted in the residence halls without written and verbal parental/legal guardian permission and must be approved by the Resident Director.

Residents living in a Standard Visitation Wing (see contract) will be allowed to host guests between the hours of 9:00AM and 1:00AM ONLY seven days a week.

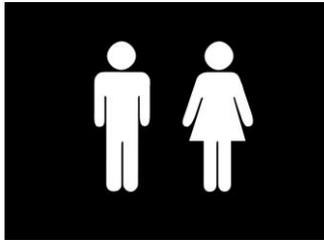
Special circumstances that may require an exception to the visitation regulations MUST be approved by the Resident Director or by the Director of Residence and Campus Life a minimum of 24 hours in advance.

Q: Why do my guests need to be escorted at all times?

A: In order to maintain a safe and secure environment for all of our residents we ask that any guest to the hall that is not currently a resident of the hall be escorted by you at all times. This means that you are expected to meet your guest at the front door and accompany them to your room or the common areas, and they must be within your company at all times until you escort them out of the hall. By allowing them into the hall you are assuming the responsibility for their behavior while they are here, and they are expected to abide by all College regulations. Any guests unescorted within the hall will be asked to leave by a member of the staff.

Q: What if my guest misbehaves?

A: The reason we ask you to escort your guests is to minimize the amount of damage and corporate charges incurred by current residents of the hall that may occur as a result of the misbehavior of non-residents of that hall. When you let someone into the building YOU are assuming all responsibility for their actions. If damages or regulations are violated your guest and YOU will be held accountable.



Q: I saw someone of the opposite sex in my bathroom the other day, and it made me really uncomfortable. What should I have done?

A: Please tell your RA or RD as soon as you can. Each Residence Hall has sex specific bathrooms available. In order to insure the privacy and safety of our residents in their home environments we will not tolerate individuals using the restroom of the opposite sex. Not even if it's just for a second, not if someone "stands guard" and not even if you "clear the way" ahead of time. ***Residents risk losing their visitation privileges campus wide if they or their guests use the restroom of the opposite sex.*** Let's face it; our halls are not SO big that you can't walk to the other side or to the lobby to use the facilities.

Weapons & Explosives

Q: I was hoping to be able to do some hunting while I was at school, is it ok to bring my guns with me?

A: Yes, we have limited access rooms/lockers where you can keep a weapon. All weapons need to be checked in and out of the Campus Security Office located in the DeWitt Student Center. Weapons should not be stored in your vehicle and under no circumstances are to be taken to your room or another part of the residence hall. Please read the following policy on weapons and explosives. If you have any questions regarding this policy, please contact the Campus Safety and Security Officer (307) 754-6067.

Weapons and Explosives: The possession, use, or sale of weapons, ammunition, combustibles, fireworks, explosive devices, or any substances or device designed to harm or incapacitate is prohibited on campus except under the following circumstances. “Weapons” are defined as rifles, air soft guns, paint ball guns, revolvers/pistols, BB guns, pellet guns, dart guns, stun guns, chemical weapons, knives over eight (8) inches in total length (including handle), slingshots, archery equipment, and martial arts weapons. Toy weapons that look like real weapons are similarly prohibited on campus*.

*[*Certain toy weapons may be approved for temporary use on campus provided they are pre-approved by Campus Security and authorized for use by a College administrator for a College sponsored event or activity (i.e. Humans VS Zombies, Laser Tag, etc) AND their users are in no way violating disruptive behavior regulations].*

Students must obtain authorization for the temporary storage of all approved weapons/ammunition from the Campus Security Coordinator. Proper gun storage lockers for weapons is provided. A student may check out a weapon/ammunition for sporting activity immediately prior to departure for the activity and must return it to the Campus Security Office immediately upon return from the activity for proper check-in procedures. If a student finds it necessary to check out a weapon in advance, that weapon must be stored at an off-campus location.

Under no circumstances should weapons/ammunition be taken to a room, if you cannot contact Campus Security staff to check the items back in properly, leave the items at an off-campus site until Campus Security staff is available to assist you with your weapon check- procedures. Any violation of the Weapons & Explosives regulations will result in immediate dismissal from the residence halls/apartments.

Campus Security staff reserve the right to refuse to check-out a weapon/ammunition if it is determined that a student is under the influence of alcohol/drugs or displays behavior that questions the prudence of checking out that weapon(s)/ammunition. Non cooperation with staff members under these circumstances will be referred to the Powell Police Department immediately.

The only exception to this policy will be that law enforcement officers, either on duty or on call, may wear a firearm on campus as part of their prescribed equipment.

Bomb Threats: Bomb threats and/or placement of bombs or intentional facsimiles of such devices in College housing or College property is prohibited. Violation of this policy will result in eviction from Northwest College.

Q: I like to go camping. Can I keep my propane lantern/ burner in my room?

A: No. Anything that could be considered a combustible material/hazard is not allowed in the residence halls and must be stored at an off-campus location. If you are unsure about a particular item please check with an RA or your Resident Director.

Did You Know??

A large variety of outdoor recreation materials (i.e. camping, skiing, rafting, kayaking, rock climbing, rollerblades, etc) are available for students to check out free of charge at the Co-Op. Visit www.nwc.edu/coop for a complete list of materials available and hours of operation. The Co-Op is located in the Cabre Gym.

Everything but the kitchen sink...

Q: What do I do if the pop/candy/change/laundry machine ate my money?

A: Once in awhile these machines can act up. If you lose money in a machine please find an RA or the Resident Director for reimbursement. If you notice that a machine is out of order please let a staff member know so that proper repairs can be made and an out of order sign posted.

Q: Someone from the Student Success Center is trying to get a hold of me about an early alert? What is an early alert and what should I do?

A: First of all an “early alert” is just that, it’s an early warning system that we have in place on campus to try to offer support for students who may be in need of help. The person trying to contact you is probably one of our counselors on campus. They are trained to assist students with academic issues and concerns as well as any personal counseling the student may need.

Early alerts are a proactive step that someone has made on your behalf. It could be a parent, a professor, a classmate, roommate, RA, RD or a friend. Take advantage of the free support and set up a meeting with the folks down in the Student Success Center (307-754-6135). They’re here for you.

Q: I haven't been feeling well and making it to class has been really difficult; is there any one on campus who can help me?

A: Certainly. We have a Physician’s Assistant on campus who can write prescriptions and help you through most any ailment. The Student Health Center (307-754-6442) is located in the basement of Colter Hall and open Monday through Friday. You can go there for a check-up, for lab tests and for a consultation. Most of these services are completely free to you... those costs that you might have to pay for are going to be considerably cheaper than making a visit to the emergency room or a local doctor so try to take advantage of this service.

Additionally, if you are feeling so under the weather that you are having a hard time making it to the dining hall for meals, let your RA or RD or even a friend know. The folks in the dining hall are just as concerned about your health and well being as your hall staff is. If pre-arranged, meals can be picked up by a friend or hall staff member and brought to you back in the hall. Don't miss meals and nourishment when so many people around you are able to help you get back on your feet!

Q: *Where can I store my bike while I'm here?*

A: Each hall has designated bike racks available for you to use. Bike theft does happen on this campus, so be sure to use a good lock on your bike. If you have space, you can always keep your bike in your room but not in the hallways. **Bikes, skateboards, inline skates, scooters and any other wheeled modes of transportation are not permitted to be ridden within the Residence Halls.** (refer to "Hall Sports" on page 40).



Q: *How do I get involved in Hall Council? What do they do?*

A: Hall Council or Hall Government is a great way for everyone to get involved in planning activities for your friends and neighbors and to help improve the quality of life within your hall.

Watch for signs around your hall advertising when and where the meetings are held, or ask your RA or RD for information. Each hall runs their hall council differently but there is always plenty of room for anyone who wants to join.

Q: *Can anyone use the kitchen facilities in the hall?*

A: Of course! Those facilities are there for you to use. You will need to provide your own pots, pans, utensils, etc. Every kitchen area in the halls has a microwave, range top/oven and a sink area. And don't forget that the kitchen is there for other residents to use, as well! As such, the following standards are in place for use of the community kitchen:

1. **Never leave the stove, oven, or microwave unattended.** Bring some homework while you wait, and if you have to leave the kitchen area—even for a minute—you must turn off the appliance or get a responsible friend to watch it while you are gone. Please note: if your friend leaves while you are gone, *you* are still responsible for leaving it unattended. Help us avoid any unnecessary fire alarms.
2. **Clean up after yourself when you are finished using the kitchen**—wipe down the stove top and counters, and wash your dishes.
3. **Any items left in the kitchen area will be confiscated.** If any of your belongings are confiscated from the community kitchen, you have 48 hours to claim them from the Resident Director. Any items not claimed after 48 hours will be either thrown away, donated, or will become property of the hall.

We appreciate your safe and responsible use of the community kitchen and doing your part to keep the kitchen clean for others to use!



Q: Why isn't there a fridge in the kitchen area? How can I keep things cold?

A: Each of the halls has small refrigerators for rent. You can also bring your own, provided that it is less than 5 cubic feet. Refrigerators can be rented throughout the year and can be rented for one semester or for the entire year. Check with your RA or RD to find out what the minimal cost is and how to rent one today.

Q: Can my friends and I use our video game on the Big Screen T.V.?

A: Occasionally the hall staff will host a video game tournament using the big screen television, however everyday use of the T.V. for the purpose of video games is not permitted.

Q: Can I go on the roof?

A: **No. All climbing on the building to gain access to the roof is prohibited. These actions can cause permanent damage to your person and/or the building. This includes all sides of the building and the entrances and exits to the buildings.**

Q: How about the Balcony of Lewis and Clark Hall or Ashley Hall?

A: No. The balcony is restricted to all residents due to it being deemed unsafe, and is not up to codes. Trying to gain access to this area is also prohibited and unsafe.

Q: Can I bring my trampoline or slip 'n slide to campus?

A: No. Most larger-scale **recreational equipment (i.e. full-size trampolines, inflatables/bounce houses, swimming/wading pools, slip 'n slides, etc) are not permitted anywhere on college property.** Exceptions must be approved prior to use by the Director of Residence and Campus Life and/or other college administrator (Vice-President or President).

Q: My RA broke up a friendly wager over a pool game, why?

A: \$5.00 or \$500.00 **Gambling is not allowed.** Gambling shall be defined as the playing of games of skill or chance during which money is publicly visible and/or changes hands.

Q: Can I bring my pet into the hall?

A: If it lives in a tank of water, has gills and makes a fish face you can. Any creature that does not fit this description is unwelcome.

Pets: Pets are not permitted in the residence halls, either on a temporary or permanent basis. The only exception is for a reasonable number of fish (and ONLY fish) in appropriate containers (10 gallon maximum). Any water damage to the room or furnishings will be the responsibility of the resident.

A \$300.00 cleaning charge will be billed to the resident(s) violating the pet regulation. Repeat violations of this regulation could result in dismissal.



Q: Where should I park while I'm living on campus?

A: Each of the halls has a designated parking lot for residents, with the exception of Colter Hall which has limited street parking only. Please park in the lots that are designated for your hall.

Parking: Residence Hall students are required to register vehicles at the time of check-in and are required to park in designated lots on campus. Parking is free on the campus of Northwest College. Cars/trucks illegally parked in handicapped spaces, fire lanes, or other designated "No Parking" spaces are subject to being ticketed and/or towed at the owner's personal expense. Do not drive on the lawn or sidewalks. Any damages to sprinklers, sidewalks, shrubs, etc. will be billed to your student account.

Limited vehicle plug-ins are available near Ashley Hall with restriction for residents registered with Campus Security. Contact Campus Security at (307) 754-6067 for more details.

Special Regulations and School Holidays...

Q: What are "Finals Week Hall Standards"?

A: To help ensure an academically supportive environment, specific standards and regulations are in effect the week of final exams.

Beginning the Sunday evening prior to final exams and continuing until the halls close for break, the following Finals Week Hall Standards are in effect:

- **23-Hour Quiet Hours.** Please be respectful of your neighbors that are trying to study or sleep, even once you've finished your finals as other may have not. Use care and consideration when packing and moving, if applicable. *Activity Hour will be held from 9:00pm-10:00pm each evening.*
- **Standard Visitation Hours ONLY.** Residents may not have guests signed in after 1:00am.
- **Any alcohol violations and/or failure to cooperate and comply within the last seven days of the semester will result in immediate dismissal from the residence halls.**

Q: Why are some of the hall regulations different during school breaks (Fall Recess, Thanksgiving, etc)?

A: While most of the hall regulations remain the same all year, due to limited staff availability during school holidays (including Winter Intersession), some regulations are modified. These regulations are posted in each hall during the break period.

Residents choosing to stay in the halls during school holidays are fully responsible for knowing and following all break regulations. While the regulations can vary for different break periods, most commonly these changes would include limited visitation hours, dismissal from the residence hall for the remainder of the break for alcohol and other violations, etc. Please ask your Resident Director and/or read posted changes for break specifics.

Q: When do the halls close during the year?

A: There are breaks throughout the academic year in which the Residence Halls will be closed. Please refer to page 4 of this Owner's Manual or to your Student Handbook for specific dates. Typically the halls will be closed for the duration of Winter and Spring breaks.

Q: When the halls close where do I go?

A: There are very specific times that the Residence Halls are closed and if you refer to your Housing Contract or the Student Handbook you should have ample time to make arrangements for alternative housing. Emergency Housing arrangements may be available during this time at an additional cost. Contact the Housing Office for details.

Q: Is housing available during the summer?

A: Yes. Housing is available during the summer at an additional cost for individuals who meet requirements (enrolled in summer classes, working full-time, etc). Contact the Housing Office for details. Again, while most of the hall regulations remain the same year-round, there are some modifications during the summer. A "Summer Housing Addendum" will be distributed to summer residents along with this Owner's Manual. **Summer Residents are fully responsible for knowing and following all regulations, including those outlined in the Summer Housing Addendum.**





Campus Connections

Fill this space with important phone numbers you might need this year.

My Advisor:

My R.A.:

Study Partners:

Quick Reference Contact Numbers

Ashley Hall Front Desk, 307-754-6580
Ashley Hall Resident Director, 307-754-6161

Cody Hall Front Desk, 307-754-6514
Cody Hall Resident Director, 307-754-6655

Colter Hall Front Desk, 307-754-6517
Colter Hall Resident Director, 307-754-6164

Lewis & Clark Hall Front Desk, 307-754-6518
Lewis & Clark Hall Resident Director, 307-754-6162

Simpson Hall Front Desk, 307-754-6511
Simpson Hall Resident Director, 307-754-6617

Office of Residential Life.....	307-754-6163
Housing Office.....	307-754-6165
Night Security.....	307-202-0605
Student Health Services.....	307-754-6442
Student Success Center.....	307-754-6135
Peer Tutoring Services.....	307-754-6052
Northwest College Switchboard.....	307-754-6000

Visit www.nwc.edu or call the switchboard for complete campus directory information.

Remember in case of an immediate emergency dial 911.

If your hall staff is unavailable contact:

Dee Havig , Director of Residence and Campus Life	DSC 1, 307-754-6412
Lee Blackmore , Campus Safety and Security Officer	DSC, 307-754-6067
Gerald Giraud , V.P. for Student Affairs	ORB 126, 307-754-6235
Powell Police (Non-Emergency)	307-754-2212

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