



RESIDENCE LIFE & HOUSING

This is your personal copy of the

Residence Hall Guide & Owner's Manual

It includes everything you need to know about living in the Residence Halls at Northwest College. Read it, use it, refer to it often!

2025-2026

WELCOME HOME!

August 1, 2024

Dear Northwest Student

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. You are going to have the best experience available in College by choosing to live in the Halls! 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 hall staff.

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.

Michelle Black
Residence and Campus Life Director

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Quick Reference Phone Numbers

**Simpson Hall Front Desk, 307-754-6511 Lewis &
Clark Hall Front Desk, 307-754-6518**

**Ashley Hall Front Desk, 307-754-6580
Colter Hall Front Desk, 307-754-6517**

Reslife On-Call(Hall Directors & Housing Director), 307-754-6323

Office of Residence Life 307-754-6163

HousingOffice..... 307-754-6165

Night Security 307-202-0605

Student Success Center..... 307-754-6135

Peer Tutoring Services 307-754-6052

Northwest College Switchboard307-754-6000

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:

Michelle Black, Director of Residence & Campus Life

307-754-6412

Joshua Buhmann, Campus Security Manager

307-754-6067

Powell Police (Non-Emergency)

307-754-2212

Fall Semester 2025 Calendar of Dates

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

Date	Information	Time
August 16	Halls Open, Brunch & Dinner served	9 a.m.
August 16-19	Kick-Off Weekend and Move-In	See schedule
August 20	Classes Begin	
September 1	Labor Day—College Holiday	
Nov 26 – Nov 30	Halls remain open for Thanksgiving Break.* NO MEALS SERVED.	
November 30	Dinner-only served in dining hall	5:15-7:15 PM
December 10-12	Finals Week Hall Standards* in effect.	
December 13	Residence Halls Close *	10 a.m.

* See Special Regulations for Finals Week & College Holidays/Breaks on page 40.

Spring Semester 2026 Calendar of Dates

January 10	Residence Halls open	9 a.m.
	See Dining Hall for meal schedule	
January 12	New Student Orientation	
January 13	Classes Begin	
March 7-15	Spring Break * No Meals served	10 a.m.
March 15	Dinner – only served in dining hall	4:30-6:30 p.m.
April 3-6	Halls remain open for Spring Recess.* Brunch and Dinner served	
May 6-8	Finals Week Hall Standards* in effect. Final Exams are May 8-10.	
May 9	Graduation	10:30 a.m.
May 9	Dinner is last meal served	
May 10	Residence Halls Close *	10 a.m.

* See Special Regulations for Finals Week & College Holidays/Breaks on page 40.

Know Your Rights. Understand Your Responsibilities.

Every successful residence hall depends on understanding different lifestyles and respecting the rights of others. **All residential communities at Northwest College are based on the understanding that each resident possesses certain rights and responsibilities, which must be held in high regard.** In order for all students living on campus housing to pursue their academic goals while residing in the residence halls and college apartments, each member of the on-campus community must accept responsibility for ensuring that his or her actions do not interfere with the ability of others to attain their goals.

It is the student's responsibility to respect the rights of all community members regardless of backgrounds, beliefs, values, or attitudes. The college expects all students living in or visiting campus housing to follow campus and hall

policies, regulations, and procedures.

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

Resident Rights

- To sleep, study, and socialize in an environment free from undue interference, unreasonable noise, and other distractions
- To reside in a safe and clean environment
- To be free from fear of intimidation and physical and/or emotional harm
- To expect that the personal belongings of self and others will be respected
- To expect that these rights will be respected by all community members
- To discuss grievances and/or concerns with a residence hall staff member, who can assist in addressing the concern
- To host guests with the expectation that these guests will respect the rights of roommates/suitemates, fellow residents, and other members of the NWC community.
- To have the right to personal privacy. (*see "Student Rights to Privacy"*).
- To be an active member within a supportive and stimulating community
- To grow and develop as a citizen of Northwest College through interaction with other members of the community
- Residents have the right to their own unique interests and values.
- Residents have the right to be treated as they want to be treated.

NWC Residence Life is committed to the overall education and personal development of its students and views the unique experience of living in a residence hall as contributing significantly to such development. It is important to maintain an appropriate residence hall environment.

To facilitate this process, every member of the residence hall community is expected to uphold certain responsibilities to ensure the growth and development of the community.

Resident Responsibilities:

Northwest College strongly encourages all students residing in the Residence Halls to carry Renter's Insurance or have proof of coverage under their family's Home Owner Insurance.

- To treat others with respect and consideration and to guarantee them their individual rights
- To consider the needs of other residents and to balance them with your own needs
- To take responsibility for personal and community safety
- To provide open communication with other community members and Residence Life staff
- To assertively communicate your rights to other residents, which is the first step when problems arise
- To respond to all reasonable requests made by fellow community members
- To respond to and cooperate with residence life staff members
- To take responsibility for guests and their behavior
- To be aware of and abide by NWC policies, regulations, and procedures and local, state, and federal laws.
- To inform the Office of Residence Life staff and/or Campus Security about behavior that is disrespectful to the community as well as situations that infringe on the safety of the community
- To avoid inappropriate conduct including violence, disregard for the rights of others, verbal, physical, or sexual harassment, academic dishonesty, fraud, theft from anyone associated with the college, etc.
- To avoid any behavior that indicates or could be perceived as retaliation for the reporting of potential violations of community standards, policies, regulations, and procedures
- To become involved in the social and intellectual life of the community, and caring for the facilities and the community environment

- To know and use the services you need to succeed as a student in the NWC community

Residents are expected to familiarize themselves with the Department of Residence Life policies, regulations, and procedures, the College policies and procedures, and to also comply with applicable local, state, and federal law.

Student Rights to Privacy

Privacy of Student Records: The Family Education Rights and Privacy Act of 1974 (FERPA) is a set of federal regulations governing the rights of students and institutional responsibilities with respect to student records (educational records). It is also known as the Buckley Amendment.

Basically, the Buckley Amendment states that access to confidential information, beyond that required for the normal business of the College, may be granted only to the student. The only information that may be publicly released is directory information, which includes items such as name, class, college, major, and telephone number. Non-directory information, such as grades and/or disciplinary records, will not be released to a third party without express written consent of the student. The exception to this rule is for parents of dependent students, as defined by the IRS. Visit www.nwc.edu/registrar/info/ferpa.html for more information.

Right of Privacy/Personal Property: 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.).

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.

Summary of Fourth Amendment Rights:

- Students have a legitimate right to privacy in their residence hall rooms.
- It is not considered a "search" for staff who have a right to be in a certain location to detect something by her/his natural senses.
- Housing administrators make reasonable warrantless searches in emergencies, for necessary maintenance, inventory, health and safety inspections, or to enforce appropriate regulations which further the educational mission of the institution. These searches should be undertaken with student consent whenever possible and with advance notice and limited in frequency and scope.
- Generally, one resident cannot legally consent to a search of the personal effects of another resident, even if both occupy the same room.
- Searches conducted for the purpose of initiating criminal prosecution, or which are likely to produce evidence of a crime, should be left to law enforcement officers.

--Administering College University Housing

Student Rights During the Conduct Process

The student conduct process shall be fair and reasonable in keeping with the fundamental concept of due process. The right to privacy and the right to protection against discrimination is guaranteed to all NWC students. (See "Residence Life Student Conduct Process" for more information and conduct process rights.)

Student Rights Regarding Behavior Online

The First Amendment to the United States Constitution is the part of the Bill of Rights that expressly prohibits the United States Congress from making laws “respecting an establishment of religion,” prohibiting the free exercise of religion, infringing freedom of speech, infringing freedom of the press, limiting the right to peaceably assemble, or limiting the right to petition the government for a redress of grievances. The protections of the First Amendment are extended to state governments and public college campuses by the Fourteenth Amendment.

Students generally have broad freedom under the First Amendment to express themselves on the Internet on their own time. The results of that freedom include non-college online communities, social media, and web sites or blogs (all containing personal diaries or posted conversations) that can be coarse and offensive at best and harbor threats to people and property at worst.

The U.S. Supreme Court has said the Internet is a protected free speech zone, calling it “the most participatory form of mass speech yet developed.” **But there is a wide berth between speech that is offensive, obnoxious, and insulting—all of which is protected—and speech that places the safety of others in jeopardy.** --

Center for Public Education

Residence Life staff members who choose to participate in non-college online communities do not use the forum as a formal mechanism for monitoring inappropriate student behavior, illegal activity, or issues of student safety. Notwithstanding the above, it is possible that a staff member may unintentionally encounter inappropriate student conduct, or such conduct may be brought to the staff member’s attention by another.

In general, a student’s conduct in non-college affiliated online communities should not be subject to disciplinary action unless the information relates to documented incidents, or the conduct affects the student’s position as a member of the college and/or hall community.

- Exceptions include situations where online/electronic activity and/or conduct may involve cases of sexual violence and discrimination (per Title IX regulations), cases where the safety of self or others is perceived to be in question, or in cases where the student is held to an additional code of conduct (i.e. athletics, residence life staff, etc.).
- For incidents involving policy violations, online/electronic activity may be cause to address policy violations in person if they are in progress, or if not in progress, may result in a non-judiciary follow-up with the student about the online behavior (see exceptions listed above).

Privacy & Personal Property

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.

Before any entry, except in emergencies or fire evacuation, the staff member will knock on the door and identify himself/herself before 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/or if s/he is reasonably sure that the occupants or College property is in danger, or policies or laws are being broken.

Students may not physically or visually obstruct, block, restrict, or deny a Residence Life staff member or other College official from entering their room. Failure to respond to a staff member’s reasonable request to open the door may

result in disciplinary action. If an occupant is not present, a staff member will enter with another staff member or resident whenever possible.

College staff will enter your room in the following circumstances:

- When there is an emergency that requires entry, such as:
 - An imminent threat of damage to the room/suite, building, and/or its occupants, including, but not limited to fire, smoke, firebombs, flooding, gas leaks, smoke detector alarm, fire sprinkler problems, lack of heat, too much heat, electrical malfunction, unauthorized entry by trespasser;
 - A credible report from a roommate, friend, family member or College official that the occupant is missing under circumstances that create reasonable cause to believe the student may be in danger or require assistance;
 - A call for help from persons in the room/suite.
- To check the facilities for safety, health and maintenance concerns and inspections and to assure security of the room during Thanksgiving, Winter and Fall/Spring Break and other applicable breaks.
- In response to building evacuations (including fire and other safety drills), to determine that the residents have exited the building. Failure to exit during a building evacuation, including drills, will result in disciplinary action.
- When an alarm, radio or stereo or other sound emitting device is left on creating disturbance and/or concern that the occupant may need help.
- When a reasonable suspicion exists to indicate that a violation of college policies, local, state, or federal laws may be taking place in the room/suite.
- A weapon, explosives or combustibles have been reported to be in the room/suite.
- At such other times a specific prior written notice is provided.
- **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.
- **Simpson Hall:** Periodically, staff will need to come into your suite to confirm that unoccupied rooms are locked, after there has been room moves. Staff will always knock and make sure someone from the suite is present before entering for this purpose, while the hall is occupied.

FAQ's

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 college staff come into my room when I am not there?

A: College staff 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.

Residence Life Student Conduct Process

The Mission of Northwest College is to *“be student centered; be forward thinking; cultivate community; prepare students for transfer, career, and life; and retain and graduate students.”* This involves providing an atmosphere conducive to the student’s holistic development. With the help of Residence Hall staff, individual students must assume the responsibility for establishing and maintaining a living and learning environment beneficial to all.

As does every community, the college residence halls have specific rules and regulations, as well as general guidelines of good citizenship and responsible behavior. One should understand that by virtue of enrollment, all students enter into an agreement with the College that they will abide by the institution’s rules and regulations and will observe standards expected of students. This same expectation for housing rules, regulations, and procedures applies to residential students when they sign the Housing License Agreement.

The Residence Hall Guide and Owner’s Manual exists in addition to the **NWC Student Handbook** and applies to residents, students, guest and visitors while they are present in student housing facilities or surrounding areas. Students are responsible for guest and visitor behavior as if it were their own.

Residence Hall policies, regulations, and procedures have been designed to allow for maximum individual freedom while at the same time preserving a community environment conducive to study so that all residents have an opportunity to strive toward their maximum scholastic potential. It is the responsibility of all residents to protect and support the community atmosphere in the residence halls.

Certain forms of behavior which disturb or offend others and/or violate the rights of others living and working on campus may result in a disciplinary procedure/action. For this reason, and to protect the rights of the community, Residence Life staff has the responsibility and the authority to document and address violations when they occur.

Our conduct process is designed to encourage students to take responsibility for their actions and to assure that the rights of all members of the residence hall community are respected. The process is intended to be an educational response to inappropriate behavior. Sanctions are applied to assist the student in understanding why their behavior was not consistent with community expectations, policies, and procedures, and to prevent similar behavior in the future.

All judicial/conduct meetings/hearings shall be fair and reasonable in keeping with the fundamental concept of due process. Along with the right to privacy and the right to protection against discrimination guaranteed to all Northwest College students, if you are documented for an incident, you will also have the rights listed below.

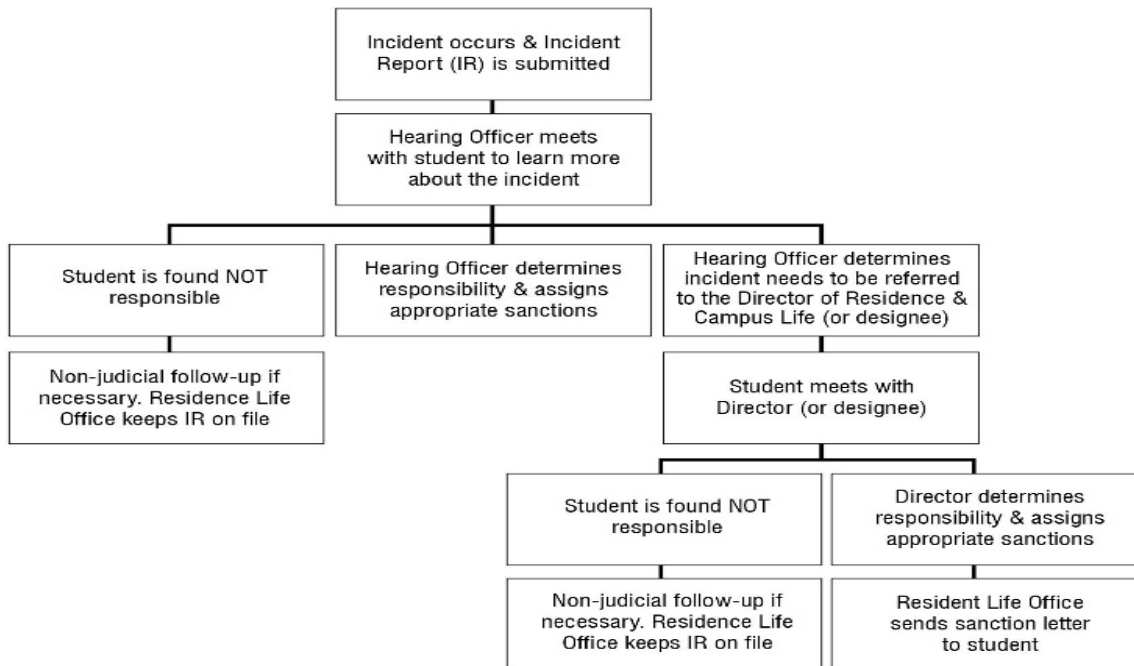
Student Rights during the conduct process include:

- The right to receive timely notification of being documented as involved in an incident report.
- The right to view the incident report (or section of the report pertinent to your involvement)
- The right to present information at a follow-up meeting (conduct hearing) about the alleged violation.
- The right to receive timely notification of the final decision regarding the alleged incident.
- The right to appeal the decision in accordance with procedures.
- The right to have conduct information confidential, only to be disclosed under the provisions set forth by the Family Education Rights and Privacy Act.

For conduct purposes, the decision of responsibility is based upon a preponderance of information and not “reasonable doubt.” If there is information (examples include, but are not limited to, what is seen, heard, or smelled) indicating a violation has occurred, the resident may be found responsible. The conduct process is not a court of law; its proceedings pertain only to the handling of alleged violations of the Student Code of Conduct and other policies, regulations, and procedures outlined in the NWC Student Handbook as well as the Residence Hall Guide and Owner’s Manual. Students who become involved with the criminal or civil court system may also be subject to the NWC conduct process.

Department of Residence Life Conduct Process Outline

- Residence Life or other college staff member becomes aware of a possible violation of hall and/or campus policies, regulations, and standards.
 - Student is notified in writing (via NWC Student Email Account) that they have been documented in an incident and a meeting is requested.
- Email will show as coming from Staff Name (via Maxient)
- Meeting is held to hear student's perspective and to ascertain responsibility.
 - Student is notified of determination of responsibility and sanction(s) if appropriate.



The conduct process in the college residence halls may be initiated when an Incident Report form is filled out documenting a possible violation of policy, regulations, or procedures. Other forms of documentation such as police reports and official records may also initiate the conduct process. Student staff are instructed to document apparent violations of policy, regulations, or procedures. Having an incident documented does not always result in a sanction.

If you have participated in, have knowledge of and/or witnessed a violation of the Housing License Agreement, the Residence Hall Guide and Owner's Manual, or other policies, regulations, and/or procedures outlined in the Student Handbook, you may be asked to appear at a follow-up meeting (conduct hearing).

Whether you are involved in the conduct process as an involved student, complainant, or a witness, the goal of the process is to treat each person with respect and objectivity. The conduct process responds to incidents involving inappropriate behavior within our community.

Incident Report:

Housing staff is required to document any "out of the ordinary" incident on an Incident Report form. This could be a medical emergency, a weather-related emergency, an accident-causing damage, or an alleged policy violation. If a resident's name is listed on the report, they may be required to meet with a conduct hearing officer (usually their Resident Director) to discuss the incident and their responsibility.

Referral Notice:

If you are documented in an Incident Report and required to meet with the hearing officer, you will receive a written

Referral Notice via NWC email or delivered to your Hall mailbox. You have three working days after the Referral Notice is sent to contact your Hearing Officer and schedule a Follow-Up Meeting. **If you have not responded to or met with the hearing officer after having been delivered 2 Referral Notices, then responsibility determination and sanctioning can occur without your participation. Failure to follow up in the appropriate time, or at all, may result in an additional sanction.** (If there is not time for referral notice and follow-up 3 days later (e.g., end of semester, student checking out early, etc.) this procedure may be shortened or eliminated to make sure that the follow-up meeting may be concluded before the student leaves campus)

Follow-Up Meeting:

A follow-up meeting is a conduct hearing scheduled within Residence Life. It is in reference to a submitted incident report in which you were documented as an involved student or witness.

Conduct hearings/follow-up meetings are one-on-one meetings with a staff member (typically the Hall Supervisor) and the involved student. *[Note: students involved in incidents on campus but outside of the residence halls, or non-residential students involved in campus or hall incidents may be required to meet with the Campus Security Manager (or designee).]*

During your meeting with the Hearing Officer, they will:

- Answer any questions you have about the student conduct process,
- Allow you to read a copy of the report, this report may be redacted, at your request,
- Review the alleged violation in question,
- Allow you the opportunity to talk about the situation and provide additional information which may be useful in determining whether or not you are responsible for the violation of a policy, regulation, or procedure.

Sanctions:

The Residence Life Student Conduct System is educational in nature. Its primary purpose is to help students learn from the choices they make and to become a positive contributor to the residence hall community. Consequences, or sanctions, are assigned when a student is found responsible for violating the hall or campus policies, regulations, and procedures, license agreement obligations, or local, state, and/or federal law. Sanctions are intended to help students learn and each subsequent violation/sanction builds upon the last.

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 under those policies and/or regulations and at the follow-up meeting.

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.

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. 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 wellbeing 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.

Residence Hall 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.

Disciplinary Probations: Formal notice to the student that his/her behavior is unacceptable at Northwest College and any additional violations of any policy or regulation, however minor, may result in more significant consequences including suspension or expulsion from the college.

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:

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.

Alternative Sanctioning: The hearing officer can apply alternative sanctions, not listed, to address behavior modification. Examples include, but not limited to, research papers, apology letters, project, etc.

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.

Appeal of Sanction(s)

If you are documented for a violation of college policy or hall regulations and you want to appeal the sanction(s) 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 Hearing Officer. In some instances, you may be referred to the Director of Residence and Campus Life and/or the Vice President for Student Services (or designee).

Not all administrative actions or decisions are eligible for appeal. The appeals process affords students an opportunity to appeal in select circumstances. **View the complete appeals process and procedure in the Student Handbook at www.nwc.edu/life/handbook.html.**

An appeal is not automatic and may be granted only in those cases where the resident has cause to appeal. Not being pleased when found responsible, or not wanting to complete a sanction may not be deemed adequate cause for appeal. There are 3 reasons for an appeal to be heard.

3 reasons for an appeal

1. New or previously unavailable relevant evidence that could have significant impact on the original findings.

(Failure to participate or provide evidence in the investigation or follow-up is not a basis for new or previously unavailable evidence.)

2. Procedural and/or substantive errors that substantially compromised the fairness of the outcome. (e.g., substantial bias, material deviation from established procedures, etc.)
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

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 Hearing Officer 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 Services (or designee). The decision rendered by the Vice President for Student Affairs (or designee) may be appealed to the Student Appeal Board.

Level 1: Initial Hearing Officer, Usually the Resident Director Level 2: Director of Residence and Campus Life (or designee)
Level 3: Vice President for Student Services (or designee) Level 4: Student Appeals Board

All appeals must be initiated in writing within 2 business days of the student receiving written notice of being found responsible and sanctions assigned. This letter should be addressed to the next level of the appeals process, see list above, and must give rationale for the appeal based on at least one of the three reasons for appeal listed above. Failure to address one of the three reasons will result in the appeal being denied.

Student Appeals Board:

The Student Appeals Board addresses all student appeals related to actions or decisions by the Vice President for Student Services (or designee) and the Vice President for Academic Affairs (or designee) related to the Student Code of Conduct, Academic Code of Conduct, and compliance matters as specified in the Student Handbook. The Student Appeals Board will also address student appeals regarding exceptions to academic policy and decisions on academic dismissal.

When an administrative decision has been made to dismiss a student for behavioral misconduct, the student shall have the right to request a full contested case hearing before the Student Appeals Board. Refer to the Student Handbook online for full Student Appeals Board procedures. *NOTE: 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.

FAQs

Q: What does “preponderance of evidence” mean?

A: Preponderance of evidence is the burden of proof used to decide responsibility. It means that if the Hearing Officer believes it is “more likely than not” that a student violated policies, regulations, and procedures, he or she will find the student responsible for the violation and possibly issue sanctions.

Q: What does it mean to be “in the presence of a violation”?

A: If you are present in a student room, residence hall, or otherwise on campus where a violation of hall or campus policy or regulation is occurring, you will be in violation. If you are present and/or realize a violation is occurring, you must leave the room and/or area immediately and report the violations(s) to hall staff.

Q: What is the difference between a legal process and a college administrative process?

A: A student would be involved in a legal process or proceedings for a violation of the law in which a citation is issued, or arrest made. The legal process exists separately from a college administrative process. When individuals become students at Northwest College, they agree to follow the Student Handbook and Student Code of Conduct, and students in the residence halls also agree to follow the policies, regulations, and procedures set forth by Residence Life in the Residence Hall Guide and Owner’s Manual and the Housing License Agreement.

When a student violates college and/or residence hall policies, regulations, and procedures, s/he is subjected to a college administrative process in which responsibility for a violation of these rules is determined. A legal process and a college administrative process can be concurrent if a student has violated the law, as well as the policies, regulations, and procedures described in the Student Handbook and the Residence Hall Guide and Owner's Manual.

Q: How does this incident/conduct relate to my academic record?

A: A student's disciplinary record is independent from their academic record, unless a finding of responsibility results in suspension or expulsion from the College.

Advertising & Solicitation

Advertising/Posting of Flyers:

All advertisements/flyers/ promotional materials, etc. posted in the Residence Halls MUST be approved by the Hall Supervisor 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 hall supervisor 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 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 hall supervisor. If a resident wants to invite an individual into the residential area to demonstrate and sell various items, permission must be obtained from the hall supervisor. Fundraisers sponsored by campus organizations are permitted in the hall lobbies and main lounges, but they must be approved by the hall supervisor. Any solicitors should be reported to the hall staff.

Alcohol

Northwest College is a community dedicated to the academic, social, cultural and intellectual development of its members and is committed to educational and social programs that promote such development. Personal and communal responsibility with regard to the College's Alcohol and Other Drug Policy is essential in ensuring that Northwest's environment is conducive to student learning and development. Northwest College has a "Dry Campus" policy. Therefore, alcohol is not permitted on campus by any student or guest of a student, regardless of age. Intoxication of person, or being in the presence of alcoholic beverages in any campus building or property shall also constitute a violation of the alcohol policy. Alcohol beverage containers (empty, full, or decorative), including, but not limited to, shot glasses, drinking game devices, or other items affiliated with the consumption or possession of alcohol are not allowed in the residence halls, regardless of age. Alcohol advertisements and signage are not permitted in any area visible outside of a residence hall room. 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. Additionally, in the absence of clear mitigating circumstances (resident away for the evening, etc.), all residents of the room/suite in which an alcohol violation occurs will be charged with the violation.

The college is committed to fostering an environment free of drug and alcohol abuse through (1) education and referral to counseling programs, and (2) the prohibition of illegal or imprudent use of drugs or alcohol. **Please see your NWC student handbook for complete alcohol and drug policies on campus.**

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.

Northwest College is an alcohol-free campus. Regardless of age, you are in violation of Northwest College's alcohol policy:

MONUMENTS:

Promotion of events where alcohol or other drugs are the primary focus; display of alcohol or drug related materials in windows or areas outside of residence hall rooms (i.e. posters, bar signs.); possession or presence of alcohol-related "collectible" items (i.e. shot glasses, growlers, etc.)

PRESENCE OF ALCOHOL:

It is prohibited to be on college property and found in the immediate area where alcohol is present, whether consuming it or not.

UNDER THE INFLUENCE OF ALCOHOL:

If you are on college property and under the influence of alcohol and/or exhibiting intoxicated behavior.

- Behavioral symptoms frequently associated with being intoxicated or impaired by the use of other alcohol will be considered in determining intoxication. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, the smell of alcohol on one's breath, verbal and/or physical aggressiveness, destructive and/or disruptive behavior and engaging in any behavior which may endanger oneself or others.
- Members of the community who choose to consume alcohol or other drugs will be held fully responsible for their behavior while under the influence of alcohol or other drugs, regardless of where it was consumed. Loss of control due to intoxication or other drug impairment in no way excuses or justifies violation of state law, college regulations, or the rights of others.

POSSESSION OF ALCOHOL:

If you are on college property and have alcohol in your possession.

INCAPACITATION:

If you are on college property, and 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.
- Whenever a student assists an intoxicated/impaired person by calling for assistance from Security, Police, Residential Education staff, or medical professionals (EMT), neither the intoxicated/impaired individual nor the individual who assists will be subject to formal college disciplinary actions for (1) being intoxicated/impaired or (2) possession of alcohol or other drug. This does not preclude having an educational conversation with a campus administrator or charges for multiple incidents of this nature.

SALE/DISTRIBUTION TO A MINOR:

If on college property and student is or has been distributing or transferring alcohol to minors or attempting, soliciting, or conspiring to commit any of these offenses with others.

The staff reserves the right to confiscate and dispose of any alcoholic beverages and/or prohibited alcohol-related materials found in the hall.

SANCTIONS:

Sanctions are generally a combination of educational and punitive sanctions with the goal being that the College first strives to educate students about acceptable behavior while also holding students accountable for their misconduct. In determining sanctions, hearing officers may consider students' demeanor, past conduct record, the nature of the

misconduct, and the severity of any damage, injury or harm resulting from the misconduct or other factors.

Being under the influence of alcohol or other drugs will not be accepted as an excuse for conduct that violates Community Standards. Any student found to allegedly violate this policy will be subject to the Student Conduct System. Students who violate the policies regarding Alcohol and Other Drugs are subject to disciplinary action ranging from educational measures to dismissal from the institution.

Sanctions *most likely* to result from alcohol or other drug violations are listed below. Please note, these are not exhaustive lists and provide only a range of typical sanctions; other sanctions not listed here may be assigned when appropriate. NOTE: *If a student is under the age of 18, their parent/legal guardian will be notified. If a student is a member of a college athletic team or Student Senate, their coach and/or advisor will be notified.*

Monuments Violations

Typical minimum sanctions—more severe sanctions may apply. Please remember, your college discipline record carries over for each semester you are enrolled at NWC, regardless of time elapsed between violations or hall/apartment assigned.

Violation(s);

First Violation:

- Meeting between hearing officer and student
- Official letter of written warning
- \$50.00 fee
- Removal of item(s) from campus

Second Violation:

- Second and subsequent violations become an alcohol violation and are assigned the appropriate sanctions.

Alcohol Violations

Combination of 2 alcohol violations and 1 drug violation could result in dismissal from the residence halls.

Violation(s):

First Violation:

- Meeting between hearing officer and student
- Official letter of written warning
- BASICS or other educational program as assigned and \$100.00 program fee
- SIMPSON HALL RESIDENTS: Residence Hall Probation (regardless of where or when the violation occurred)

Second Violation:

- Meeting between hearing officer and student
- Residence Hall probation
- Final warning before loss of campus housing
- Assignment of Community Restitution project
- BASICS or other educational program as assigned and \$150 program fee
- SIMPSON HALL RESIDENTS: Reassignment to another residence hall (regardless of where or when the first or second violation occurred)

Third Violation:

- Meeting between hearing officer and student
- Disciplinary Probation
- Dismissal from Campus Housing
- STEP ZERO or other educational program as assigned and 200.00 program fee

Sale or distribution to minors

- Meeting between hearing officer and student
- Disciplinary Probation
- Dismissal from Campus Housing
- STEP ZERO or other educational program as assigned and \$200.00 program fee

FAQs

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 the Hearing Officer 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.

Q: My hall staff 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, nor may alcohol advertisements and signage be visible outside of a residence hall room. **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.**

Drugs

USE OF ILLEGAL SUBSTANCE (NON-ALCOHOLIC/TOBACCO):

No student shall possess or use an illicit/illegal drug in violation of state or federal law, to include the use of prescription drugs that were not prescribed to the user.

- At the discretion of Residence Life, odor and/or smoke may be determined as use of a controlled substance. The College reserves the right to have Residence Life staff inspect any area of the residence halls. Local law enforcement will be involved in incidents where suspected drug use and/or possession is involved and the responsible student(s) will be subject to any local, state, and federal laws that may apply.

ILLEGAL SUBSTANCE IMPAIRMENT:

If you are on college property and under the influence of an illegal substance and/or exhibiting intoxicated behavior.

- Behavioral symptoms frequently associated with being impaired by the use of illegal substance will be considered in determining impairment. These symptoms may include, but are not limited to, the following: impaired motor skill coordination, difficulty communicating, vomiting, glazed/red eyes, verbal and/or physical aggressiveness, destructive and/or disruptive behavior and engaging in any behavior which may endanger oneself or others.
- Members of the community who choose to consume drugs will be held fully responsible for their behavior while under the influence of illegal substances, regardless of where it was consumed. Loss of control due to drug impairment in no way excuses or justifies violation of state law, college regulations, or the rights of others.
- Whenever a student assists an intoxicated/impaired person by calling for assistance from Security, Police, Residential Education staff, or medical professionals (EMT), neither the intoxicated/impaired individual nor the individual who assists will be subject to formal college disciplinary actions for (1) being intoxicated/impaired or (2) possession of alcohol or other drug. This does not preclude having an educational conversation with a campus administrator or charges for multiple incidents of this nature.

ILLEGAL SUBSTANCE INCAPACITATION:

If you are on college property, and as a result of the use of (or withdrawal from) illegal substances, 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.

POSSESSION OF DRUG PARAPHERNALIA:

No student shall be in possession or use of drug paraphernalia (as defined by the U.S. Drug Enforcement Administration/Title 21, Sec. 863 of the Controlled Substances Act), and hookahs.

DISTRIBUTION/TRANSFER/TRAFFICKING/MANUFACTURE:

No student shall transfer, distribute, manufacture, or attempt to manufacture, or traffic illicit drugs in violation of state or federal law or attempt, solicit, or conspire to commit any such offenses. Synthetic or counterfeit substances that are an analogue for a controlled substance are prohibited under this policy. The misuse, transfer, or sale of legal substances such as prescription drugs and inhalants are also prohibited.

Sanctions

Marijuana Use/Paraphernalia Violations

Students found responsible for violating this policy face the full range of sanctions (including expulsion) outlined previously in this Owner's Manual and in the Student Handbook. All sanctions are cumulative, and a student's past conduct history is taken into consideration when issuing a sanction. Sanctions may also be enhanced based on the severity of the behavior and impact on the College community. More than one sanction may be imposed for any single violation.

Under the influence: being in the presence of marijuana or other drugs and/or paraphernalia, possession or use of marijuana and/or related paraphernalia. Typical minimum sanctions—more severe sanctions may apply. Please remember, your college discipline record carries over for each semester you are enrolled at NWC, regardless of time elapsed between violations or hall/apartment assigned.

Note: Combination of 2 alcohol violations and 1 drug violation could result in dismissal from the residence halls.

First Violation:

- Meeting between hearing officer and student
- Official warning before loss of campus housing
- Residence Hall Probation
- BASICS or another educational program as assigned and \$100.00 program fee
 - SIMPSON HALL RESIDENTS: Reassignment to another residence hall
- **Second Violation:**
- Meeting between hearing officer and student
- Disciplinary Probation
- Dismissal from Campus Housing
- BASICS or another educational program as assigned and \$150 program fee

Non-marijuana drug use/paraphernalia, illegal prescription drug use violations

Incidents involving the use of drugs other than marijuana or prescription drugs will be assigned sanctions as deemed appropriate by the designated hearing officer or other college official. In determining the appropriate sanction for violation of this policy, the following circumstances will be considered:

- How the violation was committed;
- The amount and nature of the drug(s) involved;
- The level of knowledge and intent of the student(s);
- Delivery or attempted delivery of drugs; and
- Prior offenses of the student(s).

This list is not exhaustive and other circumstances may be considered in the determination of a sanction. The College reserves the right to involve law enforcement authorities and/or undertake legal proceedings against a student. In

which case there may also be legal consequences for criminal charges that may result from the use, possession, or distribution of illegal drugs.

Distribution, Transfer, Trafficking, or Manufacturing violations

Whenever, in the opinion of appropriate college officials, there is sufficient and credible information or other evidence that a student is or has been distributing, transferring or trafficking an illicit drug or attempting, soliciting, or conspiring to commit any of these offenses with others, or is or has been in the possession of such amounts as to make this a reasonable supposition, in addition to any sanctions assigned as described above, the following disciplinary action will apply:

- Dismissal from College Housing
- Referral to Vice-President (or designee) for recommended college suspension or expulsion

Failure to Comply, Cooperate, or Identify

FAILURE TO COOPERATE/COMPLY:

Failure to cooperate with the request of a staff member or authorized agent of the College is prohibited.

- Two (2) or more violations of this regulation could result in dismissal from the hall.

FAILURE TO IDENTIFY:

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

Use of Wireless Routers:

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

Copyright sharing:

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.

Illegal use of Computers:

The use of college computers or student-owned computers for illegal activity will be referred to the Campus Security Manager and Local Law Enforcement for criminal investigation.

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.

FAQ's

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 (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 hall staff 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.

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. Computer Services is available between the hours of 8AM—5PM at (307) 754-6080. Your hall staff 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 MAC address, and your name and student ID number by submitting a Help Desk ticket on the college portal. 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: Most printers on campus are networked, including the hall lab printers. Simply **select the correct printer location** from the list and print. **YOU** must supply your own paper for the printer. Additionally, you can access the printer from your personal device using internet access and **PrinterOn**. For information about using **PrinterOn**, visit the Self Service FAQ section under the Help Desk on the portal. *Note: If there is a problem with a printer/computer/scanner in the hall lab, please notify the hall staff so that it may be repaired.*

Damages and Corporate Responsibility

Property Damages/Vandalism & Corporate Responsibility:

All damages and/or vandalism, either purposefully or through negligence, will be charged to the student(s) involved.

Personal Living Quarters:

At the time of check in, each resident will be provided a detailed room condition report documenting any existing damages. This report is available on-line in Erez Life, under forms, as well as a copy is sent to your NWC email address. The checkout 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.

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 Hall Supervisor 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.

Corporate Charge:

When you 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 wellbeing of your hall. If damage, 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.

Theft

Theft of hall property:

Theft of or unauthorized possession of college property, furnishings, equipment or other items could result in dismissal from the residence halls. Incidents of this nature may be reported to and further investigated by local law enforcement.

Theft and/or possession of Stolen Property:

Theft of or unauthorized possession of public property, or the personal property of another could result in dismissal from the residence halls. Incidents of this nature may be reported to and further investigated by local law enforcement.

Please report all thefts to the Campus Security Manager immediately (307-754-6067) and file a report with the Powell Police Department at (307) 754-2212.

Fire Safety & Fire Emergencies

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.

Tampering with Fire Equipment:

Tampering with and/or damaging fire safety equipment is prohibited. 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. 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.

Violation(s):

- Minimum \$50.00 fine for tampering with fire equipment
- \$500.00 fine and cost of damages for tampering or vandalism to fire sprinkler equipment.

Fire Alarms/Failure to Evacuate:

Regardless of the frequency of alarms or what time of day it is, participation in evacuation procedures is mandatory and YOU MUST EVACUATE the building immediately to the designated Evacuation Assembly Areas for your building. For the location of your building's designated evacuation assembly areas, please contact your hall staff or view the official Emergency Response Guide on the college website. Respond to all alarms regardless of whether or not you can see fire or smell smoke. 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.

Fire drills will be conducted in all halls at least twice per semester. Evacuation procedures are posted in all the halls.

Violation(s):

- Failure to comply/evacuate will result in a \$100 fine and may result in dismissal from the Residence Halls

False Fire Alarms:

False fire alarms are a federal offense and will be dealt with in that manner. 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.

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. 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.*

Violation(s):

- \$50.00 charge per incident
- Possible dismissal from the hall for open flame violations.

Improper use/supervision of Kitchen area:

When using the halls common cooking area, residents are expected to remain in the kitchen, or immediate area, to assure that fire hazards do not arise. Failure to do so, in the estimation of the Resident Director, or multiple instances of setting off the fire alarm system due to burning food or improper supervision, may result in sanctions.

Violation(s)

- Possibly a \$25.00 fine and/or;
- loss of kitchen privileges for a determined amount of time.

Prohibited 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 hall supervisor prior to use. Persons using items/appliances not specifically listed without prior approval from the hall supervisor are still subject to sanctions for violation of fire safety regulations.

Violation(s):

- 1st violation \$50.00 fine.
- 2nd violation residence hall probation and an assessment of a \$75.00 fine.
- 3rd violation relocation and an assessment of \$100.00 fine.
- 4th violation may result in dismissal from Residence Housing and an assessment of \$150.00 fine.

PERMITTED	KITCHEN USE ONLY	NOT PERMITTED
Mini-Fridge (less than 5 cu.ft.)	Standard Toaster	Swamp Coolers or Air Conditioners
Coffee Pot (auto shut-off)	Crock Pot	Water Bed
Electric Tea Kettle	Rice Cooker	Firearms/explosives/ firecrackers/fireworks

Small Microwave Ovens	Waffle Iron	Any heat-source/ heat producing odor emitting device
Non-heat producing air fresheners/reed diffusers/etc.	Air Popcorn Popper	Live Christmas Trees
Electric Blanket	Electric frying pans, woks, griddles	Space Heaters
Heating Pad	Pizza oven, hot plate, George Foreman type grills, oil popcorn popper, deep fat fryer	
Curling/Flat Irons		
Hair Dryer		
Clothing Iron (auto shut-off)		
Sewing Machines		
Christmas/Holiday/ Twinkle Lights (LED lights only) (UL approved)	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 Manager <u>prior</u> to use.	
Surge Protectors with reset buttons (UL approved only).	Please <u>unplug</u> all curling irons, electric blankets, etc. when not in use. All appliances must be used for intended purpose only. *See “Intrusive Odors and Open Flame”	

Smoking/Vaping/E-cigarettes:

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 (25 feet away from doors/windows) and dispose of cigarettes, cigars, etc. safely.

Violation(s):

- \$50.00 charge per offense

FAQ's:

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 must 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 hall staff. Any items not claimed after 48 hours will be either thrown away, donated, or will become property of the hall.

Q: Are we allowed to put up new, or cover windows, with our own coverings?

A: In the interest of safety and security we comply with all Fire Codes. In addition, 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.

Room light bulbs may not be replaced with colored or black light bulbs.

Garbage and Personal Trash

It is the responsibility of each student to remove their own garbage and personal trash from their room to an outside dumpster, and to provide their own trash can liners for the garbage can provided to them in their rooms/suites. It is prohibited to place excessive amounts (determined by the Residence Director) of trash in the halls common area trash cans, single large items (such as pizza boxes), or to remove your trash from your room or suite to a kitchen, bathrooms, hallway, or common area receptacle (including recycling bins).

Violation(s):

- 1st violation a written warning.
- 2nd violation Residence Hall probation and an assessment of a \$50.00 fine.
- 3rd violation relocation and an assessment of \$100.00 fine.
- 4th violation dismissal from Residence Housing and an assessment of \$150.00 fine

Laundry

Misuse/damage to machines or facilitates:

Any individual that is found misusing or causing damage to machines or facilities through improper use or intentional acts, will be charged for any damage and may be subject to fines or loss of use of the laundry facility for a specified time period.

Non-resident laundry use:

Laundry is provided in each hall at no additional cost to the residents of that hall. Any individual found responsible for allowing non-residents to use the laundry machine for the non-residents personal use or doing laundry for non-residents, is prohibited.

Violation(s):

- Assessed charges for damages to your student account.
- 1st violation a 100.00 fine.
- 2nd violation Residence Hall probation and an assessment of a \$200.00 fine.
- 3rd violation relocation and an assessment of \$300.00 fine.
- 4th violation dismissal from Residence Housing and an assessment of \$400.00 fine

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. **Please review the College policy on Sexual Misconduct and Title IX at www.nwc.edu/title9.**

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, nonjudgmental, and confidential environment. The Campus Security Manager 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 has also been trained to handle these issues and can help to put you in contact with the appropriate

personnel.

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 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) 754-6159, email Title9@nwc.edu, or visit www.nwc.edu/title9.

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.

The College community encourages the reporting of misconduct and crimes by Complainants and witnesses. Sometimes, Complainants or witnesses are hesitant to report alleged misconduct to College officials or participate in resolution processes because they fear that they themselves may be in violation of certain policies, such as underage drinking or use of illicit drugs at the time of the incident. Respondents may hesitate to be forthcoming during the process for the same reasons.

To encourage reporting and participation in the process, the College offers Parties and witnesses amnesty from minor policy violations, such as underage alcohol consumption or the use of illicit drugs, related to the incident. Granting amnesty is a discretionary decision made by the College, and amnesty does not apply to more serious allegations, such as physical abuse of another or illicit drug distribution.

Unacceptable Behavior

Failure to follow-up:

It is the student's responsibility to respond to any correspondence from a college official and follow through on all requests asked of the student. Failure to do so, may result in additional sanctioning.

Retaliation:

Actions by, or on behalf of a student, toward or against another who engages in legally protected activity, to include but not limited to: filing a report, complaint, or otherwise participates in an investigation or inquiry is strictly prohibited. Sanctions may include, but are not limited to letter of apology, being moved to a new residence hall, dismissal from residence halls, and recommendation to the Vice President of Student Services for suspension or expulsion.

Disruptive Behavior:

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.

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 Campus Housing.

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.

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, electronic, or verbal, that victimizes or stigmatizes an individual and that may be based on, but not limited to race, color, national origin, sex, disability, age, religion, sexual orientation, gender identity, genetic information, veteran status, race, ethnicity, ancestry, sex, sexual orientation, national origin, source of income or disability having the effect of:

- Physically harming a person or damaging a person's property.
- Knowingly placing a person in reasonable fear of physical harm to the person or damage to the person's property.
- Creating a hostile educational or living environment including interfering with the psychological wellbeing of the person.

Harassment violation(s):

- Recommended sanction is eviction from the Residence Halls/dining room, unless circumstances, in the opinion of the Residence Life Staff, determine otherwise.

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:

Northwest College is committed to providing a safe and healthy campus environment for its students, faculty, staff, and visitors. Northwest College promotes obedience to the law, mutual helpfulness, and respect. In accordance with the Stop Campus Hazing Act of 2024, Northwest College prohibits all forms of hazing.

"Hazing" is defined as any act or action, which does or is likely to endanger the mental or physical health or safety of any person, as it relates to a person's initiation, admission into, or affiliation with any student group or organization.

For the purposes of this definition:

- It is not necessary that a person's initiation or continued membership is contingent upon participation in the activity, or that the activity was sanctioned or approved by the student group or student organization, for an allegation of hazing to be upheld.
- It shall not constitute an excuse or defense to a hazing allegation that the participants took part voluntarily, gave consent to the conduct, voluntarily assumed the risks or hardship of the activity, or that no injury was suffered or sustained.
- The actions of alumni, active, new, and/or prospective members of a student group or student organization may be considered hazing.

"Student Organization" is an organization at an institution of higher education (such as a club, society, association, varsity or junior varsity athletic team, club sports team, fraternity, sorority, band, or student government) in which two or more of the members are students enrolled at the institution of higher education, whether or not the organization is established or recognized by the institution.

Hazing incidents may, in some instances, constitute both a violation of college policy and criminal activity. The College grievance process is not a substitute for instituting legal action. The College encourages individuals to report alleged acts of assault promptly to campus officials and to law enforcement authorities.

Individuals may, however, choose not to report hazing to such campus officials and/or law enforcement authorities. The College respects and supports the individual's decision with respect to reporting; nevertheless, the College may notify appropriate law enforcement authorities if required or warranted by the severe nature of the allegations at issue.

If the College has actual knowledge of an alleged act related to a student organization, the College must respond promptly in a manner that is not deliberately indifferent.

The Complainant may file a formal complaint at any time, but the College strongly encourages Complainants to file a formal complaint promptly in order to preserve evidence for a potential legal and/or grievance process proceeding.

Inappropriate Behavior:

Behavior that is deemed non-conducive to the educational environment, and/or the safety, wellbeing, 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.

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, flying drones, roping activities, etc. All exceptions must be approved by the Hall Supervisor.

Prohibited bathroom usage:

Sex specific or single occupancy bathrooms are available in each hall. In order to ensure the privacy and safety of our residents in their home environments, we will not tolerate individuals being within/using the restroom of the opposite sex. Residents risk losing their visitation privileges campus wide if they or their guests use the restroom of the opposite sex.

Hall Security and Access

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 always take responsibility for them and escort them.

Screen Removal:

Removal of the window screen is prohibited for any reason other than emergency exit. Violations will result in a \$25.00 fine, plus any damages, to the room occupant(s) and/or those individuals deemed responsible for the removal of the screen.

Unauthorized Entry/Use of Keys:

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 Hall Supervisor immediately for more information.

FAQ's:

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.

Q: What do I do if I lose my keys/proximity card?

A: If you have lost your keys/proximity card, or you think your keys may have been stolen, let Campus Security 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 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, 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/Damaged 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 hall staff 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 may be billed \$10.00 per occurrence. If continued behavior becomes excessive, a student may be asked to meet with a Hearing Officer to discuss their lockouts.

Mail

Mail Tampering:

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

FAQ's:

Q: When can I get my mail?

A: Mail is delivered Monday through Friday right to your residence hall by the Resident Assistants. We will make every effort to have daily mail delivered to your box by 3:00 p.m. If you receive a package, you will receive notice via your college email and can pick it up at Mail Services, room 118 in the Orendorff Building. NOTE: Residents are expected to check their mail (both physical and electronic) on a regular basis. Students are responsible for any consequences resulting from their failure to check their e/mail on a regular basis for official college communications.

Here's an example of how your mailing address should appear:

Your Name Box # / Hall Name Powell, WY 82435

The hall zip codes are as follows:

- Ashley Hall — 82435-1843
- 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 any outgoing mail or packages, stop by the Mail Services office.

If you have any questions about mail, please contact Holly Berryman at 307-754-6117, email mail.service@nwc.edu, or stop by the Mail Services office.

Noise

Quiet Hours:

Specific quiet hours are set to ensure an academic atmosphere and support community living. **Quiet hours are 11:00p.m. – 9:00a.m.** Noise that is determined by the Residence Life Staff to be excessive and disturbing to the residence hall environment will not be tolerated. Any individual who behaves in a manner that disturbs the peace of others or is a disruptive influence on others is prohibited.

Courtesy Hours:

Courtesy hours are in effect 24 hours per day and all residents must respect other students' need for quiet. Please respect other students' rights to a quiet environment.

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 and is prohibited when in the opinion of the staff it is disrupting to others within the hall.

Weekend Hours:

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

FAQ's:

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 our Visitation/Guest 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.

FAQ's:

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.

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 prohibit 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. Please do not use soap/liquid detergent, poster putty, etc. on the walls and ceiling.

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".

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 reason. Removal of screens at any time will result in a \$25.00 fine plus any damage charges. 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 Hall Supervisor.** If you have any questions about lofting, please talk to your hall staff.

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: 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, regular power strips or multi-plug outlet taps/adapters within Residence Hall rooms. U.L. approved surge protectors with reset buttons are required.

Objectionable/Offensive Material

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 Hall Supervisor and Residence Life staff.

Checking In/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 three 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.*

Room Changes:

All room changes must be approved and coordinated through the Resident Directors and/or the Housing Coordinator.

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.*

Checking Out:

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").
- 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).

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

- Remove all trash to the dumpster. Trash is not to be placed in the hallway, kitchen, or bathroom.
- 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).
- Clean the inside and outside of your door.
- 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.
- 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!

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.
- If moving out of the halls entirely: Provide a forwarding address and phone number.

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 Hall Supervisor.

FAQ's

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. (*During the first two weeks of the semester, all roommates are required to 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 hall staff 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 Hall Supervisor and discuss options that would work for you.

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 get on the "Room Change List" at the hall front desk. Please understand that in most cases there will not be an immediate opening. While there is no guarantee, chances are usually fairly high that you will eventually get a room to yourself. 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 front desk 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 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: 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 2 for specific break times and hall closings.

Q: My Hall Supervisor 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, 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 Hall Supervisor or the Housing Office for more details.

Visitation/Guest Standards

Standard Visitation:

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:

Effective from 9:00am Friday—1:00am Sunday (*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 prior to sign-in. 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. college holidays). 24-hour visitation is not permitted during Finals Week.

Guest Escort:

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 Hall Supervisor **prior** to entry to the building.

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

Special circumstances:

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

FAQ's:

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.

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. *Non- resident guests may be restricted from entering the residence halls following a violation.*

Weapons & 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 pursuant NWC college policy #7150.

“Weapons” are defined as:

- i. Any object or device which will, is designed to, or may be readily converted to expel bullet, shot, or shell by the action of an explosive or other propellant.
- ii. Any handgun, pistol, revolver, rifle, shotgun, or other firearm of any nature, including those that are concealed or openly carried.
- iii. Any martial arts weapon such as nunchucks or throwing stars.
- iv. Any longbow, crossbow, arrows, or other projectile that could cause serious harm to any person.
- v. Any incendiary of explosive material, liquid, solid or mixture equipped with a fuse, wick or other detonating device.
- vi. Any tear gas or smoke bomb; however, personal self-defense items containing mace or pepper shall not be deemed a weapon under this policy.
- vii. Any knife, commonly referred to as a switchblade, which has a blade that opens automatically by hand pressure applied to a button, spring or other device in the handle, or any knife having a blade that opens or falls or is ejected into position by the force of gravity.
- viii. Any straight-blade knife with a four-inch blade length or more. An ordinary pocketknife or culinary knife designed for and used solely in the preparation of service of food shall not be construed as a weapon for the purposes of this policy.
- ix. Any other dangerous or deadly weapon or instrument of like character.

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*].

Misuse of any device or substance designed to inflict a wound, cause injury, or incapacitate including, but not limited to Tasers, pepper spray, hot shots, bull whips, etc. is prohibited.

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. NOTE: Service and support animals (as defined by the American Disabilities Act and the Fair Housing Act) are NOT considered pets and therefore do not fall under the pet policy. However, proper authorization must be acquired PRIOR to bringing them into the Residence Halls. Please contact Disability Support Services (307-754-6227) if you need information about approval for use of service and support animals in college facilities.

Violation(s):

- \$400.00 fine
- Multiple violations could result in dismissal from housing

Special Policies for Finals Week and Holidays/Breaks

Finals Week:

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 others 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.

Holidays/Breaks:

During Holidays and other breaks in which the residence halls are closed to general occupancy, you must sign up with the housing office prior to the break, and in some instances pre-pay a fee to remain in the residence halls before the start of the break.

- Guests are NOT permitted in the Residence Halls. Only approved break residents (of same or other halls) may be your escorted guest(s) from 9am—11pm.
- Do NOT let ANYONE into the building unless they are preapproved by Res. Life Staff. Pizza delivery is accepted without approval. Make sure that they leave.
- All Res. Life policies are in effect. Policy violations will result in EVICTION from the halls until the start of the next semester. Any alcohol/drug violations will be dealt with by the Powell Police.
- Corporate charges (hall damages, etc.) will be billed to the residents registered to stay in the hall during the break.
- Please let your hall staff know if you need anything. Staff member on-duty will post their number at the front desk. Staff on duty will be in the building from 8pm—8am.
- The dining hall is closed. Please be mindful of other residents that need to use the kitchen area. Clean up after yourself and share the space! Never leave the stove, oven, or microwave on and unattended.

FAQ's

Q: Why are some of the hall regulations different during school breaks (Thanksgiving, Spring Recess, 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 college 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 hall staff and/or read posted changes for break specifics.

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 License Agreement or the college calendar, 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.**

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. (**Ashley** - North Ashley Lot, **Simpson** - East Simpson Lot, **Lewis & Clark** - West L&C Lot, **Colter** - Street & South Colter Lot)

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.

All vehicles parked on campus, must have current registration and plates displayed on their vehicle. Vehicles with expired registration and plates may be towed at the owner’s expense.

All trailers unhooked from a vehicle (horse or cargo) must be parked in the parking lot North of Ashley Hall on the far North Side. No House trailers or Campers are allowed to be parked or stored on campus.

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.

The Front Desk

- **Front Desk Hours**
- **9 p.m. to 1 a.m. Sunday through Thursday nights, and**
- **9 p.m. to 2 a.m. Friday and Saturday nights.**
 - **Ashley Hall Front Desk, 307-754-6580**
 - **Colter Hall Front Desk, 307-754-6517**
 - **Lewis & Clark Front Desk, 307-754-6518**
 - **Simpson Hall Front Desk, 307-754-6511**

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

FAQ’s

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

A: Once in a while these machines can act up. If you lose money in a machine, please contact your hall front desk 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: 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 something of personal value (ex. Drivers license) when checking out games or cleaning equipment.

Other Information to Know:

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” on the NWC Portal under Campus Security under the Main Menu. 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).

General FAQ’S

Q: College and life are hard sometimes. What if I need additional support?

A: View the college website or visit the Student Success Center (located in the ORB Building) for more information about this service.

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. Also know that you can license your bike for free with the City of Powell, just bring your bike by the Campus Security office. If you have space, you can always keep your bike in your room but not in the hallways.

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 hall staff 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 lounge T.V.?

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

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: 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.

