



STUDENT RESIDENT
Handbook

2015-2016

FORWARD

Vernon College Student Resident Handbook is a source of valuable information regarding the student's responsibilities, obligations, and privileges while residing in student housing. This handbook is distributed to residents during room check-in. Additional copies are available in the housing office.

Failure to read this handbook does not excuse students from the requirements and regulations described herein. Since the policies and statements contained herein are subject to continuous review and evaluation, Vernon College reserves the right to make changes at any time without notice. This publication is for information only.

No person shall be excluded from participation in, denied the benefit of, or be subject to discrimination under any program or activity sponsored or conducted by Vernon College, on any basis prohibited by applicable law including, but not limited to, race, color, origin, religion, gender, or disability.

Vernon College reserves the right to refuse service to any person convicted of a felony. Individuals required to register by Texas Law or Megan's Law will not be allowed to live in Vernon College Student Housing. Although we believe the individual can be rehabilitated, we also have to take into consideration the safety of the entire community.

This publication is a representation of material found in detail in the college catalog and the student handbook.

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Refer to the Student Handbook pages 2-3 for Assistance and Information phone numbers.

CALENDAR

FALL 2015

August 18-20	Regular registration for fall classes
August 18	Residence hall opens
August 24	Classes begin
August 25	Mandatory Housing Orientation at 6:30 pm in the Auditorium
September 7	Labor Day Holiday – No class
October 15	VC Sports Day
November 25	Housing will close for Thanksgiving Holiday (Check out time TBA)
November 25-28	Housing closed for Thanksgiving Holiday
November 29	Housing opens (check in time TBA)
December 5 & 7-10	Final exams
December 10	Last day to check out of residence halls for winter break

SPRING 2016

January 13-14	Regular registration for spring classes
January 13	Residence hall opens
January 18	Martin Luther King Jr. Holiday – No Class
January 19	Classes Begin
March 13	Housing will close for Spring Break
March 14-19	Housing closed for Spring Break
March 20	Housing opens (Check in time TBA)
March 25	Good Friday Holiday – No classes
May 7 & 9-12	Final exams
May 12	Last day to check out of residence halls*
May 14	Commencement

**For those participating in commencement, special arrangements may be made for additional time of occupancy with permission from the Dean of Student Services.*

VERNON CAMPUS HOUSING

Housing is available on the Vernon campus. The Student Residence Center provides co-ed housing for 122 students. The 28 bed Athletic Hall provides housing for baseball players.

Room preference for fall will be given to students whose application and deposit are received by June 1. Rooms are available on a first-come, first-serve basis. Reservations will be held through the first class day.

ROOM DEPOSIT

A \$100.00 refundable room deposit is required to reserve occupancy in student housing. If at time of check-out the student has no outstanding charges or room damages and has followed proper check-out procedures, the room deposit will be processed for refund (see *Room Deposit Refund*). The deposit will not be reimbursed unless the student has checked out of their room properly.

MEAL PLAN

Board is provided as part of the fees for both the fall and spring semesters and is MANDATORY for all student residents. Board consists of fifteen meals per week (three meals per day, Monday-Friday) for fall and spring semester. Meals not eaten are not transferable to others. No board is included in summer contracts; however, the Snack Bar is available for meals. Meals are not served on holidays.

FOOD SERVICES

The College dining hall, located in the Colley Student Center (SUB), is operated by Great Western Dining food service. The dining hall offers a variety of appetizing foods - a spacious salad bar, hot soups, deli-style sandwiches, fresh fruits and vegetables, and a great diversity of entrees.

HOUSING FEES

Room Deposit.....	\$100.00
Room and Board (Fall).....	\$1,937.00
Room Rent -	\$500.00
Board Fee -	\$1,437.00
Room and Board (Spring)	\$1,975.00
Room Rent -	\$ 500.00
Board Fee -	\$1,475.00
Room Rent (Summer I).....	\$200.00
Room Rent (Summer II).....	\$200.00

Student Residence Hall fees are subject to change. For current information, contact the Director of Housing.

PAYMENT OF HOUSING FEES

A. Fall and Spring—Room and board rates are based on a per person per semester charge (2 persons per room). The student agrees to pay room and board fees and other properly billed charges (i.e., damages) at the times scheduled by the College. Room and board charges are due and payable by the semester and may be paid by one of the following methods:

- 1. Total semester charge paid at the time of occupancy.
- 2. Enrollment in the FACTS payment plan.

NOTE: The room deposit is not a part of the housing fees.

Vernon College accepts the following methods of payment: Visa, MasterCard, money orders, cashier’s check, personal check or cash. Banks in Vernon and Wichita Falls offer free checking accounts for college students. Vernon College will **NOT** accept out-of-country checks, out-of-country cashier’s checks, out-of-country personal checks, out-of-country travelers checks or out-of-country money orders. Contact the Vernon College business office with any questions.

B. Summer—Summer terms will be contracted by the term in accordance with the dates set out in the current catalog or schedule of classes. Board is not included in the summer. Summer fees are due in full on the check in dates for each term.

C. All rates as well as any additional charges for room use are subject to change by the College with appropriate notice.

CANCELLATION OF CONTRACT PRIOR TO OCCUPANCY

Provisions for cancellation of the contract by the student are:

- A. All cancellations must be submitted to the housing office in writing by the student.
- B. Refund of room deposit will be determined by the date of receipt of cancellation notice as outlined below:

Fall Semester

On or before August 1100%
After August 1none

Spring Semester

On or before December 1 100%
After December 1 none

First Summer Term

On or before May 1 100%
After May 1 none

Second Summer Term

On or before June 15 100%
After June 15 none

C. The above dates apply regardless of the date the room deposit is received by the housing office

- D. Room deposits are refundable to individuals on the housing waiting list provided no room assignment has been made. Once a room assignment has been made, deposit refunds will be made according to the above refund schedule.
- E. It is the responsibility of the student to request his/her room deposit refund. Failure to properly check out will result in forfeiture of the deposit.
- F. Students vacating housing space prior to the conclusion of a semester will forfeit their room reservation deposit.
- G. Any room deposit not requested following the student's last date of room occupancy will become the property of the College.
- H. Room deposits not forfeited or refunded may be applied toward a future enrollment period upon request. After such a request is made and the deposit is applied toward a future enrollment period, the refund schedule in "A" above will apply.

ROOM AND BOARD REFUND

- A. Except in cases where medical reasons preclude being enrolled in college, room rent is not refunded.
- B. Students withdrawing from classes and leaving before the end of the semester will be refunded the unused portion of their meal plan. For purposes of refund, "unused portion" will be defined as the remainder of weeks in the semester immediately after the date the checkout card is signed. No refund is made for missed meals.
- C. If a student makes partial payment and moves out prior to making full payment, that student is liable for the entire portion of the semester room fee.
- D. For the purpose of establishing charges and refunds, occupancy is defined as being assigned a room and in possession of the room key.

HOUSING CONTRACT

The housing contract is a nine-month, academic year contract for students entering housing space in the fall except for those completing their course of study in the fall or those not returning to the campus for the spring semester and have so notified the housing office by December 1. Students entering student housing in the spring or summer will sign a contract that covers the spring or summer only. This contract governs the housing refund regulations.

Vernon College agrees to assign living space in college housing only after the applicant has submitted the housing application, properly signed, with the required room deposit.

Students residing in campus housing are urged to carefully read the housing contract and this handbook.

HOUSING CONTRACT INFORMATION

TERMS

- A. The terms of the housing contract apply to the academic year starting with the beginning of the fall semester and ending at the termination (last day of finals) of the spring semester. Contracts may also be made for either or both summer terms. Contracts shall also be held in force for the remainder of the academic year, should the student occupy the assigned space after the beginning of the fall semester.
- B. The housing contract does not provide housing when class is not in session
1. after fall semester finals until spring semester regular registration;
 2. after spring semester finals until first summer term regular registration;
 3. after second summer term finals until fall semester regular registration.
 4. any designated holidays according to the college calendar

Permission to occupy rooms during closed periods must be obtained from the Dean of Student Services. Additional rent will be charged for these periods of time.

- C. The student is liable for all applicable rates, deposits, and fees for the entire length of the contract regardless of occupancy.
- D. This contract is an agreement between VC and the student. If the student is under 18 years of age, this contract is also an agreement between the College and his/her parents, guardian, or other guarantor. The parties to this contract in consideration of the mutual covenants and stipulations set out herein agree as follows:
1. The College agrees to furnish room and board on a space available basis in accordance with the terms of this contract.
 2. The student agrees to pay to the College a room and board fee in accordance with the terms of this contract.
 3. If the student is under 18 years of age, the parent, guardian, or other guarantor agrees that if the student for any reason fails to make such payments, the parent, guardian, or other guarantor shall make all such payments to the College.
 4. Rooms not occupied by the end of the first class day may be released to other students.
 5. Board consists of fifteen (15) meals per week for fall and/or spring semester(s). No refund is made for missed meals or meals not eaten due to early departure after finals, and meals not eaten are not transferable to others. No board is included in summer contracts. No meals will be served on days college is closed.

6. Students withdrawing from classes and leaving before the end of the semester will be refunded the unused portion of their meal plan. For purposes of refund, "unused portion" will be defined as the remainder of weeks in the semester immediately after the date the checkout card is signed.
7. The student's room shall not be sub-let nor used for commercial purposes.
8. Students vacating housing space before the conclusion of the contract period will forfeit their room deposit.
9. The College reserves the right to refuse housing to any student who has demonstrated an unwillingness to abide by housing standards and regulations, or who demonstrates behavior which is incompatible with the maintenance of order and propriety in college housing.
10. To the extent authorized by law, the student shall indemnify, save, and hold harmless the College, its employees, and agents, against any and all claims, damages, liability, and court awards including costs, expenses, and attorney fees incurred as a result of any act or omission by the student pursuant to the terms of this contract.
11. The student agrees to pay all court costs and reasonable attorney's fees, whether or not court proceedings are necessary, that may be incurred in enforcement of VC rights under this agreement

STUDENT NONCOMPLIANCE

In the event the student fails to comply with the terms and conditions of the Student Housing Contract, the Student Resident Handbook and/or conduct rules as stated in College publications, the College may take the following actions against the student:

1. Cancel this agreement without notice.
2. Serve notice to vacate the premises pursuant to applicable College policies.
3. Take action to recover the cost of damage caused by the student and/or his/her guest(s).
4. Utilize any and all remedies, including equitable and legal, judicial and/or administrative relief which is available

TERMINATION OF CONTRACT AFTER OCCUPANCY

A. BY THE COLLEGE:

1. Upon reasonable notice and for good cause, the College reserves the right to terminate the housing contract. Any termination by the College will be made by the Dean of Student Services. Good cause means any conduct which disregards College policy or disrupts the orderly administration and/or function of the College or any of its activities. Reasonable notice will normally be twenty-four (24) hours.

2. Failure by the student to abide by provisions set forth under "Payment of Housing Fees."
3. Failure by the student to maintain nine (9) semester hours in the fall and the spring and three (3) semester hours each summer term.

NOTE: No refund of housing charges is made for removal under these conditions.

B. BY THE STUDENT:

1. The College fails to fulfill its responsibilities as set forth in the housing contract.
2. Circumstances determined by the College to be beyond the control of the student which prohibit his/her continuation as a student, such as death or disabling illness or accident. In each case, the contract may be terminated only after the appropriate forms and documentation have been filed with the housing office.

ROOM ASSIGNMENT

The College reserves the right to assign or reassign space for the benefit of the College, individual student, roommate, or suitemate(s). Students who do not have a roommate will be given the option to contract for a room as a "single" when space will permit or agree to accept the assignment of a roommate. Consolidation is an effort to fairly achieve maximum use of the student residence center space. If a conflict between the two residents arises, one or both may choose to select new rooms at the discretion of the Director of Housing. A student who elects to use a room as a single or fails to consolidate is subject to additional charge.

NOTE: Single occupancy will not be considered until all double occupancy requests have been satisfied. Single occupancy, when available, will result in the doubling of the room rent fee.

ROOM INSPECTION

For compliance with health, maintenance, safety, and college housing regulations, the College reserves the right to periodically inspect a student's room. All attempts will be made to have the inspections announced in advance and scheduled when one or both residents are available, although some inspections such as curfew check, drug or alcohol check, etc., may be unannounced.

ROOM ENTRY

The College reserves the right of entry into residents' rooms for the purpose of inspection, verification of occupancy, safety, health maintenance, and to reclaim college property. The room may also be entered at break periods to insure that established closing procedures have

been followed. College officials, upon proper identification and purpose, may enter the room without consent if either probable cause and/or an emergency situation exists. The Dean of Student Services, Director of Housing, Associate Dean of Student Services, and maintenance and custodial staff have master keys in order to serve these conditions.

COLLEGE LIABILITY

The College shall assume no responsibility for the theft, vandalism, destruction, or loss of money, valuables, or other personal property belonging to, or in the custody of the student for any cause whatsoever. It is the student's responsibility to keep their rooms locked at all times. Students are encouraged to carry their own personal property insurance.

CHECK-IN/CHECK-OUT PROCEDURES

CHECK-IN

Each resident should report directly to the housing office. Please follow the instructions to insure a smooth and proper check-in:

- A. Go to the housing office and report to the residence hall staff member on duty.
- B. Sign in to receive your room assignment and fill out a check-in cards.
- C. Go to your room with the check-in cards, which is the inventory card, and check the condition of the room. Be sure to note ANY damaged or missing items. If you are in doubt about whether to list something, do it. You may be charged for unreported damage. Sign and return the card to the staff member on duty.
- D. Sign for your keys and Student Resident Handbook. All students are issued a mailbox key and a room key by the director of housing or residence hall assistants. The loss of a key should be reported immediately to the director. In order to maintain security, the lock will be changed and new keys issued. There will be a charge for the cost of this service. For security purposes, one's room should be locked at all times. The student shall not alter or duplicate any room or mailbox key. Any student in possession of a duplicate key will be charged for replacing the lock.

CHECK-OUT

The Director of Housing or residence hall staff member and the student must complete the check-out form. The amount for damages (if any) must be paid to the housing office before the student can receive final clearance. The student must sign the check-out form and leave it with the residence hall staff. Failure to check out properly and turn in the room key can result in academic records being withheld by the College and will result in forfeiture of the room deposit.

It is the responsibility of the student to request his/her room deposit refund. Requests are made by one of the following methods:

- A. When moving out of assigned space, properly checking out will automatically initiate the refund procedure, if applicable.
- B. A written request for deposit refund.

Failure to request refund via one of these methods will result in forfeiture of the deposit. The refund will be mailed by the College. If there are damages in excess of the deposit, the College reserves the right to withhold academic records until the damages are paid.

When checking out:

- A. Check out through the Director of Housing or residence hall staff using the proper form. Any student checking out before the end of the semester must follow the same procedure.
- B. Be sure that all items are still in the room that were there when you moved in. These may be checked against the check-in/check-out form.
- C. Clean the room and bathroom facilities. Any student leaving a room dirty will be charged the cost for cleaning service.
- D. Turn in room key and mailbox key.
- E. If a student is graduating and needs to remain on the campus until graduation, arrangements to stay in the dorm may be made through the Dean of Student Services.
- F. Personal mail will be forwarded for period of 3 months to the address given by the student at checkout.

HOUSEKEEPING

Housekeeping services are provided by the College custodial personnel who take care of public areas in residence halls. All residents are responsible for the cleanliness of their rooms and bathrooms. Residents are also responsible for keeping personal items picked up in common areas.

MAINTENANCE AND REPAIRS

Student residents must report all maintenance problems and any damages to the Director of Housing or residence hall staff. Maintenance services are provided by the physical plant personnel who are responsible for all the residence halls.

STUDENT HOUSING AMENITIES

CABLE TV

Basic cable is provided in each room. For service beyond basic cable, students must contact the local cable office to make arrangements at their expense.

PHONE SERVICE

Local phone service is provided in each room. In room long distance service is available through credit cards, phone cards, and collect calls. Damaged or broken phones will be charged to the student. Average phone cost is \$300.00. Students are responsible for informing the Housing staff of any problems with their room phone.

MAIL SERVICE

Mail is delivered to the Vernon campus by the U.S. Postal Service Monday thru Friday. Mail will be placed in student mailboxes by resident hall supervisors by 4:00 pm Monday thru Friday.

INTERNET

Students have Internet access in their rooms for personal computers. Students are responsible for maintaining their personal computers which includes updated virus protection. A student may lose his/her privilege to Internet access if they violate the policy, as stated in "Student Responsibilities" section C or in the "Inappropriate Network Use" section. Please understand that the Internet service provided is for educational use only. The Housing staff is not allowed to operate any student's computer.

RECREATION AREA

For the convenience of the hall residents and other VC students, a lighted outdoor recreation area is provided. Included in this area are picnic tables and two grills, a sand volleyball court, a half-court concrete slab for basketball, a flag football field and open areas for horseshoes, etc. Recreational equipment may be checked out with a student I.D. card at the housing office or the King Physical Education Center.

VENDING MACHINES

Vending machines with soft drinks, snacks, and change are provided in the Student Residence Center lobby.

LAUNDRY ROOM

A laundry room with coin-operated washing machines and dryers is provided in the Student Residence Center for resident use. The College cannot be held responsible for items left in the laundry room.

BASEMENT

In the Student Residence Center, you will find our large basement that is open to student residents for organized study groups, movie nights on the big screen TV, ping-pong games, and social events.

HOUSING REGULATIONS

The purpose of regulations in the Student Residence Center and Athletic Hall is to protect the safety and rights of all students. If an individual infringes upon the safety and rights of others by violating these regulations, that individual may be subject to disciplinary action.

STUDENT RESPONSIBILITIES

- A. **HOUSING MEETINGS** – Students will periodically be required to participate in mandatory Housing meetings. In order to better benefit from living on campus, the Housing and Student Services staff use this time to inform students of rules and regulations, upcoming student activities, health and safety information, campus updates and other general Housing information. (See Appendix A)
- B. **DAMAGES** - The student is individually responsible for the cost of replacement or repair of any breakage or damage to his/her room or furnishings, or any damage for which the student is responsible. The student is jointly responsible for the cost of any extraordinary cleaning and replacement or repair of items (such as vending machines, washers and dryers, and phones, etc.) due to theft, breakage, or damage in the common areas within his/her assigned dormitory. Charges will be evenly assessed to each member of the assigned room in which the student resides in the event the responsible person remains anonymous.
- C. **INTERNET** – The student is responsible for proper use of the Internet services provided. Excess use of bandwidth, unlawful downloading and any other illegal activity will be monitored and may result in termination of this service.

Inappropriate Network Use

On Vernon College computers and on personal computers connected to the Internet in the student residence centers, students may not download, upload, save, receive, send or publish web pages, e-mail, messages or other material related to, containing, or including any of the following:

- 1. offensive material of any kind, including pornographic, obscene or other inappropriate material (see Policy on Pornography);
- 2. material promoting discrimination on the basis of race, gender, national origin, age, marital status, sexual orientation, religion, or disability;
- 3. information promoting, encouraging or facilitating illegal activities, including terrorism;
- 4. information or messages encouraging the use of illegal substances;
- 5. abusive, inflammatory, obscene or otherwise objectionable language;
- 6. information or messages threatening or encouraging violent behavior; copyrighted materials, including but not limited to music, movies, and software, subject to the following two exceptions:

- a. the student has paid for the downloaded item and it is downloaded to a student-owned computer in a student residence center;
- b. the student has been directed to download the item by a Vernon College instructor.

Prohibited E-mail/Internet Use

Vernon College's Internet and e-mail services must not be used for any of the following:

1. commercial advertising;
2. publishing material or sending messages for personal financial gain;
3. unethical or illegal solicitation;
4. sending a message with someone else's name on it;
5. sending a large number of personal messages from computers on campus
6. knowingly placing a computer virus, worm or Trojan on the network;
7. publishing or distributing unlawful information;
8. sending unsolicited bulk e-mail messages commonly known as spam;
9. gambling;
10. peer-to-peer networking, such as bittorrent (1st offense results in visit with Dean of Student Services; 2nd violation results in suspension of Internet access)
11. forwarding chain letters

Personal Profiling

If you have a Myspace, Facebook, Instagram, Pinterest, or any type of profile on a social networking community, please be aware of the following:

1. Do not put your room or phone number, cell phone number, class schedule, or other personal information on your profile. Also, do not allow someone to access this information from your profile. This is extremely dangerous and could open you to stalkers, identity theft, and other problems.
 2. Remember that parents, students, administrators and police have access to these accounts and to these profiles. Do not write anything or post any pictures considered offensive.
 3. Keep in mind that while we appreciate a person's need for self expression, Vernon College must conduct business and maintain a safe and secure environment for the well being of all our students. If you use any online community you are responsible for the information on your profile. Providing your room number and/or room phone number as well as photos and/or information that may violate any Vernon College rules and regulations is prohibited.
- D. ALTERATIONS/ROOM MODIFICATION - No changes will be made in college housing by the student without written permission from the Director of Housing. This includes but is not limited to shelves, partitions, wallpaper, painting, plumbing, heating, other structural changes, alterations to furniture, or the removal of furniture and its

replacement with items owned by the student. The use of nails and marking pens on walls, furniture, mirrors, or doors is prohibited. Do not remove locking screws or screens from your windows. Sleeping on a mattress without a mattress cover and a sheet is prohibited. Please do not remove lounge and common area furniture. For the safety of the student and to prevent damage to residence hall furniture, stacking/ bunking of beds is not permitted. (See Appendix A)

- E. ITEMS PROHIBITED IN STUDENT HOUSING - The following items shall not be used or held in the student's room, storage areas, basement, or lobby; and violations will result in the item(s) being confiscated and disciplinary actions taken. (See Appendix A)
1. Firearms, ammunition, explosives (including firecrackers, fireworks, etc.), weapons, hunting bows, arrows, martial arts equipment, hazardous chemicals, gasoline driven vehicles of any kind i.e. motorcycles, vehicle parts, heavy repair equipment or accessories to any vehicle or engine parts.
 2. Illegal drugs and/or paraphernalia.
 3. Alcoholic beverages and/or their containers.
 4. Electrical items other than clocks, radios, stereo equipment, televisions, or other approved appliances. Microwave ovens must use less than ten (10) amps of power. Refrigerators must be 4.5 C.F. or less.
 5. Outside television or radio antennas.
 6. Waterbeds or water filled furniture.
 7. Motorcycles of any type.
 8. Pictures or items deemed by the Director of Housing to be obscene or pornographic.
 9. Street signs and other public signs are considered to be stolen property and are not allowed in College Housing.
 10. Open flame, burning or heat producing items, including candles or incense. Scentsy is allowed.
 11. Animals of any type. *Service animals may be permitted provided proper medical documentation has been delivered to the Dean of Student Services prior to move in. (Page 18 Student Handbook)
- F. The student is responsible for cleaning his/her room, removing waste materials regularly, and maintenance sanitation and safety standards. Rooms are subject to regularly scheduled inspections.
- G. The student is responsible for all guests and activities in his/her assigned room in accordance with this contract, college and housing policies, and federal, state, and local laws.
- H. The student is prohibited from tampering with any college lock or installing new or additional locks or bolts. The student shall not alter or duplicate any room or mailbox keys. Any student in possession of a duplicated key will be charged for replacing the lock and may face criminal charges.
- I. The student shall not disturb, annoy, harass, or interfere with the residence staff in the performance of their duties.

- J The student will not tamper with any fire equipment, i.e. pull alarms, fire extinguishers, smoke detectors, etc. Violations of the above will result in a fine and/or notification of VC police/security officers or local law enforcement agencies for possible criminal charges.
- K Solicitation is prohibited. Report of any door-to-door salesperson, flyer, or brochures must be made to a Housing staff member immediately.

STANDARDS OF CONDUCT IN STUDENT HOUSING

Students are expected to conduct themselves in accordance with generally accepted standards of good behavior and good taste. Standards and procedures which comprise the Code of Student Conduct are considered as college policy. Enrollment in Vernon College is considered by the College as implicit declaration of acceptance on the part of the student of college regulations. It is stressed that all local, state, and federal laws are supported by the College. Being a student does not exempt a person from being a law abiding citizen.

All student housing residents are expected to become familiar with the Code of Student Conduct found in the *Student Handbook*. In addition to the Code of Student Conduct, individuals occupying student housing are also prohibited from the following: (See Appendix A)

- A. Students who harm themselves or any other student is in violation of the Code of Student Conduct. You will be sent home.
- B. Inappropriate behavior such as nudity, spectator sex, and any other behavior deemed as inappropriate by the Director of Housing and/or Dean of Student Services.
 - C. Gambling of any type.
 - D. Possession/use of alcohol beverages and illegal drugs is prohibited.

The Dean of Student Services or designee may contact parents in accordance with the Higher Education Reauthorization Act of 1998 in regards to issues of concern with students use of drugs and / or alcohol under the age of 21. The Dean of Student Services or designee has the option to contact parents regarding violation of drugs or alcohol when deemed necessary.

TOBACCO USE POLICY

Use of smokeless tobacco, including snuff and chewing tobacco, is prohibited in all College buildings. Smoking (tobacco or vapor) is prohibited in all buildings on campus including common rooms in the Student Residence Center.

QUIET HOURS POLICY

Living in college housing requires that each student be considerate of every other student. No individual, in attempting to exercise his right, may impose on the personal rights and liberties of others living in college housing.

Therefore, housing units will be quiet each evening beginning at 10:00 p.m. until 10 a.m. the following morning. Music, conversation, etc., must be quiet enough that anyone outside the room will not be disturbed. (See Appendix A)

STUDENT HOUSING VISITATION POLICY

Members of the opposite sex and all guests not registered for overnight visitation are permitted to visit students in their rooms only in accordance with the following schedule:

Sunday – Thursday	10:00 a.m. to 11:00 p.m.
Friday - Saturday	10:00 a.m. to 12:30 a.m.

There is no curfew except that addressed above. Students are not to be congregated or visiting around the outside doors past the visitation hours. (See Appendix A)

GUEST POLICY

No person is allowed access to the Student Residence Hall or to the Athletic Hall unless they live in that residence hall, or they are a bona fide guest of someone living in the student housing.

Any resident may have an overnight same sex guest in his or her room if it is approved in advance by the Director of Housing (maximum - two (2) nights per month).

Any non-resident person spending the night in the Residence Hall must be the guest of the resident. Roommates and suitemates must be informed about the guest. All overnight guests who share a student's room **MUST** register in the housing office. A guest policy form must be filled out one day in advance or by 3:00 p.m., the day the guest will be staying. The host or hostess must personally introduce his guest to all housing staff. All unregistered guests will be asked to leave the campus.

The host or hostess will be held responsible for the conduct of the guest. Guests must understand the rules and regulations. The guest must not be left unattended if the host or hostess will be gone for any length of time.

Residents may not "loan" their key to non-residents.

HOUSING FINES

Housing fines will be issued at the time of the offense. Any student receiving a fine will be required to sign a fine sheet at the time of the offense. Vernon College reserves that right to contact your parents if you violate the drug and/or alcohol policy. The Housing fine list can be found at the back of this Handbook. (See Appendix A)

COUNSELING

Confidential and professional counseling assistance is available for all Vernon College students through Student Services. Please understand that the members of the Housing staff are not licensed counselors. However, a member of the Housing staff may refer a student to see a counselor. Students will immediately be referred to a counselor if a student shows signs of alcoholism, an eating disorder, suicidal behavior, cutting and/or harming themselves, or any other disturbing behavior as identified by the staff and Director of Housing.

VEHICLE REGISTRATION POLICY

Residents with vehicles are required to register the vehicle with the campus police and display the appropriate permit for campus parking. Parking in emergency, fire, reserved, or delivery lanes will result in a ticket. In addition, only those authorized to park in handicapped spaces may do so. Please refer to "Parking Regulations" in the *Student Handbook*.

STUDENT RESIDENCE CENTER EMERGENCY/DISASTER POLICIES AND PROCEDURES

EMERGENCY ILLNESS OR ACCIDENT PROCEDURES

The Health Care Clinic is available to all students attending the Vernon campus. Vernon campus students support the clinic through a service fee paid at registration. Prevention is the primary goal of the Vernon College Health Care Clinic. The scope of the Health Care Clinic includes treatment of students' injuries and illnesses as well as to provide students with the tools they need to maintain a state of optimum health. The clinic serves as a resource in areas of health promotion, health maintenance, and health education.

The clinic is staffed by a registered nurse. A family practice physician is also at the clinic on a scheduled basis.

CLINIC HOURS OF OPERATION

Fall and Spring Semesters

Monday-Friday, 8:00 to 10:00 a.m.

Physician available on Tuesdays from 8:00 to 9:00 a.m.

Summer Semesters

Tuesday-Thursday, 8:00 to 10:00 a.m.

After the Health Care Clinic is closed, students becoming ill or receiving injuries are referred to the emergency room of the Wilbarger General Hospital.

Health insurance policies for students are available. These policies are issued by private agencies authorized by the College. Policy brochures may be obtained at registration or by contacting the student services office.

FIRE EVACUATION PROCEDURES

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

- A. If your door is hot to touch, do not open it.
 - 1. Roll up a wet towel and place it at the base of the door to prevent smoke penetration.
 - 2. Close windows, turn on lights, and close room doors but do not lock.
- B. If your door is cool to the touch, open it slowly.
 - 1. If you encounter heat and/or pressure in the hallway, leave your room, carefully, closing the door behind you, and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit).
 - 2. If the hallway is clear, close your door behind you and proceed to the nearest exit/stairwell. (If possible, alert other students on your way to the exit).
- C. If you encounter smoke, take short breaths through your nose and stay close to the floor (crawl if possible.)
- D. Once outside the building, move far away from the building and wait until recalled by an authorized College official. When appropriate, students will be asked to report to the tennis courts in order to account for all and make way for fire equipment.

A false fire alarm and/or the abuse of fire equipment (including smoke detectors) is an offense of the Texas Penal Code and may be considered a misdemeanor or felony. The College may elect to deal with these violations and/or refer them to appropriate law authorities. College action can include disciplinary action or expulsion from Vernon College. Safety equipment is here for your protection. (See Appendix A)

TORNADO/SEVERE STORM PROCEDURES

- A. The warning signal is a CONTINUOUS sounding alarm. This indicates that a tornado has been sighted in the area and there is immediate danger!
- B. When you have ADVANCED warning go to the basement of the Student Residence Center.
- C. In an emergency where insufficient warning is given do the following:
 - 1. Stay AWAY from windows and open areas.
 - 2. Go to an INTERIOR hallway or bathroom.
 - 3. Remain CALM and wait for the all-clear signal from a College official.
- D. If outside, lay down in a depression or ditch.

STUDENT HOUSING STAFF

The Director of Housing, resident hall assistants, and resident assistants are employees of VC and are responsible for the operation of student housing. The housing staff goals are to foster an academic environment favorable to successful scholastic experiences, to aid the resident in transition from the family environment to that of the broader social and educational community, to promote mature, realistic evaluation of daily living, to promote proper habits for good mental and physical health, to promote participation in democratic group environment, and to work toward the development of a sense of community among all residents.

CAMPUS POLICE/SECURITY

Students are required to cooperate with campus police/security by showing student identification when requested or in any other way since these officers are acting for the well-being of the College community. Students are urged to report any suspicious incidents or individuals on campus to campus police/security. To contact campus police/security, a student may call the main switchboard at 940/552-6291 and ask for campus police/security or in emergencies, when time is of the essence, a student should call the Vernon Police Department by dialing 911.

STUDENT HOUSING SAFETY

- A. Keep your door locked.
- B. Ask who is at the door before you open it.
- C. Lock the door when you leave, even if your roommate is in. This way you are sure that you have your key and that your roommate is safe.
- D. If someone harasses you on the campus or you think someone is following you, contact campus police/security.
- E. If you see someone wandering in the area that does not look like they belong, call the hall supervisors or campus police/security and report it immediately. Do not let the situation pass.
- F. In case of emergency, call the Director of Housing or the campus police/security immediately.

SEXUAL HARASSMENT POLICY

It is the policy of Vernon College to provide an environment free from implicit and explicit sexual behavior used to control, influence, or adversely affect the well-being of any member of the College community. Harassment on the basis of sex is a violation of Title IX of the Education Amendments Act of 1972 and Title VII of the Civil Rights Act of 1964. Sexual harassment of any individual is inappropriate and unacceptable and is grounds for disciplinary action.

Please see the *Student Handbook* for the college's definition of sexual harassment and the complaint procedure.

GETTING ALONG WITH YOUR ROOMMATE

Honesty, consideration, mutual respect, discussion, compromise, and understanding are important in learning to live with your roommate. If you experience initial difficulties in adjusting to a new roommate or to student housing life, remember, you are not alone. It would be surprising if you felt at home right away. The following steps work towards establishing an amicable relationship with your roommate.

- A. Communicate - discuss pet peeves, personal habits, sleeping and rising schedules, musical tastes, needs, wants, and expectations.
- B. Set ground rules - How are you going to divide the room? Who is going to water the plants? Who gets first dibs on bathroom/shower on what days? When and Who is going to clean the bathroom? Who can borrow what, when, and for how long? What will studying time be? What about overnight guests? Make arrangements and keep your word!
- C. Talk to your roommate - An initial discussion on how to arrange the room, how to decorate, and with what. What items somebody has which might be useful (refrigerator, lamps, etc.). What plants and other accessories to buy, etc.

SUZANNE'S LAW/MISSING RESIDENTS

If the Vernon College Housing Department becomes aware of a missing resident, it is our policy to react seriously to this event. The National Child Search Assistance Act allows police to report missing persons under 21 to the National Crime Information Center. The student designated emergency contact person will be notified. Vernon College also has its own internal policy for missing student residents. This information can be located at: <http://www.vernoncollege.edu>, under Emergency Procedures.

Vernon College is an affirmative action/equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, age, color, gender, religion, national origin, or disability consistent with Titles IV, VI, and VII of the Civil Rights Act of 1964, and Titles IV and IX of the Higher Education Act as amended in 1972 and 1976, and with Executive Order 11246 as amended by Executive Order 11375, Section 504, Rehabilitation Act of 1973 (PL-93-112) and Americans with Disabilities Act of 1990.

For information about individual rights and grievance procedures, contact Lois Willis, Director of Human Resources, Vernon College, 4400 College Drive, Vernon, TX 76384, telephone number (940) 552-6291 ext. 2328.

Missing Persons Policy and Procedures

A person residing on the Vernon Campus student residence halls is required to list a confidential name on the emergency contact information form to be notified in the event they are reported missing. When a missing person report is made regarding a student residing in Vernon College Housing, the following protocol will be enacted. If the notification is made to the Office of Housing, the Director of Housing should be immediately notified to assess the situation.

Assessing the Situation: (Director of Housing)

- a. Search room and building for individual. If not located, proceed to step B.
- b. What are the circumstances that lead one to report a person missing?
- c. What was the emotional state of the missing individual?
- d. What are the missing person's normal habits?
- e. How long has the individual been missing?
 1. Last time the person was seen?
 2. Who were they with at the time?
 3. Last known destination?
 4. What type of transportation did he/she have?
- f. Description of missing individual.
 1. Age and build.
 2. Clothes they were wearing when last seen.
 3. Facial hair, glasses, color and length of hair, etc.
 4. Other unusual or identifying characteristics, e.g., braces, scars, etc.

Actions to be Taken:

Director of Housing will:

1. Notify the Dean of Student Services.
2. Notify missing person contact information listed on the housing application.

Vernon College is an affirmative action/equal opportunity educational institution and employer. Its students and employees are selected and/or assigned without regard to their race, age, color, gender, religion, national origin, or disability consistent with Titles IV, VI, and VII of the Civil Rights Act of 1964, and Titles IV and IX of the Higher Education Act as amended in 1972 and 1976, and with Executive Order 11246 as amended by Executive Order 11375, Section 504, Rehabilitation Act of 1973 (PL-93-112) and Americans with Disabilities Act of 1990.

For information about individual rights and grievance procedures, contact Haven David, Director of Human Resources, Vernon College, 4400 College Drive, Vernon, TX 76384, telephone number (940) 552-6291 ext. 2328.

Vernon College
Student Resident Center
Fine Charge List

Attention Student: You are being charged a fine for violation of resident conduct as outlined in the Student Housing Handbook.

Name: _____ Student IDS#: _____
 Date/Time of Incident: _____ Room #: _____
 Staff Member: _____

Alcohol, drugs and/or firearms in the Student Resident Center will result in an automatic referral to the Dean of Student Services and may result in expulsion from Housing.

<u>Offense:</u>	<u>Fine:</u>	<u>Multiple offense</u>
<input type="checkbox"/> Any alcohol and/or containers, includes empty containers	\$25.00	_____
<input type="checkbox"/> Having an exceptionally dirty room or bathroom at the time of announced health and safety inspections.	\$10.00	_____
<input type="checkbox"/> Excessive noise during quiet hours. Quiet hours are from 10pm to 10am	\$10.00	_____
<input type="checkbox"/> Missing an announced mandatory Housing meeting without prior approval from the Director of Housing.	\$10.00	_____
<input type="checkbox"/> Removing Vernon College issued furniture from dorm rooms. This includes dismantling furniture and/or bunking beds.	\$10.00	_____
<input type="checkbox"/> Burning candles inside dorm room.	\$10.00	_____
<input type="checkbox"/> Violating the visitation policy.	\$10.00	_____
<input type="checkbox"/> Having animals inside your dorm room.	\$10.00	_____
<input type="checkbox"/> Tampering with a smoke detector in your room (Subject to higher fines by the Fire Marshall)	\$15.00	_____

Second violations for the same offense will have doubled fines. Repeated violations will be viewed as total disregard and respect for the rules and regulations of Vernon College, and will be subject to disciplinary action.

Although not listed above, any infraction of the rules of Vernon College as stated in the Student Resident Handbook is subject to a fine at the recommendation of the Housing Director and the discretion of the Dean of Student Services.

Note: All fines will be charged to your student account and a hold will be placed on your student records. All charges must be paid before end-of-semester grades and/or transcripts will be issued. You may not be allowed to register for the next semester until your account has a \$0.00 balance.

 Housing Staff Member

 Student

 Director of Housing

 Associate Dean of Student Services

Cc: Student, Student File and Student Relations

NOTES

Vernon College is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award Associate's degrees and Certificates of Completion. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of Vernon College.

In the event of a campus-related emergency, please contact:

Director of Housing: 940-552-6291, ext. 2319 (office)
940-357-0239 (cell)

Chief of Police: 940-552-6291, ext. 2272 (office)
940-357-9637 (cell)

