



Residential Life Handbook

Chapter 1: Residence Life & Housing: Department Overview

Mission Statement:

At Gillette College's Residence Life and Housing Department, we are dedicated to fostering a vibrant and inclusive community where every individual is valued and respected. Our mission is to create a supportive and engaging living and learning environment that emphasizes the importance of people, community, integrity, inspiration, and commitment.

We strive to:

Empower People: Encourage personal growth and development by providing resources and opportunities for students to thrive academically, socially, and personally.

Build Community: Cultivate a sense of belonging and connection through diverse programs, events, and initiatives that bring students together.

Uphold Integrity: Promote honesty, accountability, and ethical behavior in all aspects of residential life.

Inspire Excellence: Motivate students to pursue their passions and achieve their full potential by fostering a culture of inspiration and creativity.

Commit to Service: Demonstrate a steadfast commitment to serving our students, staff, and the broader residence community with dedication and care.

Together, our Residence Life and Housing Team aims to create a home away from home where every student can flourish and contribute to a dynamic and supportive residential community.

Vision Statement:

Explore. Grow. Empower. Innovate.

Housing Philosophy:

Gillette Community College District offers safe, clean, and affordable on-campus housing for GCCD students while they attend college. The atmosphere is in harmony with that of acquiring an

education and personal growth in a college setting. Student housing is a privilege for GCCD students. It is the responsibility of the student to ensure the future of this privilege by taking personal responsibility in dealing with issues that may arise.

The residence halls are a home for students living on campus. A residence hall is a community with a diversity of people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living and learning environment. They provide a supportive structure where students feel comfortable exploring opportunities for growth.

Our Commitment to Residential Students

Residence Life and Housing is the unit within GCCD that coordinates the daily operations of residential facilities and develops initiatives to help students succeed in and outside of the classroom. Quality of life in the residence halls are also dependent upon the understanding that with a student's rights, come student responsibilities.

Important Numbers: (Gillette College specific):

<i>Emergencies (Police, Fire, Medical)</i>	<i>911</i>
<i>Director of Residence Life & Housing</i>	<i>(307) 681-6503</i>
<i>Coordinator of Residence Life & Housing</i>	<i>(307) 681-6504</i>
<i>Gillette Police Department</i>	<i>(307) 682-5155</i>
<i>Resident Assistant on call</i>	<i>(307) 689-5438</i>

Student Rights:

- ***A clean, safe, and secure living environment within the residence hall community***
- ***A residence hall community that promotes respect, personal growth and development, appreciation for differences and diversity***
- ***A residence hall community that creates an environment conducive to the achievement of intellectual and personal growth***
- ***Programs and activities that encourage the development of community***
- ***Access to resources for assistance with various issues confronting college-age individuals***
- ***An equitable and consistent enforcement of policies, with due consideration of the rights of all members of the residence hall community***
- ***Access to student and local resources***

Student Responsibilities:

- ***Take learning seriously. Attend every class, be prepared, participate in discussions, ask questions, and get assignments done on time.***
- ***Treat fellow students and college faculty and staff with respect***

- **Contribute to the enrichment of residence communities: room, suite, floor, residence hall, and college.**
- **Accountability for violations of residence hall policies, standards, rights, and responsibilities**
- **Communicate effectively to prevent/resolve conflict with roommate(s) and other community members.**
- **Get involved in residence life, activities, or organizations.**
- **Protect and preserve property and buildings belonging to others and the district.**
- **Be aware of how personal choices affect academic success, personal growth, and the quality of life for community members.**
- **Be knowledgeable of and comply with college policies as outlined in the Student Code of Conduct (policy 5000.5)**
- **Maintain at least a 2.0 GPA and at least 12 credit hours while living in college housing or 6 credits (fulltime) for summer session. *Students living on campus must be enrolled in at least 9 of the total 12 credits from Gillette Community College District (GCCD)/Northern Wyoming Community College District (NWCCD).**

Leadership Opportunities & Goals:

Leadership Opportunities:

- *Living & Learning Community Initiatives*
- *Community Building*
- *Student Leadership Development*
- *Conflict Resolution*
- *Emergency Response/Duty Coverage*
- *Safety Initiatives/Management*
- *Student Conduct Education*
- *Residential Life Student Employment*

Goals for GCCD community:

Student Learning

Develop and strengthen initiatives that contribute to academic excellence and interpersonal success. Strengthen existing and initiate new opportunities to enhance student learning and development and expand the educational experience.

Community

Facilitate an environment that engages and connects every student to each other, their floor or building, and with people, resources, and organizations of the residence. Develop and implement initiatives, which respect and appreciate the value of both differences and similarities, which supports the well-being and success of all community members.

Safety & Security

Provide an environment, which has appropriate safety features. Provides a comprehensive educational program, which helps students to make educated choices, minimize risk, and understand that safety is a shared responsibility.

Sense of Belonging

Build and enhance communities for residents and staff, which maximize the opportunities and benefits from living and working in diverse communities at GCCD. Educate staff and students to create a more socially just and inclusive Residence.

Communication

Communicate effectively and with respect, both internally and externally, in a timely manner.

Technology

Maintain and enhance the innovative use of technology to best support the students, staff, operations, programs, and educational experience.

Facilities

Maintain, renew, and enhance facilities to respond to and meet the needs of current and future students.

Fiscal Responsibility

Use funds in a planned manner to provide value and excellence in programs and services.

Quality Service

Meet or exceed expectations of students; assess programs and services; practice continuous improvement.

Organizational Development & Effectiveness

GCCD is an organization that aspires to create inclusive programs, which requires us to maintain and enhance an organizational culture that values all individuals, seeks their engagement and ownership; develops new ideas and integrates best practices; provides a supportive climate, and holds staff and students accountable.

Residence Life Staff Members:

The Residence Life and Housing staff members are a vital component of student life in the residence halls. Below, you will find phone numbers and brief descriptions of Gillette College Housing staff members.

Facilities Management

The overall administration of the residential facilities is a partnership between Facilities/Maintenance staff and Residence Life and Housing. GCCD has a vested interest in the upkeep of the residential facilities and employs several staff members to coordinate maintenance and upkeep which ensures that the needs of residents are met and coordinates the following services:

Residential Improvements

Renovations/New Construction

Work Order/Maintenance Facilities Requests

Office Assistant (OA)

The Residence Life & Housing Office is staffed with Office Assistants (OAs). Students have been selected and trained to assist students with many residential needs. OAs assist residents who need to check out hall equipment, sign for temporary keys, and report facility problems, including malfunction of laundry. The OAs are supervised by the Residence Life and Housing professional staff.

Resident Assistant (RA)

RAs live and work in the residence halls and have assigned areas of responsibility. RAs are carefully selected and trained student leaders who have been chosen for their commitment to helping and advising a group of their peers. Each RA is trained in assisting and/or referring students with academic and personal concerns to the appropriate person or office. The job of the RA combines many roles: activities organizer, resource person, residence educator, community leader, and advisor. As a residence educator, the RA plans and implements a variety of activities and educational programs designed to provide a positive, fun, and educational environment in the residence halls. As a community leader, the role of the RA is to build community, respond to incidents and issues that create problems and challenges for the community, and to ensure that GCCD/NWCCD policies, rules, and community standards are upheld within the residence halls. RAs assist residents in responding to conflicts, personal issues, and disagreements that might arise within individual communities on campus. The RAs are supervised by a professional staff member within the Residence Life and Housing office.

Director of Residence Life and Housing

The Director of Residence Life and Housing manages a variety of responsibilities under the direction of the Division of Student Affairs. The Director position is a full-time, live-in, professional staff member who has direct responsibility to the residential community. These individuals are GCCD's administrative staff members who handle all aspects of the student residential experience. In addition, they are responsible for the development and supervision of the RAs and OAs within their community. They work directly with students on a wide variety of concerns and issues affecting student life in the residence halls. They promote community development within the residence halls through staff supervision, student development activities, offering programs, and referrals for outside assistance, behavioral interventions, and student conduct resolution. Additionally, these staff members are responsible for

selecting and training the residence hall staff, developing social and educational activities, educating conduct violations, and developing residence life policies and procedures.

Coordinator of Residence Life & Housing

The Coordinator of Residence Life and Housing is a professional who lives on Residence and assists the Director of Residence Life and Housing with housing responsibilities, student conduct and Title IX, strategic planning, and cultivating a welcoming, safe and engaging residential experience. This professional is also tasked with residential life programming. They serve as a mentor, guide and a positive role model for students at GCCD.

Chapter 2: Residence Life & Housing – Before ‘Move-In Day’

How To Reserve a Room Assignment:

Go To: <https://www.gillettecollege.org/housing/> :

- Click On “**Apply Now**”-

*This “**Apply Now**” will bring you to a form titled “Apply for Housing”*

After you fill out and submit this form, a housing staff member will email you back within 7-10 business days to provide you with your housing website (eRezLife) login information.

Complete and submit the eRezLife Housing Application on eRezLife.

Complete and submit the medical form in eRezLife

Pay the housing deposit (\$200):

*This can be paid to the [Business Office](#) over the phone by calling: **307-681-6332***

*You can also pay in person at the **GC Business Office** in the **GC Main Building**.*

Fill out MMR Immunization form on eRezLife:

*If you are **religiously exempt** from being required to provide these records, please email ‘housing@gillettecollege.org’ for an **exemption form** to fill out and submit.*

Upload headshot photo to eRezLife:

This picture must be clear and have necessary light to see facial features.

This photo will be used for your Student ID/Room-Access-Key to be created prior to your arrival.

If you are an International Student:

Email your phone number with country code to housing@gillettecollege.org

Look Over What to Bring/Prohibited Items List: [CLICK HERE TO VIEW LIST](#)

Housing & Dining: Agreement Period

The **Housing & Dining Agreement Period** specifies the opening and closing dates for all residence halls. Once a student receives an assignment, the student accepts responsibility for the full room charges and meal contract charges as outlined in the agreement period. The resident is obligated to fulfill the room and board agreement that spans the entire academic year.

Regarding Your Room Assignment and Housing Arrangements

- Residents will be assigned rooms or apartments based on their applications and preferences.
- At this time, opposite-sex room assignments (co-ed living arrangements) are not permitted in the residence halls.
- Common areas, such as lounges, kitchens, or bathrooms, will remain shared spaces and accessible to all residents of that suite.

After Reserving a Room Assignment:

Agreement Period Dates, Room Number, Building Location, Mailbox Number, Roommate Info, Suitemate Info, Move-In Date, Move-In Time, and Housing Orientation Information:

This information will be sent out to the email provided to the 'Residence Life & Housing' office in your "[Apply Now](#)" Email.

Roommate & Suitemate Communication:

Resident information will be shared with expected roommates and suitemates. Students may contact their expected roommate/suitemates after room assignment information is shared with incoming residents. Any students who experience issues during, or have concerns with, this process are encouraged to email housing@gillettecollege.org.

Students are encouraged to communicate with roommate/suitemates. Make a Plan-of-Action regarding items that might be shared with those you live with. (e.g., Toilet Paper, Hand Soap, etc.)

What to Bring:

Bedding

Extra-long twin sheet set, blankets, quilts or comforters, pillows, pillowcases. Mattress pads or toppers.

Personal Hygiene and Bathroom Items

Bath towels, hand towels, washcloths, toilet paper, a bathrobe, a shower caddy, flip-flops, deodorant, shampoo/conditioner, earplugs, cotton balls, tissues, contact lens supplies, glasses/sunglasses, toothbrush, toothpaste, dental floss, curling/flat iron with auto off switch, hairdryer.

Bedroom

Clothes, laundry basket, laundry detergent, fabric softener, cleaning supplies (air fresheners, small vacuum, broom/dustpan, bathroom cleaners/wipes), mirror (small or full length), trash can, small trash bags, room lamp/desk lamp, hangers/shoe rack, plastic storage containers, coffee maker (w/auto off)/Keurig.

Electronics

Television, cell phone and charger, AirPods, laptop/iPad, surge protectors/extension cords, flashlight, Roku stick.

Home Decor

Area rugs, posters, plants, dry erase boards, dry erase markers.

Important Paperwork

Medical insurance card, GCCD/NWCCD paperwork, insurance paperwork, vehicle registration, bank information, renter's insurance, ID such as passport, social security number, etc. for student employment purposes.

Cleaning Supplies

Sponges, disinfectant wipes, dish detergent, HE laundry detergent, all-purpose cleaner, broom, mop, mop bucket, vacuum, fabric softener, stain remover, paper towels, garbage bags, toilet bowl cleaner, trash can.

Medical Supplies

First-aid kit, prescription medication, cold medicines, thermometer.

School Supplies

Notebooks, laptop, binders, pens, pencils, highlighters, scissors, tape, stapler, calendar or planner, calculator, backpack, painter's tape (for hanging things on the walls) or push pins.

What NOT to Bring (These are prohibited; do not bring these items):

Fire Hazards

Electrical appliances with exposed heating elements including; toaster, toaster ovens, air fryer, instantpots/pressure cookers, hot plates, deep fryers, electric fry pan, electric griddle, electric waffle iron, soldering irons, candles, candle warmers, candles without wicks, incense, scents or wax melting containers, tart burners, extension cords without a surge protector, items with an open flame, chemicals, fog machines, space heaters, halogen lamps, non UL rated lamps, any non UL rated decorations requiring electricity, sun lamps, tanning beds, non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths, fireworks, gun powder, other explosives, any combustible substances (i.e., gasoline, propane, butane, white gas).

Decorations

Decals, metal signs, stickers, lava lamps, construction nails, halogen lights, darts, and dart boards, liquid/Air-filled furniture, any paraphernalia relating to drugs or alcohol that are used as decoration to include but not limited to: empty bottles, Jack Daniel's pouches, posters, or décor with drug/alcohol insignia.

Drugs/Alcohol

Illegal drugs, drug-related paraphernalia, drug-related memorabilia or advertisements, narcotics, marijuana, devices such as hookahs, beer bong, funnels, vapes or pipes.

Miscellaneous

Lofts, Platforms, Bed Risers, Grills, Personal furniture (i.e. bed), major Appliances (such as stoves, dishwashers, freezers, Etc.), pets (except for a fish which is per discretion of housing director), wireless internet routers, vape devices.

Understanding Your Meal Plan

GCCD residential students are required to be on a meal plan for the entire housing & dining agreement period. Meal plans are purchased and billed on a term basis. Students will be notified before winter break that they may change their meal plan for SP term. This is the ONLY time a student may change their plan. If a student runs out of meals for the term, they may add a commuter meal plan for additional meals. Please note, all meals for the week (whichever meal plan you selected) are loaded onto your ID Card on Fridays.

Food Service Expectations

Residence Life and Housing recognizes the importance of choice and nutrition when it comes to student dining plans. GC Residence Life and Housing views student feedback as critical, and it is regularly sought out pertaining to the dining experience. Students who dine at the dining hall have the following expectations:

- *Respect all staff and personnel of dining services.*
- *Provide respectful, constructive feedback and ideas of preferences/concerns through food service provided surveys or by emailing housing staff - <housing@gillettecollege.org>*
- *Swipe in for every meal period (breakfast, lunch, dinner, or brunch). Failure to swipe your meal card will result in a referral to student code of conduct and possible legal action.*

- *Clean up after eating, which entails removing all trash and leftovers, cleaning any excessive mess or spills, and returning all dishes/flatware and cups to the dishwashing station. Taking food or dishes is considered stealing and will be treated accordingly.*
- *Students who have a class conflict that prohibits them from making it to a mealtime may ask for an exception to receive a “to go” box. Email the Director of Residence Life & Housing for additional information – <housing@gillettecollege.org>*

Students who have medical needs or who may need accommodations should seek assistance from the Director of Access and Success. Food service is committed to accommodating needs and providing an excellent dining experience.

Before Move-In Day - FAQ:

- *Housing options are varied and include a full range of residential experiences, including traditional residence hall and apartment style housing units.*
 - *You must be enrolled as a full-time (at least 12 credit hours) student in order to live on Residence.*
- *Students must re-apply for on-campus housing each year.*
 - *All assignments are made on a space available basis.*
- *Administration and staff reserve the right to move students to a different room at any time. Any changes will be communicated through email.*
- *At times of high demand for housing (typically in the fall semester), GCCD may house students in temporary housing assignments located off residence. As spaces become available, students in temporary housing will be assigned a permanent space.*

Chapter 3: Move-In Day

First Steps

Student ID's, Room Keys':

Each student will be provided a scannable ID, room key, and mail key.

For More information regarding Student ID Information – Check out: Chapter 5: Keys & Card Access

Room Condition Report Move -In (RCR-Move-In)

RA's will inspect student rooms prior to move-in and complete a Room Condition Report-Move-IN(RCR).

Staff member(s) record the conditions of provided furnishings and the room(s) on the RCR prior to anyone occupying the space.

Students will have up to 24 hours to submit any discrepancies or damage(s) to their RCR. Once a student accepts their RCR, they are responsible for the condition of their room/suite/apartment. Make sure that changes are noted on the official RCR.

When resident's check-out of their assigned space, the Residence Life and Housing staff will use the RCR to determine if there are additional damages or missing items from the resident's room. Any damages not declared on the form will be the responsibility of the resident and will be charged to their student account upon check-out. If a student feels they were billed in error, they should contact the Residence Life and Housing Office - housing@gillettecollege.org.

Housing Orientation

Housing orientation will typically be in the evening of the day that you move into the Gillette College residence halls. For specific dates and times please check your room assignment confirmation email, or email housing@gillettecollege.org.

Meeting a New Roommate

Roommate/Suitemate Agreement

- *Resident Assistants (RA's) will provide residents with a Roommate/Suitemate Agreement Form at the beginning of each schoolyear – or when a new resident moves in.*
- *This form is meant to provide residents with an opportunity to talk about, and write down, their environmental preferences regarding the sharing of personal belongings, health concerns, sleep schedule habits, study habits, guest policies, housekeeping duties, food sharing, asking permission, etc.*
- *Building an effective roommate relationship requires residents to talk about expectations for behavior regarding the room being shared.*
- *Discuss ways to resolve conflicts when they happen.*
- *Establish roommate expectations by utilizing the Roommate/Suitemate Agreement.*
- *The Roommate/Suitemate Agreement is considered a binding agreement.*

Roommate Conflicts

- *Students are encouraged to resolve issues on their own in a direct, respectful, and courteous manner – to find a mutually agreeable solution.*
- *Unless there is a reason to believe a serious threat or danger is present in a roommate conflict - students are encouraged to resolve issues on their own, in a direct, respectful, and courteous manner – to find a mutually agreeable solution.*
- *If students ever feel they are in danger, or have been threatened by anybody, please call 911 if you are in imminent danger, or call the RA phone for assistance in handling a non-imminent threat.*
- *If the first attempt at resolving the conflict among roommates is unsuccessful, it is important to contact the RA to serve as a facilitator to mediate a roommate conversation, or to refer the conflict to professional staff members.*

- *If roommates have not completed a roommate agreement, residents are encouraged to discuss their specific problems in the context of completing a roommate agreement, listing common areas for disagreement, expectations, and long-term solutions.*
- *Should one roommate violate the Roommate/Suitemate Agreement, the residents of the unit may be asked to participate in a roommate discussion hosted by the RA, Director of Residence Life & Housing or Coordinator of Residence Life & Housing.*
- *If a resolution cannot be reached through mediation, the residents can be administratively reassigned to a different room.*

Amenities

- *Restrooms and showers*

Restrooms and Showers located in suites and/or living spaces are designated for the residents that live in that space. Any visitor needing to use the restroom or shower must receive permission from all residents of that suite.

Main Lobby bathroom in Inspiration Hall are designated as gender-neutral restrooms and intend to accommodate the diverse needs of residents.

Residents should communicate with their roommates to establish mutually agreed-upon boundaries regarding visitor use of restrooms and showers and to note this information in their roommate/suitemate agreement.

A complaint or dispute resolution process will be available for residents who feel their privacy is compromised.

- *Computer Access*

Request a Wi-Fi login and password by contacting the Director of Residence Life and Housing. Additionally, all on-Residence rooms are equipped with ethernet access to the Residence data network.

A resident will need to request ethernet access by logging in to eRezLife to fill out and submit an 'Ethernet Access' Form.

- *Electrical/Electrical Outlets*

The use of extension cords is not permitted; however, residents may use breaker-protected, multi-plug power strips. Residence Life and Housing encourages residents to use surge protectors on all electronic equipment (televisions, gaming systems, stereo equipment, etc.).

- *Elevators*

Passenger elevators located within the residence hall is provided for use by residents of that building, their guests, and GCCD staff. The following actions are prohibited and will result in conduct action:

- *Damage and/or vandalism to elevators (i.e. prying doors open, urinating, jumping, etc.).*
- *Use of emergency alarms and emergency stops in situations other than an emergency.*
- *Unauthorized use of an elevator key.*
- *Evacuating people from the elevator without the assistance of trained personnel.*
- *Use of ANY tobacco products, including vapes or vape pens.*
- *If a resident should lose their keys down an elevator shaft and wish to have them retrieved, the resident should contact the RA and/or professional housing staff for assistance. If the student does not contact the RA and/or professional housing staff, the student can incur the charges associated with this behavior.*

- *Furnishings*

Basic furniture such as a bed, dresser, study desk, chair, and closet/wardrobe are provided for each resident in every resident room and apartment.

All residence halls have common living room areas. The living room areas are furnished. Residents may add items to those common living spaces, as long as fire and safety codes are not violated. Residents will be expected to remove all personal items from rooms and common spaces. Students are responsible for the furniture in their rooms; therefore, students must keep the furniture assigned to them in their rooms.

Using furniture from the floor lounges, laundry rooms, or other common areas for a student room is not permitted, and this may result in a fine. In addition, GCCD owned furniture is not permitted outside the residence hall or apartment building. Residents who move their furniture may be charged for repairing/replacing the furniture, in addition to being assessed a fine.

Both a headboard and a footboard must be attached to the bed. Mattresses and bed frames may not be placed directly on the floor. Stacking any furniture is not permitted. Closet doors may not be removed.

- *Laundry*

Laundry facilities are provided in all residential areas and students using them are subject to courtesy hours.

All inoperative machines should be reported by emailing housing@gillettecollege.org or by contacting a GC housing staff Member, noting the number of the machine that has malfunctioned so that a repair request may be submitted.

- *Mail*

Updated 02.04.2026

A resident's personal mail will be delivered to their mailbox on a regularly scheduled basis.

Mailboxes are located:

Inspiration Hall (GC) – Main Lobby by the Residence Life & Housing Office

Tanner Village (GC) – By Suite 1D

Mailboxes are assigned at the time of room assignments. Each resident will be issued a mail key at check in. In the Housing Agreement students give Residence Life and Housing Staff member's permission to manage mail including, but not limited to, mail forwarding and accepting express mail and packages. A full-service Post-Office facility is located at:

- 311 S. Kendrick Ave, Gillette, WY

- *Maintenance and Repairs*

Maintenance hours of operation are Monday through Friday, 7 AM to 5 PM. For emergencies occurring during non-business hours, call the RA On-Duty phone.

- *Maintenance (non-emergencies)*

For maintenance services within the residence hall communities, please fill out and submit a "Maintenance Work-Order – Form" on eRezLife.

- *Telephone*

There are no active telephone services in GCCD residence halls.

- *Vending*

Vending machines are provided in or around residential facilities for the convenience of grabbing a quick snack or drink. If a student experiences problems with the vending machines or needs to request a refund, they should contact Residence Life and Housing.

Vending Locations:

Tanner Village (by 2C, beverages only)

Inspiration Hall (first floor, beverages only)

Chapter 4: Housing Changes

Requesting a Room change

1. Log in to 'eRezLife':

- Fill out and submit a Room Change Request Form, to be approved by a GCCD Residence Life & Housing Staff member.

2. Residents must meet with a Housing Staff Member in order to receive approval from Housing staff, residents will meet with Housing Staff have 24-48 hours to check out of the old room and move into the new room.
3. A room condition report must be completed for each room-change involved.
4. Students who move from a double room to a single room will be informed of the cost difference and will be responsible for paying the difference.

Residents may not change rooms without receiving the appropriate signatures indicated on the Room Change Request Form.

Room Changes Regarding Conflict Resolution

Administrative moves may happen when residents are unable to reach a resolution regarding a living space conflict. GCCD Administrators and Housing Pro Staff can move students at any time.

Voluntary Room Change

When a conflict justifies moving residents away from each other, Housing Pro staff will provide residents with an option to pick who is moving out. (Assuming there is an open room to move an individual.

- *If either resident chooses to move, housing staff members will try to honor their request by moving them to a space they prefer. (This level of accommodation is not guaranteed, and may not be possible, due to space limitations.*

Administrative Room Change

- *If one student does not voluntarily request to move and formal mediation is not agreed to, Housing Pro staff may impose an administrative room change for all individuals involved.*
- *In this situation, both students will be required to move to another location on Residence if space is available.*
- *Students (regardless of academic class standing) will be required to complete a Roommate Agreement and staff will check on them periodically to ensure that similar circumstances are not occurring.*

Cancelling the Housing and Dining Agreement

At times, a student may need to cancel their Housing and Dining Agreement. Residence Life and Housing understands that circumstances may change that take a student away from GCCD or on-Residence housing. Students should refer to the Housing and Dining Agreement and work with the Residence Life and Housing office to understand what options are available.

There are some situations which automatically grant a release such as withdrawal from NWCCD, transfer to a different institution, marriage, military activation, study abroad, etc.

There are also some reasons which require students to petition for an exception to be made based on their individual circumstances (e. g., medical situations, financial situations, etc.).

Housing Agreement Cancellation Fees

Students who submit a housing agreement cancellation request after receiving a housing assignment will be charged a cancellation fee based on the fee structures outlined below.

Fall Term (Pertains to all incoming 'New' residential students at start of semester)		
Cancellation Timeframe	Cancellation Fees	Loss of Deposit
Prior to July 31 st	\$0	No
After August 1 st but prior to August 20 th	\$200 Cancellation fee	Yes
August 20 th through September 10 th	15% of total term room and board fees.	Yes
After September 10 th	No refund of room and board fees, & a \$350 cancellation fee.	Yes

Spring Term (Pertains to all incoming 'New' residential students at start of semester)		
Cancellation Timeframe	Cancellation Fees	Loss of Deposit
Prior to December 1 st	\$0	No
After December 1 st but prior to January 20 th	\$200 cancellation fee.	Yes
January 20 th through February 10 th	15% of total term room and board fees.	Yes
After February 10 th	No refund of room and board fees, and a \$350 cancellation fee.	Yes

Summer Term (Pertains to all incoming 'New' residential students at start of semester)		
Cancellation Timeframe	Cancellation Amount	Loss of Deposit
Prior to May 1	\$0	No
After May 1 but prior to May 15 th	\$200 Cancellation fee.	Yes
May 15 th through May 29 th	15% of total term room and board fees	Yes
After May 29 th	No refund of room fees, and a \$350 cancellation fee.	Yes

Petition for Release from Agreement

In certain circumstances, students are eligible to petition for an exemption to the Terms and Conditions of the GC Housing & Dining Agreement.

- *Step 1: Review the Housing & Dining Agreement Terms and Conditions.*
- *Step 2: Schedule a meeting with the Director of Residence Life and Housing by emailing housing@gillettecollege.org. Paperwork regarding the exemption process is available on <Gillettecollege.org/housing>.*

Termination of Agreement by GCCD/NWCCD

The Housing and Dining Agreement may be terminated for conduct reasons by GCCD/NWCCD and/or Residence Life and Housing, including but not limited to, dismissal from GCCD/NWCCD. In the case of termination of this agreement by the GCCD/NWCCD or Residence Life and Housing, the student will remain financially responsible for the entire cost of the agreement period for the assigned building. GCCD/NWCCD has the authority to deny or remove a student from on-Residence housing where the presence or continued presence of a resident in the residential community poses a significant risk to the health or safety of themselves or others. In making this assessment, GCCD/NWCCD reserves the right to consult with and refer the student to a mental and/or healthcare facility for an evaluation.

Withdrawal Policy

If a student voluntarily withdraws from GCCD/NWCCD, having obtained and completed appropriate forms from GCCD/NWCCD, the housing and dining fees may be refunded according to established GCCD/NWCCD procedures. Students who withdraw from GCCD/NWCCD will be required to vacate the premises within 24 to 48 hours.

Abandoned Rooms

If a resident's room/space appears to be empty of possessions but keys have not been returned, the resident's room/space may be presumed abandoned. Students will be notified via an abandonment letter that will be sent via NWCCD email.

If a student abandons their room, they will be charged a lock change fee, moving and handling fee, possible storage fee for the remaining belongings, and applicable cleaning or repair fees, in addition to any room payment owed. Simply walking away and abandoning an assignment does not release a student from their obligations under the Housing and Dining Agreement.

Vacant Spaces

Residence Life and Housing reserves the right to make an administrative room change into a vacant space, independent of the waitlist, when it deems a change necessary.

Residents in a room or suite with a vacant space are required to accept a new roommate who is placed in the space by Residence Life and Housing. Refusing to accept a roommate or impeding Residence Life and Housing's ability to affect an assignment into a vacant space (e.g. by not keeping the unoccupied space presentable) is a violation of the agreement. Residence Life and Housing staff members will make every attempt to notify current roommates of a new occupant, unfortunately, advance notice of a new roommate is not always possible. Therefore, residents must ensure that the vacant space in their room or suite are always in a condition ready for occupancy. Failure to comply with this policy can result in the resident or residents already occupying the room or suite to be charged for cleaning and can result in a referral to the student conduct process.

Room Consolidation

At times, Residence Life and Housing needs to consolidate spaces within residential facilities to accommodate the needs of the residential population. For example, if there are two separate

rooms with only one resident of the same gender, Residence Life and Housing may consolidate to have the two residents move into the same room. This allows Residence Life and Housing to utilize the other space as needed. Residence Life and Housing only consolidates when necessary and students are expected to comply. Notification will be provided by Residence Life and Housing staff in a timely manner via NWCCD email and phone call to provide reasonable time to complete the move.

Chapter 5: Safety

A Shared Responsibility

GCCD believes safety and security is a shared responsibility. It is the expectation that the resident takes primary responsibility for their own safety and security, and supports the safety and security of fellow residents, the residential communities and dining areas. GCCD and housing staff work cooperatively with residents and with our GCCD colleagues to promote a safe and secure environment. Additional crime prevention information can be obtained by contacting the Residence Life and Housing office or the local Police Department.

Safety Tips

- Keep doors locked at all times.
- Lock up any valuable personal items.
- Do not share keys for any reason with anyone.
- Do not prop outside doors open. Do not let strangers into the building.
- Be aware of surroundings when walking on campus.
- Whenever possible, carry a cellular phone when walking in remote areas.
- At night, walk in well-lit corridors of Residence.
- Report suspicious activity to the police.
- Take precautions at day and night. Do not travel alone at night.
- Remember that the most important part of the Residence safety equation is awareness and good judgment. If you see something, say something.

Residence Safety Alerts

NWCCD Alert is the district's Emergency Notification program. NWCCD Alert can be used to receive text messages with emergency notifications such as Residence closures, severe crimes, and timely warnings about ongoing threats to our community.

If you have any questions about NWCCD Alert or need help registering for the service, please contact Greg Busch, GCCD Risk Manager.

Door Security

Residents have a responsibility to help ensure the safety of each residence hall community. Everyone who lives in a building has proper card access to the building and is encouraged to always carry a GCCD ID card. Unescorted guests are not allowed to follow you into the residence hall or apartment community. If you allow a person to gain access to the residential community, you are then responsible for that person and all their actions.

**Reminder: Students must always carry their ID card and swipe into their hall each time.
Residential exterior doors should not be propped open for any reason at any time.**

Keep in Touch

To ensure resident safety, residents are encouraged to inform their roommate(s) or other GCCD residents whenever they plan to leave the hall for an extended period of time.

Building Security Measures

The residence halls and apartment community security measures include locked doors leading to residence hall or apartment communities 24 hours-a-day. This includes the outside doors of each building. Entry into student living areas and bedrooms require a key issued at check-in. Visitors wanting to gain access to a building can contact their host to meet them at the front door and escort them into the building. Residents are encouraged to always lock their door and lock up personal valuables. **Doors, both exterior and interior, should not be propped open for any reason at any time.**

Crime Awareness and Residence Security Act

For information about crime statistics on Residence and about Residence security policies and procedures, students are referred to the publication entitled "Safety and Security", which is updated annually and is available online at [http: www.sheridan.edu/about/compliance/](http://www.sheridan.edu/about/compliance/)

Fire Safety

GCCD staff members conduct a minimum of one fire drill per residential/apartment community each semester to practice the safe and orderly evacuation of the building in the event of a real fire or emergency. GCCD staff members work with the Fire Department to conduct annual fire safety inspections.

Please be aware of the following:

- Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Residents are expected to comply by filing out of buildings regardless of what they may be doing when the alarm goes off. DO NOT go to an elevator in the event of a fire alarm going off. Students who do not comply with the***

proper protocol will go through our student code of conduct process and may be subject to serious disciplinary action.

- *Tampering with fire safety equipment or fire alarms is a violation of State law, as well as college policy. Persons found in violation will be subject to severe disciplinary action.*
- *Fire detection units should not be covered or blocked at any time.*
- *For reasons of fire safety, the following items are not permitted in student rooms: space heaters, halogen lamps, non UL rated lamps, any non UL rated decorations requiring electricity, sun lamps, /tanning beds, toaster ovens, hot plates, instantpot/pressure cookers, air fryers, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, a non-light bulb potpourri burners, scented oil burners, live/cut Christmas trees and wreaths.*
- *Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gasses/air in college residence halls is specifically forbidden and therefore subject to severe disciplinary action.*
- *Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls should be at least 18 inches from the ceiling.*
- *Fire safety tips:*
 - *Know where alarm pull stations are in your building.*
 - *Know where all the exits and evacuation points are for your building*
 - *If you discover smoke or fire*
 - *Sound the alarm.*
 - *Call 911*
 - *If you are in a burning building*
 - *Close the window.*
 - *Close the door.*
 - *Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor)*
 - *Leave the building immediately.*
- *In case of fire, notify the RA after pulling the local fire alarm located nearest to your location. (Make a mental note of the location of fire alarms so you will know exactly where they are if needed.) Upon hearing the alarm, all residents should close their windows and doors, leaving them unlocked, and if safe passage is possible, proceed to a safe area a distance away from the building and await further instructions. Anyone caught turning in a false alarm will be subject to disciplinary actions.*
- *Keys and Card Access*
- *Any assigned keys and a resident's ID card should be always kept in the resident's possession. The duplication of residence hall/apartment keys and/or access cards and/or devices is prohibited. Students must not lend, sell, or transfer any residence*

hall/apartment complex key or key fob to any person for the purpose of allowing that person to enter the residence hall or the student's room/apartment unescorted or to utilize housing facilities. Authorized guests are NOT privy to the host's keys.

- *Each resident student's GCCD ID Card is programmed to open electronic entry locks, allowing them access into their place of residence. The student's ID Card, room key, mailbox key, and any other keys issued to each resident are the property of GCCD and are issued to a particular resident for their exclusive use.*

Students are not permitted to lend or give their room keys or ID card to anyone or any GCCD group. Additionally, students are not permitted to install their own locks or alarms on any residence hall doors. A resident who provides their key or key card to others may face loss of housing.

Lockouts

If a resident is locked out of their room during operational desk hours, the resident should contact the Residence Life & Housing Office. The individual working may advise calling the RA on duty to be let into their room. Excessive lockouts may result in a fee of \$10.00 being charged to the student for each lockout reported.

Lost/Stolen Keys

Lost or misplaced keys should be reported immediately to the resident's RA or Residence Life and Housing. If a lock change is warranted to maintain the resident's security, the resident will be charged a nonrefundable fee for the lock change. If a key is stolen, residents should contact Residence Life and Housing to report the theft immediately. Once the lock change procedures have been initiated the process cannot be cancelled, regardless of if the missing key is found. Students should report a stolen ID to Residence Life and Housing.

*Room Key...\$50

*Mail Key...\$25

*ID Card...\$10

Theft Prevention

Thefts occur when students leave their personal items unguarded in public areas, or leave their room or vehicle unlocked. To help protect your personal property:

- *Always lock room doors and personal vehicles.*
- *Never lend a room/apartment key to anyone, even friends and guests*
- *Keep all valuables in a safe place; do not leave valuables in the open and unattended.*
- *Report suspicious persons to the Local Police Department and the residence hall staff.*
- *Do not permit anyone, other than your guest(s), to enter the building behind you. Make sure the main door shuts and locks behind you.*
- *Do not prop open exit and stairwell doors.*

- *Report lost keys to Residence Life and Housing immediately.*

Theft, Loss, or Damage of Personal Property

GCCD does not assume liability for damage or loss of a resident's personal property. Housing staff encourages residents to carry personal property insurance to protect against the loss of personal belongings through damage and theft while at GCCD. Before purchasing personal property or renter's insurance, students should check with their parent's homeowner's or renter's insurance policy to see if their property is covered in their apartment while living in campus housing. Existing family insurance policies oftentimes cover items while away at school. If the family's policy does not cover the student's items, it is recommended that the student purchase a policy.

Report all thefts, vandalism, or attempted thefts to Local Police immediately. Be alert for anyone who appears out of place or acts in an unusual manner in or around the residence halls/apartment complexes. Report any suspicious individual(s) to the RA of the building immediately.

Staff on Duty

An RA is on duty Monday through Sunday, beginning at 5pm and ending at 8AM the following day. RAs serve desk duty from 8 PM to 12AM in designated areas. This individual may be contacted via calling the published RA duty phone number. This number should be published in every student suite and main building lobby. If a resident needs assistance and cannot find their RA, the student should talk with the RA on duty. The RA on duty is available to assist residents with any/all problems/issues associated with student housing.

To contact a RA on Duty, call (307) 689-5438. This number is to be used for a variety of services after the housing offices close, including lockouts, noise concerns, etc., but especially emergency situations (floods, fire, or a life-threatening situation).

Inclement Weather

In the event of a tornado warning, GCCD will issue emergency procedures. For safety purposes, students need to obey the directives of staff. Students are encouraged to register with the NWCCD Alert.

Emergencies

Local Police may be contacted for an emergency, but students are always encouraged to dial 911 for immediate assistance. 911 will dispatch help and contact Local police to assist.

Chapter 6: Regarding Your Room

Damages and Upkeep of Facilities

- *Residence Life and Housing conducts health and safety inspections to ensure that proper sanitation, fire safety, and upkeep is provided to student rooms. GCCD/NWCCD reserves the right to assess charges for cleaning and damages, as well as to take conduct action when appropriate.*
- *Before students move into their rooms or apartments, each unit is checked to ensure that it is in good condition. Each resident assigned to the room is required to accept the Room Condition Report at move-in. It is important to list any discrepancies found within 24 hours of checking in. The resident is responsible for the condition of the room. Once a resident checks out of their assigned space, a Residence Life and Housing staff member checks the space and, if necessary, damage charges are assessed to cover the current replacement costs, plus labor.*
- *The resident is expected to reasonably maintain their assigned living space relative to order, cleanliness, and safety. If a room condition is noted that needs repair, residents should work with their RA to submit a work order promptly. The resident will be held financially accountable for the repair or replacement cost of any damage to their room or furnishings therein. When two or more residents occupy the same room or apartment and responsibility cannot be ascertained, the damage charge will be assessed equally among all occupants of the space.*
- *The resident agrees not to modify or allow modifications of the permanent structure of the room. This includes painting or making repairs without prior permission.*
- *The resident assumes responsibility for the daily care and cleaning of their room and its furnishings and agrees to maintain acceptable sanitation and safety conditions. They also agree to use all public areas in a mature and responsible manner and to help in assuring safety and cleanliness.*
- *Dumpsters are located near each residential community for appropriate garbage/trash disposal. Garbage cans or trash of any type should not be left in the hallway or in any other public location for removal by others. Charges will be assessed if trash is not disposed of properly.*
- *Vacuum cleaners are available for [checkout](#); a student ID is required in order to borrow a vacuum.*
- *Outside vendors are not permitted to work in any residential facility without written consent from the Director of Residence Life & Housing.*
- *Normal wear and tear is expected; however, damaged items deemed in excess of this expectation will be billed to the resident(s). Only Residence Life and Housing staff members have the authority to determine when damage(s) exceed “normal wear and tear,” as defined by Facilities Management.*

- *If any damage charges apply, the labor and materials charged, are billed to the student's account. Failure to make payment may result in GCCD/NWCCD instituting collection procedures and include placing a hold on the student's records. Damages identified subsequent to a student's departure from campus will be billed to their student account and documentation mailed to their permanent address.*
- *Residence Life and Housing conducts health and safety inspections to ensure that proper sanitation, fire safety, and upkeep is provided to student rooms. GCCD/NWCCD reserves the right to assess charges for cleaning and damages, as well as to take conduct action when appropriate.*
- *Custodial staff will clean public areas and prepare student rooms for Fall term arrival.*

1st Year & 2nd Year Residents

Most first-year students are required to live on campus and will be provided a housing assignment in Inspiration Hall. Students who are in their second year may request to live in Tanner Village. All residential students are required to have a meal plan while living on campus.

Community Damage

Damage to common areas is the responsibility of each resident. Excessive room or common area damage, including excessive cleaning needs, may result in the reassignment of any individual(s) found to be responsible. If the responsible individual(s) cannot be determined, the entire community may share the cost of this damage or excessive cleaning, whether the community may consist of a wing, floor, or whole building.

Facility equipment and damage should be reported to a staff member. If there is damage in a room, students should not attempt to repair it themselves; this often increases the final cost of repairs. GCCD personnel are available for that purpose and can usually remedy the situation in a short time.

Common area damage assessments cannot be appealed.

Health and Safety Inspections

Residence Life and Housing staff members complete periodic health and safety inspections of student rooms and apartments throughout the semester. These inspections will often be announced in advance; however, these inspections are at the discretion of the Director of Residence Life and Housing and are typically held during the first week of every month throughout the academic year. These inspections are intended to provide a safe and comfortable living environment for all residents.

Residents found to be in violation of any GCCD/NWCCD policy, will be notified and provided with instructions on how to correct the situation. According to the Housing & Dining Agreement, GCCD/NWCCD reserves the right to enter student rooms as necessary for repairs, inspections, and enforcement of GCCD/NWCCD policy. Advance notice may not be possible.

Holiday and Semester Break Closings

All residence halls are closed during the winter break. Residents are not required to move their belongings during this break, but students are required to vacate the closed halls. If a resident requires housing during this period they must; submit an over-break stay housing form and notify Residence Life and Housing staff at least 1 week before winter break, so that staff can determine if arrangements can be made. A nightly fee will be charged to any resident choosing to stay in the residence hall during a break.

Quiet Hours as well as all other GCCD/NWCCD and Residence Life and Housing policies remain in effect during break periods.

Liability/Responsibility for Personal Property

GCCD will not assume any responsibility for any persons or property of the student from any cause, nor will GCCD assume responsibility for any injury or damages, personal or property, while the student is a resident. Residents are strongly encouraged to consider carrying some form of personal insurance if their family's policy does not cover property while it is located at GCCD.

Returning Residential Student Process

If you are a returning residential student, the GCCD Residence Life & Housing office encourages all returning students to fill out and submit their housing application in the spring semester.

As the program develops, processes are reviewed and revised based upon current needs. The Returning Residential Student Process is generally announced during the spring semester each year via student's NWCCD email accounts and on the Residence Life and Housing website or software.

Room Entry

In the interest of maintaining an environment that facilitates safety, respect, & health of residents and their property, and in the interest of protecting GCCD persons and property, it may become necessary at times for GCCD Staff members to enter resident rooms.

Reasonable efforts will be made to notify the resident(s) in advance of any entry. Staff member(s) will not enter a student's room without consent of a resident except as follows:

Repairs, maintenance, or facility improvements

Recovery of GCCD /State-owned property not authorized for use in the assigned space.

Fire, Health and Safety Inspections made periodically, as well as at complex closing/vacation periods.

When there is reliable information that an emergency exists (including, but not limited to fire, accidents, sickness, or danger to the health and welfare of residents)

When there is reliable information that a GCCD policy is being violated. GCCD reserves the right to remove any items not in conformity with its policies.

If a GCCD/NWCCD staff member enters a resident's assigned space, GCCD will not intrude into a student's personal space except with the permission of the resident or in an Administrative Search

(which must be approved by the Director of Residence Life and Housing or their designee, in cases of law enforcement). Residence Life and Housing, or Housing Staff will knock and announce their presence at least two times. On the third knock, Residence Life & Housing or Housing Staff will key into a room while announcing their presence.

Plain View

Residence Life and Housing and other GCCD staff are legally obligated to report unlawful acts in “plain view.” If an illegal item (e.g., alcohol, drugs) is found in plain view by staff, that item may be confiscated and a subsequent incident report may be prepared, using the item as evidence. Some items may be reported to the local police department and lead to criminal proceedings.

Room Search and/or Administrative Room Search

The resident(s) will be notified if sufficient cause for a room search is determined when reasonable. Searches of resident rooms by Residence Life and Housing personnel will only be permitted, except in the case of an emergency, with prior approval from the Director of Residence Life and Housing. In these instances, a room search will be conducted by no less than two authorized GCCD/NWCCD staff members.

An administrative search is a search by Residence Life and Housing personnel of residential space occupied by a particular student or students for items that may harm the health, safety or welfare of individuals within the GCCD community or for items which may involve a breach of the Student Code of Conduct.

This protocol will have no application where there is:

- *An imminent danger of harm to members of the Residence community and/or property. For example, if a fire occurred, a single employee could enter a room without the approval of the Director. Staff must believe beyond a reasonable doubt that there is an imminent threat of harm.*
- *A general search of residence hall rooms where the search is not directed to a particular individual or individuals. For example, if GCCD was concerned about fire hazards, a search could be conducted looking for fire hazards, and this protocol would not apply.*
- *Standard maintenance. For example, work being done in specific rooms either at the request of residents or at the necessity of Residence Life and Housing.*
- *The search normally will only be conducted after a request is made to the authorized GCCD personnel. Upon the finding of items that may harm the health, safety or welfare of individuals within the GCCD/NWCCD community or for items which may involve a breach of the Code of Student Conduct the Residence Life and Housing personnel may:*
 - *Advise the Police and determine whether the Police wish to obtain a search warrant before removing the item. If the Police decide to seek the search warrant, the room will be cleared of persons and secured until such time as the search warrant is executed. If the decision is not to seek a warrant or the warrant is not issued, Residence Life and*

Housing personnel will remove the item(s) and if contraband is located turn the material over to the Police for disposal, or storage.

- *If the item is illegal, Residence Life and Housing personnel will seize the item and turn over to the Police for disposal, or storage.*
- *The student will be directed to remove items which are not illegal, but which may constitute a threat to the health, safety and welfare of the Residence community or a breach of the Code of Student Conduct from GCCD property.*

Students whom Residence Life and Housing staff believe to have violated the Code of Student Conduct will be referred through the student conduct process.

Chapter 7 – Housing Expectations

Regarding Policies & Procedures

Residents abide by all GCCD policies and procedures—including the GCCD Student Code of Conduct, GCCD Residence Life Handbook, and any additional rules and regulations—which promote a safe and respectful living environment.

Noise

Excessive noise is always prohibited. Loud sound systems, gatherings in hallways, and other disturbances are not permitted.

If sound systems are played out of windows or are an issue in any area around the residence halls/apartments, the owner may be requested to remove the sound systems from the residence hall/apartment. **Playing drums and amplified sound equipment is not permitted in any on-residence housing.**

Courtesy Hours

Courtesy hours are always in effect 24 hours-a-day. Residents are expected to maintain a noise level that cannot be heard outside their room or apartment or common areas 24 hours-a-day (courtesy hours). Students are expected to be sensitive to neighbors.

If students are confronted for noise (even during Courtesy Hours), they are expected to comply with the request. Excessive noise during Courtesy Hours can result in referral to the student conduct system.

Quiet Hours

Quiet Hours are in effect from 10 p.m. until 8 a.m. Sunday through Thursday and from 12 a.m. until 8 a.m. on Friday and Saturday.

During this time, noise must be kept at a minimum to ensure that students can focus on their studies and not disturb others trying to sleep. Noise, including talking, music, and other miscellaneous sounds must be kept at a minimum level so that they cannot be heard in the rooms of other residents.

If a resident has an issue with the noise level, the first step is to talk to the resident(s) who are creating the noise. If the noise continues after a resident has addressed the situation, the RA on Duty for that building/area should be contacted.

During mid-terms and final exams each semester, 24-hour Quiet Hours are enforced. Signage will be posted in your residence hall/apartment building prior to final exams that will provide more details about Quiet Hours during the exam period.

Visitation/Overnight Guests

Visitation:

A visitor is defined as someone that is not assigned to live in the residence hall/room.

Residents are not permitted more than 3 visitors at any time within their room. Residence Life and Housing strongly encourages residents to use lobbies and designated community spaces when interacting with multiple guests simultaneously.

Overnight Guests:

The roommate's/apartment mates' expectation of privacy, sleep and study take precedence over the privilege of a host to have a guest.

Each resident is permitted to have only one overnight guest per night. Overnight guests are defined as guests visiting between 8pm and 8am. Overnight stays by opposite-sex visitors require prior approval from the residence life staff and the consent of all roommates/suitemates. Overnight visitation must be approved by a residence life staff member. All guests must be registered prior to 9pm daily through the RA and/or housing professional staff and must check in with the RA on duty to verify the guest's ID.

Guests not registered by 9pm must vacate the community by 10pm Sunday – Thursday or 12 AM Friday and Saturday.

Visitors must adhere to established visitation hours. Day visitation is between 8:00 AM and 8PM to ensure residents' privacy and comfort.

If guest registration is not completed with the signatures of all residents of that space by 9pm, the guest will not be permitted to stay.

Guests must be escorted by their resident host at all times. If you have questions regarding your guest, ask your RA or the Residence Life and Housing Office. Resident students are fully responsible for their guest's behavior. If you have questions regarding your guest, ask your RA or the Office of Residence Life and Housing.

Any person under the age of 18 is prohibited from visiting or staying overnight in our residential communities.

Residents, regardless of community, may not host overnight guests for more than two consecutive nights in any consecutive seven-day period, and no more than 4 nights in the period of a week (7 days) without written approval from a professional Residence Life and Housing staff member.

There may be certain times of the year, such as the beginning of the fall semester, semester breaks and exam periods, when the guest and/or visitation policy may be restricted or modified. GCCD/NWCCD reserves the right to deny access to any guest if it is reasonably determined the person has disturbed, endangered or disrupted other residents. Visitation privileges may be suspended administratively by Residence Life and Housing or by a conduct officer as a result of conduct sanctions.

Alcohol

All Residence Life and Housing facilities and residents are required to be in compliance with state and local laws regarding alcoholic beverages and other drugs.

It is GCCD's and Residence Life and Housing's goal to educate members of our community about the health risks associated with the use and abuse of alcohol and other substances, and about the Residence and community resources available for counseling and therapy. In support of these efforts, Residence Life and Housing prohibits displays that promote an alcohol culture, such as empty beer bottle pyramids, empty liquor bottle room decorations and drinking game tables. (e.g. any alcohol related paraphernalia).

No Alcohol Permitted

Absolutely no alcohol is permitted on campus. These regulations apply to all students who reside in GCCD housing as well as students' guest(s). It should be noted the presence of empty alcoholic beverage containers leads to a rebuttable presumption that the student(s) found in possession of such containers possessed and/or consumed the original container's contents. (AKA – Constructive Possession) If empty alcoholic beverage containers are found in the student's residence in violation of these regulations, the student will be asked to remove these containers and will be referred through the student conduct process.

Drugs

In accordance with GCCD/NWCCD policies and state and federal law, illegal drugs and drug paraphernalia are not allowed on residence. The illegal use, possession, sale, delivery, and/or manufacture of drugs will not be tolerated and will result in referral to the student conduct process and involvement from local law enforcement.

Smoking and Vaping

Smoking and vaping are not allowed in any residence hall at any time. Smoking and vaping are only allowed in an individual's personal vehicle or designated smoking areas. Individuals who are found smoking or vaping in the residence halls will face disciplinary action. If the fire department is dispatched to the college for such an offense, the resident will be charged a minimum of \$400 (the cost of the fire department being dispatched).

Bicycles

Bicycle racks are provided in close proximity to each living area. Bicycles parked improperly are subject to fines and/or removal by Residence Life and Housing. Students are not permitted to lock bikes to fence posts, guardrails, stairwells, signposts, light poles, fire equipment, trees, or anywhere that interferes with exits from a residence building. The only place you are permitted to store a bike is on a residence bike rack, or a Tanner Village apartment.

Clotheslines

Clotheslines may not be hung outdoors, within any public areas of the residence halls/apartments, from the ceiling and/or from sprinkler heads within the room/apartment.

Cooking

For safety reasons, including the possibility of fire, cooking is permitted only in GCCD designated kitchens (Tanner Village). Cooking is NOT permitted in residence hall rooms. While cooking in Tanner Village, do not leave food unattended. Burnt food may activate the building fire alarm and students may be financially responsible for any damages caused in addition to conduct sanctions imposed.

Explosives and Hazardous Materials

Explosive devices are not permitted in the residence halls, apartments, or surrounding grounds. Possessing or using fireworks (firecrackers, smoke bombs, sparklers, etc.) or any explosive material will constitute a safety or fire hazard. Motorized vehicles (e.g., mopeds, motorcycles) may not be brought into a building or stored within a residence hall/apartment. Propane tanks may not be stored in residence halls or apartments. Hazardous materials including, but not limited to gas, propane, chemicals, and gas grills are not permitted in on-Residence housing under any circumstances.

Fighting

Updated 02.04.2026

Fighting violates GCCD/NWCCD Code of Student Conduct and may result in students who live on campus having their housing agreements terminated. This infraction may also result in separation from the institution. Students are encouraged to leave any situation that indicates a fight is about to occur, promptly call local law enforcement, and contact Residence Life & Housing staff for assistance.

Fire Safety

- *All residence halls/apartments are equipped with smoke detectors and fire extinguishers. This equipment is regularly checked to ensure that it is in working condition.*
- *Candles, incense, oil lamps, tiki torches, kerosene lamps, halogen lights, open flames, any incendiary devices, etc. are not permitted in the residence halls or areas surrounding the residence halls/college-owned apartments. These items produce an open flame/hotspot that generates smoke and may inadvertently set off the fire alarm system causing a false alarm.*
- *Walls and ceilings of any Residence housing facility may not be covered by cardboard and no wall may have more than 50% of its total area covered by any material including paper, fabric, metal, etc.*
- *The storage/use of flammable liquids or substances is strictly prohibited.*
- *Any student who deliberately sets off a false alarm is subject to severe conduct action, including dismissal from the residence hall/apartment, and possible suspension from GCCD/NWCCD.*
- *All persons inside the building during emergency drills are required to evacuate the building and exit at least 200 feet from the building. Students MUST evacuate when the fire alarm sounds and quickly and calmly exit the building and report to the designated assembly area outside for your floor. Do not re-enter the building for any purpose until you are directed to do so by the proper authorities.*
- *Students are not permitted to block/hang items from sprinklers.*
- *Students are not permitted to tamper with fire/safety equipment or interfere with the operation of the alarm system, damages or remove any part of the alarm system, fire extinguishers, smoke detectors (including faceplates and/or battery covers), or an exit sign.*

Grounds

Driving on lawns or sidewalks is prohibited and may result in disciplinary action and/or criminal prosecution. Littering is prohibited on Residence. Please be sure to place all garbage in receptacles provided. Individuals who are found littering or driving recklessly on grounds will face disciplinary proceedings.

Prohibited Items

Students are not permitted to have the following items in their residence hall rooms or apartments as they present general safety concerns for the residential community. This list does not include

other items such as dangerous chemicals, weapons, drug and alcohol consumption devices already covered by GCCD/NWCCD policies and the Code of Student Conduct.

- *Liquid/Air filled furniture*
- *Darts and Dart boards*
- *Major appliances and grills (George Foreman type grills are only permissible in the apartment communities.)*
- *Soldering irons*
- *Beer bongos or funnels*
- *Extensions cords (use surge protectors)*
- *Live cut trees*
- *Shortwave radio equipment*
- *Pets except for fish in a tank not exceeding 10 gallons (must have Residence Life and Housing permission)*
- *Electrical appliances with exposed elements (toasters are permitted in the apartment communities)*
- *Toaster ovens, hot plates, deep fryers, air fryers, instantpots/pressure cookers*
- *Refrigerators larger than 4.3 Cubic Feet—mini fridges ARE permitted in Inspiration Hall*
- *Hookahs*
- *Lava lamps*
- *Coffee maker without automatic shut-off*
- *Halogen lights*

Roofs, Windows, and Ledges

Because of the personal danger and the potential for damage to property, exiting onto roofs and ledges, or climbing from windows is prohibited.

Additionally, students are not permitted to throw objects from windows or roofs. Screens must remain in place at all times. If a screen falls out of a student room window, it is the student's responsibility to report it to GCCD Residence Life & Housing staff. Students will be charged for screen removal or damages.

Regarding Weather:

* During the academic year there may be times when inclement weather requires our campus community to keep all windows and doors closed to keep the buildings safe and secure. All students living in the residential communities are required to comply with the requests made by the Residence Life and Housing staff, as well as maintenance staff members, in order to sustain the operations of the buildings.

Hall Sports

Playing sports in public areas or hall/apartment rooms and hallways is not permitted. This includes, but is not limited to in-line skating, skateboarding, Orbeez guns, Nerf guns, fights, bicycle riding,

throwing, kicking, or hitting any type of objects, including indoor basketball, indoor football, indoor Frisbee, indoor soccer, golfing, ping-pong or any variation of ping-pong, beer pong, foosball, tag, chase, wrestling, soccer balls, footballs, Nerf balls, etc. Remove roller blades prior to entering any GCCD/NWCCD building.

Lofts and Bunk Beds

Residence Life and Housing does not permit students to construct lofts or the use of bed risers and/or cylinder blocks within the residence halls and apartments.

Community Area Furniture

All common areas (lobbies, lounges, and study rooms) are furnished with chairs, couches, tables, and other furnishings. Common area furniture may not be removed from these general areas; these items are placed there for use by all students. Students who remove common area furniture and place it in their room, apartment, or other non-approved area will be billed to replace the furniture and will be subject to conduct action.

Study Rooms and Lounges

Furnished study rooms are located in most facilities. Lobby and floor lounges are provided to residents and their visitors for studying, meetings, programs and/or community-building activities. For the safety of residents and guests, sleeping is not permitted in lounges or other public areas. Contact your RA for further information on scheduling/reserving these areas.

Medical Device (Sharps) Disposal

- *A “sharp” is any device having corners, edges, or projections capable of cutting or piercing the skin or that pose a safety hazard to the custodians and other personnel who handle waste. Sharps are usually hypodermic needles or other sharp medical devices. These types of devices are often contaminated with blood or bodily fluids. Sharps cannot be disposed of in the trash; they must be disposed in an approved sharps container. Students must provide their own sharp disposal device.*
- *If you generate this type of waste, please follow the procedures listed below to dispose of your sharps waste:*
 - *Purchase an approved sharps container from a local pharmacy, physician or hospital.*
 - *Immediately transfer any used needles or other contaminated sharps into the container to minimize possible injury to anyone. When full, the container should be taken to an authorized sharps disposal site. For further information on local sites, visit any local pharmacy or any area health department. Some pharmacies will dispose of your sharps if you purchase the sharps from them; please check with a pharmacy for further information on their sharps program.*

Microwaves & Mini-Fridges

Residents in Tanner Village are not permitted to have or use microwaves or mini fridges within their rooms. The electrical capacity of these buildings is limited and cannot support microwave

or mini fridge usage in individual rooms. Microwaves and large fridges are provided in each kitchen for general use.

Pets

Due to public health regulations, pets are NOT permitted in on-Residence housing, including brief visits or temporary stays. This applies to, but is not limited to, dogs, cats, birds, hamsters, snakes, mice, and other rodents. Fish in aquariums (tanks not to exceed 10 gallons) are the only pets permitted with prior approval from the Residence Life and Housing office; the tank must be kept in a sanitary condition. If a resident is found in violation of the pet policy, the resident will be billed for the cost of pest control measures or cleaning charges associated with the animal. Pets found in violation of this policy must be removed from Residence immediately and may be turned over to the Animal Control Center or the local Humane Society if the resident(s) cannot find appropriate off Residence arrangements. There is no grace period for the removal of a pet; upon notice, the pet must be removed ASAP.

Service animals that assist people with tasks/work needed for a disability are permitted, as required by law. Service animals are defined as a dog which performs task or work for the handler and is required due to a disability. This animal is permitted to go to academic buildings as well as residence halls. Service Animals are not required to register with ADA Services or Housing, but they are encouraged to for safety purposes in the event of an emergency.

Emotional support animals are allowable only when a person has a documented disability and the animal ameliorates at least one symptom of the disability. Documentation regarding the need for an emotional support animal (ESA), as well as additional paperwork, are required to be completed with Disability Services Office prior to bringing an ESA to Residence. Please contact Residence Life and Housing to obtain information on the review and approval processes that must be completed prior to bringing such animals into any residence hall or apartments. Residents requesting accommodations for emotional support animals will be directed to work with the Disability Services Office to obtain an approved accommodation. Animals brought to Residence before having formal approval will be removed and the handler will be subject to student code of conduct.

Room Alterations and Decorations

Decorations will add to the comfort of a room and make it more attractive and homelike. Keep in mind when decorating, that students are responsible for maintaining the condition of their rooms. Most of the room furnishings are moveable to allow arrangement of the room for personal satisfaction.

Furniture should not be taken apart or stacked, nor should closet doors be removed. Residence Life and Housing does not have the capacity to store any items, so everything students bring must fit into their room. If a student decorates their room, they will be charged for any damage that is caused as a result of room decoration. It is imperative students plan carefully to avoid any expense at move out.

Do not attempt alterations or repairs in the residence hall or apartment on your own. This includes, but is not limited to, removing windows, screens or shades; painting or paneling the walls in your room or apartment; and removing built-in furniture, appliances, bookshelves, light fixtures, desks, or beds. Should a student perform their own repairs or alterations, the student may be required to pay any associated fees with restoring the room to its original condition and may be referred to the student conduct process.

If posters are placed on the walls, use a poster putty material or painters' tape that will not damage the paint when the poster is removed. No wire, rope, or string of any kind is to be strung across the room for the purpose of hanging decorations. Wall hangings must be attached in a way that is non-destructive to the walls, furniture, doors, or woodwork, which precludes nails, bolts, and double-sided tape from being used. All decals and stickers are expressly prohibited. Items cannot be hanging from, or attached to, any ceiling or door surface. A small message board for each student may be attached (with masking tape) to the wall next to your door. All furniture must remain in the room and closet doors (where applicable) may not be removed. You and your roommate(s) will be charged for any damage that is caused by inappropriately attached room decorations. The residence hall facilities are painted on a regular schedule; therefore, the painting of rooms, corridors, and wall murals is not permitted.

Posting on Campus

Posting on campus should adhere strictly to the GCCD/NWCCD policy on posting. Flyers are not permitted to be put under doors or in the door frames in the residence halls/apartments unless done so by the Residence Life and Housing Office or designee.

Solicitation

Soliciting or conducting business is not permitted in the residence halls/apartment complexes, including from within your residence hall room/apartment unit. This includes approaching students with a product(s), sliding information under doors, stopping students in the hall/apartment hallways, calling students, etc. Students are also prohibited from conducting business on GCCD/NWCCD computer or telephone system.

To protect the privacy of residents, solicitations, sales, canvassing, fundraising, and contribution drives are restricted within the Residence residences. The exception to this rule involves the Residence Hall Association. (Refer to GCCD/NWCCD Policies and Procedures Solicitation Policy).

Tampering with GCCD/NWCCD Equipment

Tampering with any mechanical or electrical unit within the residence halls/apartments is not permitted. Specifically, you must not tamper with, or use without authorization, any part of a residence hall/apartment complex elevator system, hall/apartment locking systems, life safety equipment, including, but not limited to, smoke alarms, fire alarm mechanisms, fire sprinkler mechanism, and life safety signage, refrigeration, heating, cooling, or computer/Ethernet jack and cable connections. Interfering with security systems, tampering with locks or elevators or unlocking doors designated to be locked is strictly prohibited; students will be documented and referred to Student Conduct.

Chapter 8: Moving Out

Check-Out

Students must check out no more than 24 hours after their last final exam in the fall and spring semesters and NO later than the official date/time the building closes for the break. Failure to coordinate flights in a timely manner is not an excuse for late move out. When a student moves from a residential complex or when a room change is made, keys must be returned directly to the corresponding RA, and/or GCCD professional staff and all check-out procedures must be followed. Residents are required to vacate and remove all personal belongings from their assigned room upon termination of the Housing & Dining Agreement. Residents in this situation may be provided up to 24 hours.

Please know that by checking out, it does not release a student from their responsibilities under the Housing and Dining Agreement unless an exception is made, in writing, from the Director of Residence Life and Housing or their designee. To ensure proper-check-out, follow these steps:

Step 1: *Schedule a check-out appointment with your RA.*

Step 2: *Remove all belongings from your room, Residence mailbox, suite, and/or apartment prior to your scheduled appointment and thoroughly clean your room, suite, and/or apartment. An RA will report to your room at the scheduled time to conduct the room inspection and will compare the condition of your room at the time of check-out to the condition of the room at the time of check-in to determine whether any charges will be billed to the student's account; and*

Step 3: *Students must log in to eRezLife to provide an updated home mailing address, so that they receive mail over the summer.*

Step 4: *Once the inspection is complete, the student should turn in their room and mail keys to RA and/or GCCD professional staff to complete the check-out process.*

Specific information regarding the check-out process is available through your RA & eRezLife. If you have any questions, please speak with your RA or Residence Life and Housing Professional staff to retrieve the most current information regarding dates and any procedural changes. Failure to follow the instructions for the check-out procedures will result in an improper check out charge added to your student account in addition to any room damages that maybe found upon room inspection. Failure to clean the residence adequately may result in a delayed check out and possibly excessive cleaning fees. These fees may be individual or shared amongst the students' suites.

Damage Appeals

Residents can submit an appeal for damage charges should they believe it warranted. Damage appeals are managed through Residence Life and Housing website. Residents may appeal damage

charges based upon three possible reasons: damage is believed to be the result of “normal” wear and tear; there is a duplicate charge; individual was not a student at the time. Damage charge notification is sent to student’s GCCD/NWCCD email account. All damage appeals must be received within 10 business days of the notification being sent to the student’s GCCD/NWCCD email account.

Subletting

Subletting is not allowed in any residence hall. Non-residents who are found responsible for “squatting” may be charged with trespassing and reported to local law enforcement. Squatting qualifies as a person occupying a space that is not being used or rented out when the person is not paying or supposed to be living as a resident.

Storage

Trunks, suitcases, and other belongings must be stored in your room/apartment or taken home after you have moved into your room. Residence Life and Housing is unable to provide personal storage to residents. This includes over periods of winter break and summer break.

Unclaimed or Abandoned Property

Abandoned Property includes all property where the owner voluntarily relinquishes possession. Abandoned property will include, but is not limited to, all property left by a student in a GCCD facility after separation from GCCD/NWCCD. Abandoned property shall further include all items remaining in a room in a residence hall upon the conclusion of the housing agreement or the student’s separation from GCCD/NWCCD.

Lost Property is property where the owner does not voluntarily relinquish property and is due to accident, forgetfulness, negligence, and the property owner is ignorant of the property’s whereabouts. If after retracing your steps, you cannot find your property, you can file a police report.

Unclaimed or abandoned property left in the room, apartment, storage room or on the premises will be disposed of in accordance with GCCD/NWCCD policy.

Items remaining in a space has been officially vacated will be treated as abandoned property and kept in storage for 60 days.

Emergency Removal

In a case that the Director of Residence Life and Housing or their designee determines that a resident’s actions indicate that the resident’s continued presence in the residence hall community poses an imminent danger to persons or property, the Director of Residence Life and Housing or designee may take emergency action by serving the student with a notice to vacate the building immediately and not return, pending further investigation and possible mediation. Residence Life and Housing reserves the right to change the locking devices on resident room door and/or residence hall outer doors in order to enforce this action. Residence Life and Housing reserves the right to pack belongings for pick up in the event that removal from Residence is immediate.

Termination of Housing Agreement

If a resident has violated the standards and values of the residence hall community to the extent of no longer being able to be a successful member of that community, the Housing and Dining Agreement will be terminated. The resident will still be responsible for financial obligations per their contract.

Move-Out Dates

All students residing in an on-campus residence hall/apartment must depart from their residence within 24 hours of their last final or by 10am on the published closing date. Any student who needs to stay past the deadline needs to speak to the Residence Life and Housing Office.