



Policies & Procedures

Residence Life & Housing
2026-2027



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Introduction

Welcome to the Gillette College residential community!

We are excited that you have chosen to make Gillette College Housing your home while pursuing your educational goals. Residence Life and Housing is committed to creating a living environment where students feel supported, connected, and inspired to succeed both inside and outside the classroom.

At Gillette College, we encourage you to take advantage of the opportunities available to you, become actively involved, and help shape a positive living experience for yourself and your fellow residents.

This Residential Life Handbook provides an overview of the services, expectations, policies, and procedures that help guide community living at Gillette College. It is designed to help residents understand what they can expect from Residence Life and Housing, as well as the responsibilities that come with being a member of our residential community.

Have a wonderful year!

Residence Life & Housing

Contact Information

Phone (307) 681-6502

RA On Duty (307) 689-5438

Email housing@gillettecollege.org

Address 300 West Sinclair Ave.
Gillette, WY 82718

Mission & Vision

GCCD Academic & Student Affairs Mission Statement

The Division of Academic and Student Affairs is dedicated to cultivating an environment that supports the success and well-being of students, faculty, and staff. Through integrated academic and student support services, we empower individuals to thrive both inside and outside the classroom, with a focused commitment to improving student outcomes.

Residence Life & Housing Mission Statement

At GCCD'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 environment that emphasizes the importance of people, community, integrity, inspiration, and commitment.

Learning Goals

Community of Belonging

Students that promote belonging in their community by choosing to interact with others respectfully. Students who make positive change in their community take responsibility for respectfully confronting others whose behavior is detrimental to students' belonging in the community.

Conflict Resolution

Resolving conflicts is important in maintaining a safe and inclusive living-learning community. Students who resolve conflict respectfully explore multiple strategies of conflict resolution and utilize resources available to them beyond themselves.

Community Expectations

Students who understand the impact their behaviors have on the community and are able to articulate how their choices can affect themselves and others. Furthermore, they take responsibility for their own actions and the consequences of their choices.

Bystander Intervention

Understanding that all members of a community have a role in maintaining a safe environment.



Staff

Our team is committed to creating safe, welcoming spaces that promote academic success, leadership development, and a strong sense of community for every student who calls GCCD home.

- Residence Life & Housing Coordinator
- Director of Residence Life & Housing
- Dean of Student Affairs

Resident Assistants (RAs)

A resident assistant (RA) is an undergraduate student selected to live in the residence halls and serve as a leader in the residential community. Through regular and direct communication with those on their floor, RAs build a safe and inclusive community that promotes the educational experience of residential living. RAs are trained to respond to any situation that arises in the residence halls, ranging from roommate conflicts and homesickness to more serious situations such as health and safety violations.

01

Accommodations

For students living on campus (residence halls or apartments), the Office of Access and Success approves accommodations related to campus housing. This includes housing accommodations and approving ESAs for on-campus living and our office will collaborate with Residence Life & Housing on implementing accommodations.

1.1 Housing Accommodations

Students living in campus housing are able to request housing accommodations at any time. However, as housing options are limited, we strongly encourage all students to request accommodations as early as possible, particularly for newly admitted students who are required by Gillette College to reside in the residence halls during their first academic year on campus. Due to limited availability, housing accommodations are available on a first come, first serve basis.

1.2 Service & Emotional Support Animals

While pets are prohibited in campus housing, trained service animals and approved Emotional Support Animals (ESA) are permitted. Service animals and ESAs are recognized differently under applicable regulations.

Students requesting an ESA for residence halls or apartments must complete the approval process through the Office of Access and Success before the animal may reside on campus. Any ESA found in campus housing before approval must be removed and boarded at the owner's expense until the approval process is complete.

1.3 Requesting Housing Accommodations

Students must submit an application along with documentation to support their request. Documentation must indicate the diagnoses, discuss how this will negatively impact their ability to gain the learning objectives of on campus housing and why the requested accommodation is the only means by which participation in housing can occur.

02

Amenities



2.1 Equipment & Item Checkout

Games, sports equipment, cleaning supplies, and vacuums are available for checkout at the Inspiration Hall Front Desk. A valid student ID is required and will be held until the item is returned.



2.2 Laundry

Laundry facilities are available to all campus housing residents. Inspiration Hall has laundry facilities located on each floor, and Tanner Village Apartments has a laundry facility located in Building 2. Laundry costs are included in housing fees, allowing residents unlimited use of the facilities.



2.3 Mail Service

Student mail is delivered to the mailboxes located in the main lobby of Inspiration Hall. Residents are responsible for using their mailbox key to access their mail. Residence Life staff are unable to retrieve mail from student mailboxes.

Packages can be picked up from the Business Office in the Main Building during regular business hours, Monday through Friday, 8:00 a.m. to 5:00 p.m.



Mailing Address

- Student's Name
- 265 West Sinclair Street
- Gillette, WY 82718



2.4 Work Orders

Need something fixed in your residence hall or apartment? Submit a maintenance request through your [eRezLife Portal](#) or ask your RA for help.

03

Policies & Rules

Students who reside in campus housing must abide by the Student Code of Conduct, as well as the Housing Terms, Conditions, and Regulations for the current academic year.

Residents of GCCD should read and familiarize themselves with the policies for residence hall living. Questions should be directed to the Residence Life & Housing staff.

3.1 Alcohol

GCCD is an alcohol-free campus. Regardless of age, alcohol is prohibited in any of the residence halls.

1. Alcohol and/or alcohol containers (full or empty) are not permitted in residence hall rooms, apartments or on- campus (including parking lots.)
2. Students are not permitted to be in a room where alcohol is present regardless of consumption.
3. Students under 21 years of age may not consume or be under the influence of alcohol.
4. Residents who are over the age of 21 who choose to consume alcohol off campus are expected to do so in moderation. Residents over 21 who return to the residence hall after consumption of alcohol off campus are expected to have appropriate behavior and the ability to exercise care for their safety and the safety of others. Misconduct because of alcohol consumption is prohibited.
5. Residence hall staff will confront suspected violations of residents who are believed to be in the presence of, possession, or consumption of alcohol. It is the responsibility of Campus Police to enforce the criminal laws of Wyoming, as well as College rules and regulations. In the event of the involvement of Campus Police, civil or criminal prosecution, as well as College disciplinary action, may result.

 Wyoming's Medical Amnesty Law

If an individual, in good faith, calls and believes they are the first to call 911, police, ambulance, or campus security, gives their name and stays with the person to prevent that person's death or serious injury, the caller is immune from prosecution for consumption or possession of alcohol.

 Gillette College Responsible Action Protocol

A student who acts responsibly by notifying the appropriate authorities (e.g., calling 911, alerting a resident assistant, contacting the police) AND meets one or more of the following criteria typically will not face College conduct action for their own use or possession of alcohol or drugs. However, the student will be required to attend an approved alcohol or drug education program; the fee will be waived. When the student's behavior involves other Code of Conduct violations, (e.g., vandalism, assault, furnishing to minors) the additional behavior may be subject to conduct. If a student exhibits a pattern of problematic behavior with alcohol or drugs, that student may be subject to formal conduct action.

The Responsible Action Protocol is enacted when one or more of the following situations occur:

- Students seeking medical assistance for themselves when experiencing alcohol or drug overdose or related problems.
- A student seeks medical assistance for a peer suffering from an alcohol or drug overdose or related problems and remains with the peer until appropriate authorities arrive.
- A student suffering from an alcohol or drug overdose or related problems, for whom another student seeks assistance. The other person who sought assistance, believes they are the first caller, provides their name, and remains with the peer until appropriate authorities arrive, will also not be subject to disciplinary action for alcohol violations.

3.2 Compliance & Conduct

-  **Failure to Comply** Residents must comply with requests from Residence Hall Staff, Campus Officials or Campus Police acting in the performance of their duties.
 -  **Falsification** Supplying false information, such as name, age, etc., to College officials who are acting in the performance of their duties is a violation.
 -  **Presence** Knowingly acting as an accessory or being present in the residence hall or apartments while any known violation of college policy is occurring is a violation. On-campus residents are expected to leave situations where college policies are being violated.
-

3.3 Decorations & Displays

-  **Rooms**
 - Pictures, bulletin boards, and decorations may only be hung from the picture molding with picture hooks.
 - Nothing may be strung across the room for the purpose of hanging decorations.
 - Darts and dartboards are prohibited.
 - The use of tape, adhesives, glue, paste, nails, tacks, staples, and screws on walls, furniture, doors, or other woodwork or glass is prohibited. A student may utilize products, such as Command brand items and poster putty, on walls, but will be responsible for any costs to repair damages that may result from use.
 - Painting or papering of the room or furniture is prohibited.
 - Decorative lights may be used in the student's room. Students are encouraged to consider conserving energy by limiting the use of decorative lights.

- Live cut trees, hay, cornstalks, and large branches are prohibited due to fire hazard concerns. Artificial trees may be used in approved lounge locations. Live potted plants are permitted, not to exceed 24 inches in total height from the base of the pot, provided they are maintained and do not create a health, pest, or odor concern.
- Bulletin boards in the room and hallways may be decorated; walls and ceilings in the hallways may not have decorations applied.
- Candles are prohibited. If the use of a candle is required for a religious celebration, the student will work with Housing and Residence Life staff to determine if an appropriate location is available for religious observance.
- Plastic or foam-type material decorations are prohibited. Decorations must be non-flammable, such as ceramic or glass, aluminum foil wrap, fire-retardant-treated paper, crepe paper, tinsel, ribbons, etc., may be used.
- Perishable decoration (i.e. pumpkins, plants, etc.) must be properly disposed of in the dumpsters located outside of residence halls and apartments when they begin to expire.

Windows

A student may decorate the window(s) in their room and in lounge areas, provided that it is done according to the guidelines below. Adhering to these guidelines will protect windows from unusual harsh wear or damage and eliminate potential safety hazards.

- Decorations may only be placed on the inside of the window.
- Decorations must be removable (not permanent). Only water-based poster paint may be used for painted decorations. The use of spray-on snow is permitted.
- One-half (1/2) of the total window space should remain transparent for emergency situations, such as a fire.
- Decorations that present a safety hazard due to excessive weight, the possibility of breakage, degree of cleanliness, etc. may be modified and or removed if identified by College staff.
- Decorations must be temporarily removed at the request of College staff for regularly scheduled window cleaning.

Doors

A student may decorate the surface of their room door facing the corridor, provided that it is done according to the guidelines below. Adhering to these guidelines will protect doors from unusual harsh wear, eliminate potential fire hazards, and ensure free movement/access in the hallway. Decorations may not be placed on exteriors of College housing.

- Memo boards, pictures, signs, and posters are permitted. Gel window clings are prohibited.
- Decorations may not project more than one-half (1/2) inch from the surface of the door. Greeting cards should be fastened shut.
- Decals and stickers are prohibited.
- Bunting and streamers are permitted to celebrate special occasions but must be removed within 24 hours.
- Non-flammable materials should be used. Clothing, banners, tapestries, flags, blankets, and advertisements may not be displayed on the outside of doors.
- Residents are prohibited from removing, damaging, or vandalizing materials displayed on another resident's door.

Damages

- All room, door, and window decorations must be removed prior to the student checking out of the room. Damages to the room, door, windows, drapes, and/or blinds, as well as any extra cleaning required, will be the responsibility of the residents and may result in a damage charge assessed to the student's account. College staff will determine the nature and extent of all damages.
- Repairs and maintenance must be performed by authorized College staff and personnel.
- Residents should report maintenance concerns in a timely manner by submitting a work order in the eRezLife housing portal.

- Residents will be held financially responsible for damages and missing items from their rooms and communities. For damages and missing items in common areas, residence life staff will make every effort to determine the individual(s) responsible for the damage. However, if specific responsibility cannot be reasonably determined, Housing will divide the cost of the repairs/preplacement for damaged or missing items equally among the residents of that community, with a minimum cost of \$5 or more per student.

 Cleanliness

- Residents are expected to keep their room and apartment clean and regularly remove any trash from rooms, suites, or apartments.
- All residents are expected to take their personal garbage to the outside dumpsters. Do not leave your trash in public areas such as stairwells, lounges, laundry rooms or hallways.

3.4 Fire Safety

The safety of all residents is a shared responsibility. Students are expected to follow all fire safety regulations, use caution with electrical and cooking equipment, and comply with emergency procedures to help maintain a safe living environment.

 Candles & Incense

Candles, incense, candle warmers, and any other flame-producing items are prohibited in College housing. Potpourri burners with an enclosed heating element and automatic shutoff are permitted.

 **Cooking** Students may use the College-provided refrigerator/microwave unit to heat or reheat food in their room. If a common-area kitchen is available, students may prepare meals there while following all posted kitchen guidelines. Refer to the Appliances section for permitted and prohibited items. Students assigned to housing with a common-area kitchen are still required to purchase a Campus Meal Plan.

 **Smoking** The College maintains a smoke-free campus. Smoking and the use of cigarettes, e-cigarettes, cigars, pipes, smokeless tobacco, nicotine delivery devices, and all other tobacco products are prohibited in College housing and throughout campus.

 **Fire Drills** The College complies with Wyoming state and local fire regulations. All residents and guests must immediately evacuate the building during fire drills or emergencies and follow instructions from College staff or emergency personnel. Rooms may be checked during fire drills to ensure compliance.

 **Fire Safety Equipment** Fire alarms and fire extinguishers are located throughout College housing, and students should know their locations. Tampering with, covering, damaging, or misusing fire safety equipment, including smoke detectors, sprinklers, alarms, and fire extinguishers, is strictly prohibited. Any concerns or issues with fire safety equipment should be reported to Residence Life staff immediately.

 **Fire Safety Precautions** Students are responsible for helping prevent fires by using good judgment with electrical devices and heat-producing equipment. Keep flammable materials away from lamps, heaters, and other heat sources, and always turn off electrical items when leaving the room unless they are designed for continuous operation.



3.5 Guests

All guests must comply with our Policies and Procedures as well as the Code of Conduct. Residents are responsible for the actions of their guests and may be held accountable for their guests' actions.

Guests must be accompanied by the resident they are with at all times. Residents are not permitted to give their guest their room key or Student ID Card to gain access to the room or building.

Inspiration Hall

- Inspiration Hall residents may host overnight guests, provided they obtain the approval of their roommate in advance.
- An overnight guest is defined as someone who is staying in a resident's room past 12AM and who is not a resident of the room they are staying in.
- No guest may stay in a room for more than three nights in a 14-day period.
- A maximum of two guests are allowed in a double occupancy room on a given night.
- No overnight guests are permitted to stay in a resident's room during the first and last two weeks of the semester. This includes move-in, WOW, finals, move-out, and graduation periods.

Tanner Village

- Residents may host overnight guests, provided they obtain approval of their roommate(s) in advance.
- No guest may stay in an apartment for more than 14 nights in a semester without being listed as a roommate on the GCCD apartment lease. Further, a guest may not stay over three nights in a row.

3.6 Hazing

The State of Wyoming does not currently have an anti-hazing law. The College Code of Conduct prohibits hazing by individual students and student organizations. The Code of Conduct defines hazing as:

Any intentional act or situation that causes embarrassment, harassment, or ridicule, risks emotional, mental, or physical harm, or that destroys, damages, or removes public or private property, and is committed for the purpose of initiation, admission into, affiliation with, advancement within, or general member participation in a group, organization, team, social or academic program, regardless as to whether or not the actions are sanctioned or approved by the organization, and regardless of the hazed person's willingness to participate. Apathy or deference in the presence of hazing is not neutral; both are also violations.

Report incidents or concerns related to hazing to the Dean of Students or the Vice President of Academic and Student Affairs by emailing dnewman.gccd@sheridan.edu or communitystandards@gillettecollege.org, calling (307) 681-6072, or visiting the Dean of Students Office in GCMN 101A.

3.7 Housing Facilities & Safety

Students are expected to use College housing facilities responsibly and follow all safety requirements. Failure to comply with these guidelines may result in the removal of prohibited items, disciplinary action, or financial responsibility for damages.

 Permitted Appliances

Students may use approved appliances in College housing that bear an Underwriters Laboratories (UL) certification label. Permitted items include televisions, stereos/radios, coffee makers and corn poppers with enclosed heating elements and automatic shutoff, Keurig machines, blenders, clocks, fans, hairdryers, hair styling tools with automatic shutoff, printers, non-pressurized rice cookers with enclosed heating elements and automatic shutoff, personal computers, gaming equipment, air purifiers, and grounded 15-amp surge protectors with built-in circuit breakers. Clothes irons may be stored in student rooms but may only be used in the laundry room.

 Prohibited Appliances

For the safety of all residents, the following items are not permitted in College housing: air fryers, hot plates, toasters, toaster ovens, Instant Pots, Quick Pots, crock pots, pressurized rice cookers, immersion heaters, heating coils, space heaters, ceramic heaters, ovens, griddles, indoor or outdoor grills, personal microwaves, personal refrigerators, torchiere-style halogen lamps, 3D printers, fitness equipment (including treadmills, trampolines, and stationary bikes), portable or window-mounted air conditioning units, and personal dehumidifiers. If a dehumidifier is medically or environmentally necessary, the College will install an approved unit.

 Prohibited Items

Students who possess an unapproved appliance or item will be required to remove it from College housing. If the item is not removed after notification, the College may remove and store it until the student is able to retrieve it. Any prohibited item received through campus mail services will be returned to the sender after the student is notified.

 **Windows,
Balconies,
& Rooftops**

Balconies and rooftops are off limits to residents at all times. Hanging from, climbing on, or attempting to climb buildings or building features is prohibited. Students may not remove window screens, disable window stops or safety devices, or install window-mounted air conditioning units. Throwing, dropping, launching, or pouring any object or liquid from windows, balconies, or other areas of a building is prohibited.

 Elevators

Residents and guests are expected to use elevators responsibly. Tampering with elevator controls or equipment, forcing doors open, or preventing doors from closing properly is prohibited. If an elevator becomes stuck, occupants should remain inside and wait for assistance from College personnel or emergency responders. Elevators must never be used during a fire or building evacuation.

3.8 Illegal Substance (Drugs)

It is a violation of state and College policy to illegally possess, use, distribute, manufacture, sell, or be under the influence of other drugs.

It is against residence hall policy for a student to be in a residential area (room, common area, common building, building entryway, or quad area immediately adjacent to the residence halls) and in the presence of an illegal substance.

3.9 Inspections

Resident Life & Housing staff will conduct Health & Safety Inspections once per month to check all residential facilities and ensure that all policies are being followed. Residents will be notified whether they passed or failed their inspection and will be given proper steps to remedy the violation(s), if applicable.

3.10 Lockouts & Keys

If you are locked out of your residence hall room or apartment, contact an RA, visit the Inspiration Hall Front Desk, or call the RA on duty. Have your ID ready when staff arrive. After two free lockouts per semester, a \$25 fee will be charged for each additional lockout.

Lost or Stolen ID Cards

If a student's ID card is lost or stolen, they must:

1. Report the lost card at the Inspiration Hall Front Desk. The College is not responsible for any loss, expense, or misuse resulting from a lost, stolen, or misused ID card.
 2. Obtain a replacement card through Enrollment Services in the Main Building. Students must provide valid identification to have their photo reprocessed.
-

3.11 Noise, Quiet, & Courtesy Hours

Established courtesy hours and quiet hours are posted in all College housing facilities. During all hours of the day, excessive noise is prohibited. Noise should not be heard from more than two doors away from your room or apartment. Quiet hours for all campus housing are Sunday-Thursday 8:00 p.m.-8:00 a.m. and Friday-Saturday 1:00 a.m.-10:00 a.m..

Finals Week

During the last week of the semester, 24-hour quiet hours are maintained. Quiet hours are in effect beginning at 8:00 a.m. the Sunday before the last full week of the semester and continue until the end of the semester for all College Housing facilities.

Guidelines

During quiet hours, students are expected to follow these guidelines:

- Electronic sound equipment (radios, stereos, TVs, electronic games, computers, tablets, etc.), musical equipment, and room activities will not be heard outside of the room. Such equipment should not be played so loud as to disrupt other students.
- Amplified sound is not to be directed out of windows by using speakers.
- Each student has the responsibility to take the initiative and discuss noise concerns with the offending student. If a student is bothered by someone else's noise, the student should ask them to reduce the volume level of the offending noise. The student has every right to expect the other student to reduce the volume. Likewise, if a student is requested to reduce the volume level, they should do so out of respect for a fellow student. Residence Life will deal with excessive noise. However, staff may not always be aware of every problem.
- Students and guests should keep their voice levels low while talking in hallways, bathrooms, study lounges, etc., to help maintain a quiet living environment for all students.
- Students will refrain from participating in sports-like activity within or immediately adjacent to College housing. The College has designated playing areas for these types of activities.

3.12 Pets

Pets are prohibited in residence halls and apartments, with the exception of fish contained in aquariums of 20 gallons or less.

3.13 Security

Report concerning activity immediately. Including people trying doorknobs, loitering, carrying unwrapped property, unusual behavior, or signs of forced entry. Students should never hesitate to call, even if concerns prove unfounded. Campus safety depends on everyone doing their part, including keeping doors closed and rooms locked.

Safety & Security Tips

- Students should not allow strangers to enter the residence hall with them.
- Students should notify the staff member on duty if someone has insisted upon entering the hall with them. The student should try to get a good description of the offender and observe the direction in which they head.
- Students should keep their rooms locked at all times, even when they are sleeping, and especially when they are gone.
- A malfunctioning card access reader or door should be reported immediately.
- Students should meet any guests/visitors at the lobby door.
- Students should not lend their ID cards or room keys to others.
- Lost or stolen ID cards should be reported immediately.

3.14 Signs & Posting

Advertising merchandise or services for sale or rent is prohibited in College-owned housing. Flyers, notices, and advertisements may only be posted on designated bulletin boards or approved posting areas and must clearly identify the sponsoring individual or organization. Materials may not be posted on walls, windows, doors, tables, or other unauthorized surfaces, and any postings that are inappropriate, promote violations of College policy, or advertise alcohol-related products will be removed. All event announcements should be removed within 24 hours after the event by the individual or group responsible for posting them.

3.15 Solicitation & Business Operation

Solicitation, including the sale of items or services in the residence halls/apartments, is not permitted. Students are not permitted to operate a business within their room or apartment. Conducting online business is allowed, as long as Gillette College ITS terms of use are upheld.

3.16 Weapons, Firearms, & Paintball Devices

- Firearms, ammunition, and dangerous weapons to include explosive, paintball gun, airsoft gun, taser or other electronic restraint device, sling-shot, mace or pepper spray container in excess of 1 ounce, knife (blades 3" or longer except in the apartments or for cooking purposes only), precursor for explosives, brass knuckles, blowgun, dart gun, bow, arrow, and martial arts weapons are not permitted in or around the residence halls. This does not include the legal carrying or storing of firearms and ammunition with a valid WY conceal carry permit, pursuant to Wyo. Stat. §6-8-105 and GCCD Policy 3000.36. Use of any such item, even if legally possessed, in a matter that harms or threatens others is prohibited.

- For concealed carry permit holders, handguns must be secured in a biometric firearms storage container or a lock box within your direct control if it cannot be secured on your person (for example, while you are sleeping, changing, taking a shower, etc.). A firearms storage container or lock box is defined as a locked, hard-sided safe, gun case, or similar secure device designed specifically for storing firearms when not in use. Direct control of a firearm storage container or a lock box refers to the authority and ability to access it, even if it is not in the individual's immediate physical possession at all times. This means the individual must retain control over the key, combination, or other access mechanisms to ensure that only authorized individuals can open or use the lock box. Additionally, the firearm storage container or lock box must be securely placed and protected to prevent unauthorized access, theft, or misuse, allowing the individual to maintain control and oversight. Firearm storage containers may be bought locally at sporting good stores or through online retailers. It is your responsibility to procure the appropriate storage container or lock box.
- Cooking knives with blades exceeding 3 inches in length are permitted only in college specified community kitchens.

04

Resources

Academic Advising

Academic Advisors assist students with course selection, educational planning, degree requirements, and staying on track for graduation.

Contact Info

- Website: [Academic Advising](#)
 - Schedule an advising appointment through the Advising webpage.
-

Accessibility Services

Accessibility Services works with students who have documented disabilities to provide reasonable accommodations and equal access to educational programs, campus housing, and services. Accommodations may include extended testing time, note-taking assistance, interpreters, and housing accommodations.

Contact Info

- Phone: (307) 681-6081
 - Email: ada@gillettecollege.org
 - Website: [Accessibility Services](#)
-

Bookstore

The Bookstore offers required textbooks, course materials, school supplies, technology accessories, Gillette College apparel, and gifts.

Contact Info

- Phone: (307) 681-6550
- Email: gillette@bkstr.com
- Website: [Bookstore](#)

CARE Team

The CARE Team (Campus Assessment, Response, and Evaluation) assists students experiencing personal, academic, behavioral, or emotional challenges. Students, employees, and residents are encouraged to submit a CARE Report when they are concerned about a student's well-being.

Contact Info

- Submit a CARE Report through MyNWCCD or The Hub by selecting the CARE Incident Reporting Form.

Emergency

- If someone is in immediate danger or experiencing a medical emergency, call 911 or contact Campbell County Memorial Hospital rather than submitting a CARE Report.

Career Closet

The Career Closet provides free professional attire, including business casual and formal clothing, to help students prepare for interviews, presentations, career fairs, and other professional events. Clothing does not need to be returned.

The Career Closet is operated by Student Senate and accepts donations throughout the year.

Contact Info

- Main Building, Room 123A
- Open whenever the College is open

Counseling Services

Counseling Services provides confidential, short-term mental health support for currently enrolled students. Services are free and can help students manage stress, anxiety, personal concerns, and other challenges affecting student success.

 Contact Info

- Phone: (307) 681-6080
 - Website: [Counseling Services](#)
 - Location: Main Building, Room 130A
-

Daly Library

The Daly Library provides books, textbooks, DVDs, calculators, research assistance, study resources, and quiet study space. Students may obtain a library card with a photo ID.

 Contact Info

- Phone: (307) 681-6220
 - Website: [Daly Library](#)
 - Location: Main Building, Room 117
-

Financial Aid & Scholarships

The Financial Aid Office assists students with completing the FAFSA and provides information about grants, scholarships, loans, and work-study opportunities.

 Contact Info

- Phone: (307) 681-6041
- Website: [Financial Aid & Scholarships](#)

Fitness Center

The Fitness Center provides opportunities for students to support their physical health and wellness through exercise and recreational fitness activities.

-  **Location** • Bottom level of the Pronghorn Center
-

Hope Cupboard

The Hope Cupboard was established to help address food insecurity among Gillette College students. Food and essential items are available to students in need throughout the year. Donations are accepted year-round to support students and their families.

-  **Location** • Kitchenette next to the Bookstore
 -  **Hours** • Available whenever the College is open
-

Information Technology (IT) Help Desk

The IT Help Desk assists students with passwords, account access, email, software, and other technology-related issues.

-  **Contact Info** • Email: helpdesk@gillettecollege.org
• Phone: (307) 681-6000

Nursing Program

The Nursing Program prepares students for RN licensure through the Associate Degree in Nursing (ADN) program, combining classroom instruction, simulation, and clinical experiences.

Contact Info

- Phone: (307) 681-6301
- Email: nursing@gillettecollege.org
- Website: [Nursing Program](#)

Student Help Zone

The Student HelpZone provides information and technical support for all students, regardless of location. Services include assistance with:

- Canvas
- The NWCCD Hub
- Collaborate
- Zoom
- Microsoft 365 (Word, Excel, PowerPoint)
- WEPA Printing
- Campus office locations and hours

Students are welcome to stop by for in-person assistance.

Contact Info

- Phone: (307) 681-0229

Location

- Main Building, directly outside the Enrollment and Business Offices
- Hours are posted each semester.

Student Success Center Tutoring

The Student Success Center offers free tutoring and academic support for currently enrolled students. Tutoring is available in a variety of subjects, including mathematics, writing, science, business, humanities, and more.

 Contact Info

- Phone: (307) 681-6284
 - Email: studentsuccess@gillettecollege.org
 - Website: [Student Success Center Tutoring](#)
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Testing Center

The Testing Center provides placement testing, accommodated testing, proctored exams, HESI, CLEP, Pearson VUE, and other certification and licensure examinations. Students should schedule exams at least 48 hours in advance.

 Contact Info

- Phone: (307) 681-6226
 - Website: [Testing Center](#)
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Need Help Finding the Right Resource?

If you are unsure which campus resource can best assist you, contact your Resident Assistant (RA) or a Residence Life staff member for assistance and referral to the appropriate office.

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Roommate Conflicts

Living with a roommate can be challenging. Most conflicts arise because roommates have different expectations, habits, or needs. The goal is to address concerns respectfully while developing effective communication and conflict resolution skills.

If you experience a conflict with your roommate, the first step is to talk with them directly. Choose an appropriate time to have a respectful and honest conversation, focus on behaviors rather than personal attacks, listen to each other's perspectives, be willing to compromise, and refer to your roommate agreement if needed. Many roommate concerns can be resolved through open communication.

If the conflict continues after you've made a genuine effort to resolve it, contact your Resident Assistant (RA). RAs are trained to assist with roommate conflicts and can help facilitate productive conversations and identify possible solutions.

If needed, your RA may conduct a mediation. During mediation, each roommate has an opportunity to share their concerns, discuss possible solutions, and develop a mutual agreement. Mediation is required before a room change will be considered.

In some situations, a room change may be the best resolution. Before a room change is approved, students must make a genuine effort to resolve the conflict, participate in mediation, and space must be available. Residence Life's role is not to determine who is right or wrong, but to help students communicate effectively, resolve conflicts when possible, and assist with alternative housing arrangements when necessary.

