



# HOUSING HANDBOOK

## 2025-2026

# 2025 – 2026 Housing Handbook

## Highland Community College

### Campus Engagement

#### PROFESSIONAL STAFF

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## **INTRODUCTION**

Living on the Highland Community College (HCC) campus means not only being in community with your roommates, but with all the residents of your building, and all those living on campus. The on-campus community is made up of individuals from a variety of backgrounds and lifestyles and your interactions in the HCC residential community can be some of the most interesting and important of your college career. Research suggests the quality of a student's engagement within their living community has an influence on their overall college experience.

The best way to have a successful year living on campus is to demonstrate MUTUAL RESPECT and CONSIDERATION for each other. This means thinking before you act and considering the impact of your behavior on the lives of your fellow residents. HCC supports engagement in our facilities, but also recognizes that your environment may be affected by others within your community. As such, we expect each student to help build a positive community for themselves and others.

The Housing Handbook provides residents with vital information on HCC Residential Life (HCCRL) processes, procedures, and resources. It also includes standards of conduct that will help ensure a positive environment for all. Information in the Housing Handbook is subject to change in response to local, state, and federal law as well as policy changes implemented by the HCC Board of Trustees. HCC will notify students of these changes via their official HCC email.

## **HOUSING REQUIREMENTS**

Students receiving academic scholarships from HCC must also reside in HCC Residential Life Buildings, regardless of class standing and/or years at HCC. First year students attending the main campus in Highland are expected to reside in campus housing unless they meet the criteria outlined in the Housing Exemptions section. Sophomores may choose to reside in campus housing.

All students living on-campus are required to be enrolled as a full-time student. Full-time status is any student enrolled in a minimum of twelve (12) hours of course work in a semester. If a student living on campus falls below the 12-hour minimum at any time during a semester, they may be dismissed from student housing.

A student who is ineligible for student housing due to academic ineligibility (e.g., insufficient enrolled credit hours or violations of SAP, Satisfactory Academic Progress policy) may re-apply for housing once they have achieved satisfactory academic standing/enrolment. However, that student is not guaranteed the same housing assignment they had prior to the removal.

## **HOUSING REQUIREMENTS EXEMPTIONS CRITERIA**

- If a student resides with a parent/guardian (i.e., those who claim the student as a dependent for tax purposes), if the parents reside in Atchison, Brown, or Doniphan counties.

- If the student has dependents/children.
- If the student is married.
- If the student is over the age of 21.
- If the student has received a written exemption from the Dean of Students.

## **STUDENT CODE OF CONDUCT**

By entering a contract with the HCC to live in an HCC Residential Life Building, you agree to follow the standards set by the College and to follow basic principles for living in a group setting. The following are breaches of the agreement:

- Violation of College/HCCRL policy
- Violation of federal, state, or local law
- Any behavior which physically endangers any person
- Conduct which violates the rights of others to an educational atmosphere (educational environment)
- Conduct which denies the human and/or Constitutional rights of others (including that which is motivated by racism, sexism, or other forms of discrimination)
- Vandalism or willful destruction of property
- Insubordination to College authorities (including failure to identify oneself to College officials or produce and/or surrender College ID to College officials upon request)
- Possession or use of a college key without prior authorization from a College official
- College keys are not to be duplicated under any circumstance
- Misuse of College property or use of College property without prior authorization from a College official
- Failure to report violations which occur within one's own assigned housing unit, by other campus housing residents or non-campus housing residents, to proper College authorities
- Failure to comply with the terms and conditions listed on the HCCRL Housing Contract

## **HCCRL DISCIPLINARY PROCESS**

See ‘**Student Code of Conduct**’ in the HCC Student Handbook located on our website, <https://highlandcc.edu/pages/handbook>.

## **INCIDENT REPORTS**

Incident reports can be written and submitted by any HCC student, faculty, or staff member. Incident reports are used to document occurrences on campus such as crime, student injury, loss of property, damage to property, vandalism, fire alarm, and behaviors that could or do violate HCC policies and/or values. Incident reports should be filed and submitted to the Director of Campus Engagement or Campus Security via <https://highlandcc.edu/pages/online-incident-report-forms>. Incident reports are private and may be shared with the Dean of Students and/or other appropriate staff members if the incident violates the rights of the person(s) making the report or other residents. If disciplinary proceedings take place, the person who submitted the incident report may be asked for additional information by the

Student Conduct Officer (see Process).

Additionally, an incident report can be submitted if someone has a concern about the behavior of a member of the HCC community and wants a member of the Campus Assessment Recommendation and Evaluation Team (CARE Team) to make contact. The team addresses behaviors that may not violate policy but are concerning.

### **SILENT WITNESS (ANONYMOUS CRIME REPORT)**

Anyone concerned about criminal activity on the HCC campus can report it anonymously to Campus Security by completing and submitting the form found here:

<https://highlandcc.edu/pages/silent-witness>. **However, call 911 for immediate concerns.**

## **HCCRL POLICIES**

The following are policies specific to living in HCC Residential Life buildings. All policies found in the Student Handbook are applicable on HCC campus, including in HCC Residential Life Buildings. All allegations of HCCRL policies are adjudicated through the HCC Student Conduct process.

### **1. Fire Safety**

The following items/materials/actions are a fire hazard and are not allowed in a resident's private or shared space:

- A. Candles, incense, torches, or other open-flame devices
- B. The use of birthday candles, incense, or sage/herbs (smudging) for special occasions or purposes is allowed with advance permission from the Director of Campus Engagement
- C. Wax-warmer air fresheners that are heated by a light bulb are approved; however, candle warmers are prohibited.
- D. Air conditioners, space heaters, halogen lamps, or appliances with an open or closed heating element except for coffee makers.
- E. Kerosene lamps and other flammable liquid-fueled devices.
- F. Propane grills or any other type of liquid gas tanks.
- G. The installation of plywood paneling, plywood sheets, decorative wood shingles, particleboard, hardboard, wallpaper, paperboards, and any other flame and smoke propagating materials.
- H. Combustible fabrics, burlap, paper, cork, and other flame and smoke-propagating materials.
- I. The following appliances: toasters, toaster ovens, George Foreman grills, air fryer, hot plates, electric skillet, electric blankets, crockpots, space heaters, halogen lamps, homemade lamps or similar appliances and devices.
- J. Electric coil resistance appliances are not permitted.
- K. Changing or adding electrical wiring
- L. Using extension cords that are not 14 gauge and UL approved.
- M. Plugging multiple power strips into one outlet.
- N. Storing fireworks, explosives, and/or flammable liquids (such as gasoline, propane, lighter fluid, etc.)
- O. Storing items within, blocking the path to, or placing items against the H/AC and/or hot water tank in a utility closet

### **2. Guests & Visitation**

HCC Residence Life (HCCRL) defines guests as any person present in a living space not assigned to that living space (except for HCC staff acting in the scope of their duties). Residents of HCCRL facilities are permitted to host guests under the following (general) conditions:

- A. Any guest must be acceptable to all other residents of the specific living space (i.e., apartment).
- B. Any resident has the right to reject any guest in their assigned living area (apartment) for any reason, even if they previously accepted a guest's presence.
- C. If a guest is not acceptable to all of the residents assigned to the living space, they must

depart immediately.

- D. No resident may host a guest previously trespassed from HCC Residential Life Buildings.
  - 1. It is the resident's responsibility to know if their guest is permitted, and they may be held responsible for hosting an unauthorized guest.
- E. A host is responsible for the behavior of their guest, and if a guest violates HCC policy, the host(s) may also be held accountable for their guest's violations. HCC defines a host as any of the residents of a living space who have consented to a guest in their living space, even if they did not specifically invite the guest.
- F. A guest should always be accompanied by their host. A guest cannot be left unattended in a living space and should always be with at least one resident of that living space.
- G. Written approval of full-time HCC Housing staff is required before any guest may be granted keys or access to an HCC Housing space without a host present. RAs are not full-time HCC Housing staff and are not authorized to provide this approval.
- H. Overnight Visitation

Residents of HCC Housing may host overnight guests. An overnight guest will be any guest (see Guest definition) present in HCC housing facilities between the hours of Midnight and 6:00 AM. This definition will include guests who arrive/depart during said overnight guest hours; therefore, a guest need not stay through the duration of the overnight visitation period to be considered an overnight guest.

- All overnight guests who are not HCC Housing residents must be registered for security purposes. Registration must be completed at least 24 hours in advance, using HCC online registration form ([Overnight Guest Registration Form](#)).
- HCC retains the right to know who is present in its facilities; therefore, an unregistered overnight guest will be asked to depart immediately and/or trespassed if not registered. Hosts may be charged with violating this policy if they fail to register an overnight guest.
- An HCC Housing resident present between Midnight and 6:00 AM in another resident's dorm is considered an overnight guest.
- Overnight guests who violate policy may be asked to leave the living space.
- The following restrictions apply to overnight guest visits, in addition to the general rules regarding guests.
- **A resident/host/apartment is permitted only one overnight guest per resident** assigned to that living space, who must also be present for the overnight stay; therefore, **the number of overnight guests in a living space may not be more than double the number of assigned residents, present at the time of the visitation** (including other HCC Housing residents).
  - HCC reserves the right to send guests away if the number of people and/or the activities in which persons are engaging present a hazard to health/safety or violate other HCC policies.
- A resident/host/apartment may NOT have overnight guests for more than two consecutive nights in a row and no more than ten (10) overnight stays in a semester.
  - HCC reserves the right to send away or trespass an overnight guest if there are signs of subletting or other forms of squatting.

- The guest/host must maintain proof of guest registration for review upon request from HCC staff; failing to provide proof of registration may be grounds to remove an overnight guest.
- An overnight guest may NOT use an unassigned/vacant room/bed in an apartment.
  1. It is the host's responsibility to provide sleeping accommodation for their guest. Hosts may not use furniture or other HCC equipment from other units or bedrooms to which they are not assigned.

1. Minors (Under 18 Years Old)

A legal guardian must always accompany any minor who visits HCC housing facilities. HCC Housing residents under 18 who have completed the required paperwork to be housed in HCC facilities are exempt from being accompanied by a legal guardian. No minors except HCC Housing residents may be present in HCC Housing facilities during the overnight guest hours (Midnight to 6:00 AM). HCC prohibits babysitting or other forms of childcare in its residential facilities.

2. Guest Exceptions

Any exception to HCC Guest Policies must be approved, in writing, before the guest's arrival. Verbal notifications of visitors will not be acceptable. All exceptions must be approved by the Dean of Students or their designee.

**3. Illegal Occupancy**

All students living in HCCRL buildings must have completed and submitted a housing contract and housing deposit.

- A. If a student is found to be residing in an HCCRL building without a completed housing contract and/or housing deposit they may be considered an illegal occupant and will receive a fine of \$19.00/night.
- B. If a student is found to be residing in an HCCRL building without a completed housing contract and/or housing deposit they may be immediately removed from the facility by HCC Campus Security and/or local law enforcement.
- C. Residents are prohibited from allowing any individual to live or stay long term in their apartment.

**4. Noise**

A. Courtesy Hours

1. Living in a community requires cooperation and courtesy from everyone so that one individual's behavior does not disrupt another resident's opportunity to live, study and sleep. Courtesy hours are always in effect. All HCC students living on campus are expected to be considerate of other students' right to study and sleep comfortably.
2. When a student or HCC staff member reasonably asks a resident to lower their noise level, they are expected to comply with their request.
3. Acceptable noise cannot be heard outside of apartment or disturbs other residents.

B. Quiet Hours

1. Quiet hours are from 9:00pm through 8:00am daily. However, excessive noise is

not acceptable at any time.

2. During quiet hours, no noise (voices, television, radio/stereo, musical instruments, etc.) should leave a resident's room/apartment. The City of Highland's quiet hours begin at 9:00pm daily and will be enforced by local officials.

C. 23-Hour Quiet Hours

1. 23-Hour quiet hours will go into effect each semester one (1) day before Finals begin until the completion of Finals.
2. When the 23-Hour quiet hours are in effect, no noise (voices, television, radio/stereo, musical instruments, etc.) should leave a resident's room/apartment.
3. During 23-Hour quiet hours, 7:00pm and 8:00pm is designated as "loud hour", when noise is allowed. However, when a student or HCC staff member reasonably asks a resident to lower their noise level, they are expected to comply with their request.

**5. Pet Policy**

HCC prohibits all animals except for fish housed in 10 gallon or smaller aquarium inside or outside of student apartments. This includes all reptiles, amphibians, birds, and non-human mammals.

- A. Exceptions may be made for service or emotional support animals in accordance with college policies (See Appendix A).
- B. If an HCC employee discovers an unauthorized pet in an HCCRL building, the residents of the space will be given 24 hours to remove the animal.
- C. Failure to remove the animal may result in additional policy violations.
- D. HCC is not responsible for the removal of unauthorized animals.

**6. Trash and/or Items Left Outside Rooms**

Trash and other items cannot be left outside the assigned living space.

**BREAKS**

Highland Community College has several breaks throughout the academic year. Residential Life units are open during Thanksgiving Break, Spring Break or Easter Break, but will be closed during Winter Break. Before departing for Winter Break, each student must have their apartments checked for cleanliness, sign the checkout sheet and turn in keys to Residential Life staff. Students who fail to turn in their keys to Residential Life staff and/or sign the checkout sheet before leaving for Winter Break will be charged an improper checkout fine. All students must vacate housing by 10:00pm of the last day of finals. Only students required to remain on campus (for an athletic event or performance) will be allowed to stay in student housing during Winter Break. Students are encouraged to secure their apartments and belongings before leaving campus for any college break.

## **CONTACTING RESIDENTS**

To contact residents via email HCC Residential Life will only use official HCC email accounts ([lastname.firstname@highlandcc.edu](mailto:lastname.firstname@highlandcc.edu)) provided by the College to contact students. All students should establish their HCC email addresses and check with their advisors if unsure of how to do so.

Each apartment on campus has an individual mailbox located outside the Campus Engagement Office in the Lower LSU (Library and Student Union) and each resident is provided a mailbox key through the Residential Life Office.

**IMPORTANT NOTE:** Residential Life personnel are unable to get mail for residents.

If a resident receives a delivery that is too large for a mailbox, the Bookstore staff will contact them via email. Anything sent via US Postal Services, FedEx, or UPS will go to the Bookstore. Mail will be brought to campus once per weekday. Students may also send mail and purchase postage through the Bookstore. Any mail sent to students should be addressed as follows for accuracy in mailing:

*Your Name*  
606 W. Main  
Highland, KS 66035

## **EMERGENCY INFORMATION**

Fires, natural disasters, bomb threats, accidents, and assaults can occur. The following instructions were prepared to help you know what to do until help is available.

### **Reporting an Emergency**

To report an emergency a call can be made to 911 or to Campus Security at (785) 741-2206. Campus security can be contacted during regular business hours by contacting the campus switchboard at (785) 442-6000 or by dialing 6000 from a campus phone.

Before taking any action, be sure you are not endangering yourself. Avoid any unstable structures, electrical wires, toxic fumes, chemical spills, fire, etc. Do not jeopardize your life or the lives of others in attempting to save personal property.

When you call, provide:

- Your Name
- The location and description of the emergency
- Your phone number

Do not hang up until the person answering the call ends the conversation.

If there is an emergency and phone lines are inoperable, and it is safe to do so, residents are encouraged to contact an HCCRL staff member or Campus Security Officer (CSO)

In an emergency involving students, other students should not be concerned with notifying friends or family of the involved students. HCC Administration will contact additional parties that need to be informed.

### ***When in an Emergency Situation***

- Remain calm.
- Only use telephones for emergency purposes.
- Evacuate the building immediately upon hearing an audible alarm, or when remaining in the building becomes life threatening.
- Do not use the elevators or chair lifts in emergencies or attempt to exit stalled elevators.
- Know the location of at least two emergency exit routes.

### **Fumes/Vapors/Gas Leaks**

If a vapor, fume, or gas leak enters your living space and you cannot determine the source(s), leave the area immediately. Do not allow anyone to enter the space and contact maintenance at (785) 442-6110 during business hours or call (785) 442-6000.

### **Medical Emergencies**

Do not exceed your training or knowledge when attempting to render first aid. Immediately dial 911 or (785) 442-6000 and report the nature of the illness.

### **Power Outages**

Occasionally, the City of Highland will experience a power outage. HCC will not always know the extent of these outages, but offer the following guidelines:

- If a power outage occurs call (785) 442-6000. The switchboard can provide information including if the campus has lost power or if it is a single building.
- HCC will update the campus about the extent of the outage as soon as possible.

### **Random Acts of Violence**

- Personal safety should be a primary concern. If a situation occurs in which personal safety is in immediate danger, remove yourself from the situation if possible.
- Contact the Main college phone number at (785) 442-6000 as soon as possible. Campus staff will notify those in other buildings and provide instructions.
- If you are aware of others being injured on college grounds, refrain from contacting family members or friends. The President or designee will make all necessary contacts.

### **Robbery or Assault**

These procedures should be followed to help assure your safety:

- Cooperate. Give the person exactly what he/she asks for, nothing more.
- Remember distinguishing traits: color of clothing; hat or not hat; beard or moustache; race approximate height, weight, and age.

- Note the type of weapon used.
- Listen carefully to notice voice characteristics and what are said.
- Note direction of travel or flight after the confrontation. Check vehicle type and license number if possible.
- Notify Campus Security at 785-741-2206 or local law enforcement at 985-3711 (this is a local number).

**Threatening Phone Calls**

If you receive a threatening call notify Campus Security at (785) 741-2206

**FEES**

HCCRL may assess fees to help offset the expense of materials and/or labor to address negligent damage or misuse of HCC Residential Life Buildings and/or property. When possible, individuals may be able to remove or reduce these fees through working on projects assigned by the Director of Campus Engagement. The following lists fees that may be assessed when objective evidence indicates a resident is responsible for an action that causes damage or is in violation of HCCRL policies. When an action that causes damage or is in violation of HCCRL policies has occurred within an apartment or around an apartment and no one will take responsibility, fees may be assessed to all residents within that apartment or apartment building.

<b>FEES FOR END OF SEMESTER CHECKOUT VIOLATIONS:</b>	<b>COST</b>
Trash removal .....	\$25.00/bag
Improper housing checkout.....	\$75.00

**DAMAGE FEES**

Residents are encouraged to report damage to rooms/apartments as soon as they occur. A \$150.00 damage deposit is required with each HCCRL contract. The deposit is refunded at the end of the academic year provided there is no damage to the room or its contents, and there are no other outstanding debts to the College. Residents planning to live on campus the following academic year can transfer their deposit.

Residents are responsible for all damages, apart from damage attributed to normal use, that occurs inside their assigned living space. This includes damage caused by a guest. Residents should not attempt to fix any damage themselves and may be assessed fees as a result of attempts to fix damages.

Residents are encouraged to inform HCCRL of all damage at the time of checkout. HCCRL conducts thorough inspections of all apartments after all residents have checked out of their assigned spaces and will assess damage fees as necessary. If damage(s) cannot be assigned to a specific resident the fees for the damage may be assessed to ALL residents of the room/apartment.

HCCRL will consider if damage is the result of normal use or negligence and assess fees

accordingly. The following is a list of typical fees assessed when items are damaged from negligence. However, some fees may vary depending on the severity of the damage.

**IMPORTANT NOTE: If damage(s) cannot be assigned to a specific resident the fees for the damage may be assessed to ALL residents of the room/apartment.**

<u>DAMAGE ITEM PRICE SHEET</u>	<u>COSTS</u>
Hole in Wall and/or Ceiling	
Small (2" or less).....	\$100.00
Medium (2" to 6").....	
<del>    Large (6" to 12").....</del>	<del>\$150.00</del>
<del>    Extra Large (12" and above).....</del>	<del>\$200.00</del>
<del>    </del>	<del>\$250.00</del>
Door Stop on Jamb.....	\$20.00
Door Locks (irreparable).....	
<del>    </del>	<del>\$200.00</del>
Door Latch.....	\$35.00
Door Jamb	
Wooden.....	\$75.00
Metal.....	\$200.00
Door replacement	
Wooden.....	
<del>    </del>	<del>\$100.00</del>
Metal.....	
<del>    </del>	<del>\$200.00</del>
Door and Jamb	
Wooden.....	
<del>    </del>	<del>\$175.00</del>
Metal.....	
<del>    </del>	<del>\$400.00</del>
Door Reinforcement kit.....	\$35.00
Broken Electrical Outlets.....	\$25.00
Ceiling Light Covers/Fixtures.....	\$25.00
Broken Ethernet Ports.....	\$25.00
Mini-blinds (all sizes).....	\$25.00
Towel Rack.....	\$25.00
Bathroom Shower Rod.....	\$25.00
Hole/Burn in Carpet (small).....	\$50.00
Stain on Carpet (small).....	\$15.00
Broken Window.....	\$150.00
Smoke Alarm (replacement when broken).....	\$40.00
Red Horn Fire Alarm.....	\$35.00

Closet Shelf.....	\$25.00
Wooden Chair.....	
<del>————</del> \$150.00	
Commons Area Table.....	
\$350.00	
Couch.....	
<del>————</del> \$925.00	
Lounge Chair.....	
<del>————</del> \$400.00	
Desk.....	
<del>————</del> \$350.00	
Dresser.....	
<del>————</del> \$450.00	
Desk/Dresser Unit.....	
<del>————</del> \$800.00	
Closet Box (Ellis only).....	
<del>————</del> \$800.00	
Bed Frame	
Wooden (repairable).....	
<del>————</del> \$150.00	
Wooden (irreparable).....	
<del>————</del> \$300.00	
Metal (repairable).....	\$25.00
Metal (irreparable).....	
<del>————</del> \$200.00	
Mattress (standard and extra long twins).....	
<del>————</del> \$125.00	
Keys (per set).....	\$80.00

Additional charges may be assessed when additional keys or changes to locks must be made to protect the safety of other residents. If keys are bent or broken, return the bent/broken key to the Director of Campus Engagement for a free replacement. Any problems with locks should be reported immediately for repair.

**IMPORTANT SAFETY NOTE: Lost keys should be reported to HCCRL immediately by calling the RA Phone at (785) 850-1377 or by emailing [housing@highlandcc.edu](mailto:housing@highlandcc.edu).**

## **HEALTH AND WELFARE INSPECTIONS**

Residents of all HCC Residential Life Buildings sign a contract that gives HCC the right to “enter students’ rooms in the interest of health and safety, when a violation of College policy, Residential Life policy, or law is apparent or probable cause is given.”<sup>1</sup> Health and welfare (H&W) inspections are conducted by HCCRL Staff to maintain the safety, cleanliness, and wellbeing of all HCCRL residents. This also allows HCCRL to observe and address damage that may occur throughout the academic year. Notifications of H&W inspections are sent to residents via their official HCC email no less than five (5) business days before they will take place. HCCRL Staff respect each resident’s right to privacy during these inspections and will attempt to complete the inspection without being intrusive. However, these inspections play an important role in maintaining the safety of our community and must be thoroughly completed.

- HCCRL Staff will conduct these inspections.
  - HCCRL staff typically includes the Director of Campus Engagement and Resident Assistants. However, it is possible that Campus Security Officers may assist HCCRL Staff to complete the H&W inspections.
- H&W inspections will include, but are not limited to, checking the fire alarm/smoke detectors, heating/cooling unit, appliances, fire extinguishers, cabinets, sinks, showers, and toilets.

HCCRL Staff or CSOs will not open any drawers, trunks, boxes, or other closed private space in the course of their H&W inspection. If it is determined a drawer, trunk, box, or other closed private space needs to be searched, Local Law Enforcement will be called to complete a search of the room.

Protection from unreasonable search and seizure from the government is guaranteed under the Fourth Amendment of the United States Constitution. To ensure HCC community members maintain their rights, CSOs engage in non-discriminatory assessments of situations before engaging in any search. The decision to search is based on a reasonable conclusion that the search is necessary to maintain the health and safety of the HCC community in alignment with the CSOs training and the values of Highland Community College. However, when HCC employees (HCCRL Staff, CSOs, etc.) are in a student living space for any reason, including Health and Welfare Checks, the possibility exists for them to recognize and address items that may be HCCRL, HCC Student Code, and/or criminal violations. These incidents will be

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<sup>1</sup> *Housing Terms and Agreements* <https://highlandcc.edu/pages/housing-terms-and-agreements>

documented following appropriate protocol and will be adjudicated through the HCC Student Conduct process and the criminal justice system (if necessary). If a resident believes they were documented or treated unfairly, or a search did not follow protocol they should report the concern in writing to the Dean of Students at [deanofstudents@highlandcc.edu](mailto:deanofstudents@highlandcc.edu) by visiting the office located in the Administration Building on the Highland Campus.

## **Health and Welfare Inspection Expectations**

### **Kitchen**

- Trash emptied
- Floor swept & mopped
- Dishes are clean & out of the sink (except for dishes used that day)
- Kitchen sink drain is clear of food particles
- Countertops are clear of food & dried stains
- Oven/Stovetop are clear of food & dried stains
- Utility closet is clear of personal items

### **Living Room**

- Floor vacuumed/mopped
- Smoke detector untampered (uncovered and battery in unit)

### **Bathroom**

- Trash emptied
- Floor mopped
- Countertop clean
- Mirror clean
- Shower/tub clean
- Toilet clean

### **Bedroom**

- Trash emptied
- Floor vacuumed
- Clothes off the floor
- Desktops clean
- Smoke detector untampered (uncovered and battery in unit)

## **HEATING AND AIR CONDITIONER UNIT**

Each apartment has individual heating and air units (Ellis Hall has a unit in each bedroom and a unit in the commons area). To ensure the continued use and quality of these units, residents should use them responsibly.

- Units should not be in use when the outside door or windows are open
- The thermostat on the unit should not be turned down below 65 degrees
  - This may cause the unit to freeze and potentially cause damage
- Residents are expected to follow the request(s) of a specific action by HCC maintenance to fix a unit (example: not running the unit until given permission to do so).

- Damage or additional labor resulting from failure to follow an HCC maintenance directive may be assessed to the resident(s) responsible.

## **HOUSING CANCELLATION**

The HCC Housing Contract is a lease agreement between the resident and Highland Community College for the Fall semester and Spring semester. To cancel the contract residents must complete a housing cancellation form in the HCCRL Office in the laundry facility, request a form by mail by contacting [housing@highlandcc.edu](mailto:housing@highlandcc.edu), or completing the form online at <https://highlandcc.edu/pages/housing-cancellation-form>. The Housing Contract may be altered under the following conditions:

- A. A resident completes the Housing Cancellation Form by June 1 for Fall semester and/or December 1 for Spring semester. The individual's deposit, minus any charges for damages and/or outstanding debt to the college, will be refunded within 45 days and they will be released from their contract.
- B. A resident completes the Housing Cancellation Form after December 1 for the Spring semester and/or June 1 for Fall semester, but before registration day. The individual's deposit will be forfeited, but they will be released from their contract.
- C. After registration day, HCC will not release individuals from their housing contract, and they are expected to pay for housing the entire academic year.
- D. Students who leave in the middle of a semester will be charged the cost of housing for the full semester.

## **HOUSING CHECKOUT**

When a resident graduates or withdraws from the college they must coordinate a time to check out of their assigned living space. As outlined in the Housing Contract, the lease expires at 10:00pm on the day an individual completes their last examination or withdraws from the College.

All residents must be out of their apartments by 10:00pm on the last day of final exams for each semester. Also see "Breaks".

### **Proper/Improper Checkout**

Each student must checkout of housing with an HCCRL staff member. During checkout, an HCCRL staff member will assess the apartment and complete the Apartment Condition and Inventory Report form. The resident and the HCCRL staff member will both sign the form. Residents who do not check out may be assessed an improper checkout fee as well as fees for damages. All residents must return their keys to an HCCRL staff member. Residents who fail to return their keys may be assessed a fee.

### **Preparing Apartments for Checkout**

Residents must clean their apartments and remove all writing, putty, nails, decals, and tape from walls, doors and ceilings without damaging the paint. Additionally, they must empty all closets, drawers, cabinets, and remove all personal belongings and trash from their apartment.

Failure to clean and/or remove items or trash, from inside and outside an assigned living space, may result in the assessment of cleaning and/or trash removal charges. The following checklist should be followed to make certain a space is cleaned.

### Kitchen

- Remove all trash and personal items from refrigerator, cabinets and utility closet
- Clean inside and outside of oven and stovetop
- Clean inside and outside of refrigerator
- Clean and remove food particles and stains from kitchen sink
- Clean and remove grease, stains and food particles from kitchen countertops
- Sweep and mop kitchen floor

### Living Room

- Remove all trash, personal items and non-HCC furniture
- Vacuum or mop living room floor
- Return all living furniture back to the living room

### Bathroom

- Remove all trash and personal items from all bathroom cabinets
- Remove stains from toilet bowl
- Remove residue from the tub and shower
- Remove stains from sink and countertop
- Mop bathroom floor

### Bedrooms

- Remove all items from closets, dressers and desks
- Remove any stains from dresser and desktops
- Vacuum bedroom floors
- Bunk beds
- Return all bedroom furniture back to the bedrooms

Residents must move HCC furniture back to its original configuration. For example, bedroom furniture needs to be moved back to the bedroom, living room furniture needs to be moved back to the living room.

One week after the end of the contract, the College reserves the right to dispose of personal property remaining in Residential Life units without liability to itself or its personnel.

## **LAUNDRY ROOMS**

There are two laundry rooms on campus available for student use. The main laundry room is located between Rubeti Hall and Dегingger Hall and is open from 7:30 am to 12:00 am Monday through Friday. It is open from 12:00 pm – 11:00 pm on Saturday and Sunday. The second laundry room in Ellis Hall never closes.

## **LIBRARY**

The campus library is a wonderful resource for both academic and entertaining materials of various types. In addition to maintaining an extensive collection of educational text, the library has Internet access, magazines, newspapers, and DVDs. Copies can also be made at the library.

## **LOST AND FOUND**

Lost and Found is located at the Bookstore in lower Irvin Hall. Items found on campus, including in Residential Life, will go to the Lost and Found in the Bookstore, except for keys or property of the College, which will be held in the Residential Life Office.

## **MAINTENANCE**

Highland Community College has a full-time Maintenance staff that works throughout the year to establish and maintain the most comfortable living environment possible. Residents are encouraged to report all maintenance issues promptly to the Director of Campus Engagement or Residential Life Office personnel between 8:00am and 3:00pm. Please report problems outside of those hours to a Resident Assistant or Campus Security Officer to be addressed the following day. A request for maintenance permits Maintenance staff to enter apartments when residents are not present. However, a resident may contact the Director of Campus Engagement to request Maintenance not enter their apartment without a resident present. It should be noted this may slow down a maintenance response. Additionally, if there are emergencies it may not be possible to wait for a resident to be present. Should this occur, HCCRL will attempt to notify the resident and explain the situation.

When Maintenance staff are addressing maintenance concerns in a student living space the possibility exists for them to recognize and address items that may be HCCRL, HCC Student Code, and/or criminal violations. These incidents will be documented following appropriate protocol and will be adjudicated through the HCC Student Conduct process and the criminal justice system (if necessary). If a resident believes they were documented or treated unfairly, or a search did not follow protocol they should report the concern in writing to the Dean of Students at [deanofstudents@highlandcc.edu](mailto:deanofstudents@highlandcc.edu) or by visiting the office located in the Administration Building on the Highland Campus.

## **MEAL PLAN**

A housing contract entitles the student to eighteen meals per week in the HCC cafeteria. Meals may be purchased individually in the Business Office. Meals will not carry over to the following week. Residents cannot share their meal plan with other Residents. A valid HCC student ID card is required to enter the cafeteria.

Cafeteria Hours:

Monday – Friday

- Breakfast: 7:30-8:30 AM
- Continental: 8:30-9 AM

- Lunch: 11AM-1:15 PM
- Dinner: 5:15 PM-7 PM

Saturday - Sunday

- Brunch 11:30 AM – 12:30 PM

## **MENINGITIS VACCINATION**

Meningitis, also known as Meningococcal Meningitis, is a severe bacterial infection of the bloodstream and meninges (a thin lining covering the brain and spinal cord). The spread of this disease is quick and can cause organ failure, brain damage, amputation of limbs or death within hours of the first symptoms. College Residents living on college campuses have a higher risk of contracting this disease. All residents living in HCC Residential Life Buildings are required to do one of the following:

- receive the meningitis vaccination
- provide written documentation from a medical doctor of immunization
- sign a meningitis waiver

For more information about Meningococcal meningitis, visit the National Meningitis Association website at [www.nmaus.org](http://www.nmaus.org).

## **PARKING**

Residents, staff, and faculty are required to register their vehicles and display parking permits when parked in campus parking lots. Responsibility for locating a legal parking space rests with the vehicle operator.

### **Resident Parking Lots**

Residents living in campus housing will be assigned parking according to their housing assignment as per below and **may not park in any other area on campus**.

- Ellis Hall- “E” Lot
- Kansas/Kiltie- “K” Lot
- Duplexes/North Apts- “D” Lot
- Piper/Prairie- “P” Lot
- Scottie Place/Sunflower- “S” Lot
- Huntington/Highlander/Hearthford/Hollyoak/Hampton/Colony Point/Crestview/Cornerstone/ Claymont/Degginger- “G” Lot
- Heritage/Rubeti- “H” Lot

### **Other Available Lots**

- Commuter students can park in lots labeled “C.”
- Wellness Center: Open to staff, commuters, and community members.
  - Not open parking for students until after 5:00 pm on Monday through Friday.
- Jack D. Nutt Math-Science Bldg (MS/CT) West: “C” and Staff Only

- Library and Student Union (LSU)/Cafeteria: Staff Only
- Main Street (South of Allen Field House, Irvin Hall, Administration, Library, and Math/Science): Open Parking
- David Reist Administration Bldg/Irvin Hall (North): Reserved for Staff and College Vehicles
- East of Ellis Hall/Church Parking Lot: "C," "E," and Staff Only

With certain exceptions, the parking areas are active 24 hours a day, Monday through Friday. Access may change due to special events as designated by Highland Community College. Parking areas are active in all weather conditions. The parking areas are highlighted on parking maps distributed at the time permits are received.

### **Parking Exceptions**

After 5:00 PM and before 6:00 AM (Monday through Friday) and throughout the weekends, parking is open to everyone in the following parking areas:

- Behind the library (north side)
- Wellness Center
- CT Building West

Students are not allowed to park on the street around Allen Field House or Kessinger Field for athletic practices or games/events in these areas.

### **Disabled/Accessible Parking**

Designated disabled parking spaces are appropriately marked in accordance with state regulations. These spaces are always reserved for students, staff, and visitors with valid disabled parking placards/plates/decals.

### **Injured Student Parking**

An individual who needs to temporarily park closer to their classes and/or the cafeteria may submit a request to the Dean of Students. If approved, a special permit is issued to that individual to be displayed in the front window of their vehicle when parked on campus. Failure to display a valid permit may result in the assessment of fines.

### **Parking Violations**

Individuals who do not comply with campus parking rules and regulations will be issued a parking violation and charged a fine in accordance with the fee structure listed below. All fines levied against violators have been approved by the Highland Community College Board of Trustees. All fines must be paid in the Business Office, Administration Building, during normal work hours, or by mail to:

HCC Business Office  
606 W Main Street  
Highland, KS 66035

For more information on parking at HCC, please visit the Parking Registration webpage at <https://highlandcc.edu/pages/parking-registration>

## **RESIDENT ASSISTANTS**

Resident Assistants or RAs are student HCCRL staff members who live with residents in HCCRL buildings. RAs serve several purposes:

- Help address residents' concerns or issues and connect residents to campus or community resources.
- Inform students of activities, intramural events, or anything which may be of interest to residents.
- Assist with conflict resolution.
- Help HCC maintain an educational environment.
- Respond to emergency situations.
- Answer questions about Residential Life policies and/or procedures.
- Conduct regular room inspections.

Failure to comply with an RA's reasonable requests made during the course of their official responsibilities may result in an allegation of Failure to Comply and will be addressed through the conduct process.

## **ROOM/APARTMENT ENTRY**

The College reserves the right to enter student rooms in the interest of health and safety or when a violation of state/federal law is suspected and/or reported. Campus Security, the Director of Residential Life, and/or the Vice President for Student Services or other designated College Personnel may conduct room inspections for violations suspected and/or reported. During entry in the interest of health and safety or when a violation of state/federal law is suspected and/or reported, HCC Staff and/or CSOs will not open any drawers, trunks, boxes, or other closed private space in the course of their inspection. If it is determined a drawer, trunk, box, or other closed private space needs to be searched, Local Law Enforcement will be called to complete a search of the room.

## **ROOM CHANGE**

Students may make requests to move to a new assignment on campus no sooner than September 1 for the Fall semester and February 1 for the Spring semester. Students must authorize an apartment/room change by completing a Room Change Request available at: [https://fs16.formsite.com/HCC\\_Forms/gmxrboassw/index](https://fs16.formsite.com/HCC_Forms/gmxrboassw/index). Students who move to another apartment or room without permission of the Director of Campus engagement may be assessed a charge for an unauthorized room change.

## **ROOMMATE AGREEMENT CONTRACT**

The Roommate Agreement is a tool available in the Residential Life Office used to help residents identify key issues of concern in an apartment, particularly during a dispute and provide a basis for discussion about how to work out any problems between roommates. These Roommate Agreements help students to address the unique dynamics of their apartments and will be used when problems cannot be resolved by students without assistance from the Department of Residential Life.

## **SAFETY AND SECURITY**

Residents should report theft to the Director of Campus Engagement or Campus Security as soon as possible so a theft report can be completed. Residents should lock their apartment and bedrooms when leaving the space, even if only for a few minutes. They should also be sure that windows are secure. All residents are encouraged to be aware of their surroundings and call Campus Security or HCC Residential Life staff if something looks suspicious.

Residents should be aware of anyone their roommates invite into their apartment. Roommates should talk to each other about where and when it is ok for guests to be in the apartment. Guests should always be accompanied by a resident who is responsible for their guests' behavior.

## **TECHNOLOGY**

Wi-Fi is available throughout student housing. There is one wireless access point in each apartment complex. Tampering with the wireless router and or removing the wireless router from the apartment complex is a violation of policy and could result in a damage fee. Network policy information is available in the HCC Student Handbook.

<b>WIRELESS NETWORK NAME</b>	<b>WIRELESS NETWORK PASSWORD</b>	<b>NOTES</b>
HCCStudents	@Scotties2023	Highland students connect for improved performance.
HCCGuest	*No Password Required*	Not used for internal or student use.

Questions concerning Internet connections should be directed to the IT Help Desk at (785) 442-6060 or [helpdesk@highlandcc.edu](mailto:helpdesk@highlandcc.edu).

## **WEATHER**

### **Tornadoes/Severe Weather**

Tornadoes pose a substantial threat to HCC's community and facilities. Tornadoes are most likely to occur between 3:00 pm and 9:00 pm and move from the southwest to the northeast. However, they can occur at any time and move in any direction provided the conditions are right.

When a tornado is confirmed to be in or near Doniphan County, Law enforcement or Emergency Preparedness will activate the city's storm warning sirens. The city alarms are located off campus but can easily be heard from outside any building. The college will also activate the campus emergency alert system (Visiplex). A message will broadcast throughout the campus speaker system and emails and text messages will be sent to those signed up to receive RAVE alerts. Once the alert has sounded, everyone on campus should immediately

move to a designated shelter area. Specific locations of shelter areas are printed on bright blue signs located in each building. HCC recommends going to the lowest level or the center point of a building away from windows if unable to make it to a designated location.

#### **Designated Tornado Shelter locations on the Highland campus:**

- Administration Building: Lower level
- Allen Fieldhouse: Lower-level locker rooms
- Ellis Hall: First floor
- Heritage Hall: First floor
- Library Student Union: Lower level
- Rubeti Hall: First floor
- Yost Hall: Lower level
- Wellness Center
- Any of the campus apartments: First floor

#### **HCCRL Residents**

If students living on campus are unable to move to a shelter area, they should move away from windows, preferably into a bathroom. Covering with blankets, or if possible, a mattress, will provide the best protection from objects tossed during the storm. Residents are instructed to avoid going outside to “see” the tornado. They are also asked to avoid using the phone except to report medical or fire emergencies, safety hazards, or criminal activity.

#### **Watch and Warning**

A tornado or severe thunderstorm **watch** indicates that weather conditions could lead to the formation of a tornado or severe thunderstorm, so be alert and prepared to take shelter if conditions worsen. A tornado or severe thunderstorm **warning** indicates that a severe thunderstorm, tornado, or cloud rotations have been spotted or detected on radar. Take shelter immediately!

#### **Campus Tornado Siren Activation**

The “take shelter” siren has a wailing rise and fall sound that will operate for 15 seconds, then turn off for five (5). The “all clear” is a flat, one tone siren that will operate for 2 seconds then turn off for 2 seconds. This will last for one minute.

The college speaker system and RAVE alert text messaging system will also send an all-clear message when the dangerous storm has passed.

#### **Winter Storms**

When there are winter weather events, the HCC President decides when the campus will close. Notification of school closing will be made via the various HCC social media channels as well as local news and radio. HCC encourages students tune into 103.9 KNZA-Hiawatha for the latest information

## **WELLNESS CENTER**

The Wellness Center features a six-lane indoor track, four full basketball/volleyball/tennis courts and drop-down batting cages. The Wellness Center also has state-of-the-art cardiovascular equipment including treadmills, elliptical machines, and weight stations. In addition, there are televisions, radio hookups, and a conference/classroom area.

## HIGHLAND COMMUNITY COLLEGE STUDENT HOUSING FIRE SAFETY PLAN

At the start of each academic semester, students should become familiar with the HCC Student Housing Fire Safety Plan. All students are required to evacuate their complex whenever their fire alarm has sounded. Students who do not evacuate their apartment complex after the fire alarm has sounded, will receive a verbal warning the first time and an insubordination fine anytime following.

### Stage 1:

- All students will exit the apartment complex in an orderly fashion.
- Close the door of the room and/or apartment where the fire is upon exit

### Stage 2:

- If an actual fire is seen, Call Doniphan County Sheriff first to dispatch Highland Fire Department @ 785-985-3711
- Contact Campus Security second, @785-741-2206
- Alert other residents and/or roommates during exit from apartment complex by knocking on their doors.

### Stage 3:

- Student must evacuate to their building's designated Fire Safe Zone area.
  - *Details of Fire Safe Zone Areas are listed below*
- Students cannot re-enter the apartment complex until the alarm has been silenced and a college official or the Highland Fire Department has given the ALL Clear.
- Students who re-enter the apartment complex before the ALL Clear has been given will receive an insubordination fine.

### HCC Student Housing Fire Safe Zone Areas

Ellis Hall: Parking lot South of Ellis Piper/Prairie Hall: Parking lot North of Piper (Lot P)

Kansas Hall: The sidewalk in front of the Walter's Wellness Center Kiltie Hall: The sidewalk in front of the Walter's Wellness Center

Colony Point Hall: Gravel parking lot West of complex (Maintenance Shed Lot) Cornerstone Hall: Gravel parking lot West of complex (Maintenance Shed Lot) Claymont Hall: Gravel Parking lot East of complex (Lot G)

Crestview Hall: Gravel Parking lot East of complex (Lot G) Hampton Hall: Gravel Parking lot South of complex (Lot G) Hollyoak Hall: Gravel Parking lot South of complex (Lot G)

Hearthford Hall: Gravel Parking lot South of complex (Lot G) Huntington Hall: Gravel Parking lot South of complex (Lot G) Heritage Hall: Parking lot East of complex (Lot H)

Rubeti Hall: Parking lot East of complex (Lot H)

Highlander Hall: Gravel Parking lot West of complex (Maintenance Shed Lot) Degginger

Hall: Gravel Parking lot East of complex (Lot G)

Scottie Place Hall: Gravel Parking lot South of complex (Lot S) Sunflower Hall: Gravel Parking lot South of complex (Lot S)

**The college will perform four fire drills in campus housing per academic year. These will be unannounced. All residents in housing at the time of the drill will be expected to evacuate the building and participate in the drill.**

**Note: Whenever your fire alarm sounds, please offer your neighbors a “courtesy knock” to notify of a fire.**

## **APARTMENT COMPLEX FIRE ALARM SPECIFICATIONS**

### **Kansas/Kiltie**

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire Extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
  - The living room & bedroom smoke detectors will set off the alarm for the entire building
- The Fire alarm panel is located in apartment 1

### **Claymont/Crestview/Colony Point/Cornerstone/Hampton/Hollyoak/Hearthford/Huntington**

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is interconnected
  - The smoke detector in the living room will set off the alarm for the entire building
  - Bedroom smoke detectors will not set off the alarm for the entire building
- No fire alarm panel present

### **Highlander/Degginger/Sunflower**

- Smoke detectors are located in the apartment living rooms & bedrooms
- Fire extinguishers are located in the kitchen utility closet
- Fire alarm system is not interconnected
  - Smoke detectors are interconnected within the apartments, not the building
  - The living room/bedroom smoke detectors will set off fire alarm within apartment only
- No fire alarm panel present

### **Heritage/Rubeti**

- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in hallway utility closet
- Fire alarm system is interconnected
  - Smoke detector in hallway will set off alarm in entire building
  - Smoke detectors in bedroom are not interconnected
- Fire alarm panel is located in Heritage 1 & Rubeti 3

### **Ellis**

- Smoke detectors are located in the apartment hallways & bedrooms
- Fire extinguishers are located in the kitchen
- Fire alarm system is not interconnected
  - Smoke detectors in apartment will not set off entire building
  - Smoke detectors in kitchen will not set off smoke detector in bedrooms & vice versa
- Pull stations are on landings

### **Piper**

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is not interconnected
  - Smoke detectors in living room & bedroom will set off fire alarm within apartment
  - Smoke detectors in apartments will not set off alarm in entire building
- Fire alarm panel is located in the closet of building lobby

### **Prairie**

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in the upstairs and downstairs building hallways
- Fire alarm system is interconnected
  - Smoke detectors in bedrooms & hallways will set off alarm in entire building
- Fire alarm panel is located in apartment 3
- Sprinkler System

### **Scottie Place**

- Smoke detectors are located in apartment living rooms and bedrooms
- Fire extinguishers are located in kitchen utility closets
- Fire alarm system is not interconnected
  - Smoke alarms are interconnected upstairs, but not downstairs
  - Smoke detector in back hallway is interconnected with apartments 2 and 4
  - Smoke detectors in apartments will not set off alarm in entire building
- No fire alarm panel present

### **Duplexes**

- Smoke detectors are located in apartment hallways & bedrooms
- Fire extinguishers are located in kitchens
- Fire alarm system is not interconnected
  - Smoke detectors in hallway & bedrooms will not set off alarm in entire building
  - Smoke detectors in hallway & bedrooms will set off alarm within apartment
- No fire alarm panel present

## HCC LOCKDOWN PROCEDURE

A campus lockdown will be initiated if there is serious risk of danger to the staff, faculty and students of HCC from an armed or dangerous person on campus. The lockdown will be initiated at the discretion of the President or his/her designee. A RAVE Alert will be sent out to initiate a lockdown. That is an email and text message. Also, the campus speaker system will initiate and give you direction on what to do.

### Building Safe Zones & Responses

#### Administration Building

- Business Office: lock office doors, shut off lights & move to the Northeast office.
- Financial Aid/Registrar Office: lock glass door & back entry, shut off lights & move to Financial Aid Director Office
- Admissions Office: move to President's Office
- IT Office: lock office door & shut off lights
- Music Classroom: lock offices & shut off lights

#### MSTC

- Some classrooms and offices are safe zones. Move to safe zone, lock door, and turn off lights.

#### Irvin Hall

- First floor reading classroom is a safe zone. Instructors, tutors, staff & students move to the safe zone area, lock door, shut lights off.
- Second floor math lab/study area is a safe zone. Instructors, tutors, staff & students move to the safe zone, lock door, shut off lights.

#### Gym

- Training room is a safe zone. Move to safe zone, lock door, and turn off lights.
- Lock rooms are a safe zone. Move to safe zone, lock door, turn off lights.

#### Library

- Faculty reading room is a safe zone. Move to safe zone, lock door, turn off lights.

#### Cafeteria

- Manager's office, bathrooms & kitchen area are safe zones. Move to safe zone, lock door, turn off lights.

#### Lower LSU

- Academic office is a safe zone. Move to safe zone, lock door, turn off lights.

#### Stadium Center

- Coaches offices are safe zones. Move to safe zone, lock door, turn off lights.

#### Wellness Center

- Southwest corner of the Wellness Center is a safe zone. Move to safe zone, lock door, turn off lights.

#### Yost Hall

- Offices are safe zones. Move to safe zone, lock door, turn off lights.

#### Campus Housing

- Each apartment is a safe zone. Lock outside door, move to the bathroom, turn off lights.
- RA will move to the bedroom and blow air horn out of window.

**When threat has passed, all on campus persons will be notified via RAVE Alerts and the campus speaker system.**

## HOUSING CONTRACT TERMS AND CONDITIONS

The following Terms and Conditions as part of the contract between HCC and the residents of HCC housing. This is an agreement for room and board accommodations. I agree to rent a room at the rate as specified by HCC per semester and to pay for my board at the rate as specified by HCC per semester. Prices listed are subject to change by the approval of the HCC Board of Trustees.

I enclose herewith a check or money order made payable to Highland Community College in the amount of \$150 as a security deposit for housing accommodations (if not previously paid). If I do not reside in an HCC dorm for the full term of my agreement, refund of the deposit will be made in accordance with contract printed below. If I reside in HCC housing for the full term of this agreement, refund of the security deposit will be made on or before forth five (45) days have elapsed form the date I terminate residential, less deductions for damage and any other unsatisfied obligations due HCC. In the event the one hundred fifty dollar (\$150) security deposit is reduced by reason of charges against it, I agree to add to such deposit an amount sufficient to bring back to one hundred fifty dollars (\$150).

I understand and agree that: (1) The College reserves the right to reject my application or any other applications for accommodations in HCC housing. (2) If my application is accepted by the College, I will promptly pay all charges for the accommodations assigned to me at the rate established by the Board of Trustees for the College. (3) I may occupy my room and meals will be served me according to the HCC Housing Calendar, which is subject to change by the College without notice. (4) I may not alter or amend this application- contract without agreement of both parties. (5) The inability of the College to grant my assigned preferences shall not void this application-contract. (6) The College reserves the right to change the requirements for the Housing Complex.

### Contract Conditions:

1. CANCELLATIONS AND REFUNDS: Your contract is a lease agreement with Highland Community College for the Fall semester and Spring semester. Your contract may be altered under the following conditions:
  - a. If you notify Housing in writing by June 1 for fall semester and December 1 for spring semester that you do not intend to live in campus housing, your deposit will be refunded within 45 days and you will be released from your contract.
  - b. If you notify Housing in writing after December 1, for spring and June 1 for fall semester, but before registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.
  - c. After registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the academic year.
  - d. At the end of the fall semester, you may be released from your contract if you notify Housing in writing on or before the last day of the fall semester. Your deposit will be returned within 45 days after inspection.
  - e. If you notify Housing in writing after the last day of the fall semester, but before

spring registration day, that you do not intend to live in campus housing, your deposit will be forfeited, but you will be released from your contract.

f. After spring registration day, HCC will not release you from your housing contract and you are expected to pay your rent for the semester.

2. ROOM ASSIGNMENTS: HCC will notify the student after a room has been assigned to the student. HCC reserves the right to change the room assignment and to require the student residents to move to a like accommodation if such a change appears to be in the best interest of the student resident or the College.

3. VACATION POLICY: HCC housing will be officially closed and no food service provided during all of the official College vacation periods.

4. ROOM INSPECTION: The College reserves the right to enter students' rooms in the interest of health and safety, or when a violation of College policy, housing policy, or law is apparent and probable cause is given. Your assigned Resident Assistant, Director of Campus Engagement, or the Vice President for Student Services may conduct Health and Wellness inspections.

5. ROOM FURNISHING AND SERVICES: Campus Apartments, Ellis Hall, Heritage Hall, and Rubeti Hall are all furnished with a couch and/or chairs, beds, individual closets, drawer units, dining table and chairs, a stove and a refrigerator. Utilities are paid. Each bedroom contains a computer outlet to the HCC network for each occupant.

6. FIRE, THEFT, OR DAMAGES: HCC shall not be responsible for the loss of or damage to any of the student's personal property from any cause whatsoever. The student shall reimburse HCC for all damages to the structure in which he or she is housed and all damage to, or loss of any fixtures, furnishings, or personal property furnished under this contract caused by negligence on the part of the student or his/her guest. In the event that the accommodation assigned to this student is destroyed or otherwise made unavailable and HCC does not furnish equivalent accommodation, the contract shall terminate and all rights and liabilities of the parties hereto shall cease and the rights of HCC and students to payments previously made by them shall be prorated on the basis of the period for which accommodations were made available to the student.

7. RULES AND REGULATIONS: The student shall comply with all the rules and regulations of HCC housing in which he or she is a resident and of the College, which are now hereinafter in effect, which rules and regulations are specifically made a part of this contract by reference. In the event that a student ceases to be enrolled as a regular student at HCC, such student shall immediately vacate his or

her accommodations, if requested to do so by HCC and, if vacated, HCC shall be under no obligation to refund any payment previously made.

8. MOVE IN: Students may move into their rooms on a date determined by HCC, usually the day of final registration, unless participation in HCC activities requires the student to be on campus earlier.
9. MOVE OUT: Students must move out of their rooms by 6:00pm on the last day of final exams for each semester.
10. The FEES SCHEDULE AND INFORMATION SHEET are considered a part of the housing contract.
11. FAILURE TO MEET THE TERMS OF THE HOUSING CONTRACT MAY RESULT IN EVICTION FROM HOUSING.
12. PAYMENT INFORMATION: Deposits and the completed contract should be directed to the HCC Student Services Office. Semester payments should be made to the HCC Business Office. Make checks payable to Highland Community College. Housing payments are made on a semester basis. You must have an approved payment plan agreement on file with the Business Office to be considered for a payment plan. Otherwise, 100% of charges are due at registration.
13. BACKGROUND CHECKS: All students must agree to the completion of a background check before their housing contract is considered finalized. You authorize and consent to a criminal background check before your housing contract will be processed. You also agree to submit to fingerprinting, if requested for such purpose. HCC may also request copies of official documentation of completion of diversion agreements, etc. if necessary. The background check process may or may not be completed prior to the date of move-in. If information is provided on the completed background check that indicates the student may be a danger to the safety of the campus community, the student will be required to vacate campus housing.