



Coastal Bend

COLLEGE

2023-2024

RESIDENCE LIFE

HANDBOOK

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General Information

The Residence Life Handbook educates student residents about all pertinent information regarding on-campus housing at Coastal Bend College.

It is the responsibility of each student resident to become familiar with the Resident Life Handbook. Students must also become familiar with other official publications, including, but not limited to, the CBC Catalog and other vital policies, including student rights and responsibilities and student conduct.

There is one residence hall and one apartment building at Coastal Bend College's main campus in Beeville, Texas. The apartments house 38 students and one apartment manager. Benton Hall houses 140 students' quasi-traditional suites with double-occupancy rooms connected by a shared bathroom.

All information in this publication is subject to change.

Accreditation

Coastal Bend College (CBC) is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACSCOC) to award associate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia 30033-4097 or call 404-679-4500 for questions about the accreditation of CBC.

Rights of Individuals with Disabilities

Coastal Bend College complies with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. It does not discriminate based on a disability in the areas of admission, accessibility, treatment, and employment. Individuals with disabilities, as defined under the law, who are otherwise qualified to meet the institution's academic and employment requirements, will be provided with services and resources accordingly. Students and employees must submit the appropriate documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose. For students with disabilities, reasonable accommodations are made to allow the individual student to be successful at Coastal Bend College. Reasonable accommodations are provided for those students who submit the documentation of the disability by a qualified professional whose license or credentials are appropriate to diagnose the disability. Coastal Bend College supports efforts in making the campus more accessible and encourages individuals with disabilities to participate in all activities. Students seeking assistance should contact the Office of Accessibility Services. Employees should contact the Human Resources Department.

Statement on Alcoholic Beverages, Tobacco, Firearms and Other Substances

In compliance with the Drug-Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) and Texas House Resolution 2253 and Senate Resolution 645 (passed in 1987), Coastal Bend College forbids the unlawful manufacture, possession,

sale, use or distribution of illegal drugs and alcoholic beverages at on-and off-campus college-sponsored events. Each of these statutes requires colleges and universities to clearly inform students that no illegal drugs (including unlawful possession of alcohol) will be allowed on campus (inside buildings and on campus property), and that students who are found guilty of such violation(s) will be penalized. Coastal Bend College also prohibits smoking and the use of tobacco products in all college buildings. Violators of this policy may be subject to disciplinary action. Students seeking assistance or educational materials about alcohol, drugs, tobacco or other substances should contact the office of Student Support Services. Effective August 1, 2017, Legislative Session 84, Senate Bill 11, also known as Campus Carry will permit holders of a Texas License to Carry (LTC) or Concealed Handgun License (CHL) to bring concealed handguns to certain locations on the college campuses. License holders are referred to the following website for information on prohibited areas and gun free zones <http://coastalbend.edu/handgunpolicy/>. Violators are subject to disciplinary action and criminal prosecution.

Harassment, Discrimination, and Sexual Misconduct

As per policy FFDA(LOCAL), Sexual Harassment section, Coastal Bend College assumes an affirmative posture to prevent and eliminate sexual misconduct, including sexual harassment in any division, department, or any unit by any individual. Coastal Bend College provides an educational and working environment for its students, faculty, staff, guests and visitors that is free from sex discrimination and sexual harassment. It is the policy of the College that any practice or behavior that constitutes sexual harassment will not be tolerated. This policy has been developed to reaffirm this principle and to provide recourse for those individuals whose rights have been violated.

Sexual Harassment is defined as follows:

- conduct on the basis of sex by which an employee of the College conditions the provision of an aid, benefit, or service of the College on a student's or employee's participation in unwelcome sexual conduct (quid pro quo);
- conduct on the basis of sex that constitutes unwelcome conduct determined by a reasonable person to be so severe, pervasive and objectively offensive that it effectively denies a student or employee equal access to the College's education program or activity (hostile environment); and
- "sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 1229(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30). Sexual harassment in the workplace and schools is an illegal practice under Section 703 of Title VII of the 1964 Civil Rights Act, as amended, and Title IX of the Education Amendments of 1972.

Cleary Act

The Coastal Bend College Police Department prepares a crime statistics report to comply with the Jeanne Cleary Disclosure of Campus Security Policy and Crime Statistics Act. Each year, notification is made to all enrolled students providing the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the Coastal Bend College Police Department, located at 3800 Charco Rd., Beeville.

Title IX

Title IX of the Education Amendments of 1972 protects people from sex discrimination in educational programs and activities at institutions that receive federal financial assistance. We are committed to providing an environment free from discrimination on the basis of sex. Title IX is often perceived as a law that applies only to athletic programs; however, Title IX is much broader and protects all students, employees, and visitors to campus from gender-based discrimination.

Purpose

The goals of the College District shall be to, per AD(LOCAL) Policy:

1. Provide technical/vocational programs leading to associate degrees or certificates
2. Provide postsecondary freshman and sophomore courses in arts and sciences that transfer to senior postsecondary institutions and that lead to associate degrees
3. Support local and statewide needs for occupational upgrading and workforce development through adult literacy, education, and retraining programs
4. Provide access to postsecondary education with an open admissions policy that includes developmental education programs
5. Enhance the learning environment by providing support services to meet the requirements of educational programs, faculty, and students
6. Maintain a campus conducive to learning; that is environmentally and functionally safe, accessible, attractive, and well-equipped
7. Provide counseling, educational advising, job placement and guidance programs to assist students in achieving their educational, personal, and career goals.

Role

Coastal Bend College is a two-year institution primarily serving its local taxing district and service area and offering vocational, technical, and academic courses for certification or associate degrees. Continuing education, developmental and compensatory education consistent with open-admission policies, and programs of counseling and guidance shall be provided. The College District shall insist on excellence in all academic areas— instruction, research, and public service. Faculty research, using the facilities provided for and consistent with the primary function of the College District is encouraged. Funding for research should be from private sources, competitively acquired sources, local taxes, and other local revenue. Education Code 130.0011

Mission

Coastal Bend College is a student-centered community college committed to delivering superb educational and life enriching opportunities to its students and the communities it serves.

Core Values

Learning; Respect; Innovation; Service; Excellence; Integrity; Leadership; Collaboration; Diversity; Communication.

Vision

Coastal Bend College is a leader in providing quality education for lifelong learning by dedicating its resources to promoting a learning-centered environment that empowers its students to reach their highest potential and become responsible members of the global community.

Residence Life Staff

The Office of Residence Life is comprised of one full-time professional staff member, one part-time professional staff member (Apartment Manager), and four resident assistants.

Director of Residence Life- The Director of Residence Life is responsible for the day-to-day management of Benton Hall, the College Apartments, and the overall operations of the Office of Residence Life.

Apartment Manager - The Apartment Manager resides in the CBC Apartments and is a part-time professional staff member for the Office of Residence Life. The manager is responsible for overseeing the College apartments and managing the residents.

Resident Assistant (RA) – The RAs are students that live in Benton Hall and are considered paraprofessional staff. The RA's assist with Residence Life activities and ensure student residents have a positive experience while living on-campus.

Room Assignments

Room assignments are determined by the Office of Residence Life. Students are not guaranteed assignments based on their preferences in the Housing Application. The Office of Residence Life may reassign residents as deemed necessary to accommodate the maximum number of students for on-campus housing. Students without a roommate after the semester begins (due to no-shows and cancellations) may be asked to move to another room or assigned a roommate in order to consolidate and maximize room/bed availability. Private room request must be approved by the Office of Residence Life.

Residence Life Housing Contracts

When students sign the Residence Life Housing Contract, they agree to live in on-campus housing and accept responsibility for the terms and conditions of the contract. All Residence Life Housing Contracts are valid for one academic year (Fall/Spring). All contracts are binding and effective after the student signs the document. Room rates and regulations are subject to change by action of the CBC Board of Trustees and the CBC administration. **Rooms may not be sublet.**

Accessibility Accommodations

If any resident requires accommodation due to a diagnosed disability, the student must complete the accommodation online request form located on the Office of Accessibility webpage <http://www.coastalbend.edu/oas/>.

Housing Eligibility

Student residents must be enrolled as a full-time student with a cumulative GPA of 2.0 to reside in on-campus housing. Full-time students are defined as:

- Fall and Spring terms– 12 or more credit hours
- Summer terms – 9 or more credit hours (between SSI & SSII)

Housing Evictions

A student may be evicted from on-campus housing for infractions outlined in the Residence Life Handbook. If an eviction is warranted, the student will receive notification from the Office of Residence Life stating the reason and expectations of the eviction including the date and time of effectiveness. Any resident who has been evicted by the Office of Residence Life may not visit on-campus housing, for any reason, until they have met with the Director of Residence Life.

- *Disciplinary Eviction:* Any resident who is evicted for a disciplinary reason will not be eligible to live on-campus thereafter.
- *Nonpayment Eviction:* Any resident who is evicted from on-campus housing for non-payment, may be eligible to return to on-campus housing if payment arrangements are made with the Business Office prior to their residency AND with approval from the Office of Residence Life.

Move-In and Move-Out Procedures

Move-In Procedure

1. Check the CBC Residence Life website at www.coastalbend.edu/reslife for all move-in schedules.
2. Cougar ID: On the day of check-in, each resident will have their picture taken so it can be submitted to Library Services to make their Cougar ID card.
3. Meet the RAs. The RAs will be available during move-in to assist with any questions you may have during check-in.
4. Receive your key. Each resident will be issued a key for their assigned dorm and is responsible for their room key. A \$75.00 key replacement fee will be charged to student's account for any lost or stolen keys.
5. Complete initial room inspection. Upon move-in, each resident must complete an initial room inspection to ensure their room has no damage or missing furniture. Each resident is liable for any damage not previously marked on the initial room inspection form.

Move-Out Procedure

Each student MUST properly check-out either by 5 pm on the last day of their last final exam or the day they withdraw from all courses. All student belongings must be removed from the room, any items left behind will be removed at the resident's expense. Roommate/Suitemates should begin cleaning prior to the day of check-out.

Follow the procedure below for official check-out of on-campus housing:

1. When moving out a student can elect to schedule an appointment to check-out of their room or opt for an express check-out. Any resident choosing the express check out process therein forgoes all rights to appeal any damages found within the room that are not listed on the room condition report. Residents electing for in person check out must schedule an appointment with the Office of Residence Life at least 24-hours prior to their preferred check-out date/time. Check the CBC Residence Life website at www.coastalbend.edu/reslife for all move-out schedules.
2. Defrost the refrigerator and clean it. The water must be collected in a bucket or pan so it does not become a slipping hazard. Do NOT unplug it and allow the water to leak onto the floor. Please remove all food from the refrigerator.
3. Dust: All dressers, desk drawers and shelving.
4. Wipe Down: All countertops, sink tops, etc.
5. Clean: All windows and mirrors.

6. Sweep: All floors.
7. Scrub: Shower and toilet.
8. Clear the room of all personal belongings and remove ALL TRASH.
9. Remove any tape, sticky putty, etc. from the windows, doors, walls, etc.
10. Return room key to the Office of Residence Life or a designated drop off box location
11. All scheduled in-person check-outs must be attended by the student requesting the check-out. Failure to be present during the scheduled check-out will result in an improper check-out fee.

The Residence Life Staff will complete the final inspection of rooms and any damage will be equally assessed according to the cost of repair, replacement, or cleaning (see appendix for partial price list). If there is damage to the room, the student will receive notification to their CBC email with information. The Residence Life staff will be the last person to leave the room and will lock the door after everyone in the room has moved out. If no check-out is performed within three-days of the official move-out date published on the CBC academic calendar, the Residence Life staff will complete an administrative check-out and the student will be charged with an improper check-out fee of \$100 and subject to additional charges. There is a \$100 fee for improper check-outs and forfeiture of the opportunity to appeal any charges.

Dining Services

Coastal Bend College has contracted Great Western Dining Services to provide exceptional meal options for the CBC students. Benton Hall residents are required to purchase a Cougar Meal Plan and there are two-options (1) 15 meals per week at \$1,800 per semester or (2) 19-meals per week at \$2,150 per semester.

- There are no plans available during the Summer terms.
- Meals do not carry forward from week to week with either option.
- No dining services are available during Thanksgiving break, Christmas break and Spring break.
- All Cougar Meal Plan prices are subject to change.

Hours of Operation

Monday-Friday

Breakfast	7:30 am – 9:00 am
Lunch	11:30 am – 1:30 pm
Dinner	5:30 pm – 6:30 pm

Saturday and Sunday

Breakfast	8:00 am – 9:30 pm
Lunch	11:30 am – 1:00 pm

On-Campus Housing Amenities and Services

CBC Apartments

Each apartment has two bedrooms, bathroom, kitchen, dining area and living room. All apartments are furnished with two twin XL beds (38" x 80"), desks, bookshelves, individual closet space, electric stove/oven, full-size refrigerator. Residents can bring their own microwave (not to exceed 1000 watts) and small cooking appliances with heating elements only to be used in the kitchen apartment. Also, residents may utilize and bring single-cup coffee makers (limited to one per room, not to exceed 1500 watts and must have automatic shut-off).

Benton Hall Rooms

Each room has one main door, shared bathroom and one large window. All rooms are furnished

with two twin XL beds (38" x 80"), two desks, individual closet space, and two 3-drawer dressers. Residents can bring their own microwave (not to exceed 700 watts). Also, residents may utilize and bring single-cup coffee makers (limited to one per room, not to exceed 1500 watts and must have automatic shut-off).

Break Housing

While the college is closed for Thanksgiving and Spring Breaks, residents living in student housing are permitted to remain in their spaces during these breaks.

Benton Hall is closed during the Winter Break. However, in certain circumstances, residents may be allowed to remain in the hall at the discretion of the college.

For safety purposes, any student staying in Benton Hall or the Apartments during a break must complete a Break Housing Registration Form.

Any resident found in college housing during a break that has not completed a break housing registration form and received authorization to remain in college housing during the break, can be asked to leave the premises.

Guests are not allowed in college housing during breaks. College services, such as dining and mail, are not available during these breaks.

Information Board

This board is in the lobby of Benton Hall and is updated regularly so please pay attention to important announcements.

Internet Service

CBC student residents of Benton Hall have access to Cougar WiFi. The Cougar WiFi can be found in your cougar den.

The College's information technology resources are made available to students to further the educational mission of the College. The appropriate use of information technology is primarily related to the academic assignments and coursework of students. To ensure availability and reasonable levels of service, the users must exercise responsible behavior. The misuse of information technology by a few can result in degraded performance for all users and interfere with legitimate academic endeavors. For more information, please refer to [CBC Board Policy CR \(LOCAL\)](#).

- **Prohibited Activities.** While the policies in place attempt to enumerate activities that constitute misuse, the rapid changes in technology make it impossible to list every possible misuse. Therefore, the general areas of misuse are identified with examples of each given. The following list is not all-inclusive:

Interfering with normal operations and other users:

- The execution of any program or instructions with the intent of:
 - Disrupting the normal operations of the network, software, or computers at the College;
 - Obscuring the true identity of the user; or
 - Harassing of any individual or group.

- Use of College resources for non-College related activities that create an undue increase in the network load, e.g., file sharing, network games, spamming, chain mail; and
- Scanning systems to find running services and vulnerabilities.

Unauthorized access or use:

- Using College resources to gain unauthorized access and use to either the College's resources, or other entities' and individuals' technology resources; use of network packet 'sniffers' or packet analyzers; providing access to student's Ethernet port to other persons; installation of routers, switches, hubs, or wireless access points; making unauthorized copies of copyrighted material. The general assumption should be that all software, music, graphic images and similar items are copyright protected. Both copying and downloading without authorization from the copyright holder is a violation of copyright law and subject to prosecution. More information about copyright laws can be found at the US Copyright Office, <http://www.copyright.gov/>.
- Violation of any applicable state or federal law or city ordinance governing criminal activity, property, copyright, harassment or electronic commerce.
- Using or damaging any technology resource that results in the impairment or otherwise adversely affects the access of others. This includes the introduction of any virus, worm, Trojan horse, or other software or instructions that attack or diminish access to resources, and disruption of transmission cables or transmission equipment.
- Students are not permitted to run web, proxy or e-mail servers from their connected computers.

Actions for Violations of Acceptable Use Policy:

Failure to follow this acceptable use policy can result in suspension or termination of access to the College's information technology resources, or other disciplinary actions by the College. The College reserves the right to investigate any unauthorized or improper use of College information technology resources. Violations of the College's information technology use policies by users will be reported to the Dean of Student Services. The appeal of any suspension, termination of access or other disciplinary actions shall be governed by the due process procedures outlined in the Coastal Bend College Board Policy Manual and the College's Student Handbook. Violations of local, state, and federal laws will be reported to appropriate authorities for investigation and prosecution.

Laundry Facilities

Washers and dryers are located on each floor of Benton Hall. Laundry costs are subject to change.

- No clothing items (wet or dry) may be hung from vents or light fixtures in any area of on-campus housing.
- Do NOT overload washers.
- Washers will not accommodate quilts, comforters, sleeping bags, etc.
- Notify the Residence Life staff of any issues with washers and dryers.

Mail Service

Students residing in on-campus housing may utilize the CBC mail room for all mailing needs. To ensure timely delivery of mail, please encourage friends and family to use the following address format:

STUDENT NAME
3800 Charco Rd.
Beeville, TX 78102

Free Food Options

There are several food pantries located in the Beeville community (see list in appendix). Also, the Catholic Newman Center serves free lunch on Wednesday of each week and Baptist Student Ministry serves free dinner on Thursday of each week (both facilities are located right across the street from CBC).

Room Furnishings

CBC property may not be removed from any on-campus room or building in which they are located without written permission from the Office of Residence Life – this includes, but not limited to, beds, desks, chairs, mattresses, lobby furniture, and all other CBC property. Relocation or removal may result in the student being billed for any missing furniture during the check-out process.

Lofting/Bunking Beds

Residents can request to have their beds lofted and/or bunked if their beds are capable. To fulfill this request, the student must ask the Office of Residence Life to submit a maintenance work order (requests can be made during the first two weeks of the semester only).

Care and Cleaning

Residents are encouraged to regularly scrub and use other cleaning supplies to maintain a clean and healthy living space. Cleaning equipment such as brooms and mops are available by request from a Residence Life staff member and can be checked out with a Cougar ID card. Heighted cleaning measures should be enforced during a global pandemic – it's vital to disinfect high touch points (light switch, doorknobs, etc.) multiple times a day.

Room Decorations

Residents are encouraged to decorate their rooms since it is their temporary home but there are a few restrictions in place to keep all residents safe.

- Be careful when affixing posters, pictures or decorating for the holidays ~ nothing should be affixed to the ceiling.
- DO NOT paint, paste, nail, staple, thumb tack anything on the doors or walls of your room.

Adhesive Products Allowed

- Stick-ups (3M or similar hooks not allowed as it will remove paint)
- Fun-Tak putty

Prohibited Items

Residents who are found in possession of a prohibited item will be referred to the Student Conduct Office and the item will be confiscated.

Alcohol/drug/tobacco containers may not be used as a room decoration under any circumstances. Items will immediately be confiscated to the CBC Police Department. It should

be noted that the presence of alcohol and tobacco containers will be interpreted as constructive possession.

Car parts including, but not limited to, tires, batteries, hitches, chains, vehicle engines, and other large items may NOT be stored in on-campus housing rooms.

Candles and wax warmers are not allowed. Burning candles, incense, or any other item that required an open flame is a violation of fire code and is not permitted in on-campus housing rooms. In addition, all electric and candle burning potpourri pots, candle warmers, and Scentsy type products are not permitted.

Cooking appliances are prohibited in Benton Hall due to the fire code and this includes all small cooking appliances. Appliances that are prohibited include all, but not limited to, the following: appliances with a heating element, such as coffee pots, griddle/hot plates, sandwich makers, electric skillets, etc. If any of the above items are found, the item will be confiscated and returned to student upon check-out.

Extension cords, electrical extension cords, or multiple plug electrical adapters are not allowed. Residents may only utilize surge protectors. Microwaves and mini fridges should be plugged directly into a wall outlet.

Charcoal/Gas grills/fire pits are prohibited inside or outside of on-campus housing (includes apartments), this includes parking lots.

Halogen lamps such as multiple-arm plastic covered lamps and lamps with halogen bulbs pose a severe fire hazard and are not allowed in any on-campus housing room. Questions about lamps should be directed to the Office of Residence Life. Plastic covered lamps are acceptable as long as they use energy efficient bulbs, and the appropriate wattage of light bulb is used.

Hover boards/scooters are not allowed in on-campus housing facilities at any time.

Road signs or other recognizably stolen articles will immediately be confiscated and residents in possession of stolen items will be referred to the CBC Police Department.

Live trees/branches/wreaths are not allowed in on-campus housing.

Lofts/bunk beds are not allowed unless approved by the Office of Residence Life and by the Office of Accessibility Services as an approved accommodation.

Metal-tipped darts and dartboards are not allowed in on-campus housing facilities.

Room Keys

All student residents are issued one room key. Lost keys should be reported to the Residence Life staff immediately. If a replacement key (lost, stolen or broken) is necessary, a charge of \$75 will be billed to the student's account. If the key is not returned for any reason, the responsible resident will be charged for the replacement key. No student shall make copies of room keys as it is against the law to duplicate keys.

Lock outs

When a student resident is locked out of their room, they can contact the Office of Residence Life or reach out to a Resident Assistant to open the door. Each student is permitted to have one courtesy lockout per year. A \$5.00 fee is assessed after the first lockout.

Possession of Unauthorized room key

Student residents are not allowed to give out their room key to any other resident or non-resident. Possessing an unauthorized key is considered a safety and security violation which will result in a disciplinary action.

Lock Rule

Per Benton Hall's fire code, student residents may NOT install locks in the bathrooms or any other area of Benton Hall. Room door locks may not be tampered with or made in any way not to latch; this also includes tampering with room main entrance doors to keep the door unlocked.

Food Deliveries

Benton Hall residents must have food deliveries made to the Benton Hall Lobby. Benton Hall residents should wait in the lobby for food deliveries and should pre-pay if possible. CBC is not responsible for any food delivery orders that are undeliverable.

Repairs/Maintenance Request

Repairs and maintenance needs, including broken furniture, malfunctioning fixtures, water leaks, burned out light bulbs, or any other matters requiring attention should be reported to the Office of Residence Life. Residents should NOT attempt to repair or replace any fixtures; CBC is not liable for injuries or death from such action. Residents are responsible for plunging toilets and cleaning up water from overflowing toilets, showers, sinks and keeping bathrooms free of mold by regular and routine cleaning. When the Office of Residence Life is notified of a request for repairs or maintenance, they will complete a work order through the KACE system and if it is an emergency, they are responsible for contacting the on-call maintenance staff.

Trash Disposal

Residents are responsible for disposing of their own trash. Do not leave personal trash in the stairwells or any other public locations. Benton Hall and Apartment residents should take their trash to the dumpsters located in the parking lot of each on-campus housing facility. Please be careful when transporting trash to dumpster, so there are no leaks on the stairwells or any other walkway that may cause a slipping hazard.

Parking

There is a parking lot available for Benton Hall and apartment residents. All residents must have a CBC parking tag to avoid parking tickets. If students are issued a parking ticket, all fines must be paid directly to the business office.

Recreation Areas/Student Engagement

Benton Hall is equipped with a sand volleyball court and a basketball court. Also, CBC has a walking trail located right beside Benton Hall that is available to students.

Picnic Tables

Concrete picnic tables are located throughout the Benton Hall property and students are welcome to utilize the tables. Any loud, disruptive, disorderly, and/or questionable behavior including damage to picnic tables will result in a student conduct referral.

Study Areas

Study tables and areas are in the Benton Hall lobby first and second floor. If no resident is studying, the area may be used for other purposes such as watching TV, playing video games, etc. There are also ADA compliant study tables available in this study area too.

Recreation Equipment Check-Out

DVD players, puzzles, board games, volleyballs, basketballs, tire pump, tennis racquet and tennis balls can be checked out by Residence Life Staff with a Cougar ID. If items and/or equipment is returned damaged, fines to fix and replace the items or equipment may be assessed to the individual who checked out the items/equipment.

Personal Property Liability

CBC assumes no responsibility for residents' or guests' personal belongings. Residents are encouraged to assure proper coverage for valuables – many homeowners' insurance policies cover resident's belongings while at college. CBC will make every effort to ensure the safety of residents' property, but the College is not liable for the loss, theft, or damage of property belonging to resident or guest.

Safety and Security

The safety and security of all CBC students is our number one priority. Security cameras are located in common areas of Benton Hall and various other locations on campus.

Residents should call 9-1-1 and alert Residence Life staff in the event of an emergency after business hours. During business hours, students can contact the CBC Police Department for non-emergencies (contact information below).

Dr. Celvin Walwyn
Chief of Police and Emergency Management
cgwalwyn@coastalbend.edu
(361) 354-2338

The CBC Police Department contracts the Beeville PD to patrol on-campus housing in the evening hours all week long.

The CBC campus is a safe campus, but we recommend the following tips to stay safe:

- ✓ Always lock the door to your room, even when you only leave for a few minutes.
- ✓ Don't leave valuables in study areas.
- ✓ Don't keep large amounts of money or valuables in your room.
- ✓ Refrain from propping open the door to the room.
- ✓ Be sure water faucets are shut off properly.
- ✓ Turn off lights and major electrical appliances when not in use.
- ✓ Close and secure your windows.

Benton Hall Entry

Entering or exiting through windows is prohibited. Residents and guests are to enter through the main entrances to Benton Hall. Students are encouraged to enter and exit through the lobby, but Benton Hall is an open facility with many entry points.

NOTE: Any individual not currently enrolled at CBC, who illegally enters on-campus housing will be referred to the CBC Police Department and possibly local law enforcement for appropriate charges, including trespassing.

Benton Hall Lobby Hours of Operation

A Resident Assistant is available at the Benton Hall lobby desk from 8 pm to 10 pm each night of the week. Please refer to the information board to determine which Resident Assistant is on-call to assist you.

Emergency Procedures

Coastal Bend College uses Internet Web Sites and School Messenger notification COUGAR ALERT services to inform the public of both normal and emergency operations. During emergencies, Coastal Bend College will work closely with local news media to provide clear and direct information about the situation at hand and corrective or emergency actions underway.

Fire

Student residents that identify a fire in on-campus housing should:

1. Pull the closest fire alarm
2. Call 9-1-1
3. Locate a Residence Life staff member, if possible
4. Evacuate the building using the closest exit to your location – use emergency exits is necessary.

Shelter-In Place

If instructed to do so, move to shelter areas as quickly and efficiently as possible. Sheltered areas must be 30 feet or more from exterior doors. Avoid gyms or large areas with high walls and ceilings and avoid windows.

When timely and appropriate for the conditions then existing, students, faculty, and staff in buildings should be moved into the interior part of the building. Residents of Benton Hall should move to the lowest floor of the building. It is important to stay away from exterior walls, doors, and windows. If possible, move to interior hallways or small interior rooms. In the event of a tornado, it is important to have everyone assume a protective posture. The best position is to kneel facing interior walls with heads down and hands protecting the back of the neck and head.

Drills

As part of the Coastal Bend College's mission to provide a safe and secure learning environment for students, faculty, visitors and staff each year all sites and facilities may complete the following emergency drills and exercises. The effectiveness of each of these drills will be evaluated and procedures will be updated as needed. Drill priorities should be based on site hazards identified in the CBC site specific Emergency Response Plan (ERP). The protocols tested in each drill should be based on feedback from previous drills and after-action reports. **Annual safety drills should be conducted at the Benton Hall Dormitories and CBC Apartments to include fire drills and evacuations.**

Missing Student/Person Protocol

Effective Date: 10/01/2018

Reevaluation Date: 06/01/2020

10.01 **PURPOSE:** This policy describes the procedure for acceptance, reporting, documenting, and investigating missing persons. State law, as well as federal law under 42 USC 5779(a), specify certain requirements relating to missing persons (Tex. Code of Crim. Pro. art. 63.002 et. seq)

10.02 POLICY: If a member of Coastal Bend College (The College) Community has reason to believe a student is missing, they should contact the CBC District Police Department (CBCPD) or other local law enforcement agencies immediately. Whether or not a student resides on campus, efforts will be made to locate the student to determine his or her location and well-being. These efforts may be aided by collaboration with other local law enforcement agencies.

10.03 DEFINITIONS

Missing Student - A CBC student who resides in either the Benton Hall or apartments and whose absence is contrary to his/her usual pattern of behavior and unusual circumstances may have caused the absence. Such circumstances could include, but are not limited to:

1. A report or suspicion that the missing person may be the victim of foul play.
2. The missing student has expressed suicidal thoughts.
3. The missing student is drug dependent.
4. The missing student is in a life-threatening situation.
5. The missing student has been with persons who may endanger the student's welfare

10.04 ON-CAMPUS MISSING STUDENT PROCEDURE

10.04.01 When an on-campus resident student is reported to be missing, CBCPD will:

1. Gather all essential information about the person (description, clothes last worn, where the subject might be, who they might be with, vehicle description, etc.). If possible, an up-to-date photograph may be obtained to aid in the search.
2. Determine, if possible, the mental status of the missing student and determine if the person may have ideations of suicide or self-harm by interviewing those persons who have been in recent contact with the student.
3. Determine, if possible, the existence of any medical condition or immediate need for medication which creates an imminent risk to their safety and well-being.

Severe Weather

In the event of immediate severe weather (i.e., tornado, severe thunderstorm), a Cougar Alert will be sent, and the residence life staff will direct students to a location within each facility to take shelter.

In the event of inclement weather (i.e., hurricanes, winter weather, flash flooding), the residence life staff will coordinate with students to make arrangements for evacuation or shelter within the CBC college district. When severe weather conditions occur, students will be informed through Cougar Alerts and announcements through the college's website and social media sites.

Health & Wellness Concerns

The safety of students at Coastal Bend College is extremely important to us. The CBC Care Team works collaboratively and proactively to provide early intervention and assistance to anyone at CBC who needs assistance. The team uses approaches to identify, assess and alleviate risks associated with students exhibiting concerning behaviors or thoughts. The CARE Team ensures that the student is referred to the appropriate resources.

REFERRAL PROCESS

To make a referral, please complete the online [Care Team Referral form](#). When the referral is received, the CARE Team will assess the situation and develop a supportive intervention plan (using the NaBITA Risk Rubric) to assist the student.

Vaccinations

Immunization Texas Senate Bill 1107 requires all new entering students who are 21 years of age and under must provide proof of a meningitis vaccination at least 10 days prior to the first day of courses. This includes returning students who have had a fall or spring semester lapse in enrollment and are 21 years of age or younger. Students including athletes who fail to comply with this requirement may have holds placed on registration and may be unable to attend courses until proof of vaccination is provided as noted on the Admissions/Registrar Office webpage.

An entering student includes a first-time student of an institution of higher education or private or independent institution of higher education and includes a transfer student, or a student who previously attended an institution of higher education before January 1, 2012, and who is enrolling in the same or another institution of higher education following a break in enrollment of at least one fall or spring semester.

Bacterial Meningitis is a serious, potentially deadly disease that can progress extremely fast - so take utmost caution. It is an inflammation of the membranes that surround the brain and spinal cord. The bacteria that cause meningitis can also infect the blood. This disease strikes about 3,000 Americans each year, including 100-125 on college campuses, leading to 5-15 deaths among college students every year.

Exceptions to Bacterial Meningitis Vaccination Requirement

- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student meets any of the following criteria: The student is 22 years of age or older by the first day of the start of the semester (effective 1/1/2014) or
- the student is enrolled only in online or other distance education courses or
- the student is enrolled in a continuing education course or program that is less than 360 contact hours, or continuing education corporate training or
- the student is enrolled in a dual credit course which is taught at a public or private K-12 facility not located on a higher education institution campus or
- the student is incarcerated in a Texas prison
- A student is not required to submit evidence of receiving the vaccination against bacterial meningitis if the student submits to the institution
- An affidavit or certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, stating that in the physician's opinion, the vaccination would be injurious to the health and well-being of the student or
- An affidavit signed by the student stating that the student declines the vaccination for reasons of conscience, including a religious belief. A conscientious exemption form from the Texas Department of State Health Services (DSHS) must be used or
- Confirmation that the student has completed the Internet-based Department of State Health Services for to claim an exemption for reasons of conscience (for entering students at public junior colleges ONLY). For Public Junior College Students only: to access the DSHS secure on-line exemption form click here: <https://webds.dshs.state.tx.us/immcojc/>. A copy of the form must be submitted to the designated college official at the institution the student will be attending.
-

COVID-19 Protocols

Benton Hall and the CBC Apartments are closely monitored by the Office of Residence Life, and they follow all local, state, and federal recommendations for health and safety. In addition, we are taking every measure to mitigate the risk of contagion while maintaining a sense of community and engagement.

Self-Isolation Protocol

According to the CDC, isolation separates sick people with a contagious disease from people who are not ill. In the event that a student contracts COVID-19 or students need to evacuate campus, students will be instructed to vacate their designated isolation location.

- CBC is following the CDC symptom-based protocol to determine if a student can return to regular activity. If the student has been exposed to COVID-19, they must self-isolate for five days, have improved respiratory function and fever-free for at least 24 hours without fever-reducing medication.
- Separate yourself from others
- Student residents will be asked to self-isolate at their permanent address or other location. Students who are unable to isolate off campus will be relocated to an on-campus self-isolation space.

To ensure health and wellness, students who are placed in isolation will be contacted by the Res Life staff periodically.

All students who have any COVID-19 related questions or are experiencing symptoms, please email the COVID Care Team at coronavirusstu@coastalbend.edu.

Please refer to the CBC [COVID-19 Information](#) web page for more information regarding CBC protocols during the pandemic.

Student Resident

Beeville campus students who plan to reside in on-campus housing must have a bacterial meningitis vaccination no less than 10 days prior to moving in or be qualified for an exemption. More information is available in the Residence Life Handbook. Exemptions as noted above may also apply.

Submit Your Documentation

All documents should be submitted to the Admissions/Registrar Office. Please make copies prior to submission as the Admissions/Registrar Office will not provide copies once records have been submitted.

Mail/Fax/Email:

Admissions/Registrar Office
Coastal Bend College
3800 Charco Road
Beeville, TX 78102
361-354-2254
admissions@coastalbend.edu

Drug Screening and Background Checks

Each individual student is considered to be a responsible adult and is expected to act accordingly. Competency extends beyond technical skills to an individual's criminal and substance abuse history. This approach ensures uniform compliance with Joint Commission standards pertaining to human resource management.

Any student entering a field that requires background criminal checks and/or drug screening by respective employers and/or clinical sites will follow standards established by Coastal Bend College. A student is considered to be "on the job" for the purposes of this policy wherever he or she is acting on behalf of the college, i.e., going to and from clinical sites or childcare centers as part of a course or curriculum of study.

Timing of Pre-Screening Requirements

All drug screen tests and criminal background checks will be conducted upon notification of acceptance into the program requiring such screenings. Verification of satisfactory results must be received by the participating facilities, like hospitals, clinics, and child development centers. If there is a break in the enrollment, students must re-submit for drug screenings and/or criminal background checks according to program policy. Any criminal and/or drug substance abuse history will disqualify an individual from consideration in the following programs:

- Athletics
- Child Development
- Dental Hygiene
- Radiology Technology
- Registered Nursing & Vocational Nursing

Criminal Background Checks

Criminal background checks will be conducted before admission to a program or during orientation. Criminal histories will include the following:

- Felony convictions
- Misdemeanor convictions or felony deferred adjudications involving crimes against a person (physical or sexual abuse)
- Misdemeanor convictions related to moral turpitude (prostitution, public lewdness/exposure, etc.)
- Felony deferred adjudications for the sale, possession, distribution or transfer of narcotics or controlled substances
- Registered sex offenders
- Any acts of omission or commission by a person, as stated in the Minimum Standards and Guidelines for Day Care Center.

Notes:

1. Director of Licensing for the Coastal Bend Region will provide the required documentation to allow each student to participate in lab experiences in the child development center
2. If licensing/registry body approves an individual to take the licensing/ credentialing exam, the individual may participate in the clinical rotation
3. Nursing students must complete the Board of Nursing background check. A student who is required to complete a Declaratory Order is not eligible for admission until the process is completed and documentation is in the Nursing Department
4. All drug screening test checks will be conducted upon notification of acceptance into a program and/or during orientation.

Pre-Assignment Drug Screening

- I. Method of Testing
 - A hair shaft analysis or any other drug screening procedure will be conducted by a registered testing laboratory at a facility that is approved by the Coastal Bend College administration. At clinical sites, the clinical affiliate reserves the right to expel any student regardless of testing or test results
 - A student may have drug testing “for cause” at the discretion of the college or clinical/lab affiliate/program. Failure to comply will result in immediate expulsion from the above-named programs.
- II. Allocation of Cost
 - Each student must bear the cost of required tests.
- III. The vendor will notify the College on all individuals who fail a criminal background check or drug testing. College representatives will provide results of criminal background and/or drug testing on college letterhead. The student’s name and social security number will be the only information provided to the college administration. Confidentiality will be ensured. In the event that the student feels that an error has been made in the results of the criminal background and/or drug testing, it is the responsibility of the student to contact the external vendor for verification at the student’s expense.

Student Conduct

Student residents are under contractual obligation to abide by the policies and procedures governing on-campus housing, as well as the CBC Student Code of Conduct and other CBC policies and procedures governing the conduct of students. The Dean of Student Services and Accessibility may institute penalties such as termination of contract, room re-assignment, imposing a behavior contract, and in act other disciplinary as per CBC policy. This handbook serves as a guide to all student residents and these regulations are designed to protect the rights of individual privacy as well as personal and College property. Students need to be aware that there may be multi-level disciplinary action depending on the student’s affiliation (i.e., student athlete). For more information on the Student Conduct process visit <http://www.coastalbend.edu/studentconduct/>.

Alcohol

Per CBC policy, [FLBE \(LOCAL\)](#), a student shall be prohibited from using, found in the presence of or being under the influence of intoxicating beverages in classroom buildings, laboratories, auditoriums, library buildings, museums, faculty and administrative offices, intercollegiate and intramural athletic facilities, and all other public campus areas. With the prior consent of the Board or the Board’s designee, the provisions herein may be waived with respect to any specific event that is sponsored by the College District. State law shall be strictly enforced at all times on all property controlled by the College District in regard to the possession and consumption of alcoholic beverages.

Students who violate this policy shall be subject to appropriate disciplinary action. Such disciplinary action may include referral to drug and alcohol counseling or rehabilitation programs or student assistance programs, suspension, expulsion, and referral to appropriate law enforcement officials for prosecution.

Controlled Substance

No student shall possess, use, transmit, or attempt to possess, use, or transmit, or be under the

influence of, any of the following substances on College District premises or off premises at a College District-sponsored activity, function, or event:

- Any controlled substance or dangerous drug as defined by law, including but not limited to marijuana, any narcotic drug, hallucinogen, stimulant, depressant, amphetamine, or barbiturate.
- Any abusable glue, aerosol paint, or any other volatile chemical substance for inhalation.
- Any performance-enhancing substance, including steroids.
- Any designer drug.
- Any other intoxicant or mood-changing, mind-altering, or behavior-altering drug.
- The transmittal, sale, or attempted sale of what is represented to be any of the above-listed substances shall also be prohibited under this policy.

Exception: A student who uses a drug authorized by a licensed physician through a prescription specifically for that student's use shall not be considered to have violated this rule.

Disorderly Conduct

"Disorderly conduct" shall include any of the following activities occurring on premises owned or controlled by the College District:

1. Behavior of a boisterous and tumultuous character such that there is a clear and present danger of alarming persons where no legitimate reason for alarm exists.
2. Interference with the peaceful and lawful conduct of persons under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
3. Violent and forceful behavior at any time such that there is a clear and present danger that free movement of other persons will be impaired.
4. Behavior involving personal abuse or assault when such behavior creates a clear and present danger of causing assaults or fights.
5. Violent, abusive, indecent, profane, boisterous, unreasonably loud, or otherwise disorderly conduct under circumstances in which there is reason to believe that such conduct will cause or provoke a disturbance.
6. Willful and malicious behavior that interrupts the speaker of any lawful assembly or impairs the lawful right of others to participate effectively in such assembly or meeting when there is reason to believe that such conduct will cause or provoke a disturbance.
7. Willful and malicious behavior that obstructs or causes the obstruction of any doorway, hall, or any other passageway in a College District building to such an extent that the employees, officers, and other persons, including visitors, having business with the College District are denied entrance into, exit from, or free passage in such building.

Failure to Comply

Failure to comply shall be treated as insubordination and may lead to expulsion from the College District.

Guests and Visitation

Visitation hours for on-campus housing are below:

Benton Hall - Monday – Sunday from 12pm – 10pm
Apartments - Monday – Sunday from 10am – 12am

Residents may have guests in their room during visitation hours. Guests are defined as anyone not assigned to the resident's room and/or not assigned a room in on-campus housing. No guests should ever be in possession of a resident's college issued key. Residents should be respectful of their roommate when having guests in the room.

Non-resident guests, which is any guest that is not assigned to on-campus housing, must always be accompanied by a resident, including entering and leaving the on-campus housing facility. If a guest is found unescorted, they will be asked to leave. No guests under the age of 16 are permitted in on-campus housing without prior approval.

Guests cannot be left alone in a room or apartment at any time. Residents are responsible for the conduct of their guests.

For safety and security reasons, residents wishing to have overnight guests must complete an Overnight Guest Request form no later than two business days prior to the requested stay (please note: Saturday, Sunday and holidays are not business days). Non-resident guests are considered overnight guests if they will be in the Hall or Apartment after visitation hours end, regardless of if they stay the full night. Residents must have their roommate's/suitemate's consent to have any overnight guests.

Residents are not allowed to have overnight guests more than 3 nights per month.

Guests may not stay in on-campus housing more than 3 nights per month and may not have consecutive stays from one month to the next month. This means a guest may not stay 3 nights with one resident and then 3 nights with another resident in the same month nor may they combine the 3 nights at the end of the month with 3 nights at the beginning of the next month to make a 6-night stay.

Except for approved overnight stays, guests should not keep clothing and other personal belongings in any resident room/apartment, sleep overnight in any room/apartment on a regular basis, and use the bathroom and shower facilities as if they lived in a room/apartment.

Any guest found without a host or causing a disruption in the community will be removed from on-campus housing immediately and banned from visiting any resident within campus housing for seven consecutive days. Before a guest is allowed to return for a visit, they must meet with the Office of Residence Life. If a guest violates this guest policy a second time, they will be prohibited from visiting campus housing for the remainder of the semester.

No guests are allowed in on-campus housing during College Breaks.

Babysitting/Pet Sitting

Residents may not babysit children, including siblings and/or younger family members, or animals at any time within the residence halls. This includes pet sitting for another resident who has a service or emotional support animal. Children under the age of 16 must be accompanied by their non-resident parent/legal guardian or participating in a campus tour.

Prohibited Items

Under the Room Furnishing section of this handbook there is a list of items that are not allowed in on-campus housing. This list of prohibited items, including but not limited to, candles, car parts, small cooking appliances, etc. may not be brought to or utilized in on-campus housing. Combustible materials such as gasoline, fireworks, ammunition, and explosives are expressly prohibited in on-campus housing.

Residents who are found in possession of a prohibited item will have the item confiscated. Items that are illegal to possess will be confiscated and not returned to the student; these items will be turned over to law enforcement officials to be disposed of or used as evidence.

Health and Safety/Room Inspections

The College respects the privacy of each resident, however, the College reserves the right to enter and inspect student rooms for purposes of maintenance and repair, regularly scheduled room checks, whenever it appears college property may be damaged, or when it appears that College policy is being violated. Residence Life staff will inspect all rooms at the end of each semester and prior to breaks. Residents are expected to have their room clean upon inspection. If upon entry a violation is visible (i.e., alcohol/drug present) it will be handled through the CBC Police Department and the Office of Student Conduct. Prohibited items may be confiscated to promote safety and compliance with college policy.

Locked containers will be required to be opened during a room search. Refusal, or inability, to open locked containers will result in the confiscation of the locked container. Continued refusal to open a locked container will result in the locked container being forced open at the discretion of the Office of Residence Life or a College Administrator. CBC is not responsible at any time for any damage done to locked containers, their locks, or the contents of the locked containers.

Illness /Injury

If someone is ill or injured, the student should notify a Residence Life staff member immediately. The College reserves the right to call emergency medical services for anyone who is deemed to be seriously ill or injured.

Noise/Disturbing the Peace

The right to study and sleep takes precedence over noise that disturbs the resident community. Be cognizant of the noise you are making and consider how it may be impacting others in the community. The use of televisions, stereos, and other audio equipment must not disturb others; if they are played too loudly, deemed by Residence Life staff, the offender may be required to remove the item from College housing. Failure to remove a stereo, radio, television, etc. when notified by housing staff may result in removal and storage by the College until it is convenient for the owner to take it home. Residents who infringe on the rights of others to sleep and study will be referred to the Office of Residence Life.

Quiet Hours

Sunday – Thursday: 10:00pm – 8:00am

Friday & Saturday: 1:00am – 10:00am

During the final week of each semester Quiet Hours will be extended to 24 hours. 24-Hour Quiet Hours will remain in effect after on campus housing closes for the break.

Pets

Fish are the only pets permitted in on-campus housing. The fish must be kept in a covered tank not to exceed 20 gallons, kept clean, healthy, and fresh smelling. If odor, health issues and/or other concerns become a problem, the fish and fish tank will have to be removed from residents' room. The Residence Life staff may inspect the tank to make sure it is of legal size. Also, disposal of the fish supplies from the tank, such as the tank rocks, leftover fish food, fish tank toys, and fish tank supplies, etc. must be disposed of in the trash. These items may NOT go into the sink drain, toilet or in the garbage disposal.

Housing Costs

On-Campus Housing Fees

The costs shown below are for one semester of housing. Personal expenses are not included in the calculations. Apartment residents must contract for telephone and cable television services with local companies.

Note: All dorm and apartment residents have free access to wireless internet, and each apartment is equipped with a desktop computer.

Non-Refundable Application Fee	\$250
Activity Fee (per semester)	\$50
Residence Hall Room (16-week, Fall/Spring)	\$900
Residence Hall Room (6-week, Summer)	\$450
Apartment Monthly Rent	\$600

Fees are subject to change.

Incidental Fees – (i.e., Credit by Exam, Installment (processing and late) Fee, Hall Fee, Registration fee, and any other fee approved by the Board of Trustees of Coastal Bend College)

Incidental fees are generally non-refundable, except under limited and extenuating circumstances. Refer to the CBC Business Office for more information on refunds for incidental fees.

Credit Balance Refund Policy

Coastal Bend students with credit balances will be refunded via their Bank Mobile Refund preference. No paper checks are disbursed via the Business Office. All credit balances will be refunded in accordance with federal and state mandates, scholarship/sponsor requirements, and the College District policies.

Fines/Fees

In the event a student loses their key, a \$75 fee will be charged to the student's account before a replacement is issued.

Appendix A – Entry, Search and Seizure

CBC reserves the right to have appropriate College personnel enter and search a resident's room with reasonable suspicion to investigate possession of stolen, illegal, unauthorized, or potentially harmful articles, suspicious odors, smoke, or materials, and to confiscate such articles or materials. Each time Residence Life staff goes to a resident room for all policy violations and/or potential policy violations, reasonable suspicion, etc. they will knock at least three (3) times and announce themselves as Residence Life staff before keying in and entering in the room unit(s).

If a resident or residents of a room unit are **NOT** present at the time of the search, Residence Life Staff will still conduct the search with the residents NOT being present. However, Residence Life Staff will send an email notification with detailed information letting the residents of the room know as to why Residence Life staff were in the room.

Stolen, illegal, unauthorized, or potentially harmful articles or materials will be confiscated. Disciplinary action will be taken if such articles or materials are confiscated. At any time during normal, routine entries into a resident's room, such as pre-arranged tours, room inspections, requested or pre-arranged maintenance/custodial needs, etc., any authorized Residence Life staff, including Resident Assistants and maintenance/custodians, will confiscate alcohol, drugs, harmful articles, materials, etc. that are visible. Incident documentation procedures will be completed by the Residence Life staff and Student Conduct Officer will administer violation sanctions accordingly.

The rights of students to be secure in their personal living quarters, and possession against unreasonable entry, searches, and seizures will be assured. Entry, search, and seizures by civil officers shall be governed by civil law. These procedures shall provide for entry when:

- Maintenance requested by the resident(s) is being performed.
Routine inspection of rooms for inventory, health & safety inspections, or maintenance performed upon institutional initiative is preceded in most cases by at least twenty-four (24) hours written or posted notice to resident(s).
- There is serious and/or imminent danger to safety, health, or property of occupant(s) on institutional property.
- Conduct or conditions in the dorm seriously disrupt the discipline and educational atmosphere of the residents' facilities.
- The authorized official(s) should state when requesting entry:
 - the room(s) to be searched
 - the regulation(s) allegedly being violated
 - the item(s) being sought (if applicable)
 - the names of those authorized to enter
- A notification will be left in the room to inform all residents that an emergency search happened; the notification will include the above information as well as how to contact staff with questions.

A student who occupies a residence hall room has the same expectation of privacy as any adult has in the privacy of that person's home and therefore enjoys the protection of the Fourth Amendment. An institution of higher education, including a college district, retains broad supervisory powers, which permit it to adopt a regulation that applies to college district housing, provided that regulation is reasonably construed and is limited in its application to further the institution's function as an educational institution. The regulation cannot be construed or applied so as to give consent to a search for evidence(s) for the primary purpose of a criminal prosecution.

When a search is conducted by a college district employee, a reasonable suspicion standard is applied to the search. Reasonable cause exists if the student is suspected of violating a rule,

and it is believed that the search will uncover evidence of the suspected violation. The reasonableness of any search involves a determination of whether the search was justified at its inception, and whether, as conducted, the search was reasonably related in scope to the circumstances that justified the interference in the first place.

Appendix B – Residence Life/Housing Repair Cost

Item	Cleaning Charge	Repair/Replacement Charge
Key – replacement		\$75.00
Ceiling Tiles	\$20/room	\$15/each
Cleaning – Labor	\$10-20 p/hr.	
Closet Shelf/Clothes bar	**	\$12-\$20
Doors – Entry, Bathroom, Bedrooms	**	\$50 repair and repaint; \$250+ replace
Doors – locks, signage	**	\$300 replacement main entry; \$25 passage door/lock
Doors – handles/knobs	**	\$300 replacement main entry; \$25 passage door/lock
Refrigerators – Apartments	**	\$400 replacement
Walls	**	\$25 repair (2"x2"); \$50 repair (6"x6"); \$100 repaint per wall
Counter Tops	**	\$250 replace (dorms); \$550 replace (apts.)
Cabinets	**	\$25 repair per damages
Floors	**	\$25 each tile (requires replacement, wax coating, etc.)
Sinks	**	\$200 replace Stainless (apts.); \$350 replace solid surface (apts. bath)
Shower	**	\$50 replace valve; \$15 shower head
Towel Racks	**	\$40 replace each
Furniture	**	Furniture ranges depend on type. Mattresses, bed frames, drawer sets
Window blinds	**	\$250 replace (large window dorms)/\$25 replace each (apt)
Outlets – cable	**	\$20 replace each
Outlets – electrical	**	\$10 replace each
Outlets – telephone/Ethernet	**	\$20 replace each
Smoke Detector	**	\$25 replace each
Light switch plates	**	\$5 replace each
Thermostats	**	\$80 replace
Mattress/pad/cover	**	

NOTE: These prices reflect standard materials normally used in dorms and apartments. Special ordered materials will cause price increase.

Appendix C – Equipment Check-Out

The Office of Residence Life will maintain a log. Below is the procedure for checking out equipment/games:

1. Cougar ID and room number submitted upon request of equipment.
2. Residence Life staff member releases the equipment.
3. When the item is returned, the Res Life staff will check the condition of the item(s):
4. If in good condition, Cougar ID is return to student.
5. If in poor or questionable condition, the Office of Residence Life will be notified, and Cougar ID is returned. If repair or replacement is needed, then the manager will schedule a conference with student.

Items may not be checked out for more than four hours at a time. Residents who do not return items within four days may face disciplinary action. Please be courteous and respect the college's property.

Mini Game Tables

Pool table
Foosball table
Table tennis

Games

Chess
Backgammon
Monopoly
Jenga
Chinese Checkers
Puzzle
Cards

Outdoor Equipment

Sports balls
Tennis racquet/balls
Ping Pong Paddles/balls
Disc Golf equipment

Housekeeping Equipment

Mop
Bucket
Brooms/dustpan
Cooler (to use when defrosting mini fridge)