



Tohono O'odham Community College Residence Life Policy

Approved by Board of Trustees
March 9, 2017



1998



Welcome Residence Life Students:

Tohono O'odham Community College (TOCC) wants you to be able to achieve your goals and be successful in school while living in the residence buildings. The guidance in this handbook is designed to help make your stay safe and enjoyable.

While you live in the dorms you are required to follow the rules and regulations described in this handbook, as well as those in the TOCC Student Handbook, and in others that apply to TOCC students.

TOCC reserves the right to make revisions to these rules and regulations as necessary. TOCC will notify students when changes are made and will encourage student involvement in developing its residence rules and regulations whenever possible.

In order to reside in the TOCC dorms, you need to read this entire handbook and sign on the form provided, indicating that you have read, understood, and agreed to abide by the guidance the handbook provides.

1. Application Procedures and Eligibility Requirements

- a.** To reside in the dorms, students must reapply each year. It is the responsibility of the student to complete the following:
- Application for residence
 - Questionnaire
 - Residence Life Agreement
 - Background check

The Residence Life Office will accept only completed applications submitted by the set deadlines posted each semester.

All applications will be reviewed and notice of approval or disapproval will be provided to the student through email and a written letter. TOCC does not guarantee housing. It is the student's responsibility to keep their address and other pertinent information updated with the Residence Life Office. Failure to do so may result in losing placement for housing.

- b.** Limited dorm spaces will be allocated according to the following priority listing:
- i. Full-time Tohono O'odham
 - ii. Full-time other O'odham
 - iii. Full-time other Natives
 - iv. Full-time-Distance & Non-Native

A waiting list will be created should the demand be greater than space availability. The waiting list applicant will be notified by telephone and given two days to respond before the next applicant in line is notified. If the waiting list applicant does not respond, their application will be moved to the end of the waiting list.

- c.** All applicants selected will be required to pass a criminal background check prior to moving into campus housing facilities.

2. Criminal Background Check Clearance

- a.** Applicants housing will not be eligible if they are found to have been convicted of any of the following:
- violent or sex related crime;
 - domestic violence;
 - any drug offense;
 - any degree of burglary or robbery;
 - theft while using a firearm;
 - theft in the 1st or 2nd degree; or
 - theft in the 3rd degree more than 2 times.

- b.** Students who have non-violent or non-sex related crimes older than one year are eligible to appeal to the Vice President of Student Services. Students must submit the Appeal Form within five calendar days after they are informed that their criminal background check results preclude them from residing in the dorms, and they must

also submit all supporting documents with the Appeal Form. Appeal forms can be obtained from the Residence Life Office; responses will be mailed within five calendar days of receipt of the Appeal Form and supporting documents.

c. Deposit

Residence Life requires deposits for Student housing. All deposits are due upon move in.

- Room Deposit is \$150
- Key Deposit is \$40

3. Security Deposit Refunds

a. Total Refund

Students will receive their entire Room Deposit refund if they check out in accordance with the checkout requirements, and leave a clean, damage-free personal area. All dorm tenants are equally responsible for the common area clean up. The Key Deposit will be returned if the key is returned during check out. Refunds will be made thirty (30) days from the date the move-out form is completed and signed by the Student.

b. Charges for Damage

Charges will be assessed against the student for damages occurring during the student's stay in campus housing, to include the common area. This will include charges for repair and replacement of fixtures and furnishings. The security deposit will be applied toward charges and any amount exceeding the security deposit for damages, repair, and replacement charges will be assessed to the student.

c. Forfeiture of Security Deposit

If a student owes a balance to the College, the deposit will be applied to the balance owed to the College.

d. No Refund

If a student abandons or damages his/her room, the deposit will not be refunded. It will be applied to the cost of cleaning, repairing, and sanitizing the room.

4. General conduct while living in campus housing

a. Continued residency on campus will depend on a student's conduct and observance of residence rules. Students must be aware that housing is a privilege and not an entitlement. Students may be required to find alternative housing if they choose not to adhere to TOCC housing rules and regulations.

b. Students must notify their assigned Residence Assistant if they are planning to stay off campus overnight. If a student stays off campus overnight without notifying the Residence Assistant, the Missing Student Policy will be followed as detailed in the TOCC Campus Safety Handbook.

- c. Students requesting a room transfer must submit a written request to the Residence Life Coordinator. The Director will assign alternative living arrangements if the move is deemed necessary and if a room is available.

5. Mandatory Training

All dorm residents will be required to attend mandatory training sessions throughout the semester. Students may only miss mandatory training due to a severe, life-threatening injury or illness. Students that miss more than 2 trainings will have their student accounts locked until all training is completed. Students must make it a priority to attend mandatory training sessions as many of the trainings are federal mandates related to Title IX and Clery Act requirements for institutions of higher education.

6. Satisfactory Academic Progress Requirement

- a. During the academic year, participants must remain in good standing with at least a 2.00 GPA. Students must meet these requirements each semester to remain eligible for housing. Students failing to maintain a 2.00 GPA will be placed on Residence Life probation for the following semester. A second semester of non-satisfactory progress will result in ineligibility to reapply to Residence Life.
- b. All students are required to attend class regularly. TOCC strongly encourages students to make the best use of their time when not in class. That means completing assignments on time, completing reading assignments, attending tutoring when needed, etc. Time management is important for full time students in order to maintain the needed 2.0 GPA to remain in the dorms at TOCC.

7. Visitors and Guests

- a. Guests in Room/Suites: The occupants of the room are responsible for the conduct of guests. Guests of the opposite sex are not allowed in a student's personal area (room). It is the student's responsibility to seek approval from his/her roommates before having guests. Students should be sure that guests are not interfering with privacy of their roommates. All guests must check in with the assigned RA, or Campus Security.
- b. Guest Hours: All non-residents must leave the suites/rooms by 10:00 p.m. Sunday through Thursday and 12:00 a.m. on Friday and Saturday. There are no overnight guests allowed in resident rooms unless the Residence Assistant, live in staff or Residence Life Coordinator grants prior approval.
- c. Violation of Guest Rules: If guests violate TOCC rules and regulations, TOCC may require guests to leave campus. Guests must follow the TOCC's zero tolerance drug and alcohol policy.

8. Hours of Operation and Access

- a. Residence Hours of Access: Individual suites and apartments will be accessible only by key 24 hours per day.

- b. **Quiet Hours:** These hours will be recognized between 10:00pm and 6:00am Sunday - Thursday and 12:00am - 6:00am Friday and Saturday.
- c. **Room Keys:** Residents will be assigned a key for apartment/suite door.
- d. If a key is lost the resident is responsible to inform the Residence Life Coordinator and the student will be charged \$40.00 for a replacement

9. Safety and Security

a. Zero Tolerance Policy – drugs and alcohol

TOCC enforces a zero tolerance policy regarding drug and alcohol use and possession, and that applies to all persons on campus. No drugs or alcohol are allowed in the residence buildings at any time. Any violation of the zero tolerance policy will result in disciplinary action as outlined in TOCC's rules and regulations including those in the TOCC Student Handbook.

b. Alcohol Containers

Because the use of alcohol and drugs is prohibited, storage of these items is also prohibited. Empty alcohol containers are not allowed in the residence buildings.

c. No Smoking or Chewing Tobacco

Smoking and chewing tobacco is prohibited in or within 50 yards of each building. Students who violate this rule will be subject to disciplinary action. Continued violations may result in the loss of housing privileges.

d. Weapons

No firearms, knives or any device which could cause bodily harm are allowed on campus. If a student is found to be in possession of a weapon, it will be confiscated. Students must be aware that they may be subject to a penalty according to the Student Handbook and Tohono O'odham Nation ordinances, and the weapon will be forfeited and not returned.

e. Threats and Physical Violence

Threats or physical violence directed toward anyone is not tolerated. TOCC considers these to be serious offenses. Students violating these rules will be subject to disciplinary action including possible suspension, termination or legal proceedings.

f. Sexual assault

Sexual battery, or rape of a community member or guest thereof is prohibited. This behavior is defined as any sexual activity that is carried out without the expressed consent of the parties involved. Please note that an individual under the influence of drugs or alcohol cannot legally give consent. The detailed policy on Sexual Assault is included in the TOCC Anti-Discrimination Policy on the College website at tocc.edu.

All violations will be subject to review by the Title IX Coordinator to determine if further investigation is warranted and will follow the hearing process set in place in the *Campus Safety Guidelines* and *Student Code of Conduct*.

10. Student rights and privacy and TOCC's right to inspect

a. Privacy

All residents are informed that they should not have an expectation of absolute privacy. TOCC will make every effort to contact a student and schedule an appointment to enter his/her room. The only time TOCC personnel should enter a student's room without prior notice is when an emergency requires it. When entering a student's room, TOCC personnel are required to knock loudly several times and announce themselves and wait for a response. If there is no response, TOCC personnel will leave an official notice that they have accessed the room.

b. Search and Seizure

If a student is suspected of using alcohol or drugs within the resident facility, they will automatically subject themselves and their property to a search. A student's property may be seized as evidence and turned over to the appropriate authorities for action. Before a search can take place, the TOCC employees requesting a search will contact the Residence Life Coordinator for authorization to conduct a search. If a search is authorized, the student is expected to fully cooperate. TOCC will contact the Tohono O'odham Police Department to witness the search to ensure that a student's rights are not violated.

c. Room Inspections

Regular weekly room inspections will be conducted by Resident Assistants. TOCC will post a schedule in the common areas of each dorm unit, and will adhere to the schedule. Students may be present during the inspection if they so choose. A checklist will serve as a guide to the inspection. No-notice inspections may occur without prior notification to inspect the stove/kitchen area for cleanliness.

- i. Cleaning responsibilities: Students are responsible for cleaning the bedrooms and the shared areas. If TOCC must clean a student's room, the student's account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC.
- ii. Cleaning the kitchen: All dorm students will be responsible for keeping the stove area free from grease, oil and other fire hazards. This includes splashes on the stove, wall, and counters from cooking with oil or grease. Dorms are required to have a kitchen cleaning schedule rotation posted in the common area and must follow the posted schedule. Residents that need assistance creating a kitchen cleaning rotation are encouraged to talk to the Residence Life Coordinator. Students that use grease or oil for cooking must immediately and properly dispose of unused grease or oil in the receptacles provided. This policy is in place to prevent fires and damage to the residence halls. Students

that leave standing oil or grease continually will face increasing fines and/or removal from the residence hall.

- iii. Disposal of Trash: Students are responsible for disposing of their trash. If TOCC must dispose of a student's trash, the student's account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC.

d. Security of Rooms

Students are strongly encouraged to lock their rooms at all times. TOCC is not liable for loss of, theft of or damage to any property of residents. Tampering with a lock is illegal. Students who tamper with a lock will be subject to TOCC rules and regulations as well as Tohono O'odham Nation, state, and federal laws.

11. Use and Maintenance of the Room

a. Roommates

Students are expected to show consideration for their roommates and other students with regard to loud televisions, radios, or stereos. The volume must be kept at a reasonable level at all times. Students are strongly encouraged to use headphones if the music is offensive to others. Students are expected to turn down the volume of any electronic device when requested. If students are found to be in violation of this rule and refuse to cooperate, they will be subject to disciplinary action.

b. Furnishings and Appliances

Students are accountable for the proper use of College issued furnishings and appliances. Any damage to or missing furnishings and appliances will be billed to the student's account. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC.

c. Food Items

Students should identify individual storage spaces for food and not use anyone else's food without permission. Food must be stored in containers that are secure against bug or animal access.

d. Wall Hangings

Wall hangings are permitted. Students must use College issued hanging hooks. These will be provided free of charge.

e. Use of Religious Items

Burning of sage, sweet grass, cedar and other religious items is allowed within each resident facility only as specified by this rule. Before using these materials, the students must inform the Residence Assistant of their intention to use these items. This is done to recognize that a student needs privacy during the ceremony and for staff to be on notice that a fire hazard is present.

f. Use of Candles or Incense

Due to the fire hazard, the burning of candles or incense is strictly prohibited. Students may only use College provided grill. No personal grills are permitted.

g. Pets: Pets are strictly prohibited on campus.

h. Babysitting: Babysitting is prohibited in the residence buildings.

i. Damage

Residents will be responsible for causing damage to their rooms or other areas throughout the residence facility. "Damage" includes writing on walls, kicking holes in doors or walls, leaving grease or oil on or near the stoves and causing a grease fire, etc. If you are found to have caused damage, TOCC will assess an appropriate fee for the labor and materials. This amount will be billed to the student's account. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to TOCC. Students found to have damaged the facility will also be subject to disciplinary action.

12. Fire Safety and Procedures:

a. In case of fire, residents should NEVER re-enter a burning building to save personal possessions. The designated area to go to in event of a fire is the parking lot north of the dorms.

b. Upon discovery or suspicion of a fire, residents should:

- Pull the nearest fire alarm;
- Exit the building;
- Attempt to warn others while exiting;
- Regroup in the Residence Life parking area if safe or under the Wato near the Main Building;
- Contact Residence Life staff once in a safe location.

For the protection of students, all rooms/building/units are equipped with a fire extinguisher, smoke alarms, and ceiling water sprinklers.

c. Smoke Detectors

No person or student shall tamper with smoke detectors. If the equipment is malfunctioning, a work-order shall be submitted for immediate repair(s). The occupants of the room/unit will be charged for any replacement or damages and possibly fined if there is evidence of tampering with the equipment. The appropriate authorities will be notified of any tribal or federal violations.

d. Fire Extinguishers

All Residence Halls units are equipped with Fire Extinguishers. Students will be charged for any replacement or damages if there is evidence of tampering with the equipment. The equipment shall be tested and inspected during the routine inspection of the units. Replacement extinguishers will be provided in the event the original

equipment becomes inoperable. No building or units shall be without a Fire Extinguisher at any time. Residents are required to attend the Fire Safety Training or a hold will be placed on their account.

e. Fire Drills

Fire Drills will be conducted for campus housing residents at least once every semester or summer session.

f. Fire Escape Plans

Fire Escape plans shall be posted for the safety of the residents in all the Residence Life Hall rooms.

13. Disciplinary Remedies

a. For safety reasons violations of any of the policies below will result in disciplinary action and criminal charges.

b. A resident may not set off a fire alarm or use any fire-safety equipment, except with reasonable belief of the need for the alarm or equipment.

c. A resident may not tamper with, disable, or obstruct any fire-safety equipment, including smoke detectors, fire extinguishers and cases and fire sprinklers.

d. Intentional misuse of fire safety equipment is prohibited.

e. Purposely setting fire to college property is prohibited.

f. Candles, incense, kerosene lamps or other similar items are not allowed in Residence Halls.

g. Firecrackers, fireworks, explosives, flammable chemicals/materials, or pyrotechnics of any nature are not permitted. In addition, propane tanks and car batteries are also restricted.

h. Grease Fires Prevention - Any student that uses grease or oil for cooking must immediately dispose of the grease or oil after cooking. To get rid of grease or oil properly, let it cool and then place in the grease dispenser located outside the dorms.

14. Vacating your Room

a. Notice to Vacate

Students who have received a Notice to Vacate must leave the facility within the specified period of time. There will be no exception to this rule. Under certain circumstances, arrangements will be made to return any belongings to students who are not able to remove their belongings within the time frame specified in the Notice to Vacate.

b. Disposal of Property

Any personal belongings left in the resident's room/suite after a student leaves will be inventoried and placed in storage for 30 days. TOCC will send notice to the student listing the property in the College's possession. The student will be advised that s/he has 30 days to claim the property or make arrangements with TOCC to reclaim it. If the student has not claimed the property within 30 days, TOCC will dispose of the property.

15. Miscellaneous

a. Messages

TOCC's primary method of communicating with residents will be through TOCC student email. Bulletin boards in the common areas are also to be used as a source of information and should be checked regularly. TOCC will not allow any posts that contain offensive or inappropriate material. The Residence Life Coordinator will be checking the content posted on the bulletin boards.

b. Student Illnesses

If a resident should become ill, please contact Residence Life Coordinator. In emergency cases, please call 911. TOCC strongly encourages students to call 911 as it is always best to err on the side of caution.

c. Parking

Students are permitted to have no more than one registered vehicle on campus. Students must submit a vehicle registration form upon moving on campus. Students who do not submit a registration form within two days of parking the vehicle on campus will risk having their vehicle towed at their expense. A 24 hour warning will be posted on any vehicle slated for towing.

The rules and responsibilities in this document constitute an agreement between you, the student, and Tohono O’odham Community College. The following Agreement should only be signed after carefully reviewing its contents.

I, the undersigned, have read and reviewed the rules and regulations in the *TOCC Residence Life Rules and Regulations* and agree to abide by them.

STUDENT SIGNATURE

DATE

STUDENT NAME (PRINT)

RESIDENCE LIFE COORDINATOR SIGNATURE

DATE

RESIDENCE LIFE COORDINATOR (PRINT)