

WELCOME!

The purpose of this Housing Handbook is to attempt to answer most of the questions that you may have, as well as inform you of all the expectations we have of you while you are a resident with us. Keep it as a reference and always check here to see if a question you have may be answered within its pages. If we have forgotten anything that is important to you, please stop by or call the Resident Life Office at (307) 855-2210 and we will be glad to answer questions or assist you in any way we can.

The residential system at Central Wyoming College is one of the finest on any college campus. Our two Apartment buildings and two Residence Halls are modern and attractively furnished to create, as much as possible, a feeling of "home".

We realize that there are many adjustments to be made when a student goes to college. We know it is not easy to share a room or living space with someone when you are accustomed to having your own private space. However, our Housing staff will do everything in our power to make the transition easier for you.

Our Residence Life Staff report to the Resident Life Manager, who in turn reports to the Assistant Dean of Student Services. They consist of people who represent the Housing Department – Resident Director (RD), Resident Assistants (RAs), maintenance workers, and custodians. They are your representative to the Resident Life Manager as well as his/her representative to you.

We want your experience at Central Wyoming College to be as pleasant and rewarding as possible. Your growth and development are important to us. We believe in augmenting your classroom learning with the growth experience that comes from living and sharing with others. Exchanging ideas with others of differing backgrounds and philosophies probably contributes as much to intellectual and personal growth as any aspect of your college life.

Resident Life Manager

HOW TO APPLY FOR HOUSING

Housing applications are available online at www.cwc.edu. Both the application and the reservation deposit must be submitted to the Housing Office as quickly as possible due to limited space. After the Housing Office has received the application and deposit, a confirmation letter will be sent to the applicant if an opening exists. Once assignments have been completed, an email with the housing assignment and dates to move in will be sent to the applicant. Housing assignments are made approximately 30 - 45 days prior to official move-in dates since current residents are required to give 30 days notice when vacating.

Upon arrival, the applicant makes payment at the Business Office or makes arrangements for payment through the Accounts Receivable Clerk or the Financial Aid Office before keys can be issued at the Housing Office.

Every resident on campus **MUST** be a student at CWC for each semester they wish to reside on campus.

SEX OFFENDERS AND FELLONS

Central Wyoming College does not permit persons who are required to register as sex offenders or major offenders under the laws of any state or nation to reside in any College-owned or leased residence hall, apartment or other housing facility ("College housing"). Any person requesting to live in College housing must disclose any such registration requirement. Failure to disclose will result in involuntary removal from College housing and forfeiture of any deposit or fees paid for housing.

The College reserves the right on a case-by-case basis to deny the request of any person to reside in College housing or to involuntarily remove any person already admitted to College housing due to the conviction of any felony or misdemeanor offense which, in the judgment of the College, indicates that the person who has been convicted of such an offense has the potential to disrupt the normal functioning of College housing, engage in conduct that may endanger the health or safety of any person residing in College housing, including self, or otherwise negatively impact the residential community.

The College reserves the right on a case-by-case basis to deny the request of any person to reside in College housing or to involuntarily remove any person already admitted to College housing due to disciplinary infractions brought against the person by any other educational institution of which the College is made aware when such disciplinary infractions indicate a propensity for the person to engage in disruptive or dangerous activities, alcohol or drug possession, defiance of housing or other staff or any other reason considered, in the opinion of the College, to be significant enough to endanger the health or safety of any person residing in College housing, including self, or otherwise negatively impact the residential community.

The decision of whether or not to deny the request for College housing or remove any person already admitted to College housing and the seriousness of the felony or misdemeanor offense or educational institution disciplinary infraction upon which such decision is based is at the sole discretion of the College and is not subject to appeal.

RESERVATION/DAMAGE DEPOSITS

A deposit is required in order to receive a room assignment. A deposit of \$100 is required for all single students in the Residence Hall, Mote Hall, and Apartments. Married couples and families who apply for an apartment must also pay a \$100 deposit. The purpose of this deposit is two-fold: it ensures each student's eligibility for a room assignment and it serves as a deposit against damages to the room as a result of abuse/inadequate cleaning, once the student moves out. There are no guarantees of assignment, which are done on a space-available basis. There is also a \$125 non-refundable renovation fee that defrays the high costs of renovation prior to occupancy.

Reservation/damage deposits are fully refundable when students move out of campus housing, provided proper check-out procedures have been followed and there are no damages, which will be applied against the deposit. Every occupant of an apartment, Residence Hall, or Mote Hall room is charged equally for damages and cleaning unless staff members know who is specifically responsible. If damages occur for which a particular student is responsible and s/he wants a room assignment for the following semester, damage payments must be made before occupation will be allowed.

If a student cancels after sending in a deposit, the College must receive notification two weeks before classes begin or the deposit is forfeited. The deposit is kept on file for students who have applied to continue campus residency. If a student checks out with charges assessed for cleaning or damages, that student will have 30 days from checkout to reinstate their deposit to the full \$100, or their reservation will be cancelled.

Each resident must give the college 30 days notice before leaving CWC Housing or canceling a reservation or that student will forfeit his/her deposit. Deposit refunds will not be given to those students who are evicted. The "Intent to Vacate" form needs to be filled out by the current resident checking out before the designated time at the end of the semester.

OPERATION, INCOME, EXPENSES AND CONTRACTS

The Housing contract is binding for the entire time you are a resident of Housing, including (if applicable) the summer semester. The Housing Department is an auxiliary service, which means we must be essentially self-supporting - our operations are based solely on rental income and we receive no subsidization from the College. Based on your contract, arrangements are made with the food services for the meal plan. Food services are operated by the College.

The operating expenses for the Halls, Apartments and food services are projected on a full-academic year basis. Tenants should be aware that damages to Housing facilities, excessive use of utilities, and the loss or theft of furniture, utensils, etc. eventually affect room and board rates.

PAYMENT

Rent, the meal plan, and the renovation fee are paid at the Cashier's Office (which is located in the Administrative Wing) before or the day of a student's check-in. A payment receipt, or proof of Financial Aid availability, is necessary at check-in time at the Housing Office. Payments can be made by check, cash, money order, Visa, Mastercard, American Express, or Discover. The renovation fee is separate from the reservation/damage deposit and is charged to defray the high costs of renovating rooms/apartments prior to occupancy and is done to keep rental rates as low as possible.

All residents are expected to pay room and board for the entire semester at the time of registration, although a payment plan can be arranged through the Business Office. Each installment is due on the 1st of each month. Please note that all housing contracts at CWC are based on a semester length contract and that payment schedules are available to meet the financial needs of students. An immediate grade hold will be placed on the student's records after the 1st, until

payment is made. A late charge of \$20.00 will be assessed if a scheduled room/board payment is not made on or before the 10th of each month. Alternate arrangements for payment can be made with the Accounts Receivable Clerk. Students at all rates will be charged up through the last day Housing is open, and are not eligible for a refund if they move out early (except for provisions allowed in the refund policy below).

REFUND POLICY

All residents are eligible for a refund of the balance of rent and their respective meal plan if they properly check out of their assigned complex within the first 30 days of their contract, minus their first month's payment of rent and meal plan, which shall be forfeited. **After the first 30 days of their contract they are committed to pay for, or are not eligible for a refund for, any portion of the remaining amount of their contract for either rent or meal plan.**

Students have the right to petition for a refund of housing and food service fees paid if extenuating circumstances exist that should be taken into consideration. Contact the Resident Life Manager for this process.

Failure to provide at least 30 days notice results in forfeiture of the damage/reservation deposit regardless of rate. Residents checking out early are still responsible for checking out properly and will have charges for damages or cleaning if deemed applicable.

HOUSING ASSIGNMENTS

All single freshman students who elect to live on campus at CWC are assigned to either Residence Hall or Mote Hall, as availability allows. A freshman is an individual who has earned fewer than 30 semester credit hours through course work, although some allowance is given to single non-traditional students who may still be freshman but would qualify to live in an apartment. Traditional-aged freshman students may, however, live in the apartments when the Halls are filled to capacity on a first-in, first-option basis. All students with families are housed in apartments as availability allows. All summer session residents are housed in the apartments. Everyone assigned to the apartments will be assigned to the apartment meal plan (except during the summer semester, due to limited food court hours).

Single students requesting private rooms are charged a private room rate and may only be granted the room if space is available. Otherwise, all students are required to have roommates (except in Mote Hall). Full-time staff members who are enrolled in classes will be considered for housing only on a space available basis.

HOUSING CONTRACTS

The housing contract contains a summary of the terms and conditions of occupancy, refund schedules, rules and regulations, but this Handbook specifies all terms and conditions of occupancy. **Signing the contract constitutes your contract with the College, but this Handbook is a part of the housing contract.** The contract and Handbook are binding for the entire time as a resident or as long as the student remains enrolled at Central Wyoming College. Students who move into Housing are responsible for paying the entire semester rate charge. No rate reduction will be given if the student moves out prior to the end of the semester, unless otherwise allowed in policy (see refund policy above). Those participating in the partial and full meal plan are also bound to a contract for the entire academic year, and the same refund policy applies. The Resident Life Manager has the authority to grant contract releases if special circumstances arise. **Students wishing to vacate CWC Housing before the official check-out dates must fill out an "Intent to Vacate" form at the Housing Office.**

MEAL PLAN

CWC offers an excellent Food Court system, which includes three meals a day Monday through Friday, and 2 meals a day Saturday through Sunday, but the Food Court has extensive hours during which purchases of other food items can be made at any time. Residents of Mote Hall and Residence Hall are put on a full or $\frac{3}{4}$ meal plan (full meal plan will be assumed if no preference is indicated on housing application). Residents who live in the apartments will be put on the apartment meal plan. It is the student's responsibility to keep track of their Meal Plan balance for each semester. Any unused balance of the meal plan during Fall Semester will carry over to Spring Semester. **There is no refund of any remaining portion of your account at the end of the Spring semester - you will forfeit that amount.**

FOOD SERVICE HOURS

Open from 7:00 a.m. – 7:00 p.m. Monday – Friday. Open 11:00am to 2:00pm Saturday and Sunday. “Grab-and-Go” items are available from the refrigerated vending machine in the food court during other late evening and weekend hours. The Food Court will be closed for most College holidays and breaks. Specific hours for meals are:

Hot Breakfast	7:00 a.m. - 10:30 a.m.
Lunch & Deli	11:00 a.m. - 5:00 p.m.
Dinner	4:00 p.m. - 7:00 p.m.

WHAT SHOULD YOU BRING?

Riverton is located in a mountain valley, where rapidly changing weather is common. Winters can be very cold, spring and fall seasons are typically quite mild, and the summer hot.

Residence Hall and Mote Hall occupants should bring bedding, towels, toiletries and any other necessary items, such as wastebaskets and hangers. You may also bring items such as stereos, popcorn poppers, small coffee makers, microwaves, or small refrigerators. Apartment residents should bring all bedding, cooking and eating utensils, a shower curtain, and other needed household and personal items. These items, however, may be purchased locally in Riverton.

CHECK-IN

Upon arrival to campus, resident students should go to the Housing Office in Residence Hall to verify housing assignments. If room or apartment assignments have already been made, students can make payment at the Business Office. The Housing Office will issue keys to students AFTER payment has been made to the Business Office, or other arrangements have been made. The Business Office cannot accept payment without verification from the Housing Office that a room assignment has been made.

After students receive their keys and have signed their contracts, missing student form and housing handbook verification, a Housing staff member completes a check-in sheet. The check-in sheet is used again when the student checks out of housing to determine if any damages have occurred. The student is required to be present during the inventory.

ROOM CHANGES

The Resident Life Manager reserves the right to assign or reassign any room or apartment any time during the semester. After the first month of the semester, whenever possible, students will be allowed to change rooms or apartments following the completion of a room check.

A room check is conducted during the first week of the semester to verify actual occupancy against the room assignment records.

Room change request forms are available from the Housing Office in the Residence Hall. All moves within the Halls and Apartments must be initiated with a Resident Assistant. **The Resident Life Manager must approve all room changes before a move can be made!!**

No room exchanges should occur until all necessary approvals are obtained. Do not exchange keys. Key exchanges must be done through the Housing Office so that key records can be kept accurate.

DAMAGES AND REPAIRS

Damages sustained in public areas such as corridors, lounges, bathrooms, laundry rooms, courtyards, etc., may result when basic citizenship responsibilities are ignored by the residents. Therefore communal assessments may be levied against all students living in the residential units where such damages occur, unless perpetrators of the damages can be identified.

Students are allowed to put up posters, pictures, and other items in their rooms and apartments, but **no holes of any kind are allowed in the walls.** Damage charges will be assessed for all holes. We encourage you to use items such as "sticky-tack" or some other form of easily removed hanging system to hang posters and pictures.

Screens on windows are not to be removed except in the event of an actual emergency! (Being locked out does not constitute an emergency. Contact an RA if you are locked out.) If a screen is found to have been removed, a \$45.00 fine for each screen, plus any cost for any damage that occurs, will be assessed to the resident (the cost will be split between residents if the actual perpetrator is not known).

Students should report all needed repairs immediately to a Housing staff member. **Do not attempt to undertake repairs or you may be liable for the cost of repairing the damage.**

PROPERTY INSURANCE

It is strongly encouraged that each resident purchase renter's insurance for their property, as **the College is not responsible for any loss or damage of resident's property, for any reason.** The Housing Office has brochures, free for the asking, from several companies that provide this very inexpensive service.

CHECK-OUT

When students move out of CWC housing, certain procedures must be followed to ensure refund of the damage deposit. If a student wishes to vacate before official checkout dates, 30 days notice must be made to the Housing Office by completing a "Room/Apartment Reservation Survey" form, or an "Intent to Vacate" form, or an Exit Survey. **Failure to complete one of these forms results in forfeiting the deposit.**

When a student is ready to vacate his/her room or apartment, the following procedures must be completed:

1. Make an appointment with a Resident Assistant in your complex for final room check.
2. Remove all personal items.
3. Clean the room/apartment completely.
4. Contact the Resident Assistant for actual checkout.
5. Return room or apartment keys to the Resident Assistant checking you out.
6. Fill out deposit refund request form completely at the bottom of check-in/out form.
7. Make sure you have initialed the bottom of the check-in/out form, noting you do or do not plan to return the following semester.
8. Return mailbox key to the mailroom or Resident Assistant.

Failure to complete the check-in/out form and clean your room or apartment satisfactorily will result in forfeiting of the deposit. Charges for cleaning and/or damages can be charged in addition to the deposit, whether it has been forfeited or not. A fee of \$25.00 will be charged for each unreturned room/outside door key, and a \$5.00 fee will be charged for each unreturned mailbox or closet key. A fee of \$35.00 will be charged for each unreturned electronic key fob. **A minimum of \$100 in charges will be assessed to residents who have been found to have smoked or allowed others to smoke within their rooms/apartments.**

Students returning to CWC the following semester will have their deposits (minus damages, if any) carried over to the next semester, instead of being refunded each semester. **Deposit amounts must be returned to a full \$100.00 in order to reserve a space for the next semester. Failure to do so within 30 days will result in the loss of your reservation for the next semester.**

Damage deposit refunds will be processed in batch two weeks after the semester ends.

CAMPUS LIVING

Living with other assigned students can be a valuable experience during college years. Growth and maturity come from exchanging views with others of differing backgrounds. Campus residents can learn as much from this interchange as in the classroom.

It is important in a campus residential setting to respect the rights of others. Living on campus is a privilege, not a right.

Campus activities are planned by the Student Senate, which is made up of 12 students elected by the student body, as well as the Student Activities Board, that has members of Residence Life, Senate, and Quality Leaders.

MISSING PERSONS

Let your friends or neighbors know where you are and how to get in touch with you when you change from your regular routine. It is important to name someone to contact in an emergency; it is also wise to make sure this information is accurately on file at the Residence Hall Office. This information is kept private and used in emergency situations. If you believe that someone is missing, you should quickly notify Campus Safety. Campus Safety staff will attempt to contact students believed to be missing and will contact law enforcement personnel if attempts to make contact with the student are unsuccessful.

ACTIVITIES

The Housing staff works with the Student Activities Board on main campus to plan activities on a regular basis. These include indoor and outdoor games, volleyball, movie nights, educational presentations on various topics, etc. Watch the bulletin boards for times and locations of events.

The Housing Office has various board games available for check-out, along with volleyballs, footballs, basketballs, and soccer balls. You must provide an ID card to check these out.

Also, if you have any suggestions that would help in planning events, please share them with your Housing staff. The Housing staff will attempt to arrange them for you.

ON-CALL RESIDENTIAL STAFF DUTY ROTATION

Each residential complex has a duty rotation that ensures residential staff coverage at all times. Schedules or notices of who is on duty are posted in a prominent area in each complex for quick reference. This schedule includes the name and room/apartment number of the person on duty. **Always attempt to contact this person for assistance first**, then contact other staff members who may be in the complex. In the event the staff person on duty has to leave for a short time, the name and room number of the person covering for the duty person is posted at the Housing Office.

EVICTION

A resident may be required to vacate his or her living quarters within three days and terminate meal privileges immediately if room and/or board charges are not paid or disciplinary action requires vacating the room/apartment. All refund policies apply. A resident agrees to pay collection fees should his or her account be cleared through a collection agency. A resident may be immediately evicted on the grounds of a safety issue determined by the Resident Life Manager or a Campus Safety Official.

PROHIBITED OR RESTRICTED ITEMS AND ACTIVITIES

Firearms of any kind (or any item that is made to look like one of the following) – rifle, pistol, shotgun, and bows/crossbows, ammunition/arrows, fireworks, pellet guns, BB guns, or any devices that could be used to inflict personal injury (including dart-guns, blowguns, wrist-rockets, paintball guns, air-soft guns, etc.), are **NOT** to be kept in student rooms/apartments or vehicles. Possession or use is subject to disciplinary action, although if a resident has any number of these items, they can be turned over to the Campus Safety Office for locked storage. The item(s) can be checked out, but must be returned to the Campus Safety Office for storage if it is returned to campus. The Campus Safety Director is the only person who can check out or check in any of these items, so plan ahead when needing or checking in/out any of the items.

Any student who knowingly or maliciously threatens with the existence or placement of a bomb or explosive device in/on the Housing grounds is subject to prosecution in civil or criminal courts. A student found guilty will be suspended or expelled from the college, at the discretion of the Assistant Dean of Student Services.

Any student that is found to have been fighting with or threatening/harassing anyone will be placed on disciplinary probation or evicted from Housing, at the discretion of the Assistant Dean of Student Services.

The use of any multi-plug system that may create unsafe conditions is NOT allowed.

Combustible fuel such as gasoline, diesel fuel and propane are not allowed in the housing facilities.

CWC is an alcohol free campus. Alcoholic beverages are prohibited on campus. No person shall possess, consume, or be in the presence of any alcohol while on the Central Wyoming College Campus. Violation of this policy will result in imposition of the Student Conduct Code as well as Housing disciplinary procedures.

CWC is a drug free campus. All illegal drugs are prohibited on campus and no person shall possess, consume or be in the presence of any illegal drug while on the Central Wyoming College Campus. Any suspicion that drugs are present anywhere on campus, either through scent or sight, will result in contacting local law enforcement. Confirmation of the presence of drugs by law enforcement may result in the student being evicted.

All CWC Housing facilities are non-smoking. No smoking is allowed in any residential facility, including Residence Hall, Mote Hall, East Apartments, and West Apartments, including laundry rooms. Any suspicion that smoking is occurring within an apartment, room or anywhere within a building will result in disciplinary action and **a minimum of \$100 charges for cleaning and damage.** Although smoking is still allowed outside 30 feet from the building, improperly discarded cigarettes will be considered litter and subject to fines and disciplinary action.

Automobiles, motorcycles, four-wheelers, etc. may not be driven in any area except on roads and parking lots, and unsafe automobile use is prohibited at all times. Automobiles, motorcycles, four-wheelers, etc. may not enter any CWC Housing facility. For personal safety and the protection of facilities, disruptive, damaging, and unsafe use of rollerblades, skates, bicycles, scooters, and/or skateboards is prohibited.

The presence of offensive, vulgar, obscene, or inappropriate material in public view is not allowed. This may consist of posters on external doors, movies shown in public areas, or other items in public view. The Resident Life Manager will make all decisions as to what constitutes violations in this area.

DISCIPLINARY WARNING PROCESS

Any person who violates any Housing policy as written in this Housing Handbook, the Housing Contract, or any College publication, will be penalized as follows:

1. **Informal verbal warning(s)** may be issued, depending on the circumstances of the offense, in order to inform residents of the community standards, and give them an opportunity to remediate the problem. The issuance of verbal warnings will be done at the discretion of the individual staff member issuing the warning, and heavily based on the behavior/attitude of the individual(s) being issued the warning. College penalties may also be imposed, including use of the Student Conduct Code, fines, community service, or other penalties.
2. **First formal violation** - A written warning will be issued. If alcohol and/or drugs are involved they will be confiscated. Disciplinary Probation may be issued and the student may be eligible for eviction, at the discretion of the Resident Life Manager or Assistant Dean of Student Services. Further College penalties may also be imposed, including use of the Student Conduct Code, fines, community service, or other penalties.
3. **Second formal violation** - A second written warning may be issued. If alcohol and/or drugs are involved, they will be confiscated. Disciplinary probation may be issued, at the discretion of the Resident Life Manager. Eviction may occur, at the discretion of the Resident Life Manager or Assistant Dean of Student Services, and will occur if drugs are involved. Further College penalties may also be imposed, including use of the Student Conduct Code, fines, community service, or other penalties.
4. **Third formal violation** - A third written warning may be issued. Disciplinary probation will be issued. If alcohol and/or drugs are involved, they will be confiscated. Eviction may occur (and will occur if drugs are involved), at the discretion of the Resident Life Manager or Assistant Dean of Student Services. Further College penalties may also be imposed, including use of the Student Conduct Code, fines, community service, or other penalties.
5. **Subsequent formal violations** (if needed) - Written warnings may be issued.

Resolution will be at the discretion of the Resident Life Manager or Assistant Dean of Student Services. Further College penalties may also be imposed, including use of the Student Conduct Code, fines, community service, or other penalties.

- 6. The Resident Life Manager and/or Assistant Dean of Student Services may skip any one or all of the above steps and take appropriate action, considering the circumstances and severity of the violation, including but not limited to expulsion or eviction.**

All offenses will be treated individually on a case-by-case basis, **and the Resident Life Manager reserves the right to modify the penalization process if it is deemed necessary.**

DISCIPLINARY ACTION

The Campus Safety Director, Resident Life Manager, Resident Director, Resident Assistants, Maintenance, Campus Safety Employees, Assistant Dean of Student Services, and Associate Vice President of Student Services, all have the authority to issue warnings for violations such as drinking, loud noise, fighting or other Housing policy violations of community living standards. In the case of a serious offense, the first and second warning may be combined, with eviction on the subsequent warning. (See PROHIBITED or RESTRICTED ITEMS AND ACTIVITIES and DISCIPLINARY WARNING PROCESS section for related issues). More serious violations, such as tampering with fire safety equipment, actions of violence, use or possession of illegal drugs, and deliberate destruction of college or personal property, may result in an immediate eviction.

Any disrespect shown to any College staff member while performing their duties, enforcing the regulations of any College policy, or because of their role as a College staff member, will result in disciplinary action, and may lead to eviction or visitation restriction from Housing.

Any student may also have the College's Student Disciplinary Code (delineated in the CWC Student Handbook) procedures imposed, at the discretion of the Assistant Dean of Student Services. Records of offenses will be maintained indefinitely and will have an effect on future campus residency and visitation. Infractions will be carried from year to year.

All Housing disciplinary action should be appealed to the Resident Life Manager within 3 business days after receiving the write up, in the event that the student feels they were issued a warning in error. If the Resident Life Manager's decision is not to your liking, the student should appeal (within 3 business days of the Resident Life Managers decision) to the Assistant Dean of Student Services, then to the Associate Vice President of Student Services. At the end of this informal appeals process, in the event a student feels s/he has been unjustly disciplined, the student may file an official grievance. Complete information about grievances may be obtained from the Associate Vice President of Student Services Office.

Non-resident CWC students violating rules in the Housing area will also be issued warnings. These warnings may be made part of a future school record. Non-students violating rules in the Housing area will also be issued warnings and these warnings may lead to Visitation Restriction. Non-students, non-resident CWC students, and on-campus students evicted from campus, because of disciplinary action, are all subject to Visitation Restriction, whereby they may be restricted from visiting Housing grounds for up to one calendar year. Penalties include involvement of local law enforcement, which can lead to fines and jail sentences.

QUIET HOURS

Quiet hours start at 10 p.m. Sunday through Thursday and at midnight on Friday and Saturday, and extend until 10 a.m. the following day. While quiet is expected during these hours, **excessive noise will not be tolerated at any time**. Excessive noise is defined as noise of any kind that can be heard coming from a room or apartment that interferes with the community standards of those living in a complex, as determined by a staff member. Loud stereos in vehicles in the parking lot are also prohibited. During finals, quiet hours are 24 hours a day. The televisions in the lounges/dayrooms and Mote Hall Commons are to be at a low level during this time.

HOUSING SECURITY

Residents who enter or leave Housing at any time are responsible for securing any door used. No one may prop open or in any manner alter a door so that it will not properly close.

Students are not to admit unauthorized or uninvited persons into Housing after visitation hours or in violation of the Guest Visitation Policy.

Immediately report any maintenance deficiencies, which may compromise building security, to any Housing staff member.

GUEST VISITATION

In CWC Housing, guests are allowed to be on the floor or in a resident's room provided the following are observed:

1. A roommate's right to privacy and their right to their use of a room/apartment must be respected and not be infringed upon. Roommates are encouraged to approach Housing staff members, including the Resident Life Manager, if they feel their rights are being or have been infringed upon. Appropriate action will be taken.
2. Quiet hours must be observed at all times by the guests.
3. The actions of guests are the responsibility of the Housing resident, and any infractions of Housing policies will result in warnings issued to the resident AND to the guest(s). Guests may be banned from Housing grounds at the discretion of the Assistant Dean of Student Services.
4. **On-campus residents** are allowed to visit in other students' apartments/rooms at any time of day, providing the above three provisions are followed, the visitation does not exceed 24 hours, and all other Housing policies are observed. Visits exceeding 24 hours require advance registration and approval of the Resident Life Manager .
5. **Off-campus CWC students** are allowed to visit in room/apartment, but must be out of the room/apartment and off Housing grounds from 2:00 a.m. - 8:00 a.m., 7 days a week.
6. **Off-campus non-student visitors** (not including family members or visitors of the same sex) are allowed to visit in room/apartment, but must be out of the room/apartment and off Housing grounds from Midnight - 8:00 a.m., 7 days a week.
7. **Family members and visitors of the same sex** are allowed to visit at any time of the day, providing all Housing policies are observed. These guests must register at the Housing Office, roommates/apartment-mates must give written permission, and, if driving a vehicle, guests must be issued a temporary parking tag.
8. Family members and visitors of the same sex are allowed to stay for a maximum of

three days, unless approved for a longer stay by the Resident Life Manager.

9. Any overnight guests under 18 years of age must have written permission from a parent or guardian.
10. The Resident Life Manager retains the authority to deny or approve any visitation or request for visitation that is deemed necessary and prudent, or based on objections of roommates/apartment-mates.
11. Guests of Mote Hall residents are to use the bathrooms in the common area rather than the bathrooms located in the suites.

There is no co-habitation allowed in the Housing system, and anyone found co-habiting will be subject to disciplinary action.

MAILING ADDRESS

Mail is delivered Monday through Friday (excluding College holidays and vacations) to students' mailboxes at the Mailroom, which are located in the Student Center building next to the Bookstore. **You are required as a campus resident to have a mailbox on campus, or make arrangements with them to have your mail forwarded to a local address.** Keys to individual boxes are checked out through the Mailroom during regular business hours, 8 a.m. to 5 p.m., unless otherwise posted. Stamps are available at the Bookstore or Mailroom.

Your address while at Central Wyoming College is:

Your Name
Central Wyoming College
2660 Peck Avenue, # (the number assigned at check-in)
Riverton, WY 82501

CUSTODIAL SERVICES

Students are expected to help keep the residential areas clean. The apartments do not have a regularly assigned custodian to their living areas. Each resident in these areas is expected to maintain his or her apartment/room/suite/dayroom/bathroom. Vacuum cleaners are available for checkout in Residence Hall and Mote Hall, with an ID, from the Housing staff member on duty. Apartment residents are required to provide their own vacuum cleaner. A \$5 fee is assessed for keeping the vacuum cleaner longer than 24 hours.

Residents are asked to please refrain from littering. Dumpsters and cigarette urns are provided near the apartments and Halls for collecting trash. **Please do not use garbage cans within the complexes to throw out large amounts of trash - take it to the dumpsters – failure to do so will result in fines for littering. Apartment residents must take their trash directly to the dumpsters. Trash may not build up in the apartment, or be set outside the apartment door with the intention of taking it to the dumpster later. Any garbage found outside an apartment door will result in littering fines to the residents of that apartment.**

While a custodian cleans the Halls public areas daily, Monday - Friday, excluding holidays, it is expected that residents will do their part to keep the living and public bathroom areas clean.

LAUNDRY

Laundry rooms are located in each residential area. Each semester, every resident receives \$65.00 on his/her student ID to activate the laundry machines via a card reader. Unused portions of laundry funds will be forfeited at the end of the academic year, or when the student vacates housing. The washers and dryers are also coin-operated, in the event the student

uses all laundry funds within a semester, or does not have their student ID with them. Housing staff should be notified if the machines are not working properly. Students are responsible for their own change, which can be obtained at either the Business Office or the Bookstore. Change is also available in the Housing Office during regular business hours.

VENDING MACHINES

Vending machines dispensing snacks and/or soft drinks are located in each Housing area, managed by private vendors. **CWC is not responsible for their performance or operation and will not refund money lost.** Notify the Housing Office if machines are not working properly.

FIRE SAFETY

ABC-type fire extinguishers, fire/smoke alarms, and sprinkler heads are located at strategic positions throughout the Halls and Apartment complexes. Extinguishers should be used only in emergency situations. Students should be aware that it is a state offense to tamper with fire alarms or fire equipment. Any tampering with this equipment will result in immediate eviction from campus housing. Residents should NOT remove the batteries from their smoke detectors, as these are crucial to early warning of a fire event in your apartment. **If they start beeping, change the battery or contact the Housing Office for assistance in replacing the battery!!**

When a fire alarm is sounded, all residents must evacuate immediately and may not return to the building until instructed. Intentionally caused false alarms, tampering with fire equipment, smoke alarms, and/or sprinkler heads, and unauthorized use of fire doors will be considered a serious violation. State and federal laws concerning misuse of fire equipment are implemented to the full extent. Practice fire drills will be performed in the Halls.

Due to the risk of fire when using the following electrical appliances, students shall refrain from possessing and/or using them in the residence halls and apartments. If any violation of these items are found, the resident will be referred for discipline.

Barbeque grills of any kind are prohibited from housing property. This includes grills outside of the apartments.

- Any appliance not clearly marked as UL approved
- Any appliance with an exposed heating element
- Air conditioners (unless approved by the Resident Life Manager)
- Broiler ovens
- Candles (including candle warmers)
- Electric blankets
- Electric potpourri pots
- Electric frying pans/griddles/devices
- Halogen lamps without safety grids
- Heat or sun lamps
- Hot plates
- Oil popcorn poppers
- Scentsy's
- Space heaters
- Toasters
- Toaster ovens
- Any item which causes the fire alarm to activate.

Any appliance not included in these lists must be approved by the Resident Life Manager before usage. Any use of electric appliance requires that the resident monitor the placement of the electric

cords (i.e., do not let cords lie on or next to heating units). Students shall make smart choices to assure their safety and the safety of others in the residence halls and apartments. The following guidelines will help students decrease the risk of a fire hazard in their living area:

- Empty wastebaskets on a regular basis in the dumpsters provided outside. Do not place wastebaskets in closets.
- Dispose of cigarette butts and matches carefully in appropriate containers.
- Assure all items taped to walls are taped at all corners using removable tape/tabs.
- Do not hang anything from the ceiling and/or over a light.
- Do not build lofted beds in halls where furniture is not meant to be lofted.

Due to the community environment and the added risk of loss or damage to life or property, the following items are prohibited in all residence units: vehicle batteries, charcoal, gasoline, and items identified under the Firearms/Firecrackers policy.

CABLE TELEVISION

The apartments and Halls have cable television with basic, expanded basic and HBO, at a cost included in the rent.

UTILITIES

Utility costs for electricity, heat, sewer, and sanitation are included in rent payments, but with always increasing costs, *it is imperative for all residents to do their part in conservation of utilities*. When not in your apartment/room, lights and all electrical appliances should be turned off. **Furthermore, the use of any multi-plug system that may create unsafe conditions is NOT allowed.** Use of water and heating should be conservative whenever possible. Repeated instances of leaving electrical systems on, excessive use of water/heat, etc. may be cause for disciplinary action or fines. If there are problems with utility operation, residents should contact a Housing staff member immediately.

Computer connectivity is provided in your rent payments in Mote Hall, Residence Hall, and the Apartments.

Telephone service in Residence Hall, Mote Hall, and East Apartments is set up through the College. Contact the Housing Office for further details.

West Apartments telephone service can be arranged through Qwest Communications by calling 1-800-244-1111, M - F, 7 a.m. - 7 p.m. There are instruction sheets, which include the correct address to give Qwest, at the Housing Office to guide you through the process. If you have problems or questions, do not hesitate to let the Housing Office know as soon as possible.

STUDY AREAS

A study area/computer lab is located in each of the dayrooms of Residence Hall and Mote Hall and there is a computer lab located on the second floor of Mote Hall. The computers in Housing are for Housing student use. Students are able to access word processing, spreadsheets and database programs as well as the Internet. The students must provide their own paper for the printers. Although there is a television present in Residence Hall computer areas, these areas are a designated study area, and the noise level should be kept to a bare minimum when necessary.

TELEPHONES

There are two courtesy phones located by the offices in Residence Hall and Mote Hall.

BULLETIN BOARDS

Bulletin boards are located in key locations in each living area. Notice of general information about coming events or deadlines may be placed on the bulletin boards, but all postings must be approved at the Housing Office.

LOST AND FOUND

Lost and found items should be turned in to the Housing Office, where they will be forwarded to the Library, the central location on campus for all lost and found items.

CHILDREN

Each tenant agrees to be responsible for the actions of his/her children, to supervise him or her, and to prevent him or her from damaging property. The tenant is financially responsible for the actions of his/her children. CWC is not responsible for accidents, which may occur to children.

PETS

No pets are allowed to live on campus or enter any housing facility, except for fish. Tank size should not exceed 20 gallons. Students found with unauthorized pets will receive a \$100 fine and will be asked to remove the pet and will receive a write up.

STORAGE AND PROPERTY ABANDONMENT

Students should plan on bringing only what they can keep in their room or apartment, as no on-campus storage space or facility is available to residents.

Any property, excluding vehicles, left by a resident who checks out of, is evicted from, or in any way vacates from their assigned room/apartment will be packed up, stored, then disposed of as the College sees fit, after 90 days from date of departure. The College will not be held responsible for any damage to any property left after the resident vacates their room/apartment. The College will not be required to contact the property owner, and any costs for receiving this property (including reasonable storage fees), at any point, will be incurred by the individual. Abandoned vehicles will be towed 30 days after the student vacates the room/apartment, and any cost for this towing will be the responsibility of the owner.

PARKING AND VEHICLE USE

Adequate parking spaces for resident students are provided adjacent to Residence Hall, Mote Hall, and Apartments. Students must have a parking permit for their vehicles which they receive at the Housing Office. Overnight visitors to the Housing area must have a temporary parking tag for their vehicles, and check-in with the Housing staff of the complex they are visiting. **CWC reserves the right to fine and/or tow or immobilize illegally parked cars, non-permitted cars, or for non-payment of previous violations, at owner's expense.** There are outside plug-ins for vehicle block heaters, but are available on a first-come basis. College staff may limit their use if they interfere with snow removal or pose any problems or danger.

Unless otherwise posted, all Housing parking lots and roads have a speed limit of 15 miles per hour. Excessive speed and/or dangerous operation of a vehicle will result in disciplinary action.

ROOM ENTRY

The college respects the privacy of a student's room and/or apartment. However, the college reserves the right to enter rooms for inspection or maintenance purposes at reasonable times, preferably when the student is present, but this is not required. Maintenance emergencies may require entry at any time. Also, upon approval of a designated college official, a room/apartment may be entered by no less than 2 college staff, and college property searched when there is reasonable cause to suspect a violation of college rules and regulations, or there is reason to believe there may be a danger to the resident or any occupant of the room/apartment. Residents are responsible for any damage as a result of having to forcibly enter a room/apartment.

LOCK-OUTS

Students who are locked out of their apartment may request a Housing staff member or maintenance person to unlock their door. Each semester, after the second time a student is locked out, a \$1.00 fee is charged for each occurrence.

RESERVING A ROOM OR APARTMENT FOR NEXT YEAR

Current residents will be surveyed in the middle of the spring and fall semesters concerning housing requests for the subsequent spring, summer and/or fall. **All room and board, cleaning and damage charges for the present semester must be paid (cleaning/damage charges within 30 days) after checkout in order to reserve a room for the next semester.**

FOR QUESTIONS REGARDING:

Charges assessed, payment plans,
refunds

Student grievances, general student
assistance

Special dietary requests, food costs

Housing regulations, opening dates,
complex assignments, rent costs,
room changes, appeals of warnings,
etc.

Campus Safety issues

CONTACT:

Accounts Receivable, Business Office

Associate VP of Student Services, Reg. &
Records Suite

Food Court Manager, Food Court Office

Resident Life Manager , Resident Life Office

Campus Safety Director, Campus Safety Office

FINAL COMMENTS

Central Wyoming College prefers to take a positive approach and look for the bright side in all of our working relationships with students and non-students. However, by documenting possible problems, the college is providing concrete information about as many subjects as possible related to residential living.

Every student at CWC is respected and treated as an individual, but we expect to be treated with the same dignity and respect as we accord you. We believe you will find Central Wyoming College to be an excellent choice for your education. Our staff is well-trained, friendly, cooperative and outgoing, and does their best to help all who live at or visit CWC's Housing - good luck in your educational endeavors!!

The personal safety and security of students, staff and visitors, and the protection of property are high priorities at Central Wyoming College (CWC or College). The information provided in the Annual Campus Safety Report is part of the College's commitment to safety and security on campus. This report is prepared by CWC's Department of Safety and Security to comply with the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act (Clery Act). The full text of this report can be located on our Web site at http://cwc.edu/administration/campus_safety/index.php. You will also be able to connect to our Campus Safety site via the CWC Home page at <http://www.cwc.edu>.

Consistent with its mission to value diversity and to treat all individuals with dignity and respect, Central Wyoming College does not discriminate on the basis of race, color, national origin, ancestry, sex, age, religion, or disability in admission or access to, or treatment or employment in its educational program services or activities. The college makes reasonable accommodations to serve students with special needs and offers services to students who have the ability to benefit. Inquiries concerning Title VII, Title IX, or Section 504 of the Rehabilitation Act may be referred to Jennifer C. Rey, the Executive Director of Human Resources at Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501, (307) 855-2112 or 1-800-735-8418 (instate) or the Western Division Office for Civil Rights, Office of Civil Rights, Denver Office, U.S. Department of Education, Federal Building, Suite 310, 08-7010, 1244 Speer Boulevard, Denver, CO 80204-3582, (303) 844-5696, Fax (303) 844-4303, TDD (303) 844-3417, email OCR_Denver@ed.gov.

The spirit of free inquiry, which characterizes the educational environment, must be allowed to flourish within the context of mutual respect and civil discourse. Discriminatory, threatening, or harassing behavior against any group or individual based on, but not limited to, gender, color, disability, sexual orientation, religious preference, national origin, ancestry, or age, will not be tolerated.

Central Wyoming College Network Activation & Use Agreement

Your signing of this document indicates that you understand and agree to abide by the rules of conduct set forth by CWC in the Student Handbook, and as communicated by CWC in the future. CWC retains the right to monitor, manage and control all user activities on its network. All State, local and Federal laws must be strictly adhered to. CWC reserves the right to protect its student, employee, and network interests, and may modify or add rules as deemed necessary by the College Administration, the Director of Student Life and Safety, or the Chief Information Officer.

Residents are allowed one computer to connect to the CWC network per enrolled student living in the room/apt, and are not allowed to connect any other type device without the explicit written permission of the College's Chief Information Officer, including wireless access points, hubs, switches, or routers.

Central Wyoming College provides support for your network connection, setup or configuration, through a student intern position (contact the Housing Office for more information), but the final configuration of the machine is the responsibility of the resident. Once the Resident Life Coordinator has authorized your network connection, and the intern has assisted you (if necessary), you (student) are responsible for maintaining the configuration.

CWC requires that every resident maintain quality, up-to-date antivirus protection on any computer attached to the network – failing to do so will result in termination of your network connection. The student must purchase anti-virus protection that remains current through the end of each semester and by signing below attests that it is installed and active on their computer now and at any point throughout their time using the College system. Failure to maintain an acceptable virus protection system will necessitate removing the student from the network. (In addition, CWC strongly suggests that all users consider installing personal firewall software or hardware to protect themselves.)

The same rules that govern all Central Wyoming College computer labs hold true for the Mote Hall computer lab and Residence Hall Dayroom stations: residents are NOT allowed to make changes of any kind to the computers, which includes disconnecting the network connections, modifying the operating system, downloading and/or installing software, using real time software such as Chat, Real Player, etc. Disciplinary actions will be taken toward anyone caught making changes to any of these computers.

To connect to the network your computer must have a network card installed with appropriate drivers, connecting to the wall with a Cat 5, ethernet cord. There is no logon requirement, but it does require network configuration. To configure your network card (once it is installed properly), use the following process:

For Windows operating systems, locate the Network Neighborhood icon, the My Network Places icon, or go to Start, Settings, and then Network Connections. Right click on the Local Area Connection icon and select Properties. Left click on the words "Internet Protocol (TCP/IP)" and choose the two options that automatically select the IP address and DNS server. Close all windows and you should be ready to access the internet. Alternatively, Network in the Control Panel can also take you to the necessary configuration options. Other settings should not need to change. If your computer is used on another network, you may want to document the settings before you change them. If you need assistance contact the IT help desk at 307-855-2198.

HOUSING POLICIES AGREEMENT FORM

The housing handbook can be found at
<http://www.cwc.edu/life/ResidentialLife>
Please read it and fill out this form

**This form is due within 24 hours of
check-in.**

**You may turn it in to
any Resident Assistant or the Housing Office.**

NAME _____
Please Print

BY SIGNING BELOW I ACKNOWLEDGE THAT I HAVE READ THE CENTRAL WYOMING COLLEGE HOUSING HANDBOOK, OR THAT I WILL READ IT WITHIN 24 HOURS OF CHECK-IN. I AGREE TO ABIDE BY AND BE SUBJECT TO THE RULES, REGULATIONS AND POLICIES HEREIN, AND THAT THIS DOCUMENT FORMS A PART OF MY HOUSING CONTRACT WITH CENTRAL WYOMING COLLEGE AND I AGREE TO MAKE ALL PAYMENTS AS REQUIRED.

BY SIGNING BELOW I AGREE TO BE RESPONSIBLE FOR MY ACTIONS OR THOSE OF MY GUEST(S), IF THEY VIOLATE COLLEGE OR HOUSING POLICY, AND I WILL BE SUBJECT TO ANY AND ALL PENALTIES ALLOWED WITHIN COLLEGE PROCEDURES OR POLICIES.

BY SIGNING BELOW I ACKNOWLEDGE THAT ALL POLICIES AND PROCEDURES STATED HEREIN SUPERCEDE ANY OTHER DOCUMENT I HAVE SIGNED.

BY SIGNING BELOW I AGREE TO ALL TERMS REGARDING THE USE OF THE COMPUTING SYSTEM ON CAMPUS.

FURTHERMORE, BY SIGNING BELOW I AGREE TO ALLOW THE COLLEGE TO RELEASE INFORMATION REGARDING RENTAL REFERENCES THAT MAY CONTACT THE COLLEGE ON MY BEHALF.

Student Signature

Date