



# Central Wyoming College - Housing

2017-18

## Housing Contract

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## Welcome to CWC Housing

Please read all sections of the Housing Contract before signing online. This is a legally binding document between you, the student, and Central Wyoming College that remains in effect for the entire academic year (Fall 2017-Summer 2018). This contract details a set of terms and conditions that you (the student) must follow. You will not be assigned a room until you have read and agreed to this contract, submitted the housing application, and paid the \$100 deposit. If you have any questions about the content or cannot find information, please stop by the Housing Office or call at (307) 855-2210, and we will be glad to assist you in any way we can.

### HOUSING DATES AND CLOSURES

All CWC housing facilities are open year round, except during the holiday break between Fall and Spring semesters. **The dates below are tentative dates based on the academic calendar at the time of publication.**

#### Halls will open for new student move-ins

Thursday, August 24 from 1 p.m. – 5 p.m. and Friday, August 25 from 8 a.m. – 5 p.m. Halls will be open from 10:00 a.m. – 3 p.m. on Saturday, August 26 for returning students.

#### Halls will close for the holiday break

Saturday, Dec. 16 at noon and will remain closed until 8 a.m. on Monday, January 8, 2018. During holiday closure, all students must vacate the premise. If a student is not able to vacate, he or she must apply for holiday housing. Applications for holiday housing are reviewed by the Residential Life Manager. More information, the application itself, and relevant dates and deadlines can be found on the Housing page of [cwc.edu](http://cwc.edu).

**Halls will close for the end of the year** May 11, 2018 at noon. Students must be properly checked out of their rooms by this time.

### OUR RESIDENCE LIFE STAFF

- Residential Life Manager: (Housing Office, Residence Hall, ext. 2210) The senior administrator for residence life and housing; directly supervises resident assistants; oversees all operations of residence life; plans, coordinates, and implements the overall program of resident education, RA recruitment, selection, and training; room reservations/assignments; and other system-wide

functions such as coordination of the opening and closing of the residence halls throughout the year. Makes recommendations concerning major maintenance needs and reports to the Dean of Students.

- Resident assistants (RA): serve as peer advisors, student advocates, and administrative representatives to students in their residence halls; remain available to assist students at all times; enforce college policies and individual hall regulations; conduct educational and social programming for hall residents; provide listening ears, offer encouraging words, and model good citizenship and scholarship

### ON-CALL RESIDENTIAL STAFF DUTY ROTATION

Each residential complex has a duty rotation that ensures residential staff coverage at all times. Notice of who is on duty is posted in a prominent area in each complex for quick reference. This notice includes the name and contact information of the RA on duty. **Always attempt to contact this person for assistance first** before contacting other RAs.

## Policies & Procedures

### ELIGIBILITY FOR HOUSING

To qualify for on-campus housing, you must either be admitted to the college, in the process of being admitted, or be a currently enrolled student. While living in housing during Fall and Spring semesters, you must remain a full time student enrolled in at least 12 credit hours). During the summer, you must remain in at least 6 credit hours.

Previous disciplinary trouble, either at Central Wyoming College or any other institution, may result in ineligibility to live in housing, at the discretion of the Dean of Students. Such records should be disclosed by the student in the housing application.

See also: Sex Offenders and Felons policy on page 9.

### DEPOSITS & FINES

A one-time \$100 damage deposit is required in order for any student (single or married) to receive a room assignment. This serves as a deposit against damages to the room and will be carried over from semester to semester as long

as the student intends to remain a CWC resident.

**If a student pays the deposit, but wants to cancel his or her housing assignment prior to moving in, he/she must notify the housing office in writing (email or written notice) of intent to cancel. To be refunded the deposit, the student must notify the housing office of cancellation at least two weeks prior to the start of the term.**

Failure to notify the housing office by this date will result in forfeiture of deposit. Students who check mid-semester (after the official check-in date, but before official check-out dates) will forfeit their deposits.

Residents must also pay a \$150 non-refundable renovation fee each year which defrays the high costs of renovation.

Additional fines may also be incurred for extensive damages to the room/apartment or failure to clean properly.

In the event of widespread damage or failure to maintain a reasonable level of cleanliness, the Housing Office reserves the right to charge community fines to sections, floors, or entire buildings if a single responsible party cannot be determined.

A fee of \$35.00 will be charged for each unreturned room/outside door key as well as for each unreturned/damaged electronic key fob. A \$5.00 fee will be charged for each unreturned closet key.

Screens on windows are not to be removed except in the event of an emergency. 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 guilty party is not known).

## PAYMENT

Rent, the meal plan, and the renovation fee are paid at the Cashier's office prior to or the day of a student's check-in. All residents are expected to pay room and board for the entire semester at the time of registration. However, payment plans can be arranged through the Business Office to meet the financial needs of students. Students on payment plans must pay by the established due date of each month. **Falling behind on payments and/or continue failure to pay may result in eviction.**

**If a resident is assessed damage fines throughout the year, he or she must pay within 30 days of the fine being assessed. Failure to pay the fine within 30 days will result in the loss of a room**

**reservation for the next semester.**

## REFUND POLICY

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.

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 the contract, students are committed to pay for, or are not eligible for a refund of any portion of the remaining amount of their contract for either rent or meal plan.** Students have the right to petition the Residential Life Manager for a refund of housing and food service fees if extenuating circumstances exist. Refunds will not be given to students who are evicted.

## OCCUPATION AND CONSOLIDATION OF ROOMS

Failure to check-in to housing within the first three class days of a term will result in the Housing Office cancelling your room assignment. Students that need to check in later than this must contact the Housing Office before the first day of the term to avoid having their assignment cancelled.

When vacancies occur in rooms, the college may consolidate space by moving residents to another room or building. Residents (except for those in Mote Hall) may request to pay the private rate rather than moving or being assigned a roommate. All private requests are granted on a space-available basis. If residents fail to notify the housing office whether they wish to move or pay the private rate by the set deadline, the housing office reserves the right to make the decision for them.

## ROOM CHANGES

The Residential Life Manager reserves the right to assign or reassign any room or apartment any time during the semester. Students may request a room during a designated window of time which will occur after the first month of the semester. All moves within the Halls and Apartments **must** be approved by the Residential Life Manager and initiated with a Resident Assistant. **No room**

**exchanges can occur until all necessary approvals are obtained.**

## **UTILITIES, LAUNDRY, INTERNET, CABLE, & PHONES**

- 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. 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.
- There are two courtesy phones located by the offices in Residence Hall and Mote Hall and are available for student use.
- Cable television is provided to students at a cost included in the rent.
- Laundry rooms are located in each residential area. Laundry is free for all on-campus residents of CWC. The Housing Office will not be held responsible for laundry left unattended. Each resident is responsible for his/her own laundry. Clothes left in the laundry room for 3+ days will be bagged by housing or custodial staff and given to a local charity.

## **CLEANING**

Each resident is expected to clean and 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. Dumpsters and cigarette urns are provided near the apartments and Halls for collecting trash. Any garbage left outside rooms or disposed of within the complex trash cans will result in littering fines.

Residents of Mote Hall and Residence hall are responsible for keeping their respective dayrooms clean. Failure to clean day-room or damage to day-room may result in fines.

## **CHECK-OUT**

When a student moves out of CWC

housing, he/she must follow certain procedures to be eligible to receive a refund of the damage deposit. **Failure to complete proper check-out procedures will result forfeiture of the damage deposit.** If a student wishes to vacate before official checkout dates, 30 days notice must be given to the Housing Office by completing an Intent to Vacate form. **Failure to provide notice and complete the accompanying paperwork will result in forfeiture of 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, and return furniture to the original location.
4. Return room or apartment keys to the Resident Assistant checking you out.
5. Fill out all check-out paperwork properly and completely, including the deposit refund request form

## **DAMAGES, REPAIRS, & WALL HANGINGS**

Damages sustained in public areas such as corridors, lounges, bathrooms, laundry rooms, courtyards, etc., may result in communal charges against all students living in the residential units where such damages occur, unless guilty parties can be identified. 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.

Students are allowed to put up posters, pictures, and other items, but **may not use nails, Hercules hooks, tacks, or other similar items within the residence halls.** Damage charges will be assessed for use of any holes/damages to the walls. Painters tape, "sticky-tack," Command strips, or some other form of easily removable hanging system should be used to hang all items.

## **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, stored, then disposed of as the College sees fit, after 30 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.

## 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. Tampering with fire alarms or fire equipment is a state offense; any tampering with this equipment will result in immediate eviction from campus housing. Intentionally causing 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. 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 the low-battery alarm in your smoke detector starts beeping, contact the Housing Office for assistance in replacing the battery!**

When a fire alarm sounds, all residents must evacuate immediately and may not return to the building until instructed. If a fire alarm sounds in West Apartments, East Apartments, or Residence Hall, all students within the building where the alarm is sounding must evacuate to Mote Lobby. If a fire alarm sounds in Mote Hall, all students within the building must evacuate to Residence Hall. Fire drills will be performed each semester.

Due to the risk of fire, the following items are not allowed within CWC Housing:

Barbeque grills of any kind	Heat or sun lamps
Broiler ovens	Hot plates
Candles	Hoverboards
Charcoal	Gasoline
Electric blankets	Oil popcorn poppers
Electric potpourri pots (Scentys)	Space heaters
Electric frying pans/griddles	Toasters (except in apartments)
Halogen lamps	Toaster ovens
	Vehicle batteries

If any of these items are found, the resident will be referred for discipline. Any appliance not included in this list must be approved by the Residential Life Manager before use. Use of Air Conditioners must be approved by the Residential Life Manager. 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). The use of any multi-plug system that may create unsafe conditions is NOT allowed.

## ROOM CHECKS

Room checks will be conducted once a month by at least two Resident Assistants. Notification of room checks will be posted and/or sent out at least 72 hours in advance. RAs will be checking for: amount of trash, blocked lights or vents, functionality of smoke detector, accessibility of room, use of extension cords/power, and other related health or wellness risks. RAs are allowed to open refrigerator and closet doors, but not allowed to sort through any personal property contained within them or any other part of the assigned space.

If you fail a room check, RAs will come back to re-check your room one week later. Repeated failure of room checks may result in fines.

## COLLEGE OFFICIAL'S RIGHT TO ENTRY

The college reserves the right to enter any room (1) for the purpose of inspection, maintenance, or repair; (2) without notice to or permission of the resident thereof for the purpose of (a) inspecting for illegal drugs or narcotics (b) inspecting for firearms, fireworks, explosives, ammunition, weapons, or any other substances, materials, or goods, the possession of which is a breach of this contract, of the standards and regulations of the college (3) in the event of an epidemic or emergency when there is reason to believe that the occupants of the room are in serious physical or psychological distress

## 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. If a resident owns any number of these items, he or she must turn them over to the Campus Safety Office for locked storage. The item(s) can be checked out to take off campus, but must be returned to the Campus Safety Office once they are 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 Dean of Students.

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 Dean of Students.

**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.

**Smoking is not allowed in any CWC Housing facility.**

No smoking is allowed in any residential facility, 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 Residential Life Manager will make all decisions as to what constitutes violations in this area.

## **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, will be asked to remove the pet, and will face disciplinary procedures.

In compliance with federal law, service and support animals are allowed in housing, but must first be approved by the Disabilities Coordinator. Students with approved animals must then meet with the Residential Life Manager and enter into a contract regarding standards of care for the animal and the place of residence.

## **SECURITY**

Residents who enter or leave Housing at any time are responsible for securing any door used. Students are not to admit unauthorized or uninvited persons into Housing. Immediately report any maintenance deficiencies which may compromise building security to any Housing staff member. Campus Security should be alerted if there is a security threat and can be reached at (307) 855-2143 or (307) 851-5542.

## **MISSING PERSONS**

You are strongly encouraged to list a contact person (or multiple persons) in case of the event that you are reported as missing. You can provide this information at later time by completing a form at the Housing Office located in Residence Hall. Only the Residential Life Manager, Campus Safety Director, and Campus Safety Officer have access to this information, and this information will only be accessed or used if you are reported as missing. If you are reported as missing, Campus Safety will attempt to contact the person(s) you have listed. If attempts to contact these individuals are

unsuccessful, Campus Safety will contact the Riverton Police Department and may disclose your missing person contact information to law officials. Regardless of age or status, law enforcement officials **will** be contacted within 24 hours of campus officials determining a student is missing. Students who are under the age of 18 will have their custodial parent or legal guardian contacted, regardless of whether or not this information was disclosed by the student. **If you believe that someone is missing, you must immediately notify Campus Safety by calling (307) 855-2143 or (307) 851-5542.**

## GUEST VISITATION

The actions of guests are the responsibility of the Housing resident, and any infractions of Housing policies will result in warnings and/or sanctions issued to the resident AND to the guest(s). Guest visitation is a privilege, and guests may be banned from Housing grounds at the discretion of the Dean of Students if residents and/or their guests fail to follow all CWC Housing policies. The Residential Life Manager retains the authority to deny or approve any visitation or request for visitation.

**Residents must stay with their guests at all times.** Guests may not be left in a room or apartment without the resident they are visiting. Residents are not allowed to give guests keys or fobs to gain access to a room.

Quiet hours must be observed at all times by the guests. Additionally, a roommate's right to privacy and their right to their use of a room/apartment must be respected and not be infringed upon. Guests of Mote Hall residents are to use the bathrooms in the common area rather than the bathrooms located in the suites.

**CWC Students living in campus housing** are allowed to visit in other students' apartments/rooms for up to 24 hours. Visits exceeding 24 hours require advanced registration and approval of the Residential Life Manager.

**CWC students not living in campus housing** are allowed to visit other students' apartments/rooms, but must be out of the complex and off Housing grounds from 2 a.m. - 8:00 a.m., 7 days a week.

**Visitors who are not CWC students** (not including family members or visitors of the same sex) are allowed to visit other students' apartments/rooms, but must be out of the complex and off Housing grounds from 12 a.m. - 8:00 a.m., 7

days a week.

**Overnight guests under 18 years of age** must have written permission from a parent or guardian.

**Family members and visitors of the same sex** are allowed visit for a maximum of three days. Visits exceeding three days require advanced registration and approval from the Residential Life Manager. These guests must register at the Housing Office, roommates/apartment-mates must give a written agreement, and guests must receive a temporary parking tag if driving a vehicle.

**Except for students who have been approved to live in married housing, no CWC resident is allowed to live with a member of the opposite sex. Any resident who is found to be living with a member of the opposite sex will be subject to disciplinary action.**

## 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.

## 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.** Loud stereos in vehicles in the parking lot are also prohibited. During finals, quiet hours are 24 hours a day.

## DISCIPLINARY ACTION

The Campus Safety Director, Residential Life Manager, Resident Assistants, Maintenance, Campus Safety Employees, Dean of Students, and Vice President of Student Affairs all have the authority to issue warnings for violations of Housing policies. In the case of a serious offense, the first and second warning may be combined, with eviction on the subsequent warning. (See DISCIPLINARY WARNING PROCESS). 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 visitation restriction or eviction 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 Dean of Students. 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.

In the event that a student feels he or she was issued a writeup in error, an appeal may be made to the Residential Life Manager within 3 business days after receiving the write up. If the student feels that the Residential Life Manager's decision is unjust, he or she may appeal (within 3 business days of the Residential Life Manager's decision) to the Dean of Students, then to the Vice President of Student Affairs. At the end of this informal appeals process, in the event a student still feels s/he has been unjustly disciplined, the student may file an official grievance. Complete information about grievances may be obtained from the Vice President of Student Affairs.

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.

## 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 Residential Life Manager or Dean of Students. 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 Residential Life Manager. Eviction may occur, at the discretion of the Dean of Students, 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. **Subsequent formal violations** (if needed) - Written warnings may be issued. Resolution will be at the discretion of the Residential Life Manager or Dean of Students. Further College penalties may also be imposed, including use of the Student Conduct Code, fines, community service, or other penalties.

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

## LIABILITY

The college does not assume any obligation or liability for loss or damage to items of personal property that may occur in its buildings or on its grounds, prior to, during, or subsequent to the terms of this contract. This includes, but is not limited to, damage, loss, fire, water damage, theft, and flooding. You are urged to purchase renter's insurance for protection against loss or property damage



## 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 Residential Life Manager or a Campus Safety Official.

## SEX OFFENDERS AND FELONS

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.

## Campus Living

### MEAL PLAN

Residents of Mote Hall and Residence Hall are given the choice of selecting either a full or a ¾ meal plan (full meal plan will be assumed if no preference is indicated on housing application). Residents who live in the apartments may choose the apartment meal plan (except during the summer, due to limited hours) or a higher meal plan. All students living in campus housing are required to have a 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

The Food Court is open from 7:00 a.m. – 7:00 p.m. Monday – Friday and 11:00 a.m. – 2:00 p.m. Saturday and Sunday. "Grab-and-Go" items are available from the refrigerated vending machine in the food court until 10 p.m. nightly. The Food Court will be closed for most College holidays and breaks. Specific hours for meals are:  
Breakfast: 7:00-10:30a.m.; Lunch: 11:00a.m.-2:00p.m.; Dinner 4:00.-7:00p.m.

### MAILING ADDRESS

Mail is delivered Monday through Friday (excluding College holidays and vacations) to students' mailboxes at the Mailroom, which is located in the Student Center. **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.

## VENDING MACHINES

Vending machines 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.

## 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. 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.

## BULLETIN BOARDS

Bulletin boards are located in key locations in each living area. All postings must be approved by the Residential Life Manager.

## LOST AND FOUND

Lost and found items may be turned in to the Library during normal hours or to the Housing Office after hours. Cell phones, money, or other items of value should be turned in to Campus Safety.

## NETWORK ACTIVATION & USE

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 Dean of Students, or the Chief Information Officer.

**CWC requires that every resident maintain quality, up-to-date antivirus protection on any computer attached to the network.** The student must purchase anti-virus protection that remains current through the end of each semester and by signing the Housing Policies Agreement, s/he 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.

## SEVERABILITY CLAUSE

The college reserves the right to sever this contract if deemed necessary by the Residential Life Manager and the Dean of Students.

## CHANGES AND PROVISIONS

Interpretations of, changes to, and exemptions from this contract may be made at any time by the Residential Life Manager under the direction of the Dean of Students. Any issue not stated within this contract is left to the discretion of the Residential Life Manager and Dean of Students. If provisions of this contract are changed or added, all effected residents will be properly notified by housing staff.

To appeal for an exemption from any part of this contract, you must go through the Residential Life Manager. Depending on the issue at hand, the Residential Life Manager will either resolve the issue or refer you to the Dean of Students for a further appeal.

## FINAL COMMENTS

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/ind ex.php](http://cwc.edu/administration/campus_safety/ind ex.php).

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 Ray Quan, the Executive Director of Human Resources at Central Wyoming College, 2660 Peck Avenue, Riverton, Wyoming 82501, (307) 855-2113 or [1-800-735-8418](tel: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](tel:303-844-5696), Fax [\(303\) 844-4303](tel:303-844-4303), TDD [\(303\) 844-3417](tel:303-844-3417), email [OCR\\_Denver@ed.gov](mailto: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.

### **VERIFICATION STATEMENT**

By electronically accepting this document, I hereby certify that I am eighteen (18) years of age or older and am competent to read and sign this, or have had my parent/guardian read and agree to this Contract. I have read this Contract in full and understand and accept its terms. I acknowledge that my electronic signature and submission constitutes a personal guarantee of payment of all charges or obligations contained herein, and that the college is not obligated to provide me a residential space until such payment is made. I further understand that I must participate in a campus meal plan for the duration of the period stated above. I verify that the information I am providing is accurate. I also acknowledge my understanding that housing assignments are made on a first-come, first-served basis and that I am not guaranteed my preferences as entered online.

**Please print and retain a copy of this contract for your records.**