

2017 HOUSING HANDBOOK

BAY MINETTE CAMPUS



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Contact Information

Mailing and Physical Address

Housing Office
Coastal Alabama Community College
1900 US Highway 31 South
Bay Minette, AL 36507

Email Address and Website

Housing@coastalalabama.edu
www.CoastalAlabama.edu/students/housing/

Phone Numbers

Campus Police:	251-580-2222
Housing Office:	251-580-2121
Housing Director:	251-580-2247
I.T. Help Desk:	251-580-4900
Resident Director:	251-580-2171
Switchboard:	251-580-2100
Toll Free:	1-800-381-3722

Sun Chief Hall Contact Information

Physical Address

202 College Drive North
Bay Minette, AL 36507

Phone Numbers

Front Desk: 251-580-2178
Resident Assistant: 251-300-4396

Mailing Address

Residents should address mail as follows:

Student Name
Sun Chief Hall Room #
Coastal Alabama Community College
1900 US Highway 31 South
Bay Minette, AL 36507

Thompson Hall Contact Information

Physical Address

200 College Drive South
Bay Minette, AL 36507

Phone Numbers

Front Desk: 251-580-2174
Resident Assistant: 251-375-6605

Mailing Address

Residents should address mail as follows:

Student Name
Thompson Hall Room #
Coastal Alabama Community College
1900 US Highway 31 South
Bay Minette, AL 36507

Welcome to Coastal Alabama Community College

The Residence Hall Handbook is provided to acquaint you with the opportunities, benefits, and necessary regulations of residential living at Coastal Alabama Community College (The College). Additional rules and regulations not included in this Handbook may be found in the current edition of the College Catalog and Student Handbook.

The information in this handbook will hopefully give you all you need to become an active participant in the College's Residence Life Program. If you have additional questions, our staff will be ready to help you.

We believe that on-campus living is a very important part of a student's development in that it is an extension of the classroom experience, and allows students to enjoy college life to the fullest extent. Residents will become aware of the many varieties in lifestyles and cultures and will learn to live and work with these varieties through the means of compromise, consideration, and open-mindedness.

We look forward to your residency in our halls, and challenge you to take full advantage of the many opportunities this experience affords to further your own academic and personal development.

Mission Statement

The Coastal Alabama Community College Housing Department is committed to providing an extension of the College's academic mission and institutional goals through enrichment programs, which promote growth and development conducive to the personal and academic success of its residential students in the secure environment of the Residence Halls.

Policy of Non-Discrimination

Coastal Alabama Community College provides equal educational opportunity to and is open and accessible to all qualified students without regard to race, color, creed, national origin, sex, or disability, with respect to all of its programs and activities.

The Vice President of Institutional Advancement and Student Development has been designated to coordinate compliance with the non-discrimination requirements contained in section 35.107 of the Department of Justice regulations. Information concerning the provisions of the American with Disabilities Act, and the rights provided there under, are available from the ADA coordinator.

For the most up-to-date policies, rules and regulations refer to the current edition of the College Catalog and Student Handbook.

Residence Hall Staff

The Residence staff includes the Housing Director, Resident Director, Resident Assistants (RAs), Desk Assistants, Security Officers, and Maintenance. Each of these positions play an integral part in helping residents while living at the College.

Housing Director

The Housing Director oversees the overall operations of the Residence Life. The Director processes all Housing Applications, assigns rooms for each semester, facilitates room changes and cancellations, applies all relevant charges and maintains past and present contracts, and facilitates long and short-range goals of the Housing Office to improve campus life for the residents.

Resident Director

The Resident Director strives to develop an atmosphere conducive to the academic and personal growth and development of residents; to provide efficient management of the facility; to provide personal assistance to residents in a variety of ways; and to maintain a living environment which attends to the needs of the residents.

Resident Assistants

Resident Assistants, or “RAs,” are full-time students who live with the residents of a particular floor. RAs assist the Resident Director in managing facilities and coordinating activities and programs, information dissemination, and policy enforcement. They direct their efforts toward building a community atmosphere.

Application

RA applications are accepted in the spring semester for the upcoming academic year. We are continually looking for candidates who have an interest in making a positive and lasting contribution to residence life at Coastal Alabama

Compensation

RAs gain valuable leadership experience, and develop interpersonal and communication skills that serve them well in whatever careers they choose. The remuneration includes room and meals, and the rewards inherent in helping people achieve a richer collegiate experience and building memories that last a lifetime.

Requirements and Job Description

Qualities & Qualifications

Coastal Alabama Community College is seeking applicants:

- Who are considered mature among their peers,
- Who are capable of handling responsibility,
- Who possess an assertive personality willing to enforce rules and regulations,
- Who are not moved by peer pressure and
- Who have demonstrated academic ability.

Requirements

- Hold a minimum of a 2.5 cumulative grade point average,
- Will be a full time student in the upcoming academic year,
- Will not be excessively involved in school activities,
- Does not have an outside job, except on week-ends when not scheduled to work.
- Attend all training and staff functions/meetings as set by the Housing Office.
- Will not take or at least limit classes in the afternoon or evenings.

Desk Assistants

Desk Assistants are students who assist in signing in guests during visitation hours and office duties as assigned by the Resident Director.

Security Officers

Security Officers are located in the lobby of each hall 24 hours a day while the halls are inhabited. They monitor the halls and work with other Residence Hall Staff to ensure the safety of residents and guests.

Maintenance

Each Hall has a Maintenance Staff who provides general custodial functions and will process all maintenance requests and work-orders.

Student Resources & Services

For additional information about student resources and services, refer to the current edition of the College Catalog and Student Handbook.

Student Development and Support Services

Located in Memorial Hall, the Vice President of Institutional Advancement and Student Development, Student Development Counselors, and student support services respond to residents seeking career/vocational planning and counseling, provide assistance in selecting a major, and provide assistance with other personal and academic-related concerns.

Sun Chief Grill

The College Cafeteria “Sun Chief Grill” is located on the first floor of the McVay Building. The cafeteria offers excellent food prepared by a highly trained staff. Board is a five-day meal plan entitling residents to three meals per day, Monday-Friday (fifteen meals per week) except for holidays and college breaks, and it is provided via the Sun Chief Grill. The cafeteria is closed during the summer semester. Students are invited to take their suggestions regarding Cafeteria Policy to the Student Affairs Committee.

Students living in Residence Halls are provided a meal ticket. Meal tickets are attached to ID cards and are non-transferable. Student IDs are required to be presented at each meal. Lost meal tickets should be reported immediately to the Business Office so that the owner will not be held responsible for its misuse. All students eating in the cafeteria must have proof of payment for the meal. Neither food nor equipment is to be taken from the dining hall. Students are to return trays to the dish return.

Serving Hours

Breakfast: 7:15 am – 8:45 am

Lunch: 11:00 am – 1:15 pm

Dinner: 4:15 pm – 6:00 pm (5:30 pm on Friday)

College Rules, Regulations, & Policies

All residents are responsible for complying with the rules, regulations, policies, and procedures as stated in the current editions of the College Catalog & Student Handbook and the College Housing Handbook.

General Residence Hall Rules

It is expected that students living and visiting in the Residence Halls will cooperate with the Housing Office, Housing Staff, and with each other in maintaining a routine of living conducive to wholesome college life. Living in the Residence Halls is a privilege and the College reserves the right to revoke this privilege whenever the actions of a resident are not conducive to good study habits or interfere with the rights of others.

The following are **prohibited** in and around College-operated Residence Halls and discovery of such offenses will lead to disciplinary action:

1. Fireworks, ammunition, firearms (including pellet guns, air rifles, or Airsoft-type guns), any incendiary or any type of explosive device or material;
2. Gambling in any form;
3. Smoking and tobacco products, including but not limited to electronic vapor paraphernalia;
4. Candles, incense or other flame-emitting articles;
5. Possession of state, federal, local or miscellaneous signs illegally obtained;
6. Pets;
7. Open element electrical appliances;
8. Commercial grade weight-lifting apparatus;
9. Splicing into or otherwise “tampering” with existing electrical wiring;
10. Playing or practicing of musical instruments that intrudes of posted quiet hours;
11. Dart boards, darts or any type throwing knives;
12. Use of profane language, verbal abuse, and/or insubordination toward any college employee;
13. Sexual activity including any sexual conduct by, between, with, to, or involving two or more persons regardless of gender.

Student Code of Conduct

A student is subject to disciplinary action by the College, up to and including dismissal from the College, for misconduct occurring on any property owned or controlled by the College, or off campus at any function which is authorized, sponsored or conducted by the College. Such misconduct shall include but is not limited to the commission of or the attempt to commit any of the following offenses:

1. Forgery, alteration, destruction, theft or misuse of College documents, records or identification;
2. Intoxication or the display or possession of alcoholic beverages and the use or display of such in the Residence Halls and all other areas of the campus;
3. Participation in any form of gambling;
4. Use, possession or distribution of firearms, other weapons, ammunition, fireworks, any incendiary, or any type of explosive device or material. Only duly constituted law enforcement officers may possess firearms on campus;
5. Disorderly conduct, including but not limited to, rioting, inciting to riot, assembling to riot, raiding, inciting to raid and assembling to raid College properties;
6. Lewd, indecent, obscene behavior or expression, including sexual relations;
7. Trespassing or unauthorized entry to or use of College facilities.
8. Unauthorized possession of a key to any College facility, and/or unauthorized entry into a College’s employee’s work area, and/or unauthorized interference with the use of or access to College Facilities.
9. Failure to possess or promptly present a College I.D. card when requested by College officials or law enforcement officers.

10. Failure to possess or promptly present a Coastal Alabama Community College I.D. Card when requested by College Officials or law enforcement officers;
11. Failure to promptly comply with directions of College officers or law enforcement officers acting in the performance of their duties as such officials and officers;
12. Violation of the College's Tobacco Free policy. Smoking is not permitted on any campus of the College. This ban includes electronic vaping devices.
13. Violations of any College policies or regulations as published or referred to in the Student Handbook, including, but not limited to, those governing the time, place and manner of public expression; the registration of student organizations; the use of College facilities; occupations and visitation of Residence Halls and other Housing owned or controlled by the College; and the use of parking or motor vehicles on the campus; and unauthorized use of College computer facilities, programs, and/or data, and/or violations of College computer policies and/or procedures;
14. Making, presentation, distribution, transmission, or promotion of any video or audio recording of any person situated within or upon the premises of the College which recording is reasonably determined by the College's Dean of Student Services to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrepute to the College or any student or employee of the College, or which would otherwise present the College or any student or employee of the College in a manner that is contrary to the good name and reputation of Coastal Alabama Community College.
15. Violation of any federal, state or local laws.

The following offenses will merit automatic disciplinary suspension or expulsion:

1. Actual or threatened physical abuse of any person, including hazing or harassment, or any other act which could endanger the health or safety of any such person;
2. Theft or intentional damage to property of the College or to the property of any member or visitor of the College Community;
3. Use, possession, growth, sale, manufacture or distribution of narcotic or dangerous drugs, or drug paraphernalia as defined by the statutes of the State of Alabama, except as expressly prescribed by a physician;
4. Intentional misuse of any College fire alarm or fire-fighting equipment;
5. Sexual activity including any sexual conduct by, between, with, to or involving two or more persons regardless of gender;
6. Use, possession, or distribution of firearms, other weapons ammunition, fireworks, any incendiary, or any type of explosive device or material. Only duly constituted law enforcement officers may possess firearms on campus;
7. Failure to promptly comply with directions of College officers or law enforcement officers acting in the performance of their duties as such officials and officers; or
8. Intoxication or the display or possession of alcoholic beverages and the use or display of such in Residence Halls and all other areas of the campus.
9. Making, presentation, distribution, transmission, or promotion of any video or audio recording of any person situated within or upon the premises of the College which recording is reasonably determined by the College's Dean of Student Services to be of an obscene, profane, verbally abusive, or sexually provocative nature, or of an unduly violent nature, or which would tend to unduly bring disrepute to the College or any student or employee of the College, or which would otherwise present the College or any student or employee of the College in a manner that is contrary to the good name and reputation of the College.
10. Sexual Assault can be defined as any type of sexual contact or behavior that occurs by force or without consent of the recipient of the unwanted sexual activity including any penetration of the vagina, anus, or mouth by the perpetrator's penis or by any other object. Sexual behavior is deemed to be without the victim's consent when: the victim has instructed the perpetrator not to engage in such conduct; the victim is forced to submit to the act; the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act; the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or the victim is unable to give consent or permission or is unable

to resist because of any mental or physical disability. Also falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, forcible sodomy, child molestation, incest, fondling, and attempted rape.

11. Sexual harassment can be defined as any unwelcomed sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature when submission to such conduct is made explicitly or implicitly a term or condition of an individual's employment or academic success; submission or rejection of such conduct by an individual is used as a basis for an employment or academic decision affecting the person submitting to or rejecting such conduct; such conduct has the purpose or effect of unreasonably interfering with a person's work or academic performance or creating an intimidating, hostile or offensive work, academic, or living environment or such conduct denies, limits, provides different, or conditions the provision of aid, compensation benefits or services provided to students or employees of the College.
12. Sexual Misconduct can be defined as any intentional touching of the victim's intimate parts (the primary genital area, groin, inner thigh, buttock or breast) without or against the victim's consent; touching is either directly on the body part or the clothing covering that body part; forcing the victim to touch the intimate areas of another person. Sexual conduct is deemed to be without the victim's consent when: the victim has instructed the perpetrator not to engage in the conduct; the victim is forced to submit to the act the victim is reasonably in fear that the victim or another person will be harmed if the victim does not submit to the act or the victim is unable to give consent or permission or is unable to resist because of intoxication with drugs or alcohol or due to mental or physical disability.
13. Stalking can be defined as a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear. Stalking includes the willful and repeated course of conduct directed at another individual that reasonably or seriously alarms, harasses, torments, or terrorizes the victim; any behavior or activity that places another individual in fear of personal harm or intended to cause emotional distress to another individual or behaviors such as following or waiting on the victim; repeated unwanted, intrusive, or frightening communications from an individual by phone, mail, or e-mail; damaging the victim's property; making direct or indirect threats to harm the victim or the victim's family members, friends, or pets; sending unwanted gifts or harassing through the internet (cyber stalking).
14. Domestic violence can be defined as a pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.
15. Dating violence is defined as violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim and where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - a. The length of the relationship
 - b. The type of relationship
 - c. The frequency of interaction between the persons involved in the relationship.

In cases of misconduct within a Residence Hall room, all residents within the room at the time may be held accountable for violations of policies and rules.

In accordance with the Family Educational Rights and Privacy Act, any student under the age of 21 who commits a violation of drug and alcohol policies and laws will have such violation(s) reported to their parents/ guardians.

For additional information, see the Student Code of Conduct in the most current edition of the College Catalog and Student Handbook.

Housing & Application Process

The Housing Office only accepts the online Housing Application via the myCA Student Account. Paper applications will not be accepted under any circumstances.

Applications are accepted online at a pre-determined date in the spring for the upcoming academic school year. Applications for summer Housing are accepted online beginning in April.

Policy

The Housing Office accepts applications for Residence Hall assignments regardless of race, creed, color, national origin, or qualified disability. We make Residence Hall assignments on a first come, first serve basis, after pre-defined scholarship recipients have been assigned.

Eligibility

Students must first be accepted to the College under general admission and receive a current Student ID Number and Student Email Address in order to fill out, submit and pay for the online Housing Application.

To reside in the Residence Hall, all residents must sign a Residence Hall Contract for the academic year (fall and spring) or remainder of the contract period. Summer semester has a separate contract. Students must also be enrolled as a full time student; 12 or more credit hours for fall and spring, and 6 credit hours in the summer.

Application Fee

An application fee of \$100.00 for fall/spring must be submitted with the online Housing Application or it will not be accepted for processing. If payment is not received within 3 Business days, the application is considered voided. Once the application is completed the student will receive a confirmation via email. If a problem is detected the student will be directed to contact the Housing Office at 251-580-2121.

Payments

Payments may only be processed through the Business Office or online through the myCA Student Account via a credit/debit card. Payments are not accepted through the Housing Office. Checks must be addressed to Coastal Alabama Community College and submitted to the Business Office.

Residence Hall Assignments

Residence Hall assignments are awarded on a first come first serve basis. Placement is based upon the time and date the completed application and fee payment are received in the database.

Once you have completed the Housing Application and it has been processed, you will receive a letter, via mail and the Student Email Account, in early summer stating whether you have been placed in either Residence Hall or on the waiting list.

Sun Chief Hall is filled first and then Thompson Hall. Students may request a preferred Residence Hall (either Sun Chief or Thompson) on the Housing Application. However, it is not guaranteed you will be placed in your preferred Residence Hall due to availability.

Waiting List

In the past few years, the Housing Office maintained a waiting list for Residence Hall students applying for fall semester. Many, but not all, of the students on these lists were able to be assigned to a room by the August check-in, or within the first few weeks of the fall semester. New students are advised to apply for Housing as soon as they decide to attend and are accepted to the College.

There has also been a waiting list for new students entering the College during the spring semester. The fall Wait List will carry over to the spring semester unless otherwise notified.

Residence Hall Contract

Residence Hall Contracts are mailed out mid-July to be completed as a requirement to live in the Residence Halls. The Residence Hall Contract is legally binding for the specified academic term(s). By signing the Residence Hall Contract, residents agree to comply with all regulations, policies, procedures, terms, and conditions of the College. Failure to comply may result in disciplinary action. Refer to the contract for specific contractual obligations.

Roommate Assignments

Roommates are assigned starting in August. In compliance with the Family Educational Rights and Privacy Act (FERPA), the Housing Office does not inform students of his or her assigned roommate(s).

Students may request specific roommates on the Housing Application. The Coastal Alabama Housing Office strives to honor student requests for specified roommates; however, these requests must be mutual and stated on the application. Roommate requests may only be approved if each student receives the same Residence Hall assignment. All other roommate assignments will be done on a random basis.

Contractual Obligations

Compliance

By signing the Residence Hall Contract, residents agree to comply with all regulations, policies, procedures, terms, and conditions of the College. Failure to comply may result in disciplinary action. Refer to the contracts for specific contractual obligations.

Cancellations

Contract cancellations are not automatic and are made at the discretion of the Housing Office or their appointed designee. Residents are required to submit their request form and are responsible for providing additional documentation that substantiates the reason to request contract termination to the Housing Office. Termination requests will not be determined until a request form and supporting documentation are received. Students who vacate the Residence Halls without approval become liable for fees associated with unapproved termination of the contract.

The following reasons for termination of a contract are generally accepted:

- Completion of graduation requirements during the term of the contract.
- Marriage or parenthood. Documentation is required.
- Call to active military duty. Documentation is required.
- Medical Issue that would prohibit the student from living in the Residence Hall. Documentation from a medical provider is required.

All other reasons to be released from the Residence Hall Contract must have through documentation and will require the approval from the Vice President of Student Services and the Housing Office.

Residents must properly check-out with a Housing Staff member. If your key is not returned, you will be charged \$100 for an improper check-out, and charges for any additional damages as determined by the Housing Office.

Contract Buyout Policy

Effective fall 2017. A Residence Hall Contract Buyout may only occur before the spring term when a student does not fit the current criteria for release of contract, i.e., marriage, physician documented medical necessity, military service, or graduation midterm (less than 12 credit hours remaining on the student's degree plan.) Contract Buyouts can only be considered when the demand for housing exceeds occupancy. Residents may apply to terminate their Residence Hall Contract by submitting a written request. However, applying for a contract buyout does not guarantee an automatic release from the Residence Hall Contract. The Contract Buyout request will be reviewed by the Director of Housing or the Vice President of Student Services. The student's account must be in good standing. The College must have an applicant prepared to move into the unoccupied space and financially ready to pay no less than the down payment due on the room for the term. At such time, the contract buyout requestor, if approved, can pay the \$500 buyout fee, and then the student may be released from the Residence Hall Contract. Regardless of the timing for the buyout request, there will be no refund given for the fall term payment, other than as stated in Alabama State Board of Trustees Policy 327.01.

Coastal Alabama Community College scholarship athletes seeking a Residence Hall Contract Buyout must submit documentation from their coaches signifying release from their current scholarship.

The Coastal Alabama Community College Residence Hall Contract is a legally binding document on the part of the student and College.

Check/Move-In

All residents-new or returning-are required to check-in at the lobby or desk of their Residence Hall. This process includes receiving appropriate keys, reviewing and signing the required forms, and receiving other materials or information from the Resident Director and/or RAs. Failure to check-in correctly will result in sanctions and/or fines.

Check/Move-Out

When residents are ready to vacate their rooms, the following check-out process must be completed:

- Thoroughly clean their room and bathroom.
- Properly dispose of personal garbage.
- The Resident Director or Resident Assistant inspects the final condition of the room and notes any damages on the withdrawal form.
- All keys and College IDs are surrendered to the staff member, who notes it on the withdrawal form.

Additional check/move-out information will be distributed at the end of each semester to assist residents in the check/move-out period. Failure to follow distributed check-out material will result in sanctions and fines.

Rent Payment

The cost of living on campus is in addition to tuition, fees, and books. All housing charges are paid either online through students' myCA Student Account or through the Business Office. Residents will receive notice of payment due. If payment is not received by the due date, you are required to vacate your room immediately and will no longer be allowed entrance to the cafeteria until the payment due is made in full and approved by the Housing Director.

Damages and Damage Assessments

Damage and repair issues should be reported in writing at the Residence Hall Lobby Front Desk or the form found on the Housing webpage.

If repairs are not made in a timely manner, please report any issues to your RA or Resident Director.

Residents of each facility are responsible for maintaining the conditions of the Residence Hall rooms and all public areas of the facility. When damages occur as the result of horseplay or vandalism that cannot be attributed to an individual, all residents involved will be charged.

Substantial damage assessments will be levied for violating any of the following conditions:

- Alterations, changes, repairs, remodeling, or painting of the premises, furniture or equipment.
- Moving furniture from its original placement.
- Use screws, nails, tacks, pins, adhesive back hooks, tape, duct tape, wallpaper, carpet tape or contact paper in or on the premises.
- Tampering with or change locks already in use.
- Possession or use of alcoholic beverage containers, signs or paraphernalia, including kept as decorative display.
- Hanging items in windows.
- Use of anything other than expansion-type rods for hanging curtains.
- Permanently affixing items to the furniture or in the room.

Residents are charged and billed for damages, which will include, but are not limited to:

- The destruction of College property;
- Defacing walls, doors, windows, floors, or trim;
- Putting holes in doors or walls;
- Painting College property;
- Leaving stains or tape, glue, or putty residue;
- And broken windows.

Room Entry and Searches

College personnel and staff make every reasonable effort to respect residents' privacy. However, authorized personnel may enter under the following circumstances:

- When there is an immediate threat to the health and safety of residents or property;
- When there is probable cause to preserve campus order;
- During fire drills or severe weather evacuations;
- For purposes of routine maintenance repairs or inspections.

If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Searches will be conducted only in accordance with the preceding sentence or if there is a reasonable cause to believe that a student is using his/her room for a purpose in violation of federal, state, or local laws or College regulations. Any room search, except searches conducted by law enforcement offices with duly issued search warrants, must be approved by the Housing Office.

Internet

Access to the College Network System shall be provided on an as-is basis with no guarantee of quality or availability. Access to the Coastal Alabama Community College Network is dependent on the availability of the network and availability of lab computers. Instructional classes are given priority in the usage of computer labs, bandwidth, and all other technology resources.

Access to the Internet at Coastal Alabama Community College is provided to all students free of charge by the Alabama Supercomputer Authority (ASA) through the Alabama Research and Education Network (AREN). In compliance with the AREN usage policy, internet services are for the use of individuals legitimately affiliated with Coastal Alabama Community College to facilitate the exchange of information consistent with the academic, educational, and research purposes of the institution.

Usage of the Coastal Alabama Network System is on an at-will basis. Coastal Alabama Community College and the Technology Services Department will not be responsible for any damage to person or property from the use of the Coastal Alabama Community College Network System.

It is not acceptable to use the Internet/Network for purposes which violate any federal or state law, or College Policy; are harmful or harassing to others; disrupt normal network use and service; executes for-profit commercial activities or business transactions; or constitutes political campaigning. Use of the Coastal Alabama Community College Network System that is abusive or destructive may result in disciplinary action.

Failure of Coastal Alabama Community College to enforce any provision of this agreement shall not constitute or be construed as a waiver of such provision or of the right to enforce such provision. The College retains the right to monitor, collect, and store all electronic activity conducted on the Coastal Alabama Community College Network System.

For more information on network policies, see the current edition of the College Catalog and Student Handbook.

MiFi – Personal WiFi

We strongly encourage residents to subscribe to their own internet service through an ISP or obtain a MiFi from the Housing Office. A supply of MiFi's will be available at the beginning of each semester, but after two weeks they will be ordered as necessary. The MiFi fee is paid in the Business Office and the receipt must be presented to the Housing Office to obtain a unit. A replacement charge for damaged or lost units will be assessed unless a Police Report is provided. The fees for one unit are as follows:

- \$180.00 for fall only
- \$180.00 for spring only

- \$360.00 for both fall and spring semesters
- \$100.00 for the summer semester

Liabilities and Abandoned Personal Properties

The College shall assume no responsibility for the loss, theft, damage, or destruction of personal belongings in or on Residence Hall properties.

Required Resident Forms

All residents are required to complete the following resident forms within 48 hours of move-in. These forms are available on the Housing webpage.

Emergency Contact Form

The Emergency Contact Form is to be completed by the student at the time of move-in to ensure correct measures are taken in any event threatening the health/safety of the student.

Residence Hall Agreement

This is a binding agreement regarding inspections and or searches conducted by college personnel and their representatives.

Room Condition Report

A Room Condition Form is to be completed by the student at the time of move-in and again after move-out by the Resident Director or RA in order to document damages and determine repair/replacement costs. In order to ensure the most accurate records, residents are asked to complete every section of the room condition form and to note any and all pre-existing damage in their room. All pre-existing damages that are not noted on the room condition could result in charges during the check-out process.

Vacation Periods

Residence Halls are closed during vacation periods. Students must vacate their rooms at these times, unless authorized to remain by the Housing Office. Violations of this policy may result in the student's suspension from the Residence Hall and/or the College. Vacation Periods include the week of Thanksgiving, the weeks between fall and spring semesters, and Spring Break—a specific schedule will be provided at move-in.

Housing Community Standards

By signing the Residence Hall Contract, residents agree to uphold the following community standards:

Alcohol, Drugs and Tobacco

Alcohol

The College prohibits the possession, display or use of alcohol on campus including on-campus Residence Halls. Public intoxication (drunkenness) is likewise prohibited. Residents in violation of these regulations are subject to disciplinary suspension and/or arrest by the Campus Police.

Drugs (Controlled Substances)

Residents found possessing, manufacturing, and/or using illegal drugs will not only be immediately suspended or expelled from on-campus housing but will be subject to additional disciplinary action. In an effort to ensure a drug free campus, the College reserves the right to use trained dogs to search for contraband substances.

Tobacco

All buildings on the College's campuses are Smoke Free and Tobacco Free, including Residence Halls. Violation of this policy may result in suspension from the Residence Hall and a \$25.00 fine for such violation in other buildings and areas of campus not designated for smoking and tobacco products.

The designated areas for the residents tobacco use is the parking lots adjacent to each hall. Further information is given to each resident regarding tobacco policies upon move-in.

Access Security

Access security doors are used to enter the building. The resident will be issued a key to their room, and it is their responsibility to return this key to a Housing Staff member when they vacate their room. If their key is lost or stolen, they will be charged a replacement cost for a new lock and key. A resident may not duplicate their key nor possess unauthorized keys.

Appliances

Prohibited appliances include: ovens, George Foreman-type grills, hot plates, crock pots, toasters, toaster ovens, ceiling fans, space heaters and appliances with open flames or heating coils or which pose an electrical overload/fire hazard.

Cable TV

Basic Cable is included in the rent of the room. If cable is not working properly please contact a Housing Staff member as soon as possible.

Cleaning and Housekeeping

Residents are responsible for the cleanliness of their rooms and bathrooms to maintain health and safety standards. The College unconditionally reserves the right to inspect all portions of rooms at times convenient to its staff and to require minimum standards. After one warning for a room that needs cleaning, the student will face sanctions and fines on the second violation. Needed repairs should be reported to the proper authority in the Residence Hall. A charge is made if a student checks out without cleaning a room or if for some reason the College personnel are required to clean a room. Students must have their own cleaning supplies including but not limited to a broom, vacuum and mop for cleaning.

Computer Lab

The Residence Hall provides a Computer Lab for residents only and offers free wireless connection in each building. Use of the computers should follow the Internet policies listed in this handbook and the College Catalog & Student Handbook. Each lab has a printer for free usage, but residents must provide their own paper. Residents using the

computers for classes and studying will be given priority. If listening to audio files, headphones must be used. There is to be no food, drink, or loud noises in the Computer Lab or storage of personal items/files on the computer systems.

Electrical Outlets Use

Overloading electrical outlets poses a potentially serious fire hazard. This problem is multiplied when many residents of the facility are also overloading electrical outlets. Residents are asked to only keep plugged-in those appliances that require constant use (refrigerator, clocks, etc.), and alternate other appliances when needed. In the event of a circuit breaker being tripped, see the Residence Assistant for that area or that is on duty.

Flammable Materials and Liquids

The use and storage of flammable materials/liquids in residential facilities is strictly prohibited.

Food

Food must be kept in covered containers in order that health standards may be maintained. Food is not allowed in the lobbies or computer areas. All food must be disposed of properly in identified trash receptacles.

Furniture

College owned property must not be removed from rooms, lounges, or other areas where such is located without permission. Room furniture may be moved, but can only be done so if it stays on the resident's side of the room, does not create a safety hazard, and is placed in its original position upon move-out.

Gambling

Gambling in any form is not permitted and will result in sanctions and fines including but not limited to the suspension from the Residence Hall and/or College.

Garbage Removal

Maintenance will remove garbage from the Residence Halls common areas daily. Residents of these facilities are required to bag their own garbage and place it in the designated area for garbage outside in the dumpsters. No garbage or trash should be swept or dumped into the hall. Violations of such will result in a fine for cleaning.

Hall Meetings

Important information is disseminated to residents at periodic hall meetings. Of particular interest to residents is the first mandatory hall meeting of each semester, in which the total Residence Life program is introduced. Failure to attend a mandatory meeting without a pre-approved excuse from the Housing Office will result in sanctions, including but not limited to community service or suspension from the Residence Halls.

Kitchen

All residents have access to a kitchen area which includes microwaves, an ice machine, vending machines, eating area, except for an oven/stove. You are required to clean all areas and items that you use in the kitchen. Failure to do so may result in fines.

Laundry

Each Residence Hall has laundry facilities for residents of that building only to use. Please limit washing so that all residents have an opportunity to use the laundry. Residents must have their own laundry soap. Group activities are not permitted in the laundry area. Residents are expected to remove their laundry items, soaps and all personal belongings after using the laundry facilities. Residents are prohibited from doing laundry for any individual that does not reside in their assigned Residence Hall. Failure to follow these procedures could result in sanctions or fines, such as periodic or permanent visitation restriction.

Linens

Each student should bring bed and bath linens including twin deep pocket bed sheets, mattress cover, pillow, blankets, cover, towels, bath mat, soap, etc. Residents will also have to provide mattress covers as they are necessary for health and sanitation.

Lobbies

Residence Hall lobbies are for the use and convenience of residents and their invited guests. These areas are not designed for unscheduled group activities. All other group activities should be conducted away from the Residence Halls. Residents are expected to remove any litter or personal items as they leave the area. The relocation of Lobby furniture is prohibited. Quiet hours should be followed in the Lobby areas.

Mail

It is the responsibility of the resident to have all mail forwarded and change their address after moving out. The College is not responsible for mail received after a resident has checked-out. Mailing addresses can be found on page 3 of this Handbook.

Pets

For sanitary reasons and safety, no pets or animals (including fish) are permitted in the Residence Halls.

Personal Property

Residents are responsible for their personal property during occupancy. The College is not responsible for personal property left after check-out has concluded. Each resident is encouraged to carry Student Personal Property Insurance, or be covered under their parents' Home Owners Insurance Policy.

Quiet Hours

Quiet hours are conducive to study and sleep, and they will be observed from 8 p.m. - 8 a.m., except during dead days and finals week when quiet hours are observed 24 hours a day. On Friday and Saturday, quiet hours begin at 11:00 p.m. and end at 11:00 a.m. the following morning. Quiet hours are also to be observed in all the common areas (theater, computer/study labs, halls, game room and living quarters). Modified quiet hours are observed at all times. This means that unnecessary noises and disturbances are not permitted. Students are not allowed to gather and visit in the hallways during quiet hours. During these hours noise should not be heard from outside your closed door. It is advised that if you are leaving your room to turn off all radios, TVs, and computers.

Solicitation

Commercial solicitation is not allowed. Door-to-door sales or canvassing of any kind is prohibited (including on-campus student organizations). No distribution of advertisement flyers is allowed within the Residence Halls without prior approval from the Housing Office.

Theater, Movie and Game Rooms

For educational programs and recreational entertainment, a theater, movie rooms, and a game room are provided for residents and their guests. It is recommended that any resident wanting to use the theater or movie rooms to reserve the space at the front desk of their Residence Hall.

Vandalism

Vandalism of Residence Halls costs all residents in terms of rent increases and collective damage assessments. In some instances destruction of property poses a safety threat to all residents (in the case of fire safety equipment). Residents and/or their guests face disciplinary action and possible arrest and conviction if found guilty of vandalizing college property or other residents' personal property.

Weight-Lifting and Equipment

Commercial weights and/or other weight-lifting apparatuses are prohibited.

Guests & Visitation

Visitation Policy

A guest is defined as any individual who does not reside in the resident's assigned building or is of the opposite sex. Parents, family, and guests are allowed to visit daily from 8:00 am to 10:00 pm in the main lobby and guests may be allowed in rooms beginning at 12:00 pm. There is a three hour limit for each guest per day.

Guests are expected to follow all Residence Hall and college policies. Any student who has unauthorized guests in the Residence Hall may be suspended from the Residence Hall and/or the College. Children under the age of 18 are not allowed past the common areas of the Residence Halls unless escorted by a legal guardian. Any student not abiding by such policies will be subject to suspension from the Residence Hall and/or the College. The student and their guest will have to present a photo ID to a Housing Staff member upon entering the Residence Hall.

All guests must be escorted at all times by the resident they are signed in under. Areas around Residence Halls are off limits to all persons after 10:00 pm except for students returning to the Residence Halls. No loitering is permitted at any time inside or outside the Residence Hall areas.

Overnight Guests

Each resident and guest is allowed four overnight visits a semester. Only overnight guests of the same sex may visit. After the first two visits, the resident's account will be charged \$10.00 for each additional night. Each overnight visit must be preapproved by the Resident Director or Housing Director. The resident must fill out the overnight guest form and have it signed by the roommate and a Housing Staff member by 5:00 pm prior to their stay. The form can be found at the lobby of each Residence Hall. The form and visitor's photo ID must be given to the security officer on duty when the visitor arrives. Overnight visitors must check-out with security by 12:00 pm the following day.

Roommate Survival Guide

Congratulations! Welcome to the Coastal Alabama Community College family! You've moved into your Residence Hall; your new home. Feeling a bit uneasy? Are you thinking, "What about my roommate? Will we get along? What will it be like to live with someone else? But, of course we'll get along. I'm an easy person to live with, and besides, my roommate is a college student, just like me..."

If only it were that easy! Regardless of how well you know your new "roomie," we have some hints that could help make living together enjoyable.

HINT 1: Ask each other these questions about living conditions.

- What time do you go to sleep? What time do you get up?
- Are you a light or heavy sleeper? Do you snore?
- How much do you study? When and where do you study? How quiet does the room have to be while you study?
- What kind of music do you like? How loud? Can you use headphones?
- How hot or cold do you like the room?
- What about guests dropping by? How often? How late should they stay? How about weekend visitors?
- Which things of yours are OK for me to borrow? Which are strictly off-limits?
- How neat and clean do you want the room? How do we decide who cleans what and when? How will we decorate the room?
- What about food in the room? Do we share?

HINT 2: Ask these questions to find out more about your roommate.

- Where are you from?
- What do you like?
- What is your major field of study?
- What do you want to do after you graduate?

HINT 3: Follow these survival tips.

- Discuss the questions in Hints 1 and 2 (and be truthful).
- Never assume your roommate is just like you. You are both individuals.
- Always ask permission. Don't just use the iron or eat the cookies, even if you think it might be OK.
- Listen to your roommate. Make sure you understand how he/she feels.
- Realize there is no perfect roommate. Concentrate on making this roommate relationship work.
- Take accurate messages.
- Appreciate your roommate. Praise and common courtesy can help any close relationship. Never take your roommate for granted.
- Don't let little things build up. Talk about minor things when they happen. Don't wait for "the last straw."
- Avoid being judgmental. You are not your roommate's keeper!
- Be willing to compromise. Set the tone to solve a problem, not just complain about it.
- When in doubt, ask your Hall Director or Resident Assistant for advice. They are trained to help mediate conflicts.

So are you ready to move into your room yet? We thought so! Remember, there's no magical formula for getting along with your roommate. But with a little patience and flexibility along with a good sense of humor, you're more likely to find the experience a worthwhile endeavor.

Believe it or not, learning to live with a roommate can be an even greater challenge than Chemistry 101 or freshman English! There is no foolproof method for matching up roommates. The most important factor for success in a roommate situation is YOU!

Just because your roommate isn't exactly what you had hoped for is no reason to panic. In fact, you may not be what your roommate had imagined either. Your roomie doesn't have to be your best friend, and the two of you don't have to spend every minute together. Think of this experience as a way to learn about someone who may be very different from you. Who knows? Your roommate may well turn out to be a very special friend. Remember, however, that if all efforts fail, you may submit a room change and or move request.

Room Change and Move Requests

Move requests and room changes will not be considered until after the scheduled two-week priority move-in has ended. The Housing Office will designate a day early in the semester to carry out room changes and move requests.

Residents may submit a Move Request Form online under the Housing webpage. All requests will be reviewed by the Housing Director, the Residence Hall Director, and/or the Vice President of Student Services. After a formal review, the Housing Office may or may not approve the Move Request. The student will be notified of the decision and any steps that should be completed to finish the process. Two residents who were not originally designated roommates may both mutually request a room change to become roommates, but must still adhere to the approval process.

Unauthorized room changes are subject to a \$50.00 fine, and the resident(s) will be required to return to his or her original assignment.

Campus Police: Safety & Security

Please visit <http://www.coastalalabama.edu/students/safety/> for more information about Coastal Alabama Community College's campus safety and security.

Campus Police

The College Police Department is committed to working with the College to maintain a safe environment for the many campus locations. Coastal Alabama Community College Campus Police Officers are available to answer questions and assist residents. Residents are encouraged to notify police when suspicious persons or unusual circumstances are present in residential areas.

To reach Campus Police, call 251-580-2222. To report a crime on any of the College's campuses, call 251-580-2222. In case of an emergency, health/safety-related, call 911.

Parking and Decals

Parking Decals are available for purchase through the Safety tab on the Coastal Alabama website. All students and employees are required to have and display the appropriate decal each semester. There is designated parking across all campuses for Faculty and Staff, as well as no-parking zones. Violators may be subject to fines for misuse of designated parking. Each Residence Hall has its own parking areas either in front, behind, or next to the Residence Hall.

Active Shooter Safety Guidelines

- If you see a shooter or any other person who could pose a threat to the safety of others notify campus police, security, or any college employee.
- If you are notified that we are in a lock-down situation, go to the nearest room with locking capabilities.
- Lock all doors, close the blinds, and stay away from doors/windows that could give away your location.
- Silence phones and electronics, place barriers in front of all doors and evaluate possible escape routes.
- Follow all instructions issued by emergency response officials and College Officials.

Evacuation, Fire, and Fire Drill Procedures

Fire drills are required by Alabama law and all residents are required to participate if present. Evacuation is absolutely required in all instances. No residents may remain in the building. Procedures for evacuation are explained at the mandatory beginning of semester Housing and hall meetings.

Sun Chief Hall Evacuation Procedures

- Exit through the nearest Emergency or Non-Emergency Exit that is safe to approach. Keep in mind this exit may be located on either end of your hallway.
- Avoid going into areas that appear to be dangerous to your safety.
- Do not use the elevators as their safety could be compromised.
- Go to the grassy area between Sun Chief Hall and the Softball Field. Avoid going into streets or parking lots. If you have a guest (who is not a resident) visiting you, keep them with you. A roll/attendance will be taken so please make sure you find the nearest Housing Staff member and be visible until you are accounted for.
- Stay in your designated area until you are told to return to the Residence Hall by a Coastal Alabama Community College Employee or an Emergency Responder.

Thompson Hall Evacuation Procedures

- Exit through the nearest Emergency or Non-Emergency Exit that is safe to approach. Keep in mind this exit may be located on either end of your hallway.
- Proceed to the back of the building near the parking lot/picnic tables' area. Avoid going into streets or parking lots. If you have a guest (who is not a resident) visiting you, keep them with you. A roll/attendance

will be taken so please make sure you find the nearest Housing Staff member and be visible until you are accounted for.

- Stay in your designated area until you are told to return to the Residence Hall by a Coastal Alabama Community College Employee or an Emergency Responder

Extinguishers, Fire and Smoke Alarms

Unauthorized use and/or abuse of fire alarms, smoke alarms, or fire extinguishers is prohibited. Turning in a false alarm, tampering with fire-fighting equipment, or setting fire will result not only in disciplinary action but in arrest, as well as a charge for repairs and/or replacement of equipment.

Severe Weather

In the event of severe weather (Tornados, hurricanes, etc.), the following procedures should be followed as directed by Residence Hall Staff members:

- If time allows, close windows and blinds.
- If time allows, proceed to the lowest level.
- Do not exit the building.
- Find an interior hallway or room with no windows.
- Sit against the wall, do not stand.
- Be prepared to cover yourself for additional protection.

Students are responsible for meeting all assigned classes. In the event of inclement weather, students will be expected to attend classes as usual as long as they do so **without risk of peril to themselves or to others**.

Room Security and Door Propping

All doors of the Residence Hall will be secured. All students must enter and leave through the front and rear doors. The front and rear doors of the Residence Halls may be used at all times. Any student caught using emergency exits will be subject to sanctions and fines including but not limited to immediate suspension from the dorm. When leaving a room for whatever reason (even if just to visit next door), residents should lock their door. Personal theft most often occurs where the room door was left open and unattended “for just a few minutes.” Should theft occur, contact your RA, Residence Director or Campus Police.

Propping open entry doors breaches the safety of the occupants. Violators are subject to disciplinary action.

Violence Against Women Reauthorization Act

Effective March 7, 2014. VAWA’s SaVE Act provision adds domestic violence, dating violence, and stalking to the Clery Act reporting requirements. Domestic Violence: Includes felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws of the jurisdiction.

Dating Violence: Violence committed by a person:

- A. Who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- B. Where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - i. The length of the relationship.
 - ii. The type of relationship.
 - iii. The frequency of interaction between the persons involved in the relationship.

Stalking: Engaging in a course of conduct directed at a specific person that would cause a reasonable person to:

- A. Fear for his or her safety or the safety of others; or

B. Suffer substantial emotional distress.

Safety Tips

While the College is a friendly, safe, non-threatening campus, there are general safety precautions to follow wherever you may be. We at the College encourage you to incorporate the following precautions in your daily activities whether you are on campus, shopping, traveling, or in your own neighborhood at home.

- **Be an alert walker.** Walk confidently. Know who and what is around you.
- **Always lock your door.** It only takes a burglar 40 seconds to steal something!
- **Don't flaunt your valuables.** It just adds to the temptation. Keep valuables out of view.
- **Identify valuable property.** Keep a list of serial numbers. Write your name in the same secret place in all your textbooks, for instance.
- **Determine safe, well-lighted routes.** Don't take shortcuts, especially at night.
- **Report unusual situations.** If you think something may be wrong, it probably is. Call Campus Police (251-580-2222), the college Switchboard (251-580-2100), the Bay Minette Police Department (251-580-2559) or 911.
- **Don't operate alone.** Use the "buddy system."
- **Watch where you put things.** Your belongings may not be there when you return.
- **Always let someone know your plans.** Let someone (roommate, friend) know where you are. Doing this will prevent undue concern over your absence.
- **Shout for help.** If you are ever attacked or are running from an attacker, shout and keep shouting until someone hears you; call out a male friend's name as if he is just up ahead.
- **Be prepared to defend yourself.** Carry your keys in your hand if walking to and from your car. If you are attacked you have a weapon. A lot of common items can be used as weapons: pencil, purse, book bag, etc.
- **Carry a whistle.** It could save your life.
- **Always lock your car.** Never leave valuables in your car.
- **Check your car.** Always check the back seat and floors as you approach your car.