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Contact Information

Mailing and Physical Address
Coastal Alabama Community College
Housing Office
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
Director of Housing: 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). The most up-to-date policies, additional rules and regulations regarding Student Code of Conduct 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 Community. If you have additional questions, our staff stands 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 Executive 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.
Residence Hall Staff

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

**Director of Housing**
The Director of Housing oversees the overall operations of Housing Services. 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. The Director, along with other Housing Staff, coordinates efforts with other College divisions to create a safe, educational living environment.

**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 and assist in Housing Services, managing facilities and coordinating activities and programs, information dissemination, and policy enforcement. They direct their efforts toward building a community atmosphere.

  **RA 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.

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

  **RA Requirements and Job Description**

**Desk Assistants**
Desk Assistants are work-study students who assist in signing in guests during visitation hours and office duties as assigned by the Resident Director. They are appointed to the position through the Financial Aid Office.

**Security Guards**
Security Guards are located in the lobby of each hall 24 hours a day while the halls are inhabited. They monitor all halls and common areas and work with other Housing Staff to ensure the safety of residents and guests.

**Maintenance**
Each Hall has a Maintenance Staff who provide 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 Executive 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 is called the “Sun Chief Grill” and is located on the first floor of the McVay Building. The Grill offers excellent food prepared by a highly trained staff. A five-day meal plan entitles residents to three meals a day, Monday through Friday, at the Sun Chief Grill when the Residence Halls and College are open (excluding holidays, college breaks, and the summer semester) as provided in the Board portion of the Housing costs. Students are invited to take their suggestions regarding The Sun Chief Grill Policy to the Student Affairs Committee.

Meal plans are attached to college issued ID cards and are non-transferable. Student IDs are required to be presented at each meal. Lost ID cards should be reported immediately to the Business Office and Resident Director. If residents encounter issues with accessing their meal plan through their student ID they should contact the Director of Housing. Neither food nor equipment is to be taken from The Grill. 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)
All residents are responsible for complying with the rules, regulations, policies, and procedures or additional information 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 the educational environment 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. Weapons of any kind, firearms (including pellet guns, air rifles, or Airsoft-type guns), ammunition, any incendiary or any type of explosive device or material (including fireworks);
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 (including coffee makers, toasters, air fryers, toaster ovens, hotplates, grills of any type, electric skillets), space heaters, window fan/air conditioner unit, or generators;
8. Commercial grade weight-lifting apparatus;
9. Outdoor recreational equipment that does not impose any strain on a resident’s room/suitmate(s) (NOT including bikes, small fishing equipment and etc.). Boats and other recreational modes of transport (i.e. ATVs) cannot be stored on campus.
10. Splicing into or otherwise “tampering” with existing electrical wiring;
11. Playing or practicing of musical instruments that intrudes of posted quiet hours;
12. Dart boards, darts or any type throwing knives;
13. Use of profane language, verbal abuse, and/or insubordination toward any college employee;
14. 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;
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.
Housing & Application Process

Students interested in Campus Housing should log-in to their myCA Student Account to complete the online Housing Application. Paper applications are not accepted under any circumstances. Applications are accepted online at a pre-determined date each spring for the upcoming academic school year. Applications for summer Housing are accepted online beginning in April.

New students are advised to apply for Housing on the day the application opens or as soon as they are accepted to the College. For application instructions, please refer to the Housing page of the Coastal Alabama Webpage.

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

Eligibility
Anyone may apply but must first be accepted to the college and enrolled as a full-time student (12 or more credit hours for fall and spring, and 6 credit hours in the summer) and pay a minimum down payment of the Residence Hall prior to the first business day of July to be eligible to reside in the Residence Halls.

Application Fee
A non-refundable application fee of $100.00 for fall/spring, $50.00 for summer, 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. Financial Aid will not be accessible for application fee payment.

Residence Hall Fee
Students are required to pay a minimum down payment of the Residence Hall fee before Residence Hall Assignments can be finalized.

Payments may only be processed online through the myCA Student Account via a credit/debit card or through the Business Office via a check addressed to Coastal Alabama Community College.

For students utilizing Financial Aid, an award letter must be provided to the Housing Office as proof of payment showing sufficient funding to cover the costs of first tuition and fees, and then housing.

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. Sun Chief Hall is filled first and then Thompson Hall. Students may request a preferred Residence Hall on the Housing Application. However, it is not guaranteed due to availability.

Students are notified in late spring of Residence Hall assignments or Wait List placement via student email and letter by mail. Failure to meet registration and payment requirements will result in the forfeiture of the assignment and the application will be moved to the Wait List.

Residence Hall Contract
All residents must sign a legally binding Residence Hall Contract for the specified academic term(s) or remainder of the contract period. Summer semester has a separate contract. Residence Hall Contracts are mailed out following Residence Hall Assignments to be completed as a requirement to reside in the Residence Halls.
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.

**Wait List**
The Housing Office will maintain a Wait List for students applying for the fall semester. Students on these lists may be assigned to a room by August check-in or within the first few weeks of the fall semester, dependent upon availability. The fall Wait List will carry over to the spring unless otherwise notified.

**Roommate Assignments**
Roommates are assigned after Contracts are completed and returned to the Housing Office by the specified deadline. 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 or suitemates 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 is placed in the same Residence Hall. 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 automatically approved and are made at the discretion of the Housing Office or their appointed designee. Residents are required to submit a request form and are responsible for providing additional documentation that substantiates the reason to request contract cancellation to the Housing Office. Students who vacate the Residence Halls without approval become liable for fees associated with unapproved cancellation of the contract.

The following reasons for cancellation 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 thorough 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 $200+ for an improper check-out and charged for any additional damages as determined by the Housing Office.

Check/Move-In
All residents, new or returning, are required to check-in at their assigned Residence Hall at the beginning of each semester. 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
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.

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 check-out forms.
- All keys and College IDs are surrendered to the staff member, who notes it on the check-out form.

Damages and Damage Assessments
Damage and repair issues should be reported through the form found on the Housing webpage. In an emergency situation, please contact a Housing Staff member immediately. If repairs are not made in a timely manner, please report issues to an RA or the 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 a portion of the cost.

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 of 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.

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.
- Suspicion of violation of federal, state, or local laws or College regulations.

If deemed necessary and advisable for the safety, security, and the maintenance of an educational atmosphere, a room may be searched. Any room search, except searches conducted by law enforcement offices with duly issued search warrants, must be approved by the Housing Office.

College 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.

**Resident Hall Internet**

Coastal Alabama Housing has partnered with MyResNet to provide wired and wireless network connectivity and support to our residence halls. Using the network in CA dormitories is a privilege. As such, it is the responsibility of each student to use these services appropriately and in compliance with all University regulations. The following policies are for the use of ResNet wired & wireless networks. These policies are not all-inclusive, and may be modified at any time.

*Intended Use*

Personal routers and student purchased wireless hubs are strictly prohibited. Network services and wiring may not be modified or extended beyond the area of their intended use.

*File-Sharing & Copyright*

Unauthorized distribution/reproduction of copyrighted materials is against federal law. Anyone found distributing/reproducing/sharing such material, including copyrighted videos, music and any other protected assets is subject to termination of network services.

*Network & Email Identity*

Misrepresentation of one’s identity via email or any other form of communication is a violation of University Policy. This includes forging of IP addresses or Ethernet adapter addresses to conceal a computer’s identity.

*Termination/Suspension of Access*

Individuals who don’t adhere to these rules may have their network services suspended and/or terminated. It is also possible that individuals may also be subject legal and/or disciplinary action.

*Network Hardware*

Do not tamper with network equipment, including in-room jacks. No network wiring may be re-wired, split or re-configured.

Further information and support for MyResNet is provided at Move-in.

**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. Any abandoned property may be disposed of after 5 business days.
Rent Payment
The cost of living on campus is in addition to tuition, fees, and books. Residents will receive notice of payment due. If payment is not received by the due date, residents required to vacate their room immediately and will no longer be allowed entrance to The Grill until the payment due is made in full and approved by the Director of Housing.

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.

Room Condition Report
A Room Condition Form is to be completed by the student at the time of move-in and are reviewed 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 Form could result in charges during the check-out process.

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 Director of Housing, the Residence Hall Director, and/or the Vice President of Student Services.

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.

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:

**Access Security**
Student ID cards allow residents access either entry to the Residence Halls. Residents will be issued a room key and it is their responsibility to return this key to a Housing Staff member when they vacate their room. Residents will be charged a replacement cost of $25.00 for a lost or stolen key and/or ID card. A resident may not duplicate nor possess unauthorized keys and/or ID cards.

**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 sanctions, including but not limited to 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 or a $25.00 fine for such violation in other buildings and areas of campus not designated for smoking and tobacco products. Further information is given to each resident regarding tobacco policies upon move-in.

**Appliances**
Small refrigerators (4.5 cubic feet or smaller—30” height fits under the bed), microwaves (1.5 cubic feet or smaller), crock pots, and Keurig’s (not coffee pots) are allowed in the Residence Halls. Refer to the Residence Hall Supply List for recommended and prohibited items.

**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. 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 RA of that area or that is on duty.

**Flammable Materials and Liquids**
The use and storage of flammable materials/liquids in Residence Halls are strictly prohibited.

**Food**
Food must be kept in covered containers in order to maintain health and food safety standards. 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 dumpsters outside the Residence Halls. 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 given to residents at periodic hall meetings. Of particular interest to residents is the first mandatory hall meeting of each semester. 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**
Sun Chief Hall residents have access to a kitchen area which includes microwaves, an ice machine, vending machines, and an eating area. Thompson Hall residents have access to microwaves on the 1st and 2nd floors, ce machines on the 1st and 3rd floors, and vending machines on the 1st and 2nd floors. All residents are required to clean all areas and items after use. Failure to do so may result in fines.

**Laundry**
Each Residence Hall has laundry facilities for residents of only that building to use. Residents are asked to monitor washing times so that all residents have an opportunity to use the laundry. Residents must have their own laundry soap. The College is not responsible for any stolen or damaged clothing, and residents are encouraged to remain with their laundry while it is being washed and/or dried. 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**
Residents should bring bed and bath linens, including twin deep pocket bed sheets, mattress cover, pillow, blankets, cover, towels, bath mat, etc. Residents will also have to provide mattress covers as they are necessary for health and sanitation. No linens, except for a standard shower curtain, are provided by the College.

**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 at all times. Failure to comply could result in the closing of the lobby or other sanctions at the discretion of the Residence Hall Staff.

**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. Mail is delivered nightly, Monday through Friday, to the residents' rooms.

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

**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 conducive to study and sleep is observed during the following times:

- 8 p.m. – 8 a.m. Sunday – Thursday
- 11 p.m. – 11 a.m. Friday – Saturday
- 24/7 during Finals Weeks

Quiet hours are also to be observed in all the common areas (movie rooms, computer study labs, halls, game room and living quarters). During quiet hours noise should not be heard from outside closed doors. Students are not allowed to gather and visit in the hallways during quiet hours.

Modified quiet hours are observed at all times, meaning that unnecessary noises and disturbances are not permitted. It is advised to turn off all radios, TVs, and computers when leaving a room.

**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. Residents may not conduct business of any kind within the Residence Halls.

**Vandalism**
Vandalism of the 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. All guests must be escorted at all times by the resident they are signed in under. The student and their guest will have to present a photo ID to a Housing Staff member upon entering the Residence Hall. 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 parent or legal guardian. Any student not abiding by such policies will be subject to suspension from the Residence Hall and/or the College.

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
Only overnight guests of the same sex may visit. Each resident and guest is allowed four overnight visits a semester. 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 Director of Housing. The resident must fill out the overnight guest form and have it signed by the roommate and submitted online by 5:00 pm prior to their stay. The approved 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.
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 report a crime on any of the College’s campuses or to reach Campus Police, 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 designated 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 Housing and hall meetings held at the beginning of each semester.

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 is 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 is 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. Sounding 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 are expected to attend classes as usual as long as they do so without risk of peril to themselves or to others. Students will be notified of any inclement weather and/or of College closings via student email and RAVE Notification Alerts. Students are advised to update contact information with the College upon changes.

Room Security and Door Propping
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 Residence Halls. 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. Should theft occur, students should contact 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.
- **Use the “buddy system.”**
- **Always let someone know your plans.** Let someone (roommate, friend) know where you are. Doing this will prevent 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 friend’s name as if he or she is just up ahead.
- **Be prepared to defend yourself.** Many common items can be used as weapons (i.e. 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.