

# 2023-2024 Housing Handbook

Coastal Alabama Community College  
1900 US Highway 31 South  
Bay Minette, AL 36507  
251.580.2121  
[housing@coastalalabama.edu](mailto:housing@coastalalabama.edu)

**HOUSING**  
COASTAL ALABAMA COMMUNITY COLLEGE





# Table of Contents

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<b>Welcome to Coastal Alabama Community College</b> .....	<b>6</b>
Mission Statement.....	6
Policy of Non-Discrimination.....	6
<b>Residence Hall Staff</b> .....	<b>7</b>
Dean of Student Services.....	7
Housing Coordinator .....	7
Housing Specialist.....	7
Resident Assistants.....	7
Desk Assistants.....	7
Maintenance.....	7
Security .....	7
<b>Housing &amp; Application Process</b> .....	<b>8</b>
Policy .....	8
Application.....	8
Application Fee.....	8
Residence Hall Fees .....	8
Payments .....	8
Residence Hall/Room Assignments.....	9
Roommate Assignments .....	9
<b>Contractual Obligations</b> .....	<b>9</b>
Residence Hall Contract.....	9
Compliance .....	10
Contract Release & Cancellation .....	10
<b>Policies and Procedures</b> .....	<b>11</b>
Move-In .....	11
Move-In Form.....	11
Move-Out .....	11
Damages and Damage Assessments.....	11
Cleaning and Housekeeping.....	12
Entry and Searches.....	12
Garbage Removal .....	12
Liabilities and Abandoned Personal Property .....	12
Room Change and Move Requests.....	12
Hall Meetings .....	13
Vacation Periods .....	13
Visitation Policy .....	13
Overnight Guests .....	13
Quiet Hours .....	13
Personal Property.....	14
Solicitation.....	14
Vandalism .....	14
<b>Resident Apartments or Suites</b> .....	<b>14</b>
Access Security.....	14
Alcohol, Drugs and Tobacco.....	14
Appliances.....	15
Electrical Outlets Use .....	15
Flammable Materials and Liquids .....	15

Food.....	15
Furniture.....	15
Linens .....	15
Pets.....	16
<b>Housing Community Standards and Policy (CSAP) Violations .....</b>	<b>16</b>
Sanctions and Fines.....	16
Traditional Sanctions and/or Fines .....	16
Non-Traditional Sanctions and/or Fines.....	18
Student Process for CSAP Violation Hearings and Appeals .....	18
<b>College Rules, Regulations, and Policies.....</b>	<b>19</b>
Student Conduct Office .....	19
Title IX & Sexual Misconduct.....	20
<b>Student Resources &amp; Services.....</b>	<b>20</b>
College Internet.....	20
Resident Hall Internet.....	21
Cable TV .....	21
Computer Lab .....	21
Laundry .....	22
Mail .....	22
Movie and Game Rooms.....	22
Kitchen .....	22
Lobbies .....	22
Coastal Grill – Bay Minette Campus .....	22
The Community Cup- Brewton Campus .....	23
<b>Safety and Security .....</b>	<b>23</b>
Campus Police .....	23
Parking and Decals .....	23
Active Shooter Safety Guidelines .....	23
Evacuation, Fire, and Fire Drill Procedures .....	23
Extinguishers, Fire and Smoke Alarms.....	24
Severe Weather .....	24
Room Security and Door Propping .....	25
Theft.....	25
Safety Tips .....	25

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## General Contact Information

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### **Bay Minette Mailing and Physical Address**

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

### **Brewton Mailing and Physical Address**

Lakeview Housing  
220 Alco Drive  
Brewton, AL 36426

### **Email Address**

[housing@coastalalabama.edu](mailto:housing@coastalalabama.edu)

### **Website**

[www.coastalalabama.edu/campus-life/housing](http://www.coastalalabama.edu/campus-life/housing)

### **Phone Numbers**

Campus Police:	251-580-2222
BR Campus Police	251-809-1546
BM Housing Office:	251-580-2121
BR Housing Office:	251-809-1550
I.T. Help Desk:	251-580-4900
Switchboard:	251-580-2100
Toll Free:	1-800-381-3722

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## Sun Chief Hall Contact Information

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### **Physical Address**

202 College Drive North  
Bay Minette, AL 36507

### **Phone Numbers**

Front Desk: 251-580-2178  
Resident Assistant: 251-202-1203

### **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

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## Thompson Hall Contact Information

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### **Physical Address**

200 College Drive South  
Bay Minette, AL 36507

### **Phone Numbers**

Front Desk: 251-580-2174  
Resident Assistant: 251-202-1205

### **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

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## Lakeview Apartments Contact Information

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### **Physical Address**

3316 Pea Ridge Road  
Brewton, AL 36426

### **Phone Numbers**

Front Desk: 251-809-1550

### **Mailing Address**

*Residents should address mail as follows:*

Student Name  
Lakeview Apartments Room #  
3316 Pea Ridge Road  
Brewton, AL 36426

## **Welcome to Coastal Alabama Community College**

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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 located on The College's Webpage.

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**

It is the official policy of the Alabama Community College System and Coastal Alabama Community College that no person shall, on the grounds of race, color, disability, gender, religion, creed, national origin, or age, be excluded from participation in, be denied the benefits of, or be subjected to discrimination or harassment under any program, activity, or employment.

## **Residence Hall Staff**

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The Residence Hall Staff includes the Dean of Student Services, Housing Coordinator, Housing Specialist, Resident Assistants (RAs), Desk Assistants, Security Guards, and Maintenance. Each of these positions play an integral part in helping residents living at the College.

### **Dean of Student Services**

The Dean of Student Services oversees the College's Department of Student Services and Student Success. The Dean supervises residence hall staff in the total operation, maintenance, and security of the residence halls while collaborating with administration, faculty, and staff in formulation and implementation of the College's policies and procedures, ADA Accommodations, and Student Conduct.

### **Housing Coordinator**

The Housing Coordinator supervises the overall operations of Housing Services. The coordinator 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 coordinator, along with other housing staff, coordinates efforts with other College divisions to create a safe, educational living environment.

### **Housing Specialist**

The Housing Specialist 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; oversees and works with RAs; develops educational and social activities for residents; 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 the Housing Office in managing facilities, coordinating activities and programs, communicating with residents, and policy reinforcement. They direct their efforts toward building a community atmosphere.

#### **RA Requirements and Job Description**

##### *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 contributions 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, personal growth and development through helping people achieve a richer collegiate experience.

### **Desk Assistants**

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

### **Maintenance**

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

### **Security**

Security personnel work in the Residence Halls to help ensure the safety of our residents.

## Housing & Application Process

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Applications are accepted online at a pre-determined date each spring for the upcoming academic school year. Applications for summer housing (if applicable) are accepted online beginning in February. All 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 the Residence Halls 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.

### Application

Students must enroll in College admissions and receive a Student ID Number and Student Email Address in order to apply for Campus Housing. Students interested in Campus Housing may complete the online Housing Application by visiting the Housing page of the Coastal Alabama Community College website, [www.coastalalabama.edu](http://www.coastalalabama.edu). Paper applications are not accepted under any circumstances.

### 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 the application 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. *\*Fees are subject to change.*

### Residence Hall Fees

Students are required to provide a minimum down payment of the Residence Hall Fees before Residence Hall/Room Assignments can be finalized. Students utilizing Financial Aid are advised to complete FAFSA and other documents required by the College's Financial Aid Office in order to receive a Financial Aid Award Package. Below is a breakdown of the fees by location and semester. Bay Minette Campus Housing fees include the cost of the meal plan. *\*Fees are subject to change.*

#### **Bay Minette Campus**

Hall	Occupancy	Fee Per Student Per Semester	Fall/Spring Expense Combined	Fee Per Student Per Summer Semester
Sun Chief	2	\$2,900.00*	\$5,800.00*	\$1,500.00**
Thompson	2	\$2,700.00*	\$5,400.00*	

#### **Brewton Campus: Lakeview Apartments**

Room Size	Occupancy	Fee Per Student Per Semester	Fall/Spring Expense Combined	Fee Per Student Per Summer Semester
Magnolia Suite	4	\$965.00**	\$1,930.00**	Not Available
Garden Apartment	2	\$1,500.00**	\$3,000.00**	Not Available
Garden Apartment	3	\$1,000.00**	\$2,000.00**	Not Available

\* Price includes meal plan

\*\* Price does not include meal plan

### Payments

The cost of living on campus is in addition to tuition, fees, and books. Rent payment deadlines are established at the beginning of each semester. If payment is not received by the deadlines, residents are



required to vacate their room immediately and will no longer be allowed entrance to the Residence Hall(s) and The Grill until the payment due is made in full and approved by the Housing Coordinator.

Payments may only be processed online through the OneACCS Student Account via a credit/debit card or through the Business Office via a check addressed to Coastal Alabama Community College. Payment Plans can be selected through the payment portal in OneACCS. If a student is having issues logging into their OneACCS account they can contact the Help Desk at 251-580-4900 or at [helpdesk@coastalalabama.edu](mailto:helpdesk@coastalalabama.edu). Financial Aid will not be accessible for payment until the beginning of the upcoming semester(s).

### **Residence Hall/Room 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. On the Bay Minette Campus, Sun Chief Hall is filled first followed by Thompson Hall, unless otherwise requested by the student. Students may request a preferred Residence Hall on the Housing Application. However, there is no guarantee due to availability. Students are notified in late spring of Residence Hall assignments or Wait List placement via student email and/or letter by mail. The Housing Office will maintain a Wait List for students applying for the upcoming semester as needed. Students on these lists may be assigned to a room by move-in or within the first few weeks of the semester, dependent upon availability. The fall Wait List will carry over to the spring semester unless otherwise stated.

### **Roommate Assignments**

Roommates are assigned after Contracts are completed. Students may request specific roommates or suitemates. The Housing Office strives to honor student requests for specified roommates; however, these requests must be mutual and stated on the applications. Roommate requests may only be approved if each student is placed in the same Residence Hall. All other roommate assignments will be based on student preferences stated on the applications. Students will be provided the option to disclose his/her contact information to his/her assigned roommate in compliance with the Family Educational Rights and Privacy Act (FERPA).

## **Contractual Obligations**

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### **Residence Hall Contract**

All residents are required to sign a legally binding Residence Hall Contract for the specified academic semester(s), or for the remainder of the contract period. Summer semester has a separate contract. 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 sanctions and/or fines. Specific contractual obligations stated therein include:

1. THE CONTRACT IS BINDING FOR BOTH FALL AND SPRING SEMESTERS. Therefore, whether or not you remain on campus and/or enrolled during that period OR become ineligible to reside in the Residence Hall, you will still be responsible for the full payment of the room charges stated in item 4 below for the entire contract period. For exceptions, see the current edition of the Housing Handbook.
2. Coastal Alabama C. C. will designate the Residence Hall room to which you will be assigned for the selected semesters. In order to remain eligible to reside in the Residence Hall, you must be a full-time student with a minimum of 12 semester hours for fall/spring (or 6 semester hours for summer), and be a student in good standing at the College. **REQUIRED: Six (6) of those credit hours for fall/spring must be must be seated (not Hybrid or Internet) classes - unless program requirements or course descriptions are otherwise stated**, and you must be a student in good standing at the College.
3. The following rates include a five-day meal plan entitling students to three meals a day, Monday through Friday, when the College and Residence Halls are open. All rooms are Semi-Private – NO private rooms are available.
4. The following rate is subject to change without notice and is binding for both fall and spring semesters. If assigned a room, the Room charges are as follows:
  - **Sun Chief Hall Fall Semester:** \$2,900 full payment or first payment of \$1,500 due by July 1st; a second payment of \$700 due on October 1st and a final payment of \$700 due on November 1st.
  - **Sun Chief Hall Spring Semester:** \$2,900 full payment or first payment of \$1,500 by move-in, January 3rd; a second payment of \$700 due on March 1st and a final payment of \$700 due on April 1st.
  - **Sun Chief Hall Summer Semester:** \$1,500 full payment due at or prior to move-in.

- Thompson Hall Fall Semester: \$2,700 full payment or first payment of \$1,300 due by July 1st; a second payment of \$700 due on October 1st and a final payment of \$700 due on November 1st.
  - Thompson Hall Spring Semester: \$2,700 full payment or first payment of \$1,300 by move-in, January 3rd; a second payment of \$700 due on March 1st and a final payment of \$700 due on April 1st.
    - All due dates are designated by the Coastal Alabama Business office.
    - If you are late with any payment for either semester, you must vacate the room and will not be permitted to return until the payment due is made in full.
5. NO REFUNDS - YOU ARE NOT ENTITLED TO A REFUND of any fee paid or unpaid if you move out or are suspended from the College for violation of policies and regulations governing student conduct (including academic suspension) during any rental period, nor will you be released from your financial obligations for the contract period.
  6. Rules and regulations that appear in the most recent Housing Handbook, and any revisions that may periodically be made by the Housing Office, are a part of this contract. In the event of a conflict between the Housing Handbook and this contract, the provisions of this contract shall take precedence.
  7. If you make an unauthorized room change, you will be subject to a \$50.00 fine and will be required to return to the original assignment.
  8. The College is not liable for loss of or damage to your personal property or for failure or interruption of water, heat, or electric utilities, cable or Internet.
  9. You permit the duly authorized agent, employee, or representative of the College to enter, without notice, any part of the unit for the purpose of making necessary inspections, improvement, or repairs.
  10. You are responsible for complying with the rules, regulations, policies, and procedures as stated in the College Student Handbook, and the College Housing Handbook. Any changes, alterations, repairs, remodeling, or painting of the premises, including furniture and equipment, are not allowed as outlined in the Housing Handbook.
  11. The possession or use of any alcohol, tobacco, or drug products and their corresponding paraphernalia is strictly prohibited. They are not allowed on College Campuses or in the Residence Halls.
  12. The College reserves the right to change or cancel your room assignment in the interest of order, health, discipline or other appropriate reasons.
  13. Student Services' Housing Office makes housing assignments on a first-come, first-serve basis regardless of age, race, creed, color, or national origin, in compliance with College policy.
  14. No employee of the College shall be held to have made any representations or promises contrary to the terms set forth in this contract. The rights and remedies given to the College under the terms of this contract are distinct and separate remedies, and no one of them, whether exercised or not, shall be deemed to be in exclusion of any of the others. The College reserves the right to make other rules as may be deemed appropriate or necessary for the safety, care, cleanliness of the premises, and for securing the comfort and convenience of all residents.

*\*SUBJECT TO CHANGE: The Coastal Alabama Housing Office reserves the right to add or change any information or process as deemed necessary or required by College Administration and/or Federal, State, and/or Local Law.*

### **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 sanctions and/or fines. Refer to the contract for specific contractual obligations.

### **Contract Release & Cancellation**

Contract cancellations are not automatically approved and are made at the discretion of the Housing Office or their appointed designee. Contract Release allows residents to be released from current and/or future obligations for a specified time. Residents are required to submit a Contract Release Form and are responsible for providing additional documentation that substantiates the reason to request Contract Release to the Housing Office. Students who vacate the Residence Halls without approval become liable for fees associated with unapproved Contract Release.

The following reasons for Contract Release 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 Dean of Student Services and the Housing Office.

## **Policies and Procedures**

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### **Move-In**

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

### **Move-In Form**

All residents are required to complete the following form within 48 hours of move-in. This form is available in the Housing Course in Canvas.

#### *Room Condition Report*

A Room Condition Form is to be completed by the student at the time of move-in and is reviewed after move-out by the Housing Staff or RA 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 move-out process.

### **Move-Out**

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

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

- Thoroughly clean their room and bathroom.
- Properly dispose of personal garbage.
- Members of Housing Staff and Resident Assistants inspect the final condition of the room and notes any damages on the move-out forms.
- All keys and College IDs are surrendered to the staff member, who notes it on the check-out form.

Residents must properly follow move-out procedures with a Housing Staff member. If your key is not returned, you will be charged \$200+ for an improper move-out and charged for any additional damages as determined by the Housing Office.

### **Damages and Damage Assessments**

Damage and repair issues should be reported through the online form found on the Housing Canvas Course. 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 Housing Staff.

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 charged and billed for violating any of the following conditions, which include but are not limited to:

- 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 changing locks

- Possession or use of alcoholic beverage containers, signs or paraphernalia, including those 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
- 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

### **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 students receive one warning to clean his/her room, the student may face sanctions and/or fines for contractual violation. Students must have their own cleaning supplies, including but not limited to a broom, vacuum, and mop for cleaning.

### **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 policies.

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

### **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.

### **Liabilities and Abandoned Personal Property**

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 five business days.

### **Room Change and Move Requests**

Room changes and move requests 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 Course in Canvas. All requests will be reviewed by the Housing Coordinator and/or the Dean 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.

## **Hall Meetings**

Important information is given to residents at periodic hall meetings. 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.

## **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.

## **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 11:00 pm in the main lobby and guests may be allowed in rooms beginning at 12:00 pm.

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. 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, including but not limited to having unauthorized guests, 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 within the Residence Hall areas.

More information regarding visitation will be provided at move-in.

## **Overnight Guests**

Overnight guests are prohibited and are only approved on a case-by-case basis. Only guests of the same sex may visit overnight. Each overnight visit must be pre-approved by the Dean of Student Services or Housing Coordinator. 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 staff member on duty by 12:00 pm the following day.

## **Quiet Hours**

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

Sunday-Thursday	...8:00 pm to 8:00 am
Friday-Saturday	...11:00 pm to 11:00 am
Finals Week(s)	...24 hours a day

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 unnecessary noises and disturbances are not permitted. It is advised to turn off all radios, TVs, and computers when leaving a room.

## **Personal Property**

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

## **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.

## **Resident Apartments or Suites**

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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 respective environment for all residents. 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, traditional fryer, space heaters, window fan/air conditioner unit, or generators; Residents residing in Residence Halls that have access to a cafeteria are prohibited from all having coffee makers without automatic shut-off, toasters, air fryers, toaster ovens, hotplates, grills of any type, and electric skillets.
8. Commercial grade weight-lifting apparatus;
9. Outdoor recreational equipment that impose any strain on a resident's room/suitemate(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;

## **Access Security**

Key fobs allow residents to access entry to his/her assigned 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 face immediate suspension or expulsion from on-campus housing and may 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**

#### *Bay Minette*

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. These items are not provided by the College

#### *Brewton*

Full-size refrigerator, toaster oven, and microwave are provided for resident's convenience. Residents are allowed to bring hot plates, crock pots, coffee machines, skillets, and other small appliances that do not have a fry or open flame element.

Refer to the [Residence Hall Supply List](#) for recommended and prohibited items.

### **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 the RA 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.

### **Linens**

Residents should bring bed and bath linens, including twin deep pocket bed sheets, mattress cover, pillow, blankets, cover, towels, bath mat, etc. No linens, except for a standard shower curtain, are provided by the College.

## Pets

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

## Housing Community Standards and Policy (CSAP) Violations

### Sanctions and Fines

The following information outlines the Housing Community Standards and Policy (CSAP) Violations along with associated sanctions and fines described as either traditional or non-traditional offense(s).

### Traditional Sanctions and/or Fines

<b>OFFENSE</b>	<b>SANCTION</b>
Lost Key	\$25.00 Fine
Lost ID	\$25.00 Fine
Resident Self Lock Out	<u>1<sup>st</sup> Offense</u> – Verbal Warning <u>Additional Offenses</u> - \$10.00 Fine
Failure To Check-Out With A Housing Staff Member Upon Vacating The Residence Hall	\$200.00 Fine
Late Check-Out During Vacation Periods	\$100.00 Fine
Changing Rooms Without Prior Authorization	\$50.00 Fine and resident must move back to original room assignment.
Pets In Rooms	\$50.00 Fine and any costs associated with pet damages. Up to 5 hours of community service.
Failure To Follow Fire Drill Instructions	<u>1<sup>st</sup> Offense</u> – Written warning and up to 10 hours of community service. <u>Additional Offenses</u> – Suspension or expulsion from student housing.
Propping Access Doors Open	<u>1<sup>st</sup> Offense</u> - Written warning and up to 5 hours of community service. <u>Additional Offenses</u> - \$50 fine and up to 10 hours of community service
Prohibited Items	Immediate removal of item from room, written warning, and up to 5 hours of community service. If the item caused any damage a fine will be issued for the cost to repair/replace property.
Improper Garbage Removal	<u>1<sup>st</sup> Offense</u> - Written Warning. <u>2<sup>nd</sup> Offense</u> - \$25 fine and up to 5 hours of community service. <u>Additional Offense</u> - \$50 fine and up to 10 hours of community service.
Altered Or Misuse Of Smoke And Fire Detection Devices.	<u>1<sup>st</sup> Offense</u> - Written warning and \$50 fine plus cost of repair/replacement of device and 10 hours of community service. <u>Additional Offenses</u> - \$100 fine plus cost of repair/replacement of device and 25 hours of community service.
Failing Health And Safety Inspections	<u>1<sup>st</sup> Offense</u> - Written Warning <u>2<sup>nd</sup> Offense</u> - \$25 Fine <u>Additional Offenses</u> - Cost to have the room professionally cleaned.
Quiet Hours Violations	<u>1<sup>st</sup> Offense</u> - Verbal Warning <u>2<sup>nd</sup> Offense</u> - Written Warning <u>Additional Offenses</u> - 5 hours of community service and apology letter to those effected.



<b>Improper Use Of Emergency Exits</b>	<p><u>1<sup>st</sup> Offense</u> - Written warning, \$50 fine, and 5 hours of community service.</p> <p><u>2<sup>nd</sup> Offense</u> - \$100 fine and 10 hours of community service.</p> <p><u>3<sup>rd</sup> Offense</u> - \$250 fine and possible suspension or expulsion from housing.</p>
<b>Solicitation</b>	<p><u>1<sup>st</sup> Offense</u> - Verbal Warning</p> <p><u>2<sup>nd</sup> Offense</u> - Written warning and a \$50 fine</p> <p><u>3<sup>rd</sup> Offense</u> - \$100 fine and possible suspension from housing.</p>
<b>Residential Internet Misuse</b>	<p><u>1<sup>st</sup> Offense</u> - Written Warning</p> <p><u>2<sup>nd</sup> Offense</u> - \$250.00 fine and possible revocation of internet privileges.</p> <p><u>3<sup>rd</sup> Offense</u> - \$500.00 fine and suspension or expulsion from housing.</p>
<b>Property Damage</b>	<p><u>1<sup>st</sup> Offense</u> - Fined for repair/replacement cost and 5 hours of community service.</p> <p><u>2<sup>nd</sup> Offense</u> - Fined for repair/replacement cost, written apology, and 10 hours of community service.</p> <p><u>3<sup>rd</sup> Offense</u> - Fined for repair/replacement cost, written apology, and 15 hours of community service.</p>
<b>Improper Use Of Computer Lab</b>	<p><u>1<sup>st</sup> Offense</u> - Verbal Warning</p> <p><u>2<sup>nd</sup> Offense</u> - Written Warning</p> <p><u>Additional Offenses</u> - 5 hours of community service.</p>
<b>Missing Mandatory Meetings</b>	<p>If missed due to class or work the student is required to meet with a housing staff member and provide proof of listed reasons and have the staff member inform them of the meeting material.</p> <p>If missed for any other reason, the student will have to meet with a housing staff member who will inform them of the meeting material and complete 1 hour of community service.</p>
<b>Disorderly Conduct: Including But Not Limited To Minor Infractions Not Listed In This Chart (Examples: Misuse Of College Property, Roughhousing, And Etc.), Failure To Follow Instructions From Housing Staff And Their Designees, And</b>	<p><u>1<sup>st</sup> Offense</u> - Verbal warning, up to 5 hours of community service, and reparation for any damaged property if applicable.</p> <p><u>2<sup>nd</sup> Offense</u> - Written warning, up to 10 hours of community service, and reparation for any damaged property if applicable.</p> <p><u>Additional Offenses</u> - To be referred to the judicial committee.</p>
<b>Improper Use Of Student ID</b>	<p><u>1<sup>st</sup> Offense</u> - Written warning, up to 5 hours of community service.</p> <p><u>Additional Offenses</u> - Up to 10 hours of community service along with chance of being referred to the judicial committee depending on the severity of the infraction.</p>
<b>Tobacco Use</b>	<p><u>1<sup>st</sup> Offense</u> - Verbal Warning</p> <p><u>2<sup>nd</sup> Offense</u> - Written warning, and up to 5 hours of community service.</p> <p><u>Additional Offenses</u> - To be referred to the judicial committee.</p>
<b>Guest Violation: Non-Approved Overnight Visit</b>	<p><b>Resident:</b></p> <p><u>1<sup>st</sup> Offense</u> - Written warning, loss of remainder overnight visits for the remainder of the semester. If resident had already used all of their overnight options they will lose two weeks of visitation rights.</p> <p><u>2<sup>nd</sup> Offense</u> - Loss of remainder of visitation rights for four weeks. If there is less than four weeks in the semester they will either lose the remaining weeks of the current semester and finish their sanction at the beginning of the next semester or must perform 20 hours of community service.</p> <p><u>Additional Offenses</u> - To be referred to the judicial committee.</p>

	<p><b>Non-Resident:</b>  <u>1<sup>st</sup> Offense</u> - Loss of remainder of visitation rights for four weeks. If there is less than four weeks in the semester they will lose the remaining weeks of the current semester and finish their sanction at the beginning of the next semester.  <u>2<sup>nd</sup> Offense</u> - Loss of remainder overnight visits for the remainder of the semester. If there is less than four weeks in the semester they will lose the remaining weeks of the current semester and have their visitation rights revoked for the upcoming semester.  <u>3<sup>rd</sup> Offense</u> - Individual would be trespassed from the residence halls.</p> <p><i>(If the guest was of the opposite sex or there were multiple occurrences of the infraction would be sent to the Student Conduct Office.)</i></p>
<b>Guest Violation: Guest Staying Over Time Limit/ Guest Not Being Escorted</b>	<p><b>For The Resident &amp; Guest:</b>  <u>1<sup>st</sup> Offense</u> - Verbal Warning  <u>2<sup>nd</sup> Offense</u> - Written warning and loss of visitation rights for 2 days.  <u>Additional Offenses</u> - Loss of visitation rights for 1 week.</p>
<b>Guest Violation: Sneaking In</b>	<p><b>For The Resident &amp; Guest:</b>  <u>1<sup>st</sup> Offense</u> - Written warning and loss of visitation rights for two weeks.  <u>2<sup>nd</sup> Offense</u> - Written warning and loss of visitation rights for four weeks. If there is less than four weeks in the semester they will lose the remaining weeks of the current semester and finish their sanction at the beginning of the next semester.  <u>Additional Offenses</u> - To be referred to the Student Conduct Office.</p>

If infractions are beyond the normal scope of resident actions an incident may have sanctions and/or fines that are comparable to a 2nd or 3rd offense.

### **Non-Traditional Sanctions and/or Fines**

The following may be substituted for a traditional sanction:

- Assisting in the planning and implementation of a Residence Hall program related to educating others on Housing policies.
- The creation and distribution of a passive education program (such as a flyer or bulletin board) for campus, or the residential areas.
- A reflection paper on a college policy and its importance.
- Community service or service as it relates to helping another campus office (i.e. managing desk coverage or processing paperwork).
- Written apology to the wronged party.

### **Student Process for CSAP Violation Hearings and Appeals**

1. Incident Report reviewed by Housing Staff Member
2. A professional staff member reviews the report and requests any additional information needed. The staff member also adds to the report any possible policy violations that may apply to the incident. The incident will lead to either a:
  - Letter of warning sent; meaning no further action is needed from the student.
  - Student Life conduct hearing is scheduled. A student may have a conduct hearing scheduled with the Student Code of Conduct Officer if:
    - The student is a CACC student, but not a resident in college housing.
    - The incident was severe and may result in suspension or expulsion from CACC;

For more information about the Student Life conduct process please visit the Student Catalog and Student Code of Conduct.

3. **Housing and Residence Life CSAP hearing is scheduled.** The student will receive an email with information about the date/time of the CSAP hearing, as well as a list of the possible policy violations. After the Hearing is held there will be two possible outcomes:
  - Student is not found responsible for a policy violation. The student will receive an email letter containing this information and will not need to take any further action.
  - Student is found responsible for a policy violation and assigned sanction(s).
    - A sanction may relate to the student's status as a resident in college housing.
    - A sanction may require follow-up action on the part of the student.

For more information about possible sanctions, refer to the Sanctions section of the Housing Handbook

#### 4. Sanctions Fulfillment or Non-Fulfillment

- A student who is assigned sanctions will also be assigned a deadline to complete any sanctions that require action.
  - If all sanctions are completed by the assigned deadline, the CSAP hearing process is finished and no further action is needed
  - A student who does not complete a sanction may need to attend another CSAP hearing or may be assigned additional sanctions (such as an extension of probation).

#### 5. Student SCAP Appeal

- A resident has the right to appeal a housing CSAP decision.
  - This is the only opportunity for appeal.
  - All appeals of Housing Staff decisions are made online.
    - The resident has 2 business days from the notice of sanction to appeal via a provided online link. In the event that any technical problems preventing online appeal submission, the resident is responsible for submitting a written appeal to Housing and Residence Life within in the 2 business day window for an appeal. The resident can bring a hard copy of their appeal statement to the Housing Department in Memorial Hall or email the appeal statement to [housing@coastalalabama.edu](mailto:housing@coastalalabama.edu) in the event of technical difficulty. The online appeal must specify in detail the grounds on which the appeal is based.
- After submitting an appeal, the resident will be contacted to arrange an appeal's meeting with the CSAP Appeals Board.
  - The resident may present documents and bring witnesses to present statements to the person(s) hearing the appeal. The proceedings are designed to be informal in nature, and no formal rules of evidence or procedure shall apply.
- There are three possible outcomes from the appeals process:
  - The Housing CSAP Appeals Board may decide to uphold the original decision and sanction.
  - The Housing CSAP Appeals Board may decide to uphold the original decision and add additional sanctions.
  - The Housing CSAP Appeals Board may decide to overturn the original decision and sanction(s), which means the student may face lesser or no sanctions.
- Appeal Decisions will be provided in writing.

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.

## College Rules, Regulations, and Policies

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### Student Conduct Office

In addition to policy violations being addressed through the process outlined above, the Housing Office, at its discretion may refer the resident(s) involved in incidents breaking the Student Code of Conduct or the Housing Community Standards and Policies to the College's Student Conduct Office for additional investigation and sanctions. These sanctions will be in addition to the sanctions imposed by the Housing

Office and may include, but are not limited to, College probation, suspension, or expulsion. It is the responsibility of the resident to respond to any and all correspondence from the Student Conduct Office.

For more information regarding the Student Code of Conduct and the Student Conduct Office please visit their website at

### **Title IX & Sexual Misconduct**

Coastal Alabama Community College is committed to providing an environment for employees, students, and campus visitors that is free from illegal harassment based on race, color, religion, ethnicity, national origin, sex, sexual orientation, age, disability, or veteran status. The College will not tolerate and will take action against individuals who retaliate against individuals who report violations of this policy or participate in investigations related to such policy violations.

Any student or applicant who has concerns about gender discrimination or sexual harassment, sexual assault, or sexual violence is encouraged to see the assistance of the Title IX office.

The Housing Office encourages students who have experienced sexual misconduct to report what occurred so they can get the support they need, and the College can respond appropriately. The Housing Staff (including Resident Assistants) has been trained to initially respond to incidents of sexual misconduct. Due to the nature of the job responsibilities of the Housing Staff, all incidents of sexual misconduct will be reported to the College's Title IX Office.

For more information regarding Title IX, reporting protections, to report an incident, and to find resources available for those affected by sexual misconduct, please refer to the College's Title IX website at [www.coastalalabama.edu/about/title-ix-and-student-complaints/](http://www.coastalalabama.edu/about/title-ix-and-student-complaints/).

## **Student Resources & Services**

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

### **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 Residence Halls is a privilege. As such, it is the responsibility of each student to use these services appropriately and in compliance with all College 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 College 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.

### **Cable TV**

#### *Bay Minette*

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.

#### *Brewton*

Cable TV is available for campus housing at a charge through Media Com.

### **Computer Lab**

#### *Bay Minette*

The Residence Halls 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, loud noises, or storage of personal items/files on the computer systems in the Computer Lab(s).

#### *Brewton*

Computer labs are located throughout the campus for students to use.

### **Laundry**

Information about laundry and laundry cards is provided at move-in. Each Residence Hall has laundry facilities. 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. Items left unattended after a period the 30 minutes may be removed from machines to allow other residents to use the facilities. Laundry services are provided by Caldwell and Gregory and more information concerning laundry services can be found in the Housing Course in Canvas.

### **Mail**

Paper mail is delivered nightly, Monday through Friday, to the residents' rooms. Students will be notified via student email of important mail and packages that have been delivered and where to pick them up. Mailing addresses can be found on page 3 of this Handbook. The College is not responsible for mail received after a resident has moved-out. It is the responsibility of the resident to have all mail forwarded and change their address after moving out.

### **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. The relocation of movie/game room furniture is prohibited.

### **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 vending machines and microwaves on the 1<sup>st</sup> and 2<sup>nd</sup> floors and ice machines on the 1<sup>st</sup> and 3<sup>rd</sup> floors. All residents are required to clean all areas and items after use. Failure to do so may result in fines or loss of privileges.

### **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. 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 Housing Staff.

### **Coastal Grill – Bay Minette Campus**

“Coastal Grill,” the newly renovated college cafeteria, is located in the former Annex Building. The Grill offers excellent food prepared by a highly trained staff. The meal plan entitles residents to three meals a day, Monday through Friday, at the Coastal Grill when the Residence Halls and College are open (excluding holidays, College breaks, and the summer semester). The meal plan is included in the overall housing costs. Students are invited to take their suggestions regarding The Coastal Grill Policy to the Student Government Association SGA Officers.

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 and Housing Office. If residents encounter issues with accessing their meal plan through their student ID they should contact the Housing Coordinator. Neither food nor equipment is to be taken from The Grill.

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### *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)

### **The Community Cup- Brewton Campus**

The Community Cup is a coffee and sandwich shop located in the Student Center on the Brewton Campus. The Community Cup specializes in designer coffee and Panini sandwiches with breakfast and lunch selections. The Community Cup is open fall and spring semesters and closed the month of July.

*Serving Hours:*

Monday-Thursday: 7:00 am – 2:00 pm

## **Safety and Security**

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Please visit <https://www.coastalalabama.edu/about/locations/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 page on the Coastal Alabama website. All students and employees are required to have and display the appropriate decal each semester. There are designated parking areas 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

#### *Lakeview Apartments Evacuation Procedures*

- Exit through the front door of your apartment and move to the grassy area across the parking lot from housing.
- A roll/attendance is taken so please make sure you find the nearest Housing Staff member and be visible until you are accounted for. (Do not get in your vehicle and leave the grounds without being accounted for to the housing staff or College official.)
- 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 of the building.
- 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 Admissions Office 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.

## **Theft**

Most thefts result from residents' carelessness. By observing the following precautions, residents can help protect personal property:

- Lock doors when leaving—even for just a few minutes. Keep doors locked when sleeping.
- Never lend room/suite/apartment key(s) to anyone.
- Keep valuables in a safe place. Do not leave valuables in the open and/or unattended.
- Report suspicious persons to Housing Staff or Campus Police (251-580-2222).
- Do not prop exterior doors and stairwell doors.
- Residents should not hold doors open for anyone other than the guests for whom they are responsible.
- Report lost Student IDs, key fobs, and keys to Housing Staff immediately.
- Keep vehicles locked at all times.
- Do not leave valuables in plain sight inside a vehicle.
- Report damage, loss, or theft of vehicles or property within vehicles or rooms to College Police immediately.

## **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), Brewton Police Department (251-867-3212), 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.

