

Welcome! I'm glad you have chosen to make Treasure Valley Community College your new home. Going to college can be both a challenging and liberating experience. As the Hall Director, I will work to initiate an environment full of resources, support, and most importantly, FUN!

Higher Education combines classroom education and life experience. Living in the Residence Hall integrates both of these experiences to create a comprehensive education. It creates the opportunity to live in a community of peers while encouraging personal growth and development. In addition, students create important relationships while working within a setting for academic achievement.

My staff and I will do our best to mediate and balance both learning experiences, with hopes of creating an overall positive and successful college experience. However, it is up to you to support and get involved with activities and take advantage of all resources that are provided.

We look forward to a successful year at Treasure Valley Community College!

*Kathryn D. McMillan, Residence Life Manager
Residence Life Department*

Greetings from Treasure Valley Community College! As the Director of Student Programs and Residence Life, I have a simple, guiding principle. There is more to college than books, lectures, and a walk to the parking lot. Quite simply, the college experience should be a comprehensive educational, social, cultural, and recreational journey that you will cherish forever.

The key to success in any college environment is getting involved in student activities, living together in a community atmosphere, and being challenged academically. As a resident of TVCC, you are learning to live responsibly among your peers. Please remember that this is your community and we rely on your input to make it a positive and rewarding experience.

I can guarantee that there will be a lot to look forward to at Treasure Valley Community College. In Student Programs, we believe in excellence and are willing to do anything in our power to ensure your success. You can look forward to an interactive Fall Festival, many cultural events, outstanding collegial athletics, and many recreational events throughout the year.

This publication will give you insight to our community living practices and local resources. If you have any questions, please feel free to address them to our staff anytime. Have an incredible year and I look forward to seeing your involvement in the campus and community.

Good luck in your educational journey,

*Justin Core, Director
Residence Life & Student Programs*

The office (located in the Residence Hall) serves as the main residence life information center for TVCC residents, prospective residents, staff, faculty, visitors, and local community members. The Residence Life Office provides:

1. Applications, contracts, and basic residence life information
2. Room assignments, roommate changes
3. Work orders, maintenance requests, health and safety issues
4. Room lockouts, billing issues, judicial fines
5. Check-in/Check-out processes
6. Lost keys, temporary keys
7. Cleaning supplies, game rentals
8. Judicial Referrals/Disciplinary Hearings

The Residence Life Office is dedicated to meeting the immediate needs of the students in a timely, courteous, and efficient manner. The Residence Life office does NOT handle payment of any type. For internal control purposes, all billing and payment issues are handled in the Business Office located in Student Services.

The Residence Life Staff – Each floor is assigned a Resident Assistant (RA). The RA plays a very important role in community development. A RA is a student staff member living in the residence hall who helps facilitate and support the development of the residence hall. The Director of Residence Life, Residence Life Manager, and Resident Assistants will work to develop a living environment that is conducive to learning and respectful of individual needs while supporting community standards.

Responsibilities of Resident Assistants

1. Act as a resource (or assist with referral) for questions and concerns including interpersonal disagreements, academic, and personal issues.
2. Promote and facilitate social and educational gatherings, events, and activities.
3. Enforce all campus rules, regulations, residence life policies, local/state/federal laws.
4. Assist with all administrative functions of the residence life office including completion of necessary paperwork regarding maintenance issues, checking out supplies, equipment, and games, and check in/out procedures.
5. Be an advocate for community building projects and the formation of intramural teams, service projects, and attendance at campus functions.
6. Serve on-call hours for assistance during evening, weekend, and holidays.

Resident Assistants are trained to help in all situations pertaining to residents. Since Resident Assistants are students, they work to meet the immediate needs of residents. However, RA's will often refer serious situations to a professional staff member or local authorities. There is a RA or staff member available at all times to assist residents. After hours, the Resident Assistant can be reached at ext. 278 or (541)212-3185.

Contacting Resident Assistants & Residence Life Staff - Resident Assistants work regularly scheduled office hours. In addition, they are available to residents for questions, problems, or concerns while they are not in the office. The Director of Residence Life and Residence Life Manager are professional employees of the college. The Residence Life Manager lives on-site and manages the Resident Assistants, oversees the planning of activities, custodial and maintenance issues, low-level discipline and security issues and campus and community referrals. The Residence Life Manager also oversees Residence Life operations including billing, food service, maintenance requests, and general operating procedures. The Director of Residence Life is ultimately responsible for the operations of the Residence Life Department. This includes judicial affairs, discipline issues, budget management, and personnel training and facilitation. All concerns, questions, and comments should be directed to the Resident Assistants.

Furnishings and Amenities

Phone Service - Each suite has local telephone service. To call a local number, residents need to dial 9+ the number. Long distance service is NOT provided; therefore, residents should bring a calling card to make long distance calls. For medical or security emergencies, students should dial 9-911. For all minor issues, the Residence Life staff should be contacted at x278 or (541) 212-3185. Each room has an individual extension to receive outside calls and any person contacting the main office CANNOT be transferred to an individual room.

Cable TV - Basic cable television is available at no additional cost to all residents. TV cable jacks are installed in every room and suite common area. Students must provide their own coaxial cable.

Laundry Facility - The laundry facility is located on the second floor of the residence hall. All machines are coin-operated (\$.75 per wash, \$.50 per 30 minutes for the dryer). Residents must provide their own laundry detergent, dryer sheets, and other applicable laundry materials. Students utilize the laundry facility at their own risk and refunds are not given for loss of personal items or coin-op failure. A change machine is located in the Residence Life Office for student convenience.

Kitchen, Meeting Room & Lounge Area – On the third floor of the residence hall, there is a meeting room with tables, chairs, and couches. This area is open to students (by checking out a key in the main office) as long as there is no disruption to the community living environment. Students using the facility must ensure that the volume is at a reasonable level and ensure that the area is kept clean. Failure to comply with the regulations may result in judicial council fines. The first floor contains a kitchen area that is available for students between the hours of 8 AM and 10 PM (M-F). Students must check out a key in order to access the facility. In addition, microwaves are available for student use in the common areas (24 hours a day) and must be kept clean. Any student caught tampering with any equipment in the common areas may be subject to campus fines or criminal charges.

Games & Equipment - All residents may check out a variety of games and recreational equipment in the housing office at no cost. A late fee of \$10.00 per day for each item will be assessed to your account if the item is not returned within 24 hours of check out.

Cleaning Supplies & Refuse Service - Each student may check out cleaning materials including brooms, mops, and vacuums at no cost. Garbage bags are NOT provided to students (they must purchase their own). Each student is responsible for maintaining a sanitary living environment and must empty their garbage regularly. Students are NOT to empty their garbage in the common area. Refuse may be deposited in the carts located on the north side of the building (between the Residence Hall and the Weese Building). They are emptied daily (except on weekends) and students are responsible for “bagging” and “tying” their bags. Any student not following the sanitary guidelines may be subject to judicial council fines.

Parking - Parking permits are not required at Treasure Valley Community College. Residents are allowed to park in the residence hall parking lots. Students are **NOT** to drive on the **grass areas, sidewalks, or fire lane** without WRITTEN permission from the Residence Life Manager or Director of Residence Life. If students are moving heavy objects during move-in, they must communicate with the above Residence Life officials. In addition, students are responsible for parking and driving in the Residence Hall parking area in a responsible manner. Failure to conduct themselves in this manner may result in judicial fines and/or campus parking tickets.

Mail - Mail is typically delivered before 4:00 p.m. on weekdays. Outgoing mail is NOT picked up on Saturdays, Sundays, or holidays and students are responsible for providing their own stamps. Stamps are not sold in the Residence Life Office. Each resident is assigned a mailbox upon check-in. Once checkout procedures are completed, mail will be forwarded to the address that is given to the Residence Life Office. If a forwarding address is not provided, mail will be returned to the sender.

Resident Mailing Address:

[Your Name]

Residence Life

650 College Blvd. Box # [Your box]

Ontario, OR 97914

Residence Life Security System – The Residence Life facility is equipped with a security system that monitors common areas within the residence hall. The system assists in the prevention of crime and vandalism at the college. It is regularly monitored by security and provides the students living in the residence hall a safe, secure environment. Students should be aware that residence hall policy allows common areas to be taped and used in discipline proceedings at judicial council, institutional disciplinary proceedings, and with legal matters regarding local, regional, or national authorities.

Room Furnishings - Each room is furnished with a twin bed, dresser, desk, chair, closet (clothing area), and a wastebasket. Each suite common area is furnished with a loveseat, chair, and end table. Residence Life also provides general maintenance including replacement of light bulbs or electrical outlets, ceiling tiles, locking mechanisms, etc. Residents will be held responsible for damages that were caused knowingly or unknowingly by the resident or their guests. The Residence Life Department will cover the expense of the replacement and repair of items damaged due to general use of the facility.

Residents should provide the following items:

Linens (twin mattress sheets, pillows, towels, etc.)

Telephone

Telephone calling card (for long distance calls)

Laundry supplies & toiletries (shared bathroom)

Cleaning supplies

Hangers

Power strips (surge protectors suggested)

Other items that you might want to include:

Desk supplies

Refrigerator (no larger than 6.5 cubic feet)

Stereo

TV/VCR/DVD

Computer (wireless internet is available)

Bicycle

Room specifics

There is one residence hall at Treasure Valley Community College with two room options for residents. The hall features **single** and **double (with roommate) rooms**. Each student can select his choice of a double or single room on an availability basis. The Residence Life Department recommends that students register early to reserve a room. Rooms will not be reserved until the required \$200.00 deposit, completed application, and signed contract are received.

Roommates - Many residents find that living with a roommate helps them grow and become a more diverse individual. Learning to communicate and interact with others is an essential part of living in the residence hall. A roommate can make the college experience more meaningful and enjoyable.

Residence Life Safety & Security

For the safety and security of all residents, we ask that all cars parked on campus remain locked at all times. In addition, room doors should ALWAYS remain locked to protect your personal belongings. The Residence Life Department assumes no responsibility for any stolen or missing items. The college does not provide renter's insurance for contents. If students wish to obtain insurance, many local resources are available for their utilization. All residents are encouraged to keep a record of serial numbers of their respective valuables.

Helpful hints to ensure your personal and community safety:

1. Do not prop open any exterior residence hall door. If you see a door propped open, please take the time to secure the door and contact the Residence Life Office.
2. Keep your doors and windows locked at all times.
3. Never open your door to strangers or allow any non-resident in the building under any circumstances. Use your peephole before opening the door to anyone (if a Residence Life staff member comes to your door he or she will identify himself or herself).
4. Do not leave notes on your door stating when you will return and keep valuables and money out of sight and locked up if possible. Never keep large amounts of cash in your room.
5. Never bring strangers to the residence hall and immediately report suspicious individuals to the Resident Assistant on duty, security, or police.
6. Do not walk alone on campus after dark.
7. If you return to find your door open or tampered with please immediately contact Residence Life Staff or appropriate officials before entering the room.
8. Never loan your room key (see key regulations) to anyone and keep your college ID separate from your keys.
9. If you discover any blood or other hazardous material, please immediately report it to the Residence Life Office.
10. If you are attacked on campus, make as much noise as possible by calling for help. Do not pursue your attacker. *Call 911 and report the crime as soon as possible.*

Exterior Doors - The exterior doors of the residence hall are locked for safety and security of residents living in the facility. Please ensure that doors are closed when you enter and exit the building. If a door is not closing properly, please notify a Resident Assistant or the Residence Life Office immediately. All entrances are checked regularly by Resident Assistants. Security officers also serve the campus by ensuring your safety, which includes patrol through the common areas of the residence hall.

Unlawful Harassment

Residence Life strives to uphold a community free of any physical or verbal intimidation, harassment, hazing, stalking or abuse of any person at Treasure Valley Community College while living in a residence hall (see Student Rights, Freedoms, and Responsibilities). Specifically, harassment and hazing are defined as a knowing and willful course of conduct directed at a specific person which seriously alarms, annoys, or harasses, or is detrimental to such person and which serves no legitimate or lawful purpose. The course of conduct would cause a reasonable person to suffer substantial emotional distress and shall cause substantial emotional distress to the petitioner or when the course of conduct would cause a reasonable parent to fear for their well-being. Course of conduct means a pattern of conduct composed of a series of acts over a period of time, however short, evidencing a continuity of purpose. "Course of conduct" includes, in addition to any form of communication, contact, or conduct, the sending of an electronic communication. Constitutionally protected activities are not included within the meaning of "course of conduct."

Any situations regarding harassment, hazing, stalking, abuse, or intimidation should immediately be reported to the Residence Life Office. A staff member will facilitate your issue to the appropriate authorities.

Physical & Emotional Violence

Physical and emotional violence of any kind will not be tolerated at Treasure Valley Community College. This includes domestic altercations between students and/or guests on campus. Local authorities will be immediately contacted to respond to any physical violence and/or domestic altercations occurring on campus.

Routine Inspections and Safety Precautions

Health and Safety Inspections – The Residence Life Office conducts regular Health and Safety inspections, which are designed to ensure that there are no safety violations and that only approved appliances are being used in each room. In addition, staff will evaluate refuse disposal, overall cleanliness, and ensure that refrigerators are free of mold. Staff may also inspect the condition of furniture, electrical switches/plugs, and mattresses/covers. As a courtesy, the Residence Life Office will typically provide 48 hours notice prior to a health and safety inspection. However, the Residence Life Office is NOT required to provide notice and may enter the room of a resident to ensure the health and safety of the resident and/or community.

In the event of a fire, evacuation, or natural disaster, immediately evacuate the building and follow the directions of the Resident Assistant or authorized college official. Residents will be relocated to the nearby parking lot at least 100 yards from the facility. **If there is a fire**, evacuate the building immediately and notify an authorized college official and/or emergency services.

If a smoke detector goes off due to malfunction or caused through means other than a fire: immediately extinguish the source of smoke (if present) and open the windows to let the smoke out. Do not open the door and let the smoke drift into the halls or common area. Contact a Residence Life staff member to inspect for damage as soon as possible or notify them of the malfunction of the smoke detector.

Evacuation Drills - The Residence Life Staff will conduct unannounced fire alarms/emergency situation drills at different times during each term. These drills are conducted to better prepare our staff and you for actual emergencies. All alarms should be taken very seriously and are required for all residents who reside in the building. Upon hearing a fire alarm, each resident should immediately stop what they are doing and feel their room door for exterior heat. If there is no sign of heat, open the door and scan the hallway for possible flames or evidence of a fire. After determining the absence of flames, proceed to the nearest emergency fire exit. Any student not participating in the process or refusing to cooperate may face disciplinary measures or judicial fines.

Pulling a fire alarm for reasons other than a fire is a serious crime. Malicious or false fire alarms place the entire community in jeopardy. Property and lives could be lost while the Fire Department is dealing with a false alarm. Fines for false alarms are a minimum \$500 and possible jail time. The penalty for using a fire extinguisher in a non-emergency is \$200. Tampering with, removing, or disarming a smoke detector is a misdemeanor and will result in a minimum of a \$100 fine and possible legal action. *Residents are encouraged to have flashlights or battery operated lanterns in case of emergency or power failure.*

Evacuation Routes - All building hallways and staircases are evacuation escape routes. These areas must be kept clear at all times to ensure the safety of the residents. Please notify a member of the Residence Life staff if you spot a potential hazard.

Residence Life Specific Policies

Visitors/Overnight Guests- All guests must be registered by a resident. Each student who has a visitor staying with them is responsible for their actions and behavior. Any damage caused by (or resulting from) the activities of your guest(s) will be handled with existing disciplinary guidelines including legal action. In addition, it is the responsibility of the resident to educate their visitor on community living standards. Overnight guests are allowed to stay only two nights in a seven-day period with a resident. Abuse of this policy will result in loss of overnight guest privileges and possible fines. If your guest would like a private room, the cost is \$15.00 per night. Guests must be 18 years of age or be a member of resident's immediate family and have completed a parental consent form. Guests of the opposite sex are allowed to stay with a

resident. Unregistered overnight guests will be asked to leave the facility and the resident abusing the guest policy may be subject to judicial council fines, termination of residence life guest privileges, or possible termination of housing with loss of deposit. All guests must be accompanied by a resident. Any individual found in the hall without an escort will immediately be asked to leave the building.

Recommended Guidelines for Each Floor – The Residence Life department recommends that floor guidelines be established based on a consensus of the members of the floor. However, all floor guidelines must adhere to the necessary and required elements of living in the residence halls and attending Treasure Valley Community College. Floor guidelines will make your stay in the residence halls a positive experience. Each student should have input and hold each other accountable for cleanliness, noise ordinances, guest policies, general hazards (open flame/weapons etc.), and common courtesy (such as flushing the toilet). The Resident Assistant will help facilitate the creation of guidelines for each floor.

Pets - There are no pets allowed in the residence hall under any circumstance. Students may request to have a fish tank (25 gallons maximum) and are required to maintain it for health and safety purposes. Residents with fish tanks may be subject to additional health and safety checks to ensure the cleanliness of the tank.

Room Cleanliness - Residents are responsible for maintaining the cleanliness of their personal residence. It is the responsibility of the residents to dispose of waste in the designated refuse containers located north of the building. Health and Safety inspections will be conducted regularly to ensure the cleanliness and safety of the community. In addition, students are required to keep their common areas reasonably clean. Any resident who fails to clean the common area may be subject to judicial fines or further residence life sanctions.

Restricted Areas – All roof areas, custodial storage facilities, electrical panels, and computer network areas are strictly off limits. Any resident caught in restricted areas or tampering with restricted equipment will be subject to severe disciplinary measures through the office of the Director of Student Programs and Residence Life or the Dean of Student Services. Students are also strictly prohibited from climbing in/out of residence hall windows or throwing items in/out of residence hall windows.

Smoking - All Treasure Valley Community College buildings are designated as non-smoking areas. In the residence hall, this includes all personal resident rooms, hallways, restrooms, laundry facilities, personnel offices, and common areas. When smoking outside, entrance doors must remain closed and students must be at least 15 feet from the entrance of the building. Guests must also adhere to campus regulations and failure to do so may result in the guest being asked to leave.

Please keep our campus clean by utilizing the designated ashtrays.

Open Flame Policy & Cooking - Any item involving the use of open flame or the burning of materials is strictly prohibited in the TVCC residence hall. Prohibited items include, but are not limited to: all candles including tea lights, incense or burning cones, potpourri pots, and propane or open flame appliances. Any appliance that is approved must have an auto-power off feature.

Approved appliance list:

Clothing irons (*Auto-power off only*)

Hair dryers, curling irons (*Auto-power off only*)

Fans, air cleaners, purifiers (*Must be kept two feet from any drapery or fabrics*)

Lamps (*Must be kept two feet from flammable materials and fabrics*)

Personal refrigerator units (*6.5 cubic feet or less*)

Microwaves

Water coolers

Televisions, stereos, computers, and other electronics are approved

Prohibited appliances list:

Open flame appliances, portable grills (Foreman) or electric burners

Electric frying pans or griddles, toasters or toaster ovens, broilers, coffee pots

Electric blankets, electric heaters, gas heaters, or BBQ's

All appliances must be kept in good working order and safe condition. Electrical cords must not be frayed or split, and low energy appliances are preferred.

***Note:** The above lists are subject to changes and additions. Items which residents are unsure of should be approved by the Residence Life Manager in writing.*

Explosives/Flammable Materials – All explosives, including fireworks, highly flammable or combustible materials are absolutely prohibited in the Residence Halls. This includes all fuel sources (kerosene, gasoline, propane, diesel, etc.) or fuel containers (including empty containers with residue). For more information or approval of an item, contact the Residence Life Office.

Solicitation - For the protection of students and to prevent interruptions of studies, solicitation, and selling of products (by outside agencies or businesses) in the college Residence Hall is prohibited. Please report solicitors to your Resident Assistant or Residence Life Manager immediately. Never let any solicitor in your private room or give money to a company or charity of which you have no knowledge.

Loss or Damage of Property - Treasure Valley Community College, along with the State of Oregon, does not insure personal property (contents). Therefore, the college does not accept responsibility for personal property that is damaged or stolen. Please take precautions (i.e., always securing locks/windows) in securing all of your property such as bicycles, computers, and stereos. Treasure Valley Community College recommends that all students purchase renter's insurance.

Bicycles – Bicycle racks are conveniently located throughout campus including outside of the Residence Hall. Please keep your bike secured to the bicycle racks located at the Residence Hall. Failure to comply with the policy will result in judicial fines or possible loss of privileges.

Keys – Each resident is responsible for his room key. If a key is lost, please contact the Residence Life Office immediately. The Residence Life Office will issue a new key, if available, upon your report of missing or lost key. Locks will be replaced as soon as possible based on the availability of the maintenance staff. In the meantime, the Residence Life office will key you into the room until a new key is made. Residents will be charged \$120 for replacement locks.

Keys must be turned in immediately upon checkout of the Residence Hall. Failure to adhere to this policy will result in a \$120.00 charge for the replacement locks.

Common area furniture - Moving lobby furniture into any resident's room without permission from the Residence Life Manager is strictly prohibited and failure to comply may result in judicial fines. Damages caused by residents will also result in judicial fines (for replacement or repair of the furniture) or other disciplinary action.

Room Decorations - Residence hall rooms at Treasure Valley Community College are arranged for comfort and utility. Students are encouraged to personalize their room while ensuring that safety and community standards are met. Please be aware that any major changes (removing furniture, repainting, etc.) must be approved in writing by the Residence Life Manager. Any damages caused from residents including writing/painting on walls, tape residue, etc. will result in fines or loss of the housing deposit. Residents may not decorate walls outside of their rooms (unless arranged by a Resident Assistant) but are encouraged to decorate their doors.

Weapons - Weapons and ammunition are absolutely prohibited on campus property at all times including in the vehicles of residents. This includes handguns, rifles, shotguns, bow/arrows, knives (other than pocketknives – 3” maximum), paintball guns, potato guns, “air-soft pistols,” or any other item that can be used as a weapon. Those wishing to have hunting or recreational weapons must store those items off campus.

Alcohol - Students are expected to conform at all times with Oregon Law (ORS 471.430): “No person under the age of 21 years shall attempt to purchase or acquire alcohol or liquor...” In addition, Treasure Valley Community College policy prohibits the possession or consumption of alcoholic beverages by any student on college property, in the college residence hall, or at any college sponsored event or activity. This includes off-campus alcohol consumption that results in disturbances or problems on campus. Regardless of the age of the student, TVCC prohibits the possession or consumption of alcohol on campus. Any student who purchases alcohol for another student may receive additional judicial fines or disciplinary action.

Campus Security officers and Residence Life staff who are confronted with the problem of residents or guests bringing alcohol onto the resident hall premises, or who witness alcohol related incidents on TVCC campus will immediately call the local authorities to issue the appropriate citations.

Note: A citation for Minor in Possession (ORS 471.430), the minimum fine is \$250.

A citation for driving under the influence (ORS 813.010), range from \$500 to \$5000 and up to one year of jail time.

A citation for contributing to the delinquency of a minor (ORS 471.410), results in fines ranging from \$500 to \$5000 and up to one year of jail time.

Alcohol Refuse & Drug/Alcohol Disciplinary Proceedings - Possession of empty alcohol containers in a resident room also constitutes a violation of the TVCC Alcohol policy. Residents are not permitted to use any alcohol containers as “decorations” or have refuse in their room for “recycling” purposes.

Initial alcohol violations may be handled through the judicial process or a meeting with the Residence Life Manager. However, depending on the severity of the violation, local authorities may be contacted and immediate discipline may be levied (including temporary or permanent expulsion from the residence hall). The Judicial Council, the Residence Life Manager, Director of Student Programs/Residence Life, or Dean of Student Services may require an individual to receive a drug/alcohol evaluation through a certified local community resource at the expense of the student.

Controlled Substances/Drugs - Student involvement in the use, possession, distribution, or sale of illegal or prescription drugs or narcotics on TVCC property is strictly prohibited. If students are involved in an incident involving drugs, even if not under the influence, they will face judicial hearings and possible legal action. Off-campus drug use that results in disturbance or problems on campus will also be treated as a drug violation. Violations will result in disciplinary action by the Judicial Council, Residence Life Manager, Director of Student Programs and Residence Life or Dean of Student Services. Disciplinary action may require an individual to be evaluated for a drug problem or addiction by a certified local resource at the expense of the student.

General Discipline – Treasure Valley Community College expects students to act responsibly and maturely while enrolled at the college. Discipline is viewed as an opportunity to develop respectful and responsible citizens of the college community. Policies and procedures are established to outline standards by which all members of the community can effectively live together. Factors influencing disciplinary proceedings may include the severity of violation, repeated violations, student attitude, and impact of behavior on the overall community.

Discipline in the Residence Hall is handled on the lowest level possible if a resolution can be negotiated. Residents are encouraged to resolve their issues with other residents on an individual basis. If a resolution cannot be reached, the residents should ask a Resident Assistant to mediate the issue. More serious issues or problems that cannot be resolved may be reviewed by the Residence Life Manager or Judicial Council. Judicial Council is a board of peers that is assembled to investigate disciplinary matters. The judicial council may issue fines, recommend further disciplinary action, require community service, or refer the student(s) to the Director of Student Programs/Residence Life and/or the Dean of Student Services. For more information on the Judicial Council, appeals, and student rights please contact the Residence Life Office for a judicial council packet.

Schedule of Fines and Charges

NOTE: The cost of labor is added to any task requiring maintenance staff.

1. Failure to complete check-out procedure: Loss of Deposit and/or \$75 fine
2. Daily rate: \$15/day per person - *Daily rate is reserved for outside guests or conferences, early arrivals, students staying over breaks, and guests staying in a student room over the maximum time allowed via Residence Life policy.*
3. Unauthorized painting or room/common areas: Minimum of \$100.00 or cost of repair
4. Improper trash disposal: Minimum of \$40.00
5. Key replacement/failure to return: \$120.00
6. Loaning of keys to a non-resident: \$100.00
7. Open flame violation: Minimum \$100.00
8. Pets in a residence hall: Minimum of \$50.00
9. Smoking in the facility or unauthorized location: \$50.00 – 2nd offense - \$100.00
10. Unauthorized use of lounge furniture in private room: \$100 or cost of replacement
11. Use of opposite-sex restrooms: Minimum of \$25 - 2nd offense \$50.00
12. Unauthorized guests: Minimum of \$25.00 – 2nd offense \$50.00
13. Loitering in the hall without a resident escort: \$25.00 – 2nd offense \$50.00
14. Propping of exterior or interior doors – Minimum of \$25.00 – 2nd offense \$50.00
15. Drug/Alcohol Violation: Minimum of \$100.00 – Automatic referral
16. Room furniture placed in common area – Minimum of \$25.00
17. Vending/Laundry machine vandalism: Minimum of \$100.00 – automatic referral
18. Replacement of Door – Minimum of \$250.00
19. Replacement of Lock: Minimum of \$120.00
20. Replacement of curtains/blinds/rods: \$50
21. Destruction of Property: Minimum of \$75.00 or cost of repair
22. Broken lights or electrical outlets/switches: Minimum of \$25.00
23. Replacement or tampering with smoke detector/fire extinguishers: Minimum of \$50.00 automatic referral and possible legal action.
24. Replacement of mattress cover: \$ 30.00
25. Furniture damage: Minimum of \$100.00 automatic referral and possible legal action.
26. Throwing objects from windows: Minimum of \$50.00
27. Tampering with Electrical: Minimum of \$100.00 automatic referral and possible legal action.
28. Failure to evacuate the building during fire alarm: \$100.00
29. Tampering with locks/illegal entry/breaking and entering: \$300.00 automatic referral and possible legal action
30. False fire alarm: \$500.00 automatic referral and possible legal action.
31. Noise Violation: \$25.00 – 2nd offense \$50.00
32. Obstruction of Justice/Withholding information: Minimum of \$75.00 and automatic referral.
33. Filing a false report/making false statement: a minimum of \$75.00 and automatic referral.
34. Failure to clean including sweeping, mopping, and dusting: cost of cleaning or loss of deposit
35. Failure to clean walls/ceiling/door marks: cost of cleaning or loss of deposit
36. Damage or missing screen: \$50.00
37. Damage to floor tiles: Minimum of \$50.00
38. Damaged or missing closet dowels: \$25.00
39. Improper use of emergency exits: \$100

Residence Life Housing Contract & Agreement

Length of Contractual Agreement

The agreement is entered into between Treasure Valley Community College and the undersigned student. This agreement shall be for one academic year (approximately nine months). Students must cancel their reservation in writing (email is acceptable) to the Residence Life Office. If a student wishes to cancel their reservation, he must cancel before **August 15th** or he will forfeit his deposit and be charged a \$500 cancellation fee.

Students wishing to move out of the Residence Hall must submit their request in writing to the Residence Life Office at least one week prior to their departure. Any student who moves out of the facility after the first day of classes WILL lose their deposit, will be charged the \$500 cancellation fee, and will follow the refund schedule. Refunds are given based on the day that the student formally checks out of the facility. This includes turning in keys, cleaning their room, and following all other pertinent check out procedures. Any student who moves in prior to the academic year beginning and reserves a room for the year is required to sign an additional early move-in contract in order to prevent students from moving into the facility and staying until alternative housing is found.

The refund schedule is as follows:

Withdrawal Date

Before 1st day 100% Refund - Lose Full Deposit

After 1st day of class – 90% Refund - Lose Full Deposit

After 7th day of class – 50% Refund – Lose Full Deposit

After 16th day of class – 25% Refund – Lose Full Deposit

After 30th day of class – 0% Refund – Lose Full Deposit

The academic schedule governs the housing contract by which students pay their quarterly fees for the housing and meal plans. The Residence Hall will be open at 9:00 AM the Friday before classes begin each quarter. The Residence Hall will remain open until 5:00 p.m. on the Sunday following the last day of finals. Students are required to vacate their room at this time or make special arrangements to live in the facility which will require an additional daily fee.

Students who reside over the winter break and spring break are required to pay the daily rate, regardless of their college obligations. Students may store their belongings in their room over the breaks but will not have access to them during the break.

Summer residency is provided on an availability basis. During the summer, TVCC hosts a variety of camps and conferences. Students who do stay during the summer months will pay \$350.00 per month (pro-rated if less than 31 days) or \$15.00 per day with a maximum of \$350.00. Food service is not offered to students during the summer and residents may be required to move to a different room at the discretion of the Residence Life Office.

Students who do not comply with college rules and regulations may lose the privilege of living in the Residence Hall. The college retains the right to deny renewal or admittance of students to residence life, following a hearing with the Dean of Student Services, if they have current or past history of discipline that may effect the community living at Treasure Valley Community College.

Rights and Responsibilities of Treasure Valley Community College Residents

All residents are expected to be familiar with and abide by the Treasure Valley Community College Freedoms, Rights, and Responsibilities and the Residence Hall Handbook. Additionally, students are responsible to abide by the terms and conditions of the Residence Hall contract and other guidelines outlined by the Residence Life Office.

Residents Rights:

1. To have reasonable accessibility to the Residence Life Staff and Office.
2. To live in a clean and safe environment.

3. To have reasonable access to living accommodations.
4. To have respect of the staff and fellow residents.
5. To have a reasonable amount of safety and security of personal belongings.
6. To study without interruption or distractions.
7. To live in an environment free of unreasonable noise.
8. To be free from intimidation or harassment.
9. To have due process when behavior is in question.
10. To enjoy individual freedoms without regard to age, religion, race, political affiliation, disability, national origin, sexual orientation, or gender.
11. To be provided with written copies of Residence Life regulations, Student Rights, Freedoms, and Responsibilities, and other applicable policies as requested.
12. To expect enforcement of rules and regulations for all students.
13. To have access to appropriate staff who provide support, guidance, and assistance.
14. To have educational, cultural, social, and recreational opportunities.
15. To have opportunities to participate in hall, judicial, or planning councils.

Residents have the Responsibility:

1. To adhere to rules and regulations.
2. To respect the rights and differences of fellow residents.
3. To conduct themselves in a professional and mature manner.
4. To comply with requests made by Residence Life Staff.
5. To monitor and accept responsibility for guests.
6. To report conduct violations to the Residence Life Staff.
7. To report maintenance problems to the Residence Life Staff.
8. To be an active participant in Student Activities.
9. To make a positive contribution to the Residence Life community.
10. To meet expected financial obligations to the college.

Responsibilities of the College:

1. To provide room and board (per schedule), provided that the student meets his or her financial obligations (as outlined in the general payment schedule), complies with all college rules and regulations, and makes satisfactory academic process.
2. To make necessary repairs, investigate violations of law or campus policy, and maintain health and safety standards.
3. To assign rooms and make necessary adjustments in accommodations deemed necessary by the staff.
4. To provide reasonable custodial service for common areas and shared restrooms as well as general maintenance of the facility.
5. To take judicial action and ensure fair and consistent treatment of all residents.

Payment and Refunds of Residence Life Fees - The \$200 deposit is required prior to moving into the Residence Hall. Students must arrange payment for housing and dining services with the Business Office (Student Services) at the time of registration each quarter. If it is not possible to pay total charges at registration, special arrangements must be made through the Business Office.

Privacy – All student housing records and access to student rooms are protected through the Family Education Right to Privacy Act (FERPA). Students over the age of 18 will be the only individual allowed to access their rooms, personal billing, and housing information. Parents/guardians wishing to contact the Residence Life office will not be given any personal information regarding the individual, unless the student completes a written release of information from Student Services. Parents/guardians may be contacted for disciplinary proceedings regarding alcohol or drug infractions.

Check-In: - Upon checking in to your room, a staff member will present you with your room and keys. At this time, you must ensure that the room is thoroughly inspected and note any particular damages to the room. In addition, you will be given your mailbox number and phone number at that time. Any furniture that you wish to have removed, please notify the Residence Life Office immediately. Moving furniture into the halls or common areas is strictly prohibited and may result in judicial fines.

Moving Rooms: - You must have written permission from the Residence Life Manager to change room assignments. After you have received permission, a staff member will then check you into the room you desire (if available). It is required that you thoroughly clean (sweeping and mopping included) the room you are vacating. A student is given 48 hours to make the arranged move to his new room, vacate, and check out of his former room.

Checkout: - When a student is preparing to move out of the facility, they must contact the Residence Life Office for assistance. All personal belongings must be removed from the room and the room must be thoroughly cleaned. A formal checkout must be conducted by a staff member while the resident is present. During checkout, the office staff member will ensure that everything in the room is in working order and there is no damage and/or missing items. Once the formal checkout process is completed, each resident is responsible for turning in her key and leaving a forwarding address. When a resident fails to leave a forwarding address, all mail received in the office is returned to the sender. Please note that any magazine subscriptions cannot be forwarded. Failure to checkout of a room at the designated time will result in a daily fee and loss of deposit.

TVCC Student Activities and Leadership

The following groups comprise the **TVCC Student Leadership Team** at Treasure Valley Community College. This team is dedicated to strong student representation, and making your experience at TVCC rewarding, educational, and fun.

Associated Student Government (ASG)

The Associated Student Government (ASG) of Treasure Valley Community College is located in the Weese Building at TVCC. They serve as the official governing organization for student objectives and represent student initiatives on campus and in the community.

Student Activities (Chukar Entertainment)

Student Activities is also located in the Weese Building at Treasure Valley Community College. They are responsible for the planning and implementation of activities, events, and programs that enrich, entertain, and educate TVCC students. They also assist with Residence Life activities and provide opportunities for residents to assist with projects, events, and activities.

Residence Life Staff

The Residence Life Staff is located in the Residence Life Office in the Residence Hall at Treasure Valley Community College. They are advised by the Residence Life Manager. The Residence Life Staff is responsible for the day-to-day operations, planning of activities, and community living of the Residence Hall.

TVCC Clubs/Organizations

There are a number of clubs and organizations on campus to help students get involved in campus life. These clubs/organizations sponsor events, compete in local, regional, and national competitions, and enrich the students and community. For information on how to join or start a club, contact the ASG Vice President at extension 349.

Intramurals and Recreation

Treasure Valley Community College has a thriving and competitive intramural program on campus. The intramural office is located in the Student Activities office at TVCC (extension 209). Intramurals differ

from year to year, but typically contain leagues in volleyball, basketball, and softball. Occasionally there are isolated events of flag football, dodge ball, kickball, golf, and other events sponsored on campus.

Athletics

Treasure Valley Community College has a long and rich tradition of excellence in the field of athletics. Athletic events/games happen nearly every week on campus and all students are highly encouraged to support their men and women Chukars. All athletic facilities are located within close proximity of the Residence Hall.

TVCC Dining Services

Sodexo Dining Services is contracted to handle the food service operations at Treasure Valley Community College. They serve three scheduled meals during the day and a brunch and dinner on Saturday and Sunday in the Weese Building. Every student living in the Residence Hall is required to purchase a meal plan. Sodexo is committed to meeting reasonable special dietary requirements of students. If you have any special needs, arrangements should be made with the Director of Food Service Operations.

Sodexo Corporation at Treasure Valley Community College

650 College Blvd.
Ontario, OR 97914
(541) 881-8822 ext. 241

General Hours

The dining room is open from 7:30 AM to 6:30 PM on weekdays and only during posted meal times on weekends and holidays. **Dining hours are subject to change when deemed necessary to meet demands.**

Food service commences at dinner the Sunday before classes begin each quarter. There is no food service available during the summer or over the Thanksgiving, winter, and spring breaks.

Monday through Friday

Breakfast - 7:30 AM to 9:15 AM **General Lunch** - 11:00 AM to 2:15 PM

Lunch Grill 155 -- 11:00 AM - 1:15 PM **Lunch Deli/Pizza/Entrée** - 11:30 - 1:15 PM

Dinner - 5:00 PM - 6:30 PM

Saturday, Sunday and Holidays

Brunch - 10:30 AM - 12:00 PM

Dinner - 4:30 PM - 6:00 PM

General Dining Procedures

All students who utilize the dining hall are required to have their student identification card with them at all times. The ID card is non-transferable (cannot be given to another person to use) and the cardholder must be present to pay for her guests. *Meal plans are non-transferable, non-redeemable, and non-refundable. Meal plans may only be changed during the first two weeks of each quarter.*

Upon entering the dining hall, students will proceed to the windows to place their order or pick up their food. After receiving their food, they will immediately proceed to the cashier to pay for their meal. Students may pay with their flex dollars or meals from their Bronze, Silver, or Gold meal plan, cash, Visa/MasterCard, or personal check.

No food may be taken out of the dining hall, at dinner or on weekends. Students cannot get meals “to go” meals unless special arrangements are made with the Food Service Director in advance.

Service ware (glasses, china, silverware, trays, etc.) is not to be taken from the dining facilities for any reason. If students are found with any service ware, they may be subject to judicial fines.

Health and safety regulations require that shoes and shirts be worn at all times. Students are required to bus their own tables and dispose of all waste properly.

Special diets will be prepared upon receipt of a physician’s note. The statement must specify the nature of the medical problem and clearly define the dietary procedures that are to be followed.

Any suggestions, recommendations, or dietary needs should be provided in writing to the Director of Food Service.

You are requested to vacate the Dining Hall no later than 30 minutes after closing time.

Students currently have two options to choose from regarding meal plan selection. Students have the flexibility to change their plans within the **first two weeks of each term**. The following meal plans serve as the student options:

Gold Plan - The Gold Plan will allow a participant seven all you can eat meals per week and provide \$25.00 in declining points (flex dollars) per week. The week will reset each Sunday morning. Unused meals will be forfeited each week. Unused declining points will roll forward from week to week until the end of the academic term. Declining points will be allowed to roll forward from fall term to winter and winter to spring, provided the participant has purchased a meal plan of equal or greater value for the next term. At the completion of the spring term, remaining point balances are forfeited.

Silver Plan - The Silver Plan will allow a participant five all you can eat meals per week and provides \$25.00 in declining points (flex dollars) per week. The week will be reset each Sunday morning. Unused meals will be forfeited each week. Unused declining points will roll forward from week to week until the end of the academic term. Declining points will be allowed to roll forward from fall term to winter and winter to spring, provided the participant has purchased a meal plan of equal or greater value for the next term. At completion of the spring term, remaining point balances are forfeited.

Bronze Plan - The Bronze Plan will allow a participant three all you can eat meals per week and provides \$25.00 in declining points (flex dollars) per week. The week will be reset each Sunday morning. Unused meals will be forfeited each week. Unused declining points will roll forward from week to week until the end of the academic term. Declining points will be allowed to roll forward from fall term to winter and winter to spring, provided the participant has purchased a meal plan of equal or greater value for the next term. At completion of the spring term, remaining point balances are forfeited.

Student Acknowledgement of Residence Hall Policy and Procedures

I, _____ have read the TVCC Residence Life Rules and Regulations Handbook and agree by terms set forth herein as well as all rules, regulations, and procedures adopted by the College and the Residence Life Staff.

Student Signature: _____

Printed Name: _____

Date: _____