



**Residence Halls
Terms and Conditions of
Occupancy
2012-2013**



**125 College Drive
Casper, WY 82601**

Table of Contents

Important Dates, 2

Letter from the Director, 3

Welcome, 4

Room Rates, 4

Meal Plans / Rates, 5

Housing Staff, 5

 Director of Student Life, 5

 Area Coordinator, 5

 Resident Assistants, 5

Application Information, 6

 Eligibility, 6

 Reservation Deposit, 6

 Length of Agreement, 6

Assignment Information, 6

 Assignment of Space, 6

 Room Assignment, 7

Conditions for Termination, 7

 Termination of Agreement by Student, 7

 Cancellation and Penalties, 7

 Termination of Agreement by Casper College, 8

 Residence Hall Regulations, 8

 Disqualifying Factors, 9

Alcohol, 9

Food Service Information, 10

 Hours of Operations, 10

Check In/Check Out Procedures, 11

Keys, 11

Things to Bring, 12

Hall and Room Information, 12

 Responsibility for Damage, 12

 Room/Apartment Inspections, 12

 Housekeeping and Maintenance Repairs, 12

 Room Furnishings, 13

 Use of Residence Hall Facilities, 13

 Responsibility for Damage (Common Areas), 13

 Personal Property Liability, 13

Absences from Residence Hall, 14

Public Areas, 14

Equipment Check-Out, 14

Mail Service, 14

Laundry, 14

Visitation/Guest Standards and Regulations, 15

Illness, 15

Hours of Operation, 15

Quiet/Consideration Hours, 15

Advertising, 16

Parking, 16

Bicycles, 16

Motorcycles, 16

Electrical Equipment and Cooking Appliances, 16

Refrigerators, Microwave Ovens, 17

Bathrooms,/Restrooms, 17

Pets, 17

Candles/Incense, 17

Smoking, 17

Room Decoration, 17

Accident Reporting, 17

Insurance, 17

Policy for Addressing a Sexual Assault, 18

Sexual Harassment statement, 18

Procedure for Handling Incidences of Alleged Sexual Assault, 18

Discrimination Statement, 20

Fire Alarm Instructions, 21

Important Dates for Fall 2012

Monday, August 13, 5 p.m.	Housing deposit refund deadline; notification required if not moving in to Casper College housing
Wednesday, August 15	Student's account must be paid IN FULL or PAYMENT PLAN set up prior to moving into Residence Halls
Thursday, August 16	All Residence Halls open for New Students from 9:00 a.m. – 5 p.m. New students must attend the RA skit at 6:30 p.m. at Krampert Theatre
Friday, August 17	All Residence Halls open for Returning Students from 9:00 a.m. - 9:00 p.m.
Monday, September 3	Labor Day Holiday – NO CLASSES
August 20-31	75% room refund deadline if fully withdrawing from Casper College
September 1-7	50% room refund deadline if fully withdrawing from Casper College
September 8-14	25% room refund deadline if fully withdrawing from Casper College
October 15-16	Fall Break, no classes Residence Halls remain open – Food Service-Brunch and Dinner only
Friday, October 26	Deadline for withdrawal from full semester courses
30 Days prior to the last meal service date Last day for board refunds	
Friday, November 16	Advising Day, no classes – Food Service - Brunch and Dinner only
November 21-25	Thanksgiving Vacation Residence Halls remain open – No food service available
December 10-13	FINAL EXAMS
Residence Halls Close 10:00 a.m. Friday, December 14, 2012	

Dates are Subject to change

Important Dates for Spring 2013

Tuesday, January 7	Housing deposit refund deadline for NEW residence hall students; notification required if not moving in to Casper College housing
Thursday, January 10	Students account must be paid IN FULL or PAYMENT PLAN set up prior to moving into the Residence Hall
Friday, January 11	Residence Halls Open for Spring Semester, 9:00 a.m.
Monday, January 21	King Equality Day, no classes – Food Service – Brunch and Dinner only
January 14-25	75% room refund deadline if fully withdrawing from Casper College
January 26 – February 1	50% room refund deadline if fully withdrawing from Casper College
February 2-8	25% room refund deadline if fully withdrawing from Casper College
Monday, February 18	President's Day Holiday, no classes – Brunch and Dinner only
March 2-10	Spring Break, no classes Residence Halls remain open - No food service available
Friday, March 22	Deadline for withdrawal from full semester courses
30 Days prior to the last meal service date Last day for board refunds	
Friday–Sunday, March 29-31	Easter Break Residence Halls remain open – Food Service – Brunch and Dinner only
May 6-9	FINAL EXAMS
Friday, May 10	COMMENCEMENT
RESIDENCE HALLS CLOSE 10:00 a.m., Saturday, May 11, 2013	

Dates are subject to change



Office of Student Life
Barb Meryhew, Director
Phone: (307)268-2249
Fax: (307)268-2203
bmeryhew@caspercollege.edu

Dear Residents,

Welcome to Casper College and residential living. This past fall, Casper College and campus housing opened our new Residence Hall Complex, which houses 438 residents. Our new hall features many amenities such as: large rooms with great views, individual bathrooms in each room; heat and air conditioning controlled by thermostat in every room; a common area on each floor with a full-size kitchen; a games room; two multipurpose rooms; key fob entry; security cameras; and laundry rooms on every floor. Throughout the year we have had several groups visit our facility and their enthusiasm to live on campus has been extremely positive. I anticipate rooms will start to fill quickly, so I advise you to complete your housing application and return it to the housing office along with the \$200 deposit as soon as possible. In addition, contracts from requested roommates should be submitted together to guarantee placement.

Residential living allows students the opportunity to meet many people who may become lifelong friends, participate in a wide variety of academic, educational and social events, and learn to live in a culturally diverse environment - all while enjoying the conveniences of living on campus. The residence halls at Casper College are more than just a place to live. In addition to safe and comfortable surroundings, living in an adult environment with limited supervision provides students with a glimpse of what living in society is all about: interacting with people from various backgrounds, taking responsibility for personal behavior, learning how a political governing system works, and learning how to have fun - and get along - with friends and neighbors. From classes, to interesting programs, to spontaneous fun, the residence halls at Casper College provide an exciting living-learning experience on campus. It is a proven fact students who live on campus are more likely to interact with professors, attend events and participate in clubs and other student organizations. They make more lasting connections to the College community and develop social networks that will take them throughout their academic career. Students who live on campus are more likely to succeed and advance more quickly while in college. There are many opportunities for you to be involved in campus life - but it is up to you to take advantage of them!

As Director of Student Life, my primary concern is your success at Casper College and the quality of life in the residence halls. My office has developed this handbook to help students become aware of hall policies and the many services offered by Casper College. I encourage you to become familiar with what will be expected of each resident before you arrive on campus. Not every rule and regulation is listed, as group living itself sets many of the rules. The right to privacy, a quiet atmosphere, protection of personal and public property, and respect for each person and his/her needs are the basic elements of residence hall living.

I sincerely hope your experience living on the Casper College campus will be an asset to your educational experience and life endeavors. Remember the success of your residence hall community depends on you. Best wishes for a successful year.

Sincerely,

Barb Meryhew
Director of Student Life

Students residing in the residence halls are individually responsible for the information and policies in the Terms and Conditions of Occupancy. Failure to read the information does not exempt a student from this responsibility.

This Residence Hall agreement is for the ENTIRE 2012-2013 academic year (Fall and Spring semesters), or for the portion of the academic year remaining at the time of assignment.

INTRODUCTION

The purpose of this document is to establish an agreement between the student and Casper College to delineate the terms and conditions of residence hall occupancy at Casper College.

The student will be assigned space and is entitled to use of the faculties and services within a residence hall in accordance with the terms and conditions outlined below. This agreement is a restricted lease for room and board during the full 2012-2013 academic year. It is agreed and understood that this document is a part of and in addition to the Residence Hall and Food Service Application Contract.

Application for admission to Casper College and application for the residence hall accommodations are separate transactions acted upon separately by Casper College.

All applicants must return the Housing Application-Contract form to the Casper College Housing Office, 125 College Drive, Casper, Wyoming, 82601.

Execution of this agreement does not guarantee space will be available in the residence halls. Students for whom space in the residence halls is not available will be notified as soon as possible following receipt of their application.

WELCOME

Living on campus at Casper College is convenient, economical, and fun. In addition, you can take advantage of educational and social opportunities. The residence halls are staffed from 8:00 a.m. to 12:00 a.m. Monday – Friday and at various times on the weekends; professional staff and a full-time Security Officer are on-call 24 hours a day for your safety and security.

Casper College Student Life welcomes you. Living on campus offers you the opportunity to make life-long friends, participate in numerous campus activities and reside in affordable rooms. The Residence Hall Complex and Wheeler Terrace are located on the campus close to Roberts Commons (cafeteria), the library and many classroom buildings. Students living in the Residence Hall Complex must purchase a meal plan. The complex is set up for single and double occupancy rooms and is equipped with cable television, internet, and laundry facilities. Wheeler Terrace Apartments offer double residency and do not require a meal plan. Criteria for residing in the Wheeler Terrace Apartments are: must be a returning student, with at least a 3.00 GPA, and have not had any previous housing violations; or a first-time student who is 22 years of age or older at the time of occupancy.

ROOM CHARGES

Residence Hall Complex, Double Occupancy:	\$1,500/semester	\$3,000/academic year
Residence Hall Complex, Single Occupancy:	\$2,325/semester	\$4,650/academic year
Wheeler Terrace Apart. (double occupancy, no meal plan required):	\$2,325/semester	\$4,650/academic year

MEAL PLAN OPTIONS & CHARGES

Plan #1: 19 Meal Plan – 19 total meals per week	\$1,265/semester
Plan #2: 10 Meal Plan – 10 total meals per week	\$1,085/semester
Plan #3: 15 Meal Plus Plan – 15 total meals per week plus 60 Bonus Bucks*	\$1,265/semester
Plan #4: 10 Meal Plus Plan – 10 total meals per week plus 80 Bonus Bucks*	\$1,130/semester
Plan #5: 5 Meal Plan – 60 total meals/semester, available ONLY to Wheeler Terrace residents	\$ 550/semester

- **This agreement is for the ENTIRE academic year (Fall and Spring semesters), or for the portion of the academic year remaining at the time of move-in.**
- **Casper College reserves the right and privilege to change the rate for room and board during the academic year if changes in economic or other conditions make it necessary.**
- **Payment for room and board needs to be paid in full or a payment plan needs to be in place prior to moving into the residence halls.**
- **Single occupancy room assignments cannot be guaranteed.**
- **Bonus Bucks can be used in the cafeteria, the Doornbos Student Lounge coffee bar, the Gateway coffee bar, or at the Physical Science coffee cart.**

A meal plan option must be indicated on the application agreement. If an option is not chosen, the room and board rate will reflect a 19-meal plan contract for Accounting and Financial Management Office billing purposes.

HOUSING STAFF

Director of Student Life #268-2249

The duties associated with the administration of student residential living include fiscal, maintenance, and housekeeping operations of the residence halls, as well as involvement in the planning and forecasting of student activities and student welfare. The director of student life works with students on an individual basis or with groups of students in developing programs that contribute to the cultural, intellectual and social growth of the students here at Casper College. Other responsibilities of the director of student life include serving as an advisor to the Food Service Committee and planning and coordinating in-service training programs for the area coordinator and resident assistants.

Area Coordinator #268-2851

The Area Coordinator lives on campus and is a full-time employee. He or she has overall responsibility for supervision of the residence halls, upholding the policies of the college and overseeing the functioning of the hall staff and activities in the hall. The Area Coordinator is responsible for the general welfare of the students living within the halls.

Resident Assistants

Do you have a question, but don't know whom to ask? Ask your resident assistant. Conveniently located down the hall on your floor is a friendly and knowledgeable person who is ready to answer your questions or to find someone who can. Each resident assistant is trained to listen and help you to work through any problems and questions you may have. The resident assistant is a great source of information, knowing where to go for help with academics, security, maintenance, roommates, or anything else with which you may need assistance. He or she also has the responsibility of enforcing college regulations and policies. Resident assistants are here to make sure your life in the hall is pleasant and safe so let them help. They're great people to get to know.

APPLICATION INFORMATION

Eligibility

Only persons enrolled as degree-seeking students (enrolled for 12 semester hours or more) at Casper College, the University of Wyoming/Casper College Center or other approved institutions offering upper division programs on the Casper College campus may reside in our residential facilities, unless permission is given by the director of student life. Students must be regularly attending class and making satisfactory progress toward a degree to remain eligible for residence hall housing.

Reservation Deposit

In addition to the signed agreement, a reservation deposit of \$200 **is required** before a room reservation will be made. The deposit is over and above the cost of room and board. The check or money order should be made payable to Casper College and must be returned with the application/agreement. This guarantees the holding of a room space for a period no later than 5 p.m. on the second day of classes of the semester for which the space has been reserved. Upon occupancy of the room, the \$200 room reservation deposit becomes a damage deposit then held by the Casper College Accounting and Financial Management Office. The resident is responsible for any damage that exceeds the \$200 damage deposit. Upon termination, if all provisions of the contract have been complied with and no damage charges have been assessed, the \$200 damage deposit will be refunded by mail to the student.

Length of Agreement

The terms of this agreement apply to the full 2012-2013 academic year (August – May), or if entered into after the start of the academic year, for the remaining part of the academic year.

The period of occupancy for the 2012-2013 academic year will begin at 9 a.m. on August 16, 2012 for new students; at 9 a.m. on August 17, 2012 for returning students; and terminate at 10 a.m. the day after commencement spring semester, May 11, 2013. Similarly, the period of occupancy for spring semester only will begin at 9 a.m. on January 11, 2013 and terminate at 10 a.m. May 11, 2013. Each prospective resident will be sent an assignment letter which will indicate move-in date and time. Rooms must be vacated no later than 10 a.m. on the day following the student's last official college activity unless the area coordinator grants permission for extended occupancy.

Note: The \$200 damage deposit is over and above the cost of the room & board.

ASSIGNMENT INFORMATION

Assignment of Space

Casper College agrees to assign accommodations and provide room and board only after the student has:

- 1) completed and endorsed the Residence Hall and Food Service Application Contract
- 2) Submitted the \$200 deposit in accordance with the instructions contained herein.

Students should note that residence hall space is reserved on a first-come first-served basis. The date on which the Casper College housing office receives the completed application/contract will establish priority for building and room assignment. Casper College does not guarantee assignment to a particular complex or with a specific roommate. Roommate requests are granted when space is available, the request is mutual, and if both applications are received on the same date.

2012-2013 Terms and Conditions

Roommate preferences should be indicated on the housing application in order to enhance the possibility that requests can be filled.

Single occupancy room assignment cannot be guaranteed.

Students left in private rooms when a roommate moves out will be reassigned another roommate or be paired with another student needing a roommate. Failure to accept the reassignment will result in assessment of private room fees.

Room Assignment

Rooms are usually occupied by two persons. If a student requests a single room but does not receive one and wishes to be placed on a waiting list, the student should see the area coordinator upon arrival.

Requests for change of room assignment must be made to the area coordinator. Room changes may not be made without the **prior** approval of the area coordinator, or the move may not be granted. Reassignments are permitted when it is in the best interest of the residents. **In addition, reassignments may be executed by the housing staff when it proves necessary for the safety and well-being of the living community.**

Casper College reserves the right to reassign rooms to attain optimum occupancy of the residence halls.

CONDITIONS FOR TERMINATION

Termination of Agreement by Student

It is expected that the student will enter into the Residence Hall & Food Service Agreement for the full 2012-2013 academic year, August – May. Students terminating the agreement during the academic year due to complete withdrawal from Casper College must follow the appropriate checkout procedures as stated in the Casper College Residence Hall Terms and Conditions of Occupancy.

Termination of a Residence Hall & Food Service contract with refund is considered only when a student has withdrawn from **ALL** college courses.

- No refund of room contract will be made after the 25% deadline.
- A refund of 100% of the unused portion of the board (food service) contract will be made up to 30 days prior to the end of the semester.
- No refund for board (food service) contract will be made after 30 days prior to the end of semester.

Cancellations and Penalties

If housing applicants for the fall semester wish to cancel their application/contract for the Fall 2012 semester, they must notify the housing office before 5 p.m. on August 13, 2012 in order to receive a full refund of their \$200 deposit. Cancellation after this date will forfeit the entire deposit.

If **new** applicants for the spring semester wish to cancel their application/contract for the Spring 2013 semester, they must notify the housing office before 5 p.m. January 7, 2013 in order to receive a full refund of their \$200 deposit. Cancellation after this date will forfeit the entire deposit.

Failure to properly check in or out of the residence halls will result in the loss of the \$200 deposit. Persons not returning for the Spring 2013 semester, due to graduation or a complete withdrawal from Casper College or partner institutions, must notify the housing office by 5 p.m. January 7, 2013 and remove personal possessions by 5 p.m. January 10, 2013 in order to receive a full refund of their \$200 deposit.

2012-2013 Terms and Conditions

Cancellations of the Residence Hall and Food Service Agreement on or after August 20, 2012, for the purpose of moving off campus while continuing enrollment as a Casper College student, will result in forfeiture of the \$200 Deposit. In addition; the student will owe 100% of the room charge for the full academic year. The unused portion of the board contract will be credited to the student's account at the daily rate up to 30 days prior to the end of the semester, after which there is no refund.

Cancellations of the Residence Hall and Food Service Agreement on or after January 14, 2013, for the purpose of moving off campus while continuing enrollment as a Casper College student, will result in forfeiture of the \$200 Deposit. In addition; the student will owe 100% of the room charge. The unused portion of the board contract will be credited to the student's account at the daily rate up to 30 days prior to the end of the semester, after which there is no refund.

Termination of Agreement by Casper College & Residence Hall Regulations

Students residing in campus housing must observe all Casper College Residence Hall Regulations which are published in the Terms and Conditions of Occupancy, and The Student Handbook. The Casper College Student Conduct and Judicial Code may be the reference for disciplinary proceedings for students residing in campus housing. Disciplinary action may include written warning, disciplinary probation, monetary fines, referrals for counseling, educational classes, community service, room reassignment, disciplinary suspension from campus housing and/or Casper College. Casper College, by administrative action and giving not less than 48 hours notice, can revoke this agreement and require students to leave the residence halls for one or more of the following causes. **In cases where the safety and well-being of the resident and/or living community is at risk a student(s) may be removed from the residence hall immediately.** Any student found to have committed the following misconduct is subject to the disciplinary sanction outlined above.

1. Failure to make payment of room and board charges as required by the Residence Hall Food Service Agreement and the Terms and Conditions of Occupancy.
2. Use, possession or distribution of alcoholic beverages or public intoxication. Possession and/or display of full or empty alcoholic beverage containers.
3. Manufacture, use, possession or distribution of narcotic or other controlled substances except as expressly permitted by law.
4. Possession and/or use of weapons, firearms, replica firearms, (including, but not limited to pellet, bb, paint ball, and air guns of any type, i.e. Airsoft), ammunition of any kind, fireworks, firecrackers, dangerous chemicals, flammable or combustible substances.
5. Conduct which is disorderly, lewd, or indecent; breach of peace on the college premises or at functions sponsored by the college.
6. Possession or harboring of pets or animals of any kind, not including fish.
7. Attempted or actual theft of and/or damage to property of the college or property of a member of the college community or other personal or public property.
8. Assault, sexual assault, fighting, physical abuse, verbal abuse, threats, intimidation, harassment, coercion and/or other conduct which threatens or endangers the health or safety of any person.
9. Failure to comply with the direction of housing staff employees, college officials or law enforcement officers acting in the performance of their duties and/or failure to identify oneself to these persons when requested.
10. Failure to obey the summons of a college judicial body or college official.
11. Failure to attend classes and/or show academic progress in accordance with institutional standards.
12. Failure to observe published campus policies including parking, smoking, sexual harassment, and racial discrimination. Failure to comply with any other policies or rules instituted by the residence hall staff.
13. Behavior in campus housing indicating that the student is not able to adjust to the requirements of group living. Failure to respect the rights of others living in campus housing community.
14. Smoking in non-designated areas is not permitted.

2012-2013 Terms and Conditions

15. Restrooms are intended for single sex use as designated by the signs on the door, unless otherwise indicated as a public restroom.
16. Misuse of the college computing systems, including Peer to Peer sharing and downloading.
17. Tampering with, misusing, or mistreating the fire alarm or sprinkler systems.
18. Any violation of the Casper College Student Conduct and Judicial Code may have repercussions for remaining in campus housing.

Students removed from Casper College residence facilities due to disciplinary action will **NOT** receive any reduction of room charges for the duration of the signed contract. Board (meal plan) charges will be prorated from the date of check-out.

Disqualifying Factors

Casper College does not permit persons who are required to register as sex offenders or major offenders under the laws of any state or nation to reside in any College-owned or leased residence hall, apartment or other housing facility ("College housing"). Any person requesting to live in College housing must disclose any such registration requirement. Failure to disclose will result in involuntary removal from College housing and forfeiture of any deposit or fees paid for housing.

The College reserves the right on a case-by-case basis to deny the request of any person to reside in College housing or to involuntarily remove any person already admitted to College housing due to the conviction of any felony or misdemeanor offense which, in the judgment of the College, indicates that the person who has been convicted of such an offense has the potential to disrupt the normal functioning of College housing, engage in conduct that may endanger the health or safety of any person residing in College housing, including self, or otherwise negatively impact the residential community.

The College reserves the right on a case-by-case basis to deny the request of any person to reside in College housing or to involuntarily remove any person already admitted to College housing due to disciplinary infractions brought against the person by any educational institution or other entity of which the College is made aware when such disciplinary infractions indicate a propensity for the person to engage in disruptive or dangerous activities, alcohol or drug possession, defiance of housing or other staff or any other reason considered, in the opinion of the College, to be significant enough to endanger the health or safety of any person residing in College housing, including self, or otherwise negatively impact the residential community.

The decision of whether or not to deny the request for College housing or remove any person already admitted to College housing and the seriousness of the felony or misdemeanor offense or educational institution disciplinary infraction upon which such decision is based is at the sole discretion of the College and is not subject to appeal.

Alcohol

Casper College is a dry campus, no alcohol is allowed anywhere on campus. Residents may not have full, partially consumed, or empty alcohol containers in their rooms, vehicles or on their person at any time. Housing takes a strict stand on the enforcement of this policy. Any people who are in the room where an alcohol violation has occurred will be found in violation of this policy, regardless if consuming alcohol or not.

First time offenders are subject to *a \$100 fine, community service, a one-time alcohol education class, and/or any other discipline the area coordinator or judicial authority deems appropriate.*

Second time offenders are subject to *a \$250 fine, community service, additional alcohol education activity, and/or any other discipline the area coordinator or judicial authority deems appropriate.*

Third time offenders will have their contract terminated and be required to leave the residence halls.

Alcohol offenses resulting in personal health and safety issues, as well as 2nd offenses may result in parent/guardian notification.

FOOD SERVICE INFORMATION & HOURS OF OPERATION

Monday – Friday

Breakfast	7:00 a.m. – 9:00 a.m.
Lunch	11:00 a.m. – 1:00 p.m.
Dinner	4:45 p.m. – 6:45 p.m.
Dinner Friday	4:45 p.m. – 6:00 p.m.

Saturday

Brunch	12:00 p.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

Sunday

Brunch	12:00 p.m. – 1:00 p.m.
Dinner	5:00 p.m. – 6:00 p.m.

Doornbos Student Lounge and the Physical Science coffee bar hours are as follows:

Monday - Friday

7:30 a.m. - 1:00 p.m.

Gateway coffee bar hours are as follows:

Monday – Friday

7:30 a.m. – 3:00 p.m. (hours subject to change)

Once the student makes financial arrangements with the Accounting and Financial Management Office, the student will use his/her Casper College ID card to track meals and bonus bucks. Students will be charged \$5 for the replacement of a lost ID card. The loaning of ID cards is prohibited. Students must present their ID card at each meal.

Box lunches are available for all contract holders who are unable to go to the cafeteria for lunch or dinner. Students need to notify the food service office two days before the box lunch is desired. The request must be accompanied by a class or work schedule verifying inability to eat at scheduled times.

Sick trays are available to students who are unable to attend a meal because of illness or injury. A verification slip must be obtained from the housing staff. The ID of the ill or injured student must be presented by the housing staff before a sick tray will be prepared.

Friends and relatives of Casper College students are invited to use the cafeteria at any time. Individual meal rates are reasonable for the all-you-can-eat buffet.

Changes to the number of meals contracted may be made up until August 31, 2012 for the fall semester, and January 25, 2013 for the spring semester.

HOUSING PROCEDURES

Check-In/Check-out Procedures

All students should report to the complex to which they have been assigned upon arrival on campus. A room conditions checklist is completed at the time of check-in listing the condition of the room and its contents.

To checkout of the residence hall students must notify the housing staff and return their keys in person with the housing staff. Each resident should observe the following procedure when terminating his or her occupancy:

- a. Remove all personal items
- b. Clean the room
- c. Return keys to the housing staff
- d. Leave a forwarding address with the housing staff

Students planning to return for the following academic year must file a new application for housing in the housing office. Their room deposit for the current year will then be carried over to the next year.

For students not planning to live in the residence halls in the future, room deposit refund checks for the present year will be mailed to the forwarding address left by the student four to six weeks after the time of checkout. Financial obligations owed to the college will be deducted from refunds.

Students who do not check out with the housing staff and return their keys will not receive their deposit refund.

Keys

The key policy is designed with security of the students, their belongings and the building as primary concerns. Students are encouraged to take care to secure their belongings and to lock their room at all times for personal safety.

Upon arrival residents are issued a room key, outside proximity fob, and a mailbox key by the housing staff.

If a student has lost or misplaced the room key a substitute key may be checked out from the housing staff for a five (5) calendar day period. The substitute key must be returned to the housing staff no later than 12 noon on the fifth (5th) day. If at the end of the five days the door key has not been returned or the original key found, a fine of \$85 will be assessed against the student to re-core the lock and make new keys. If the resident has been locked out of their room they may check out a substitute key from the housing staff for a period of 30 minutes. Mailbox keys will be replaced for a fee of \$20.

Each resident also receives a proximity fob for outside entrances to allow the locking of outside doors for security reasons. If the proximity fob is lost or misplaced the resident will be assessed the current replacement cost of the fob prior to being issued a replacement proximity fob.

Failure to return either the room key or the mailbox key could result in a charge for re-coring the lock plus payment for new keys.

Habitual lock-outs after 10:00 p.m. will result in a \$20 charge issued to the student(s) involved.

Duplication of hall keys by the student is not permitted and can also result in charges for re-coring the lock plus payment for new keys. Unauthorized duplication of college keys is a violation of the Student Conduct and Judicial Code.

Things to Bring

- ___ Blankets/Bedsread & Sheets
(The size of the bed is 39" X 80", requires **extra-long** twin fitted sheet)
- ___ Towels
- ___ Robe
- ___ Pillow
- ___ Waste Basket
- ___ Iron
- ___ Alarm Clock
- ___ Laundry soap & laundry basket
- ___ Soap & other personal toiletries
- ___ Shower curtain & rings

You may want to use a trunk or footlocker for storage, as well as a table in your room. Residence hall rooms are relatively small spaces shared with a roommate, so be realistic about the amount of clothing, furniture and other items you bring with you. **Any and all furniture must be approved by the housing staff prior to moving it into the residence hall and/or apartment.**

HALL & ROOM INFORMATION

Responsibility for Damage in Student's Room

Damage incurred within the student's room is the joint responsibility of the students assigned to that room unless individual responsibility has been determined. **The student(s) will be assessed the cost of repairs or replacement for damages.**

All rooms are subject to examination by college officials for reported damages, unauthorized appliances, necessary maintenance, and the safety or security of other students. Damage or malfunction of room or hall equipment should be reported immediately to the hall staff. Residents will be held responsible for damages exceeding the damage deposit. The cost of any room damage or extra custodial services will be charged to the occupants of the room. If the room is not clean when the student moves out, a cleaning fee will be charged.

Room/Apartment Inspections

Casper College reserves the right and privilege to inspect a room at any reasonable time and, if there is reason to believe that the student has violated Casper College regulations, to inspect the student's possessions.

Fire, Health, and Safety inspections will be completed by housing staff at least one (1) time per semester. Residents will be notified of this inspection at least 24-hours in advance. Residents will also receive a copy of the inspection and a list of any matters that need corrected.

Housekeeping and Maintenance Repairs

Residents are responsible for the cleanliness of their rooms and are expected to cooperate in the maintenance of public rooms and areas. Vacuum cleaners may be checked out from the housing staff at the complex office. Students are responsible for the disposal of trash and waste in their rooms. In the residence hall complex, containers for waste are available in designated areas on each floor. The residents of Wheeler Terrace are required to remove trash from their apartment and deposit it in the dumpster in the lower parking lot. ***A fine of \$20 will be assessed to any resident found in violation of this policy.*** Residents failing to comply will be subject to disciplinary action, including fines and/or community service.

Regular light bulbs are available in the hall office and from custodians. Florescent light bulbs are available from the custodians. Contact an RA if you need help reaching your custodian. **Please make any requests for maintenance or repairs to the housing staff.**

Room Furnishings

An inventory of furnishings in the room is taken when residents move into the residence hall. Any discrepancies should be reported at once to the hall staff.

The following minimum equipment is furnished by the college for each student in the room: bed, mattress, mattress pad, blinds, desk, chair, dresser, shower rod, and keys. In addition there is closet space for each resident.

No unauthorized furniture including lofting kits, cinder blocks, mattresses, etc. shall be brought into campus housing without the approval of the area coordinator.

Use of Residence Hall Facilities

Student rooms and the furnishings provided therein are to be used in the manner for which they were designed. **Casper College property, including room and lounge area furnishings may NOT be moved within the building or taken from the residence hall.** Window screens are to be kept in place on the windows at all times. There will be a fine of \$10 for removal of window screens at anytime during the school year. There will be a fine of \$50 if any part of the bed frame is disassembled at any time during the school year. Casper College reserves the right to enter and inspect residence hall rooms at any time when necessary to protect and maintain the property of Casper College or the safety of its students. All residence hall rooms will be checked when the halls are closed at the end of the fall semester and beginning of spring break.

The facilities of each hall are reserved for the use of resident students and their guests. Unescorted visitors, no matter whether they are students or non-students, are not permitted to use any of the facilities without authorization from the Area Coordinator. All residents must escort their guests at all times. Unescorted guests will be asked to leave the resident halls. Students who use the residence hall facilities for purposes that are illegal may be subject to disciplinary action, including eviction from the hall. Non-compliant individuals may have security and/or the Casper Police Department called to the scene.

All exterior doors in the residence hall complex, with the exception of the main lobby doors, are inaccessible as entrances from 10 p.m. – 7 a.m. Monday – Thursday; 10 p.m. Friday – 7 a.m. Monday.

Responsibility for Damage in Common Areas

Casper College expects residence hall depreciation through normal usage. If a resident of the hall or a resident's guest damages common areas, the resident will be liable for the damage above normal wear and tear. **Damage that cannot be assigned to a particular person or floor section will be assigned to the entire wing or hall.**

Students in individual floor section units will be liable for damage above normal wear and tear to public areas in their particular floor section under the following conditions:

- 1) That the damage cannot be assigned as the responsibility of identified persons;
- 2) There is reason to believe that responsibility for the damage is attributed to the residents of that particular floor section.

Personal Property Liability

Neither Casper College nor its officers, agents, or employees are liable for the loss, theft, disappearance, damage or destruction at any time or in any place of any property belonging to, used by, or in the custody of, any resident or guest, no matter where such property is normally kept, used or stored. **Students should consider the purchase of insurance to cover loss or damage of personal property, or the extension of parents' insurance for this purpose.**

2012-2013 Terms and Conditions

Residents are urged to mark all personal items with permanent identification, have a copy of all serial numbers of electronics, avoid leaving valuables and large sums of money in unattended rooms, and to **lock rooms during any absence**. A lockable door is provided on the student desk and recommended to secure items. All losses should be reported immediately to the area coordinator and Campus Security (307-268-2688).

Any problems with door locks should be reported to the hall staff immediately.

Absences from the Residence Hall

In the event of family emergencies, residents are asked to notify the area coordinator if an extended absence from the hall is expected.

Public Areas

Public areas are provided in the residence hall for the students' convenience and comfort. In the interest of all residents it is requested that the lounges, lobby, classroom, and other public areas be kept in the best possible condition. Residents are urged to have the same consideration for these furnishings as they would for those in their own homes. Furniture and/or equipment in lounges are not to be removed from the intended areas.

Housing reserves the right to charge individuals, floors, wings, or the entire hall should the public areas have items removed or damaged.

Equipment Check-Out

The residence hall complex has equipment that may be checked out at the lobby desk (i.e. sporting equipment, games, vacuum cleaners,) with a valid college ID. Failure to return equipment will result in a charge equal to replacement cost.

Mail Service

The residence hall staff will distribute postal mail in the assigned boxes. Mail will be distributed Monday through Friday only. No provisions are made for pick-up or delivery of mail on Saturday, Sunday or holidays. Mail is picked-up and delivered once each day at approximately 10 a.m. Materials deemed important to the student such as official college communications or notices of an administrative or academic nature can be placed in mailboxes. Commercial solicitations cannot be placed in the mailboxes unless received through the U.S. Mail and addressed by sender to the student with the appropriate hall address. Stamps may be purchased at the Strausner Student Center Desk.

Mail must be addressed as follows:

Resident's Name:	Resident's Name:
Campus Housing	Wheeler Terrace
365 College Dr	365 College Dr
Casper WY 82601	Casper WY 82601

Notice that the name Casper College is **NOT** used in this address. When mail is addressed to Casper College, it may be delayed at least a day before being delivered to the residence hall. Do not include the word "Box" as it is confused with the Casper P.O. Boxes.

Laundry

Pre-paid card operated washers and dryers are located on each floor in the residence hall complex. Ironing boards are provided, but the student must provide his or her own iron. Washing machines are available in each apartment in Wheeler Terrace. Dryers are located on the second floor of Wheeler Terrace. Laundry cards are available for purchase from a vending machine in the residence hall complex first floor.

Visitation/Guest Standards and Regulations

All exterior doors in the residence hall complex, with the exception of the main lobby doors, will be inaccessible as entrances from 10:00 p.m. – 7:00 a.m. Sunday through Saturday.

All residence complexes have 24-hour visitation by the **residents** of campus housing.

Residents are welcome to host guests (someone who is not a residential student) between the hours of 9 a.m. and 11 p.m. Sunday – Thursday. **Guests cannot be under the age of 18 unless they are an immediate blood relative of the resident.**

24-hour guest visitation is effective from 9 a.m. Friday – 11 p.m. Sunday; with the following requirements:

- A resident is allowed to sign in one guest per night.
- A resident must sign in their guest no later than 11 p.m. in order for the guest to remain in the building after this time.
- Roommate consent (if applicable) must be received by the housing department prior to the guest being allowed to sign in.
- Each guest will be given a “Guest ID Badge”, which must be displayed at all times while in campus housing.
- Residents must accompany their guest at all times and are responsible for their guests during their stay. Residents are responsible for any damages caused by their guest, lost badges, and housing violations, etc. Replacement cost of a lost badge is \$20.00.

During finals week and holiday breaks, guests are NOT allowed in the hall.

Frequent visits from same sex or opposite sex friends must be moderated by consideration of the community and the needs of the floor. The housing staff has the responsibility for determining if a visitation situation is not in the best interest of the floor or the community at large. Failure to comply with reasonable requests in this area may result in charges under the Residence Hall Terms and Conditions.

Illness

If a resident becomes ill, the resident or his or her roommate should notify one of the hall staff immediately so proper attention can be given. The area coordinator should be notified of any serious or chronic illness or any injury.

The college nurse is on duty in the Student Health Service, College Center from 8 to 11:30 a.m. and 1 to 4 p.m. A physician is available at Student Health Service in the Casper College center one evening weekly. Appointments to see the physician should be made with the student health director.

Sick trays are available to students who are unable to attend a meal because of illness or injury. A verification notice slip may be obtained from the housing staff to be presented at the cafeteria.

Hours of Operation/Quiet and Consideration Hours

The hall's office opens at 8:00am and closes at 12:00 a.m. each evening and is open at varying times over the weekend. The lobby area may still be used by students after 12:00 a.m., provided that they are not disruptive or destructive. Should this occur, the lobby will be shut off to all activity at 12:00 a.m. All exterior doors are locked down 24 hours a day, 7 days a week with access for residents with a proximity fob. Residents are issued interior keys and exterior proximity fob in order to access the building and their rooms. Visitation is by invitation of the residents and residents are responsible for the conduct of their guest(s). In addition visitors are

2012-2013 Terms and Conditions

expected to comply with housing regulations and at the request of any college representative; failure to do so will result in their being asked to leave campus housing and may result in having their visitation privileges revoked. Visitors must be accompanied by the resident at all times.

Quiet hours are from 11:00 p.m. to 7:00 a.m. The quiet hours will be 24 hours, beginning the Wednesday before finals week and continuing through finals. Violations of these quiet hours could result in disciplinary action.

All students are expected to give 24 hours per day consideration for the rights of others. Consideration of others is a sign of maturity and an acceptance of responsibility.

Televisions, radios, stereos, and other sound amplification devices should be kept at a volume low enough not to disturb residents in other rooms. Residents who continually exceed a reasonable stereo volume will be asked to remove the stereo system from the hall.

Advertising, Soliciting, Selling, & Petitions

Canvassing or solicitation offers, sales, memberships, literature, signatures, or subscriptions is prohibited in the residence complexes without permission from the director of housing. This policy applies to outside agencies and commercial enterprises. If a commercial salesperson, agent, or solicitor is found within the hall he or she should be reported to the area coordinator. This person will be asked to vacate the premises immediately.

All advertising must be approved by the area coordinator prior to being hung in designated areas in the residence hall complexes.

Parking

All cars driven on college property must be registered with the college. Area parking stickers are issued for residence halls and are authorized for that area only. Students must register their vehicle license number to receive a parking decal. There is no charge for a residence hall-parking sticker. Each resident may register one vehicle. **All residents must register their vehicle while checking into the residence complexes.**

Bicycles

Bicycles cannot be kept in the student's room due to the lack of space. Bicycle racks are provided to residents living in the residence hall complex. Storage units are provided to residents of Wheeler Terrace.

Motorcycles

Motorcycles may not be kept in the student's room due to the lack of space and the potential fire hazard. Motorcycles may not be parked immediately adjacent to the residence hall. Motorcycles must be parked in areas designated for vehicle parking and be registered through the Student Services office.

Electrical Equipment & Cooking Appliances

Because of the fire hazard involved, hot plates, space heaters, sun lamps, hamburger cookers, toasters, toaster ovens, and all other electrical equipment with open coils are not permitted.

Residents may use small electrical appliances and equipment in their rooms. All appliances must be UL (Underwriter Laboratory) approved. Students are urged to avoid duplication of appliances with roommates whenever possible including microwaves and refrigerators.

Refrigerators/Microwave Ovens

Students may have personally owned refrigerators in their rooms if the machines comply with the following specifications: a. Maximum capacity 6 cubic ft; b. motor 115 volt, 60 cycle AC, 100 watt; c. good electrical condition and UL approved. Refrigerator must be operated and maintained in full compliance with safety and sanitary standards. Cleaning should involve particular attention to eliminate mold growth. Refrigerators have to be unplugged, cleaned and defrosted prior to leaving for Christmas vacation. Casper College will not assume any liability for malfunction, damage to refrigerators, or spoilage of food, for any reason, including power failure. Other food kept in the room must be in airtight containers.

Bathrooms/Restrooms

Each room has individual bathrooms and the residents are responsible for cleaning them. If during a fire, health and safety inspection it is determined that the bathroom has not been attended to our custodial staff will come in and clean it at the residents' expense.

Public restrooms are located off the first floor lobby.

Pets

Because of the design of residence halls and certain problems (noise, allergic reactions, sanitation, inhumanness) inherent in keeping pets in or around the residence halls, **no pets, or animals of any kind, with the exception of fish, may be brought into the residence halls for any purpose.** Residents who persist in bringing pets into/or harboring them in the halls will have their Residence Hall Agreement terminated.

Candles/Incense

Because of the potential fire hazard, candles may not be burned in the residence halls. Incense may not be burned in the residence halls because of the potential fire hazard and the allergic reaction of other residents.

Smoking

Smoking is not permitted in any area within the residence halls, including lobbies, hallways, bathrooms, stairways, balconies or laundry rooms. Smoking is allowed outside the residence halls at a distance of 15 feet and students are asked to use the appropriate ash tray receptacles outside each door. All smoking devices including but not limited to; pipes, hookahs, bongs, etc., are banned from the residence hall complexes. Violations of this policy will be subject to the normal campus disciplinary system.

Room Decoration

Hanging decorations, pictures, posters, etc. on the walls is discouraged because it generally causes paint damage. If the student chooses to decorate his/her walls he/she will be responsible for all repair costs. Nothing profane or illegal may be displayed at any time.

Accident Reporting

If you are involved in a vehicle or personal injury accident on campus, report the accident immediately to the Campus Security Department [268-2688]. The responding officer will take a report and summon necessary medical or law enforcement personnel. The officer's report will include identifying information on all persons involved in the accident, a description of the event surrounding the accident, statements of information provided by all accident participants and witnesses, and actions taken by the responding officer.

Health Insurance

Students are expected to have their own health and accident insurance. Individuals not covered through their family health and accident insurance plan may wish to purchase a student health and accident insurance plan

2012-2013 Terms and Conditions

available to Casper College students. For more information or to obtain a brochure, contact the Student Wellness Center, ext. 2263; or contact the Office of the Vice President for Student Services, ext. 2201.

Policy for Addressing a Sexual Assault

Adopted March, 1995

Casper College Policy 2101:17 [Sexual Assaults]

The college expects all visitors and members of the campus community to behave with civility, dignity and respect toward others. The college believes all forms of sexual assault and all gender-based violence against persons to be reprehensible and condemns such acts. Since acts of sexual assault which occur on a college campus are often underreported, particularly when occurring between acquaintances, the college will take reasonable action to provide preventive education about the various forms of sexual assault. The college will also:

1. Take reasonable action to provide security services on campus;
2. Provide victims of sexual assault with support from campus and/or community victim advocacy;
3. Ensure that the parties involved have access to medical treatment, psychological services and judicial/legal processes;
4. Provide a campus disciplinary system through which the college can enforce civil and responsible conduct on campus.

Additionally, the college will take any further actions as may be required by existing governmental regulations pursuant to campus crime, safety or security legislation.

Statement on Sexual Harassment

Reviewed June 2004

Casper College affirms that its students, faculty and staff have a right to be free from sexual harassment by any member of the college community. For the purposes of this statement, sexual harassment is defined as, but not limited to, unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature.

Any student in the college community who is experiencing sexual harassment in their classes, campus living environment, campus activities programs or work setting may seek assistance in resolving the situation through the Vice president for Student Services (GW 412B, ext. 2210) or the affirmative action officer (GW 402E, ext. 2010). A complete description of the resolution process may be found in the Casper College Policy Manual (Policy # 2101:17), which may be reviewed in either of the aforementioned offices. Additionally, students may seek resolution through the student conduct and judicial code or, if concerned about harassment from an employee, through the student grievance procedure. The Casper College Student Handbook, which is available in print or on the College's website at www.caspercollege.edu contains detailed information on addressing sex offenses and sex offenders and outlines the Student Grievance Procedure.

Procedure for Handling Incidences of Alleged Sexual Assault

Reviewed June, 2004

Scope This procedure pertains to actions of college officials while implementing the various aspects of the college's sexual assault policy.

Responsibility The vice presidents and director of human resources are responsible for ensuring compliance with this procedure.

Definitions

Campus disciplinary system: This involves, but is not limited to, the systems referred to through the several campus grievance procedures, the student grievance procedure, the residence hall disciplinary system and the student conduct and judicial code.

College official: Those persons employed by the college who perform administrative or professional responsibilities, regardless of employment classification.

Preventive education: Those efforts (verbal, visual, auditory, written, etc.) directed to inform or educate people (individually or in groups) about the definition of sexual assault, associated laws and legal processes, campus disciplinary processes, rights of persons victimized and accused, precautions which a person may take to avoid a sexual assault, and ways to react if a sexual assault occurs.

Security services: Those college departments charged with the enforcement of campus policy/rules/regulations as well as those departments charged with the maintenance of campus buildings and grounds. Those federal, state, and local law enforcement agencies which may have jurisdiction on campus are also part of the campus security services.

Procedure

1. The college will regularly publish information about the campus sexual assault policy and procedures, and campus disciplinary processes. This information will be published in such official publications as the “Casper College Student Handbook” and “Casper College Residence Hall Handbook.”
2. The college will routinely use a variety of resources and delivery modalities to conduct presentations which address the issues of sexual assault on college campuses. Topics may include, but are not limited to: defining what constitutes a sexual assault; reviewing the procedures for reporting a sexual assault on campus and in the community; identifying the various campus and community resources available to assist victims of sexual assault; instructing persons about precautions which can be taken to minimize or avoid high risk sexual assault situations; demonstrating ways that a person may respond if a sexual assault is occurring; describing the security services available to members of the campus community.
3. When a sexual assault is reported to a college official who is not governed by recognized standards of confidentiality, a report must be filed (by the person receiving the report) with the campus security department. The campus security officer taking the initial report shall follow the department's operational practice, handling sexual assaults.

In addition, when a report of a sexual assault is received, the college will:

1. Ensure that the vice president for student services is informed of the sexual assault incident;
2. Ensure that the victim of the sexual assault is provided with access to appropriate medical services;
3. Obtain advocacy services for the victim of the sexual assault from a member of the Casper College Counseling and Student Development Service and/or a community resource person (i.e., a licensed professional counselor or volunteer, trained to assist victims of sexual assault) as soon as possible, but no longer than 24 hours, after the receipt of the initial report;
4. Ensure that the victim of the sexual assault is provided with the opportunity to receive counseling and/or psychological services from a member of the Casper College Counseling and Student Development Service or a community resource person (i.e., a licensed professional therapist, pastoral counselor or counselor employed by a sexual assault victims assistance program or recognized mental health provider);

5. Ensure that the victim of the sexual assault is informed of her/his options to notify local law enforcement authorities and is encouraged to use college and community advocacy systems to file a report with local law enforcement authorities;
6. Ensure that the victim of the sexual assault has the opportunity to have reasonable changes made in her/his academic and on-campus living environments to maximize her/his personal safety and minimize contact with the person accused of the sexual assault, if known;
7. Ensure that the victim of the sexual assault is informed about the campus disciplinary procedures, possible outcomes of those disciplinary procedures and the final outcome of any disciplinary procedure resulting from the sexual assault of which she/he was a victim;
8. Ensure that the personal safety and emotional well-being of a person accused of making a sexual assault are appropriately protected and that reasonable effort is used to inform the person of appropriate services and campus procedures available to him/her;
9. Ensure that a specific college official is designated, on a case-by-case basis, to be the official college spokesperson.

Discrimination Statement

It is the policy of Casper College that discrimination based on race, color, religion, sex, age, handicap, national origin, or veteran status shall not exist in the college's treatment of employees and students; this policy includes a commitment to maintain an environment free from harassment based on sex. There are established procedures for review which are available from the Affirmative Action Officer, Room 151, in the Casper College Administration Building.

Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990

No Casper College student may be excluded from campus housing due to a handicap. Housing accommodations may be modified in certain instances to ensure participation by handicap students. Students with mobility impairments should advise the housing office of their needs.

Fire Alarm Instructions For All Casper College Residence Halls

Casper College strives to provide a safe living environment including appropriate fire alarm and suppression systems in its residential facilities. However, in the interest of your safety and peace of mind, we have prepared the following list of evacuation procedures.

Important!

Please do not attempt to put out fires of a serious nature. Your safety is of primary importance to us. There are fire extinguishers in each corridor for minor fires, but in the event of a major incident, please evacuate the building and wait for the Casper Fire Department to handle the situation.

Evacuation Procedure

- Close all windows and door of your room before leaving the building. All students should leave the building by the nearest exit. Do NOT proceed toward the middle of the building or use the stairways leading to the lobby area of the hall.
- The first student to leave the building should stay at the outer door and hold it wide open to facilitate the departure of following students.
- When leaving the building, follow such precautions as walking instead of running, walking on the side of the hall that your room is on, and carefully walking when you reach the stairway.
- While on the stairway, if you are from the top floor you should stay next to the handrail as you reach the second floor so those from the second floor may enter the flow of traffic and proceed down the stairs beside you. If the first floor is not completely evacuated by the time upstairs residents get to the first floor, first floor residents should wait until the upper floors are evacuated and then follow out immediately.
- All students **MUST** leave the building at any time when a fire alarm is sounded. Students found remaining in the building are placing themselves in a potentially dangerous situation and face disciplinary action.
- Students will be advised when it has been established that it is safe to reenter the building.
- Fire alarm pull stations are located in each hallway near the center of the hall.
- All labeled fire doors are to be kept closed.
- Report unlighted EXIT signs to a Resident Assistant.
- **Anyone caught activating a false alarm will receive severe disciplinary action.**
- **False alarms are a violation of city ordinance.**