



Casper College

Residence Hall & Wheeler Terrace Apartments
Terms & Conditions of Occupancy, 2023-2024

Residence Hall & Wheeler Terrace Apartments Terms and Conditions of Occupancy, 2023–2024

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Important Dates for Fall 2023

Tuesday, Aug. 1, 5 p.m.	Housing deposit refund deadline; notification required if not moving into housing
Wednesday, Aug. 16	Student's account must be paid IN FULL or PAYMENT PLAN set up prior to moving into on-campus housing
Thursday, Aug. 17 Friday, Aug. 18	Residence Hall move-in days (9 a.m. to 3 p.m.). Students may arrive on either of the move-in days.
Friday, Sept. 1	Fall census day; final day to add/drop courses, and final day to decrease meal plan for semester
Monday, Sept. 4	Labor Day; no classes Brunch and dinner-only service in dining hall
Oct. 16-17	Fall break; no classes Brunch and dinner-only service in dining hall
Thursday, Nov. 9	Deadline for withdrawal from full semester courses
Wednesday, Nov. 15	Last day for Fall semester room and board refunds
Nov. 22-26	Thanksgiving break; no classes Residence Hall remains open; no food service available
Dec. 11-15	Final exams
Saturday, Dec. 16	Residence Hall closes for winter break at 10 a.m.

Important Dates for Spring 2024

Tuesday, Jan. 2	Housing deposit refund deadline for NEW Residence Hall students; notification required if not moving into housing
Wednesday, Jan. 3	Deadline to submit petition for contract release for students intending to move out between semesters
Friday, Jan. 12	Student's account must be paid IN FULL or PAYMENT PLAN set up prior to moving into on-campus housing
Saturday, Jan. 13	Residence Hall opens for Spring semester, 9:00 am
Monday, Jan. 15	MLK Day/Wyoming Equality Day; no classes Brunch and dinner-only service in dining hall
Monday, Jan. 29	Spring census day; final day to add/drop courses, and final day to decrease meal plan for semester
Monday, Feb. 19	President's Day; no classes Brunch and dinner-only service in dining hall
March 9-17	Spring break; no classes Residence Hall remains open; no food service available
Friday, March 29	Spring holiday; no classes Brunch and dinner-only service in dining hall
Wednesday, April 10	Last day for Spring semester room and board refunds
Thursday, April 18	Deadline for withdrawal from full semester courses
May 6-10	Final exams
Saturday, May 11	Residence Hall closes at 10 a.m.

Contract Terms

Students residing in the Residence Halls are individually responsible for the information and policies in this document. Failure to read this document or lack of knowledge of the contents of this document does not exempt a student from these terms and conditions.

This contract is for the **entire 2023–2024 academic year** (both Fall and Spring semesters), or for the portion of the academic year remaining at the time of assignment. This contract obligates students for the financial responsibilities associated with room and board costs for the entirety of the contract term.

The contract begins Aug. 17, 2023 and ends May 11, 2024. Occupancy for the Fall semester extends through Dec. 16th. Occupancy for the Spring semester begins Jan. 13th. The Residence Hall is closed to students for winter break from Dec. 16, 10 a.m. through Jan. 13, 9 a.m. Students wishing to reside on campus over winter break must apply for break housing through the residence hall coordinator. A \$250 fee is assessed for the break period, and all Residence Hall regulations noted in this document apply to students staying over the break period.

Casper College reserves the right to make changes to this document. New and or amended versions shall supersede previous versions. Students will be notified of changes in writing prior to taking effect.



T–Bird Tip: Remember that your housing contract is for the full academic year (Fall and Spring semesters). Sections about breaking your contract before May can be found later in the contract (pp. 9–12).

Room and Meal Plan Rates

Room Rates*

Residence Hall Complex, Double Occupancy	\$2,000 per semester
Residence Hall Complex, Single Occupancy	\$3,000 per semester
Wheeler Terrace Apartments (no meal plan required)	\$2,850 per semester

Meal Plan Options and Rates*

19 meals per week plus \$100 Flex Dollars	\$1,900 per semester
12 meals per week plus \$150 Flex Dollars	\$1,900 per semester
10 meals per week plus \$275 Flex Dollars	\$1,775 per semester
Block of 65 meals per semester plus \$50 Flex Dollars	\$500 per semester
(The Block 65 meal plan available to Wheeler Terrace Apartments students only)	

*NOTE: The rates listed above are tentative. The board of trustees of Casper College vote to approve tuition, room and board rates for the following year in Feb. or March. When the 2023–2024 rates have been finalized and approved, this document will be updated to

reflect the correct rates. Students may cancel their housing contract without penalty until Aug. 1, 2023.



T-Bird Tip: Students living in the Residence Hall are required to have a meal plan. Students in Wheeler Terrace are not required to have a meal plan (but are welcome to buy one!) and are eligible for the Wheeler-only Block 65 meal plan.

Policies Regarding Rates

- Casper College reserves the right to change rates during the academic year if economic or other conditions make a rate change necessary. This information will be provided to students in writing prior to the new rates taking effect.
- Payment for room and board charges must be paid in full or a payment plan must be in place prior to moving into the Residence Hall.
- Casper College reserves the right to initiate the eviction process in cases where students fail to pay the balance on their student account (where room and board charges are posted).
- Single occupancy room assignments will be granted on a first-come, first-served basis as space is available. If space is not available, students interested in a single occupancy room will be given the option to be placed on a waitlist.
- Flex Dollars may be used at any retail dining establishments on campus, including the Sub Connection (in the University/Union building), the coffee cart in the Walter H. Nolte Gateway Center, the coffee cart in Liesinger Hall, and the Sodexo-branded vending machines in the Residence Hall.
- A meal plan is required for all Residence Hall students (Wheeler Terrace students are exempted from this requirement). If Residence Hall students do not indicate a meal plan choice on their application, they will be assigned the 19 meals per week plan and charged the associated rate.
- Weekly meal plan swipes begin on Saturday and extend through the following Friday. Meal swipes that are not used by Friday evening are forfeited and a new set of swipes becomes active on Saturday morning. Flex Dollars roll over from Fall to Spring, provided the student has an active meal plan for both semesters. Unused Flex Dollars are forfeited at the end of Spring.
- Students may change their meal plan until the census date of each semester. After the census date, students are locked into their meal plan for the remainder of that semester.



T-Bird Tip: Before you move in, you need to have your college account paid in full, or have a payment plan in place to cover your entire balance. If you are moving in early, this still needs to be done prior to your arrival.

Student Life Staff

Resident Assistants – 307-268-3084 (RA Front Desk)

Resident Assistants (RAs) are here to help you with anything and everything related to your experience at Casper College and in student housing. RAs are peer leaders who host social events in the Residence Hall, help ensure safety and security, and are trained to make referrals to other offices on campus that can help you.

Residence Hall Coordinator, Kaitlin Davidson – 307-268-2851

The Residence Hall Coordinator (Kaitlin) is a full-time employee of the college who also lives within the Residence Hall. Kaitlin supervises the RAs and manages the Residence Hall. She is a good person to go to with questions or concerns. Her office is located behind the RA front desk.

Executive Assistant for Student Services & Student Life, Megan Schafer – 307-268-2394

The Executive Assistant (Megan) works in UU 402 and manages a lot of the administrative processes for the Residence Hall, including room and board billing. She is a good person with whom to discuss logistical questions, and to get connected with the dean of students.

Dean of Students, Corey Peacock – 307-268-2394

The Dean of Students (Corey) oversees campus housing, student activities and student engagement, student behavioral management, and the CC Care Team. Corey supervises the Student Life team, and is the ultimate decision-maker regarding campus housing and student-related matters. Students wishing to speak with Corey are encouraged to call Megan Schafer (the Executive Assistant) to schedule an appointment.

Student Life Coordinator, Devin Fulton – 307-268-2638

The Student Life Coordinator (Devin) works to offer a diverse menu of engagement opportunities for Casper College students. From fun events in the Residence Hall to entertainment acts to intramural sports, Devin has you covered.

Application Information

Eligibility

- Students must be enrolled in a minimum of 9 credit hours per semester at Casper College, the University of Wyoming at Casper, or other institution officially affiliated with Casper College. A combined total from all qualifying institutions will be used to meet the 9 credit requirement.
- Students who fall below the 9 credit minimum will be deemed ineligible to continue living in on-campus housing and will be required to move out. Requests for exceptions to the 9 credit minimum may be directed to the dean of students, who has the authority to grant such exceptions.



T-Bird Tip: To live on campus, you must be enrolled in at least 9 credit hours. Credits from CC and UW-Casper both count! If you have a special circumstance and need to drop below 9 credits, please contact the dean of students.

- On-campus housing is limited to degree-seeking students who are making satisfactory progress toward their degree or certificate. Students who fail to make satisfactory progress (i.e. stop attending class, drop below the credit requirement, etc.) may be required to move out of on-campus housing.
- Students must be a minimum of 19 years old to live in the Wheeler Terrace Apartments. Students on athletic teams must additionally have approval from their head coach in order to live in Wheeler Terrace.
- Individuals who are required to register as sex offenders or whom have been convicted of a sex crime are not permitted to reside within campus housing. Applicants must disclose this information at the time of application. If a subsequent conviction occurs after the time of application, this information must be disclosed to the Office of Student Life immediately.
- Individuals who have been convicted of a felony are not permitted to reside within campus housing. Applicants must disclose this information at the time of application. If a subsequent conviction occurs after the time of application, this information must be disclosed to the Office of Student Life immediately.
- Students who will be under the age of 18 at the time of move-in must have a parent or guardian sign a supplemental document agreeing to these terms and conditions.
- Students must remain in good financial standing with the college to remain residing within campus housing (taking appropriate action to pay balances from tuition, fees, room, board, etc.). Failure to meet financial obligations to the college does not exempt students from being held financially responsible for the full term of this agreement.
- The college reserves the right to revoke a student's eligibility to reside within campus housing due to behaviors that violate policies in this document, or in the Casper College Student Handbook. Being removed from campus housing due to significant and/or repeated policy violations does not exempt students from being held financially responsible for the full term of this agreement.

Deposit

A deposit of \$200 is required before a room reservation can be made. The \$200 housing deposit is separate from room and board charges and may be paid by visiting a student's myCCinfo account (using the student's Casper College log-in). Once logged into myCCinfo:

1. Click on the menu icon (3 horizontal bars) at the top left of the page
2. Select "Financial Information"
3. Select "Student Finance"
4. Select "Payment Plans/Make a Payment/Student Refunds"
5. Click "Proceed to Processor"
6. A new tab will open with Nelnet, the college's payment processing partner
7. Click the green "Make a Payment" button
8. From the drop-down menu, select "Housing Damage Deposit"
9. In the "Payment Amount" box, type \$200
10. Click the green "Next – Payment Method" button and follow the on-screen instructions to submit payment

The housing deposit should be paid immediately after submitting a housing application. At the end of the contract term, if all provisions of the contract have been met and no damage

charges or fees have been assessed, the \$200 deposit will be refunded to the student. The deposit will be retained on file if a student continues with Casper College housing for a future contract year.



T-Bird Tip: We can't assign you a room until we have a damage deposit on file for you! We recommend you submit your deposit Immediately after completing your housing application so we can get you into a room.

Assignment Information

Assignment of Space

Students will only be assigned a room after the student has fully completed a housing application and the \$200 deposit has been received. Students should note that Residence Hall space is first-come, first-served. The date on which a student's completed application and deposit are received will establish priority for room assignment.

Casper College does not guarantee assignment to a particular room or area of the hall, or with a specific roommate. Roommate requests are granted when space is available and the request is mutual. Single rooms will be assigned as space is available. If space is not available, students will have the option to be placed on a waiting list.

Room Consolidation

Students paying for double occupancy rooms are expected to have a roommate at all times. As occupancy shifts throughout the year, if a resident in a double does not have a roommate for any reason, the resident may select one of the following options:

1. Move to another half-filled room
2. Have another resident in a half-filled room move in with them
3. Elect to pay the difference to have a single room (if space is available). The differences in charges will be prorated.



T-Bird Tip: If you're paying for a double room, you have to have a roommate. If your roommate moves out, we will help you find a new roommate. When we "consolidate" students, we flip a coin to determine which student stays in their current room and which has to move to their new roommate's room.

The residence hall coordinator or executive assistant will assist students in the room consolidation process to ensure double occupancy of all rooms. The college will make its best effort to match students with roommates who are good potential fits; however, students should be advised that the college cannot guarantee a roommate match that will meet each student's expectations. Failure to comply with the room consolidation process or related requests may result in disciplinary action.

Room Changes

Residents have the option to change rooms only after first going to their resident assistant or the residence hall coordinator and participating in the process of roommate mediation. Roommate mediation is the process of discussing conflict between roommates with the goal of resolving differences and ensuring mutual respect and understanding. The RA or residence hall coordinator will be present for mediation meetings between students.

If after a mediation has taken place a resolution still cannot be reached, a room change can be requested through the residence hall coordinator. Room changes are never guaranteed, and residents are not allowed to facilitate room changes on their own (i.e. swapping key cards without the approval of the college). In addition, reassignments/room changes may be facilitated by the Office of Student Life when deemed necessary for the safety and wellbeing of individual students or the greater residential community.

Meal Plan Changes

Students will select a meal plan at the time of contract completion. Students may upgrade to a larger meal plan at any time throughout the semester; however, students may only decrease their meal plan within the first two weeks of each semester. After the first two weeks (the census date for that semester), students will be held to their selected meal plan for the rest of the semester.

Conditions for Contract Termination

General Provisions

This contract is for the **entire 2023–2024 academic year** (both Fall and Spring semesters), or for the portion of the academic year remaining at the time of assignment. This contract obligates students for the financial responsibilities associated with room and board costs for the entirety of the contract term. Conditions and policies regarding contract termination are outlined in this section.

1. Cancellation of contract prior to moving in

- a. If cancellation occurs prior to the deposit refund deadline, all room and board charges will be refunded, as well as the full deposit.
- b. If cancellation occurs after the deposit refund deadline but before the student moves in, all room and board charges will be refunded, but the full deposit will be forfeited.
- c. Students who do not move in by the end of the first week of the semester will have their contract automatically cancelled, unless other arrangements are made with the Office of Student Life. The deposit will be forfeited in these cases.

2. Contract termination

- a. Contract termination may be initiated by students wishing to move out, or may occur due to a student's loss of eligibility to remain living on campus.
- b. Loss of eligibility may occur in the following situations (not an exhaustive list): full withdrawal from Casper College, failure to remain enrolled in a minimum of 9 credits, failure to maintain satisfactory academic progress, eviction due to non-payment, and eviction due to violation of policies. Students who are no

longer eligible to reside in the Residence Hall are expected to vacate immediately.

- c. Students who wish to terminate their contract prior to the end of the contract term must complete a contract termination form. This form may be obtained online through the eRezLife housing software. Students moving out must go through the check-out process (outlined in a later section). Once a student has moved out, housing and meal plan charges will be refunded on a prorated basis (calculated from the date of check-out), as long as the check-out date is prior to the semester room and board refund deadline. While students will receive a prorated refund, a contract termination fee of **\$1,000** will be assessed to the student's account.
- d. Students who belong to athletic teams which require team members to reside on-campus may lose team eligibility if they terminate their housing contract and move out. Students in this situation should work with their coach before terminating their contract.
- e. Students who terminate their contracts will forfeit their \$200 damage deposit.



T-Bird Tip: Remember that your housing contract is for both semesters. Terminating early will result in a \$1,000 termination fee. We encourage you to talk to us before moving out or before signing an off-campus lease so we can discuss your options and the financial consequences of breaking your contract.

Petition for Removal of Termination Fees

Students who wish to have the \$1,000 contract termination fee removed and \$200 housing deposit refunded may file a petition for removal of these charges.

Petition forms must include documentation of the qualifying circumstance in order for the petition to be approved. Allowable reasons that may justify the college approving a petition are listed below, as well as the documentation required to support each. Petition forms submitted without documentation will automatically be denied.

1. Medical hardship

- a. Students moving out of campus housing to provide care for a loved one may request documentation from their loved one's medical provider. The documentation does not need to disclose the loved one's medical circumstance, but should identify that (a) the loved one is under the care of the medical provider, and (b) the student is providing care for the individual which requires them to no longer reside in on-campus housing.
- b. Students moving out of campus housing due to a medical hardship of their own may request documentation from their medical provider. The documentation does not need to disclose the student's medical circumstance, but should identify that (a) the student is under the care of a medical provider, and (b) it is the medical provider's professional opinion that the student's medical needs cannot be met by the on-campus housing environment (ex. because the

student must return home, because the student now requires an accommodation the College is unable to provide, etc.). Note: CC's disability services coordinator can authorize and determine reasonable accommodations which may enable a student to remain residing within campus housing.

2. Graduation

- a. Students petitioning to have termination fees removed due to graduation must supply documentation that they have completed a Casper College degree or certificate program and are in good standing to graduate.

3. Becoming married, becoming a single parent, or gaining custody of a minor child

- a. Students petitioning to have termination fees removed for the above reasons must supply documentation proving the qualifying event has taken place. Reasonable discretion may be given to students for whom these events will take place in the near future. In most cases, petitions indicating events taking place in the future (ex. student plans to get married after the contract term ends) will not be approved.

4. Being called to active duty, going on a religious mission, or completing student teaching

- a. Students petitioning to have termination fees removed for being called to active duty must supply documentation proving their service commitment, as well as the date the student is required to report for duty.
- b. Students moving out of campus housing due to a religious mission must supply documentation proving the dates and location of their mission assignment.
- c. Students moving out of campus housing due to a student teaching assignment must supply documentation proving the dates and (non-Casper area) location of their student teaching assignment.

5. Athletic team members

- a. Athletic team members who are required by their team to live on-campus (refer to the Athlete Student Handbook for guidelines regarding which athletes are required to reside on-campus) may choose to complete a petition if they are moving out of campus housing due to no longer being part of their athletic team. Students in this circumstance must provide documentation from their coach confirming they are no longer affiliated with their former athletic team.
- b. If a former student athlete's room and board costs were covered by an athletics scholarship, any refund of these funds will be returned to the athletic scholarship fund and will not be credited back to the student.



T-Bird Tip: Remember that if you're petitioning to have the \$1,000 termination fee removed, you must attach supporting documentation. Review the above sections carefully about what is required. If your circumstance isn't listed, feel free to contact the residence hall coordinator to discuss options.

Petition forms may be obtained online through the eRezLife housing software. The residence hall coordinator will then make a decision regarding approving or denying the request. If a petition is approved, students will not be assessed the \$1,000 contract

termination fee and will be eligible to have their \$200 housing deposit refunded, provided there are no charges for damages or other fees.

For students submitting a petition between semesters, petition documents must be received **no later than Jan. 3** in order for the petition to be approved. In these circumstances, students must vacate their room and remove all belongings no later than **Jan. 10** in order to not forfeit the deposit. Students who are unable to move out by Jan. 10, or who need to move out during the Spring semester, should work with the residence hall coordinator and will be handled on a case-by-case basis.

If a petition is not approved by the residence hall coordinator, students may submit a written appeal via email to the dean of students. Appeals should include the original petition documentation, as well as a written statement of why the student believes an appeal should be granted. Appeals will be decided upon within two business days. The appeal decision is final.

Students vacating the Residence Hall due to an approved petition must follow proper check-out processes in order to receive their damage deposit.

Students who vacate the Residence Hall in the middle of the contract term must submit a petition form within 7 days of moving out to have the petition approved for removing the termination fee. Moving out without submitting a petition form will result in the student being held to the financial obligations of the remainder of the contract term, as outlined in this document.

Residence Hall Regulations

Students residing in on-campus housing at Casper College must observe all policies outlined in the [Student Handbook](#), [Casper College Policy Manual](#), as well as other documented policies for groups to which individual students might belong (ex. athletic teams, academic teams, major-specific or professional codes of conduct, etc.). In addition to these policies, students residing on campus must adhere to the policies outlined below, which are housing-specific.



T-Bird Tip: This section has all of the specific regulations for living on campus. Make sure to read this section clearly for information on what items you can/cannot have on campus, what you can/cannot do, etc.

Students alleged to have violated any campus policy, whether listed in this document or any other college policy, will be subjected to the student conduct process outlined in the student handbook. Students should note that Casper College's trespass policy, which enables the college to revoke an individual's ability to access particular areas of campus, also applies to on-campus housing. This means that in circumstances in which the safety and well-being of the residential community is at risk, students may be removed from

campus housing immediately, either on an interim or permanent basis, in accordance with applicable college policies.

1. Alcohol and Drugs

- a. Casper College is a dry campus. No alcohol is allowed on campus, regardless of the person's age.
- b. Alcohol containers (whether full, partially full, or empty) may not be possessed or used as decorations. Items whose sole purpose is to contain or transport alcohol (including, but not limited to: beer bong, funnels, kegs, etc.) are also not permitted.
- c. Students may not be publicly under the influence of drugs or alcohol while on campus, regardless of age or where the consumption took place. Being publicly under the influence is defined as any actions or behaviors which disrupt the community, or actions which announce to other students or college officials that a student has consumed alcohol or drugs.
- d. Students may not be knowingly in the presence of other individuals possessing or consuming alcohol or drugs on campus, even if they are not consuming themselves. Students who find themselves in situations in which others are possessing or consuming alcohol or drugs are expected to remove themselves from the situation and/or notify a resident assistant or Campus Security.
- e. Students will be held responsible for alcohol and drug possession and consumption which takes place in their room, even if they are not themselves possessing or consuming.
- f. Students may not possess drug-related paraphernalia (including but not limited to: bong, pipes, bowls, grinders, blowtorches, vaporizers, dab rigs, nails, etc.).
- g. Alcohol poisoning and drug overdose are serious and life-threatening medical emergencies. In situations where a student acts in good faith to seek medical help for a peer who has over-consumed, students involved in the situation will not be assessed fines. Educational sanctions including alcohol or drug classes may still be assigned.
- h. Casper College also wishes to encourage responsible and safe decision-making for students who have consumed alcohol off-campus. Students returning to campus via a safe, sober ride, and who do not engage in behaviors described in (1c) will not be assessed alcohol fines. Educational sanctions including alcohol classes may still be assigned.

2. Cleanliness, Maintenance and Use of Space

- a. Residents are responsible for maintaining the cleanliness of their rooms, apartment, and/or community areas. This also includes resident bathrooms, which must be cleaned regularly and kept in good condition.
- b. Residents are not permitted to place their trash in lobby or common area trash receptacles, nor are they permitted to leave trash in hallways, stairwells, or other areas. All trash must be taken outside to the main dumpster. Violation of this policy will result in a \$20 fine.
- c. The use of wax warmers (Scentsy-branded or like items) is prohibited within campus housing.

- d. Residents may not use toilet tank cleaning tablets, as they cause water-related issues within campus housing facilities.
- e. Residents may not flush non-toilet paper products (ex. menstrual products, napkins, tissues, wet wipes, etc.). Residents will be held responsible for plumbing issues caused by flushing inappropriate items.
- f. Residents are not permitted to clean or dress animal carcasses in or around campus housing facilities. Wild game meat may not be kept in community fridges/freezers unless the meat has been properly prepared/dressed.
- g. Repairs and maintenance must be performed by authorized college staff and personnel.
- h. Residents should report maintenance concerns in a timely manner by notifying a resident assistant or the residence hall coordinator.
- i. Residents are expected to comply with requests of college staff regarding pest management. Pest management must be performed by authorized college staff and personnel only.
- j. Residents may not remove furniture from rooms, apartments, or common areas. Violation of this policy will result in a \$50 fine.
- k. Residents will be charged for any furniture items that are missing at the time of move out.
- l. No furniture, including sofas, chairs, bean bags, etc., are allowed to be brought into campus housing without the approval of Student Life staff. Student Life staff reserves the right to reject any piece of furniture due to cleanliness or pest-related concerns.
- m. Property left behind by residents at check-out and/or contract termination will be considered abandoned. Residents will be charged for any costs incurred to move or remove the property from the room or apartment. Abandoned items will be subject to disposal by the college if not claimed within 30 days.
- n. Residents will be held financially responsible for damages and missing items in their community. For damages or missing items in common areas, the college will make every effort to determine the individual(s) responsible for the damage so they may be charged. However, if specific responsibility cannot be reasonably determined, the college will divide the cost of repair/replacement for damaged or missing items equally among the residents of that community or section of the community. This action will be taken in instances where the combined cost per resident exceeds \$5.

3. Electrical Usage

- a. Refrigerators must be smaller than 4.5 cubic feet, with one allowed per room.
- b. Microwaves must be 800 watts or less, with one allowed per room.
- c. In community living with many individuals sharing electrical circuits, residents must be mindful of their electrical usage at any given time. Students can prevent tripping the breakers when using high-usage appliances such as microwaves, hair dryers, coffee makers, etc. by limiting the number of items plugged in at one time. Campus staff will assist students should they trip their electrical breaker. After the third occurrence, students will be charged \$20 each time this service is performed.

- d. Personal wireless routers are not permitted and will be blocked by campus IT upon detection.

4. Decorations

- a. Decorations may not cover exit signs, alarms, smoke detectors, or fire extinguishers. Decorations also may not cover exit doors and hallways, exterior lights, or security peep holes/door viewers.
- b. Decorations in common areas (lounges, hallways, etc.) must be approved by Student Life staff.
- c. Duct tape may not be used in any campus housing facility. Painter's tape and command strips are recommended for wall decorations.
- d. Damaging walls is prohibited, including use of nails, screws, pushpins, etc. Students will be charged for wall repairs required at the time of move out.
- e. Residents may not hang lights on the exterior of the building or outside of their room or apartment.
- f. No decorations, flags, signage, or other items may be displayed in room or apartment windows, hung, or placed outside the building.
- g. Perishable decorations (i.e. pumpkins, plants) must be properly disposed of in the dumpsters located outside the building when they begin to expire.

5. Fire Safety

- a. Use of extension cords or multi-plug outlet adapters are not allowed. Only UL-approved power strips are permitted.
- b. String lights are permitted, but must be UL-approved and designed for interior use. String lights must be plugged directly into an outlet (i.e. multiple string lights may not be plugged into one another).
- c. Residents cannot bring or store flammable liquids or containers into the building. This includes but is not limited to: gasoline, butane, propane, etc.
- d. Flammable items (i.e. live Christmas trees and dried plant materials) are not permitted as decorations.
- e. Burning items in the building is not permitted.
- f. Possession of candles, incense, or open-flame articles is prohibited in all buildings.
- g. Touching, hanging items from, or covering sprinkler heads and smoke detectors is prohibited.
- h. Items in living and common areas must not block or obstruct an exit or passageway.
- i. Residents must follow instructions during building evacuations, whether from college staff or emergency personnel. Failure to properly evacuate or activating a false alarm is strictly prohibited.
- j. Cooking must be attended at all times while appliances are in use.



T-Bird Tip: We often get questions about cooking appliances. If you have questions about specific appliances, please let us know! Coffee makers, slow cookers, air fryers, and pressure cookers are allowed; hot plates, electric burners, and toasters are not allowed.

- k. Appliances which use open flames or possess an exposed heating element (such as hot plates, toasters, etc.) are prohibited. Allowed appliances include, but are not limited to: coffee makers, slow cookers, air fryers, and pressure cookers.

6. Guests

- a. All guests must comply with all college policies and regulations, including all policies in the student handbook and this document. Residents are responsible for the behavior of their guests, and may be held responsible for their guests' actions.
- b. Guests who have been convicted of a felony, or who are required to register as a sex offender, are not permitted as guests within campus housing.
- c. All guests must be signed in at the Residence Hall Front Desk. When the front desk is not open, residents may call Campus Security at 307-268-2688 to sign in their guests.
- d. Guests must be accompanied by the resident at all times.
- e. Residents may have overnight guests, provided they obtain approval from their roommate in advance. Residents may not have overnight guests during finals week.
- f. Overnight guests must be over the age of 18.
- g. No guest may stay in a room for more than four nights in a 14-day period.
- h. A maximum of two overnight guests is allowed in a double occupancy room on a given night.
- i. To ensure the safety and security of shared campus housing spaces, residents must be mindful of who they let into the building. If a resident lets in a non-resident into the building, they will become that resident's guest, and the resident will be responsible for their behavior and compliance with the guest policy.



T-Bird Tip: When you invite guests, make sure you (a) register them, (b) have your roommate's approval, (c) take responsibility for their actions, and (d) stay with them at all times. The above section has additional details.

7. Keys and Lockouts

- a. Duplication of hall keys is prohibited. Lending keys or an ID card to another person is also prohibited.
- b. Failure to return the room key or mailbox key at the time of check-out will result in the student being charged for re-keying those locks.
- c. Students who have locked themselves out may visit the front desk or call Campus Security to gain entry to their room (proof of identity is required). Students receive three free lockouts per semester. After that, a lockout charge of \$20 will be applied for every subsequent lockout.
- d. The cost for re-keying locks is as follows: \$85 for a room door, \$20 for a mailbox.

- e. If a student has lost or misplaced their keys, a substitute key will be checked out for a period not to exceed 5 days. If after 5 days the keys have not been found, the locks will be re-keyed at the resident's expense.

8. Noise

- a. Quiet hours are observed from 10 p.m. to 8 a.m. on weeknights (Sunday–Thursday evenings), and from 12 a.m. to 8 a.m. on weekend nights (Friday/Saturday evenings). 24-hour silent hours will be observed beginning the Wednesday before finals week and continuing through the conclusion of finals.
- b. During all hours of the day, excessive noise is prohibited. Noise should be kept at a volume low enough not to disturb residents in other rooms.

9. Pets and Service/Assistance Animals

- a. Pets are not permitted in campus housing at any time, with the exception of fish (in a container no larger than 10 gallons).
- b. Casper College complies with the Americans with Disabilities Act and Section 504 of the Rehabilitation Act in providing services and accommodations to students with disabilities. Any service or assistance animals must be approved by Disability Support Services and the Office of Student Life prior to the animal residing within campus housing.
- c. Approved service animals may accompany students in all college areas where the student may be present. Emotional support animals (ESAs) and assistance animals differ from service animals. ESAs may NOT accompany their owner inside buildings other than the housing complex to which the owner is assigned. ESAs are not permitted in common areas such as student kitchens, lounges, and lobby areas.
- d. Students are expected to properly care for any approved service or assistance animal, and are responsible for the behavior of their animal. Animals that are not being properly cared for or cause damage or a disturbance to the community may be removed from campus housing.

10. Smoking

- a. Smoking is not permitted inside any College building. This includes the use of pipes, cigarettes, hookahs, e-cigarettes, vape products, and like items.
- b. Outdoor smoking is permitted at a minimum distance of 10 feet from a building.
- c. Cigarette butts and other smoking-related waste should be disposed of in proper containers.
- d. Waste from smokeless tobacco and oral nicotine pouches (Zyn-branded or like items) must be properly disposed of and may not be deposited in drinking fountains, sinks, toilets, or other inappropriate locations.

11. Soliciting, Advertising & Business Operation

- a. All advertising (posters, flyers, etc.) must be approved by the residence hall coordinator prior to being hung in student housing facilities. Unapproved advertising will be removed by Student Life staff.
- b. Solicitation, including the sale of items or services in the student housing, is not permitted.
- c. Students are not permitted to operate a business within their room or apartment. Conducting online business is allowed, provided all Casper College IT terms of use are upheld.

12. Sports

- a. Sports activities are not permitted inside student housing unless expressly permitted by the residence hall coordinator. This includes but is not limited to: throwing objects, roughhousing, water fights, and roping.
- b. Active use of bicycles, skateboards, rollerblades/skates, scooters, or other related equipment is not permitted inside student housing.
- c. Hover boards and similar self-balancing personal scooters are not permitted in student housing.
- d. The use of drones or aerial vehicles is prohibited within student housing and surrounding area (including, but not limited to: housing grounds, sidewalks, courtyards, parking lots, etc.).

13. Weapons

- a. Firearms, weapons, ammunition, and explosives are not permitted in or around student housing, including in parking lots. Prohibited weapons include but are not limited to: paintball guns, airsoft guns, tasers, stun guns, sling shots, brass knuckles, blow guns, dart guns, arrows, and martial arts weapons.
- b. Pocket knife blades may not exceed 3 inches in length. Fixed blade, switchblade, and throwing knives are not permitted in campus housing. Knives intended for cooking must be kept appropriately stored at all times and may only be used for cooking-related purposes.
- c. Pepper spray containers in excess of one ounce are not permitted.
- d. Weapons and associated paraphernalia displayed as decorations are not permitted.
- e. Any objects altered to be used as weapons, or altered to be perceived as weapons, are not permitted.
- f. Firearms may be registered and stored with Campus Security. Students wishing to store a firearm should contact Campus Security at 307-268-2688 prior to bringing the firearm to campus.

14. Windows, Balconies & Rooftops

- a. Hanging, climbing, or attempting to climb on/within buildings is not permitted.
- b. Rooftops may not be accessed by residents under any circumstance.
- c. Throwing, shooting, or dropping any object (including liquids) within or from any building or window is prohibited.
- d. Removal of window screens is prohibited. Violation of this policy will result in a \$10 fine.
- e. The use of window-mounted air conditioners or evaporative air coolers are prohibited.
- f. Peering into, knocking or tapping on, or throwing objects at windows of private Resident rooms is prohibited.

Housing Procedures

Check-In/Check-Out Procedures

At the time of check-in, students should report to the front desk in the Residence Hall. At that time, keys will be issued and the resident will be given the opportunity to review the room condition form (an electronic record) for their room. The room condition form notes the condition of the room and its contents (furniture, etc.). Students should notify a

resident assistant at the time of check-in if they notice damages in the room or apartment that are not noted on the room condition form.

To properly check out of student housing, students must notify a resident assistant and schedule a check-out appointment. At the check-out appointment, the resident will turn in their keys, complete the check-out section of the room condition form (noting any damages or missing items), and will provide the Student Life staff with a forwarding address for mail. Students will be assessed a \$50 improper checkout fee if they do not complete a scheduled check-out appointment.

Prior to the check-out appointment, students are expected to remove all personal belongings and thoroughly clean the room. Failure to remove belongings will result in the abandoned property process (Regulation 2l) taking effect. Failure to properly clean may result in the student being assessed charges to clean the space. Students will be assessed a \$50 fee if their bed is left disassembled at the time of check-out.



T-Bird Tip: The most common charges we see at check-out include (a) excessive cleaning, (b) improper check-out, (c) failure to de-loft your bed, and (d) room damages. Make sure to keep your room in good condition and follow the check-out process to avoid having charges withheld from your deposit.

The College's Right to Enter

The college reserves the right to enter and inspect the resident rooms or apartments at any time with or without notice to perform the following functions:

1. To inspect and confirm a resident's compliance with these terms and conditions.
2. For protection of health and safety.
3. For emergencies.
4. To perform maintenance, repairs, improvements, or energy conservation efforts.
5. To address violations of college rules or regulations.
6. To address violations of state or federal laws.

In addition to the above, health and safety inspections will be completed by Student Life staff a minimum of one time per semester. Residents will be notified of the period of inspection at least 24 hours in advance. Residents will also receive notification of the inspection results including any matters that need to be resolved. Health and safety inspections will also be completed in all rooms after the close of the Fall semester.

Equipment Check-Out

Residents are responsible for the cleanliness of their rooms or apartments and are expected to cooperate in the maintenance of public rooms and areas. Vacuums may be checked out from the front desk during desk hours, as well as other limited cleaning supplies and recreational equipment. Equipment may only be checked out to current residents, and will be checked out by presenting a photo ID to Student Life staff. Students

may be charged if equipment is not returned, or is returned in poor working condition. Equipment check-outs are limited to a maximum of 24 hours.

Personal Property Liability

Casper College is not responsible for the loss, theft, disappearance, damage or destruction at any time or in any place of property belonging to, used by, or in the custody of any resident or guest. Residents may wish to purchase a renter's insurance policy to insure their personal belongings. This policy remains in effect even in instances of major facilities related events (fire, flood, electrical failure, weather event, natural disaster, etc.). Students are responsible for their own personal property.

Residents are encouraged to mark all personal items with permanent identification, record serial numbers of all electronic devices, and to avoid leaving valuables and cash in unattended rooms. Residents are encouraged to lock their room doors at all times, and keep their room door closed when the room is unattended. Instances of personal property theft may be reported to the Casper Police Department for official investigation.

Mail and Packages

Student Life staff will distribute mail to assigned mailboxes within the Residence Hall (Wheeler Terrace residents are also assigned a mailbox in the Residence Hall). Mail will be distributed Monday through Friday only (except on days in which USPS does not deliver). Students are encouraged to check their mail on a regular basis, as official Casper College communications are often mailed to students. Commercial solicitations ("bulk mail" and circulars) will not be placed in resident mailboxes unless received through USPS and addressed by the sender to the student with the appropriate hall address.

Packages will be held for students at the front desk and are available for residents to pick up (with photo ID) during desk hours only. Mail will be forwarded for 10 days following a resident's departure from campus housing, provided a forwarding address is provided. It is the responsibility of residents to change their address with senders to ensure receipt of mail and packages following this 10-day forwarding period. Packages not picked up within 30 days will be forwarded or returned to sender.

Mail should be addressed using the following format:

Resident's Name (Both first and last names must be present to ensure delivery)
365 College Dr
Casper, WY 82601

From the above format, students should note that "Casper College" or the name of the residential complex is not used in this address, nor is a room or mailbox number. Not following the above addressing requirements may result in a delay of delivery by the carrier, or having the item returned to the sender.



T-Bird Tip: When packages are delivered to campus, they first go to Shipping & Receiving. Though they will show online as delivered, it may take 1-2 business days for them to be delivered by college staff to the Residence Hall.

Laundry

Washers and dryers are provided in the Residence Hall for use by residential students. Residence Hall laundry rooms are locked, but may be entered by students using their student ID card. These machines are accessed using a pre-paid laundry card, which can be obtained and managed using the machine located in the Residence Hall. Wheeler Terrace apartments have a washing machine provided in each apartment. Dryers are located on the second floor of the Wheeler Terrace complex. Residents are responsible for supplying their own laundry detergent and other laundry-related supplies. The use of bleach in student laundry machines is prohibited.

Parking

All cars driven or parked on college property must be registered with Campus Security. Residence Hall parking (associated lots are so labeled) is reserved for current residents only, with a maximum of one vehicle per resident. Residents may park in unmarked residential spots. Residents may not park in marked fire lanes, in spots designated for Casper College vehicles, in spots labeled for Civic Apartments residents, in the spot labeled "Reserved Director Parking Only," or in handicapped spots (unless a tag is displayed).

The parking of trailers, boats, recreational vehicles, or like items is prohibited. Students are not permitted to store any motorized vehicle (i.e. motorcycle, scooter, motorized bicycle, etc.) inside any building. Parking violations may result in the vehicle being issued a ticket from Campus Security. Continued violations may result in the vehicle being towed at the owner's expense.

Nondiscrimination Statement

Casper College is an equal opportunity institution and as such, does not discriminate on the basis of race, sex, color, national origin, religion, age, veteran status, political affiliation, disability, sexual orientation, gender identity, or any other characteristic protected under applicable federal, state, or local law in admission or access to or treatment or employment in its educational programs or activities. Direct inquiries or complaints concerning Title IV, Title IX, and Section 504 to Linda Toohey, vice president for student services, at 125 College Dr., Casper, WY 82601, 307-268-2667, or linda.toohey@caspercollege.edu, or the U.S. Department of Education, Office for Civil Rights, 1244 Speer Blvd., Ste. 310, Denver, CO 80204-3582, 303-844-5695 or TDD 303-844-3417.