

**Sheridan College**  
PO Box 1500  
Sheridan, WY 82801  
(307) 674-6446  
[www.sheridan.edu](http://www.sheridan.edu)

**2011 - 2012**

Northern Wyoming Community College District does not discriminate on the basis of race, color, national origin, gender, age, or disability in admission or access to, or treatment, or employment in, its educational programs or activities. Inquiries concerning Title VI, Title IX, Section 504 or ADA may be referred to the Vice President of Administrative Services, Sheridan College, PO Box 1500, Sheridan, WY 82801-1500 or phone (307) 674-6446, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor, Hathaway Building, Cheyenne, WY 82002-0050, or phone (307) 777-6218.

## **Sheridan College Student Handbook**

### **Absence**

Absence policies are determined by individual instructors in coordination with the academic administration. Students may be permitted to make up work missed at the discretion of the instructor. In the event of an extended absence (four continuous days or more), students must work closely with their instructors. Students receiving Title IV financial aid and fail to successfully complete their classes may be required to repay a portion of federal funds received and could be in jeopardy for receiving future federal aid.

### **Academic Honesty**

Students at Sheridan College are expected to maintain the highest standards of academic honesty and integrity. Academic honesty means performing all academic work without lying, cheating, deceit, plagiarism, misrepresentation, or unfairly gaining advantage over any other student. Violations of academic honesty are in violation of District standards for student conduct and shall result in disciplinary action. When an instructor observes alleged violations of academic honesty on the part of a student, the case shall be handled in accordance with the following procedures:

- The instructor will meet with the student(s), outline the accusation, and explain the tentative assessment of and grade for the assignment. The student(s) may earn a grade of "F" or 0 points on the assignment involved in the violation, or a grade of "F" in the course in which the offense occurred as outlined in the syllabus in the course. The instructor shall submit to the on-campus Academic Department Director of Division Chair within seven (7) working days from the time the offense is documented, a written report stating the facts of the case and the action taken by the instructor, along with any physical evidence; the report and evidence will be retained by; the Chief Academic Officer.
- The instructor shall make the student(s) aware of the chain of academic appeal (Division Chair, Academic Dean, Chief Academic Officer). Any student who considers himself unfairly treated may utilize the student grievance procedure. The Chief Academic Officer will provide all physical evidence to the chairperson of the grievance committee if a committee is called to meet. For multiple offenses on the part of the student, addition to failing the course(s) in which the academic honesty violations occurred, the student may be expelled from the College by the President on recommendation of the Executive Vice President/Chief Academic Officer following a judicial hearing.
- After disciplinary procedures have been initiated by the instructor, a student who has earned a grade of "F" in a course as a result of a violation of the District's policy on academic honesty is not permitted to withdraw from the course.

### **Accreditation**

Northern Wyoming Community College District is accredited by The Higher Learning Commission of the North Central Association. Nursing and Dental programs carry additional professional accreditation.

### **Activities and Organizations**

A significant portion of your college education occurs outside the typical classroom setting. Involvement in extracurricular activities and campus organizations is encouraged as a means to supplement your academic instruction. The College takes pride in its contribution to the total development of the student. If you wish further information or if there is no organization that fits your particular interest, contact the Department of Campus Life Office in the Thorne Rider Commons or at the Activities Cage. In addition to the student clubs, the following campus activities are available and special events are listed by date on the calendar pages in this handbook planner.

- **Chorus and Band**  
Chorus and band members include students and area residents. Weekly rehearsals are maintained in preparation for public concerts and other College appearances. The musical directors make selections. Previous experience, although desirable, is not a requirement. The College-Community Chorus and Band welcome students regardless of experience. College credit can be earned for participation.
- **Intramurals**

Sheridan College provides an extensive program of team and individual activities for students including volleyball, softball, basketball, tennis, dodge ball and soccer. A great deal of enthusiasm is generated through the College's intercollegiate competition with other schools. For more details and a schedule of events, contact the Intramurals Coordinator (307-674-6446 x2302).

### Advising

Sheridan College has advisors to assist students with academic questions. The staff provides general advising (by appointment or walk-in) in the Enrollment Services Office, located in the Griffith Student Services Center (Ext. 2000). Once a student identifies a major, a faculty advisor will be assigned. Advisors assist students in preparing for their college program before fall and spring semesters. Students are expected to schedule periodic conferences during the year with their advisors to discuss their career/degree plan and to review their academic progress.

### Alcoholic Beverages on Campus

It is the intent of the College to encourage responsible behavior. The possession and consumption of alcoholic beverages at any District facility, program, or in any vehicle, regardless of location, is limited to circumstances and conduct expressly permitted by the laws of the State of Wyoming and District procedures.

Alcoholic beverages may be consumed by students and their guests in individual residence hall rooms, individual student family housing units, and in on-campus employee housing, provided such consumption is in compliance with state law and in accordance with NWCCD procedures, unless expressly forbidden in individual campus rules. Unless authorized by the District President, alcoholic beverages may not be consumed nor open containers permitted in the halls, lounge areas, utility rooms, or other public areas of residence halls, or in any other campus locations.

Authorizations by the District President for consumption of alcoholic beverages in locations other than individual residence hall rooms, individual student family housing and in on-campus employee housing shall conform to the following conditions:

- a. Consumption shall be in connection with a substantive event, such as a banquet, official entertainment, reception;
- b. Food and non-alcoholic beverages shall be present;
- c. The event shall be monitored to prevent consumption by persons not of legal age.

. Violations shall constitute misconduct that subjects the offenders to sanctions as described and listed below:

1. The relevant law prohibits the possession and use of alcoholic beverages by anyone under 21 years of age. Such unlawful conduct is hereby prohibited.
2. Students who are 21 years of age or older and who are residing in College-owned residences may possess and consume alcoholic beverages only within the assigned living quarters of the resident in conformity with state and local laws and college regulations governing personal conduct.
3. Residence Hall lobbies and hallways shall be considered public areas in which open alcoholic beverage containers are strictly prohibited.
4. Selling, either directly or indirectly (such as through donations or solicitations), of alcoholic beverages in the aforementioned living units is prohibited. This restriction shall include the exchange for alcoholic beverages of tickets used for the purpose of such exchange; or any other means by which alcoholic beverages are provided for a consideration of cash or otherwise.
5. Individual residents are charged with full responsibility for the conduct of their guests and must take actions to ensure that the guests observe the relevant laws and College regulations. **Host responsibilities include:**
  - a. Assuming responsibility to make certain that minors are not served or allowed to consume alcoholic beverages in the room of the host;
  - b. Realizing that, by providing alcoholic beverages, a host is responsible, and perhaps liable, for the safety and well-being of the guests;
  - c. Making certain that noise levels comply with published quiet hour standards;
6. Public advertisements relative to functions or parties in individuals' rooms where alcoholic beverages are to be consumed are not permitted.
7. Public drunkenness is considered inappropriate and disruptive and violators will be subject to legal and/or disciplinary action. Students under 21 who display such behavior may be charged with possession by consumption.
8. Persons within living units shall promptly provide identification and proof of age upon request by any member of the Residence Hall staff, Campus Police, or other College officers who identify themselves.
9. Kegs of beer, multiple cases of beer, or other large quantities of other alcoholic beverages, i.e., "garbage-can punch," are not permitted on campus at any time.
10. Residents who choose not to drink are not to be encouraged or goaded into drinking by others.
11. Drinking contests, or drinking to excess under any circumstances will be considered substance abuse and will not be tolerated. Parents of minors in violation will be notified.
12. Violations of these regulations will be reported and heard through the normal College disciplinary procedures. Violations of applicable laws will be pursued as provided by law. Pursuant to changes made in 1997 to the family education rights and privacy act, the district may contact parents or legal guardians of students under the age of 21 who are involved in disciplinary actions

related to the use or abuse of alcohol or drugs. This notification may take place when it is deemed prudent by the district in order to protect the health and well being of the student. Procedures for informing parents or legal guardians are as follows:

- a. Generally, parents or legal guardians may be notified after the second offense.
- b. Notification may take place after the first offense if the situation is considered violent and/or threatening to the health or well being of the student or of a victim, or if there are multiple violations of the code of conduct.
- c. Information releases will include the name of the student, the violation committed, and any sanctions imposed. The information will be released only at the conclusion of the disciplinary process.
- d. The division of Student Services will coordinate notification.

### **Campus Police**

The Sheridan College Campus Police operations are based on the following mission statement:

*"We, the campus police department, exist to serve all people within the campus with respect, fairness and compassion. We are committed to the prevention of crime and protection of life and property; the preservation of peace, order, and safety; the enforcement of laws and ordinances; and the safeguarding of constitutional guarantees. With service to the students as our foundation, we are driven by goals to enhance the quality of life, to investigate problems as well as incidents, to seek solutions and to foster a sense of security on the campus. We nurture trust by holding ourselves to the highest standards of performance and ethics. To fulfill its mission, the Campus Police Department is dedicated to providing a quality work environment and to the development of its members through effective training and leadership."*

The Campus Police Office is located in the Student Commons building adjacent to the lobby area. Two officers reside on campus.

### **CARE – Campus Assessment, Response, Evaluation Team**

CARE team professionals come from various campus programs and services and provide training for identifying and effectively approaching students of concern. Referrals are encouraged and made by concerned parties who observe signs of students in distress or students who are disruptive in class. The team assists identified students by making appropriate professional referrals to campus and community resources.

CARE team members provide support, referrals, and coordination of intervention services.

Referrals can be made online or in person. Open the [www.sheridan.edu](http://www.sheridan.edu) webpage; use the A-Z index or MyCollege to find **CARE**. You can learn more about how to help a student in distress, contact a team member or submit a concern.

In emergency, if you or any student feels threatened, please call 911.

### **Career Advising**

The Career Center can help you with career exploration and assist in your search for a job while you're at Sheridan College and after you earn your degree or certificate. Call for an appointment with our Career Counselor to develop a winning resume, review and practice your interviewing skills, or for general help with career decisions and job search, at 674-6446, Ext. 2004.

### **College Closures**

Severe weather conditions occasionally require the closure of all or part of the College District. This decision is made by the President or designee and is based on road and travel information from the Wyoming Highway Department and the status of campus roads and parking lots as reported by maintenance personnel. A decision to close any part of the District will be made before 7:00 a.m. and will be announced on local radio stations. If no announcement is made, students should assume that classes will be held.

### **Computer Lab**

#### **Rules of Conduct**

*Out of consideration for fellow students and other computer users **PLEASE** observe the following guidelines:*

1. Absolutely no food or drink in computer labs.
2. Personal files should not be saved to drive C; ALL unauthorized files are deleted on a regular basis.
3. Unauthorized programs will be removed from the hard drive.
4. The Office of Information Technologies must approve all programs on drive C.
5. Copyright laws prohibit copying computer programs. Do not copy any programs including those installed on drive C.
6. When a computer class is in session, you must seek permission from the instructor before using an open machine.

Information Technologies computers and networks should not be used to play computer games unless for instructional purposes as specifically assigned by a professor. Those who do not abide by these rules of conduct should expect suspension of computer privileges and referral to the Dean of Students or designee for possible disciplinary action under the College Code of Conduct. Offenders may also be subject to criminal prosecution under Wyoming State law and should expect Information Technologies to pursue such action. As an example, under Wyoming law, it is a felony punishable by a fine of up to \$10,000 and imprisonment of up to ten years for any person to access, alter or damage any computer system, network, software or database, or any part thereof, with the intent to interrupt the normal functioning of an organization [Article 5, Title 6-3-504].

### **Conduct**

Registration at the District implies a commitment to high standards of personal and social behavior. Students are expected to abide by established guidelines at all times as defined in Series 5075.2. The purpose of the student conduct and discipline policy is to prescribe standards of personal conduct for students at the District and to specify procedures associated with disciplinary actions taken to maintain those standards. These procedures apply to all credit and non-credit students at the District. The following list is not all-inclusive of prohibited behaviors, but serves as a guideline.

1. Acts of dishonesty, including but not limited to the following:
  - a. Cheating, plagiarism, or other forms of academic dishonesty (See Academic Honesty, Series 6005).
  - b. Furnishing false information or failing to provide truthful information to any college official or faculty member.
  - c. Forgery, alteration, or misuse of any college document, record, or instrument of identification.
  - d. Tampering with the election of any college recognized student organization.
2. Disruption or obstruction of the teaching learning process, research, administration, disciplinary proceedings, other college activities, including its public service functions on or off-campus, or other authorized non-college activities, or when the act occurs on college premises or at campus-sponsored activities.
3. Physical abuse, verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct, which threatens or endangers the health or safety of any member of the College community.
4. Attempted or actual theft of and/or damage to property of the College (including library materials) or property of a member of the College community or other personal or public property.
5. Hazing, defined as an act which endangers the mental or physical health or safety of a student, or which destroys or removes public or private property for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization.
6. Failure to comply with directions of college officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.
7. Unauthorized possession, duplication, or use of keys to any college premises or unauthorized entry to or use of college premises.
8. Unauthorized access, use, or disclosure of records or information of any members of the College community.
9. Violation of published college policies, program rules, or regulations (i.e., including parking; motor vehicle movement; compliance in completing health record).
10. Students in health sciences and nursing disciplines who fail to submit health records will be removed from clinical affiliations and labs with the possibility of further disciplinary action.
11. Violation of federal, state, or local law on college premises or at college-sponsored or college-supervised activities.
12. Use, possession or distribution of narcotics(s) or other controlled substances except as expressly permitted by the law.
13. Use, possession or distribution of alcoholic beverages except as expressly permitted by the law, or public intoxication (see Series 5070).
14. Possession of firearms, explosives, other weapons, or dangerous chemical agents on college premises.
15. Participation in a campus demonstration that disrupts the normal operations of the College and infringes on the rights of other college community members, leading or inciting others to disrupt scheduled and/or normal activities within any campus building or area. Students have the right to organize. The College designates the soccer complex or CTEL room 136 on the Sheridan Campus and the Presentation Hall or across the street from the east wing on the Gillette Campus. Times for access to these locations are from 12:00 p.m. until 7:00 p.m. on any college workday; however, normal operations of the College shall not be disrupted.
16. Obstruction of the free flow of pedestrian or vehicular traffic (e.g., skateboarding) on college premises or at college-sponsored or supervised functions.
17. Conduct which is disorderly, obscene, lewd, or indecent; breach of peace; or aiding and abetting; or procuring another person to breach the peace on college premises or at functions sponsored by, or participated in by, the College.
18. Unlawful or unauthorized use of College's computer system or network.
19. Violation of rules regarding housing policies.
20. Improper use of copyrighted materials.
21. Theft or other abuse of computer time, including but not limited to:
  - a. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose.
  - b. Unauthorized use of another individual's identification and password.
  - c. Use of computing facilities to send or receive obscene or abusive messages.
  - d. Use of computing facilities to interfere with normal operation of the College computing system or any other computing system.
22. Abuse of the judicial system, including but not limited to:
  - a. Failure to obey the summons of a Student Conduct Board, student grievance committee or college official.
  - b. Falsification, distortion, or misrepresentation of information before a Student Conduct Board or Student Grievance Committee.
  - c. Disruption or interference of a judicial proceeding.
  - d. Institution of a judicial proceeding knowingly, without cause.
  - e. Attempting to discourage an individual's proper participation in, or use of, the judicial system.
  - f. Attempting to influence the impartiality of a member of a Student Conduct Board or Student Grievance Committee prior to, and/or during the course of, the judicial proceeding.
  - g. Harassment (verbal or physical) and/or intimidation of a member of a Student Conduct Board or Grievance Committee or a witness or victim prior to, during, and/or after a judicial proceeding.

- h. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
23. Any other violation of the right of any member of the College community as deemed by the Chief Student Affairs Officer, designee, or Student Conduct Board.

### **Student Code of Conduct and Specialized Programs**

The District recognizes there are a number of specialized curricular and extra-curricular programs that exist. In each instance these program may have internal codes of conduct that, in addition to the general student code of conduct, must be adhered to by affected students; however, in the event of misconduct, the judicial process outlined in Series 5075.3 must be followed.

### **Violation of law and college discipline**

If a student is charged only with an off-campus violation of federal, state, or local laws, but not with any other violation of this Student Code of Conduct, disciplinary action may be taken and sanctions imposed for misconduct that demonstrates disregard for the District community. District disciplinary proceedings may be instituted against a student charged with violation of a law, which is also a violation of this Student Code of Conduct. Proceedings under the Student Code of Conduct may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus. The District's disciplinary actions will not be subject to challenges on the ground that criminal complaints involving the same incident have been dismissed or reduced. When a student is charged by federal, state, or local authorities with a violation of law, the District will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before the student conduct/advisory board for violation of the Student Code of Conduct, however, the District may advise off-campus authorities of the existence of the Student Code of Conduct and of how such matters will be handled internally. The District will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators. Individual students and faculty members, acting in their personal capacities, remain free to interact with governmental representatives, as they deem appropriate.

### **Immediate Suspension**

Immediate interim suspension, pending a hearing by the NWCCD Student Conduct Board, will occur whenever the accused student is deemed a safety threat. The following acts will result in immediate interim suspension:

1. Serious acts against persons, including, but not limited to:
  - a. Serious threats or endangerment
  - b. Murder
  - c. Physical Assault
  - d. Rape or Sexual Assault
2. Serious acts against property, including, but not limited to:
  - a. Arson
  - b. Destruction of property, including electronic property (e.g., computers)
  - c. Illegal occupation of a building
  - d. Possession or discharge of weapons or dangerous chemicals.
  - e. Misuse, sale, or distribution of controlled substances on campus.
3. Serious acts jeopardizing the safety and lives of others, including, but not limited to:
  - a. Creating or falsely reporting bombs
  - b. Driving under the influence of drugs or alcohol.
  - c. Hazing
  - d. Inciting a riot
  - e. Tampering with fire or safety equipment (including falsely pulling a fire alarm)
  - f. Resisting arrest

### **Guests**

It is the responsibility of NWCCD students to make their guests who visit the campus aware of these policies. Guests who violate the Student Code of Conduct will be escorted off campus and not permitted to return to the campus without the approval of the Dean of Students or her/his designee.

### **Judicial Procedures**

The Dean of Students or designee, is charged with administering the Student Code of Conduct and rendering a decision regarding the disposition within five (5) working days of the incident. The Dean of Students can unilaterally sanction students or refer the incident(s) to the judicial process. In the case of admitted guilt by the student and/or impending significant threat to health and safety prior to the hearing, the Dean of Students or designee may decide on sanctions. If students admit to guilt, they cannot appeal the sanction. The Dean of Students or designee may place a student on disciplinary probation for violation of established College policy; a letter will be placed in the student's personal file in both the Registrar's and the Dean of Students offices. If the student does not re-offend throughout the remainder of the student's tenure at NWCCD, the letter will be discarded. However, if the student re-offends, she or he will be subject to the disciplinary procedures outlined below. A student may be permanently expelled from NWCCD for gross violation of the Student Code of Conduct as determined by the Dean of Students or the judicial process. If the student in question wishes, an appeal of the decision may be made through the student appeals procedure. In such instances, the Appeals Board will hear the appeal within ten (10) days of receipt of the request and a

decision shall be rendered within five (5) working days of the appeal hearing. All proceedings are confidential and all parties involved are bound to confidentiality.

- **Judicial Authority**

The Dean of Students shall determine the composition of the Student Conduct Board to include one (1) faculty member, one (1) professional staff, and three (3) students. The Student Conduct Board shall make written findings and may recommend sanctions upon determination misconduct occurred. Findings made by the Student Conduct Board and/or the Dean of Students shall be final, pending the normal appeal process. The Dean of Students or designee is the only person authorized to impose sanctions upon students found to have violated the student disciplinary code. The Dean of Students Office may designate another staff member of the District to serve simultaneously as a judicial advisor and a member of a Student Conduct Board, who also is authorized to impose sanctions upon students found to have violated the student disciplinary code. Nothing shall prevent the Dean of Students Office from authorizing the same person to serve in all cases. The Dean of Students of the District is the person designated by the District President who is charged to administer the Code of Conduct and consider appeals. The Dean of Students shall develop policies for the administration of the judicial program and procedural rules for the conduct of hearings, which are not inconsistent with provisions of the student disciplinary code. Every student has the right of appeal unless the offense is so obvious and heinous the Dean of Students and the District President determine no appeal is allowed.

- **Complaints and Hearings**

Any member of the District community may file a complaint against any student for misconduct. A complaint shall be prepared in writing and directed to the Dean of Students or designee responsible for the administration of the College's Student Conduct Board. Any complaint should be submitted as soon as possible after the event takes place, preferably within ten (10) working days. If the complaint is received after ten (10) days, the Dean of Students may dismiss the complaint. The Dean of Students or designee may conduct an investigation to determine if the complaints have merit and/or if they can be disposed of administratively. If the Dean of Students determines there is a basis for the complaint, a specific statement of charges under the Code of Conduct with potential sanctions will be issued to the student. If the complaint can be resolved to the mutual satisfaction of the Dean of Students and the student who has been charged, such disposition will be final and there shall be no subsequent proceedings. If the complaint cannot be disposed of by mutual consent, the Dean of Students or designee may later serve as a member of the Student Conduct Board. Any complaint shall be presented to the accused student in written form, noting specific violations of the Student Code of Conduct. A time shall be set for a hearing, not less than five (5) and not to exceed more than fifteen (15) working days after the student has been notified of the specific charges. Maximum time limits for scheduling of hearings may be extended at the discretion of the Dean of Students or designee.

- **Hearings shall be conducted by a Student Conduct Board according to the following guidelines:**

1. Hearings shall be conducted in private. Admission of any person to the hearing shall be at the discretion of the Student Conduct Board and/or its chairperson.
2. In hearings involving more than one accused student, the chairperson of the Student Conduct Board at his or her discretion, may permit the hearings concerning each student to be conducted separately. The complainant and the accused have the right to be assisted by any advisor they choose from the College community; however, as an internal process, representative legal counsel at a hearing for any parties is not permitted. The complainant and/or the accused are responsible for presenting his or her case and, therefore, advisors are not permitted to speak in place of the students, but are there to provide direct advice and/or support to the accused.
3. The complainant, the accused and the Student Conduct Board shall have the privilege of presenting witnesses, subject to the right of cross-examination only by the Student Conduct Board.
4. The Student Conduct Board, at the discretion of the chairperson, may accept pertinent records, exhibits, and written statements as evidence for consideration. All procedural questions are subject to the final decision of the chairperson of the Student Conduct Board.
5. At a subsequent meeting after the hearing, the chairperson shall determine (by majority vote if the Student Conduct Board consists of more than one person) whether the student has violated the section of the Student Code of Conduct, which the student is charged with violating.
6. The chairperson's determination shall be made on the basis of whether it is more likely than not that the accused student violated the Student Code of Conduct.
7. There shall be a single verbatim record, such as a tape recording, of all hearings before a Student Conduct/Advisory Board. The record shall be the property of the College and will be accessible to all involved parties.
8. Failure to obey the summons of a Student Conduct Board of College official may be found in violation of the Student Code of Conduct. In all cases, the evidence in support of the complaint shall be presented to and considered by the Student Conduct Board.

- **Student Appeal Process**

1. An appeal shall be limited to the review of the verbatim record of the initial hearing and the supporting documents, unless the Dean of Students or designee has determined there is new evidence pertinent to the case, for one or more of the following purposes:
  - a. To determine whether the original hearing was conducted fairly in light of the complaint and evidence presented, and in conformity with prescribed procedures giving the complaining party a reasonable opportunity to prepare and present evidence that the Student Code of Conduct was violated, and giving the accused student a reasonable opportunity to prepare and to present a rebuttal of those allegations.

- b. To determine whether the findings regarding the alleged misconduct were based on substantial evidence, that is, whether the facts in the case were sufficient to establish that a violation of the Student Code of Conduct occurred.
  - c. To consider new evidence or other relevant facts not brought out in the original hearing, because the person appealing did not know of such evidence and/or facts at the time of the original hearing.
2. If the Appellate Board upholds an appeal, the Appeal Board will make a new determination after consulting with the original Student Conduct Board.
  3. The Appeal Board will consist of three (3) members who did not serve on the Student Conduct Board; one (1) professional staff selected by the professional staff council chair, one (1) faculty selected by the Faculty Senate President and one (1) student selected by the Student Senate President.
  4. The appeal shall be filed in writing to the Dean of Students within five (5) days of the release of findings of the Student Conduct Board.
  5. The Appeal Board shall hear the appeal no later than ten (10) days after the appeal.
  6. Any decisions of student code complaints, whether by the Dean of Students or the Student Conduct Board hearing shall be final and not grievable.
- **Penalties for Violations of Rules of Conduct**

The following penalties may be imposed by the Dean of Students for violations of the rules of conduct. In each case, the penalty to be imposed will be determined by examining the nature and severity of the violation. A record of disciplinary action will be retained in the student's file in the Dean of Student's office. More than one of the sanctions listed below may be imposed for any single violation. Other than college suspension and expulsion, disciplinary sanctions shall not be made part of the student's permanent academic record. The Dean of Students will keep a confidential record of disciplinary actions.

    - **Warning.** A warning is a written statement to the student stating that he/she is violating or has violated College rules and may be subject thereafter to more severe disciplinary action.
    - **Restitution.** Restitution is defined as reimbursement or other compensation for damage. When this sanction is imposed, the decision shall direct that restitution be made in a specific amount by a certain date. The consequences of failure to make such restitution shall be stated in writing, including suspension or dismissal.
    - **Probation.** The definition of "probation" shall include the following: a period of time, decided upon by the Dean of Students, during which a student who has been found guilty of a breach of the College's rules of conduct may be considered to be unacceptable to participate in the social activities of the College, including run for or hold an office to a club, class or senate. He or she may not participate in any public display or activity as a representative of the College. Any student placed on probation may not be able to attend College social activities such as dances, films, ball games, plays, intramural sports, etc., unless the Dean of Students determines it may be desirable that the student be allowed to attend certain of the social activities. Violation of probation could result in additional actions, such as extended probation, eviction from residence hall, loss of academic or athletic scholarships, suspension, or dismissal. Terms of the probation will be determined by the Dean of Students or designee.
    - **Loss of Privileges.** Denial of specified privileges for a designated period of time.
    - **Fines.** Fines may be imposed as follows:
      - \$50 for first violations
      - \$100 for second violations
      - Higher fines levied at the discretion of the Dean of Students or his/her designee
    - **Discretionary Sanctions.** Work assignments, service to the College or other specific assignments appropriate to the violation as determined by the Dean of Students or designee.
    - **Residence Hall Suspension.** Separation of the student from the residence halls for a defined period of time, after which the student is eligible to return. Conditions for re-admission may be specified.
    - **Residence Hall Expulsion.** Permanent separation of the student from the residence halls.
    - **Suspension.** Suspension shall mean the immediate withdrawal of the student from all classes with the loss of all credits for the semester in which the suspension will occur. When the student is suspended, he or she will be notified in writing. The notification will include a date after which the student may be readmitted to the College. Generally, a suspension shall be only for the semester in which an offense occurs, unless the offense occurs at the end of a semester, in which case the suspension may be carried over to the following semester and credits will then accrue. A student who is suspended may be required to forfeit all refund privileges for the semester in which the dismissal occurs.
    - **Dismissal.** Dismissal will mean immediate withdrawal from the College with the loss of all credits in the semester in which the dismissal occurs. The dismissal notice will retain no re-admission date. To be reinstated, a student who has been dismissed must petition the Board of Trustees through the President's office. The Board hearing is not necessarily an outcome of the petition. A person who has been dismissed will not be considered for re-admission until at least one year after the dismissal. A student who was dismissed may be required to forfeit all refund privileges for the semester in which the dismissal occurs.

### Continuing Education

The Center for Workforce and Community Education encompasses a variety of services to the three county areas of Sheridan, Johnson and Campbell Counties. Classes are open to anyone in the communities, including the students. There are two primary types of continuing education offerings:

- Professional Development: trainings to help improve work skills ranging from computer application such as Windows, Word, Excel, Access, PowerPoint and Publisher, to industry specific such as truck driving, welding, and low voltage, to soft skills, including leadership, supervisory, customer service and team building.
- Personal Enrichment: personal growth classes to enhance one's life. Some examples include visual arts, music, computer applications, landscaping, photography, cooking, and fitness. The Personal Enrichment classes are non-credit. However, students are entered into the college system establishing a permanent record of the training. New classes are set up frequently and advertised through a schedule available from the Center for Workforce and Community Education office as well as the Records Office and online at [www.sheridan.edu/business](http://www.sheridan.edu/business). Customized training is also offered to companies with several employees who need the same training. This can happen at the college or at the place of business. Call the Center for Workforce and Community Education for more information. (307) 674-6446 Ext 4502.

### **Counseling Services**

Individual, couple and family mental health counseling services are available at no cost to students in a wide range of areas, such as stress management, homesickness, adjustment and relationship issues, test anxiety and more. Clients will be assisted with identifying patterns of distress or dysfunction that are interfering with living a healthy lifestyle; a brief assessment of a specific problem area will be identified, and an appropriate course of action determined by the student and therapist. Length of therapy varies, with a primary focus on short-term treatment directed at helping students function in a college environment. NWCCDCS does not have the capacity to manage chronic conditions requiring intensive or frequent contacts, or medication management. If our short-term care model will not adequately meet your needs, the therapist will provide referral resources available in the community.

Counseling Services makes anonymous online screenings available for depression, anxiety, bi-polar, alcohol, PTSD and eating disorders at: <http://www.mentalhealthscreening.org/screening/Welcome.aspx>. The screening is provided so that you may find out whether or not a professional consultation would be helpful to you.

Strict guidelines are in place to assure students that confidentiality regarding services provided will be maintained in accordance with the State of Wyoming Mental Health Professions Licensing Board. Individuals in need of counseling services may contact Deanne Wyssmann at 674-6446, Ext. 2008 or at [dwyssmann@sheridan.edu](mailto:dwyssmann@sheridan.edu) to arrange an appointment. Open hours for "drop by" visits are available as the counselor's schedule permits at Whitney Building room 145L. More information is available on the Counseling Services web pages at <http://www.sheridan.edu/site/sc/college-services/mental-health-services/>.

### **Directory Release**

Under the terms of FERPA (Family Educational Rights and Privacy Act), Sheridan College has established the following as directory information: Name, address, telephone listing, e-mail address, campus location, date and place of birth, major field of study, previous school attended, participation in officially recognized sports and activities, weight and height of members of athletic teams, dates of attendance, and degrees and awards. This information may be provided for those students who select "yes" for Directory Release. Changes to directory release permission must be made in the Records Office.

### **Drug-Free Campus**

The improper use of narcotics and other controlled substances, commonly referred to as illegal drugs, has been a significant problem to business, employees, and society in general. Their sale, use, and abuse can threaten the safety, morale, and public image of both individuals and the College. The following policy regarding illegal drugs has been established:

"No person will be admitted or hired who is known to be a user, promoter, or seller of any controlled substance, as that term is defined in state and federal statutes. Use or possession of illegal drugs (controlled substances) on College premises or during working hours, including break or meal periods, or working under the influence of illegal drugs, is strictly prohibited. Any employee or student violating this policy may be referred to drug counseling programs, drug rehabilitation programs, or employee assistance programs or may be disciplined, up to and including dismissal for the first offense. Any student or employee who is found to be a seller or involved in the sale, solicitation, or dealing in illegal drugs will be discharged from employment and/or classes of the College."

### **Consequences of Drug Use**

- Failure to Get a Job: With the implementation of new drug free legislation, job applicants can expect an increase in required drug testing. A history of drug usage will hinder a student's employability.
- Failure on the Job: Employees with a history of drug usage work at only two-thirds of their potential, are absent up to six times as often as nonusers, have four times as many accidents, and make twice as many errors as nonusers, reports the U.S. Department of Labor.
- Academic Failure: Studies have shown that previously well adjusted and intellectually endowed students are falling apart academically because of drug use which makes "great people average and average people dumb," reports nationally known neuropsychiatrists and brain researcher, Robert C. Gilkeson, M.D.
- Failing Health: Abuse of alcohol and other drugs increases the chances of violence, injuries, automobile accidents, heart attacks, strokes, cancer, emphysema, and a long list of other diseases. Largely because of this, 15-24 year-olds make up the only age group in the U.S. whose life expectancy is actually decreasing.

- Institutional Consequences: The College will respond quickly and surely to any student who violates the drug-free environment. Consequences could include counseling, referral to rehabilitation agencies, immediate dismissal, or other sanctions deemed appropriate by the Vice-President for Instruction and Student Services.
- Students who are convicted of drug use or possession may jeopardize their receipt of Title IV financial aid.

### **ETSS – Employment and Training for Self-Sufficiency Program**

The ETSS Program is funded by the Department of Workforce Services. This program provides support services and financial assistance for students with dependent children who are enrolled in Dental Hygiene, Nursing, Massage Therapy, Construction, Engineering Technology, Drafting, Diesel Technology, Machine Tool Technology, Surveying Technology, and Welding programs at Sheridan College. To qualify, students must:

1. Be a custodial or non-custodial parenting adult,
2. Be a Wyoming resident having lived in the state 45 days or longer and have Wyoming residence,
3. Be a United States citizen,
4. Meet income eligibility requirements

For additional information call 307-674-6446 x2004.

### **Exams**

Final examinations are scheduled during the last week of each semester. Students are to adhere to the examination schedule as posted by the Registrar.

### **Financial Aid**

Financial assistance is available to students at NWCCD through a variety of sources including the federal government, the state of Wyoming, the College's foundation, private donors and institutional scholarships. Assistance may be based upon financial need, academic standing or both. Therefore, all students are encouraged to apply for financial assistance. While financial aid personnel are available to provide assistance in applying for scholarships (including Hathaway), student employment, Federal Pell Grants, Federal Supplemental Educational Opportunity Grants, State Student Incentive Grants and the Federal Direct Loan Program it is the student's responsibility to complete applications and to submit all required documents. Priority receipt date for applications is March 1 for the following academic year.

Students who wish to apply for federal aid must complete and submit the *Free Application for Federal Student Aid (FAFSA)* electronically at [www.fafsa.ed.gov](http://www.fafsa.ed.gov). NWCCD normally receives the student's FAFSA information within ten days of the date the application was submitted.

Students who wish to apply for scholarships must complete the STARS application on the College's website at [www.sheridan.edu](http://www.sheridan.edu). Students should complete the application(s) as early as possible after January 1 if they wish to meet the priority deadline of March 1. Applications that are received after the priority deadline will be processed on a funds-available basis.

Students who wish to be considered for the Hathaway Scholarship must submit an application to NWCCD. The Hathaway Scholarship application is available on the College's website at [www.sheridan.edu](http://www.sheridan.edu). The Hathaway Scholarship deadlines and other criteria are described on page two of the application. Students are encouraged to pay close attention to the Hathaway scholarship deadlines and expiration for use dates.

- **Enrollment Verification for Financial Aid Recipients**

Financial aid is awarded to students based upon pre-enrollment status, if known, or upon the assumption that they will register fulltime (12 credits or more per semester). NWCCD will calculate (or recalculate, if necessary) students' financial aid amounts and types based upon their actual enrollment status at the end of the official refund period (approximately the end of the third week of the semester). Should the student add classes after that point the Federal Pell Grant will not be increased to reflect those credits.

- **Title IV Credit Balances (Refunds)**

Financial aid may be awarded to eligible students for both NWCCD charges and living expenses. Eligible students may receive refunds from their financial aid to assist them with their non-tuition enrollment expenses. NWCCD anticipates that it will begin to mail checks (or to send electronic payments, at the college's choice) to eligible students at the fifth week of the semester.

- **Standards of Academic Progress (SAP) for Financial Aid Recipients**

Financial aid is awarded to students with the requirement that they attend their classes and earn satisfactory grades. The academic records for all recipients of financial aid will be reviewed at the conclusion of each semester to determine if academic progress is satisfactory. Students must complete (with a grade of D or higher) a minimum of 67 percent of courses attempted with NWCCD to remain eligible for Title IV financial aid programs (Pell, SEOG, FWS, PLUS and Direct loans). Additionally, students must maintain a cumulative GPA of 2.00 or better. Scholarship recipients are required to earn a term GPA of 2.00 or higher; some scholarships have higher GPA requirements. Students not meeting these criteria may no longer be eligible for financial assistance.

Students who wish to appeal their initial loss of financial aid may submit a SAP appeal application to the Financial Aid Office at NWCCD. The SAP appeal application is available on the College's website ([www.sheridan.edu](http://www.sheridan.edu)) on the financial aid page. Students who lose their eligibility for financial aid more than one time may submit a letter explaining their circumstances and planned steps for improvement to the Student Appeals Committee, c/o Dean of Enrollment Services, PO Box 1500, Sheridan, WY 82801.

Students may receive financial aid for up to 150% of the credits normally required to attain the degree or certificate. At NWCCD Associate degree programs require a minimum of 64 credits to complete. Students who enroll in associate degree programs may receive financial aid during the time period required to complete up to 96 credits. Students may appeal to the Financial Aid Office if additional semesters are needed beyond the 150% timeframe in order to complete degree or certificate requirements.

Students are responsible for adhering to the "Policies and Practices Governing Student Financial Assistance," available online at [www.sheridan.edu](http://www.sheridan.edu) on the financial aid page. Students are encouraged to discuss any issues they do not fully understand with financial aid personnel. Students are liable for all costs not covered by financial aid, including late fees.

### **Fitness Center**

A well-equipped fitness center in the Bruce Hoffman Golden Dome features free weights, weight machines, exercise bikes, cross country ski exercisers, stair climbers and a treadmill to help students stay in shape or design a personal exercise program.

### **Flexible Learning Lab Guidelines (GMB 130)**

Flexible Learning lab hours are provided for help in accessing the online curriculum. Students who wish to access the online curriculum via the Internet must have an email address and Shockwave Media Player installed. See your instructor for help obtaining these components. Students must contact the Flexible Learning lab facilitator within two weeks of the beginning of the semester if registered before the start of the semester; otherwise, contact must occur within two weeks of registering for the course. Students who do not make the initial contact with the facilitator within two weeks as described will be dropped from the course. Students who have made the initial contact with the facilitator but have not started the course(s) within three weeks of registration will be dropped from the course. Books are provided for checkout during lab hours. These are not to leave the computer lab. Students wishing to complete all class material off-campus may purchase the text identified on the syllabus. Students may register for the classes any time during the semester. All course materials must be completed by the end of the semester in which the student is registered. Refunds for drops are provided and prorated according to the tuition refund schedule (See page 19 of this handbook). Withdrawals must be completed through the Record's Office. Incompletes must be initiated by the student and can be assigned in accordance with Policy 6010.8.

### **GED, ESL, Adult Basic Education**

The College offers assistance to adults who need help with basic skills such as reading, writing, spelling and math. Classes and testing for the GED (high-school equivalency) and assistance for people who are learning English as a second language are also available. For more information about ABE, GED, and ESL programs, call Ext. 2700.

### **Bookstore**

Sheridan College Bookstore stocks all required and optional textbooks for classes plus study guides and reference items. Books can be special ordered with no additional shipping or handling charges for standard shipping. Applicable charges apply for expedited shipping. The store carries a large assortment of school supplies, clothing, backpacks, gifts, greeting cards, art supplies, and personal items. The store carries some computer software at educational pricing. Fax service is available for students and college employees; the cost is \$1.00 per page to send or receive. (Fax # (307) 674-3354). The Sheridan Bookstore provides a book buyback year-round, though it cannot guarantee the purchase of any book. At the end of each semester there will be a larger book buyback where the potential for selling a book is higher. Dates will be posted on campus approximately one week before the buyback.

**Textbook Rental Program-** All textbooks are eligible to rent. The rental price of a textbook is based on the demand and value of the textbook. A Rental agreement must be signed and a credit card must be presented at time of rental. Book(s) must be returned at the end of the semester during buyback week. The book(s) not returned will be charged to the credit card on file at 110% of the new textbook retail price, less the 50% already paid at the time of rental.

**Textbook refund policy:** *The Sheridan Bookstore provides a full refund on textbooks for one week after classes start. A receipt is required for any returns or exchanges and the textbook(s) must be in original selling condition. Refunds after the first week of classes are allowed only with a drop slip and original receipt. Rental books are not eligible for any type of refund after the first week of classes.* As a service to eligible financial aid recipients, the District offers students the opportunity to purchase books and supplies using financial aid funds (that exceed tuition, fees and other account charges) as a book allowance. In order to access the book allowance, a student is issued a book voucher. The book allowance is an early refund of financial aid funds (e.g. the Pell grant or a Stafford loan). The book allowance is deducted from the student's grants and loans; it is not a separate or additional type of financial aid. For additional information about purchasing books with financial aid consult the financial aid handbook.

#### **Textbook Refund Schedule:**

**1st week: 100%**

**2nd week: 70%**

**3rd week: 40%**

**4th week or later: No Refund**

**Note: Items paid by check are subject to a ten-day waiting period.**

### **Grades**

Coursework is graded on a 4.0 scale. For a complete description of the grading system, please consult the College catalog.

- **Audit**

Auditing entails full rights and responsibilities for the course, although auditors are not generally required to take examinations and no credit or grade is awarded. An audit must be declared with the Records Office at the time of registration or within the first twenty-one days of the semester. Audits are subject to the same fee schedule as regular enrollments.

**Note:** Financial Aid recipients and veteran recipients cannot receive benefits to cover expenses for auditing a course.

- **Classification of Students**

Students are classified as freshmen or sophomores based on the number of credit hours earned. A freshman is any regularly enrolled student who has completed fewer than 30 credit hours. A sophomore is any regularly enrolled student who has completed 30 or more credit hours. Students not working toward a degree are classified as non-degree seeking students. A full-time student is one who is enrolled for 12 or more credit hours. A part-time student is one who is enrolled in less than 12 credit hours.

- **Grade Changes**

Grades are due from faculty on the date designated by the Registrar. To correct errors in grades after posting, faculty must submit a signed Change of Grade form to the Records Office.

- **Incomplete**

An Incomplete grade may be requested by a student who cannot complete a course during a regular semester due to extenuating circumstances. The "I" grade will remain on a student's permanent record for a maximum of one year. The instructor determines make-up requirements and time given to complete the course. An "I" grade that is not completed according to requirements will automatically change to an "F" grade. Petition for Incomplete Grade forms are available on the college website or through the Records Office.

- **Repeating Courses**

Students may repeat courses to better a previous grade on the recommendation of the advisor. In such cases, both classes and both grades appear on the student's transcript. However, the credit from any given course, or equivalent course on another campus, is applicable to degree requirements only once. Students receiving financial aid may count a course once which they are repeating toward enrollment standing if they previously received a letter grade of D or higher. Students who received a grade of F may count that course toward the enrollment standing used to calculate financial aid eligibility until a grade of D or higher is received.

## **Graduation**

To fulfill College requirements for an Associate Degree or Certificate, a student must complete institutional and program requirements as listed in the NWCCD catalog (<http://catalog.sheridan.edu>). Graduating students must apply for graduation and have a program evaluation by the date posted each semester by the Registrar. A graduation fee is required.

- **Application for Graduation**

Applications for Graduation are required and must be completed and submitted to the Records Office to begin the graduation process. The application, which is also available on the District website, must be accompanied by a program evaluation signed by the student's academic advisor. Students will not graduate if the Graduation Application process has not been completed.

Applications for students wishing to graduate in December are due by the end of the fall semester. Applications for students wishing to graduate at the end of the spring or summer semester are due February 15th. Students may apply for spring/summer graduation after February 15th, but will risk not being included in the graduation program or having a gown. Graduation applications will not be accepted for past semesters.

- **Graduation Honors**

- "With High Honors" - Minimum cumulative transferable GPA of 3.75.
- "With Honors" - Minimum cumulative transferable GPA of 3.50.
- Associate Degree recipients must complete a minimum of 32 hours at NWCCD that apply to graduation requirements.
- Certificate recipients must complete a minimum of one-half of their required courses at NWCCD.
- Credit awarded for advanced placement, CLEP, USAFI, and other non-traditional forms of advanced placement does not apply to the requirements in A and B.

## **Grievance Procedure**

- **Grievance Process**

Northern Wyoming Community College District has established the grievance process to ensure that the student's rights are protected and the College community functions in an orderly manner. A student has the right to file a grievance for issues arising from actions other than those taken under recognized student disciplinary procedures by following the proper procedures. A grievance is a dispute of policy and/or procedure with any other member of the College community. The following documents outline the formal steps the student grievance committee and Dean of Students shall follow to ensure that all parties involved in the process receive fair and equitable treatment.

- **Student Grievances**

The basic outline of the procedure shall be included in the student handbook. The grievance procedure is not intended to replace current informal procedures, but only provides an additional avenue of dialog for students. It is also not intended to follow the traditional hearing type proceeding. The student grievance committee shall provide a prompt, fair, and equitable hearing for each grievance filed and submits a written recommendation to the Dean of Students or designee for rendering a final decision. In some cases, the committee may determine, based on written evidence, that the grievance does not meet the definition of a grievance and shall so recommend a summary judgment to the CPSS without convening an internal hearing. It must clearly be understood that neither the grievant, the respondent, any member of the committee, nor any other party to the grievance shall suffer any retribution for his/her part in the action, but shall have access to a new grievance should retribution be evident.

- **Procedure**

- A. Receiving grievance and informal resolution phase:**

1. The student who has a grievance must first meet with the Dean of Students or designee within five (5) days in order to resolve the issue informally. If, after inquiry, the Dean of Students or designee determines student's grievance has merit, the student(s) and/or the employee(s) and the Dean of Students or designee will meet within five (5) working days of the complaint to determine potential informal resolution alternatives.
2. If appropriate resolution alternatives are developed, they will be presented to all principles involved within three (3) working days of the informal resolution meeting. After one alternative has been agreed upon by all involved parties, a notice of resolution acceptance will be prepared by the appropriate administrative personnel and signed by the student(s) and/or the college employee(s) involved. Final agreement and implementation of the resolution will be documented by the administrative supervisory personnel within five (5) working days.
3. If the efforts to resolve informally fail, the student may obtain a student grievance form and procedure from the Dean of Students or designee and file a written complaint to be delivered to the Dean of Students or designee within five (5) working days of the alleged unfair action.
4. After the written complaint is filed, the grievance enters the formal hearing phase and is remitted to the Student Grievance Committee.

- B. Hearing Phase:**

1. Within three (3) working days after the informal resolution meeting, the Dean of Students or designee will provide copies of the formal complaint to all parties involved.
2. Within three (3) days the Dean of Students or designee will appoint a grievance committee.
3. The grievance committee shall be composed as follows: the committee shall have at least one (1) professional staff and one alternate selected by professional staff council chair, one (1) faculty member from faculty-at-large and one alternate selected by the Faculty Senate President, and one (1) student and one (1) alternate selected by the Student Senate President. The chair of the committee will be appointed by the Dean of Students or designee and shall have voting privileges. The committee reserves the right to appoint a substitute member, who is acceptable to both parties, if a committee member and the alternate are unavailable to serve. The three committee members shall constitute a quorum.
4. Within five (5) working days of receipt of the formal complaint, the office or individual whose action is being challenged may submit a written response to the student grievance committee.
5. Within two (2) working days of receipt of the written response the student grievance committee will review the complaint and determine if the complaint constitutes a grievance. In some cases the grievance committee may determine, based on the written evidence, the grievance does not meet the definition of grievance and shall recommend to the Dean of Students or designee the claim be dismissed.
6. Within the next five (5) working days the student grievance committee will hold a hearing at which both the student who filed the grievance and the accused party shall have an opportunity to participate and present relevant information.
7. Within two (2) working days after the hearing, the committee shall submit written findings to the Dean of Students or designee. The student grievance committee will confer with the Dean of Students or designee and make recommendations to resolve the grievance. The Dean of Students or designee will make the final decision on the grievance within five (5) days. Copies of this recommendation will be given to all parties involved.
8. The decision of the grievance committee will be final and cannot be appealed.

- **Student Grievance Hearing Guidelines**

The following guidelines will govern the student grievance hearing. The hearing will be conducted in a closed session and be recorded by the committee.

1. The student grievance hearing is not a "court hearing" and is not meant to substitute for any external legal proceedings. Hence, the rules are flexible and follow the standards of internal procedures, as agreed upon the members of the student grievance committee. No legal counsel for either party will be allowed to be present or participate in the hearing.
2. Each party may have an advisor who shall not be an attorney who will be allowed to witness the presentations and advise the student. He/she may not communicate directly with the committee.
3. Either party who wishes to bring in witnesses must submit the list of witnesses to the Dean of Students or designee at least two (2) working days prior to the hearing.
4. All witnesses shall be excluded from the hearing except when called for giving testimony.
5. Each party to the grievance will be allotted the same amount of time for making a presentation, if they so choose.
6. The grievant will present the case first; the respondent will present after the grievant's presentation.
7. A brief time, as determined by the chair, will be allotted to each party to offer any arguments in rebuttal.
8. The only persons allowed to present the case or argue will be the grievant and the respondent. The person making the presentation may only address the committee.
9. The committee reserves the right to question, cross examine, or to recall either party or witnesses, in order to gather additional information.
10. Procedural decisions not addressed in this document shall be the responsibility of the student grievance committee (duly recorded in writing and signed by all members of the committee and provided to all parties to the grievance). Such records shall be retained along with other pertinent files.

- **Grade Appeals**

1. Complaints or grievances filed in connection with assigned grades represent a special case within the grievance procedure. Grading reflects careful and deliberate assessment of a student's performance by the instructing professional(s). As such, decisions are necessarily judgmental; the substance of those decisions may not be delegated to the grievance process. Nevertheless, the College recognizes that in rare cases the process of grading may be subject to error or injustice.
2. A student who alleges an error or injustice in the grading process may file a grievance under the student grievance procedure. For purposes of a grade appeal, the Chief Academic Officer of the College, or his/her designee, shall serve as the student grievance officer throughout the grade appeal process.
3. If the faculty member who assigned the challenged grade is no longer employed by the College or not available within the timelines specified, the student may initiate his/her complaint with the chief administrator of the appropriate instructional division (who shall be identified by the Chief Academic Officer).
4. If at any point substantial evidence of error is produced, the grading process may be remanded to the instructor of record for reassessment. If the instructor of record is no longer available, the chief administrator of the appropriate instructional division or his/her designee shall instead reassess the grading process.
5. Final determinations are to be sanctioned formally by the grievance committee or, in some cases, made by the Chief Academic Officer.

#### **Honor Roll**

- President – Maintain full-time enrollment by completing 12 or more college-level credit hours with letter grades of A or S and a semester GPA of 4.0 for all classes. Credits counted in S graded classes may not exceed one credit.
- Vice President – Maintain full-time enrollment by completing 12 credit hours or more with letter grades of A, B, C, OR S and a semester GPA OF 3.5 or higher. Credits counted in S graded classes may not exceed one credit.
- Part-Time Honor Roll -- 12 or more cumulative credit hours from previous semesters with letter grades of A, B, C, D, F, S, or U and a cumulative GPA of 3.5 or higher; at least 6 credit hours with letter grades of A, B, C, or S in the current semester. Credits counted in S graded classes may not exceed one credit.
- Students dropping from full-time to part-time status in transcripted classes do not qualify for an honor roll.

#### **Insurance**

All full-time students are required to participate in the District's group accident insurance plan. The cost of this insurance is to be borne by the student. Coverage information and claims service is available through the Director of Residential Education and Housing. This is for accident coverage only. Optional health coverage is available upon request.

#### **Library Services—Griffith Memorial Library**

The Griffith Memorial Library provides informational resources for research, study, and leisure. The library is located on the main level of the Griffith Memorial Building. The library schedule is posted each semester. Changes will be posted on the library website.

Staff members are available to assist in using the library, accessing online content, and securing interlibrary loans. The library offers space for quiet study, for leisure reading and for small group study or meetings. **Laptops are available for student checkout.**

The library is a member of the Wyoming Libraries' Database (WYLD) network. The WYLDcat system allows access to periodicals and books from Wyoming Libraries and beyond, through databases purchased by the library, WYLD and the Community College Libraries.

In addition to its regular collections, the Griffith Memorial Library houses archival and historical materials related to Sheridan College and area history in the Gordon Ward Special Collections Room. The collections are available for viewing by appointment.

For more please visit the library website at [www.sheridan.edu/library](http://www.sheridan.edu/library)

- **Student Responsibilities with Library Materials**  
Students establish library privileges and are issued a card by visiting the library to fill out a registration form. One card is issued to each student free of charge; replacement cards cost \$1. Those who have cards from another WYLD library are welcome to use that card. Borrowing schedules vary based on the type of material to be borrowed. Overdue fines are not charged for late material (overdue fines are charged on laptop computers); however three overdue notices are mailed to students at intervals and then a bill is sent for the replacement cost of the material plus a \$15 per item processing fee. Failure to pay that bill results in student records being tagged so that registration and transcripts cannot be processed.
- **Library Closures**  
Closed August 8-16  
Closed September 3-5  
Closed November 23-25  
Closed December 19- January 2  
Closed March 10-11  
Closed March 14-17

Closed April 6-8  
Closed May 14-18  
Closed July 4  
Closed Saturday, September 4- Monday September 6  
Closed Friday October 15 – Sunday October 17  
Closed Wednesday November 24-Sunday November 28  
**Closed December 24-January 9**  
Closed Saturday, January 15-Monday January 17  
Closed Saturday-Sunday March 12<sup>th</sup>-13<sup>th</sup>  
Closed Wednesday March 16<sup>th</sup>- Sunday March 20  
Closed Friday April 22-Sunday April 24  
**Closed May 7<sup>th</sup>-May 22<sup>nd</sup>**  
Closed Monday May 30<sup>th</sup>

### **Lost and Found**

Lost and found items can be deposited or retrieved from the College's main reception desk located in the Whitney Building.

### **MAP-Works**

MAP-Works is a retention based program that allows faculty and staff the ability to identify at risk students early in the term. Once students are identified, faculty and staff have the ability to successfully intervene with students throughout the semester to help ensure their success. This program serves first year students at NWCCD and can only be truly successful when students complete the four surveys.

### **Math Center**

The Math Center, located in room 119 of the Science Center, provides assistance for students in math classes or other classes with math applications. The Math Center is a free service funded by Sheridan College and is generally open Monday through Friday from 8 AM to 5 PM. The schedule of available faculty and peer tutors is posted at the start of each semester.

### **Messages**

The Information Desk relays only emergency messages to students. Callers/visitors are asked to limit requests to actual emergencies; buildings are not linked by an intercom system and staff must physically locate individuals in order to deliver messages.

### **Orientation**

The Dean of Students, or designee, is responsible for providing an orientation for all first time or transfer students enrolled in six (6) or more credit hours. Orientation must be completed before students are allowed to register for another semester.

### **Parking/Vehicle Regulations**

The following regulations apply to all persons operating vehicles on the College campus:

1. Motor vehicle operators must possess a valid driver's license.
2. Motor vehicles must be operated in a reasonable and prudent manner at all times.
3. Intentionally impeding or endangering normal pedestrian or vehicle traffic is prohibited.
4. The maximum speed limit on campus is 20 M.P.H. and is radar enforced. Speed should be reduced as weather and road conditions dictate.
5. Pedestrians have the right of way at all times.
6. All motor vehicles should have mufflers in proper working order. Excessive noise is prohibited.
7. Motorcycles must be operated on the campus roads only. All State laws governing the operation of motorcycles must be observed.
8. The operation of snowmobiles on campus is prohibited.
9. Only vehicles belonging to Residence Hall residents are allowed to be parked on campus for an extended time. All parked vehicles must be properly registered and in operable condition.
10. Students are asked not to leave their vehicles on campus over the summer months. Those who find it necessary to leave their vehicles on campus during other school vacations are to contact Campus Police for authorization.
11. Individuals should refrain from parking in the following areas: areas in yellow paint, on sidewalks or lawns, in front of trash dumpsters, spots marked visitor or motor pool, or where a vehicle would block sidewalk access.
12. Violations of College parking regulations may result in disciplinary action.
13. No overnight parking in Lot A, unless you reside in Thorne or Fitzgerald.

### **Payment**

Payment is due the first day of each semester. Accounts not paid in full by the first day may incur late fees.

### **Placement Testing**

All full-time students and all students planning to take a math and/or English class are required to take math and English placement tests. Math and English Compass placement tests are administered on computers and the results are printed immediately. The cost of Compass placement testing is \$10. Students will be placed in the math and/or English course indicated by the placement tests. The student and the

advisor receive copies of the test results for advising purposes. ACT scores in Math and English may be used for placement dependent on the scores and are good for one (1) year after high school graduation.

### Privacy Rights of College Students

The College respects and actively seeks to protect the privacy rights of its students and their parents in regards to educational records and personally identifiable information formulated and/or maintained by the College. Applicants for admission to Sheridan College are not included until they have officially enrolled. These rights are generally defined as:

1. The right to inspect and review educational records and personally identifiable information pertaining to the individual;
2. The right to control and be informed of the use, release and dissemination of such records;
3. The right to challenge such records on the grounds that they are inaccurate, misleading or otherwise inappropriate;
4. The right to file a complaint with the Department of Education should one feel the College has not satisfactorily addressed a problem;
5. The right to be notified and informed of the rights described above. The College will release and/or make public directory information concerning students, unless the College is notified that any or all of the information designated as directory information should not be released without that student's consent.

### Refunds

#### Room and Board

A portion of room and board fees will be refunded to students who officially withdraw from classes within the first 25% of the semester. No refund will be made on contracts that are cancelled after October 1 for the fall semester and February 15 for the spring semester. In all cases of withdrawal, the deposit will be forfeited. A two-semester contract may be cancelled at the end of the first semester provided the room is vacated by the published closing date for that semester. The student will be penalized 25% of the second semester's charges for both room and board, and the deposit will be forfeited.

#### Tuition and Fees

Refunds are available for students who officially withdraw from classes within the established refund period. NO refunds will be made to students who do not officially drop or withdraw from classes, or whose misconduct has resulted in suspension or dismissal from the College. A portion of tuition and fees will be refunded to a student who officially withdraws from class within the first three weeks of the semester for full-semester classes or an equivalent prorated amount for classes shorter than full-semester. Some fees are not refundable after the first day of the semester.

#### Full-Semester Classes

1 - 7 calendar days – 100%

8-14 calendar days – 70%

15-21 calendar days – 40%

After 21 calendar days – 0%

#### Financial Aid Recipients

- **R2T4 – Return to Title IV**

Students receiving Title IV financial aid (Pell, SEOG, direct loans) who do not successfully complete their classes may be required to repay a portion of the funds received.

Students who never attend, cease to attend, officially withdraw, or receive a grade of "F", "W", "I", "U", or other negative grades jeopardize their financial aid for both current and future semesters. NWCCD is required to reduce or cancel financial aid and to retroactively remove it from the student's account if the student fails to remain enrolled in and to attend at least one course until the 60% point of the semester. Students who do not officially withdraw and simply cease attending classes are also subject to the federal R2T4 calculation and are liable for returning funds based on their last day of attendance.

- **Financial Aid Conduct**

Financial aid applicants who purposely give false or misleading information on any document that is used to obtain assistance will be subject to the NWCCD's disciplinary process. Additionally applicants may be subject to criminal prosecution under which they may be fined up to \$20,000, may be sent to prison or both. See the *Conduct* section in this handbook for additional information.

- **Refund Appeals**

Students who feel their circumstances warrant an exception from the published refund policy may submit an appeal. All appeals are to be submitted in writing to the Student Appeals Committee, c/o Dean of Enrollment Services, PO Box 1500, Sheridan, WY, 82801 and must include a full description of circumstances and appropriate documentation.

### Registration Procedures

Registration for new and continuing students begins in April for fall semesters and in December for summer and spring semesters. Registration for new students will continue until the Friday prior to the first day of classes. Registration for continuing students continues through the fifth day of the semester with instructor consent for full-semester classes and throughout the semester for shorter classes with late start dates. Schedules of classes to be offered in the upcoming semester are available before registration periods to allow students to plan their schedules and consult with advisors. Students on academic probation must have their advisor's signature in order to register. Students are required to pay all registration costs by the first day of the semester or be assessed late fees. Being eligible for financial aid does not confirm classification as a paid student. Consult the Office of Financial Aid for details.

- **Dropping and Adding Classes**

Students desiring to change their registration must complete an "add/drop" form, or they may utilize Web Advisor. Those using the form must obtain the required faculty and/or advisor signature and then return it to the Records Office for processing. This procedure is the same whether the change involves different courses or different sections of the same course. No entry is made on the student's transcript for classes dropped during the first seven class days of a semester or prior to the start of classes.

- **Withdrawal**

The "W" grade is a designation assigned to indicate that a student withdrew from a course within the semester's established drop dates. Unauthorized discontinuance of attendance will result in a grade of "F." **Total** withdrawal from the College means the official withdrawal from all classes within a semester. For students receiving Title IV financial aid, failure to successfully complete classes may result in the student having to repay funds received as part of their financial aid package.

### **Residence Classification**

All students are considered in-state, WUE, or out-of-state residents for the assessment of tuition. Residence classification is determined at the time of a student's admission to the College.

#### **Appeals**

An individual may request a change of his or her residency classification. Requests must be submitted to the admissions office within ten calendar days of the beginning of the semester and should include documented evidence of a change in residency circumstances.

Students have the right to appeal through the Student Appeals Committee, c/o Dean of Enrollment Services, PO Box 1500, Sheridan, WY 82801.

### **Catalog Placement**

The catalog in use at the time a student initially enrolls and completes credit classes offered through NWCCD determines the degree or certificate requirements for graduation. Students share in the responsibility of ensuring they are in the correct catalog. Students accepted into special programs will be moved to the catalog in effect at the time of program admission. Students may be moved to a current catalog if the student requests a change of program. Students who have a two-semester break (fall and spring) may be moved to the catalog in place at the time of re-entry. If courses originally required in a catalog no longer exist, the college reserves the right to substitute one course for another in any program or degree. Refresher classes may be required for some skill courses.

### **Scholastic Probation and Suspension**

#### **Probation**

- A. Academic records are reviewed at the end of the semester. Students who have completed a minimum of 12 credit hours and whose cumulative grade point average (CGPA) is below a 2.0 will be placed on academic probation. A completed course is one in which a grade has been received.
- B. A student will be removed from academic probation when his/her CPGA meets or exceeds 2.0.
- C. A student will continue on academic probation if he/she earns a semester GPA of 2.00 or better but fails to reach the CPGA of 2.0.
- D. Students enrolled in a program with specific program standards may be subject to additional program probation and/or suspension if their grades fall below the level required by program standards.

#### **Suspension**

- A. Students on academic probation who fail to show academic progress by earning a semester GPA of 2.0 or higher will be academically suspended and will not be allowed to register for undergraduate credit courses during the period of suspension.
- B. No student will be suspended for academic reasons before he/she has completed at least 24 credit hours at the District. A completed course is one in which a grade has been received. No student will be suspended for academic reasons without first having been placed on academic probation the previous semester of enrollment.
- C. Students will be suspended for one regular academic semester (Fall or Spring) and may re-enroll with a status of academic probation.
- D. Students may appeal to re-enroll the semester immediately following their suspension. Appeals should be submitted to the Student Appeals Committee, c/o Dean of Enrollment Services, PO Box 1500, Sheridan, WY 82801.

#### **Restriction of Activities for Students on Probation**

- A. No student on academic probation is eligible to hold any student office or represent the District or the student body to the public.
- B. Students in their first semester participating in college-sanctioned varsity sports must earn at least a 1.75 CPGA in at least twelve (12) credit hours to retain eligibility for athletic participation for the second semester. Subsequent CPGAs must be 2.0 or higher to retain eligibility. Participation in intercollegiate athletics is governed by additional rules of national organizations.
- C. An academic probation success plan will be required for each student placed on academic probation. Students on academic probation will meet with an advisor for approval before registering for classes.

### **Services for Students with Disabilities**

Counseling and coordination of services for students with diagnosed disabilities are available through the Student Success Center. Before receiving assistance, students must provide the Disability Services Coordinator with documentation from a qualified professional source that covers diagnosis and specific accommodations. Basic support services provided to students with diagnosed disabilities may include counseling or referral to counseling, advising, registration, orientation, readers, note takers, scribes, alternative test taking, and liaison with services for the visually handicapped, the Wyoming Department of Vocational Rehabilitation and the Wyoming Institute for Disabilities. Please contact Student Success Center at Ext. 2701.

### **Smoking Policy**

Smoking is prohibited in all campus buildings and in/on all College property, including college vehicles and residence halls. At the discretion of a College in the District, designated smoking space can be provided; however, it must be placed in such a way to eliminate environmental smoke hazards to nonsmokers. Smoking is permitted in personal automobiles when parked on campus. Organizers and attendees at public events, such as conferences, meetings, public lectures, social events and cultural events using Northern Wyoming Community College District facilities will be required to abide by the College's Smoke Free Policy. Organizers of such events are responsible for communicating this policy to attendees and for enforcing this policy. For the purposes of this policy, smoking is defined as burning any type of tobacco product.

### **Student Appeals Committee**

The Student Appeals Committee acts as a hearing body for both academic and financial aid suspensions. The Committee also hears appeals regarding tuition and fee refunds. The Committee serves as a forum for initiating discussion and recommendations on various institutional issues. All appeals must be submitted in writing to the Student Appeals Committee, c/o Dean of Enrollment Services, PO Box 1500, Sheridan, WY 82801.

### **Student Government**

All credit students are members of the Associated Students of Sheridan College. The governing body of this organization is the Student Senate, which is composed of representatives elected and/or selected by the students. Representatives are appointed to the various college administrative committees. Student Government is an important part of student life. Collective action by students in self-government is vital to the College program and is based on a bond of mutual respect between students, faculty, and staff. The College encourages a full satisfying and meaningful student life involving all students. To promote this involvement, the Senate organizes and conducts social functions and special activities for all students, and participates in community service projects. Students are invited to attend Senate meetings held at 5 PM on Wednesdays in the Board Room of the Whitney Building. For more information, contact Larissa Bonnet in the Residential Education and Housing Office.

### **Student Identification/Activity Card**

All Sheridan College students enrolled in credit classes may receive a picture student ID, allowing access to any College sponsored event on campus. Student IDs are issued through the Residential Education and Housing Office in the Commons. The ID must be renewed each semester a student is enrolled.

### **Student Issues and Concerns Committee**

The Student Issues and Concerns Committee addresses student concerns brought before them and explore ideas for enhancing the student experience. The Committee serves as a forum for initiating discussion and recommendations on various institutional issues. Individuals may communicate with this committee by contacting the Dean of Students, who will place individuals in contact with the Committee chair.

### **Student Right to Know/Campus Security Act**

In compliance with the Student Right-to-Know/Campus Security Act, NWCCD has made the following information available on its website: [www.sheridan.edu/srtk](http://www.sheridan.edu/srtk).

- Graduation/Transfer Rates
- Campus Crime Statistics
- Campus Security Policies and Procedures

Hard copies of this information are available from the Office of Institutional Research by calling (307) 674-6446, Ext. 2820.

### **SSSP – Student Support Services Program**

The Student Support Services is a federally funded program that works to help SSS participants develop as individuals, citizens, and leaders as they successfully obtain their educational goals. The mission of the SSS program is to retain program participants until they complete their degree, certificate, or transfer to a 4 year institute, and to foster an institutional climate supportive of student success. The program provides hands-on and interactive services focusing on four different areas; academic, career, financial, and personal/social assistance. To qualify, students must meet one of the following criteria:

1. First generation (parents/guardian has not received a 4 year degree)
2. Limited income
3. Documented disability

To learn more about the program and its benefits please call:

Sheridan: 307-674-6446 x.2826

Gillette: 307-686-0254 x.2829

### **Transcripts**

Official transcripts are maintained in the Records Office. Requests for transcripts may be submitted through WebAdvisor. Students may also access the College website ([www.sheridan.edu](http://www.sheridan.edu)) to print a form to fax or mail to the Records Office, or they may visit the Records Office. Only the student may request a transcript.

### **Transcripts from Other Institutions**

Once a student submits an official transcript to NWCCD, it becomes the property of the College and will not be released back to the student or to a third party. Students wishing to have a copy of the transcript must request it directly from the institution attended. This practice protects the student's rights as well as the credibility and integrity of the other institutional and its transcripts.

#### **Transferring Credits to NWCCD**

The Registrar is charged with evaluating transfer credits and determining acceptance criteria for NWCCD. Evaluation is based on official transcripts received from transfer institutions. Transcripts should be submitted to the Records Office prior to the semester enrolled. Official college transcripts must be received two (2) weeks prior to the first day of classes, if the transfer classes are meeting prerequisite requirements.

#### **Tutoring**

The Sheridan College Student Success Center Tutor Program, located in room 110 of the Griffith Memorial Building, provides a variety of tutorial services that are free to students. Students may request a tutor in virtually any subject. Tutors will be provided in individual and group sessions according to availability. To receive further information, contact Ext. 2701. Funding and services may vary year-to-year depending on funding sources

#### **Writing and Communication Center**

The Writing and Communication Center is located in GMB across from the library and provides assistance for students with any writing assignment including biology, economics, English, government, welding reports and more. Students taking on-line coursework through the District can also receive writing and computer use help. Study groups meet in the Writing Center and many students like to practice their speeches there as well. The WCC is a free service funded by Sheridan College and is open 5 days a week.

#### **Weapons on Campus**

In compliance with City Ordinances, it is unlawful for any person to bear, concealed or otherwise, any rifle, pistol, or revolver. It is also unlawful to bear on or about one's person any concealed slingshot, bludgeon or knife with a blade over four (4) inches in length. The carrying in vehicles of any weapons listed above is also prohibited on campus, as is the discharge of any firearm, gun or other weapon. This excludes military and law enforcement officers. Weapons (including crossbows) and reloading materials may not be stored in student housing. Students violating this policy will be evicted. Out-of-town residence hall students may have access to weapons storage through the Campus Police office.

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## **OFF CAMPUS STUDENT SERVICES**

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### *Child Care Information*

The following is a partial list of childcare providers in the Sheridan area. This is just a resource, Sheridan College does not endorse any of the facilities below.

Hand in Hand Early Childhood Education Center 307-675-1990  
Children's Center 307-674-9750  
Child Development Center 307-673-2700  
Marion Day Care Center 307-673-0265  
Child Development Center 307-672-6610  
Scotty's Skate Castle-Small World Day Care 307-672-0245  
Holy Name Preschool Child Care 307-674-7009  
Monkey House Day Care 307-673-0688

### *Off-Campus Housing*

#### Low Income:

Avoca Apartments (West of Coffeen Ave.; turn at sports bar/LBM Pizza)	1352 Avoca Court	674-7862
Sheridan Apartments	1917 N. Main	672-0854
Courtyards at Sheridan	1735 S. Sheridan Ave.	672-2121
Creekside Court Apts.	2076 S. Sheridan Ave.	672-2737

#### General:

Country Club Estates (Near hospital, off of 5 <sup>th</sup> St.)	675 Long Drive	672-6835
Townhouse Apartments (about two blocks north of campus to the east)	2438 Townhouse Pl.	672-5366
Western Apartments (Turn north onto Dunnuck from 5 <sup>th</sup> St.)	875 Dunnuck	672-8681

### *What is a Lease?*

A lease is a legally binding agreement that outlines rights and responsibilities of both the landlord and the tenant. The lease details rules by which landlords and tenants agree to handle matters arising under the agreement. A written lease gives you the most protection under the law. The majority of leases are for a full calendar year. In addition, most leases require that each tenant is responsible for the entire amount of the rent. Therefore, if one of your roommates fails to pay the month's rent, you may be held responsible for paying the entire amount of the rent for that month. Before signing a lease, make sure you understand it and agree to the terms listed in it.

- Standard clauses in a lease include:
  - Names and addresses of all parties involved
  - The amount of rent, when it is due, and if there are late fees.
  - The beginning and ending dates of the lease, and how much the security deposit is.
  - Who is responsible for paying utilities (e.g., heat, hot water, electric, gas, phone, and cable)
  - Whether or not pets are allowed
  - Who is responsible for repairs and maintenance? (Sometimes luxury items like dishwashers are not the responsibility of the landlord to fix.)
  - Who is responsible for disposing of trash, cutting grass, and shoveling snow
  - Limits on persons allowed in the rental unit (living or visiting)
- Do not overcrowd a unit or occupy an illegal unit just to lower the rent.

### *Security Deposits*

A security deposit is money that protects landlords against damage beyond normal wear and tear, provides a remedy for unpaid rent, and funds clean up of the rental, if necessary.

Almost every landlord will require you to pay a security deposit in addition to your first month's rent before you move in. A security deposit can be anywhere from one to two times your monthly rent, and will depend on your landlord.

It is a good idea to protect your security deposit by taking many pictures or a video of your apartment BEFORE you move in, while the apartment is empty. This will serve as evidence of the condition of your apartment before you lived there. You should also take similar pictures or a video when you move out.

### *Subleasing*

Subleasing occurs when a tenant rents the apartment to a third party (subtenant). The subtenant is responsible to the tenant for performing all obligations set forth in the sublease agreement, and the tenant for performing all obligations set forth in the original lease agreement. This means that finding a subtenant does not release you from your obligations under the original lease. For example, if the subtenant does not pay his or her rent, you remain responsible for the amount due. Before you negotiate a sublease agreement, you must be sure that you are entitled to do so under your lease.

### *Managing Your Finances*

Students often ask whether it is less expensive to live on campus or off campus. The answer to that question is very individual. It depends on the information that is specific to you. However, we can provide you with information about costs you should consider when moving off campus. Whether you are just thinking about moving off campus, or have already made the decision, the information that follows is designed to help you anticipate, plan, and; manage the costs of living off campus

### *Rent*

When you're shopping for an apartment, be sure to ask what utilities are included - heat, hot water, electricity. The more that is included, the more expensive the rent will be, but you also won't have to worry about paying.

Rental costs vary throughout the area. Here are some factors that determine the amount of rent that is paid:

- In general, the larger the unit, the more expensive it is.
- In general, furnished units are more expensive than unfurnished units.
- In general, the more utilities included in the rent, the more expensive the rent is.
- Other costs may include electricity, gas, cable television, transportation, and groceries.

### *Winter Heating*

If heat is not included in your rent, ask your landlord for an estimate of expected heating costs. You should also contact MDU at 1-800-638-3278 to request a copy of past bills for a certain apartment. This is the best way to know what you should expect to pay. Also consider signing up for a budget payment plan. It will spread your bills out evenly over the entire year so you're not stuck with large bills during the winter months. The following are some money saving tips:

- Set your thermostat lower when you are not home and when you are sleeping.
- Put an extra blanket on your bed and wear an extra layer to be comfortable.
- Set your thermostat at 68 degrees. For every degree you set your thermostat back, you can save 3 percent of your annual heating costs.
- Install a programmable thermostat that allows you to set up heating programs that will automatically change the thermostat's set temperature between comfort and energy-saving levels at specified times.
- Keep curtains and shades open during the day to capture daylight warmth and close them at night to prevent heat loss through windows.
- Keep doors of unused rooms closed, and use a towel to eliminate drafts under doors.

### *Splitting Bills*

When you move to an apartment, you'll have many separate bills. Each bill will need to be in just one person's name. If you have roommates, split the utility bills between house members. This way, one person is not responsible for all of the bills. Communicate with your roommates about what you owe. You do not want your phone disconnected because someone forgot to pay the bill.

### *Furniture and Kitchenware*

Setting up your first apartment can be expensive. You'll need a lot more furniture and kitchen supplies than you did in the residence halls. Ask family members for extra household items they may not be using again. You can also buy inexpensive kitchen and cleaning supplies at a local dollar store.

### *Cleaning Supplies*

Keep in mind that when you move off campus you'll be responsible for keeping your entire apartment clean. Make sure you have appropriate cleaning supplies and equipment, such as a vacuum cleaner for carpets or a mop for hard floors. You may also want some small rugs to protect the floor from snow and salt in the winter.

### *Food and Groceries*

It's important to budget enough money to maintain healthy eating habits off campus. Save money by buying in bulk or using coupons. Store brands are often a better bargain than national labels and the quality is just as good. When comparing costs, keep your eye on unit prices. Another way to eat well on a budget is to purchase a commuter meal plan so you have the option of eating some meals on campus.

### *Pets*

One advantage of living off campus is that your apartment may allow you to have a pet. While this seems like a fun benefit, having a pet comes with many costs and responsibilities. It costs a lot to take care of a pet—including food and veterinarian bills. It is illegal to abandon pets once you move, so make sure if you get a pet you'll be able to take it with you when you move out.

### *Transportation*

Will you be driving more now that you live off campus? Maybe not, but it is an important cost to consider.

### *Credit Cards*

Resist the urge to use a credit card to pay for living expenses; credit cards aren't free money! Credit cards typically have very high interest rates. Not only will you be paying for your purchases well into the future, you will actually be paying much more for them than if you just paid cash. It's a good rule of thumb that if you don't have enough cash to buy a certain item, you shouldn't be buying it at all.

Not all cards are created equal

- If you apply for a credit card, be sure to fully understand credit terms and conditions. Compare costs.
- Annual Percentage Rate (APR)-The yearly interest charge applicable to outstanding credit balances.
- Annual Fee-The once-a-year cost of owning a credit card. Some credit cards have no annual fee.
- Grace Period-The period before interest begins to accrue on new purchases.
- Minimum Payment-The minimum dollar amount that must be paid each month, usually two or three percent of the amount owed.
- Interest Rate-The percent, per unit of time, of the total sum borrowed that is charged by a bank or financial institution for use of their money.

#### *Budget Worksheet*

It is important to make a budget if you are considering moving off campus. Working through a budget will help you identify and estimate the costs of living on your own.

Make sure you use consistent measures; for example, to get an accurate comparison of income and expenses, you must list them all in the same units (per month, per semester, or per year). This will require you to multiply or divide certain income or expenses to be consistent. Also give some thought to one-time or occasional expenses—things like car repairs and registration, gifts for friends and family, vacation and travel, and other expenses that might occur just a few times a year, or maybe not at all. It's good to set some money aside for these unexpected expenses.

You can find some interactive budgets designed especially for students online at [www.accessgroup.org/calculators/in\\_schlbud.htm](http://www.accessgroup.org/calculators/in_schlbud.htm)

It is important to note how much of your total income should be allocated for the costs associated with living off campus. The following percentages of your total income are the average for students living off campus. These are only guidelines. You should tailor your budget to fit within your needs and priorities. First, use the table below to determine your total income. Then calculate how much should be spent on each expense.

#### INCOME SOURCES

Family contribution  
Scholarships  
Employment  
Loans  
Financial Aid  
Savings  
Other

Total

#### EXPENSES - PERCENT OF TOTAL INCOME

Education (tuition, books, fees, supplies) 70%  
Housing (rent, utilities, phone, renter's insurance) 14%  
Food 6%  
Transportation (car payment, gas, insurance, repairs) 5%  
Personal/Miscellaneous (clothing, health, laundry, cleaning) 3%  
Entertainment (movies, sporting events, concerts) 1%  
Other Expenses (parking, childcare loans, travel) 1%

Total 100%

#### Tips for skillful money management

- Leave debit and credit cards home and carry only a few dollars with you each day.
- Know the difference between wants and needs and resist the temptation to purchase products online or from catalogs
- If you decide to have a credit card, choose one with a low or no annual fee, a low interest rate, and a long grace period.
- Use a credit card only for convenience, not credit, and pay your bill in full each month.
- Avoid extra fees for ATM withdrawals by using a bank with a convenient local branch.

#### *Landlord-Tenant Relations*

Getting to Know Your Landlord - Seek out firsthand information about the landlord. If the present tenants still occupy the apartment when you consider leasing it, they are likely to be a good source of information. It is also a good idea to check with next-door neighbors and friends in the area. Once you move into the apartment, make an effort to check in with your landlord from time to time.

### Tenant Responsibilities

It is important for you to know your responsibilities as a tenant. If you are not familiar with your responsibilities, you may find yourself unintentionally breaking your lease agreement.

### The Lease

You are responsible for reading the lease and agreeing to its terms. Once you sign the lease, you generally are held to its terms unless the terms are illegal.

### Paying Rent

You are responsible for paying the rent on time. Remember that most leases require that each tenant is responsible for the entire amount of the rent. Therefore, if one of your roommates fails to pay the rent one month, you could be responsible for paying the entire rental amount for that month.

### Care of Property

You and your roommates should work together with the landlord and neighbors to keep the property clean and safe. Keep the apartment clean and free of insects and rodents (e.g., dispose of your garbage and recycling properly). Remember that you are responsible for any damage done to the property by you or your guests.

### Notice of Repairs

You are responsible for giving the landlord notice of any needed repairs or maintenance. This is especially important when the problem will cause additional damage unless it is promptly fixed. You should also contact your landlord upon the notice of insects or rodents in your apartment.

### Right to Privacy

As a tenant, you have the right to privacy within your apartment. However, your landlord may enter your apartment to make necessary repairs, or to show the apartment to prospective tenants with reasonable prior notice and at a reasonable time. In case of an emergency, your landlord may enter your apartment without your consent.

### Landlord Responsibilities

#### Duty of Repair

- Landlords must keep common areas such as hallways and laundry facilities clean and safe
- Landlords are responsible for maintaining electrical and plumbing systems within the unit.
- Landlords are responsible for repairing any peeling lead-based paint.
- Finally, landlords are responsible for maintaining the unit and all supplied equipment, such as refrigerators, stoves, etc.

### *Moving In*

1. Keeping Good Rental Records - Lack of knowledge regarding leases or other rental agreements can cause a variety of problems. By keeping records of rental repair requests, security deposit disputes, and other important issues related to rental agreements, you can alleviate many of these types of problems. The most frustrating problems occur when the tenant cannot document their grievances. To prevent this, start a rental file as soon as you sign the lease, and add to it throughout your lease term. A rental file is easy to keep, considering the money you may recover through rental modification or qualifying for a full return on your security deposit. If a rental problem arises, it is easier to negotiate a solution with the landlord when you have written records that show the extent of the problem, what you asked the landlord to do about it, and how the landlord responded.

#### YOUR RENTAL FILE SHOULD CONTAIN THE FOLLOWING ITEMS:

- A Rental Log - Use a simple notebook to write all dates and times you contacted or tried to contact your landlord; make a note of any discussions. Logs are a useful permanent record of how the landlord did or did not respond to problems.
  - Apartment Condition Checklist - A copy of this form is available on this website. This is proof of the condition of the apartment when you move in and out. Keep a copy and send the original to the landlord by certified mail and return receipt.
  - Correspondence With Your Landlord - Make any complaints or concerns in writing and keep copies on file. All verbal requests should be followed up in writing with copies in your file. Sample letters to landlords can be found in the Library on this website.
  - Reports - Keep copies of the appropriate certificates, building inspection reports, police reports and any other reports from other agencies.
  - Photographs - Photos may be the evidence you need to document a repair or security deposit problem. Photos should be dated and signed by a witness.
2. Update your Student Contact Information - SC students are required to provide to the College accurate and timely information regarding their addresses, phone numbers, and other contact information, including contact information for their parents, guardians, or others to be notified in an emergency.
    - How to submit your Contact Information:
      - Registrar's Office, Whitney Building
      - Department of Residential Education and Housing, Thorne Rider Commons or [lbonnet@sheridan.edu](mailto:lbonnet@sheridan.edu)

- Please remember that changes should be update whenever changes occur.
3. Getting Repairs Made - The most common problem for tenants is getting the landlord to fulfill his or her responsibility to make necessary repairs on the premises. If you are living with several people, identify a spokesperson for the group. When there are problems, have your spokesperson immediately contact the landlord and follow-up in writing if necessary. Do not be afraid to keep calling if the problem is not resolved. Offer to do some of the repairs if your landlord will pay for the supplies. For example, if you want to repaint the living room, offer to paint it yourself if your landlord will purchase the painting supplies.

In Wyoming, a tenant cannot withhold rent from a landlord except under extraordinary circumstances (e.g., property becomes "dangerous to life, health, or safety of the tenant"). Therefore, the City Code Enforcement Office is probably the best resource if your landlord refuses to correct problem conditions in your apartment. The City Code Enforcement Office establishes property maintenance standards and describes in detail the responsibility of owners and occupants of residential property located within the city. Copies of the code can be obtained from the Code Enforcement Office in the city you live.

4. Resolving Conflicts with Your Roommates - Before you move in, discuss with your roommates what everyone is bringing. When everyone arrives, organize a group meeting to discuss how things will work. Do not let conflicts linger. If you have a problem with one of your roommates, be sure to talk about it right away. Make sure you have a good idea of everyone's habits (e.g., sleeping, studying, and cleanliness) before agreeing to live together. Remember it is a good idea to split the utility bills between the house members. This way, one person is not responsible for all of the bills. Make sure you communicate with your roommates about what you owe. You do not want your phone disconnected because someone forgot to pay a bill.

Talk with your roommates about how you will divide up the house cleaning and set standards. It is important that everyone knows exactly what is expected of him or her in keeping the space clean.

Personality and lifestyle conflicts are common problems. The best way to deal with these is to negotiate, one-on-one, with your roommate. Identify the problems, their causes, and what each roommate can do to solve them. Put any agreement you reach in writing and post it in a prominent place, such as on the refrigerator.

#### 5. Installing Utilities

- How to Obtain Gas and Electricity - To have your electric service turned on, contact Montana-Dakota Utilities 1-800-638-3278, or visit their website at <http://www.montana-dakota.com/>. When you call to order your service, the service representative will ask for the following information:
  - Your complete name, address, and telephone number
  - The kind of service you are requesting
  - When you would like the service connected
  - Social Security number, driver's license number, or credit card number
  - If you have had service in your name, the representative will ask for your previous address
- How to Obtain Cable Service - To obtain cable service, contact Bresnan at 1-800- 273.7626 or go online to order at [www.bresnan.net](http://www.bresnan.net). When you call to order cable service, the Bresnan Cable representative will ask for the following information:
  - Your complete name, address, and telephone number
  - The kind of service you are requesting
  - If you have had Bresnan Cable service in your name, the representative will ask for your previous address

#### *Renter's Insurance*

- Why Have Renter's Insurance?

Before moving into your new rental home, make sure your belongings are protected. Landlords and property owners are typically not responsible for your personal property.

There are two main reasons for obtaining rental insurance for your home. First, and most obvious, is to protect your property against theft or damage. Some policies will cover theft of your property from your home and your place of work. Renter's insurance can cover fire and smoke damage, theft, vandalism, damage from windstorms, and many other hazards. Specific coverage will depend on your particular policy.

The second reason to get a policy is for the liability coverage, to protect you from a civil suit based on your negligence. Some policies also pay medical expenses if people are injured on your premises.
- Important Considerations

Renter's insurance usually ranges from \$55 to \$235 a year. To determine how much coverage you need, add up the cost of replacing all of your possessions. Every policy is slightly different. Shop around for the policy that meets your needs. Prices vary from company to company and so does protection. It is very difficult to quote prices because of the number of variables involved in rental policies. Many local agents carry policies from several different insurance companies, so shop for the best deal. Insurance agents are listed in the yellow pages under "Insurance."
- Deductible: Most policies have a deductible. This is a specific amount deducted from each claim you file. For example, if your \$400 camera is stolen, and you have a \$100 deductible, you will, subject to the policy's terms and conditions, receive \$300 in your adjustment. The purpose of a deductible is to eliminate the paperwork for small claims. Unfortunately, insurance companies and students may have different ideas of what is small claim. It is a good idea to shop around because deductibles can usually vary from \$50 to \$500.
- Liability: Liability coverage can range from \$100,000 to up \$1,000,000 Check to see if your policy will cover your attorney costs in a civil suit, and/or medical expenses to those who are injured due to your negligence.
- Variables that Can Affect Your Rates

- If you live in or out of city limits
- Type of building construction (e.g wood frame or brick) and protection (e.g. theft and fire protection the home has such as dead bolts, smoke detectors, etc.)
- Student or non-student status, and sometimes marital status
- If you live in a complex with four or more units
- If you have other policies with the company (e.g., auto insurance)
- How much property and liability coverage you want or need.
- Will I be covered under my Parents' Homeowner's Insurance?  
Students, up to age 25 are typically covered under their parents' homeowner's insurance; therefore, you may be covered. Check with your parents to determine what would and would not be covered in the event of a loss or claim.

### *Living in the Community*

Living off campus offers the opportunity to belong to an even larger, more diverse community than you might experience through residence hall life. When you move off campus, you automatically acquire responsibility to be a good neighbor. Keep in mind that you live in a diverse neighborhood of professional people, families with children, and elderly people. Get to know your neighbors –you may need their help throughout the year. Remember, you are responsible for your guests' actions. If your guests cause problems for the neighborhood, the problems ultimately become yours. Treat your neighbors, as you would want to be treated.

- City Ordinances - Among the many things neighbors must share is the responsibility for keeping the neighborhood clean, safe, and peaceful. Everyone is subject to local, state, and federal laws.
- Fireworks - Wyoming State law prohibits using fireworks within city limits.
- Littering and Dumping - The littering and dumping ordinance states that it shall be a violation for any person to engage in littering or dumping on any public property, public right-of-way, or private property. The ordinance defines littering as the discarding of a single item of waste onto the ground by a person.
- Noise - The noise ordinance prohibits excessive or unnecessary noise that can be heard across property lines. This includes playing a radio, stereo, television, musical instrument, or any other device in such a manner that its sound crosses property lines.
- Open Containers - The open container ordinance prohibits carrying open containers of alcoholic beverages on city streets and sidewalks.
- Parking - Parking on front lawns and parking across sidewalks is illegal and a safety threat to pedestrians who are forced to walk off the sidewalks. Make sure ample legal parking exists at your apartment or on the street before you decide to rent the unit.
- Pets - The leash law requires your pet to be on a leash at all times unless fenced on your premises. This is for the safety of your pet as well as for the benefit of the neighborhood.
- Snow Removal - Sidewalk snow removal is the responsibility of each property owner. In most cases, if the owner doesn't live at the property, the tenant is responsible for keeping the sidewalk clear. Clarify with your landlord about whose responsibility it is to remove the snow. Clearing of snow and ice from sidewalks is to be done by 6 p.m. following snow accumulation.

### *Code of Student Conduct*

It is important to realize that in addition to abiding by community standards and local and state laws, off-campus students are expected to adhere to the College's Code of Student Conduct. Off-campus students may receive judicial sanctions from the College for behavior that violates the Code of Student Conduct.

### *Safety*

- Burglars strike in any neighborhood. They are opportunistic and always look for such easy targets as homes that are left open, not well maintained, out of eyesight or earshot of neighbors, or obscured by landscaping or fencing. The best way to minimize your chances of becoming a victim is to take sensible precautions.

The following tips offered by the Police Department are designed to help you reduce your chances of becoming a victim of crime. You may already be aware of some strategies, but others may be new to you. Remember to trust your instincts and use common sense. Do not let yourself become a victim of a crime!

- Before Renting an Apartment
  - Survey the residence for the following security features:
  - Does the apartment have metal or solid core wooden entry and exit doors? Are these doors equipped with deadbolts? Are the locks mounted securely? Have the doors been re-keyed since the last tenant moved out?
  - Can visitors be observed without opening the apartment door either through a door "peephole" viewer or window?
  - Does any outside vegetation block doors or windows from public view? Does the vegetation provide places or concealment at entrances at or along walkways?
  - Is there adequate lighting at the building entry doors and along walkways? Are the outer doors kept locked at all times?
- In Your Apartment
  - Keep your doors locked at all times, especially when you are alone, sleeping, or the apartment is unoccupied (even if only for a few moments).

- Determine who is on the other side of the door before opening it. Have repair or service personnel show official identification and confirm their presence with the person requesting the service. Delivery persons should remain outside to await the person requesting the delivery.
- If you return home and something looks questionable (e.g., a slit screen, broken window, or open door) do not go inside. Call the Police Department at 911 from a safe location.
- Be sure you have blinds or curtains on your windows to discourage window peepers. Always keep your windows covered at night and leave lights on in two or more rooms.
- Keep an updated inventory of your valuables by writing down the serial number and description of each item. Photographs should be taken of all valuables. Keep this information in a safe place.
- Be sure all outdoor lighting fixtures are in working condition. Ask your landlord to make immediate repairs.
- Turn your porch light on every night to make sidewalks more visible for pedestrians.
- Place items of value out of sight and in locked areas. Do not leave valuables unattended in such common areas as laundry rooms and lounges.
- Ask your landlord to maintain and trim shrubbery.
- Before Leaving for Long Breaks
  - Make sure all windows are secure and have curtains on them.
  - Lock sliding doors, and place a wooden or metal bar in the track of the doors
  - Unplug all electrical items. Refrigerator and lights with timers can remain plugged in.
  - Do not hide spare keys outside
  - Be sure there is good lighting around doors, especially those not visible to passersby.
  - Use light photocells or timers that automatically turn on interior and exterior lights at a predetermined time or when there is motion.
  - Take valuables with you if possible. Do not leave any valuable items near windows.
  - Make sure beds, couches, and other flammable objects are at least two feet away from heat sources.
  - If you have a security alarm, make sure you turn it on when leaving.
  - Arrange for a trusted neighbor to watch over your house or to store your valuables while you are away.
  - Remove all air conditioner units from windows.
  - Keep your thermostat set to a temperature no lower than 55° F. You must keep your apartment heated all winter so your pipes will not freeze—even while nobody is living in the house. Frozen pipes cause extensive and expensive damage to a home's plumbing and heating systems. If you turn off the heat, you could be responsible for repairs!
  - Ask the post office to hold your mail until you return from break. Forms are available at [www.usps.com](http://www.usps.com). Complete the form and put it in your mailbox.
- On the Street
  - Avoid walking alone.
  - Walk facing traffic.
  - Use well-lit and well-traveled routes, away from alleys, entries, and bushes. Avoid parks, vacant lots, and other deserted places.
  - Walk purposefully, confidently and keep moving. Be aware of your surroundings.
  - Always let someone know where you are going and when you will return.
  - Dress sensibly. Do not flaunt expensive jewelry.
  - Carry only necessary credit cards and cash.
  - Carry purses or handbags close to your body.
  - When using public pay phones, once you have dialed the number you are calling, turn your back to the phone and speak looking outwards.
  - Trust your instincts. If something or someone makes you scared avoid the person or situation and leave as soon as possible.
  - Try to use ATM machines during the day. If you have to use an ATM during evening hours, use an ATM machine that is well lit or in an attended gas station or grocery store.
  - Always know where you are and where you can find help if needed. Even if you are lost, act as if you know where you are going.
  - Keep your head up and do not be afraid to make eye contact with others.
  - If you think someone is following, change directions several times. Go to a public place or a police station. Do not go home.
  - Stay sober and coherent. Persons under the influence are more likely to be a victim of a serious crime or accident.
- In Your Motor Vehicle
  - Turn the ignition off and take your car keys with you, even if you just have to run inside for a minute.
  - Be sure to lock your doors and close your windows when exiting your car.
  - Avoid parking in isolated areas. Park in well lit areas and near other cars.
  - Keep valuables out of sight, preferably locked in the trunk.
  - Have your keys ready when you approach your car.

- Always drive with your car doors locked.
- Keep your car in good running condition.
- Always inspect your car before entering. As you approach the car from a distance remember to look underneath it in case someone is hiding there.
- Fire Safety - Fire safety is something most of us do not think enough about. Living off-campus means being more responsible for your own safety and the safety of those around you. Fire safety is one of the most important responsibilities you will assume. Make sure you know what your responsibilities are as a tenant, and what your landlord must do regarding fire protection.
  - Required Fire Protection Devices - The Wyoming Fire Code requires that smoke detectors (certified by a nationally recognized fire testing laboratory) must be installed in all common areas, including basements, in combination with other required alarm systems. They must also be installed both inside and outside each sleeping area. It is the landlord's responsibility to install these devices, but the tenant must make sure that the devices are in place, and that they are tested monthly. Make sure you know how to replace the batteries in your smoke detectors! A smoke detectors early warning can provide you with the extra time essential to a successful escape.
  - Tips for Preventing Fires in Your Home or Apartment
    - Be sure smoke detectors are in proper working condition. Install new batteries at the beginning of each semester.
    - Never ignore a fire alarm; fires can spread quickly. Evacuate immediately event when there is no smoke present.
    - Have an escape plan. Know where the fire exits are and have two escape routes from each room.
    - Do not overload electrical outlets. If you need to plug multiple appliances into an outlet, use a power strip.
    - Extinguish candles and incense when unattended. Never place a candle near curtains, poster, or anything flammable. Keep candles away from fans, open windows or anywhere they can be knocked over.
    - Don't leave food unattended on the stove or in the microwave. Be sure to turn off all burners and your stove whenever you leave your apartment.
    - Extinguish all smoking materials thoroughly. When smoking, use a sturdy "non-tipping" ashtray.
    - Clean up immediately after parties and take all trash outside.
    - Keep flammable materials at least 3 feet away from water heaters, furnaces and other sources of flames.
    - Avoid the use of any open-flame device, including grills on porches or overhangs. Grills must be placed at least 12 feet from a structure.
    - Do not store gasoline, lighter fluid, etc. inside your house or apartment.
    - Make sure beds, couches, curtains or anything flammable are at least 2 feet away from heat sources.
    - Portable heaters can be dangerous if used improperly. Read instructions carefully.
    - Do not run your clothes dryer without a lint filter; clean the filter between every use.
    - Always check the wattage in light bulbs to make sure you are using the correct bulbs in light fixtures to prevent overheating.
    - Do not hang items from fire sprinklers.
  - In Case Fire Does Strike
    - If you hear an alarm, leave at once - do not delay. And close all doors behind you! Call 911. Say "I want to report a fire" and give a complete name and address. Stay on the phone until the dispatcher releases you.
    - Don't try to fight the fire or round up valuables.
    - Avoid elevators. Use the stairs.
    - Feel all doors before opening, if a door feels hot, or if smoke is seeping out, DO NOT OPEN IT.
    - If you wake in a smoke-filled room, avoid breathing deeply, cover your nose and mouth with a cloth if possible, drop to the floor and crawl to an exit.
    - If you become trapped in your apartment and cannot reach a fire exit, do not panic. Close your door and seal off any cracks with wet towels. If you can, call the Fire Department, give them your name, address and location in the building. Open a window for air and signal for help. Do not jump! WAIT for help.
    - If in smoke or heat, stay low, where the air is better. Take short, quick breaths through the nose until you reach safety.
- General Suggestions
  - Be aware of your surroundings. Many crimes occur literally "under the nose" of people who just did not notice anything suspicious.

- Safety and security are everyone's responsibility. You can reduce the possibility of becoming a crime statistic by being alert to your environment.
- Your safety and security ultimately depend on you as an individual for effectiveness and success. You must take responsibility for your own safety.
- Report all crime and any suspicious activity to the Police Department (911) or the Campus Police (307-674-6446 ext.4150)
- If you return home and find an open/broken window or door, do not enter! Go elsewhere to call the police. Do not clean a burglary scene before the police arrive.

## **RESIDENTIAL EDUCATION AND HOUSING HANDBOOK**

### **MISSION STATEMENT**

The Department of Resident Life and Housing at Sheridan College works in partnership with resident students to create a healthy and positive living-learning residential community, enhancing students' academic pursuits and providing opportunities for personal, social, and spiritual growth. We promote an atmosphere rooted in civility and personal responsibility and encourage reflective thinking and active involvement. Together, the staff and students strive to promote values of community, inquiry, integrity, and caring.

The residence halls are a home to those students living on campus. A residence hall is a vital community: alive with a diversity of people, ideas, goals, needs, and most importantly, a commitment to sharing. The residence halls create a living and learning environment. They provide a supportive structure within which students feel comfortable exploring, both individually and collectively, many different possibilities for growth.

Community refers to a group of people sharing a common interest, who...

- Are interdependent for the fulfillment of certain needs;
- Live in close proximity and interact on a regular basis;
- Share in defining expectations for all members of the group and assume responsibility for meeting these expectations;
- Are respectful and considerate of the individuality of other persons within the community.

The Department of Residential Education and Housing hopes that this will feel like a home for students while they are living on campus and that students choose to become active members of the residential community. There are many opportunities for students to get involved and impact the campus.

### **Important Phone Numbers**

Residential Education and Housing Office	674-6446, ext. 2300
Founders Hall Front Desk	674-6446, ext. 7100
South Residence Hall Front Desk	674-6446, ext. 7000
Jason Vela, Campus Police Chief	674-6446, ext. 4150 or 752-2253
Josh McKinley, Campus Police Officer	674-6446, ext 4150 or 752-2133
Part Time Officer Cell Phone	752-9999
Campus Police Office	674-6446, ext. 4150
Emergencies (Police, Fire, Medical)	<b>911</b>
Campus Police (Non-Emergencies)*	672-2413
Larissa Bonnet, Director of Residential Education & Housing	674-6446, ext. 2300 or 752-7579
Collin Wallace, Coordinator of Residential Education & Intramural Programs	674-6446, ext. 2302

*\*This is the local police office, through which the Campus Police are dispatched. Tell the operator your location and ask that the officer on duty report there.*

### **Resident Assistant Phone Numbers**

Crook	672-1213
Kearney	672-1219
Connor	672-1263
Founders W100's	672-1328
Founders E100's	672-1304
Founders E200's	672-1319
Founders W200's	672-1344
South Hall, East	672-1362
South Hall, W100's	672-1386
South Hall, W200's	672-1378
Blume, Davis, Diefenderfer	672-1249
Eaton, Griffin	672-1268
Griffith, Hanson, McKeen	672-1262
Stevens, Williams	672-1288
Hayes	672-1293

### **Residence Hall Staff**

The **DIRECTOR OF RESIDENTIAL EDUCATION AND HOUSING** is responsible for administering applications, making room assignments, handling disciplinary procedures and supervising the Resident Assistants. The director is available to discuss problems concerning residence hall life and welcomes student input.

The **RESIDENTIAL EDUCATION COORDINATOR** is responsible for assisting the director in all aspects of the housing program and takes the lead in developing programs and activities relevant to on-campus living and academic success for students. The Residential Education coordinator lives on campus and is readily available to assist students with any concerns.

**RESIDENT ASSISTANTS** are students living in the residence halls whose primary role is to be a resource person and to help meet students' needs outside the classroom. S/he is there to listen when students have problems or concerns and to steer them in the right direction to resolve them. An RA is the person a student can count on to help find the assistance needed to make living at SC as enjoyable and healthy as possible. They do not have all the answers, but they know whom to contact to find them. Reasons to see an RA:

- They are someone to talk to (about anything)
- Something in a room or on the floor is broken
- To hang out (but remember they are students too and need time to study, sleep, and relax)
- When roommates are not getting along
- To check in and out of a room
- To suggest activities for the building
- To raise concerns, questions, comments about anything
- To ask him/her along to an event or activity
- To seek assistance in resolving a conflict on the floor
- If a student is having trouble meeting people and wants some assistance
- To serve as a resource and referral agent
- To help establish community standards

There are Professional Staff supervising and supporting the student Resident Assistants (RAs) that living in the staff houses adjacent to the residence halls. They work with the RAs to help build community and maintain community standards. They also serve as judicial officers. Reasons to see a professional staff member:

- To become an RA
- They are someone to talk to other than a peer
- To suggest programs or activities for the campus
- To say hello, to visit, to talk about anything
- To find a resource to resolve a problem
- For housing information
- For key or lock issues
- To request a room change
- Damage appeals
- To meet about a judicial issue

### **Hall Representation**

The **RESIDENCE HALL COUNCIL** provides residents with an opportunity to become involved in the administration of the housing program. Its purpose is to assist in setting guidelines for residents and to represent the students' interests concerning such things as activities, improvements in living conditions and general Residential Education. Each individual hall and/or wing is represented on the Council by two to four residents. Students interested in participating on the Council should contact their Resident Assistant.

### **Campus Police**

The **SHERIDAN COLLEGE CAMPUS POLICE DEPARTMENT** consists of professional police officers who are dispatched through the Sheridan Police department (see phone list in the front of this manual). The Campus Police Office is located in the Student Commons building on the main floor. One officer resides in Staff House #3, which is located at the north end of campus, near Connor Hall. A second officer resides in staff house #4, near the Commons. In addition to law enforcement responsibilities, the Campus Police assist students in crisis situations.

The Campus Police Office also has an engraving tool that can be used to mark belongings and a storage vault for weapons and valuables. The Campus Police Department is charged with the responsibility of enforcing state, federal and municipal laws and ordinances, but is also here to help you. They are willing to assist you in any way they can and sincerely appreciate your full cooperation in legal and disciplinary matters.

### **Our commitment to Residential Students**

The Department of Residential Education and Housing is committed to a partnership with resident students to assist all of our community members in achieving intellectual and personal growth. Success is dependent upon the understanding that with rights come responsibilities. Our students have the right to certain educational and residential living expectations and a responsibility to assist in creating an atmosphere that is conducive to our goal of assisting community members in achieving intellectual and personal growth.

### **Rights**

Every residential student has the right to:

- A clean, safe, and secure living environment within the residence hall community
- A residence hall community that promotes respect, personal growth and development, appreciation for differences and diversity and accountability for violations of residence hall policies, standards, rights, and responsibilities
- A residence hall community, which creates an environment conducive to achievement of intellectual and personal growth
- Programs and activities that encourage the development of community
- Access to resources to assist with the myriad of issues confronting college-age individuals

- An equitable and consistent enforcement of policies, with due consideration of the rights of all members of the residence hall community

### Responsibilities

Every residential student has the responsibility to:

- Take learning seriously; attend class, be prepared, participate in discussions, ask questions and get assignments done on time; attend residence hall programs and events; get involved in campus-wide clubs and/or organizations; take on a leadership role in some capacity; attend floor meetings and check SC email regularly
- Treat fellow students and College faculty and staff with respect
- Contribute to the enrichment of your communities: room, suite, floor, residence hall, and College
- Communicate effectively to prevent/resolve conflict with roommate(s) and other community members
- Get involved in campus life, activities, or organizations
- Protect and preserve property belonging to others and the university
- Be aware of how personal choices affect your academic success, your personal growth, and the quality of life for other community members
- Be knowledgeable of and comply with College policies as outlined in the College Code of Conduct and Policies

### The Common Good

One characteristic of positive communities is a concern for the common good. Residents must understand what it means to be a member of a community and must set high standards for their own behavior. To achieve this goal, we increase residents' awareness of their rights and responsibilities while living in our communities. We encourage residents to take greater ownership in their area and to develop community standards. By reminding residents of these standards, holding people accountable through personal contact and group discussions and taking swift action on behavioral and facilities issues, we help make the residence halls vital and enjoyable places in which to live.

### Residence Hall Meetings

Residence Hall meetings provide opportunities for students to gather and learn about the latest happenings on campus or in the hall, to discuss residence hall concerns and to plan activities. Specifically, students will receive information about openings, hall closings, etc. Each student is required to attend, and may offer support, ideas and suggestions to other residents and to the hall staff. Each student is responsible for the information introduced and/or decided at these meetings regarding community standards and other areas of student living. Missing a meeting without prior notice will result in a \$50 fine.

### SERVICES AND FACILITIES

#### Food Service

Students living in residence halls must contract for meals at the College cafeteria on a semester basis. Students living off-campus may contract for meals only. Hours are listed below.

Monday-Friday:	Breakfast	7:30am - 9:00am
	Lunch	11:30am - 1:00pm
	Dinner (Mon. – Thurs.)	5:15pm - 6:30pm
	Dinner (Friday).	5:15pm - 6:00pm
Sat./Sun.:	Brunch	11:45am -12:30pm
	Dinner	5:15pm - 6:00pm

#### Holiday Closures

Thanksgiving:	Closed after dinner on November 22 Reopen for breakfast on November 28
Christmas:	Closed after dinner on December 16 Reopen for breakfast on January 16
Spring Break	Closed after dinner on March 9 Reopen for breakfast on March 19
Spring Holiday	Closed after dinner April 5 Reopen for breakfast on April 9
Graduation:	Closed after dinner on May 11

The Residence Hall Association works in conjunction with the Dining Services Director to deal with quality control and suggest menu changes and special meals. "Flex Dollars" are available with some plans to allow students wider use of their meal plans both in the Mountain View Café and the Coffee Cart. Refer to the information provided by Dining Services for a description of the plans.

All meals eaten in the dining hall are all-you-can-eat, but all food must be eaten in the dining hall. Silverware and dishes must also remain in the dining hall.

Cards are required for access to both the dining hall and the Mountain View Café. An electronic access system will track the number of meals eaten and flex dollars spent in both the Café and the dining hall. Lost ID cards will result in a replacement charge of \$10.

If you are ill or injured and cannot eat in the dining hall, a friend may make arrangements to pick up a sick tray for you.

Sack lunches or dinners are available to students who miss meals because of classes or work schedules. Requests for sack meals should be made through the food service director at least 24 hours in advance.

### **Laundry Facilities**

Laundry facilities are located in each residence hall. Students are asked not to leave their laundry unattended for long periods of time. The College is not responsible for the theft of items left unattended. Laundry facilities may not be used by guests or off-campus residents.

### **Mail Service**

Mail is delivered Monday through Friday to students' boxes. Keys to individual boxes are checked out through the Residential Education and Housing Office. Your address while at Sheridan College is:

Resident's Name  
MSC \_\_\_\_ (Box number), P.O. Box 1500  
Sheridan, WY 82801

### **Telephone Service**

Each room in Crook, Connor, Kearney, Founders and South is equipped with local telephone service, which is included in the cost of the room. There is an activated phone line in the common living space in each of the Villas. Students must provide their own phone sets, which can be conveniently plugged into the phone jack. Long distance service is available by using a telephone calling card.

## **HOUSING APPLICATIONS/CONTRACTS**

### **Occupancy Procedures**

#### **Housing Applications & Reservations**

Housing reservations are recognized only after students have been accepted for admission to the College. Students living in residence halls must be registered for at least nine credit hours per semester and making progress towards a degree or certificate.

#### **Deposits**

Applications for campus housing must be accompanied by a \$125 deposit. This fee reserves the room and also serves as a damage deposit; appropriate charges for damage to and/or loss of College property for which the student is responsible will be deducted. The student is also responsible for damage which exceeds the amount of the deposit and will be billed accordingly. The deposit may also be forfeited if the terms of the housing contract are not fulfilled, including improperly checking out of your room at the end of your stay.

#### **Payment of Room and Board Charges**

Students living in campus residence halls are required to contract for both room and board. Payment of room and board charges is expected at the beginning of each semester unless other arrangements are made. Installment payments are possible, but must be arranged in the Business Office.

#### **Room Assignments**

Room assignments will not be made until a completed application with a deposit is received by the Residential Education and Housing Office. Rooms are assigned for the entire contract period. Requests for specific roommates will be given primary consideration.

#### **Room Cancellations**

Room reservations will be held only until noon of the first day of classes. Notice of cancellation of reservations must be received no later than August 1 for the fall semester and January 2 for the spring semester. If such notice is not given, the entire deposit will be forfeited.

#### **Single Rooms**

When available, single occupancy rooms will be provided at an extra cost. Priority is given to students over 28 years of age and upperclassmen who are returning to the residence halls. Rooms are assigned on a first-come, first-served basis by date of the completed application. Extra furniture (beds, etc.) may not be removed from the room.

#### **Room Changes**

Since living with a roommate is a significant learning experience, residents are encouraged and assisted by RA staff to work out difficult situations with roommates. Residents are asked to inform the RA as soon as conflicts arise so that staff may assist in mediation and attempts can be made to preserve the relationship and experience. Roommate contracts are available for all residents to utilize.

If a move is to be made, the RA will provide a Room Change Form, to be approved by the Administrative Staff. The resident may not change rooms without receiving the appropriate signatures indicated on the Room Change Form. Upon approval, residents have 24 hours to check out of the old room and move into the new room.

Room changes may be requested no sooner than the third Monday of the semester and can be conducted throughout the semester up until four weeks before finals. Only one room change per year may be requested without charge. Additional room changes will require a \$100.00 administrative charge. A room inventory form must be completed for each room involved.

Room changes granted at the end of the semester require residents to check out of the old room and into the new room before leaving for break. Failure to do this will result in the cancellation of the room change request.

### **Checking In**

The residence halls are available for occupancy on the dates specified by the Residential Education and Housing office. Room keys may be picked up at the Residential Education and Housing Office in Thorne-Rider Commons. Students will then meet with the Resident Assistant in the assigned room to complete a Room Condition Report. Room Condition Reports are used to determine responsibility for damages upon check-out.

It is the student's responsibility to list all present conditions in the room. Failure to do so may result in your being charged for damage done prior to your occupancy.

### **Room Reassignments**

The College reserves the right to make room assignments or reassignments as needed. This includes reassignment of spaces in single rooms as the demand for housing requires.

### **Termination of Residency & Refunds**

The housing contract is a legal and binding agreement, similar to an apartment lease. Once a student has begun to physically occupy a room, he or she will be expected to honor the contract for the period of time indicated which in most cases is the entire academic year. A student will be financially responsible for all costs incurred. Deposits for rooms reserved but unoccupied will be forfeited if notice of cancellation is not received by the date advertised in the confirmation letter.

A portion of room and board fees will be refunded to students who officially withdraw from classes within the first 25% of. No refund will be made on contracts that are cancelled after October 1 for the fall semester and February 15 for the spring semester. In all cases of withdrawal, the deposit will be forfeited. A two-semester contract may be cancelled at the end of the first semester provided the room is vacated by the published closing date for that semester. The student will be penalized 25% of the second semester's charges for both room and board, and the deposit will be forfeited.

**Rooms are to be relinquished within 24 hours after the student's last final exam or the day after commencement if the student is participating in commencement.** Students remaining in rooms or storing belongings in their rooms will be billed accordingly. Students remaining longer than seven days will be billed a weekly rate. When a student vacates his/her room, he or she will again sign a Room Condition Report completed by the Resident Assistant and the resident as to the condition of the room. The following procedures must be completed when vacating a room:

1. Remove all personal items.
2. Clean the room thoroughly, including wiping down all surfaces and inside of drawers and cabinets.
3. Complete the room inspection by going through the Room Condition Report with the Resident Assistant.
4. Sign the damage check list.
5. Return keys (room and mail) to the Resident Assistant.
6. Fill out the mail forwarding section on the Room Condition Report
7. Turn in a completed Housing Application if you plan to return the following semester.

Failure follow the check out procedure will result in the loss of the deposit. A \$50 re-keying fee will be charged for each key not returned.

### **Room Description**

Room sizes vary and are equipped with single beds, closets with drawers and/or shelves, sink and mirror, desks with bookshelves, chairs and window coverings. Most are carpeted. Students may not move furniture out of their rooms. Check with the Residential Education and Housing Office for appropriate poster hanging materials. Students may be charged for any damage caused by their decorating efforts.

### **What to Bring**

Students must provide linen, pillows, blankets, towels and clothes hangers. A wastebasket, clothes iron, drinking glass, desk lamp and area rugs are recommended.

### **Pets**

For health code reasons, allergies, and restricted living environments, there is no place for pets on campus or in the residence halls. The ONLY exceptions to the pet policy are fish in an aquarium. Aquariums are restricted to one 10 gallon tank per room. Assistant animals are permitted only through the approval of the Disability Services Office.

### **Windows and screens**

Windows and screens are not to be removed from the window frame. Items are not to be thrown from or hung from windows at any time. Residents are responsible for keeping windows and maintaining adequate room temperature during periods of cold weather to prevent damage to the window and building heating systems. Screens may not be removed for security reasons and because of the maintenance problems associated with the handling of screens, which often results in loss or damage. Students who remove the screen from their room window or from the window of another room will be subject to a \$50 fine as well as any repair or replacement costs.

### **Waterbeds**

Because of the added weight to the building structures and because of the potential damage that could result from leakage, waterbeds are not allowed in the residence halls.

### **Community Standards**

#### **Statement of Understanding**

It is understood and agreed that the College reserves the right to refuse housing to any student who has demonstrated an unwillingness to abide by Residential Education standards and regulations or who demonstrates behavior which is incompatible with the maintenance of order and acceptable standards of a polite society.

#### **Dining Hall**

The College Dining Hall is considered an extension of your residence hall space and part of your room and board contract. Any disruptive behavior in the Dining Hall or Mountain View Café which an individual initiates or participates in, such as intoxication, fighting, throwing of food or objects, or any annoying disturbance that creates an inconvenience to students or staff, shall be subject to disciplinary action. This type of disruptive behavior could result in strong discipline by the Director of Residential Education and Housing or the Dean of Students. Discipline could include social probation or suspension from Sheridan College and/or payment of damages. If the disturbance is of such a nature that law enforcement officers are needed, civil charges could be brought against the individual(s).

#### **Entry to Students Rooms**

Under most circumstances, the privacy of the student with regard to his or her room will be respected. It may be necessary to enter a student's room to do repair work or to check for possible damage as a result of mechanical or weather related problems, i.e., water damage or power failure. The College staff may also enter rooms and conduct a search if there is reason to suspect that College policies are being violated. This includes the disappearance of furniture or equipment from kitchens and lounges.

#### **Gambling**

Any form of gambling is a direct violation of state law and is not allowed in residence halls or on campus property.

#### **Guests and Visitation**

Guests are welcome contingent upon mutual agreement of roommates. Unresolved conflict may result in restriction of guests. Guests are invited to purchase their meals in the Dining Hall.

Residence halls currently allow visitation on a 24-hour basis. However, such visitation must not be at the expense of privacy or other rights of roommates or other residents. Visitation should take place only when both roommates are comfortable with the presence of guest. Visitation rights may be terminated for disciplinary reasons. The following information is provided as a guideline; other situations not listed may be deemed inappropriate at the discretion of the Director of Residential Education and Housing and dealt with accordingly.

1. At no time may the number of people in a student's room exceed 8.
2. Residents are responsible for the conduct of their visitors and all policies relating to quiet hours, alcohol consumption, etc. are in effect.
3. Non-students under 18 years of age are not permitted in the residence halls unless they are an immediate relative of a resident of the College. Exceptions may be granted by the Director of Residential Education and Housing.
4. Restroom facilities must be used as designated by gender.
5. Laundry facilities are not available to non-residents.
6. The length of stay by any one individual is governed in part by the guest policy. This would especially apply to visitors who do not have their own place of residence or do not live in the Sheridan area. The intent of this particular regulation is to prevent non-residents from "freeloading"—using College facilities for extended periods of time without paying for them.
7. Cohabitation is prohibited. This applies to both resident and non-resident guests.

Students are responsible for their guests and are accountable for their guests' conduct on campus, including property damage. Guests are expected to abide by the College Code of Conduct, Policies and Guidelines. Failure to do so may result in removal from campus and restriction from future visits to the campus. If guests are staying on campus overnight, the Resident Assistant must be notified and a Guest Pass must be obtained. Residential students are limited to two (2) overnight guests at any one time. Guests may stay no longer than two (2) consecutive nights and passes will not be reissued consecutively if requests become excessive.

#### **Hall Damage**

Students are responsible for common living areas in their residence halls and may be collectively liable for damages. Costs to the College for repairing damage from vandalism have a direct effect on room rates and services. Please help keep costs down by providing the Residential Education and Housing Office with information regarding vandalism.

### **Keys and Lockout Charges**

Keys are issued to residents upon check-in, and it is expected that they will lock their doors and carry their room key at all times. If a resident is locked out for whatever reason, Resident Assistants may be called upon to unlock a room door. Residents will be charged \$1.00 for each time an RA unlocks a door. Payment can be made immediately, or the charge can be added to the resident's account. Students will be charged \$50 for each key not returned.

### **Lobbies, Lounges, Kitchens and Study Rooms**

Lobby and lounge televisions may not be used for the showing of X-rated or pornographic movies or other such programs.

Lobby, lounge, study and kitchen furniture is for the enjoyment of all residents. Removal of furniture to the students' rooms will constitute stealing and disciplinary action will be taken. Students who remove furniture will be assessed a \$25 service charge **per item taken for each offense**.

### **Measles/Rubella Immunity**

All residents of campus housing units are required to be immunized against measles and rubella. Specific information regarding verification of immunity is made available to all housing applicants. Verification of immunization must occur before a student will be assigned a room.

### **Residence Hall Closures**

Residence halls are closed during winter break. Food service is not available during other school vacations; therefore, students are encouraged to leave the residence halls during these times. Students remaining on campus over Winter break will be charged \$5 per night and must fill out the appropriate form in the housing office before the break period begins.

### **Room Care and Repair Requests**

Students are responsible for cleaning their own rooms. Wastebaskets and other trash should be emptied into the containers outside the residence halls, and not in the trash cans located in the restrooms or lobbies. Consideration for your roommate can be shown by keeping your belongings in reasonable order. It is also your responsibility not to have furnishings or equipment in your room, which create fire or safety hazards.

Normal wear is expected to occur within residents' rooms. However, students will be charged for damage and wear that is excessive or the result of negligence or misconduct. This includes damage to water pipes, sinks, or other furnishings as a result of leaving windows open during winter months. Damage within rooms will be the joint responsibility of the residents assigned to the room, unless individual responsibility is determined. If a fixture within a room requires repair, a repair request may be obtained from an RA or the Residential Education and Housing Office. If a repair request is made, it is assumed that maintenance personnel may enter the student's room without further authorization. Repair work will generally be done between the hours of 9:30am and 6pm. If the resident wishes to be present while the work is being completed, this must be noted on the request, along with a list of times when the resident will be at home.

Bunk bed units in rooms should not be separated by moving parts to different rooms. In addition, residents will be charged a \$50 service fee for units that are not returned to their original configuration at the time of check out.

### **Solicitation**

Salespeople are not allowed in residence halls. If you are approached by anyone attempting to sell any type of merchandise or promoting a specific religious sect, please notify the Campus Police or the Residential Education and Housing Office immediately.

### **Alcoholic Beverages in College Residence Halls**

It is the intent of the District to encourage responsible behavior. The use of alcoholic beverages in residence halls shall be in accordance with the following procedures. Violations shall constitute misconduct which subjects the offenders to sanctions as described in the Student Handbook.

1. The relevant law prohibits the possession and use of alcoholic beverages by any person who is under 21 years of age. Such unlawful conduct is hereby prohibited.
2. Students who are 21 years of age or older and who are residing in District-owned residences may possess and consume alcoholic beverages only within the assigned living quarters of the resident in conformity with state laws, local laws and District regulations governing personal conduct.
3. Residence hall lobbies, hallways, and kitchens are considered public areas in which open alcoholic beverage containers are strictly prohibited.
4. Selling, either directly or indirectly (such as through donations or solicitations), of alcoholic beverages in the aforementioned living units is prohibited. This restriction includes the exchange for alcoholic beverages of tickets used for the purpose of such exchange; or any other means by which alcoholic beverages are provided for a consideration of cash or otherwise.
5. Individual residents are charged with full responsibility for the conduct of their guests and must take actions to ensure that the relevant law and District regulations are observed by guests. Host responsibilities include:
  - Assuming responsibility to make certain that minors are not served or allowed to consume alcoholic beverages in the room of the host;
  - Realizing that by providing alcoholic beverages he or she is responsible, and perhaps liable, for the safety and well-being of the guests; and

- Making certain that noise levels comply with published quiet hour standards.
- 6. Public advertisements relative to functions or parties in an individual's room where alcoholic beverages are to be consumed are not permitted.
- 7. Public drunkenness is considered inappropriate and disruptive and violators will be subject to legal and/or disciplinary action. Students under 21 who display such behavior may be charged with possession by consumption.
- 8. Persons within living units shall promptly provide identification and proof of age upon request by any member of the residence hall staff, campus police or other District officer who identifies himself/herself.
- 9. Kegs of beer or multiple cases of beer are not permitted on campus at any time.
- 10. Residents who choose not to drink should not be encouraged or goaded into drinking by others.
- 11. Drinking games, the use of "beer bongs" or drinking to excess under any circumstances, is considered substance abuse and will not be tolerated.
- 12. Students over 21 who purchase or provide alcohol to minors will face disciplinary action. Minors who ask "of age" students to purchase or provide alcohol to them will also face disciplinary action.
- 13. Residents may not store or have as decoration empty alcohol beverage containers.
- 14. Residents may not store alcoholic beverages in common refrigerators within the Whitney Villas or Lofts unless all residents are over the age of 21. Alcoholic beverages may never be stored in the kitchen areas in South or Founders.
- 15. Violation of the above regulations will be reported and heard through the normal District disciplinary procedures. Violations of applicable laws may be pursued as provided by law.

### **Disciplinary Procedures: Alcohol**

In addition to the above-mentioned plans for disciplinary action with regard to misuse of alcohol, the following procedures may be imposed:

1. Any student involved in a disturbance on campus with regard to misuse of alcohol consumption will, at the discretion of the Director of Residential Education and Housing, have his/her privilege of drinking on campus suspended for a period of two weeks. It will also be required of the student that he or she is in a state of sobriety at all times while on campus during this period.
2. "Disturbances" include, but are not limited to:
  - a. Public drunkenness;
  - b. Excessive noise;
  - c. Drunk and disorderly conduct;
  - d. Reckless driving;
  - e. Verbal abuse or physical attack on Resident Assistants, Campus Police or campus residents; and
  - f. Physical damage to personal or campus property.
3. If these restrictions are violated during this two-week period, further disciplinary action will be taken which will most likely include Social Probation with the alcohol privilege being revoked for the remainder of the school year.
4. If any time after the initial two-week restriction period expires, the same student is involved in another disturbance, he or she will be referred again for disciplinary action.
5. District officials may contact parents or legal guardians of students under the age of 21 who are involved in disciplinary actions related to the use or abuse of alcohol or drugs.

### **Grounds**

Driving on lawns or sidewalks is prohibited and may result in disciplinary action and/or criminal prosecution.

### **Smoking**

Smoking is not allowed in any residence hall at any time, or on District property.

### **Quiet Hours**

In order to meet the goal of providing a residence hall environment that is conducive to rest and study, we hold that the right of a student to study takes precedence over the right of a student to make noise and disturb others. Noise is defined as sound that can be heard outside a room with the door closed or sound that is disruptive or uncomfortable for others as they sleep, study, or carry out their daily living. All students are expected to be quiet enough to respect the rights of others. Quiet hours are as follows:

- **Sunday-Thursday**      **10pm - 8am**
- **Friday-Saturday**      **12am - 8am**

Courtesy hours have been established to assist students with noise or disruptions beyond the established quiet hour period. Students have the right to ask roommates or neighbors to lower voices, stereos, etc. in an effort to study or rest. Courtesy hours are 24 hours per day, 7 days per week.

During Final Exam week, 24-hour quiet hours will be enforced. Violations of quiet hours will result in judicial action.

### **Disciplinary Procedures: General**

Listed below are concerns specific to residence halls and possible sanctions; please note also specific policies on alcohol and general disciplinary information in the Student Handbook Planner. When possible, a write-up system is used by Resident Assistants to allow a warning about non-threatening (yet disruptive or damaging) behavior. A student receiving the write-up will be asked to sign the form, which will be kept on file in the Housing Office. A second write-up (not necessarily of the same offense) will result in disciplinary action. In some cases, the write-up system is bypassed and other disciplinary action is taken according to the disciplinary policies below and in the Student Handbook.

1. **Failure to clean room, including removal of carpet tape from the floor, tape and pins from the walls:** Minimum of \$20 cleaning charge per occupant.
2. **Broken window:** Repair charges plus possible disciplinary action for vandalism.
3. **Damaging smoke alarm:** \$10 fine, cost of smoke alarm repair (\$30), student will be written up
4. **"Patching off" cable TV:** Students in room will be written up, possible fine and criminal charges by the cable company.
5. **Firearm in room or vehicle:** Immediate Social Probation for first offense, eviction for second offense. Firearm will be confiscated and placed in Campus Police Office for safekeeping.
6. **Theft:** Probable immediate eviction.
7. **Vandalism:** Replace cost of repair or replacement of damaged items, possible immediate eviction.
8. **Tipping pop or juice machine:** Student will be written up; if machine is damaged, student will be charged for repairs.
9. **Public intoxication or underage drinking:** Student may be charged with possession by consumption (if underage), and/or disorderly conduct. Student will also be written up, followed by Social Probation and possible fine or eviction. Student will be counseled for substance abuse.
10. **Purchasing or providing alcohol to minors:** Student may be charged with contributing to the delinquency of a minor. Immediate Social Probation.
11. **Noise violations (general noise or stereo equipment):** First violation, student will be written up; second violation, student will be placed on Social Probation; third violation, eviction.
12. **Removal or tearing of screen:** \$50 fine plus any repair or replacement cost.
13. **Propping locked doors:** Student will be placed on Social Probation for the first offense and will be evicted for the second offense.
14. **Locked out of room requiring RA assistance:** \$1 charge for each time the door must be unlocked.
15. **Use, sale, or distribution of illegal substances:** probable eviction. Dismissal from classes and loss of credits for sale or distribution.

## Safety and Security

### Fire Safety

1. Unannounced fire evacuation drills will be held regularly throughout the school year in each residence hall. Students who fail to exit the halls, attempt to re-enter the building without permission of proper authorities or fail to comply with College officials will be subject to disciplinary action and the assessment of fines.
2. Tampering with fire safety equipment or fire alarms is a violation of State Law, as well as college policy. Persons found in violation will be subject to severe disciplinary action.
3. Fire detection units should not be covered or blocked at any time.
4. For reasons of fire safety, the following items are not permitted in student rooms: Space heaters, halogen lamps, non UL rated lamps, any non UL rated decorations requiring electricity, sun lamps/tanning beds, toaster ovens, hot plates, candles with or without wicks, decorative candles, incense, candle warmers, tart burners, non-light bulb potpourri burners, scented oil burners, live/cut Christmas Trees and Wreaths.
5. Unauthorized possession, storage or use of hazardous or dangerous weapons, explosive components or substances including, but not limited to, firearms, fireworks, and chemical materials such as gasoline/fuels, kerosene or compressed gases/air in College residence halls is specifically forbidden and, therefore, subject to severe disciplinary action.
6. Do not hang anything from the sprinkler heads. This will cause damage to the system that will be charged to the occupants of that suite/room. Additionally, decorations or objects hung on the walls must be at least 18 inches from the ceiling.
7. Fire safety tips:
  - a. Know where alarm pull stations are in your building
  - b. Know all of the exits and evacuation plans to your building
  - c. If you discover smoke or fire
    - i. Sound the alarm
    - ii. Call 911
  - d. If you are in a burning building
    - i. Close the window
    - ii. Close the door
    - iii. Go to the nearest exit or stairs (if you are in a smoke-filled area, keep low to the floor)
    - iv. Leave the building immediately

In case of fire, notify the Resident Assistant and pull the local fire alarm located nearest to your location. (Make a mental note of the location of fire alarms so you will know exactly where they are if needed.) Upon hearing the alarm, all residents should close their windows and doors, leaving them unlocked, and if safe passage is possible, proceed to a safe area a distance away from the building and await further instructions. If safe passage is not possible, residents should wait in their rooms with doors closed. Anyone caught turning in a false alarm will be subject to disciplinary measures.

### Firearms and Weapons

Students may not store firearms, lethal weapons including air and gas operated guns and blowguns, knives with blades longer than 4", bows or other weapons of any kind in their rooms or vehicles. This includes gunpowder or reloading substances. Students storing such items will face possible eviction. Locked storage for firearms is available by contacting the Campus Police Office.

### **Fireworks**

Possession or use of fireworks within the city limits of Sheridan, which includes the Sheridan College campus, is illegal. Fireworks can be dangerous as well as a fire hazard and are not be used or stored in students' rooms.

### **Health and Safety Inspections**

Upon prior notice, the Office of Residential Education and Housing, Campus Police and/or Facilities Management will conduct periodic room inspections to help insure that all residents are in compliance with health, fire, and safety guidelines. General room inspections will indicate violations and will advise students of how to correct violations. Failure to correct violations may result in an applicable fine, confiscation of property and/or judicial action.

### **Hall Sports**

Because of the potential for damages to facilities, personal injury, and disruption of the sleep/study atmosphere, the playing of sports within the hallways of the residence halls is prohibited. Residents are encouraged to use the recreation fields, The Dome, and the Fitness Center. Residents are not permitted to play sports near buildings to avoid personal injury and damage to property.

### **Locking Rooms**

Students' rooms should be locked at all times when unoccupied. NOTE: Door handle locks in Crook, Kearney and Connor have been dismantled and are not secure; they can be opened with any key. Use only the deadbolt lock (top lock) for security. It is recommended that students lock their doors when retiring for the night. Report any thefts immediately to Campus Police. An inscribing tool is available at the Campus Police Office for identifying personal belongings.

### **Motor Vehicles**

Motorcycles, scooters, mopeds, etc., must be parked in the main parking areas. They may not be parked on the cement landing outside the doors of the residence halls, nor may they be taken into or stored in the residence halls. The speed limit on campus is 20 mph. Students are asked to exercise special caution near staff residences and family housing where young children are present.

### **Outside Doors**

Residence hall front doors will be locked at all times, with the exception of special events that require the doors to be unlocked for access by campus guests. Wing doors in Founders and South Hall, and second floor hallway doors in Kearney and Connor, are locked at 11 PM. Swipe cards or keys to rooms in these areas will open the hallway doors. Anyone entering these areas after 11 PM must be accompanied by a resident of the area. Alarms are in place on the back door of each of the halls. These doors will be locked at all times. Additional security measures will be taken during vacation periods. Doors should never be propped open once they are locked. Students caught propping doors will be subject to disciplinary action, including possible eviction.

### **Personal Property Insurance**

It is essential that you check with your family concerning the extent of coverage or consider personal property insurance if your belongings are not covered under your parents' home owners' policy.

### **Smoke Detectors**

All rooms are equipped with electric smoke detectors. For your protection and that of other residents, keep smoke detectors in working order. Students will be fined if alarms are found disturbed in any way. The cost to repair electric smoke detectors is approximately \$30 each.

### **Valuables**

During vacations or holidays, all items of value, such as stereo equipment and cameras should be checked in at the Campus Police Office. The College assumes no responsibility for loss of money, valuables or personal belongings of any student or guest. This includes damage caused by power failure, electrical malfunction, water, fire or smoke damage, and equipment malfunctions.

### **Hallways and Exits**

By order of the Fire Marshal, hallways and exits must be kept clear of boxes, bicycles, laundry and other personal belongings. Such items are subject to confiscation and the student-owner will receive a write-up.

### **Crime Awareness and Campus Security Act**

For information about crime statistics on campus and about campus security policies and procedures, students are referred to the publication entitled "Safety and Security," which is updated annually and is available online at <http://www.sheridan.edu/site/sc/college-services/campus-police/campus-safety/>.