

2025-26 Student Handbook

Sierra Vista Campus Residents



COCHISE COLLEGE



The terms of this agreement constitute an offer of housing accommodations and participation in a meal plan by Cochise College of Sierra Vista, Arizona (hereinafter called the “The College”) and acceptance by the Student (hereinafter called the ”Student”). Student’s participation in the housing/roommate selection process, including submission of a housing application and the non-refundable housing deposit or receipt of a waiver for said housing deposit, constitutes full acceptance of the following terms and conditions.

Violations of this agreement may be addressed through the conduct processes outlined in the Cochise College Student Handbook and may result in substantial financial obligations. Student also agree to adhere to any local, State and Federal laws and/or mandates pertaining to public health.

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Welcome to the Bugen community!



Welcome to your home away from home at Cochise College! Living on campus is an exciting opportunity to make friends, engage in college life, and focus on your academic goals. We want you to have an enjoyable and successful experience, and this handbook serves as your guide to understanding our housing policies, community expectations, and resources.

Please take a moment to read through this handbook—it’s designed to help you navigate your time in Bugen Hall smoothly. If you have any questions, don’t hesitate to reach out. We’re here to support you!

CONTACT INFORMATION

Bugen Hall Director: Ciarra Lalles
Hall Director Office Number: (520) 515-4515
Hall Director Email: lallesc@cochise.edu
Email: svhousing@cochise.edu

MAIL AND PACKAGES

All US Mail and Packages MUST be properly addressed with:

Student First Name / Last Name
901 North Colombo Avenue
Bugen Hall – Room XXXX (e.g. 101A)
Sierra Vista, AZ 85635

When ordering items online, the actual street address is often required by senders. All packages and deliveries containing perishable items (flowers, baked goods, candy, etc.) must be picked up by the resident within 24 hours or the item will be disposed of. All deliveries to the college for non- residents will NOT be Accepted. Be sure to include “Bugen Hall” in your mailing address, or the mailroom staff may not know where to deliver your mail.

1. General Housing Policy

A) OCCUPANCY

Student housing is assigned and contracted for the full academic year (or program period for specific programs like the Police Academy and Nursing) unless the student graduates or withdraws (voluntarily or involuntarily). Only students assigned to a particular space may live there.

B) SEMESTER BREAK HOUSING

Residence halls and apartments close during winter and summer breaks. Students must vacate their rooms during these times.

C) HOUSING ELIGIBILITY

To live on campus, students must:

- Be actively seeking a degree or certificate.
- Be enrolled full-time (12+ credits) and attend classes at the College.
- Be at least 18 years old by the 45th day after the official move in date.
- Students under 18 may request an exception in writing to the Vice President of Student Services when submitting their housing application.

D) HOUSING DEPOSIT & APPLICATION FEE

A refundable \$100 housing deposit and a \$50 application fee are required to secure housing.

- The deposit is applied to the student's account upon move-in.
- Both fees must be paid in full after submitting the housing application to participate further in the housing process.
- Late payments may impact placement unless an exception is granted by the Sierra Vista Housing Office due to extenuating circumstances.

E) BILLING

- Room and board charges are billed per semester and are non-refundable and non-transferable, except as outlined in this agreement.
- Laundry charges are also billed per semester and are non-refundable and non-transferable.
- The Housing Agreement is binding for the full academic year (both fall and spring) or for the remainder of the year if the agreement starts mid-semester.

F) HOUSING CANCELLATION & FINANCIAL RESPONSIBILITY

If a student moves out after placement and occupancy, they remain responsible for the full academic year's room and board charges unless approved otherwise by the Sierra Vista Housing Office.

- Notice Requirement: A written notice must be submitted at least seven days before moving out.
- Cancellation Before Occupancy:
 - If a student cancels within one week of receiving their room assignment (before move-in), they may receive a full refund, including the refundable portion of the housing deposit.
 - If a student cancels two weeks or more after move-in without ever occupying the room, they forfeit their deposit and remain responsible for the full academic year's room and board charges.
 - If a student never moves in and fails to provide written notice, they forfeit their deposit and remain responsible for the full year's charges.
- Disciplinary Removal: If a student is removed from housing due to disciplinary action, the housing deposit is forfeited.

G) WITHDRAWAL FROM THE COLLEGE

Per College Policy 4016 – Food and Housing Services:

- Students who withdraw may be eligible for a prorated meal plan refund on a weekly basis, up to four weeks after the start of a 17-week term.
- Students enrolled in only an eight-week term will be charged 50% of a full 17-week meal plan and can receive prorated refunds up to two weeks after the start of their term.
- Exception requests must be submitted in writing to the Vice President of Student Services within 15 working days of departure, with supporting documentation if required.
- For more details on refund policies, students can contact the Business Office at (520) 515-5416.

2. Housing Assignment

Each student is responsible for participating in the housing process, which includes submitting a housing application, paying the refundable housing deposit (\$100), and paying the non-refundable application fee (\$50). Residence Life is available to assist students who experience difficulties in this process.

A) CONFIRMATION OF HOUSING ASSIGNMENT

- Current students who have submitted the housing deposit on time must confirm their campus housing online within seven days of receiving housing assignment. If a student does not confirm their housing within this timeframe, the College will assume the student has made other accommodations and is under no obligation to provide campus housing.
- Students who fail to pay the housing deposit or complete the housing process in full will not be assigned campus housing.
- If a student later requests on-campus housing, they will only be considered if space is available and must pay all associated costs, including a meal plan (if applicable), before being assigned a room.

B) HOUSING ASSIGNMENT CHANGES

The College reserves the right to modify a student's housing assignment at any time with notification.

Changes may occur for reasons such as:

- Necessary maintenance or repairs
- Medical or health-related accommodations
- Disciplinary actions
- Unresolved roommate conflicts
- Overbooking or housing shortages
- Requests for special housing arrangements
- Availability of housing
- Changes in housing policies or programs

C) STUDENT-INITIATED HOUSING REASSIGNMENTS

- If a student wishes to change their housing assignment, they must receive prior approval from the Sierra Vista Housing Office before any move occurs.

D) UNAUTHORIZED ROOM CHANGES

- If a student moves without proper authorization, they may be required to return to their originally assigned space.
- A reassignment fee of \$100 may be applied for unauthorized room changes.

E) VACANCIES AND ROOMMATE ASSIGNMENTS

If a student has a vacancy in their assigned room, suite, apartment, or house, the College may assign a new roommate at any time.

- The College will attempt to provide advance notice when possible.
- Student(s) must keep the vacant space available and ready for a new occupant.
- Failure to keep the space available may result in additional charges for occupying extra space.

F) MISREPRESENTATION AND HOUSING CONDUCT

- If the College determines that a student is misrepresenting themselves or others, discouraging another student from moving in, or pressuring a roommate to move out, they will be held accountable under Cochise College Social Standards. Consequences may include reassignment or removal from housing.

3. Housing Accommodation Request

A) RESPONSIBILITY OF THE STUDENT

- It is the Student's responsibility to inform the Office of Accessibility Services of the specific nature of their housing accommodation needs.

B) DOCUMENTATION REQUIREMENTS

- Written documentation from a medical doctor or licensed professional with expertise in the relevant area of diagnosis must accompany the student's request for a housing accommodation.

C) APPROVAL PROCESS

- If approved, the Office of Accessibility Services will collaborate with the Sierra Vista Housing Office to provide an accommodation deemed appropriate and reasonable by the College.

D) HOUSING ACCOMMODATION REQUEST PROCESS

- Housing accommodation requests should be submitted through the online registration portal, with supporting documentation, to the Office of Accessibility Services.
- Requests may be submitted at any time but must be received by the last day to drop a class for the semester to be considered.
- Incoming students (those accepted through the Admissions Office) are encouraged to submit requests as early as possible to ensure timely processing.
- All approved accommodations must be renewed every semester through the Office of Accessibility Services.
- Any requests submitted after the applicable deadline will be reviewed on a space-available basis.

For more detailed information, visit the Office of Accessibility Services website:

<https://www.cochise.edu/student-resources/accessibility-services/index.html>

4. Care of Assigned Housing

A) RESPONSIBILITY FOR DOCUMENTATION

- The student is responsible for contacting their Resident Advisor to document the condition of their assigned space upon arrival and departure, as well as whenever a housing reassignment occurs.

B) FAILURE TO COMPLETE CHECK-IN/CHECK-OUT

- If the student does not complete the established check-in or check-out process, they will not be able to dispute any damages or fines that may be assessed.

C) HOUSING DEPOSIT

- A \$100 housing deposit is required and can be paid through the College business office. This deposit is refundable only upon graduation, withdrawal from the College, or a valid reclassification to commuter status.
- The refund will be based on the documented condition of the assigned space, minus any repair and/or replacement costs or fines assessed.

D) DAMAGE CHARGES:

- Any damage charges for repair or replacement (including parts and labor) will be based on the extent of physical damage and/or missing College property, as determined by College personnel.

E) FINAL DAMAGE ASSESSMENT:

- The preliminary check by Housing staff is not the final assessment of damage. Building Supervisors and Facilities Management personnel perform inspections after campus housing is vacated and may identify repairs or related issues not initially noted by Housing staff.
- Students may be held accountable for any damages or missing property not noted at the time of departure.

F) MAINTAINING CLEANLINESS

- The student is responsible for keeping their assigned space clean and sanitary at all times.
- The College does not provide housekeeping services for occupied rooms, so students are fully responsible for the care and upkeep of their space.
- Periodic wellness and sanitary checks will be conducted throughout the academic year, and students will be notified in advance of these inspections.

G) LEAVING THE SPACE CLEAN

- Upon vacating the premises, students will be charged if the space has not been left reasonably clean and properly set up for the next occupants, as determined by the College.

H) RETURNING THE FOB

- The student is expected to return the fob to the Sierra Vista Housing Office when they depart. If not returned, the fob will be considered lost, and the student will be fine \$30 for it.

I) REQUEST FOR REVIEW OF DAMAGE ASSESSMENT

- If the student wishes to review any damage assessment charges or fines, a written request must be submitted within 7 days of receiving the billing notification.

J) RESPONSIBILITY FOR DAMAGES

- If no student has accepted responsibility for damages in writing at check-out, or if it's reasonable to conclude that a specific student is responsible, all repair or replacement costs will be divided equally among the occupants of the living space.

K) USE OF LIVING SPACE

- The student agrees that their assigned living space will not be used for business purposes or any activity that violates College policies, including but not limited to IT regulations, and federal, state, and municipal laws.
- This includes restrictions on operating a business using the College's Wi-Fi network or other campus resources.

5. Room/Suite Set-Up & Decorations

Throughout the period of occupancy, the Student is fully responsible for adhering to the following regulations for use and care of the assigned space. The College may restrict or prohibit any items or conditions deemed a fire safety hazard by the city fire inspector or College personnel.

A) COLLEGE PROPERTY IN ASSIGNED SPACES

- All College property must stay in the assigned spaces and cannot be removed to make room for personal belongings.
 - College personnel have the right to retrieve any College property found outside the assigned space. Students may be charged for the replacement cost of any missing items.
 - To protect College furniture from weather damage, furniture should never be moved outside. If College property is placed outside, it may be retrieved, and students will be charged for replacement costs.
 - Personal property cannot be left outside of the living unit unless permission has been granted by the Sierra Vista Housing Office. If permission is granted, the Student assumes full responsibility for any damage or loss to property left outside.

B) DISASSEMBLING COLLEGE PROPERTY

- College property may not be disassembled unless it's designed to be reconfigured.
 - If unsure about the design or set-up of furnishings, students should contact the Sierra Vista Housing Office or notify their Resident Advisor. The College is not liable for injury or property damage resulting from furniture reconfiguration done without the assistance of College staff.

COOKING APPLIANCES

- Cooking appliances like toaster ovens, hot plates, grills, deep fryers, slow cookers, candles, incense, or anything with an open flame are not permitted.
- Coffee makers, air fryers, and kettles with automatic shut-off features are permitted.

D) MICROWAVES

- Microwaves are permitted, but the upkeep and care of these units are the responsibility of the students.

E) REFRIGERATOR CARE

- Students are collectively responsible for the care and upkeep of the refrigerator provided in their suite.
- Student(s) may notify their Resident Advisor, or the Sierra Vista Housing Office if repair is needed.

F) FIREARMS AND DANGEROUS ITEMS

- Firearms, including but not limited to BB/pellet guns, airsoft or paintball guns, bows and arrows, hunting knives, and other potentially dangerous items are prohibited in College housing and vehicles. Only law enforcement or authorized security officers may carry necessary weapons.

G) DRUGS

- The use of any drugs other than legitimate prescription or over-the-counter medication is strictly prohibited.

H) AMPLIFIED INSTRUMENTS AND WEIGHT-LIFTING EQUIPMENT

- Amplified instruments, drum sets, and weight-lifting equipment are prohibited in campus housing.

I) OPEN FLAME DEVICES:

- Any device using an open flame is prohibited. This includes candles and incense, even for decorative purposes.

J) HAZARDOUS MATERIALS

- Hazardous materials such as gasoline, acids, propane gas cylinders, and automotive engine parts cannot be used or stored in College housing.

K) OPEN FLAME COOKING DEVICES:

- Open flame cooking devices are not allowed in College housing.

L) EXTENSION CORDS

- Extension cords with multiple adapters or octopus plugs without surge protection are not allowed. If multiple plugs are necessary, a power strip with an internal circuit breaker should be used.
- Electrical cords should not be placed under carpeting or area rugs, and extension cords may not be used between rooms.

M) SPACE HEATERS

- Space heaters are prohibited in College housing unless specifically provided by the College.

N) CEILING DECORATIONS

- Hanging or attaching decorations to or from the ceiling is prohibited. Ceiling lights may not be obstructed, covered, or disconnected.

O) WALL DECORATIONS

- Tapestries, posters, and other decorations should not cover more than 50% of wall areas. They must not cover outlets, heating/cooling systems, and must hang flat against the wall.

P) PERSONAL FURNITURE AND LARGE ITEMS

- The residence hall rooms are fully furnished to meet the student's needs.
- Large furniture like refrigerators (over five cubic feet), freezers, dishwashers, waterbeds, or other large items are prohibited.
- Students requesting a specific accommodation must submit proper documentation to the Student Accessibility Office for prior approval.
- Bed lofts (whether homemade or from a kit) are not permitted. Cochise College does not provide bed-lifting kits.

Q) CLEAR ACCESS

- Any furniture or personal belongings cannot block access to or egress from the living space.

R) OWN BED FRAMES OR MATTRESSES

- Students may not bring their own bed frames, mattresses, or futons unless granted an exception. Only twin beds provided by the College are allowed in campus housing.

S) MOUNTING HARDWARE

- The use of nails, screws, or other mounting hardware that could damage walls, ceilings, or floors is prohibited. Students should be careful when putting up posters and pictures.

T) COMPACT REFRIGERATORS

- Compact refrigerators are allowed but cannot exceed 3.5 cubic feet. Personal refrigerators are subject to the same health and safety regulations and inspections as College-provided furnishings.

U) TORCHIERE AND HALOGEN LAMPS

- Torchiera-style and halogen lamps are prohibited in campus housing. Lights or lamps may not be covered by anything other than the designed shade or light cover.

V) AIR CONDITIONING

- Air conditioning is limited to what is provided by the College.

W) ALCOHOL USE

- The possession, use, or distribution of alcohol is strictly prohibited.
- Student(s) must follow the College's alcohol policy and comply with federal, state, and local laws.

6. Public Areas of Student Housing

Students, as part of a larger residential community, are collectively responsible for the care of common/public areas as follows:

A) RESIDENCE HALLS

- This includes shared spaces such as stairwells, corridors, bathrooms, recreational areas, study lounges, laundry rooms, and any furnishings, equipment, and supplies provided for these areas.

B) DAMAGE OF UNDETERMINED RESPONSIBILITY

- In all residence areas, if there is damage to common/public spaces or missing College property with no clear individual responsibility, students will be collectively held accountable.
- Students may be charged for repair costs (parts and labor) and/or fines for such damages or missing property.
- These group billings cannot be appealed individually, as the College holds the entire living unit responsible.

7. Personal Property

The College does not assume any responsibility or liability for a Student's personal belongings or property, including but not limited to money, clothing, or other valuables.

The Student understands and agrees that it is their own responsibility to insure their personal property. Every resident is advised to obtain personal property insurance if they do not already have coverage through a homeowner's policy.

When occupancy ceases, either through withdrawal from the College or a change in status to commuter, Student(s) will have a 7-day grace period to retrieve any belongings left behind after being contacted by College staff. After this period, belongings left behind will be considered abandoned and disposed of by College staff.

IMPORTANT:

- Do not dispose of electronics (any item with a power cord) on campus.
- Do not leave any electrical device behind. Many electrical devices contain hazardous materials that require special recycling.
- Any abandoned electronic device will subject its owner to a disposal fee.

8. Storage

The College cannot provide temporary or seasonal storage for the personal property of Students.

A) Bugen Hall has no storage space for personal belongings.

B) The College assumes no responsibility for the replacement of, and/or damage to, a Student's personal belongings.

C) If the Student fails to retrieve their personal property in accordance with the policy in effect at that time, the items will be considered abandoned and disposed of by College staff.

D) Students may arrange furniture in their assigned living space to create storage space. However, they may not disassemble any College furniture that is not intended for this purpose.

9. Safety & Security

The following standards are designed to promote personal safety and the safekeeping of College and Student-owned property:

- A) Each Student is issued a fob to their assigned space in order to keep their living environment secure.
 - o In the event of a lost fob, a new fob will normally be issued to the Student. The Student is responsible for informing College personnel (e.g. Resident Advisor, Sierra Vista Housing Office, Sierra Vista Security, etc.) within 24 hours of losing their fob.
 - o The Student responsible for the lost fob will be billed for all charges associated with a replacement fob.
 - o Duplication of a mail key is strictly prohibited.
 - o Failure to return a mail key and fob after a housing reassignment or departure from campus residency will result in replacement costs and a \$25 processing fee/fine.
- B) College staff are authorized to remove any devices which, in their judgment, present a clear and present danger to the safety and welfare of others or violate College policies or regulations. This includes but is not limited to items listed in Section 5: Room/Suite Set-Up & Decorations.
- C) If a Student believes that College property is in need of repair, they should use the College's online work order system to initiate a service request or notify their Resident Advisor or the Sierra Vista Housing Office.
- D) If a Student believes that the condition of College furniture could cause harm or injury, they should immediately notify College personnel and stop using the item until it is inspected. An online work order should also be submitted, with a note in the comments section stating the concern regarding safety.
- E) A Student must lock and secure their assigned living space every time they leave the premises. Even when present, the Student should lock their assigned living space to prevent intrusion.
- F) A Student is fully responsible for what occurs in their assigned space, especially if they fail to secure the living space.
- G) A Student shall not modify, tamper with, or alter any lock, locking mechanism, door, or window allowing ingress and egress to their assigned living space. The Student is responsible for the costs of repair and/or replacement for any damages or missing College property resulting from such modification, tampering, or alteration.
- H) If a Student is not present, they remain fully responsible for what occurs in their assigned living space, especially if:
 - o a) They failed to secure their living space before departure, allowing access or egress by others in their absence;
 - o b) They modified, tampered with, or altered any lock, locking mechanism, door, or window allowing access and egress to their unit; c) They left others unsupervised in their living space.
- I) Sprinkler heads in personal or community living spaces must not be touched for any reason.
- J) No personal items should be stored in access or egress routes (hallways, stairwells).

Safety & Security Related

K) Decorative lighting (e.g., rope lights, bead lights, or small holiday lights) is permitted.

L) Paper or other materials cannot be hung from the ceiling or used to cover lighting.

M) Room door postings or displays are limited to one message board and a small door tag for each occupant. Doors may not be wrapped or fully covered with paper as this presents a fire hazard.

N) Informational or decorative items should be placed on College-provided bulletin boards and secured at each corner with tape or staples. Overlapping of items should be avoided.

O) Wall space between doors/doorways may be used as a posting area by College staff to supplement bulletin boards. This should be done on an alternating basis to ensure that sufficient wall space in a corridor remains free of postings/decorations.

P) Emergency equipment such as fire alarms, smoke detectors, fire extinguishers, sprinklers, exit doors, and exit signs are provided to promote the safety of all residents. This equipment should only be used for legitimate purposes. Misuse may result in charges for repair and replacement, a fine, or other judicial actions. All Students must immediately evacuate the building when an alarm or detector is activated and proceed to the designated emergency assembly point. Students must participate in all emergency evacuation drills. If an alarm is activated, College staff may check the living space to ensure all Students have evacuated. Failure to evacuate when an alarm sounds may result in a fine or other judicial actions.

Q) The College provides window treatments in every housing unit. Students are not permitted to hang their own curtains or other window treatments.

R) Possession and use of laser cutting machines, 3D printers, or similar machinery is not permitted in any College residential facility. The residence halls do not provide the appropriate space and ventilation for such machines, as they often release harmful chemicals and vapors. The College reserves the right to remove any machinery that poses a similar health or safety hazard.



10. Lockouts

We know accidents happen, and locking yourself out of your room is one of those things that can sneak up on you. No worries, we've got you covered!

What to do if you're locked out:

1. First, double-check: Make sure you don't have another way in (it's easy to overlook!).
2. Head to the front desk or Residence Life office: We'll help you get back inside. Be sure to have your College ID ready so we can verify your identity.
3. Lockout Fees: You get up to three free lockouts during the semester. After that, a fee will be applied to your student account for each additional lockout.

11. Access to Student Housing

Any living space in campus housing may be entered by College personnel when there is evidence of or concern for the health, safety, and/or welfare of Student(s) or others within. Any indication of activity that violates College policy and/or federal, state, or municipal laws or ordinances may also cause College personnel to enter a Student's room or suite. College personnel may also enter for purposes of facility maintenance (routine or otherwise), to conduct inventories, or perform health and safety inspections.

- The Student does not need to be present for entry to occur.
- If facilities staff need to enter a suite or room for maintenance, a 24-hour notice will be provided to the Student.
- In the case of an emergency, if facilities need to enter a room, a note will be left by a staff member notifying the Student of the entry.



12. Board (Meal Plan) Participation and Fees

BOARD (MEAL PLAN) PARTICIPATION - REQUIRED

Participation in a College meal plan is required for all students assigned to housing. The meal plan is active only when classes are in session and during final examinations.

- Meal Plan Changes: Changes to the meal plan must be made by the end of the first week of classes in both the fall and spring semesters. Students are required to finalize their meal plan selection by this deadline.
 - If a student selects the lowest meal plan, they may add more funds throughout the semester as needed.
 - If a student selects the highest meal plan and does not use the full balance by the end of the semester, any remaining funds will not be refunded.
- Meal Plan Change Deadlines:
 - Students have until [insert date] to make changes to their meal plan for the Fall 2025 semester.
 - Students have until [insert date] to make changes to their meal plan for the Spring 2026 semester.

BOARD (MEAL PLAN) PARTICIPATION - REQUIRED - SPECIAL DIETARY NEEDS

Exemption from the College meal plan is granted only for a documented health condition that requires a diet which is medically necessary and cannot be accommodated by the food service provider at the College.

- Procedure for Requesting an Exemption or Accommodation:

A) It is the responsibility of the Student to inform the Office of Student Accessibility Services of their specific dietary need or preference to receive a special accommodation or exemption.

B) Written documentation from a medical doctor or licensed professional with expertise in the area of diagnosis must accompany the Student's request.

C) If approved for dietary accommodation, the Office of Accessibility Services will work directly with the Sierra Vista Housing Office and Dining Services to provide an accommodation that the College deems appropriate and reasonable.

D) Requests for dietary accommodation should be submitted in writing to the Office of Student Accessibility Services. To ensure requests are addressed in a timely manner, it is highly recommended that information be received by the second week of July. Additional details are available online on the Office of Student Accessibility Services website.

13. Alcohol and Drugs

The Student agrees to comply with the College's policies as well as with federal, state, and municipal laws and ordinances regarding the possession, use, and/or distribution of alcoholic beverages and illegal or controlled substances. This includes adherence to the College's Policy 5003, **Drug and Alcohol-Free Environment**. While marijuana may be legal for individuals 18 and older in the state of Arizona, it remains prohibited on campus due to federal regulations, as the College receives federal financial aid and marijuana remains illegal under federal law.

- A) The College prohibits any and all alcohol and drugs on College property at all times, regardless of the Student's age. The Student agrees to abide by the stipulation that persons who are of legal age may not possess, consume, or provide alcohol on any College property at any point in time.
- B) If a Student is of legal age and resides in one of the residence halls where alcohol is prohibited, whether by choice or by necessity, this stipulation also applies to that student.
- C) The accumulation of alcohol beverage containers (including boxes), such as creating a trophy wall, is not allowed. In prohibited areas, empty alcohol containers may be considered evidence of consumption.

14. Smoke-Free Housing

In accordance with the provisions of the Smoke-Free Arizona Act, all residence facilities are smoke-free environments.

- A) This restriction includes the use of any device such as hookahs, electronic cigarettes, or vapor smoking devices.
- B) Smoking is prohibited within twenty-five feet of a main exit or entrance, operable window, or vent of a College-owned, occupied, or leased building, as well as College vehicles.
- C) Smoking by students and/or their guest(s) is therefore limited to the exterior of the residential units at locations further than twenty-five feet from a main exit or entrance, operable window, or vent. Care should be demonstrated when doing so, including the proper disposal of smoking materials.
- D) Should any person(s) set off a fire alarm by smoking, vaping, burning incense, or candles in a residence hall, they shall be subject to the Code of Student Conduct and will receive a fine of \$100 for the first offense and \$250 for subsequent offense(s).

15. Guests / Visitors

A guest is any person who is not an enrolled student at the College. A visitor is an enrolled student at the College who is not assigned to the particular location they are visiting.

- A) The host Student is responsible for the presence and conduct of any guest or visitor.
- B) Since a visitor is also a student at the College, they may be held accountable for inappropriate conduct.
- C) Having guests and visitors is a privilege and may be limited or revoked, subject to the determination of College staff.
- D) Displacement and/or inconvenience of a roommate, suitemate, or any other member of the residential community to accommodate a guest or visitor is unacceptable and may result in judicial action.
- E) Visitors or guests who exceed two (2) consecutive nights or four (4) nights in any seven (7) day period without approval from the building supervisor may be restricted. The host is subject to judicial action.
- F) To ensure the security of our residence halls, students are never allowed to give their key fob to guests or visitors. Doing so could result in judicial action and fines. If you're hosting a guest, always accompany them to ensure they follow all the rules and maintain security.
- G) Any indication that a guest is utilizing campus housing as a place of residence will result in that individual being restricted from College property.
- H) Overnight guests are not permitted during the following periods:
 - The first month two weeks once classes begin in a new semester
 - Finals week



16. Assessment of Fines

Individual or group fines may be assessed by the College for reasons including, but not limited to, the following:

- A) Unauthorized College or personal furniture in a Student's room or suite.
- B) Missing College furniture.
- C) Unauthorized cooking devices.
- D) Unauthorized animals in campus housing.
- E) Concealing or tampering with a smoke detector or other fire safety equipment. F) Littering and/or unsanitary conditions.
- G) Unassigned bedrooms being used as living space.
- H) Misuse of room/suite keyfob and/or College ID card.
- I) Unauthorized access to and/or use of campus housing when the facilities are closed.
- J) Smoking within any residential facility.
- K) Excessive noise during final exam study days and the period of examinations, courtesy hours, or designated quiet hours.
- L) Abandoned personal property (especially electrical devices) and trash removal.
- M) Failure to evacuate campus housing when an alarm sounds, which may result in a monetary fine and/or other judicial action.
- N) Unapproved or unauthorized room change.
- O) Fines may also be assessed to individuals and/or groups for tampering with safety equipment (fire extinguishers, fire alarm pull stations, smoke detectors, etc.) and/or activating a false alarm when the specific person(s) responsible are not identified.

17. Room/Suite Inspections by Non-College Personnel

A visual inspection of campus housing (public areas and/or assigned living space) may occur as deemed necessary or appropriate to the circumstances. Such inspections may include, but are not limited to, the following:

A) The Sierra Vista Fire Marshal conducts inspections of the residence areas, accompanied by a College employee. This visual tour includes checking randomly selected student rooms and suites. If the Fire Marshal selects living space that is secured and no one is present, access will be provided by the College employee.

B) One or more visual inspections by the Building Inspector for the Town of Sierra Vista also occur. The format and approach will be the same as the safety inspection tour (see A.).

18. Quiet Hours and Courtesy Hours

Maintaining a living environment where students can study or rest without unreasonable interruption or noise is every Student's responsibility. To assist in this regard, the following time frames for quiet hours and courtesy hours have been established. Unless notified otherwise, the following expectations apply to all residence areas:

A) Quiet Hours begin at 10:00 p.m. Sunday through Thursday and no later than midnight on Friday and Saturday, remaining in effect until 8:00 a.m. the following day.

B) Courtesy Hours are in effect at all times.

C) During the period of final examinations, a policy of 24-hour quiet hours is in effect. A fine will be imposed for excessive noise during this time frame.

D) College staff reserves the right to determine what constitutes excessive noise or an unreasonable interruption that adversely impacts the living environment and to intervene based on that assessment.

19. Pets

No pets are allowed in campus housing. Exceptions to this policy are limited to service animals or pre-approved emotional support animals through the Office of Student Accessibility Services.

20. Holiday Decorations

The following criteria apply when decorating campus housing:

- A) Only artificial decorations may be used indoors. Live or natural Christmas trees are prohibited.
- B) Cloth, cotton batting, straw, vines, leaves, and moss may not be used for decorative effect.
- C) Only mini-lights may be used on artificial trees and wreaths.
- D) All lighting must be UL approved. E) Electric lights may not be used on metallic trees. F) Any freestanding artificial decorations must be properly supported and located so as not to block an access or egress route.

21. Emergency Evacuation

Students are expected to immediately vacate campus housing when an alarm sounds or when directed to do so. They must report to the designated emergency assembly point in Parking Lot E or another location, if designated at that specific time. Students are also expected to participate fully in emergency evacuation drills, whether pre-announced or not. Failure to comply may result in a monetary fine and/or other judicial action.

22. Closing of College Housing

Unless properly registered and/or approved to remain in College housing for specific break periods, students are required to leave College housing during break periods such as Summer and Winter Holiday breaks. Access to the living space is not permitted during these times. Students must remove all belongings from their assignments when checking out for Summer Break.

- A) Any student found in residence when housing facilities are closed, without prior authorization, will be required to immediately depart and will be subject to judicial action and billing.
- B) A student may return to campus only at the designated arrival time. An earlier arrival does not obligate the College to provide access to the living space and/or other short-term accommodations. If approved, early arrival or late departure fees may apply.

23. Posting in Residence Hall Windows

Unless approved by the College in advance, posting is not permitted in residence hall windows. The College also reserves the right to require the removal of posted materials in public view that may be deemed threatening, offensive, insulting, or might otherwise lead to incivility between members of our community. Banners may not be hung from windows or on the side of residence halls without prior approval from Sierra Vista Housing Office.

24. Unforeseen Circumstances

The College reserves the right to close residence facilities (or portions thereof) and/or food service operations without reimbursement to the Student in cases of emergency, acts of God, or other unforeseen circumstances, including but not limited to pandemics and epidemics, as determined by the College.

25. Distribution of Information

The College fulfills its responsibility to inform students as follows:

- A) During the academic year, information is routinely distributed to the Student through campus mail (at the assigned mailbox) and/or their College e-mail address. This information is presumed to have been received and read by the Student.
- B) During other periods of the calendar year, information may be sent to the Student's home address, as indicated in College records. This information is presumed to have been received and read by the Student.
- C) At its discretion, the College may choose to deliver information to the Student's assigned place of residence. This information is presumed to have been received and read by the Student.
- D) At its discretion, the College may choose to deliver mail in a full mailbox to the Student's place of residence or home address. A delivery fee will be billed to the Student's account as well as the cost of postage if the mail is sent to the Student's home address.
- E) At the College's discretion, information may be left on a Student's cell phone voicemail.
- F) Information is also provided on the College's website, which should be checked on a regular basis.

26. Final Interpretation and Right to Modification

The final interpretation of any and all policies stated herein is at the sole discretion of the College. Furthermore, the College reserves the right to modify this Resident Student Handbook at any time without prior notification.

27. Student Compliance

The Student recognizes that their participation in the housing selection process constitutes a commitment to observe all stipulations set forth in this agreement. The Student also understands that failure to comply with these expectations shall subject them to accountability through the judicial process. The Student further acknowledges that their residency in College housing may be terminated at any time for the violation of a court order or any other local, state, or federal mandate. Such action may include the possible termination of the agreement to provide campus housing, with no refund of fees.

Conclusion

Living on campus is all about building a positive, respectful community where everyone feels safe and supported. We want you to have the best experience possible, so it's important to follow the guidelines in this handbook to keep things running smoothly for everyone. By following these rules, you're not only helping to create a peaceful environment, but also showing respect for your fellow students. If you ever have questions or need help with anything, don't hesitate to reach out to us—we're here to support you every step of the way. Let's work together to make your time in College housing a great one!



