



2010-2011

Resident Student Handbook

CONTENTS

Getting Settled (Checking-in, Keys, Personal Property)	3
Housing Services	4
Telephone Service	4
Voicemail Set-Up Instructions	4
Mail	6
Parking	6
Housing Staff	7
Entry to Student Rooms	8
College Resources	8
Roommates	8
Housing Calendar	9
Housing Assignments	11
Housing Policies, Regulations & Guidelines	12
Alcohol and Illegal Drugs	13
Noise	14
Visitation and Overnight Guest Policy	15
Sports in the Halls	16
Residents Rooms & Suites (Decorating, Doors, Furniture, Pets, Cleaning)	16
Safety & Security (security doors, weapons, personal injury, etc.)	18
Fire Safety	19
Disciplinary Sanctions	20

Eastern Wyoming College does not discriminate on the basis of race, color, national origin, age, sex, religion, or disability in admission or access to, or treatment of employment in, its education programs or activities. Inquiries concerning Title VII, Title IX, and Section 504, and Americans with Disabilities Act, may be referred to the Director of Human Resources, Eastern Wyoming College, Torrington, WY 82240, or phone (307) 532-8330, or the Wyoming Department of Education, Office for Civil Rights Coordinator, 2nd Floor Hathaway Building Cheyenne, WY 82002-0050 or (307) 777-6218.

Getting Settled

Check In and Check Out

When checking into the resident halls, you will receive keys to access your building, room and mailbox. You will also receive a Room Inspection Sheet for you to review when you move in. The Housing Staff will ask you to complete a Personal Information Sheet and a Vehicle Information Sheet. You will receive the Student Code of Conduct booklet, Resident Handbook and general information regarding housing rules and EWC policies.

When checking out you will complete a forwarding address card and return it to a Housing Staff member. You will also have your room inspected by a Housing Staff member to access any damages.

Keys

You are issued two keys at check in: one for your room (which also provides access to the exterior building doors) and a mailbox key. Guard against careless handling of your keys and keep them with you at all times. Do not lend your keys to anyone. The security of all residents is at stake each time a key is lost; even temporary loss of a key can cause security problems. Key loss may also cause an inconvenience for you, since housing staff may not be able to respond immediately. There is a \$35 charge for a new key.

In the event you lock yourself out of your room, contact a housing staff member to obtain a spare key or to let you into your room. You are granted three "free" lockouts per semester, after which there is a \$5 charge per additional lockout. Due to private property concerns, housing staff members will not let anyone into a room not assigned to her/him. This includes family members of the student.

All housing keys are the property of Eastern Wyoming College and only a college key is accepted when you check out. Duplication of housing keys is prohibited. It violates housing policy for you to have housing keys in your possession except those that were issued at check in or to lend your keys to anyone else. If any housing key is found, turn it in to the Housing Office as soon as possible.

Room Condition and Damage

At check in, you will receive a Room Inspection Sheet. This Room Inspection Sheet is a record of the condition of the room at the time you move in. Spend some time checking the room and make sure that any existing damage is noted on the form so you will not be held responsible for it when checking out. Your RA checks the room at the end of the year and you are billed for any damages and for cleaning, if necessary. Normal wear is expected. However, students will be charged for excessive damage and wear or damage resulting from negligence or misconduct. Damage to the room and/or suite is the joint responsibility of all who occupied the room unless individual responsibility is determined. You are responsible for any damage caused by guests. Damage to the room resulting from misconduct places your Residence Hall Agreement in jeopardy.

Personal Property

Although precautions are taken to maintain adequate security, EWC cannot assume responsibility for the loss or damage to student possessions from any cause whatsoever. Take the following precautions.

1. Lock your room when you are in your room and especially when you leave – even for a few minutes – whether going to the bathroom, across the hall to another room, down to the vending machines, or to the lounge. The door should be locked when you are sleeping.
2. Carry your keys with you at all times.
3. Room windows readily accessible from the ground should always be secured when your room is unoccupied.
4. Record the serial numbers and manufacturers of your possessions.
5. Avoid keeping large amounts of cash in your room.
6. Keep security doors closed and locked. This helps keep crime out and everyone safe.
7. Be alert to the presence of strangers in the living area and report them to a housing staff member.
8. Do not leave clothes unattended in laundry rooms or bathrooms. All laundry must be removed from the laundry room by midnight every night.
9. Carry personal property insurance. Ask your parents if their homeowner's or renter's insurance policy covers your possessions away from home.
10. If you are a victim of a crime, call Torrington Police Department at (307) 532-7001 (911 in emergencies, 9-911 if using a college phone). Also notify the Housing Office or a housing staff member.

Housing Services

Direct TV

Direct TV service is provided at no additional charge in each of the living quarters. Students must provide their own cable-ready television sets. Channel 3 is a guide to the channels provided by the Direct TV plan

Computing/Internet Service

High-speed Internet access is provided at no additional charge for each resident in all rooms. The high-speed Internet access in the student rooms is provided by Action Communications Inc. of Scottsbluff, NE. Students must provide their own computer and Ethernet Category 5 connection cable. If you have problems with this service, call Action Communication at 1-800-558-7836, Monday through Friday 8 AM to 5:30 PM and Saturday 10 AM to 4 PM. Ask for Tech Support and explain that you are from the EWC Residence Halls in Torrington. Also report all Internet problems to the Housing Director, the Residence Life Coordinator, or an RA.

The computer labs in the basement of the Eastern Hall and in Lancer Hall are connected to EWC's main network; therefore you must use your college username and password in order to log on to the computers. These are the only computers in the resident halls that have access to the student L: Drive. The labs are open from 6:00 a.m. to midnight Sunday through Thursday and 6:00 a.m. to 2:00 a.m. on Friday and Saturday unless this privilege is misused.

Eastern Wyoming College and Action Communications do not allow and will not tolerate inappropriate use of the computers or the internet service. Students may not download illegal, immoral or inappropriate material at any time. Students will lose all internet and/or computer access for doing so.

Telephone Service

Your residence hall room or suite is equipped with one phone outlet for each bed. Local phone service is provided by the College as part of your room and board charges. There are no additional hook-up charges or deposits. Each room has individual phone numbers and voice mail for each student. Telephone sets are NOT provided. Telephone sets provided by students should be AT&T compatible. Long distance service is not provided by the College and students need to make long distance calls by using an 800 number, calling card or prepaid phone card, or by calling collect.

Dialing Instructions

To get an outside line dial 9

To call any campus number, dial the last four digits

Voice Mail Set-up Instructions

- 1) Dial 8392 from your phone
- 2) The Voice Mail (VM) system will answer **“Welcome to AUDIX...”**
- 3) Enter your 4 digit extension number, following it with the # sign.
- 4) The VM system will answer **“Enter password and # sign...”**
- 5) Because you are setting up the mail box for the first time, you have no password. Enter just the # sign.
- 6) The VM system will answer **“As you use AUDIX, your name...”**
- 7) At this time the VM system wants you to record your name only, not a personal greeting. Follow the prompts and record only your name, Follow the prompts after recording and approve your name.
- 8) The VM system will answer **“AUDIX passwords must now be at least six digits...”**
- 9) The VM System wants you to enter a password to protect the security of you mailbox. It must be at least 6 digits, followed by the # sign. It will ask you re-enter the same password again, followed by the # sign. **For security purposes, do not use your phone number, birthday, or social security number as your passwords. Do not us all the same digits, or digits in sequential order such as “123456”. Do not share your password with anyone, or write it on the phone.**
- 10) The VM system will answer **“Changed. There are no new messages...”**
- 11) To record a personal greeting enter 3.

- 12) The VM system will answer “**For all calls, system greeting active...**” The system greeting is a generic greeting that is part of the VM system. You may use this greeting if you want. If you want to record your own personal greeting, follow the prompts.
- 13) From this point, the VM system will prompt you through a series of steps to record your greetings. We suggest that you do not use your last name or room number in your greeting. Your greeting might sound like this: “Hi. This is Kathy, I can’t get to the phone right now, so leave your name and number, I’ll get back to you as soon as I can. Thanks for calling.” Callers will get your message for three reasons:
 - a) You fail to answer your phone within 4 rings.
 - b) Your phone line is busy.
- 14) After recording your greeting(s), the VM system will prompt you to activate one of those greetings.
- 15) Now you’re done. Remember to check for messages often. You may also check for messages from any phone on campus, or from any phone, anywhere.

Checking Your Messages

On Campus

- 1) Dial 8392
- 2) Enter your 4 digit extension and # sign
- 3) Enter your 6 digit password and # sign
- 4) Follow the system prompts to access your messages

Off-Campus

- 1) Dial 532-8392
- 2) Follow steps 2-4

CUSTODIAL & MAINTENANCE SERVICES

The custodial and maintenance staff keep the facilities running and looking as nice as possible. However, they cannot accomplish this important task alone and need your help and cooperation. The key is to treat your living area (individual as well as common areas) with respect and to ask that others do likewise.

Custodial

Custodial staff will maintain the public areas in the building that include hallways, lounges, community bathrooms (those shared by entire floor) and the exterior grounds. Get to know the custodial staff and develop good relationships by taking responsibility for your own trash, recyclables and cleanliness. Room trash and recyclables should be disposed of in the dumpsters located outside of the building. Don’t dispose of your room trash in the bathroom or other public area waste receptacles.

Maintenance

All needed repairs (including replacement of light bulbs, leaky faucets, inoperative locks, broken furniture or windows) are to be reported to the Housing Director or an R.A. A work order will be filled out and the maintenance staff will make repairs as soon as it is possible. You do not need to be present when the maintenance staff makes repairs. Any emergencies, like frozen pipes will be handled immediately. **STUDENTS MAY NOT MAKE ANY REPAIRS THEMSELVES.**

Food Service - 532-8342

The Cafeteria is located in the Activity Center on campus. Standard serving hours are:

Monday – Friday

Breakfast: 6:30 – 8:30 AM
 Lunch: 11:00 AM – 1:30 PM
 Dinner: 5:00 PM – 6:30 PM

Weekends

Lunch: 11:30 AM – 12:30 PM

All residents must comply with the following dress and conduct code during meal times:

- Residents must present their valid student ID's to the cashier at every meal.
- Meal plan students are not allowed to share their meals with people who are not on the meal plan.
- Students on the meal plan are allowed seconds at any meal in the cafeteria. However, the second serving must be eaten in the cafeteria.
- Residents may wear casual and appropriate attire and appropriate footwear.
- Conduct in the dining area is expected to be courteous, mannerly, and respectful.
- Students are expected to return trays and dishes to the appropriate place when finished eating.
- Disciplinary action can be taken for inappropriate and/or abusive behavior in the cafeteria.
- Be respectful of your surroundings; Others would like to enjoy a pleasant dining experience.

"To go" boxes are available for those who are ill. The food service staff will provide sack lunches and "to go" boxes upon advance request. Talk to food service staff about any special dietary needs you might have.

Hall Programming

It has been shown that learning does not stop outside the classroom. Living on-campus allows you the opportunity to live and learn with others in your community. Your Resident Assistants and Housing Council members are responsible for organizing social and educational programs. The Housing Office believes that learning takes place at all times and during every event. Look for the advertisements about upcoming programs and social events. GET INVOLVED AND HAVE FUN!

Housing Council is a group of on-campus residents who are interested in improving the quality of on-campus living. The basic functions of the Housing Council include:

- Advise and implement, with approval of the Housing Director, Vice President of Student Services, and the College Board of Trustees, policies, regulations, and procedures for the improvement of residence hall living.
- To coordinate housing activities.
- To maintain close two-way communication between the student residents and the College.
- To provide opportunities for residents to participate in residence hall government.
- To evaluate environmental factors which influence the general welfare of residents.

Any resident wishing to get involved may contact the Housing Director at 532-8336.

MAIL

At check-in each student receives a mailbox key. One mailbox is shared for each room in Eastern Hall and one mailbox is provided for each student in Lancer Hall. Outgoing mail is picked up from the Information Center in the Tebbet Building by the U.S. Postal Service.

Addresses are as follows (NOTE: PLEASE DO NOT INCLUDE "EASTERN WYOMING COLLEGE" IN THE ADDRESS):

Dormatory Name
Resident's name
3200 West C Street, Room # _____
Torrington, WY 82240

UPS, Federal Express and large postal packages are delivered to the Information Center. If you should receive a package, your package will be placed in your room. To send a package Federal Express Ground or Overnight or UPS, see the bookstore.

Laundry

Washers and dryers are available for residents to use at no charge. Do not overload the machines and always clean out the lint traps. Please use "high efficiency" liquid laundry detergent. Please report any problems to the staff member on duty. Remember that once you begin a wash cycle, the door on the machine locks and can't be opened until the cycle is complete.

Lounges

Lounges and other common areas of the buildings are provided for the use of building residents and their invited guests. These areas are not intended for use by the general public or by uninvited guests. All lounge and common areas are furnished with chairs, couches, and/or tables; care of lounge furniture is the responsibility of those using the lounge. **Do not remove the furniture from the lounge for any reason.**

Parking

You may park your vehicle in any yellow lined space in your assigned dorm parking lot. Note that fire lanes and spaces are crossed out. Handicapped parking spaces are marked and should not be used by anyone without an official handicapped tag on their vehicle. **Trailers of any kind are NOT to be parked in the dorm lot.** They create a problem, due to size, for any emergency vehicle that may need to enter. You may park these large vehicles in the gravel parking lot behind the Mechanical Arts building. The gravel parking lot across the street from Eastern Hall and just south east of Lancer Hall belongs to the Day Care Center. Students and guests need

to park in the paved area. Disciplinary action will occur if you are parked in an inappropriate space or manner and your vehicle may be ticketed or towed, with any charges to be paid by the student. Students are asked to use the trash receptacles

PLEASE NOTE: If you have auto repairs/maintenance done on your vehicle in any area of campus, environmental protection regulations apply to the disposal of used motor oils/lubricants. Please see housing staff for disposal. DO NOT PUT THESE ITEMS IN THE DUMPSTERS OR ON THE GROUND.

Recreation Areas

The basement of Eastern Hall has a recreation room for pool, board games, cards, etc. The lobby of Lancer Hall and Eastern Hall has a big screen television, Wii games and DVD player.

There are outdoor tennis and basketball courts near Eastern Hall and intramural sports are offered during the year. The softball field north of the college is also available for your use.

Storage

The College has very limited space for student storage. Eastern Hall has one small storage closet for student use. Students may store luggage and personal items that are boxed and clearly marked with student name and date stored. This storage is provided solely as a convenience. Neither the College nor the Housing Office assumes responsibility for loss or damage of any items in storage. Items that cannot be stored include furniture, bicycles, motorcycles, tires, food, carpet, flammable or hazardous materials, empty boxes, and items not in closed containers. Items unclaimed after 30 days of the last date of a student's attendance are given to charity. Summer storage (subject to space limitations) is available only to those residents who have a housing security deposit and housing application for the next year.

Housing Staff

Resident Assistants (R.A.s) - are students who live on or near the floor where students live and are the staff members with whom residents have the most contact. They assist the Housing Director and the Assistant Housing Director in managing the hall and providing resources and support to residents. They help to create a supportive atmosphere and sense of community in the halls. R.A.s discuss problems and opportunities with individual students as well as takes appropriate action in situations that affect the general welfare of the hall and its residents. They are knowledgeable about many housing and college services. R.A.s also assists in ensuring compliance with housing guidelines and college policies.

Housing Director – Kellee Gooder - 532-8336 (office) – 575-4314 (cell) The Housing Director is a professionally trained staff member who is responsible for the overall administrative and programming duties necessary for on-campus living at Eastern Wyoming College. The Director works with the Resident Assistants in the development of a community atmosphere in on-campus housing, as well as coordinating with housing maintenance and working with residents who have personal and behavioral problem. The Housing Director lives in Lancer Hall.

HOUSING ASSISTANT DIRECTOR – Katie Osten 532-8341 (office) – 575-5483 (cell) The Housing Assistant Director is a professionally trained staff member who is responsible for working with the director to carry out programming duties, to insure the safety and security of all students and to assist the director and R.A.s as needed. The Assistant Director lives in Eastern Hall.

Vice President of Student Services – Dr. Rex Cogdill - 532-8257 - The Vice President of Student Services has overall responsibility for Student Services, including Housing, at Eastern Wyoming College.

Entry to Student Rooms

Every student's personal privacy is respected. However, the housing department reserves the right to authorize entry into a room when there is reasonable cause to believe that:

1. An immediate threat to the health or safety of the occupants exists.
2. A need to protect property (college or private) exists.
3. It is necessary for housing personnel to close and secure a hall or to repair, replace, or inspect college property.
4. It is necessary to aid in our basic responsibility regarding discipline and maintenance of an educational atmosphere.
5. Announced room inspections are in progress.

Harassment/Discrimination

The Housing Department at Eastern Wyoming College does not and will not tolerate discrimination of any kind, for any reason, against any member of the housing community. Each member of the housing community has an obligation to treat other community members with understanding, dignity, respect and compassion.

In keeping with the above statement the Housing Department is committed to a living environment free from abuses, intimidation, and harassment. Behavior that offends the dignity of anyone could lead to disciplinary action. Included in this behavior are ethnic, sexist, or racial slurs; unwanted physical advances or intimidations; threats to do bodily harm; treatment of an abusive or taunting nature; and the display in common areas of visual materials that demean or humiliate, or are racist or sexist in nature. Report incidents of harassment to a Housing Staff Member.

Sexual Harassment Policy

Eastern Wyoming College endorses the definition of sexual harassment provided under Title VII of the Civil Rights Act of 1964. EWC Policy on Sexual Harassment can be found in the Student Code of Conduct.

College Resources

Student/Conference Center - 532-8314

This facility, in the Activities Center, has a TV Lounge, pool tables, seating area and snack bar for student use. You are encouraged to use this facility for socializing with your friends.

Clubs and Organizations

There is a list of clubs and organizations in the EWC College Catalog. We encourage you to become active in one or more of them.

Learning Skills Lab – 532-8378

Located in the Tebbet Building below the library, the Learning Skills Lab (LSL) offers a variety of services to enhance and support the learning experience of all students. Services include free tutoring assistance either face-to-face in the lab or online 24/7 in a wide variety of subject areas, computers, VCRs, and study areas for groups or individuals. The Language Lab within the LSL offers a closed-door area for students to practice speaking languages and to use the computer software to supplement their classroom experiences. The LSL is staffed with tutors throughout the day. Visit our website (<http://ewc.wy.edu/services/learnlab/>) or call for updated tutor schedules and lab hours.

Roommates . . . Getting to Know Each Other and Getting Along

For many students, living with a roommate is a new experience. Even if you've lived with thirteen brothers and sisters all of your life, learning to share a small space with someone you have just met may present a challenge. Over the year, you and your roommate(s) will use your room to sleep, to study, to socialize, or just to get away for a few minutes of relaxation and privacy.

Balancing the different needs of both you and your roommate(s) will require understanding and a lot of communication. The two (or three or four) of you will need to become familiar with each other's habits, moods, and unique personalities to create an environment where all of you can live comfortably.

The Department of Housing has established and will require of each roommate pair and suitemates to complete

a Roommate Agreement. The Roommate Agreement and supporting activities are designed to help you settle your differences before they happen. Even though it's probably easy to think that problems won't arise, we hope you'll take the time to talk through some of these issues with your roommate. Successful roommates write agreements down and then stick to them.

Roommate Conflicts

Roommates are expected to resolve conflicts themselves in a mature manner. Generally, if conflicts cannot be resolved between roommates, it is the responsibility of the student to contact a staff member for staff intervention, such as mediation. In situations where roommates are unable or unwilling to resolve conflicts, it is the prerogative of the Housing Director to relocate one or more roommates to available housing spaces.

Housing Calendar

Fall Semester, 2010

Dorms open: 12:00 noon Sunday August 22

Orientation & Registration for New Students: Monday August 23

Labor Day Recess: Monday September 6 Dorms will be open

Fall Recess 2010: October 14-17, Thursday-Sunday Dorms will be open

Thanksgiving Break: November 24-28 Wednesday-Sunday Dorms will be closed except for participating students in college sponsored activities.

Semester Ends: December 10 Friday.

Leaving for Labor Day – If you are leaving, be sure to close and lock your windows, close your drapes, turn off your lights, take out your trash and lock your door. Take valuables with you.

Staying in the Halls for Labor Day – If you are staying on campus, fill out a short form with a Housing Staff member indicating what days you will be present during break.

Mail – Mail is delivered as usual.

Security – If you are staying in your room during break, do not let anyone into the building. Be alert for strangers in the building. If you see anything or anyone suspicious, call 9-1-1. Keep your room door locked, even if you plan to be gone for only a short period of time.

Fall Recess

Leaving for Break– **Housing is closed except for students who are participating in college sponsored events such as livestock judging, basketball, volleyball, etc.** Be sure to close and lock your windows, close your drapes, turn off your lights, take out your trash and lock your door. Take valuables with you.

Mail – Mail is delivered as usual.

Thanksgiving Recess 2010, November 24-28. Housing is closed except for students who are participating in college sponsored events such as livestock judging, basketball, volleyball, etc.

Closing – All residents who are not participating in a college sponsored event must be out of the residence halls by 10 AM on Wednesday, November 24, 2010. Housing reopens at 1 PM on Sunday, November 28, 2010.

Note: You cannot gain entry to the residence halls between 10 AM on Wednesday, November 24, 2010 and Noon on Sunday, November 28, 2010, for any reason.

Leaving for Break– Be sure to close and lock your windows, close your drapes, turn off your lights, take out your trash and lock your door. Take valuables with you.

Mail – Thanksgiving is a national holiday. Mail is not delivered during the break.

Winter Recess 2010, Housing is CLOSED

Closing – All residents must be out of the residence halls by 6 PM on Friday, December 10 2010. The residence halls reopen at 12 Noon on Sunday, January 9, 2011. Take valuables with you.

Note: You cannot gain entry to the residence halls between Friday, December 10, 2010 and Sunday, January 9, 2011, for any reason. Take everything you need when you leave for break!

Closing Your Room – Be sure to do the following before you leave for winter recess.

- Close and lock your windows and close your drapes.
- Leave your thermostat at a minimum of 70 degrees.
- Unplug electrical items – computer equipment, clocks, stereos, lamps, etc.
- Take small items of value with you. Do not leave them in your room.
- Wash and put away dishes and remove all trash.
- Turn off all lights.
- Close and lock your room.

RA's – RAs check all rooms after closing to ensure that the above instructions have been followed. You will be charged for any cleaning that has to be done in order to meet the room closing requirements.

Mail – Mail is held until you return in January. If you are permanently moving out of the hall, submit a change of address prior to leaving. If no change of address is submitted, mail will be forwarded to permanent addresses that are on file with Student Services Office. Notify all those who send you mail of your new address. During the Winter Recess, mail is forwarded only for residents moving out of the housing system.

Maintenance Staff – Maintenance staff may enter rooms over break for maintenance and to follow up on specific repair requests.

Spring Semester, 2011

Resident Halls Open: January 9, Sunday at 12:00 noon

Winter Break 2010: February 11 Friday

Spring Recess 2010: March 7-11 Monday-Friday. **Housing is CLOSED**

Easter Break 2010: April 22-25 Friday-Monday

End of Spring Semester 2010: May 6 Friday

Closing - All residents must be out of the halls by 6:00 p.m. on Friday, March 7, 2011. Residence Halls reopen at 1 PM on Sunday, March 12, 2011. **Take valuables with you.**

Note: You cannot gain entry to the residence halls between Saturday, March 7, 2011 and Sunday, March 13, 2011, for any reason.

Closing Your Room – Be sure to do the following before you leave for Spring Break.

- Close and lock your windows and close your drapes.
- Leave your thermostat at a minimum of 70 degrees.
- Unplug electrical items – computer equipment, clocks, stereos, lamps, etc.
- Take small items of value with you. Do not leave them in your room.
- Wash and put away dishes and remove all trash.
- Turn off all lights.
- Close and lock your room.

RA's – RAs check all rooms after closing to ensure that the above instructions have been followed. You will be charged for any cleaning that has to be done in order to meet the room closing requirements.

Mail – Mail is not delivered over the break.

Easter Break 2011: April 22-25 Easter Break

Leaving for Break – If you are leaving, be sure to close and lock your windows, close your drapes, turn off your lights, take out your trash and lock your door. Take valuables with you.

Staying in the Halls for Break – If you are staying on campus, fill out a short form with a Housing Staff member indicating what days you will be present during break.

Mail – Mail is delivered as usual.

Security – If you are staying in your room during break, do not let anyone into the building. Be alert for strangers in the building. If you see anything or anyone suspicious, call 9-1-1. Keep your room door locked, even if you plan to be gone for only a short period of time.

Spring Semester Closing 2011, May 6

All Housing Facilities will close at Noon on Saturday, May 7, 2010. Students who are not graduating or who live less than 4 hours from EWC must move out of their rooms by 5:00 p.m. Friday May 6, 2011. All other students must move out of their housing assignment no later than 12 Noon on Saturday, May 8, 2010.

Checking Out – Students must officially checkout of their room with a Housing Staff member. Students will sign their Room Inspection Form and turn in all keys. Failure to check out forfeits the refund of the student's housing deposit. Expectations regarding room cleanliness and checkout will be distributed at least 2 weeks prior to the close of the semester.

Mail – Students wishing their mail to be forwarded must submit a change of address upon leaving. If no change of address is submitted, mail will be forwarded to permanent addresses that are on file with Student Services Office. Notify all those who send you mail of your new address. Mail will be forwarded for 90 days.

Housing Assignments

Requested Room Changes

Students can get information regarding requests for room changes from the Housing Office. Assignments to available space are made on a first-come, first-serve basis based on the date of housing security deposit and housing application.

Administrative Room Changes

The Housing Department reserves the right to relocate residents. In certain situations, residents may need to be relocated to other rooms. Additionally, when a college or housing discipline process is pending, residents may be relocated on a temporary basis to resolve issues concerning physical or verbal assault, intimidation, or any situation that would be detrimental to the health, safety, or welfare of a student or a community. A relocation may become permanent if it is determined to be part of the discipline process.

Single Rooms

Single rooms, **when available**, will cost an additional \$180 per semester. Room status changes (e.g., double room to single room or single room to double room) will be prorated on a daily basis regardless of the circumstances until the last 4 weeks of the semester. EWC Housing reserves the right to relocate residents, and every effort is made, though not guaranteed, to keep the student in a similar type room.

Housing Security Deposit

Each student must submit a \$100.00 housing security deposit with a housing application. The security deposit serves as a damage deposit and reservation deposit. All residents are required to submit the security deposit, even those receiving financial aid or scholarships. The security deposit will be refunded by mail after the student leaves the College via termination at the end of the semester, graduation, or official withdrawal provided no room damages (including key replacement) have been incurred.

The housing security deposit will be refunded in full if an applicant cancels the housing request BEFORE August 1 for the Fall Semester, or BEFORE December 15 for the Spring Semester. If cancellation occurs ON or AFTER these specified dates, the housing security deposit will be forfeited.

The \$100.00 security deposit will carry forward from one semester to the next provided no damage charges are assessed.

Reapplication Process

Reapplication offers the chance to reapply for college housing for the upcoming academic year. During the reapplication process, students have the choice of requesting their current assignment for the following year or applying for a different room. Reapplication materials and the schedule for submitting them are announced in the spring semester.

Termination of Occupancy from Housing during the Academic Year

If an on-campus resident withdraws from college or moves out of college housing before the start of the semester or within the first 8 calendar days of the start of the semester, the student shall forfeit 25% of the semester room and board charges assessed, and 100% of the damage deposit. Students moving out of college housing after 8 calendar days from the beginning of the semester shall forfeit 100% of the room and board charge assessment and 100% of the damage deposit paid (i.e. NO REFUND after 8 days). If, before midterms, there are circumstances clearly beyond the student's control, an appeal regarding a refund may be made by submitting a written statement to the Housing Office explaining why an exception should be made. No refunds will be made to students who do not officially withdraw or whose misconduct results in suspension/dismissal from on-campus housing and/or suspension/dismissal from the college.

Housing Policies, Regulations and Guidelines

College policies and Housing guidelines are in place for the general welfare of our resident population and to promote a positive community and the rights of all members of the community. There are three compelling community interests on whom we have based our policies and guidelines. They are:

- (1) Health and Safety
- (2) Property loss or damage
- (3) Disruption of the educational living environment

We do not attempt to cover every possible behavior with a policy, and will, when a student does not display common decency and decorum expected by EWC, hold the student accountable for his or her actions. We encourage you to ask questions about the compelling community interests and how they affect you.

At EWC, all members of the college community have the responsibility to respond to policy violations. When in the presence of a violation, the individual has the responsibility:

- 1) to leave the area where the violation is occurring;
- 2) to intervene or confront the violation so the behavior stops; and/or
- 3) to contact a housing staff member so that the situation can be handled by a college official.

The responsibility to abide by and respect college policy is held by all members of the college community. If a student remains present during a policy violation without taking immediate action as outlined above, the student is also in violation of the policy. Such support of violations undermines the purpose of the community in providing an atmosphere conducive to academic and personal growth for its members.

Residents are responsible for all standards set forth in the EWC Student Code of Conduct. It is important that you do your part by understanding the guidelines established by EWC. Listed below are the standards and prohibited activity applicable to living in on-campus housing.

- A. Use and/or possession of alcoholic beverages and their containers in the residence halls.
- B. Use, possession and/or sale of any narcotics or other dangerous drugs as defined by local, state or federal laws in the residence halls.
- C. Participation in illegal gambling in the residence halls.
- D. Possession and/or use of firearms, fireworks, dangerous chemicals or other dangerous flammable materials in and around the residence halls.
- E. Possession and/or use of dangerous weapons, knives, bow/arrows, etc.
- F. Possession of any pets in hall or room except for fish in small fish bowls.
- G. Misuse, abuse or neglect of any residence hall property.
- H. Unauthorized room changes or transfers.
- I. Visitation by members of the opposite sex in restricted area, other than during regular visitation hours.
- J. Violation of residence hall escort policy.
- K. Unauthorized guests. Failing to instruct guest(s) as to college and residence hall rules and policies. Residents are responsible for and are held accountable for the conduct of their guest(s) and all activities in their rooms.
- L. Tampering with any residence hall lock or door.
- M. Tampering with any residence hall fire alarm, fire hoses, fire extinguisher or smoke detector.
- N. Violation of quiet hours.

- O. Alteration in residence room in any way.
- P. Unsanitary room conditions.
- Q. Failure to cooperate with the College officials in the performance of their duties.
- R. Failure to comply with reasonable directions from Residence Hall Officials.
- S. Use of smoking materials in any residential facility.

Alcohol and Illegal Drugs

Wyoming law requires that individuals must be at least **21** years of age to consume, purchase or attempt to purchase, procure, or possess any alcoholic or intoxicating liquor. The Eastern Wyoming College Board of Trustees has enacted a drug and alcohol policy that states that drugs and alcohol may NOT be present on campus or at college sponsored activities. Possession of these substances or their containers in on-campus housing or anywhere on campus (including the parking lot) is **NOT PERMITTED**.

The use/abuse of alcohol and illegal drugs is counterproductive to the academic mission of the residence halls and college. There are many negative effects of alcohol and illegal drug use on individuals, and on the community in the residence halls.

Residence hall communities are designed to promote and foster personal growth and development of individuals and are supportive of the resident's academic endeavors. Residence halls are not sanctuaries from state and local laws, nor from college standards and regulations. Staff will confront any resident who is identified as being in violation of the laws or policies regarding use of illegal drugs and/or misuse of alcohol. The responsibility to obey state and local laws and college rules rests with each student. Students are held accountable for their behavior as it relates to alcohol and illegal drugs.

The following sections further define the policies regarding the use of alcohol and illegal drugs.

Alcoholic Beverages

- Alcohol and/or their containers (full or empty) may NOT be present on-campus irregardless of the legal age limit.
- It is a violation of housing policies for any student to be in a room where alcohol is present, irregardless of consumption.
- Students 21 years or older who choose to consume alcoholic beverages off campus are expected to do so in moderation. Excessive alcohol consumption can often lead to violations of other housing and/or college standards. Evidence in a violation may indicate that the resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any resident, whether or not of legal drinking age, and any inappropriate behavior that results from excessive consumption of alcohol, including the inability to exercise care for one's safety or the safety of others due in whole or in part to alcohol consumption, is considered a violation of the housing alcohol policy. Alcohol use/abuse is not considered an excuse for misconduct.
- A resident found to have provided alcohol to minors or to have endangered the health, safety, or welfare of an individual by providing alcohol will be subject to termination of the Residence Hall Agreement as well as further College sanctions.
- Housing staff will call 911 if any student/guest is unable to walk unassisted or if anyone is found passed out in the residence halls or the surrounding area because these are health and safety issues. Torrington Police Department officials respond to this call. They may issue tickets, contact the ambulance service, or take the person to the local jail. The student/guest is responsible financially for any applicable charges.

In confronting a violation, involving alcohol, the staff will request that the resident pour all alcohol down a drain. If the resident refuses the staff members may pour the alcohol out for them. If large quantities of alcohol are found staff will call local Police for assistance and disposal.

Drugs

Use and/or possession, sale, manufacture, or distribution of illegal drugs and/or narcotics, controlled substances or paraphernalia is against Wyoming law and College regulations. It is a violation of housing policy for a student to be in a room where illegal drugs or paraphernalia are present. Any student known to be possessing, using or distributing drugs will be subject to College disciplinary action and may be arrested under state and federal laws.

Cooperation with College Officials

Housing staff are college officials. Residents must comply with lawful directives from any college official. Failure to comply or verbal/physical abuse directed at a college official will not be tolerated and may subject the student(s) to disciplinary action.

Disruptive or Disorderly Conduct

Any behavior that disrupts a resident's sleep or study will not be tolerated. Residents are requested to confront individuals who are bothering them and discuss the situation with the person(s) responsible. If the disruptive behavior is not resolved, the resident should seek the assistance of the staff member on duty.

Disorderly conduct is a violation of a city ordinance and will not be tolerated in on-campus housing. Examples of disorderly conduct include, but are not limited to:

- fighting
- provoking a fight
- profane language
- public intoxication
- window peeking
- urinating in public
- lewd or obscene behavior
- lewd or obscene attire

Disorderly conduct will result in disciplinary action. There is a further list of examples of disorderly conduct and possible sanctions in the EWC Student Code of Conduct.

Identification Upon Request

In order to protect the safety and welfare of residents and housing facilities, any resident or housing staff member (i.e. RA, Housing Director, etc.) may require anyone, at any time, to present an official College identification card and/or other form of ID. Carry a picture ID at all times. Your cooperation is appreciated.

Noise

When living in a residence hall community, students must be aware of their noise level and demonstrate respect for those around them. Community members are encouraged to ask others to be considerate and adjust their noise levels at any time. It is expected that residents will comply with any reasonable requests made of them. Noncompliance with such a request will result in a failure to fulfill one's responsibilities to the community, and the situation may require intervention by housing staff. Noise is one of the most common complaints, and in order to have a successful year both academically and socially, consideration must be shown for others at all times.

Housing staff recognizes that noise is difficult to assess and a certain amount of subjectivity is almost certain to exist. Staff members, however, are charged with making these assessments and making serious efforts to contain noise levels acceptable for a productive college living and learning environment.

Quiet Hours Policy – Quiet hours begin at 10 PM and end at 10 AM the following morning.

Courtesy Hours are in effect at all other times – courtesy hours begin at 10 AM and end at 10 PM.

Although many violations of the noise policy are unintentional, it is never appropriate to leave a room with the stereo or radio on. Avoid holding phone conversations in hallways. Alarm clocks and stereos must be turned off when a resident is leaving for the weekend or vacation. Stereo speakers may not be placed in windows with the speakers directed outward. It is recommended that residents who enjoy loud music invest in headphones.

In addition, any musical instrument or amplified sound that is a violation of the quiet or courtesy hours policy is not permitted. Any device that is a source of noise that violates the noise policy may be temporarily confiscated by housing staff.

Noise that can be heard from outside a resident room, via the hallway or the windows of the room, and that interferes with, or has potential to interfere with another community member's, including staff's, ability to sleep, study or work in their room, is prohibited. This noise policy applies to all housing facilities, including rooms, hallways, common areas, and the grounds immediately surrounding the buildings. Residents, who are having an issue with noise, are strongly encouraged to take responsibility for confronting the situation and let the

offender, know their noise is creating a disturbance. Residents must comply with all requests to reduce their noise level.

The noise policy is enforced throughout the year, and violators are subject to disciplinary action.

Final Exam Policy – During final exam period at the end of each semester, a 24-hour quiet hour's policy goes into effect. It begins on the last day of classes at 6 PM and continues through the end of finals, at which time the standard quiet hour's policy becomes effective and lasts through closing. This policy is strictly enforced during finals.

VISITATION AND OVERNIGHT GUEST POLICY

For the purposes of visitation guidelines the following definitions will be used:

Cohabitation - Cohabitation is defined as a nonresident using a room as if they were a resident of that room. This includes the presence of clothing or other personal belongings in the room; sleeping in the room, studying in the room on a regular basis, being in the room without the presence of the host and using the bathroom facilities as if they lived there. Disciplinary action will be taken against any resident who interferes with his/her roommate's entry or ability to sleep or study within their room.

A Guest is defined as any person who does not live on-campus. There may be no guests under eighteen years of age, with the exception of certain family members. Please see the Housing Director in advance of any visits from relatives under the age of 18.

A Visitor is defined as any person who does live on-campus, either in Lancer Hall or Eastern Hall, but does not reside in the room in which they are visiting.

For safety and security purposes, guests in on-campus housing must check in as a visitor of a specific resident at the front desk and provide photo identification (drivers license or student ID are preferred.) The following guidelines apply to visitors and the host resident they are visiting:

1. Host residents are responsible for the conduct of their guests. It is the host resident's responsibility to inform their guests of college and housing policies. Host residents will be held accountable judicially for the misconduct or rule violations of their guests.
2. **Further, residents are responsible for all activities that occur in their room.**
3. Housing Staff reserve the right to require any guest or visitor to leave the building immediately upon request.

Visitation Hours:

Sunday – Thursday 10 AM to 11 PM
Friday – Saturday 10 AM to 2 AM

Visitation is....

- a) An organized method by which residents may have friends, relatives and fellow students visit their primary living areas for the purpose of studying, relaxing and socializing.
- b) A set of reasonable parameters within which roommates may determine together how to balance sleep, study and social activities in their living quarters.
- c) A means by which EWC facilitates responsible growth and development among on-campus students to prepare them to handle the freedom they will experience when they encounter more independent living.

Visitation is not...

- a) Open access to the residence halls.
- b) Permission to engage in illicit or illegal activities.
- c) Permission for cohabitation.
- d) A means by which a student's right supersedes another student's ability or desire to sleep or study.

Overnight Guests/Visitors

The right of the roommate to have a reasonable degree of privacy must be respected whenever one roommate

plans to have a guest in the room. It is important for roommates to discuss the presence of all guests, and to arrive at an agreement that is acceptable to each party within the Housing guidelines. A resident's rights to sleep, study, and to privacy take precedence over the privilege of having guests in a room.

After receiving permission from their roommate(s), residents must register their overnight guests/visitors with a Housing staff member. Once registered, the guest/visitor is given a copy of the registration form to carry at all times while in the residence halls, and must be able to produce a picture ID upon request of any staff member or resident. Overnight guests/visitors must be of the same sex as the resident and are may stay for 3 consecutive nights, and a maximum of 8 nights per semester. No overnight guests/visitors are allowed during the first and last weeks of each semester.

Solicitation/SALES/Promotions

On-campus housing facilities are not marketplaces, and may not be used for commercial, personal, or private financial gain. The purpose of the following policy is to provide a means for companies and individuals to advertise opportunities without violating the privileges afforded resident students.

- All bulletin board materials must be approved and posted by the Housing Director. The Housing Director considers the appropriateness of materials. Items determined to be inconsistent with the mission of the College, the Student Code of Conduct, and the spirit of the educational environment of the residence halls will be rejected.
- Requirements for all posting must be 8 1/2 x 14 or smaller. Postings larger than 8 1/2 x 14 are approved at the discretion of the Housing Director.
- No products or materials will be distributed through Housing Staff without approval from the Housing Director.
- Items delivered by the U.S. Postal Service are put in student mailboxes without consideration for content. In the case where illegal items are suspected, the appropriate law enforcement agencies and/or postal inspectors will be contacted by the Housing Department.
- No flyers will be distributed through housing mailboxes. The only exceptions are flyers or notices for official College or Housing business.
- Door-to-door solicitation is prohibited. This includes sliding information under students' doors. Furthermore, residents cannot use their rooms, telephone lines, or student mailboxes for solicitation, commerce or accounts receivable.

Sports in the Halls

Residents may not engage in any sports or sport-related activities within on-campus residence lounges, rooms, or suites, stairways, hallways or other areas. Playing sports in such a confined area can lead to injury and/or damage to private or College property. EWC provides sports and recreation facilities and, therefore, on-campus housing is not the place for it. In addition, you may not ride a wheeled vehicle or wear any types of skates in the buildings. Outdoor activities should be kept outdoors.

Vandalism

Each year, the Housing Department spends unnecessary time and energy on repairs resulting from vandalism. These repairs are paid for by all students from room and board dollars. Residents can reduce this unnecessary expense by helping staff hold accountable those few residents or nonresidents who vandalize buildings. Any resident who has any information about acts of vandalism should contact the Housing Office. This includes removing or defacing community bulletin boards and signs. Residents who abuse housing facilities should expect to pay for damages and to be subject to disciplinary action.

RESIDENT ROOMS AND SUITES

Decorating Your Room

Alterations to any on campus housing property and/or semi-permanent installation of residents' personal property are prohibited. This includes nailing fixtures to walls, floors, ceilings, or furniture; drilling holes; or affixing decals. Tampering with or altering electrical or telephone wiring is prohibited. Any damage caused by decorating efforts makes rooms less desirable to the next resident. Residents are charged for repairs and will place their Residence Hall Agreement in jeopardy.

Combustible decorative materials such as leaves, cornstalks, hay, cotton batting, evergreen or cedar branches, angel hair, or other similar materials are not allowed in campus housing for decorations. The use of holiday cards, wrapping paper, and streamers to decorate corridor walls and doors is prohibited. If holiday lights are used they must be miniature lights (less heat) and must be UL listed for the intended use.

Decorative materials or displays must not obstruct doorways, corridors, stairways, or other passageways, and must not obscure exit signs or obstruct access to fire protection equipment and building service equipment. The use of vulgar pictures, pictures of immoral behavior or pornography and not encouraged.

Doors

Residents sometimes affix material to the outside of their room doors. To use the door in this manner, follow these guidelines:

1. Avoid material that a reasonable person might find offensive.
2. Don't post material that "attacks," demeans, or otherwise exploits an individual or a group of individuals.
3. Do not permanently affix material to the door.

Furniture

All bedrooms are fully furnished. This furniture may not be stored in place of the resident's own furniture, and may not be moved from room to room. Residents must keep furniture in their rooms. For safety reasons, furniture that has been placed outside a living quarters will be removed by the Housing Office. Furniture that has been removed is considered abandoned. Residents are charged for furniture missing from their room at checkout. If it can be accommodated space wise, items belonging to the resident (overstuffed chairs, bookcases, etc.) may be placed in the living quarters provided they do not create a hazard or safety problem. When checking out, residents are responsible for removing all of their own belongings. It is the resident's responsibility to ensure all housing furniture is present and accounted for; the resident is charged if any original housing furniture is missing. It is against housing policy to move furniture from lounges and common areas and place it in a resident's room.

New bathrooms in Lancer Hall

The new showers in Lancer Hall must be cleaned with spray shower cleansers only. Do not use Comet, Ajax, Bonami, or Softscrub on these fixtures. Spray cleansers such as Shower Power, Scrubbing Bubbles etc. are acceptable. Students are subject to fines if the showers are scratched. Thus, the student will not receive 100% of their housing deposit back after they terminate their housing contract.

Abandoned property will be kept for a period of thirty days. If it is not claimed by its owner at that point, it will be disposed of and no longer considered "abandoned property".

Pets

Except for guide dogs or hearing dogs, no pets or animals may be brought into on campus housing facilities. This policy is due to the design of the housing facilities and problems (noise, odors, sanitation, inhumane treatment, allergies, etc.) inherent in keeping pets in or around on campus housing facilities. Exception: small aquatic fish are permitted in a small aquarium. Amphibious creatures and reptiles (including lizards and snakes) are not allowed. Fish that are dangerous or harmful to humans, or creatures prohibited by state or federal law, are not allowed. In order to have an aquarium, residents must have their roommate's approval and accept full responsibility for care, cleanliness, and any ill effects that could result.

Room Cleaning and Inspections

Residents are expected to maintain assigned living areas in a clean and orderly condition. Keep trash to a minimum and dispose of it in designated dumpsters outside the building. Residents are not permitted to keep empty cans, bottles, etc. in their room as they attract insects, grow mold and stink. In living units that have their own bathroom and kitchenette, the resident is responsible for cleaning these rooms also.

Formal, announced room inspections of each room will be conducted weekly throughout the year. A Housing Staff member, who has been specifically assigned to the area, with assistance from another housing staff member, will be conducting the inspection. Checklists will be completed for each inspected room and filed with the Housing Office. At that time, any necessary maintenance will be noted and any major concerns handled immediately. In the event of a serious disregard for cleanliness, or vandalism of any room, student may receive

any college-imposed sanctions deemed appropriate to the situation.

SAFETY & SECURITY

We care about your safety in the residence halls and on campus, so we encourage you to take all reasonable steps to ensure your personal safety and security. Common sense and crime prevention strategies can help ensure your safety and security. Work to create a "hall watch" awareness. Ask strangers visiting your floor who they are visiting. If you are suspicious or uncomfortable, contact your RA or Housing Director (Remember, you will be asked to describe any unknown persons).

You are expected to obey local, state and federal laws. City, county, state and federal law enforcement officials have jurisdiction on campus. The Torrington Police Department, 532-7001, will respond to calls from campus.

Access to Campus Housing – Security Doors

You are issued a key to the interior front door of the building where you live so that you may come and go as you wish. All entries into the resident halls will remain locked at all times. **DO NOT GIVE YOUR KEY TO ANYONE ELSE.**

Do not prop open outside doors, and report malfunctioning doors to the hall office.

Students who jeopardize the safety or security of other residents by propping or otherwise disabling exterior doors, or letting unauthorized individuals into the building (intentionally or carelessly) will face disciplinary action. Students who endanger their own health and safety, or that of other residents will face disciplinary consequences.

Bicycles

Bicycles may not be kept in your room or suite. Bicycles may be parked in bike racks adjacent to the building. The College is not responsible for damage done to your bicycle while it is on campus.

Firearms/Weapons

Firearms, explosives, ammunition, and dangerous weapons or materials are **NOT** permitted within or upon the grounds and housing buildings. Weapons may include, but are not limited to, pellet or BB guns, paint-pellet guns, starter pistols, blow-dart guns, slingshots, martial arts devices, military folding shovels (e-tools), bowie knives, daggers or any knife with a blade of four inches or longer, or switch blades. A harmless item that is used to cause fear in another person is included in the meaning of firearm. Students who violate this policy are subject to severe disciplinary action.

Exclusion from an Area

The Housing Office reserves the right to exclude (prohibit entry to a specific area or building) those persons whose behavior is determined to be detrimental to the well-being of the residence hall community or incompatible with its function as part of an educational institution. Exclusions will normally be for a specified period of time, after which they are eligible for review. Failure to comply with the terms of an exclusion may result in disciplinary action and/or arrest.

Personal Injury and Illness

Housing Staff reserve the right to request medical assistance (including an ambulance) on a resident's behalf, should it be necessary. Medical providers are instructed to bill the cost of services to the resident. Also, the college does not assume responsibility or liability for payment of medical bills that may be a result of accidental injury or illness while residents reside in the on-campus housing.

Tornado Threats

A tornado WATCH means there is a chance of a tornado. Radio stations KGOS/KERM will inform the community that conditions are favorable for a tornado.

A Tornado WARNING means that a tornado has been sighted. Tornado sirens (a steady alarm) means a tornado has touched down in the area. The alarm continues to sound until the tornado has lifted. If you see or hear a tornado, or hear the alarm, go directly to your shelter area (the basement in the Coed Dormitory). If you do not have time to do that, go to the nearest inside wall and sit on the floor with your head between your knees. If possible get under furniture that might protect you from falling or flying debris.

Stay away from window and doors to the outside. Avoid hallways that are open to the outside at both ends. If there is time, close all doors and windows. Do not use the telephone. Do NOT leave the building unless you are instructed to do so. DO NOT GO TO YOUR CAR.

STAY IN YOUR SAFE AREA UNTIL THE ALL CLEAR SIGNAL IS SOUNDED.

Windows

Because of the danger involved, climbing on roofs, using windows as entrances and exits, and scaling or rappelling outside walls is strictly prohibited. Persons throwing anything from windows are subject to disciplinary action. Screens should not be removed for any reason. Persons who remove, cut or rip the screens will be subject to a \$100 fine or a forfeit of their housing deposit.

FIRE SAFETY

Candles and Incense

Candles with wicks and incense are not allowed in on-campus housing because they present a fire hazard and may produce odors that disturb other residents. If staff finds candles or incense in your room, he or she will immediately confiscate the items. They will be returned to you at the discretion of the Housing Director. Disciplinary action will occur.

Fire Alarm Systems and Equipment

The fire alarm system and firefighting equipment in on-campus housing facilities are for everyone's protection. Tampering with firefighting equipment or setting off a false alarm not only makes the system ineffectual, but also endangers the lives of residents. Thus tampering with, removal or misuse of fire extinguishers, fire alarm pull stations, smoke detectors, fire evacuation route instructions, locked exterior doors, exit signs or other life safety equipment is prohibited by both housing policy and state law. It is a felony offense in Wyoming to tamper with emergency/safety equipment. Violations will be subject to disciplinary measures **AND** prosecution through the legal system.

If a fire alarm sounds you should:

1. Put on a coat and hard-soled shoes quickly.
2. Take a towel with you to prevent smoke inhalation.
3. Close your windows.
4. Check your doorknob. If it is hot, do not open your door. If it is cool, exit cautiously and close your unlocked door. Be sure to take your keys with you.
5. Walk quickly and in an orderly manner to the nearest exit and away from the building.
6. DO NOT re-enter the building until you are told to do so by a staff member or a member of the fire department (even if the alarm is silenced).

If there is smoke or fire in the building, pull the nearest pull station and leave the building. While housing staff is partially responsible for evacuation, we are not trained firemen and will only act as long as we feel safe. You are your own best method of alarm and evacuation.

Fire Drills

Fire drills (announced and/or unannounced) will be held periodically during the academic year. All persons inside the residence hall must evacuate the building immediately. Each resident's cooperation is vital in helping protect all the residents of the building. Failure to leave the building during a fire drill will result in disciplinary action. Refusing to evacuate will result in severe disciplinary action.

Appliances/Cooking

Cooking is not allowed in student rooms, other areas of the building or on adjacent grounds where there is not a properly equipped kitchenette. The use of personal barbecues and hibachis is prohibited

In on campus housing facilities, care must be taken with the number of electrical appliances plugged into any one outlet. The electrical system is not designed to carry heavy loads of electrical equipment. For that reason and because of other safety concerns, open faced electrical or heating appliances such as hot plates, broilers,

spaces heaters, power tools, etc. are prohibited.

If you are using several electrical items like computers, stereos, televisions, etc., we recommend that you provide a UA approved power strip with a built in circuit breaker.

Electrical Cords

Please use a UA protected surge protector instead of extension cords for the safety of your belongings and to help eliminate blown fuses and possible fires.

Fireworks

Setting off fireworks is a violation of Wyoming state law and housing policy. Possession of fireworks is a safety/fire hazard and is prohibited in on-campus housing facilities.

Flammables

Because of obvious fire hazard, highly flammable materials such as chemicals, gasoline, camping stove fuel, and charcoal starter are prohibited in on-campus housing.

Smoking

Smoking is not permitted in any buildings on the EWC campus. This includes the Residence Halls and residents' living quarters. Violation of this policy will result in disciplinary action.

Tobacco

Spitting chew on the floors/walls or in the water fountains is inappropriate behavior and will result in disciplinary action.

Disciplinary Sanctions

Upon determination that a student has violated any housing policies, regulations or guidelines set forth in the *Residence Hall Agreement*, the *Resident Student Handbook*, and/or the *Student Code of Conduct* the following disciplinary actions may be imposed, either singly or in combination:

1. Warning: Notice, in writing, that the student is violating or has violated housing policies and that continuation or repetition of similar misconduct may cause further disciplinary action and more severe sanctions.
2. Restitution or Reimbursement: Reimbursement for damage to or misappropriation of property or personal injury costs.
3. Community Work: Assigned campus and/or community service appropriate to the offense.
4. Workshop for alcohol or drug-related misconduct.
5. Creative sanctions, which provide an opportunity for the student to learn new or different ways of thinking about themselves and their conduct choices. These sanctions are individually determined, based on the student's level of development, and the nature of the violation. Creative sanctions may include but are not limited to writing topic papers, participating in an alcohol or drug assessment, preparing posters or educational programs for other students, attending True Thought assessment, etc.
6. Residence Hall Probation: Warning that further violation of guides to residence hall living may result in removal from campus housing and/or revocation of privileges to live in campus housing for a specified period of time.
7. Restriction or Revocation of Privileges: Restriction or revocation of certain student privileges that may include but are not limited to: participating in, or attending Housing-sponsored activities and/or entering certain housing buildings or areas.
8. Contract Termination: Notifies the student that s/he is being removed from on-campus housing. There is no refund of housing charges when the student is removed for disciplinary reasons.

Appeals to any of these disciplinary actions may be made through the EWC Grievance Policy, which is in the EWC Student Handbook. You were given the EWC Student Handbook at Orientation or a Student Handbook was in your room when you arrived. If you need another Student Handbook, please see the office of Student Services.



PHONE NUMBERS YOU SHOULD KNOW



Dialing Instructions:

To get an outside line dial 9.

To call any campus number, dial the last four digits

Emergency 9-1-1
 Goshen County Public Health 532-4069
 Torrington Police Department 532-7001
 (nonemergency)

Housing
 Housing Director – Kellee Gooder. 532-8336
 Assistant Director- Katie Osten 532-8341

Campus
 Switchboard0 or 532-8200 or 1-800-658-3195
 Admissions 532-
 8230
 Athletics 532-
 8245
 Bookstore. 532-8240
 Business Office 532-8205
 Campus Ministries 532-8366
 Community Education 532-8220
 Computer Services. 532-8302
 Cosmetology 532-8265
 Counseling Center. 532-8238
 Financial Aid 532-8224
 Fitness Center 532-8243
 Food Services 532-8241
 Learning Center 532-8378
 Library 532-8210
 Physical Plant 532-8254
 President’s Office 532-8303
 Records 532-8207
 Student Center 532-8314
 Student Activities 532-8338

Student Services
 Vice President of Student Services
 Dr. Rex Cogdill 532-8257

Internet Providers
 Action Communication 1-800-558-7836

Movie Theaters
 Wyoming Theater 532-2226

Pharmacies
 Community Drug. 532-3060
 Pamida 532-4078
 Vandel Drug 532-2214

Pizza
 Buck’s Pizza 534-4616
 Pizza Hut 534-7007

MY PHONE NUMBER IS: _____

MY RESIDENT ASSISTANTS ARE:

--	--