



# Residence Life

Handbook for Apartment Living

## *Mission Statement*

*It is the mission of WCC Residence Life Program to provide a learning environment and a feeling of community that fosters the advancement of its residents.*

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## **Introduction**

In 2009, Whatcom Community College began offering limited housing services to a group of international students. Homestay opportunities and leasing nearby apartments to house incoming students of the international program became a natural progression.

Living near campus provides many advantages including the convenience of close proximity, being part of a community that supports each other's educational needs, and developing strong connections throughout campus.

The handbook is current at the time of printing, but new policies may be implemented throughout the year. Residents can find any additions or addenda to this handbook on the WCC website.



# 1. Residence Life Apartments

## I. Eligibility

Whatcom Community College (WCC) Residence Life (RL) apartments are open to students who meet the eligibility requirements listed below. Applications for these units will be processed on a first come first serve basis according to the day the completed application is received. Space is limited and international students have eligibility priority.

### A. Age Requirement

All residents are required to be 18 by their scheduled move in date.

### B. Satisfactory Academic Progress Requirement

Residents must remain in good standing with WCC as defined in the current WCC catalog. Residents must be enrolled full-time (12credits/qtr) and attending classes. Residents that do not remain in good standing (e.g. academic suspension) risk eviction.

## II. Application Process

Application and admission to the RL apartments, including determination of eligibility shall be conducted through Residence Life. Placement is also dependent upon availability of apartments. The Residence Life Application priority deadline is posted on the application checklist and meeting this deadline with a complete application package gives applicants the best chance of getting into the limited spaces.

Applicants must furnish:

- a complete application,
- **\$50.00** processing fee,
- A photo copy of government-issued photo ID (passport)

Once the above have been submitted and processed, if there are vacancies, a letter of admittance or denial will be sent.

## III. Rental Agreement

WCC RL apartments are contracted, through the "Residence Life Contract," to residents for an entire academic year, quarter or remainder of, provided eligibility is maintained. Each participant shall execute a contract with WCC Residence Life.

- Once your contract is signed you are responsible for paying the rent for the specified time on your contract.
- **Payment** must be made between the **1<sup>st</sup>** and the **5<sup>th</sup>** of **each month** at the Cashier's Window in Laidlaw. Payments made after the 5<sup>th</sup> of the month will accrue a **\$75 late fee**.
- If your roommate leaves mid-year you are not responsible for any additional costs. You may be assigned a new roommate at the discretion of the Residence Life Staff.
- At the end of each month, the Associate Director of Residence Life shall review resident bills and determine if the student has/has not demonstrated their ability to pay the cost of living in the facility. If it is found that the resident has not made any

attempt to make payments to their account, he/she will be required to vacate the RL apartments so that he/she will not incur any extensive debt to WCC.

- **Room & Board Rate Types**
  - Regular Rate for Master Bedroom (private bathroom)(\$525/mo)OR
  - Regular Rate for single bedroom (shared bathroom)(\$475/mo)
- **Required Fees**
  - Processing Fee (\$50)
  - Security Deposit (\$250)
  - Bedding Package (\$80)

Any unpaid balance on a student account will result in the student being unable to register for classes and may result in eviction from the RL apartments.

#### IV. Checking In

##### A. Checking In

New and returning residents will make arrangements with RL staff to schedule a move in date and time. The designated staff will meet the student at the Bellingham International airport or RL apartments to begin the check in procedure.

##### B. Inventory Sheet and documenting previous damage

As part of the check in procedure, residents will receive an inventory sheet. Before settling into their room, each resident must conduct a complete inventory and inspection of the room and its furnishings. This must be done within the first 48 hours of residence in a RL apartment. Residents will be held responsible for any damages, and consequent fines, not listed on the inventory sheet.

##### C. Keys

After paperwork is complete the resident will be issued 1 copy of their apartment key at no charge and 1 copy of the mailbox key (per apartment). For current key replacement charges, see Residence Life staff. If you are locked out between 8-5pm go to the apartment management office for a key. If it is after office hours please call 888-886-8658 (this will cost \$36.25 for after-hours entry to your apartment).

## 2. Rules, Rights and Responsibilities

### I. Resident Responsibilities

RESPECT MUST BE SHOWN TO RL STAFF AND TO ALL RESIDENTS AT ALL TIMES. Disruption, bullying, cyber-bullying, intimidation, threats, or other acts of violence will not be tolerated. Residents will be evicted for violent behavior of any kind.

It is also the resident's responsibility to:

- Consider the needs of other residents,
- Keep his/her room, bathroom, and common areas clean,
- Communicate with other residents and staff members,
- Let other residents know when they are disruptive,
- Support campus and individual safety,
- Accept responsibility for one's behavior at all times, and
- Respect the rights of other individuals.
- Honor agreed upon payment procedures.

### II. Resident Bill of Rights

Every resident shall have the right to:

- Be respected and treated as an individual,
- Read and study free from excessive interference in one's room,
- Sleep without disturbance from noise, roommate's guests, etc.,
- Have his/her personal belongings respected,
- A clean environment in which to live,
- Free access to one's room and facility,
- Privacy,
- A fair grievance procedure as stated in the college catalog and in this handbook.
- RL Staff that is available to assist in settling conflicts.

### III. Roommates

Room assignments shall be at the discretion of the Residence Life Staff. As a courtesy, RL Staff will attempt to notify residents at least 24 hours prior to a new roommate moving in. If the resident is not available, RL Staff reserve the right to move in the new resident without the discretion/notification of the current resident.

#### A. Roommate requests

Residents may request a specific roommate, and the Residence Life Staff will attempt to honor these requests. However, all final decisions regarding placement will be at the discretion of the Residence Life Staff.

#### B. Room Transfers

Granting of requests for room transfers by the resident shall be at the sole discretion of the Residence Life Staff and the resident may be charged a \$75 transfer fee. Additionally, the Residence Life Staff reserve the right to require room transfers to

ensure a safe, healthy living environment for all participants and/or to more efficiently manage the RL apartments.

**C. Room Freeze Period**

This period of time is the first 3 weeks of your RL contract. You will be required to stay in your assigned room with your assigned roommate during this time. After this time period, you may make a request for a room change. Any requests must be made in writing. The Residence Life Staff will attempt to accommodate individual requests but cannot guarantee them.

**IV. Maintenance**

Residents will keep their unit in a condition to prevent health or sanitation problems. Residents must immediately notify the RL Staff and the apartment management office when repairs are needed to the unit by completing a maintenance request form. Maintenance requests will serve as permission from the resident for maintenance to enter the unit. If repairs or improvements are of an emergency basis, residents may not deny permission to enter the unit regardless of whether maintenance has been requested.

**Any water leak must be reported immediately to prevent further damage or cost to you!**  
**Belleau Woods (360) 527-3380 Cascade Meadows (360) 715-2300**

\*See Important Contact Information in the Safety and Security section of this handbook for other important phone numbers.

**V. Visitation and Guests**

**A. Visitation**

Residents are responsible for the behavior of their guests. Guests who conduct themselves in a disorderly or disturbing manner will be asked to leave the apartment. **It is not RL STAFF responsibility to provide transportation to guests who are asked to leave.**

**B. Overnight Guests**

Residents are limited to 1 guest per room, who can stay no longer than 3 consecutive nights. An Overnight Guest Approval form must be filled out and approved by RL staff and roommate prior to guest visit if it will be for more than 3 consecutive nights. If the guest is of the opposite sex the resident must have permission from their roommate.

**C. Unsuitable Guests**

Previous residents who have been evicted from RL apartments or homestay are not allowed as guests/visitors in the RL apartments.

**VI. Pets**

Because of the potential health problems and inconvenience to the other residents, pets are not allowed with the exception of an animal that is used and certified for disability reasons. Violators will be fined **\$50** for the first offense and evicted for the second offense. Having unauthorized pets may result in forfeiture of security deposit.

## **VII. Keys**

RL keys are the responsibility of the resident and are not permitted to be copied, loaned, or left unattended. Residents allowing non-residents use of their keys may be evicted. This is considered a serious safety violation that jeopardizes the residents and their personal property and security. RL staff must be informed immediately if a resident loses his/her key(s). The resident will be fined for replacing lost keys and, if necessary, charged for changing locks.

## **VIII. Vacations and Breaks**

Rates apply to the days included in the lease agreement. There is no change to the monthly rate during breaks or vacations.

## **IX. Inspections**

WCC staff respects your right to privacy. However, the RL Staff reserve the right to authorize entry into any room based on the following criteria:

- RL staff may enter or allow other authorized personnel to enter a resident's room at any time without notice to the resident if they believe there is a health, safety, or emergent issue.
- RL staff performs inspections on a monthly (or as needed) basis to check for basic cleanliness. If cleaning deficiencies are found, a corrective list will be posted on the door. If corrective actions are required, a follow-up inspection will be performed after one week. If the deficiencies are not corrected at this point, the RL Staff reserve the right to have the room cleaned at the cost of the resident.
- RL staff may enter to assess or conduct repairs. Costs for repairing damages to individual units will be jointly shared by the tenants unless the damage can be ascribed to a particular resident.
- If, while in the room, WCC personnel discover policy violations, appropriate conduct follow-up will occur.
- The apartment management also has the right to enter your unit. They will give 48 hour written notice on your door.

## **X. Insurance**

Residents are responsible for insuring their personal property. WCC assumes no responsibility for lost, damaged, or stolen items. WCC strongly recommends that you obtain insurance coverage by purchasing a renter's insurance policy. To prevent theft of valuables, apartment doors should be kept locked at all times and valuables should not be left out in the open.

## **XI. Other Room Rules**

- **Appliances and Equipment**

Each apartment has microwave oven and a vacuum. Portable heaters and cooling units are prohibited. Here are some instructions to keep in mind when using the appliances:

- Before running the dishwasher, run the garbage disposal first. Garbage disposals are for soft food items only. Coffee grounds, bones, skins and husks will jam the machine. Do not overload. Run for 1 minute using cold water. If it jams, try the reset button under the disposal before calling maintenance.
- Only use automatic dishwasher detergent. Do not overfill or dishes will not get clean. Rinse dishes prior for best results.
- You are responsible for replacing batteries if needed in the smoke detectors. If the detector is beeping check the battery right away, if the detector is faulty contact Maintenance.
- Clean the refrigerator with a wet cloth. The freezer is frost-free.
- The fire sprinklers will only go off when fire is detected. Please do not touch or hang anything from them.
- The water heater is set to 120 degrees. Please do not adjust. If there is a sign of water around the heater inform Maintenance immediately.
- **Heaters**  
Do not place anything in front of heaters. Generally heaters are kept between 67-70 degrees. If you turn them up higher be sure to turn them down or off before you leave. If no one will be home overnight turn them completely off.
- **Common Areas**  
All residents are expected to keep the common areas of the apartment clean. All garbage should be removed and all surfaces kept clean of food/crumbs/dust, etc. Common Areas include: kitchen, halls, lounge, laundry area and balcony. Smoking is not permitted in any of these areas.
- **Bathrooms**  
When using the Shower: Make sure to turn on the fan so air can circulate or mold may begin to grow. Call maintenance immediately if you see this beginning. If you get water on the floor, dry it quickly because there are no drains on the floor. Use the shower curtain inside the basin, to prevent water from getting on the floor. Hot water is expensive. Please keep your showers to 1 per day, about 5-10 minutes.  
When using the Toilet: Always flush the toilet after you use it. Toilet paper should be flushed down the toilet and not put in the garbage can. Only flush toilet paper down the toilet, not other paper, large objects or sanitary items.
- **Internet Access/Phone**  
Internet access and phone lines can be purchased through different providers. Please see your apartment manager about specific companies and talk to your roommates about shared cost.
- **Furniture**  
Beds, desks, dresser, couches, lamps, tables and chairs are provided for student use. Students may not bring additional large furniture. If the student rearranges the furniture he/she is expected to return all furnishings to the original state upon move-out. No furniture can be removed from the apartment.

- **Décor**  
No items which will damage walls, paint, doors or blinds are permitted. This includes but is not limited to: darts, wallpaper, paint, tacks, nails, and strong adhesives. Any posters or signs that are obviously intended to be pornographic, obscene or offensive are prohibited.
- **Energy**  
WCC promotes environmental conservation and sustainability. Please remember to turn off your lights, heaters and personal electronics when not in use.
- **Window Coverings**  
Each apartment has been furnished with white window blinds. These blinds are required to stay in the windows. You may not paint your windows or hang decorations visible to the outside.
- **Balcony**  
The balcony is not to be used for hanging items such as clothing or rugs, storage of items or any other use other than sitting. No barbeques allowed. You are responsible to keep any snow cleared off.
- **Extension cords**  
Only extension cords with surge protection and circuit breakers may be used in the rooms.
- **Electrical alterations**  
Modifications (such as installing dimmer switches) are strictly prohibited.

## **XII. Student Mail**

Mail is delivered Monday-Saturday to the main apartment management office and put into the individual apartment mailbox. A note on your door from UPS or Fed EX means your package is in the apartment office. A key in your mailbox means you have a package in a larger mailbox. A note in the mailbox means the package is in the office. Residents must complete an address change form with the US Postal Service and with the WCC office of International Programs and with WCC upon move in and move out. Mail for former residents can be returned to sender.

## **XIII. Laundry**

There are laundry appliances located inside each apartment. Courtesy is expected of those who use the appliances. Please use washers and dryers only as intended by the manufacturer and take care to ensure the proper detergent is used. Problems with the machines should be reported to the RL Staff and the apartment management office.



## 3. Violations

### I. Violations

Students and college officials share the responsibility of contributing to a safe and supportive learning environment. WCC is committed to keeping the Residence Life apartments drug and alcohol free. WCC is committed to eradicating violence, intimidation, bullying & harassment on campus and in its facilities. Bellingham Police Department will be called for any drug, alcohol or violence violations. Self-disclosure of violence, alcohol or illegal drug use/possession in the Residence Life apartments constitutes evidence of violating these policies. This includes but is not limited to: posting information or photos/videos on Facebook or other social networking sites or in the rooms or common areas of the RL apartments, or disclosing information to any WCC employee. WCC reserves the right to evict for violations, depending upon the severity. Continued violations of any kind will result in a disciplinary action, including eviction at the discretion of the Residence Life Staff and may be subject to criminal charges. All residents are held to the WCC Student Rights and Responsibilities Policy (Student Conduct Code) WAC 132U and all apartments are considered WCC facilities.

#### • Alcohol

- It is unlawful for anyone under the age of 21 to acquire, have in his/her possession or consume any alcoholic beverage. WCC RL Staff will call Bellingham Police Department when a minor is found to be intoxicated or in possession in the RL apartment or premises. This includes, but is not limited to “minor in possession by consumption” as well as “residual amounts of alcohol in an unmarked container”. It is unlawful for anyone to purchase, provide or sell alcohol to minors. Providing alcohol to anyone under the age of 21 in the Residence Life apartments will be cause for eviction from the Residence Life apartments and may be subject to criminal charges.
- If a resident of legal drinking age has returned to a RL apartment intoxicated he/she cannot cause a disturbance to any residents or Bellingham Police Department will be called. This will result in a disciplinary action, including possible eviction.
- Residents are responsible for any guest that they bring to the RL apartments. If a guest is in violation of alcohol policies, Bellingham Police Department will be called, the guest will be removed, and the resident will be required to meet with the Associate Director of Residence Life. Depending on the severity of the disturbance/violation, WCC reserves the right to evict.
- Guests found in violation of the alcohol policy will not be allowed to return as a guest to the RL apartments. Guests found in violation of the policy will not be allowed to become a resident at any WCC RL facility.
- Posters and other items advertising alcohol are prohibited in the public areas of the Residence Life apartments. This includes posters, banners and lighted signs visible in the resident’s window.

- Residents, who are in violation of the alcohol policy in the Residence Life apartments may forfeit their security deposit and may be fined additional charges for cleaning, damages, etc.
- **Drugs**
  - Drugs are strictly prohibited within the WCC Residence Life apartments and on the WCC campus. Any student caught using or in possession of drugs in the RL apartments or the campus will be evicted from the Residence Life apartments without the option for re-admittance and may be subject to criminal charges. WCC RL Staff reserve the right to enter the units without permission if they suspect illegal drug use/possession and Bellingham Police Department will be called immediately.
  - It is unlawful for anyone to use, purchase, provide or sell drugs. Using, purchasing, providing, or selling drugs in the RL apartments will be cause for eviction and Bellingham Police Department will be called immediately.
  - Marijuana is prohibited in the WCC RL apartments and the College prohibits the appearance of being observably under the influence of marijuana or the psychoactive compounds found in marijuana, or otherwise using, possessing, selling, or delivering any product containing marijuana or the psychoactive compounds found in marijuana and intended for human consumption, regardless of form, on college premises. While state law permits the recreational use of marijuana, federal law prohibits such use on college premises or in connection with college activities.
  - Residents are responsible for any guest that they bring to an RL apartment. If a guest is in violation of drug policies, Bellingham Police Department will be called, the guest will be removed, and the resident will be required to meet with the Associate Director of Residence Life. Depending on the severity of the disturbance/violation, WCC reserves the right to evict.
  - Guests found in violation of the drug policy will not be allowed to return as a guest to RL apartments. Guests found in violation of the policy will not be allowed to become a resident at any WCC RL facility.
  - Posters and other items advertising drugs are prohibited in the public areas of the Residence Life apartments. This includes posters, banners and lighted signs visible in the resident's window.
  - Residents who are evicted from the Residence Life apartments for violating any drug policy will not be allowed to return to the RL apartments as a guest of other residents. Bellingham Police Department will be called immediately if the evictee is found on the premises.
  - Residents who are in violation of the drug policy in the Residence Life apartments may also forfeit their security deposit and may be fined additional charges for cleaning, damages, etc.
- **Illegal Entry**  
Entering any WCC area without permission of the authorized user is a violation and may result in eviction. These areas include but are not limited to: employee office, resident apartment or room, or storage facility.
- **Vandalism**  
Destruction or defacing of public or private property is prohibited. All individuals in the RL are responsible for the care of the private bedrooms, bathrooms, common area,

hallways, and furniture located in these areas. The apartments are leased by Whatcom Community College. The apartments and furnishings are the property of WCC and misuse, abuse, theft or destruction of College or student property is prohibited. If you violate the policies you will be subject to the judicial policies of the college, and risk eviction from the apartments. Tampering with fire alarms or other safety/security equipment is also strictly prohibited.

- **Violence** (physical violence, verbal assault, harassment, intimidation)
  - Any physical assaults in the Residence Life apartments will not be tolerated. Staff will call Bellingham Police Department if a physical altercation occurs. This will result in a disciplinary action, including possible eviction for all parties involved regardless of who initiates the physical altercation and may be subject to criminal charges.
  - Any verbal assaults/harassment/intimidation in the Residence Life apartments will not be tolerated.
    - First Offense - Meet with the Associate Director of Residence Life and follow through with all requests in order to maintain resident status. WCC reserves the right to evict depending on the severity of the first offense.
    - Second Offense - Eviction from the RL without the option for re-admittance.Violence will not be tolerated by WCC.
  - Cyber bullying, cyber stalking or any other media-based violence is also considered a violation of these policies and will not be tolerated.
    - First Offense - Meet with the Director of Residence Life and follow through with all requests in order to maintain resident status. WCC reserves the right to evict depending on the severity of the first offense.
    - Second Offense - Eviction from the RL without the option for re-admittance.Violence will not be tolerated by WCC.
  - Residents are responsible for any guest that they bring to the Residence Life Apartments. If a guest is in violation of violence policies, Bellingham Police Department will be called, the guest will be removed, and the resident will be required to meet with the Associate Director for Residence Life. Depending on the severity of the disturbance/violation, WCC reserves the right to evict the resident.
  - Guests found in violation of the violence policy will not be allowed to return as a guest to the Residence Life apartments. Guests found in violation of the policy will not be allowed to become a resident at any WCC RL facility.
  - Residents who are evicted from the RL apartments for violating any violence policy will not be allowed to return to the RL apartments as a guest of other residents. Bellingham Police Department will be called immediately if the evictee is found on the premises.
  - Residents who are in violation of the violence policy in the Residence Life apartments may also forfeit their security deposit and may be fined additional charges for cleaning, damages, etc.
- **Sexual Misconduct**

WCC is committed to providing a living environment in which one can live, sleep and study free from sexual harassment, sexual exploitation and sexual assault. Individuals who engage in these types of behaviors will be subject to a disciplinary action, including possible eviction from the Residence Life apartments and may be subject to criminal charges.

- **Limitations of Confidentiality**

If a person has been assaulted, harassed, exploited or victimized in any way, WCC encourages the incident to be reported to any staff member that a student may feel safe with. Bellingham Police Department and WCC Behavioral Intervention Team will be called and a report will be made by the staff member. The college will follow its procedures regarding discrimination and harassment.

**Options for Victims of Crime**

There is a 72-hour time requirement for a PERK (Physical Evidence Recovery Kit) or rape kit. If a survivor would like someone to accompany them they can ask that the staff person they have reported to. Anything with evidence on it (ex. clothing, etc.) must be collected in a clean PAPER bag.

1. Reporting can be done through any faculty or staff member
2. Reporting can be done through an attorney or through a prosecuting attorney's office if you want to file charges and pursue prosecution. Campus officials should still be notified in order to ensure that all other students are warned and protected.
3. Reporting can be done through the Police Department by calling 911. Campus officials should still be notified in order to ensure that all other students are warned and protected.

- **Limited Immunity for Victims of Crime and/or Good Samaritans**

WCC does not condone violations of other college/housing policies, but it does consider reporting sexual misconduct to be of paramount importance, and may therefore extend limited immunity to victims of an assault and/or good Samaritans in order to foster reporting and cessation of sexual misconduct on campus.

- **Any consensual (and legally able to consent) sexual acts in the Residence Life apartments that interfere with other resident's rights will be cause for disciplinary action.**

First Offense - Meet with the Associate Director of Residence Life and follow through with all requests in order to maintain resident status. WCC reserves the right to evict depending on the severity of the offense.

Second Offense - Eviction from the RL without the option for re-admittance. Sexual Misconduct will not be tolerated in the Residence Life Center

- **Voyeurism**

Voyeurism is defined as spying on people engaged in intimate behaviors, such as undressing, sexual activity, or other activity usually considered to be of a private nature. Individuals who engage in voyeuristic behaviors will result in a disciplinary

action, including possible eviction from the Residence Life apartments and may be subject to criminal charges.

- **Smoking and Chewing Tobacco**

Smoking is not permitted inside the RL apartments, or within 25 feet of the building. Smoking is allowed only in designated areas. Smoking inside the RL apartments will result in forfeit their security deposit and residents may be fined additional charges for cleaning, damages, etc. Residents will be given one written warning for smoking within 25 feet of the buildings and fined every time thereafter. This also includes related products including but not limited to the use of cigarettes, pipes, bidi, clove cigarettes, water pipes, hookahs, chewing tobacco, electronic vapor cigarettes and snuff. Residents caught spitting chewing tobacco on the premises will be fined per incident. For a list of fines, see the appendix.

- **Open Flame Products or Incense**

- Because of potential fire hazard, open flame products and incense are not allowed in the RL apartments. This includes but is not limited to: candles, incense, oil lamps, barbeques and cigarettes/cigars.
- Violation of this policy will result in fines and confiscation of unauthorized items. It may also result in forfeiture of security deposit. For a list of fines, see the appendix.

- **Noise**

Residents are expected to exercise good judgment and consideration in maintaining a learning environment. Noise that disturbs other residents shall not be allowed and will result in a disciplinary action. Any requests to reduce noise levels must be honored. Contact RL Staff as needed if noise issues continue.

- **Quiet hours**

Quiet hours are Daily from 8p.m. – 8a.m. and are designed so that all residents can study and sleep without excessive disturbance. Normal noise levels are expected during the other times of the day not listed as quiet hours. Please be respectful of your roommate(s) and neighbors by keeping your noise, TV, radio low. This includes indoors, hallways and around the complex.

- **Musical Instruments**

Musical instruments should be kept at volumes that cannot be heard outside the resident's room or plugged into headphones to cancel noise. If volume levels become excessive, the resident may be required to remove the equipment from the Residence Life apartment.

- **Radios & Televisions**

Stereos, radios, and televisions should be kept at volumes that cannot be heard outside the resident's room. The use of headphones for stereo equipment is recommended. Stereo speakers are not allowed in windows. If volume levels become excessive, the resident may be required to remove the equipment from the Residence Life apartment.

## **II. Sanctions**

Depending on the severity of the violation residents may be evicted from the RL apartments. Violations will be delivered in writing and kept in the student's permanent file. If a resident commits a crime, Bellingham Police Department will be called. Continued violations of any kind may result in eviction at the discretion of the Director of Residence Life.

## **III. Fines**

Fines may be sanctioned for certain violations or damages. If an estimate is required for charges, the RL staff will notify the resident of charge amounts when available. Fines will be billed directly to the resident's student account. Some sanctions will also result in the forfeiture of security deposit.

Any unpaid balance on a student account will result in the student being unable to register for classes and may result in eviction from the RL apartment.

## **IV. Appeal Process**

All appeals concerning RL sanctions must be in writing and submitted to the Judicial Affairs. Residents may NOT submit an appeal unless they believe any of the following has occurred:

1. An incorrect decision was made,
2. The sanction is unfair or disproportional, or
3. There was insufficient information upon which the decision was based

Residents wishing to appeal an RL sanction must provide in writing within 5 days of the violation notice (See WAC132U-125-050):

- A copy of the written violation/sanction from the RL,
- Why the resident is submitting an appeal,
- Any needed documentation,
- Completed FERPA waiver if the resident wishes for WCC staff to discuss the case with a third party, and
- What the resident wishes the outcome of the appeal to be.

Residents will be notified of the result of their appeal in writing within 45 days.

Determinations of the Conduct Review Officer or designee are final. Students who are sanctioned an eviction are not permitted to stay in the RL while awaiting the determination of their appeal.

## 4. Leaving the Residence Life Apartments

### I. Termination of Contract

Residents must give the Director of Residence Life a 30-day written notice before moving out. A completed change of address form must be submitted to the International Programs office. The written notice will serve as termination of the contract at the end of the quarter. The resident agrees to leave the unit in good, clean condition and to return all keys when he/she vacates. WCC is not responsible for any items left in the RL apartment. Refunds for rent are not given if the resident chooses to vacate prior to the end of the month. The security deposit will be kept if the resident chooses to opt out of the lease early.

### II. Eviction

When a resident is evicted from student housing, he/she will be given an eviction letter. Depending on the violation, the amount of time a resident has to vacate the RL apartment will vary.

The Director of Residence Life may terminate a Residence Life Contract by written notice for:

- Any violation for which eviction is sanctioned (see “Violations”)
- False or misleading information on your housing application
- Abandonment
- Failure to pay
- Continued violations of any kind
- Failure to maintain enrollment and satisfactory academic progress
- Other circumstances at the discretion of the Associate Director of Residence Life

### III. Abandonment

Students shall notify the RL Staff of any anticipated absence from the RL. Failure to notify the Director or other RL staff within ten days will constitute abandonment of their room and property and the following may apply:

- The RL staff may enter the abandoned unit.
- Any illegal items or substances found in the abandoned unit will be reported to Bellingham Police Department.
- If the student wishes to recover the abandoned property, they may request the property from the Associate Director of Residence Life.
- After 10 days without payment, any unclaimed property will be disposed of.
- Storage and disposal fees may apply.
- The student will not be refunded any rent for abandonment.
- Note that a resident is “determined to be missing” when the student has been absent from the College for a period of 24 hours or longer without any know reason. See the “Missing Student Notification” policy in the Safety section.

### IV. Checking Out

When the resident vacates the RL apartment, he/she will be responsible for the following:

- Removing all of their personal belongings,
- Cleaning the room (cleaning not done to satisfaction may incur additional cleaning fees), the room should be left in same condition as it was when first moved in.
- Returning all RL furniture to original location/condition,
- Completing a walk-through inspection with a member of the RL staff, and
- Returning all keys.

If a refund of the deposit is owed to the student, the funds will be returned to the student account within 7-10 business days. The Business Office may require additional time to process checks. In order to ensure delivery of any check, please be sure your updated address is on file with WCC.

## 5. Safety and Security

### I. Safety and Security

WCC is committed to ensuring the safety and security of all students and staff. Students, faculty, and staff are expected to obey not only the laws of the city and the state but also the rules and regulations of Whatcom Community College. Members of the WCC community must take personal responsibility for their conduct and safety thereby enhancing the quality of life for all on campus. Cooperation and involvement of students, faculty and staff is essential to campus safety, as is the ability to respond appropriately to emergency situations. WCC affirms the notion that a well-informed campus community helps create a safety-conscious public.

WCC Residence Life apartments do not have medical staff. RL staff will not be held responsible for ensuring that residents take required medicine prescribed by doctors for their individual health needs.

#### A. Security Policies

To ensure the safety of residents and their belongings, residents should keep their apartment doors locked.

- WCC holds no responsibility for any items that are lost or stolen from individual student apartments.
- Residents are not permitted to give or loan their keys to anyone.
- Residents are not permitted to prop open the exterior door. Always lock your apartment door. 1<sup>st</sup> floor apartments should close windows when not home.
- Residents may not allow entrance to any unknown persons. The resident will be held responsible for any damage or disturbance caused by anyone he/she has allowed to enter the RL apartment. Always find out WHO is knocking before you open the door.

Any residents with a no contact or restraining order must give a copy of the order to the Associate Director of Residence Life in order for WCC to assist in avoiding a breach of the order.

#### B. Emergency Procedures

Whenever possible the college will coordinate with, federal, state, disaster, and relief agencies, etc. to allocate facilities, equipment, and personnel to assist with a crisis either on or off campus involving college students, personnel or visitors.

##### 1. In Case of Emergency

If there is an emergency, accident or injury; dial 911 immediately and give the dispatcher the following information:

- Your Name
- Location: Specific street address and apartment number
- Type of emergency

##### 2. Important Contact Information

- WCC Residence Life Office: 360-383-3008, [nbaker@whatcom.ctc.edu](mailto:nbaker@whatcom.ctc.edu)

- Belleau Woods Main Office: 360-527-3380
- Cascade Meadows Main Office: 360-715-2300 Mon-Sat. Hours Posted
- Cascade Meadows Building Maintenance: 360- 715-2898
- Cascade Meadows after-hours locked out number: 888-886-8658
- Bellingham Police: 911 or 360-778-8800
- Fire Department: 911 or 360-371-6813
- Yellow Cab: 360-746-2226
- Rommel's Taxi: 360-510-1177
- **Contact RL staff on duty immediately after calling 911**

### **3. Natural Disasters**

WCC lies within earthquake country, during an earthquake “Stop, Drop and Hold”. Don’t enter or exit a building during shaking due to the danger from falling debris.

Due to the possibility of isolation, WCC strongly encourages residents to be prepared for a natural disaster. Residents are encouraged to assemble an Emergency Supply Kit that will last at least 3 days containing:

- Water
- Non-perishable food
- Hygiene supplies
- Any personal medications

### **4. Fire Safety**

In case of fire, residents should remain calm and NEVER re-enter a burning building to save personal possessions.

The designated evacuation location is the parking lot of the Residence Life apartments.

#### **a. In the Event of a Fire**

Upon discovery or suspicion of a fire residents should:

- Pull the nearest fire alarm
- Exit the building
- Attempt to warn others while exiting
- Regroup in the parking area if safe and call 911
- Contact RL staff once in a safe location

#### **b. Equipment**

In some cases, the smoke detector may become over-sensitive and tend to activate for no apparent reason. A malfunctioning smoke detector may also beep intermittently. A malfunctioning detector should be reported by calling 360-383-3920 during normal business hours (8:00 a.m. - 4:30 p.m.). Tampering with fire alarms or extinguishers is a federal offense and creates a severe safety hazard. Violators will be referred to the Associate Director of Residence Life for disciplinary action and/or civil prosecution. Residents found to have a disconnected, disabled, or altered the smoke detector in their room will be fined. Tampering with any safety equipment may result in eviction.

### **5. Firearms & Weapons**

Possession of firearms or other weapons in the Residence Life apartments may result in eviction, with no option for re-admittance.

**6. Explosives, Flammable Liquids, & Other Harmful Items**

The use or possession of explosives (such as fireworks or ammunition) or flammable liquids is strictly prohibited in or around the Residence Life apartments. In addition, propane tanks and car batteries are also restricted. Violations will result in eviction and/or fines.

**II. Missing Student Notification**

A resident is “determined to be missing” when a missing person report investigation concludes that the student has been absent from the College for a period of 24 hours or longer without any know reason. The Associate Director of Residence Life in conjunction with the Director of Student Life, or designee, will make the official determination of whether a student is deemed missing. The Director or RL staff should be notified of any planned absences from both WCC and the RL apartments for any period of time longer than 24hrs.

**A. Procedure for Determination of Missing Student**

Any concerned person who has information that a resident may be a missing student must notify the Associate Director of Residence Life as soon as possible so that an official determination may be made about whether or not the student is missing. The Associate Director will follow the procedures for notifying the local law enforcement authorities. The Associate Director of Residence Life will assist external authorities with these investigations as requested.

- The RL staff will gather all essential information about the resident from the reporting person and from the resident’s acquaintances.
- The Associate Director of Residence Life and other appropriate campus staff will be notified to aid in the search for the student.

If the above actions are unsuccessful in determining the location of the student within the last 24 hours, or it is apparent immediately that the student is a missing person (e.g. witnessed abduction) the student will be determined a missing student.

**B. Procedure for Official Notification for Missing Students**

Once a student is determined to be missing:

1. The Associate Director of Residence Life or designee will notify the confidential emergency contact; and
2. The Associate Director of Residence Life or designee will notify the appropriate local law enforcement agencies for assistance.
3. In addition, the administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing, regardless of whether the parent is listed as an emergency contact. The FERPA health and safety exception fully permits this.

**C. Procedure for Designation of Confidential Emergency Contact Information**

All residents have the opportunity to identify an individual or individuals to be contacted by the Associate Director of Residence Life at such time that the resident is determined to be missing in accordance with the procedures set forth above.

1. Residents can register their designated contact person on their RL application or they may submit a contact in writing to RL staff.
2. A designation will remain in effect in the resident file until changed or revoked by the student.
3. This information is maintained confidentially and will be available only to RL staff and local law enforcement if needed.
4. The administration of the College reserves the right to notify the parents of a student of any age if he/she has been determined to be missing, regardless of whether the parent is listed as an emergency contact.
5. For non-emancipated residents under the age of 18, the College is required to notify the emergency contact as well as the custodial parent or guardian no more than 24 hours after the resident is determined to be missing.