

RESIDENCE

LIFE

Handbook

2016-17

316-322-3295

housing@butlercc.edu

WELCOME

Dear Grizzly Resident,

Hello and welcome to the BCC Residence Halls. We are glad you chose Butler and are excited about being your home away from home.

We believe that student involvement is a key ingredient to your success at Butler, and so our goal in Residence Life is to provide you with a fun and safe learning community. Our Resident Assistants will plan events and programs that will give you the opportunity to meet new people, try new things, and learn different ways to be successful in college.

Your success is our priority and we hope you'll take advantage of the many resources we have to offer. Within the pages of this handbook you will find important information that will help ensure you have a positive and successful experience while living in the Residence Halls. In order to create the successful environment we want for you, we ask that you contribute to your living community by taking responsibility for your actions and behaviors. We encourage you to read and keep this handbook as it outlines the policies and procedures put in place for your safety and success. If you have any questions or concerns, please feel free to contact any Residence Life staff member.

Thanks again for choosing Butler not only for your education, but as your home away from home.

Sincerely,

Director of Residence Life

Residence Life Office—East Hall (1300 Bldg.)

2415 West Towanda Ave
Butler Community College
El Dorado, KS 67042

Phone: (316) 322-3295

Fax: (316) 323-6885

housing@butlercc.edu

IMPORTANT DATES

RESIDENCE HALL 2016-2017 CALENDAR *(This calendar is subject to change)*

Saturday, August 20	Official Residence Hall Check-In Begins Official Butler Welcome	9:00am-4:00pm Noon
Sunday, August 21	ALL Hall Meeting (MANDATORY)	8:00pm-9:00pm
Monday, August 22	Fall 2016 Classes Start	
Monday, September 5	Labor Day- No Classes	
Mon. & Tues., October 10 & 11	Fall Break – No Classes (Offices Closed)	
Tuesday, November 22	Thanksgiving Vacation Begins - Halls Close	5:00pm
Sunday, November 27	Thanksgiving Vacation Ends – Halls Open	5:00pm
Friday, December 09	Winter Break - Halls Close	5:00pm
Sunday, January 15	Winter Break Ends - Halls Open	5:00pm
Monday, January 16	Martin Luther King Day—No Classes	
Tuesday, January 17	Spring 2017 Classes Start	
Friday, March 17	Spring Break Begins - Halls Close	5:00pm
Sunday, March 26	Spring Break Ends - Halls Open	5:00pm
Friday, April 14	Good Friday - No Classes (Offices Closed)	
Friday, May 12	Residence Hall CLOSES for Summer	5:00pm
Saturday, May 13	Commencement	9:30am & 1:00p.m.

The Residence Halls close during Thanksgiving, Winter and Spring Breaks. All students are required to find off-campus housing arrangements during this time. Only students who are involved/required to participate in college activity programs at these times will be granted permission to remain in the residence halls. You will not be allowed to stay in the halls to work off-campus.

BUTLER COMMUNITY COLLEGE

RESIDENCE LIFE MISSION AND STAFF INFORMATION

The mission of Residence Life is to create a comprehensive living-learning environment that complements the mission of the College. In Residence Life we are committed to providing opportunities for the personal growth of student residents in a living-learning environment. In Residence Life we offer programs and activities that promote educational achievement, embrace diversity, encourage civic engagement and responsibility, community service, personal accountability and social interaction.

Student Resident Expectations

The contents of this handbook were gathered and compiled by the Vice President for Student Services, Dean of Student Life, and Director of Residence Life offices for student use and information. ALL INFORMATION IN THIS PUBLICATION IS SUBJECT TO CHANGE.

It is the responsibility of each student to read and understand all information in this manual. This manual is provided to help you better enjoy your residence hall experience. This information can help you:

1. Become familiar with our residence hall: services, programs, facilities, policies, procedures, and staff.
2. Understanding our philosophy and goals in being a part of the BCC Residential Community.

Students living in the residence halls are expected to abide by Butler Community College's Code of Conduct, which is published in the Student Handbook. Respect and consideration for the rights of others and their needs for study time and rest are vitally important. If a student's behavior is disruptive to others or the community, that student is expected to respond to requests from staff and students. Living on campus is a privilege with a variety of support systems to assist students in their academic and personal pursuits at Butler. All residents are encouraged as well as expected to be a positive contributing member of the BCC Community.

RESIDENCE HALL STAFF

Residence Hall Professional Staff

Each residence hall is under the supervision of a hall manager and hall assistants. These are individuals who are trained to assist and advise students as well as oversee the day-to-day operation of the facility. Their responsibilities include enforcement of college policy, responding to needs and incidents as they arise in the residence halls, submitting work orders for upkeep in the halls, and supervising resident assistants. They also work with Resident Assistants to develop and maintain an environment that promotes academic, personal, social, and cultural growth in the residence halls. Each building staff works closely with other departments on campus such as custodial staff, safety and security, facilities, dining and many more to help make your residential living experience the best that it can be.

Resident Assistants (RA's)

Resident Assistants (RA's) can be one of the most helpful and resourceful people you will interact with at Butler. These individuals are full-time students who have been carefully selected and trained to assist the residents at Butler by promoting a living and learning environment. Your assigned RA will live on your floor or in your unit, and they are responsible for helping you with your problems and questions. They are also responsible for creating, planning and organizing social, educational and service activities as well as overseeing the guidelines and procedures outlined in this handbook. Your RA will work with other residents on your floor and building to create a community. Their efforts will support the growth and development of each student through regular interaction, floor meetings, social programs, one-on-one attention, and more. Your RA is often the first place to turn when you have a questions or problem. They are an excellent resource! RA's are also responsible for carrying the "Duty Phone" and making rounds through the residence halls with a Hall Professional each evening.

IMPORTANT NUMBERS

PUBLIC SAFETY & SECURITY 316-321-7657
RESIDENT ASSISTANT ON DUTY 316-323-8090

Associate VP of Student Services

Jessica Ohman
johman@butlercc.edu
Office Location: 600 Building
Office Phone: 316-323-6401

East Hall Manager

Andrea Weiss
aweiss2@butlercc.edu
Office Location: Student Life Center, 1000 Bldg.
Apartment Location: East Hall
Office Phone: 316-322-3353

Operations (Residence Life) & Event Manager (Intramurals & Event Student Workers)

Jason Hamm
jhamm2@butlercc.edu
Office Location: Res. Life Front Office
Office Phone: 316-323-3295

Hall Professionals

Brandon Lewis, Hall Assistant
Joshua Phillips, Hall Assistant
Tanner Stenzel, Hall Assistant
Bret Hood, Hall Assistant

Director of Residence Life

housing@butlercc.edu
Office Location: East Lobby
Apartment Location: Cummins Hall
Office Phone: 316-323-6939

West Hall Manager

Zach Rampy
zrampy@butlercc.edu
Office Location: CTC
Apartment Location: West Hall
Office Phone: 316-322-3204

Resident Assistants

Rhiley Wall	Apt. A1	Kayleigh Skerco	Cummins 233
Gillian Stuart	Apt. B1	Trevor Hayden	East 109
Lauren Waymire	Apt. C1	Liam Clifton	East 119
Sierra Cargill	Apt. D1	Caleb Cox	East 126
Kelsey Hitch	Cummins 102	Calder Klink	East 209
Hayley Leeper	Cummins 120	John Doeden	East 212
Darian Trost	Cummins 131	Pranwab Chhettri	East 233
Halie Sigurdson	Cummins 134	Ashim Adhikari	West 113
Angelyn Montanez	Cummins 212	DeQuan Love	West 213
Rachel Weis	Cummins 220	Diego Garcia	West 301
Vanessa Norwood	Cummins 231	Carsyn Colton	West 401

Other Important Phone Numbers

Emergency	911	Health Services	(316) 322-3371
Cox Communications (Cable)	(316) 452-5413	El Dorado PD	(316) 321-9100
Butler County Health Dept.	(316) 321-4200	Financial Aid Office	(316) 322-3121
Accounts Receivable	(316) 322-3184	Counselor	(316) 322-6162
Hospital (Susan B. Allen)	(316) 321-3300	Computer Help Desk	(316) 322-3306
Sexual Assault Hotline	(316) 321-7491	Public Safety Office	(316) 321-7657
Food Service	(316) 322-3195	Suicide Hotline	1-800-784-2433
Student Life Center	(316) 323-6941		

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GENERAL HOUSING INFORMATION

Apartments [Female Residence]

These unique units hold eight occupants (two per room) allowing residents to have an apartment type atmosphere while maintaining their privacy. Each apartment has four bedrooms, two baths, a television lounge and kitchen. All units are carpeted throughout and are fully furnished. This is a very popular housing option that fills quickly.

All residence hall rooms are equipped with a small refrigerator. Standard cable television service is provided in each room and internet service through the college. The rooms are wired for telephones, however, individual telephones and connectivity are the responsibility of the occupants.

East Hall (1300 Bldg.) [Male Residence]

Opened in 1990, this hall houses 113 students. East Hall features spacious rooms with semi-private baths. Designed for double-occupancy, the rooms are equipped with two beds, two built-in dressers, two desks and a lavatory in the room. There is a lounge with a television and study space next to the recreation Game Room and Residence Hall Office. This hall is also equipped with an ice machine, computer room, central air conditioning and heat. In addition, there is a large coin-operated laundry facility.

Cummins Hall (1800 Bldg.) [Female Residence]

Cummins Hall opened in August 2001. The new facility houses 128 students. This hall features a suite style arrangement in which each room that house two students share a bathroom with an adjoining room with two residents. There are also some three person rooms that have their own bathroom. A laundry facility and vending machines are also provided for your use in the building. There are lounges on both the first (with a television) and second floors. The new hall has an elevator allowing special needs students access to the second floor featuring a walkway to the second floor of East Hall.

West Hall (1100 Bldg.) [Male Residence]

This hall is home to 112 males with rooms designed for double occupancy. Each room comes equipped with a desk, dresser, and closet for each student. Individually controlled heating and air conditioning units allow occupants to have instant access to the climate control within the room. In the public areas of this residence hall, there is a television lounge, coin-operated laundry facilities, ice machine, and computer lab. The south lobby also houses College Health, Counseling, and Public Safety and Security.

ICE MACHINES

Ice machines are located in the East and West Hall laundry facilities.

LAUNDRY FACILITIES

For your convenience, each residence hall and apartment has a Laundry Room with moderately priced coin-operated washers and dryers. Residents must provide their own supplies. Please report all refunds and/or any machines not in working order to the Residence Life Office.

LOST AND FOUND

There is a lost and found in the Residence Life Office in East Hall and the 900 Building.

LOUNGES

Each residence hall has a certain amount of lounge area available for your use. Lounge areas are generally used for recreation and relaxation. Do not remove the furniture from the common lounge areas. If you feel your room needs more, please bring it from home.

MAIL SERVICE

The US Mail will be delivered to your mailbox by 3pm Monday through Friday. You will receive a package slip in your mailbox if you have received a package. For accuracy in mailing, your proper address is:

**Your Name and Room #
2415 West Towanda
El Dorado, KS 67042**

STUDENT LIFE

Student Life at Butler exists to provide interaction, student engagement and learning opportunities for students emphasizing student growth and development by providing a holistic educational experience through services, programs and activities. The Department of Student Life promotes co-curricular learning opportunities that align with the mission of the institution. Below are some of Student Life's resources:

COLLEGE HEALTH SERVICES

Butler College Health Services provides affordable and accessible healthcare for Butler students. The College Health staff provides health needs of students through health education, disease prevention, health promotion, health screenings, assessment, treatment, and referrals of accidental injuries. College Health staff are available daily in the Lobby of the 1100 building (West Hall). The staff includes a local physician, nurse practitioners, and RN's. Students needing College Health should call to make an appointment. For more information contact College Health at (316) 322-3371.

COUNSELING

Often students find themselves confronted with personal difficulties while attending college. Butler provides a professional counselor who will assist students in coping with their life and college situations. To make an appointment, students can go the College Health Receptionist (West Hall Lobby) or call 316-322-3162 or email nhamm2@butlercc.edu.

FIRST YEAR EXPERIENCE

The First-Year Experience (FYE) Office at Butler Community College strives to help students identify the many ways in which they can be successful both personally and academically during their first year of college and beyond. The Office is responsible for Grizzfest, Student Appreciation Days, Lunch for Success Workshops and other engaging activities and opportunities. For more information call (316) 218-6373 or email sconard@butlercc.edu.

INTRAMURALS

At Butler, intramurals are considered an integral part of student growth. The Director of Intramurals strives to make as many athletic activities (i.e. golf, 3-on-3 basketball, coed softball) available. If you miss the court or field, or just like to have fun, consider participating in our Intramural program. For more information call 316-322-3295 or email jhamm2@butlercc.edu.

STUDENT INVOLVEMENT & DEVELOPMENT

The Student Involvement and Development Office is dedicated to providing co-curricular learning opportunities and experiences to enhance Butler students in the areas of connecting with other students, service learning, cultural awareness, leadership growth and personal development. The SID office sponsors a number of out-of-the-classroom activities and opportunities. For more information call (316) 322-3353 or email aweiss2@butlercc.edu

STUDENT LIFE CENTERS

The Director of First Year Experience, Coordinator of Student Involvement and student leaders can be found in these areas to answer any questions regarding upcoming events, campus activities or student organizations. You can find the Student Life Center in the Student Union (1000 Building).

STUDENT UNION SERVICES

The Student Union (1000 Building) contains the Student Life Center, a commons/lounge area, computers, meeting rooms, a pool table, and a bookstore.

OTHER RESOURCES for RESIDENTS

FOOD SERVICE (Provided by Great Western Dining Services)

Manager: Jan Stitt

Office Location: Student Union (1041 – 1000 Bldg.)

Office Phone: 316-322-3195

Email: foodservice@butlercc.edu

Web Page: http://studentlife.butlercc.edu/food_services/

❖ Bear Necessities (Snack Bar)

Open Monday – Thursday from 7:30am – 7:30 pm and on Friday's from 7:30am – 2:00pm. The snack bar is a great place to have Breakfast pastries, desserts, a salad, sandwiches, pizza, snacks, coffee, tea, fountain drinks, cappuccino, or energy drinks. You can also study, watch TV, play a game of pool or just chat with friends in between classes.

❖ The Purple Pride Cafeteria

The Cafeteria serves all BCC residents 19 meals each week. Monday through Friday the Cafeteria serves Breakfast which includes: eggs, biscuits & gravy, potatoes, meat, fruit & yogurt bar, cereal, waffle bar and juice, milk, coffee and milk. For lunch and dinner there are a number of options: homemade carved meat entrees, sandwich bar, hamburgers, hot dogs, fajitas, salad bar, desserts, and soup (winter only). Also once a week the café has a “specialty night”. Some of the entrees for specialty night include: steak, shrimp, Monterey chicken, and bacon cheeseburgers. Also, each semester the GWD staff and BCC faculty and staff treat you to a full-service sit-down dinner. The Cafeteria hours are:

Monday thru Friday

Breakfast	7:15am – 8:30am
Lunch	11:30am – 1:30pm
Dinner	5:00pm – 6:00pm

Weekends (Saturday & Sunday)

Brunch	Noon – 1:00pm
Dinner	5:00pm – 6:00pm

**A box lunch will be furnished to residents on the meal plan who are unable to make it to the specified meal time due to classes or their participation in a college sponsored activities at no extra cost. The Food Services Director must be notified in advance if they will miss a meal.

All residents must show their current student picture id to the cashier to gain entrance to the cafeteria.

PUBLIC SAFETY

Director/Chief: J. Tim Bryan
Office Location: West Hall (1100 Bldg.)
Office Phone: 316-321-7657
Email:
Web Page: <http://butlercc.edu/safety/>

Butler Public Safety Officers are on duty 24 hours a day, 365 days a year. They are always available to assist you, by calling **321-7657**, using emergency phone boxes in the residence halls or apartments, blue light telephones located around the campus, or going to the **Butler Public Safety Office**. The public areas in and around the residence halls (including hallways, stairways, lobbies and parking lots) are monitored by the video surveillance, which are reviewed by the Public Safety officers and staff.

Other services provided by our Safety and Security Department for our residents include:

- Taking accident and incident reports
- Patrolling campus facilities and parking lots to deter and detect unusual activity
- Responding to and administering all Residence Hall emergencies (fire and tornado drills & alarms)
- Enforcement of College and Parking Regulations
- Responding to requests for room and vehicle lock-out assistance and jump starts
- Escort service to students, faculty and staff between buildings, residence halls and parking lots

Fire Safety

Your safety is our number one concern. As a result we **treat each fire alarm as though it is a real fire!** Staff will assist in evacuating the building each time an alarm is sounded. Fire pull alarms are located throughout the residence halls. In the event of fire-alarm activation, **DO NOT PANIC**. Students will leave their rooms and move to the nearest exit and out of the building in an orderly manner. Do not run. Provide help to other students. Move to at least a hundred feet from the residence hall. Students will be notified by a campus official when they are permitted to return to their rooms.

All residents are required to leave the residence hall in the case of a fire alarm. Residents who fail to evacuate their room during the sounding of a fire alarm should/will be referred to the Director of Residence Life.

Fire alarm systems and extinguishers are placed in the hall for your protection. The penalties for setting off a fake fire alarm or discharging a fire extinguisher are severe. It will result in expulsion from housing and the offender will be turned over to the local authorities. (This is a Class A misdemeanor which is punishable by a \$2,500 fine and/or 1 year in jail.)

If smoke detectors are disconnected in your room, disciplinary action may result not excluding removal from the residence halls. We will be making regular checks to check smoke detectors.

Severe Weather Safety

In the event of severe weather, the Public Safety Department will be monitoring activity and in touch with community agencies in order to notify BCC residents and staff. A tornado moving towards El Dorado will be preceded by a **Tornado Warning**. When a Tornado Warning is issued for the area, sirens will be activated and Butler Public Safety will make announcements over the Public Address system on campus. Residence Life Staff will also notify students. If time permits (determined by Butler Public Safety) students will be directed to the basement of the 700 Bldg. (Fine Arts) or the 2000 Building (Welcome Center) lower level. In the event of a tornado warning, the staff will be in contact with Public Safety or another community source when it is safe to go back to your rooms. There are emergency lights in the hallways if the electricity goes out.

*Residents have a responsibility to report to Butler Public Safety or a Residence Life staff member **immediately** any inappropriate or dangerous behavior, individuals causing a disruption, or any other unsafe conditions.*

BUTLER COMMUNITY COLLEGE STUDENT CODE OF CONDUCT

Butler Community College expects students to behave in a manner that supports a positive educational environment for all. Upon enrollment, each student accepts the obligations of performance and behavior imposed by the college relevant to its lawful missions, processes and functions. The Student Code of Conduct and Academic Integrity policies have been developed to achieve that aim.

Student Code of Conduct

At Butler Community College students are expected to be responsible for reviewing all of the policies at the College. Specifically, students are required to understand the policies that relate to student behavior, academic honesty, and Butler's timeless institutional values of quality, integrity, service, and care. All students are expected to adhere to all of these policies. Lack of knowledge of the policies is not an acceptable excuse for non-compliance.

When in the classroom, students must be fully engaged in any class. Any act of disrespect toward an instructor, sponsor or College official is unacceptable. Students are expected to immediately comply with directives from any College official. If a student feels that a request is inappropriate, they should voice their concern to the Vice-President for Student Services.

Butler Community College expressly prohibits any form of unlawful employee or student harassment based on race, color, religion, sex, sexual orientation, national origin, age, disability, status as a Vietnam-era or special disabled veteran, or status in any group protected by state or local law.

Student behavior that is contrary to adopted school policy will result in appropriate disciplinary action. This action may include probation, suspension or expulsion. Grounds for probation, suspension or expulsion include:

1. Willful violation of any published regulation for student conduct adopted or approved by the Board of Trustees.
2. Conduct which substantially disrupts impedes or interferes with the operation of any college class or activity.
3. Conduct which substantially impinges upon or invades the rights of others.
4. Conduct which has resulted in conviction of the student of any offense specified in chapter 21 of the Kansas Statutes Annotated or any criminal statute of the United States.
5. Disobedience of an order from a teacher, peace officer, college security officer or other school authority, when such disobedience can reasonably be anticipated to result in disorder, disruption or interference with the operation of any college class or activity or substantial and material impingement upon or invasion of the rights of others.
6. Possession or consumption of alcoholic beverages (3.2 beer included), illegal or unauthorized drugs on college property.
7. Participation in inappropriate sexual behavior or sexual harassment on the Butler Community College campus.
8. Theft or damage to or destruction of property belonging to the college, faculty or staff, visitor or student.
9. Willful damage to or destruction of property belonging to the college, faculty or staff, visitor or student.
10. Possession or use of unauthorized firearms or other weapons.

Students are expected to fully cooperate with any investigation affecting the College by local law enforcement officials. If a student participates in conduct which results in their conviction of any misdemeanor or felony offense, they may face disciplinary action from the College that may include being removed from school.

ALCOHOL & DRUG POLICY

At Butler Community College, students may not possess or consume alcoholic beverages or illegal drugs or paraphernalia in or on college property or during a College activity or function. Being under the influence of drugs or alcohol is considered disruptive to the operation of the college, class or activity, and may be subject to disciplinary action.

Disciplinary Action for Drug and Alcohol Violations

Medical Amnesty for Drug or Alcohol –Related Incidents: Students who report themselves or another student who is in a drug or alcohol related emergency, or state of intoxication, to Residence Hall staff, Security, or other college official, each will be granted amnesty to these fines and sanctions, as this may save a life. They will be referred to and required to report to the counselor and complete the appropriate educational program.

Alcohol Violation Fines/Sanctions

First Offense-\$200.00 Fine, placed on probationary status, mandatory parental notification, *Sessions with Counselor and completion of the appropriate educational program. (\$25 Cost to student)

Second Offense-\$400.00 Fine AND Community Service, Mandatory parental notification, *Sessions with Counselor and completion of the appropriate educational program. (\$25 Cost to student)

Third Offense-Suspension or Expulsion from college, **Dismissal from the Residence Halls**

Alcoholic beverage containers and/or wrappers are prohibited!

Display of alcoholic beverage containers, or promotional items containing alcohol logos including but not limited to: empty beer bottles, cans, and hard liquor bottles, signs, posters, shot or any other alcohol glasses or alcohol covers such as Crown Royal anywhere in the Residence Halls and/or display of wrappers, containers, promotional items containing drug logos including, but not limited to: hukas, bags, signs, posters, bongos, shot or any other glasses anywhere in the Residence Halls will result in the following sanctions.

First Offense-\$25.00 Fine, Items Confiscated.

Second Offense-\$50.00 Fine, Items Confiscated, Referred to Director of Residence Life

Third Offense-\$100.00 Fine, Items Confiscated, Referred to the Director of Residence Life, Community Service and Disciplinary Probation

Drug Violation Fines/Sanctions

First Offense-\$250.00 Fine, placed on probationary status, mandatory parental notification, *Sessions with Counselor and completion of the appropriate educational program. (\$25 Cost to student)

Second Offense-\$500.00 Fine AND Community Service, Removal from Residence Halls, Mandatory parental notification, *Sessions with Counselor and completion of the appropriate educational program. (\$25 Cost to student)

Third Offense, and/or any felony drug law violations (as defined by Kansas state laws) will result in expulsion from the college.

*Missed Drug/Alcohol classes or appointments with counselor (not excused) will result in a fine and/or community service, and possible expulsion from the Residence Halls.

***K-9 DRUG DOGS ON CAMPUS

Butler Community College seeks to create and maintain a drug-free campus. In that effort canine (K-9) drug detection dogs may be utilized to search all public and common areas in all campus parking lots and buildings for the purposes of detecting illegal drugs and narcotics.

RESIDENCE LIFE DISCIPLINARY PROCESS & PROCEDURES from A-Z

Butler Community College is committed to serving as your learning college of choice and helping you to personally develop in a way that will help you succeed. Just as the College has the right to teach, you have the right to learn. Your right to learn is dependent upon the conditions that occur in your living environments. You can protect your right to learn through a series of responsible choices. As a residence hall community member, you are encouraged to assume responsibility in helping to maintain a proper environment on your floor and in your suite.

Butler Community College is well aware of, and will continue to be sensitive to your rights and freedoms. In an attempt to ensure that your rights are protected, the college has clearly outlined a set of basic principles and guidelines for student conduct and behavior. These guidelines have been established by state, federal, local, school, and other officials and have been approved by the Board of Trustees of Butler Community College.

YOU ARE EXPECTED TO ABIDE BY THESE GENERAL POLICIES AND PROCEDURES.

Residents may be disciplined for violating college and Residence Hall policies and procedures. (The residence hall area includes East Hall, West Hall, Cummins Hall, the Apartment units and the surrounding parking and recreational areas.)

Disciplinary action may include assessment of monetary fines, community service, residence hall probation, suspension of privileges, and/or dismissal from the residence halls. Disciplinary Dismissal from the residence halls does not release the student from the financial liability or obligation under the residence hall contract. The student has the right to appeal any disciplinary action to the Dean of Student Life. Following is an alphabetical list of the BCC Residence Hall expectations, policies and procedures for a respectful community living environment:

ACCESS TO RESIDENCE HALLS/SECURED DOORS/CARD READERS

For the safety and protection of students residing in the residence halls, the entrances to the residence hallways are secured 24 hours a day. External entrances to the halls are also secured overnight. It is very easy to gain authorized entry by holding your proximity card to the reader. Handicap students simply need to press the automatic door opener after using their proximity card. Entry to individual rooms is by room key.

Propping of Doors is not allowed. Propping open secured or alarmed doors is not allowed unless at the direction of Butler Public Safety.

Propping of the Secured Doors will result in the following sanctions:

First Violation-\$35.00 fine

Second Violation-\$75.00 fine or 10 hours of Community Service

Third Violation-\$100 fine, 15 hours of Community Service, Residence Hall Probation.

BICYCLES

Bicycles shall not be stored in any student's room. The only exception to this rule is collapsible bikes (i.e., bikes which are foldable) which may be carried into a student's room. There are bike racks located around the halls.

BOMB THREATS

The penalties for such a transmission are severe. Anyone proven to be involved shall be suspended from housing and expelled from the college. Local authorities from the law enforcement organizations shall be called to handle the investigation and have jurisdiction over the action.

BOTTLE AND CAN COLLECTION

Empty cans and/or bottles (pop, alcohol or smokeless tobacco containers) may not be stored, collected, or used as decorations in residence hall rooms. This rule is established because in a large group living environment such as a residence hall, pest control is a concern.

BUTLER EMERGENCY ALERT REPORTING SYSTEM (BEARS)

This is Butler's automated emergency notification system. This system provides a method for the College to notify all faculty, staff and students of campus emergencies. BEARS will contact up to 6 communication points identified by each student. The communication points can include their choice of cell phone, home telephone, text messaging and/or computer e-mail addresses to notify when there are school emergencies and closings (generally weather related). Butler will not close unless extreme weather conditions prevail. (For more information regarding BEARS look in the left corner of your Pipeline homepage or contact Public Safety and Security.)

CANDLES/INCENSE

Candles/Flammable Materials/Incense – Candles (with or without a wick), incense, oil lamps, etc., (generally anything utilizing a wick or flame or consuming flammable material, including such things as decorative candles, potpourri simmer pots, and Sterno cans), are **NOT** allowed in residence hall rooms. Violations are subject to citations and/or other disciplinary action. Storage of volatile materials or other flammables (e.g., gasoline) is likewise not permitted

CANVASSING

There is no canvassing (unapproved posting of fliers or posters) or solicitation allowed. If you would like to post fliers in the Residence Halls, you must get approval from the Director of Residence Life.

CHECKING OUT OF RESIDENCE HALLS

You cannot check out of your room at the end of the semester or year unless you clean your room, meet with Res. Life Staff, sign proper documents, return keys and change your mailing address. When you check out of your room, the room should be cleaned to the satisfaction of the Res. Life Staff. You must sign a Room Inventory Form and Housing Check-Out Form. If you do not follow the previously mentioned procedures you will be charged \$75.00 for an improper check-out and you will not receive any portion of your deposit. If your keys aren't returned, you are charged for the keys, as well as, the improper check-out charge. You will be charged for any damages made to your room. Please contact the Department of Residence Life for a list of charges that may be incurred due to damages. Please see the Department of Residence Life for proper check-out procedures to avoid an improper check-out fee. The Department of Residence Life will not store personal items in the residence halls and are not responsible after 48 hours for any left or forgotten items.

COMPUTER LABS/STUDY FACILITIES

A Computer Lab is provided for student use in East Hall and West Hall. The labs are open 24 hours a day. Quiet hours are observed at all times in these areas.

CONTRACT

Upon checking in, you signed your Housing Contract for the Academic Year. The Residence Life staff member that checked you in also gave you a copy of this contract. Please keep it and refer to it for more information. In that contract you also stated that you are responsible for all information found in this Residence Life Handbook and the Student Handbook, which can be found online. Please refer to these resources for more information and become familiar with the expectations Butler Community College has of you. If you would like another copy of this contract, please come to the Office of Residence Life in the East Hall (1300 Building).

CONSOLIDATION

It is expected that every student have a roommate unless they choose to pay the private room cost. Private rooms are subject to availability. Should your roommate move out at any time during your Housing Contract, we will try to find you a new roommate. If space is available, we may offer you the option of converting your room to be a single for an additional cost of \$275.00 per semester (prorated for a portion of the semester). Should you be given the option to consolidate but choose not to take the option, we reserve the right to assign you a roommate at any time while the space is available. The Director of Residence Life has the authority to reassign rooms and roommates and consolidate rooms in the best interest of the residence community and the college.

CUSTODIAL STAFF/MAINTENANCE WORK ORDERS

Facilities Management staff is responsible for maintaining public areas within the residence halls (lobbies, public restrooms and lounges). Residents are to report any maintenance problems (plumbing, electrical, carpentry, etc.) promptly to the Residence Life Office (1300 Building), professional staff member or RA. Student rooms and their furnishings are property of the college, and therefore, appropriate personnel will be assigned to make the necessary repairs. **Students are not allowed to make their own repairs.**

DAMAGE TO COLLEGE PROPERTY

Damage to or theft of college property in a commons area (dressers, shelves, etc.) is the joint responsibility of the occupants sharing the facility. The residence hall staff will conduct an investigation to determine responsible party.

First Offense: \$35.00 Fine plus the cost of replacing/restoring college or individual property.

Second Offense: \$75.00 fine, residence hall probation, and the cost of replacing/restoring college or individual property

Third Offense: Disciplinary Actions. Local law enforcement agency may be notified.

If a responsible party is not determined, all residents will be billed for the damage or theft.

ELECTRICAL APPLIANCES

Any appliance that has an area that gets red hot and is not completely enclosed is prohibited. Appliances that draw more electrical current than the wiring system can accommodate safely are prohibited. This includes light bulbs. The following appliances are approved for use in the residence halls: irons, coffee pots, small refrigerator, fans, stereos, heating pads, clocks, hair dryers, radios, tv's, and small microwave ovens. Some appliances that are NOT allowed include a George Foreman Grills, electric skillets, crock pots, hotplates, toasters, and toaster ovens. We will hold room-to-room inspections and if items are found, they are stored for student pick-up at the end of the semester.

ELECTRONIC DEVICES & COMPUTER USAGE

E-Mail - All electronic and telephonic communications systems and all communications and information transmitted by, received from, and stored in these systems are the property of the College. BCC's sexual harassment policy applies fully to the use of e-mail, text, social media and is incorporated herein by reference. College equipment shall not be used for personal gain. Students are not permitted to use a code, access a file, or retrieve any stored communication or files unless authorized to do so by a supervisor or the Chief Information Officer. No one may access the BCC email system with a pass code that is unknown to the college. Students who violate this policy are subject to disciplinary action, up to and including probation or suspension. To ensure that the use of electronic and telephonic communications systems and college equipment is consistent with the college's legitimate business interests, the Information Technology Department, under the supervision of the Chief Information Officer, may monitor the use of such equipment on a regular basis.

Internet-All Butler students, staff, faculty, administrators, and members of the communities the College serves are defined as qualified users of the college web site. The College does not guarantee the credibility, accuracy, or relevance of any item posted on the Internet. Such guarantees can come only from the people who make the posting.

Computer Rules of Conduct

- All students must follow normal standards of ethics and polite conduct when using the BCC Web Site.
- All students must use his/her own computer ID when accessing the Web Site.
- All students must respect other users' privacy and not access others' files or e-mail without permission.
- All students must avoid downloading materials that would be described by the court system as pornographic in nature.
- All students must share Butler's computer resources fairly without monopolizing hardware, software or printers.
- All students must avoid any illegal activity. Page producers and users are responsible for understanding the laws of libel, copyright, trademark and the Buckley Amendment.

Violations of these rules may result in the immediate suspension of the student's Internet access. Any violation should be self-reported or by another student to the Vice President of Student Services who will in turn report the violation to the President and to Information Services. Appropriate action will be determined and implemented.

Copyright (Peer to Peer File Sharing/Downloading)-The following activities are strictly prohibited, with **no** exceptions: Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Butler Community College. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Butler Community College or the end user does not have active license is strictly prohibited.

EMERGENCY EQUIPMENT

Emergency equipment units such as fire alarms, fire extinguishers, stair chairs, heat and smoke detectors, security cameras, fire doors, exit lights, emergency lights, and other equipment is in place to provide for the safety and security of students. Tampering or unauthorized use of this equipment is not allowed and can result in disciplinary action.

EMERGENCY EXIT DOORS

Emergency exit doors are located at the ends of hallways in the residence halls. They are alarmed and only to be used in case of an emergency. Improper use may result in disciplinary action.

EMERGENCY PHONE BOXES

There are emergency phone boxes located either in or by every residence hall that directly connects you to Public Safety when you push the button. Apartments' have a red emergency phone box in the front room. Cummins Hall's phone box is located on the west by the front doors and in the second floor lounge. West Hall's red emergency phone box is located on the south side outside by the south hall door. East Hall's yellow emergency phone box is located on the north inside the first set of front double doors.

ENROLLMENT REQUIREMENT

All residents in Butler Community College housing are required to maintain enrollment in a minimum of twelve (12) credit hours per semester. An individual may be removed from on-campus housing for failure to maintain this enrollment requirement.

FACEBOOK, YOUTUBE, AND OTHER SOCIAL NETWORKING TOOLS

The Residence Life office reserves the right to take disciplinary action against students that have photos and/or videos online that depict policy violations taking place in the Residence Halls. Photos and/or videos of such violations are proof that violations occurred.

FIREARMS, FIREWORKS, AND WEAPONS

Firearms, Fireworks, BB Guns, Pellet Guns, Air Guns, Replica Guns, knives with blades over 4 inches, and other weapons are prohibited on campus. Defense Aerosol Spray must be treated responsibly and kept secure. These items are not allowed in the residence halls and this includes parking lots and sidewalks. Weapons include anything that can emit a projectile.

FURNISHINGS

Residence Hall rooms are equipped with the following standard equipment: desks, chairs, extra-long twin mattresses and beds, dressers, shelves and a small refrigerator. None of the equipment may be removed from the rooms; including the type of beds found in the room. You may not add attachments of any type to any residence hall fixtures, including nails, paint, tissue paper, crepe paper, aluminum foil, or any other material.

No materials, whether flammable or non-flammable, may be suspended from, attached to, or draped from the ceiling. Any furnishings or carpeting brought into the room must be made of flame retardant materials. Only college curtains or draperies may be used in your room. No live Christmas trees in rooms. Other unapproved appliances include, but are not limited to: waterbeds, sun lamps, hot plates, electric pans or skillets, toaster ovens, electric fryers, fog machines, and halogen lamps, oil popcorn poppers, heat or sun lamps, space heaters, vehicle batteries, charcoal, gasoline, and items identified in under the Firearms, Fireworks, and Weapons above policy.

FURNITURE

Furniture in the lounges and other public areas of the residence hall is for use by all residents and their guests. Removal of furniture from public areas is prohibited. Students who move furniture from any area of the building will be subject to:

First Violation: \$50.00 fine, 10 hours of college service.

Second Violation: \$100.00 fine, residence hall probation.

Third Violation: \$200 fine and Disciplinary Action

IMMUNIZATIONS

To live in the residence halls, you are required to show documentation of the following immunizations: two MMR (Measles, Mumps, and Rubella) shots, current Tetanus shot, Tuberculosis (TB) test, and Meningococcal Vaccine or sign a waiver refusing Meningococcal Vaccine. If you don't show proof of these immunizations within the first month of the semester you begin living in the halls, you will be required to take these shots in order to continue living in the halls.

INSURANCE/INDEMNIFICATION

All residents should understand and agree that the college is not an insurer of the student's person or property. Each resident shall hold safe and harmless from any liability for any damages to the Resident or others. The resident may want to check with their parents to see if they are still covered by their parents insurance. Also, the resident can check with the Residence Life Office for the name of a company that handles student insurance.

MUSICAL INSTRUMENTS

Musical instruments are not to be played during quiet hours or at a level that is disturbing to the other residents. Residents are encouraged to use the practice rooms provided in the (700) Building.

NOISE

Sound carries easily through residence hall rooms & hallways. Voices, stereos, televisions, and bouncing balls in your room or hallways can often be heard in other rooms on your floor and the floors above and below you. You may be asked by other residents or staff to compromise by adjusting the sound/noise level in your room to reduce the disturbance to others around you.

NOXIOUS ODOR

A noxious odor is **any** odor or aroma of such intensity that it becomes apparent to others. Any odor can become noxious or offensive when it is too strong. Some examples are: perfume, air freshener, trash cans not emptied, large amounts of dirty laundry, or unclean rooms and bathrooms. Any of the before mentioned odors can be cause for disciplinary fines by a Residence Hall Manager.

OCCUPANCY

Only those assigned to a room are to live in that room. Violation of this rule will bring expulsion from housing immediately.

OPEN FLAME POLICY (INCENSE AND CANDLES)

Open flames, candles, and incense are prohibited in the Residence Halls. (See Candles)

PARKING

RESIDENCE HALL PARKING IN LOTS G, H, I, AND J ONLY

You will need a parking permit with the special Residence Life letter decal to park here on campus. These permits can be issued to you at the Office of Residence Life in the East Residence Hall (1300 Building). Each student must have a current parking permit displayed on their front mirror. Vehicles must be properly titled, tagged and insured. It is strongly recommended vehicles are locked when unattended, and that valuable items are removed. Butler Community College is not responsible for damages to and or thefts from vehicles. If a vehicle has been damaged or broken into, call Butler Public Safety (321-7657) immediately. There are selected handicapped parking spaces around the residence halls. These parking spots can be identified by yellow paint. These spaces are either for students or visitors that have handicapped parking stickers.

PETS

No pets of any kind are allowed in the Residence Halls.

PRORATION FOR THEFT OR DAMAGE

Financial charges relating to the damage or theft of college property are billed to the specific individual(s) responsible whenever such individuals can be identified. When damage or theft of college property cannot be assigned to specific individuals, the charges are divided equally among the residents of the affected floor, suite, building or area. In other words, if any damage occurs in such areas as your floor, suite, lounge, hallway or bathroom which cannot be properly charged to an individual, **ALL** members of the room, floor, lounge, or housing community may be billed equally for repairs.

QUIET HOURS/NOISE POLICY

Quiet hours will be in effect from 10:00pm-8:00am on Sunday through Thursday and 12:00am-8:00am on Friday and Saturday. A 24-hour quiet policy is in effect during finals week each semester. These hours supersede the regular quiet hours. Residents should use common sense showing respect for other residents in the group living environment.

The Noise Policy will be in effect 24/7. During this time there should be no:

Excessive or unnecessary noise in rooms or common areas, Slamming of doors, Running or shouting in halls, Excessive loudness of stereos, radios, TV's, Speakers in Student windows, Calling out from the windows or carrying on conversations from the windows

Violation will Result in:

First Violation: \$35.00 fine or 5 hours of Community Service

Second Violation: \$75.00 fine or 10 hours of community service

Third Violation: Residence Hall Probation and Disciplinary Action

RELEASE FROM HOUSING CONTRACT

Any student who is in attendance during the first semester of the academic year, and who will not be returning to the residence halls for the second semester, must cancel their contract in writing to the Director of Residence Life on or before December 1st in order for their contract to be considered for cancellation. The following students can be released from their housing contract at the end of the fall

semester: a) graduates; b) withdraws from the college; c) married; d) transfers to another institution as a full-time student; or e) commutes from home living with parents within a *30 mile radius of the college.

*The resident must provide a notarized statement with both yours and a parent's signature stating that you will be residing with each other at your home address. This home address must be the one listed at time of registration in Banner. Also, THE 30 MILE RADIUS IS DETERMINED BY USING MAPQUEST.COM.

Students will not be release from their contract at any time unless they notify the Director of Residence Life in writing, requesting to be released and BCC has another student to take their place. Meals will be prorated to the date the student checks out of the halls if they are released from their contract. The College may terminate this contract, if, in the opinion of the Director of Residence Life, the room or the residence hall should become untenable because of damage or destruction by fire or other causality. In such cases, the resident will be charged room and board fees for weeks in residence. Students who are required to leave the residence halls as a result of disciplinary action, scholastic reasons, or dismissal or withdrawal from the college will be charged for the entire housing portion.

ROOM DAMAGE/ROOM INSPECTION

Students are responsible for any damage that may occur to their room and will be billed accordingly. Damage to the room should be reported immediately to a member of the Residence Hall Staff. Any damage in the room, which cannot be assessed to a specific individual, will be prorated to each individual in the room.

College Officials may enter a room:

- To inspect for health and safety violations
- To check on the welfare of students
- To perform routine and scheduled maintenance
- To enforce college policies and/or state regulations

Announced and unannounced room inspections will be made throughout the year. Rooms should be kept clean and free of health hazards. Contraband will be confiscated and students found with contraband will be subject to appropriate disciplinary action.

REPORTING EMERGENCIES/MEDICAL EMERGENCIES/CRIMINAL INCIDENTS

To report a **medical emergency** call **911**, then call **Butler Public Safety** at **321-7657**. To report a **violent crime** call **911**, then call **Butler Public Safety**. For non-emergency incidents relating to health problems or to report a crime call **Butler Public Safety**.

ROOM CHANGES

After 20 school days, if you have really tried and things just aren't working out, contact the Director of Residence Life to apply for a room change. The Residence Life staff makes every effort to make room assignments so as to encourage compatible living arrangements between roommates (assignments are made on a first-come, first-serve basis). Once assignments are made, only the Director of Residence Life will make room changes or reassignments of room accommodations. (ALL parties involved in the change must schedule a time to meet with the Director prior to permission of room changes.

Students may request a room change, only after receiving approval from the Director of Residence Life and within a predetermined period of time. All room changes are subject to an administrative fee of \$50. Any unauthorized room changes are subject to disciplinary actions and fees.

ROOM INSPECTION, ENTRY, AND SEARCH

The College reserves a reasonable right of entry into your room to assure proper maintenance and repair, to provide for health and safety of all residents, and/or to investigate when there is a reason to believe that violation of a state, residence hall policy, or college regulation is occurring within your room. Two room searches will be conducted per semester. Signs will be posted at least 72 hours in advance.

ROOM KEYS

You are issued three keys. One which works on the residence hall entrances, one for your room, and a mailbox. These keys remain the property of the college and are only on loan to the resident as long as the resident is the rightful occupant of the assigned room in the residence hall. **You may not give your keys away to anyone. Report any lost keys to the Office of Residence Life Immediately.** You will only surrender your keys to a residence hall staff member. If you lose your room key, you will be charged \$25.00 for a new key and the cost to re-key your room. If you live in the apartments and lose your apartment front and back door key, you will be charged \$25.00 for each new key and the cost to re-key the apartment doors. Should you lose your residence hall entrance access card for West, East, and Cummins, you will be charged \$25.00 for a replacement card.

If we need to re-key the entrances and provide each resident of your residence hall with a new entrance key, you will be charged for the cost of this project. Mailbox keys are \$5.00 each. If you bend or break the key, the cost is the same as losing the key. If you lose your room key and a lock change is done, you will only get credited \$15.00 if you find your room key.

ROOM SECURITY

When leaving your room, make sure it is locked. This will protect you against theft.

SAFETY ESCORT

If you can't get a friend to walk with, don't hesitate to call **Butler Public Safety at 321-7657.**

SEXUAL HARASSMENT POLICY

Butler does not tolerate any behavior by administration, faculty, staff or students which constitutes sexual harassment of other students, staff, faculty or administrators. Such behavior subverts the mission of the college and is damaging to the academic environment, threatening the careers of students, faculty, staff and administrators. To review the full policy, this information can be located in the Butler Student Handbook as well as the Student Catalog. For the purpose of this policy, sexual harassment is defined as:

Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature (including sexually explicit language, jokes, etc.) when:

1. Submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic advancement,
2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic decisions affecting such individual, or
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or creating an intimidating, hostile or offensive working or academic environment.

SMOKING AND SMOKELESS-TOBACCO POLICY

This policy lessens the health risk of tobacco usage to students and all employees by prohibiting the use of tobacco products in all college owned and operated buildings and vehicles. Smoking and the use of smokeless tobacco products is permitted outside college buildings on college property (must be twenty-five feet from the entrance of any college building).

-Smoking and the use of other tobacco products such as snuff and chewing tobacco is prohibited in all college buildings and vehicles.

-Smokers are expected to use disposal containers provided for cigarette and cigar butts

-All students and employees have a responsibility to comply and to enlist the cooperation of students and fellow employees in accommodating the needs of smokers and nonsmokers.

SPORTS, ROLLERBLADES, SKATEBOARDS AND SCOOTERS IN THE HALLWAY

There is no playing of sports in the residence halls at any time. This includes, but is not limited to, tennis, Frisbee, football, basketball, or any type of nerf balls. No rollerblades, bikes, skateboards or scooters are to be used or operated in the residence halls.

STUDENT IDENTIFICATION CARDS

Student photo identification cards are issued in the Hubbard Center (600 Bldg.). Students are required to have their I.D. cards with them at all times in the Residence Halls. Students may be asked to show their I.D. cards to **Public Safety Officers and/or Residence Life Staff.**

STUDENT ID

You are required to carry your student ID with you all times. At any time you are on campus and a school official requests to see your ID, you are required to produce it. The outside doors to all residence halls are locked and monitored each night. Entry into your residence hall may be gained by using your access card.

Housing staff members and/or campus security have a right at any time to request to be shown student ID or room key. Staff will ask to see your ID whenever they do a lock-out. If you do not live in the residence hall and **you are** trying to enter, you may be denied such entry if you are unable to provide proper ID. Your ID is also your meal card in the cafeteria and library card.

THEFT OF PERSONAL PROPERTY

Butler Community College is not responsible for any theft which may occur. You should contact the Director of Residence Life and/or campus security if they discover the theft of their personal property. Remember, there are closed circuit televisions throughout the residence halls. It is strongly advised to record the make, model and serial numbers of electronic items (computers, game systems, televisions, stereos, iPods, cell phones, etc.) upon your arrival at Butler Community College. It is also helpful to mark these items with your name or a distinguishing number or symbol. If you find property is missing from your room, notify **Butler Public Safety at 321-7657**. Theft or damage to or destruction of property belonging to the college, faculty or staff, visitor or student may result in probation, suspension, or expulsion.

TRASH

Personal resident trash needs to be taken out to the dumpsters located on the north side of the East parking lot. Keep doorways free of trash, trash bags, containers, boxes, and personal belongings. Any items that are left in the hallway will be confiscated and the resident responsible will be fined \$35.00 per bag for trash left out in hallways, bathrooms, and outside on the sidewalks.

TRESPASSING

Students are not permitted to enter other resident's rooms without authorization, even if the room is left unlocked.

UNACCEPTABLE BEHAVIOR

The purpose of this section is to outline different situations and types of unacceptable behavior where a fine will be imposed. The following will be subject to a fine of \$35 for the first offense, \$75 for the second offense, \$100 for the third offense and disciplinary action including, but not limited to, probation or suspension.

1. Public profanity, cursing or vulgarity, fighting and abusive actions.
2. Failure, refusal or inability to present a current BCC ID card upon request.
4. Unauthorized entry to or use of BCC Residence Life facilities
5. Unusually loud noise which creates a public disturbance including, but not limited to, shouting, use of portable radios, use of automobile radios, use of laptops or musical instruments.

VACATION

All Residence Life Housing closes for an extended amount of time in observance of the holiday season and during spring break. Students must be granted permission from the Director of Residence Life to stay during breaks such as Thanksgiving, Christmas and Spring Break

VISITATION

There is a twenty four hour in-house visitation for the residents of the BCC Residence Halls. Twenty four hour visitations means residents may have visitors (anyone that is not assigned to that specific dorm room). However, in order to obtain permission-there are several steps that must be taken.

1. **Permission of the roommate.** Abuse of this rule will be handled by the Director of Residence Life and the Butler Public Safety Office.
2. **Complete Overnight Guest Registration by 12:00am (midnight).** The Overnight Guest Registration is handled by the Resident Assistant on Duty. The RA on duty is stationed in the East Hall from 7:00pm-12:00am. The Resident AND the Guest must register together.
3. **Escort Visitor at ALL times.** Your visitor must be escorted at all times while they are in the Residence Halls. If/When a visitor is left unattended; they will be required to leave the dorms.
4. **Visitors/Overnight Guests must carry Student ID and/or State Issued ID.** All residents and guests must carry identification on them at all time. If at any time they are asked to present ID and cannot do so, they will be required to leave the residence halls.

The following policies and regulations governing non-resident visitation and escorts have been established for the safety, security, and privacy of the residents of the building:

- Visitors are permitted in the buildings between 8:00am-7:00pm as long as they are escorted with a BCC Resident and from

7:00pm-7:00am as long as they are escorted and registered with the Residence Life Staff and Public Safety Office.

- Residents are allowed to have visitors stay as overnight guests as long as they are registered with the Residence Life Staff and the Public Safety Office no later than 12:00am. All Visitors must provide current State or College Issued ID. All non-residents MUST be escorted by the Butler Resident at all times.
- BCC Residents are held fully responsible for the actions and behavior of their non-resident visitor.
- An overnight guest will not be allowed under any circumstances to occupy a room and/or bed/space in the absence of his/her host.
- All overnight guests must be at least 18 years of age.
- Guests are responsible for following the same regulations as their host, the host will be held responsible for his/her guest. The host must inform their guest of rules, hours and facilities. The rights and property of roommates and other residents of the College must be protected from all unwanted intrusions and vandalism.
- If any unregistered guests are found, they will be ejected upon their detection regardless of the hour. An unregistered guest is considered a trespasser and could be subject to arrest in the accordance with Kansas State Penal Law.
- The procedures for all overnight guests must be followed if a visitor wishes to stay overnight in residence hall.

Failure to abide by the visitation policy will result in:

First Offense- \$35.00 fine or 5 hours of community service and 30 day loss of visitation,

Second Offense- \$75.00 fine or 10 hours of community service and one semester loss of visitation.

Third offense-Results in complete loss of visitation indefinitely.

It is the responsibility of the person being visited, to make sure their guests are signed in on the Visitor Log Sheet, this is mandatory for all guests who will be staying past 12:00am, midnight. The visitor logs are located in the lobbies of Cummins, East, and West. If it is after 7:00pm and there is no Visitor Log, please call the RA on duty at 316-323-8090 and provide them with your guests information. **All guests must be accompanied by their visitors at all times. Any unaccompanied guest(s) or a guest whose ID is requested and cannot be produced will be asked to leave the building immediately. Hosting residents are responsible for the behavior of their guest(s) at all times and are required to escort them when inside the residence hall.**

Overnight Guests

An overnight guest must be accompanied by a resident and is limited to a 3 consecutive night stay on campus and a maximum of 2 stays per month. All of the residents that wish to have an overnight guest must be sure to register their guests information with Residence Life and Public Safety. Resident Assistants will maintain a residence hall student guest register. The college reserves the right to limit the number of overnight guests.

WINDOWS

Residents may not enter or exit through windows. No objects may be thrown from or placed outside residence hall windows. Also, for safety issues, you may not put anything directly onto your windows, this includes item such as, but not limited to foil, newspapers or anything else to cover your windows. Violations may lead to expulsion from the residence halls. **DO NOT TAKE YOUR SCREEN OFF UNLES FOR EMERGENCY EVACUATION.**

RESIDENCE LIFE DAMAGE CHARGES

Any damages involving Residence Hall rooms and common areas will be assessed to the student or students who live in that area. Below is an estimated listing of damage charges. Other damages will be assessed on a case-by case basis.

DOORS

Brackets On Door Damaged	\$5.00	Replace Door Knob Shear Pin	\$5.00
Door Stop Missing	\$5.00	Repair Holes In The Door/Hole	\$20.00
Door Dented &/or Vandalized	\$50.00	Repair/Replace Closer	\$90.00
Lock Set	\$140.00	Replace Doors	\$350.00

WINDOWS

Damage to Window Screen

West Hall (Small)	\$37.00	Apartments (Medium)	\$50.00
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East & Cummins (Large) \$74.00

Window Blinds Bent Or Broken

East/Cummins	\$63.00
West Hall	\$38.00

Window Broken

East/Cummins	\$171.00
West Hall	\$125.00

WALLS

Holes In Wall Or Ceiling	\$30.00	Burns On Wall	\$50.00
Paint, Glue, Or Tape On The Walls	\$80.00	Painting Ceiling	\$150.00

FURNITURE

Drawer Handle Missing Or Broken	\$5.00	Electrical Plate Missing Or Broken	\$5.00
Drawer Repair	\$12.50	Repair Desk Front	\$20.00
Waste Paper Container Missing	\$20.00	Lamp Broken Or Missing	\$30.00
Desk Drawer Missing	\$45.00	Desk Marred, Burned or Damaged	\$50.00
Refinish Drawers	\$50.00	Bed Frame Bent	\$50.00
Chest Of Drawers Broken	\$75.00	Chair Missing/Broken	\$75.00
Three Position Chair	\$145.00	Desk	\$165.00
Chest Of Drawers	\$290.00	Bed	\$90.00
Refrigerator Missing	\$130.00	Writing On Bed Frame	\$40.00
Mattress Damaged	\$90.00		
Writing On Apartment Table	\$20.00-\$400.00		

OTHER

Towel Rack	\$15.00	Toilet Paper Holder	\$15.00
Front Panel Of Sink Missing	\$20.00	Burns On Shelving (Formica Board)	\$20.00
Fire Extinguisher Refill	\$20.00	Toilet Seat	\$21.00
Floor Vent (Apts.)	\$22.00	Light Fixture Broken	\$24.00
Light Cover Missing/Fixture	\$24.00	Hole The Carpet (Per Square Yard)	\$27.00
Light Cover In Walkway	\$40.00	Room Not Cleaned	\$50.00
Closet Curtains (Each)	\$107.00	Exit Fixture Damaged	\$150.00
Emergency Lights Damaged	\$150.00		
Smoke Detector Damage/Missing	\$50.00-\$150.00		
Bathroom Mirror Broken	\$25.00-\$200.00		

FLOORS

Floor Tiles (Per Tile)	\$3.00	<u>KEYS & PROX CARDS</u>	
		Key	\$25.00
		Mailbox Key	\$5.00
		Prox Card	\$25.00

Theft: Don't Be a Victim

- Do not leave items unattended. Backpacks, books, laptops, cell phones and Ipods left on tables are easy targets.
- Always lock your doors, even at home. Most thefts in residence halls occur when a door is left unlocked for just a few minutes.
- Record all your valuables and write down the serial numbers. Consider engraving an identification number on your items.

Sexual Assault Awareness / Prevention

For more information about BCC's Title IX policy please visit:

<http://www.butlercc.edu/info/20090/campus-safety/481/sexual-respect--and--title-ix/5>

- Use common sense in where you go, who you go with and what you do. Do not put yourself in a vulnerable situation.
- Always be aware of your surroundings.
- Note open businesses if you should need to ask for help.
- Avoid walking alone; walk in a group, or call Public Safety for an escort.
- When at a party, do not take an open or poured drink from a stranger. Do not drink from an unattended beverage.
- Accepting rides from strangers or casual acquaintances can be risky.
- Do not feel obligated to be friendly or helpful. Stand back and shout, if necessary.
- Keep car, Residence Hall rooms and home doors locked at all times.

We encourage you to make the most of our time here at Butler. Below are just a few reminders that we would like to share with you!!

Remember These Important Things

What you can do or bring:

- GO TO CLASS!!
- Read this Handbook
- Carry your Student ID with you at ALL time!
- Take advice from those with experience
- Even if you don't know anyone, join in on the Student Life Activities and Campus Events
- Be open-minded
- Attend all of the Welcome Week Activities
- Take time out to get to know your roommate
- Set boundaries as far as bedtime, showering schedules and what is up for sharing in your room. • Clear communication is key!
- Be true to yourself!
- XXLTwin bed sheets
- Microwaves-Ramen Noodles!!
- Dorm-size refrigerators-don't overstock them, be sure to eat in the Caf, it's where everyone is at!
- Free cable service-If you have problems with your Cable-it is your responsibility to call Cox Communications at 316-452-5413
- Clean rooms/bathrooms (Bring your own broom and bathroom cleaning supplies)
- Multiple outlet strips (i.e., surge protectors or heavy duty outlet strips)
- Washers and dryers are located in the Cummins, East and West Halls
- ID cards (Carry them with you everywhere!)

What not to do or have:

- Do not stay up late EVERY night; it will catch up to you
- Do not procrastinate, set deadlines for yourself and meet them regularly
- Do not feel like you can't ask the staff questions!!
- Do not make excuses for bad behavior
- Hot plates, toaster ovens, hot pots, etc.
- Pets
- Lost keys (they cost \$50.00 to replace)
- Alcoholic beverages
- Any form of tobacco (inside all campus buildings)
- Firecrackers
- Firearms
- Baby-sitting or young children staying in the residence hall
- Using your room or any part of the dorm as a place of business
- Painting your room
- Water guns, water balloons, (super soakers, etc.)
- Misplace Room Keys or Student IDs
- Disruptive loitering in parking lots or breezeways
- Pellet or BB Guns
- Paintball guns or toy guns
- Absolutely no type of guns or ammunition

**Butler Community College Residence Life
Public Safety & Security Office (316) 321-7657
RA Phone (316) 323-8090**