

**Campus View
Student Housing
Resident Guide
2022-2023 Academic Year**

WELCOME

The Housing & Residence Life staff welcomes you to Campus View Student Housing at Highline College!

The Resident Guide is designed to provide you with community standards, guidelines, and pertinent information for the duration of your stay at Campus View. As a resident, you are responsible for reading and understanding the contents of this document.

Be sure to keep this information in a handy place in your room or bookmark it online so that you can refer to it when questions arise in the coming months. Of course, you can always contact your Resident Assistant or the Housing & Residence Life office whenever you have questions about living in the residence hall.

HOUSING

Housing is responsible for the overall operation of the residential facility, billing, and Housing Application process.

RESIDENCE LIFE

Residence Life is responsible for the overall coordination of the residential experience in Campus View. Our professional staff members have extensive training and education in student learning and development and employ that expertise to enhance and support a dynamic and healthy community, which welcomes everyone, promotes self- understanding, and values community responsibility.

CAMPUS VIEW STAFF

Campus View has a variety of both student and professional staff. Staff are here to help make sure your experience as a resident in Campus View is as successful as possible. If your Resident Assistants are not able to provide you with the assistance you need stop by the office and make an appointment with one of professional staff. The staff will be able to assist you in determining who in the Housing Office best to meet with.

RESIDENT ASSISTANTS (RA)

The Resident Assistant (RA) facilitates the social, academic, and personal adjustment of students to the residence hall and College. RAs develop a sense of community among residents as members of a floor, residents of the hall, and active participants in the campus community.

HOUSING AGREEMENT

As a campus committed to the education students, the residential experience is considered an integral part of a student's education. All first quarter international students are required to live on campus. We welcome all students at Highline College who are enrolled in at least six credits to reside in Campus View.

A full copy of the housing agreement as well as the terms and conditions can be downloaded from your Resident Portal upon request.

Although it is important for you to be familiar with the entire contract, the information emphasized here should assist in answering some of the more common questions concerning your contract.

The Academic Year Agreement is offered until the first FRIDAY of November, each Fall Quarter. Residents who have signed the Quarter Only Agreement may request to switch to the Academic Year Agreement up-until this deadline and receive a credit for the difference in housing cost toward their Winter Quarter Housing fees.

Occupancy

The resident agrees that occupancy of the assigned room is limited to resident(s) assigned to that room, that the room will be used only as living space, and that the space will not be loaned to or occupied by others, except in the case of accompanied guests. Unless specified otherwise in writing, the following dates of occupancy apply.

Summer 2022 Quarter Move-In Date

Move-in will begin for all Summer 2022 residents on Friday June 24, 2022 between 9AM – 5PM. International Students may arrive beginning June 20, 2022.

The Summer Quarter Housing calendar is June 24, 2022 – August 20, 2020

Fall 2022 Quarter Move-In Date

Move-in will begin for all Fall 2022 residents on Friday September 23, 2022 between 9AM – 5PM. Student Athletes and International Students may arrive beginning September 16, 2022.

The Fall Quarter Housing calendar is September 23, 2022 – December 17, 2022.

Winter 2023 Quarter Move-In Date

Move-in will begin for all Winter 2023 residents on Friday January 6, 2023 between 9AM – 5PM. International Students may arrive beginning December 30, 2023. Move-in is NOT available on January 1, 2023.

The Winter Quarter housing calendar is January 6, 2023 – March 25, 2023

Spring 2023 Quarter Move-In Date

Move-in will begin for all Spring 2023 residents on Friday March 31, 2023 between 9AM – 5PM. International Students may arrive beginning March 27, 2023.

The Spring Quarter housing calendar is March 31, 2023 – June 17, 2023

Move-out Dates

Summer Quarter: 08/22/2022 by 12PM

Fall Quarter: 12/17/2022 by 12PM
Winter Quarter: 03/25/23 by 12PM
Spring Quarter: 06/17/22 by 12PM

2022-2023 Housing Rates

Campus View

Room Type	Quarter Only	Academic Year	Summer
Two-Bedroom	\$3,179.00	\$9,060.00 (\$3,020.00 p/qtr)	\$2,872.00
Four-Bedroom	\$2,904.00	\$8,049.00 (\$2,683.00 p/qtr)	\$2,573.00

Housing Fee Payment Due Dates:

- Summer Quarter 2022: June 24, 2022
- Fall Quarter 2022: September 23, 2022
- Winter Quarter 2022: January 6, 2023
- Spring Quarter 2022: March 31, 2023

Housing Fee Prorations

Campus View offers two prorated housing fees for late move-ins during the quarter. The first prorated fee is a 25% reduction for any move-in beginning the start of the 4th week of classes. Any applicable Housing Scholarship or concession offer would also be subject to this prorated reduction. The second prorated fee is a 50% reduction for any move-in beginning the start of the 7th week of classes. For the Summer Quarter, the 25% reduction is the only proration offered. Any applicable Housing Scholarship or concession offer would also be subject to this prorated reduction. Campus View does NOT offer any prorated fees or refunds for early move-outs.

Early Move-In Requests and Fees

Early Move-ins are classified as any move-in prior to the advertised move-in date for each quarter. Incoming residents may REQUEST an early move-in for consideration. Early Move-in requests are NOT guaranteed. Early Move-in fees will accompany all approved Early Move-in requests.

Approved early move-ins are charged at \$250.00 per week on a Friday – Friday calendar and NO prorations are offered for partial weeks. Any approved early move-in that is within the previous Quarter’s academic calendar will be charged at \$300.00 per week. All Early Move-In fees are required to be paid prior to move-in. Residents will NOT be permitted to check-in for move-in until the early move-in fees have been paid.

Contract Cancellation Process

The housing agreement is binding for the entire quarter or academic year. The contract may be canceled during its term for the following reasons:

- Assignment to Highline College Internship 20 miles or more from Campus View

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- Completion of Degree
 - Military Service
 - Enrollment Withdrawal

Should a student be released from their housing agreement, they will be responsible for any applicable cancellation fees which may include the repayment of discounts received if an Academic Year Agreement is signed and canceled (i.e. difference in housing rate and/or rate incentive/scholarship from the originally signed agreement to their agreement release). Refunds are only available for any pre-payments of the following quarter. Refunds are not available for any approved cancellation for the current term after the start of the term.

Housing Agreement Renewal Process

For Residents who have signed a Quarter Only Agreement: Each Quarter, the Campus View Office will send out email notices regarding the opening of the Housing Agreement Renewal process for the next quarter. This process typically begins 6-8 weeks prior to the end of the current quarter. Within these email notices, the Campus View Office provides a renewal DEADLINE which is approximately 30 days prior to the move-out date of the current quarter. Residents who have signed a Quarter Only Housing Agreement are REQUIRED to respond to these email notices to request a Housing Renewal to continue living at Campus View Student Housing for the subsequent quarter.

Housing Renewals are available for the Summer to Fall Quarters, Fall to Winter Quarter, and Winter to Spring Quarters. The Summer Quarter begins a new Academic Year and is a completely new Housing Agreement so a Spring to Summer Quarter renewal is not offered.

Residents who fail to request a Housing Renewal by the announced deadline are NOT guaranteed a renewal and approvals for a late renewal are subject to occupancy availability only.

Housing Renewal Fee

Residents who move-out of Campus View but request to return within one quarter of their move-out, will be considered a renewal. However, because there has been a one quarter gap since the student has been a resident, a \$100.00 renewal fee is required. This fee covers both administrative costs as well as cleaning costs for the resident's eventual move-out.

Any resident who has moved-out of Campus View and requests to return after two or more quarters since their move-out will be considered a NEW resident and will be required to pay the Application Fee (\$50.00) and the Administration Fee (\$200.00).

PROCEDURES

Health & Safety Inspections

The Housing and Residence Life office performs once per quarter health and safety inspections of all rooms. The inspections period is scheduled in advance and although residents may request advance notice of when their specific apartment/room will be

inspected, inspections will occur with or without residence being present. Re-inspections occur within 72hrs of any identified violation and may occur with or without the resident present. During inspections, staff will specifically be checking for:

- a) Fire safety violations including, but not limited to, unauthorized electrical equipment, unauthorized appliances, candles, incense, or anything deemed a fire hazard;
- b) Excessive paper or other flammable materials hanging on walls and the ceiling, and within 12 inches of the fire alarm, sprinklers, or light fixtures;
- c) Obstructions or tampering of the fire alarm, sprinklers, or other life safety systems;
- d) Unsanitary living conditions including, but not limited to, trash and improperly stored food or waste;
- e) General maintenance including, but not limited to, damage to the room or provided furnishings;
- f) Staff will not be searching the room, but any violations of the Resident Guide, or Student Conduct Code (<https://studentservices.highline.edu/student-conduct/code/>) in plain sight will be documented for follow-up by the Housing and Residence Life office.

Except as indicated in this section, the College agrees that entry without notice will be made only in emergencies to inspect or protect health, safety, or property of residents, as well as any emergency maintenance issues.

Staff will also enter residential rooms after the conclusion of each academic quarter to ensure residents are properly maintaining the condition of their room/apartment and to verify all windows are closed, appliances are unplugged, trash removed, and generally safe conditions are present for the break period.

Fire Drill Schedule

Fall

All residents will be notified of fire safety procedures and evacuation routes in the event of a fire alarm. Before the first planned fire drill, a community email will go out to all residents with this information as a reminder of the fire safety procedures. The fall fire drill will occur within three weeks of the email notification to residents.

Winter

A surprise or announced drill will occur within sixty (60) days of the 1st day of classes in the spring. Unscheduled alarms will NOT be credited as organized drills.

Spring

A surprise or announced drill will occur within sixty (60) days of the 1st day of classes in the spring. Unscheduled alarms will NOT be credited as organized drills.

Residence Life will coordinate the drill schedule with Campus Safety and attempt to take weather into account. All drills will be scheduled from Monday through Friday between the hours of 10:00 am-10:00 pm.

Residence Hall Check In

All residents must check in with Housing & Residence Life prior to moving into a new room. When student's check-in, they will receive:

- Bedroom key
- Key card for building and apartment door
- Mailbox key

Room Condition Report

You are responsible for completing your Room Condition Report via the "Inspection" tab in your Resident Portal account. The report must be completed within 72 hours of move-in. If you do not complete the report, any damage identified in your room upon your move-out will be your responsibility regardless of when the damage occurred.

Residence Hall Check Out

Once you have completely removed all of your personal items from your bedroom and apartment, an inspection of your bedroom and apartment will be conducted by a Campus View Staff member. If you are departing during normal business hours, you may visit the Campus View Office (Mon-Fri 8AM-5PM). If you are departing on the weekend or between 5PM-9PM, you may contact the RA on-duty. ANY check-outs after 10PM or before 8AM, residents are directed to use the envelopes and white drop box to the right of the Campus View office. Campus View recommends pre-scheduling your inspection to insure the availability of Campus View staff.

Prior to your check out walkthrough:

- Remove all your belongings from the room
- Perform a basic cleaning of your bedroom
 - Residents may be subject to a cleaning fee of up to \$200.00, each, if a basic cleaning of their bedroom, bathroom, and common areas (kitchen and living room) is not completed.
 - For any SHARED spaces (kitchen, living room, bathroom), the LAST resident remaining will be responsible for the cleaning of these spaces regardless of any items left behind by roommates.
- Check your mail one last time
- Provide the office with an updated mailing address and provide USPS with a forwarding address. Campus View will NOT forward resident mail or packages.

At your check-out walkthrough we will:

- Evaluate the condition of your room compared to its condition at move in
- Collect your mailbox key and room key
 - Bedroom keys not returned will result in a lock change fee of \$150.00
 - Mailbox keys not returned will result in a lock change fee of \$150.00
- Discuss any anticipated charges with you

Any resident who fails to check-out by the announced deadline is subject to a \$150.00 improper check-out fee.

Any resident who fails to move-out by the announced deadline, is not present and does not respond to attempts from Campus View Staff to contact them WILL have their bedroom items collected by Campus View Staff and stored for a period of 30days. The resident will also be assessed a \$300.00 fee for this. If the resident does not return or respond to communication attempts at the conclusion of the 30days will have their items disposed of or locally donated.

Room Consolidation Process

Your room assignment is considered final for the duration of your contract. At times Housing & Residence Life might need to change your assignment for reasons such as consolidating vacancies, student conduct, or irresolvable incompatibility of roommates.

If a vacancy occurs in your assigned apartment, you have 7 business days to select one of the following options and contact Housing & Residence Life to facilitate an assignment change.

1. Accept a roommate assigned by Housing & Residence Life at any time.
2. Select a roommate from another under-assigned room.
3. Move into another under-assigned room.

Under-assigned rooms may be consolidated per established guidelines if option 1 above is selected.

Summer Quarter Consolidation Process

All residents should be advised that Campus View may perform room consolidation for the Summer Quarter. Residents from ALL floors are subject to room consolidation and any resident staying at Campus View for the Summer Quarter should be prepared to consolidate rooms.

Roommate Agreements

After you move into a new room and meet your roommate(s) your Resident Assistant contact you to facilitate a roommate agreement conversation. This process is mandatory and allows each roommate to identify and express their expectations for the shared living space and come to consensus on how to best live together. We encourage you to be open and honest during this process so your roommate knows what your needs and wants are. Roommate agreements can always be revisited as expectations change.

Roommate Change Procedures

The on-campus living experience is an educational one that contributes to your development. You'll probably learn a thing or two about yourself while living with about 160 other people. The residential experience provides you many opportunities to meet new people, develop relationships, and learn to live and communicate with a diverse group of people.

On occasion, roommate matches do not develop as intended and a resident wants to change roommates. In these cases, it is expected that every effort will be made by the individuals involved to resolve any conflict prior to a change of assignment. Residents are encouraged to speak with their Resident Assistant as soon as possible to begin this process.

Generally, when you speak with your Resident Assistant you will mutually decide if you want to address the situation personally after some helpful coaching or if a mediated conversation with your roommate(s) would be helpful. This conversation between roommates most often resolves roommate conflicts. You should plan (or even schedule) a time about two weeks later to reconnect with your Resident Assistant to discuss the progress of your attempted resolution.

If the issue persists you can come up with another strategy collaboratively with your Resident Assistant or they may suggest that you meet with the Director of Residence Life. The Director will then determine the most appropriate next steps.

NOTE: Under no circumstances should you begin to move rooms prior to receiving written authorization and directions on how and when to move.

Changing rooms without authorization from Housing & Residence Life is not permitted. Please note: There is a one (2) week freeze on all room changes at the start of each quarter to allow Housing & Residence Life an opportunity to evaluate occupancy and identify spaces that may emerge in between quarters. There is a one (2) week freeze at the end of each quarter for room changes. There is a \$150 administrative fee for all room changes.

Break Period Housing

Campus View does not close during any academic quarter break period (ex. Winter or Spring break periods). Most residents choose to go home or travel during this period. While you do have access to the halls over break, you may choose to leave during this time. If you are continuing as a resident to the next quarter, you are welcome to leave your belongings. **ONLY** residents with a Housing Agreement for the subsequent quarter are permitted to stay during the break period.

When you leave your room for a break or extended period of time, it is important that you do the following:

- Unplug small electrical appliances
- Remove all trash and recycling
- Dispose of all perishable food items
- Close and lock windows, and close blinds
- Be sure that your door is locked
- Turn off faucets
- Submit any maintenance requests
- Turn down your bedroom thermostat to 65 degrees.
- *If all roommates are departing, turn down the living room thermostat to 65 degrees*

Housing & Residence Life conducts quarter break closing inspections of each room at the end of every quarter.

Building Wide and Floor Specific Meetings

Campus View will periodically schedule building-wide and/or Floor specific floor meetings. These meetings are held to disseminate important information to residents at various points of the Academic Year (i.e. introductory information at the start of the Fall Quarter or important information regarding holiday break periods at the end of the Quarter). It is the responsibility of each resident to respond to any email messages sent out by the Campus View office announcing these meetings if they are unable to attend. Residents are fully responsible for all information shared during these meetings even if they are not in attendance. RAs will follow-up with residents who are not in attendance, but it is the resident's responsibility to insure they receive the information presented during these meetings.

RESIDENCE HALL AMENITIES & SERVICES

Community Lounges

There are lounge spaces on each floor as well as a roof top lounge on the 6th floor. Students should follow rules and are expected to clean up after themselves and not leave personal belongings in these spaces.

Custodial Service

Custodial service is provided in common areas such as hallways, stairwells, lounges, and public bathrooms. However, you are responsible for cleaning up after yourself in all community spaces including lounges and the rooftop patio and kitchen area.

You are responsible for keeping your room and bathroom clean. Residents are responsible for the disposal of trash, recycling, and compostable in designated areas. Residents may be documented for a Health & Safety violation if their bedroom, bathroom, kitchen, and/or living room are found to be in unsanitary conditions. Residents may be removed from Campus View and prohibited from re-applying for residence for a pre-determined amount of time for repeated violations or an inability to maintain acceptable cleanliness standards as determined by Campus View staff.

Laundry Facilities

The laundry room is located on floors 2-5 and is available 24-hours a day. The Washers and Dryers operate on an APP based system (CSC GO). Resident who wish to use a credit/debit card or Apple Pay, will need to download and use the APP. The machines do still operate on Quarters.

After each use please leave washer doors open and remove lint from the lint trap in dryers. This will help keep machines in working order. If a washer or dryer is out of order, please submit a service request through the laundry company's website. The service request submission process is available on posters hanging in each laundry room. There is one "front"

loading washer in each laundry room. Laundry detergent “pods” should be placed INSIDE the washer with your clothing and NOT be placed in the detergent drawer.

Lost and Found

Any lost and found items in the building are dropped off at the Housing Office and then sent to the Public Safety in Building 6.

Mailboxes and Packages

You are assigned a mailbox number upon move-in. Mailboxes are located in the lobby.

Your Name
2920 College Way
Apt# - Room Letter (ex. 201-A)
Des Moines, WA 98198

Residents who are not using the proper mailing address will be given two reminders to correct their mailing address. Any improperly addressed mail received after the two reminders will have mail automatically returned to the sender. Mail is delivered by the United States Postal Office according to their schedule. Packages delivered by Amazon, UPS, FedEx, DHL, or any other delivery service will be collected at the Campus View office and logged. Residents should WAIT to receive an email from the Housing office announcing that a package is ready for pick-up. The Campus View Office accepts package deliveries during normal business hours, Monday – Friday 8AM – 5PM. Package deliveries are NOT accepted on weekends. Residents should set delivery options, when available, to prevent weekend deliveries.

At the end of the academic year or if a resident is not returning for the subsequent quarter, the resident is responsible for submitting a change of address form to the USPS. This will allow for your mail to be re-routed to your new address. Campus View will NOT forward any mail or packages for students who move-out and will return to sender any mail or packages it receives after a resident has moved-out.

Food and other Perishables Deliveries

Campus View does NOT accept any food or grocery deliveries. Resident should pay attention to any delivery status messages when ordering food or groceries to immediately meet and accept the delivery. If the Resident does not respond to the delivery personnel’s attempt to reach the Resident, the delivery may be left by the delivery personnel in the lobby or outside of the Campus View entrance. Campus View accepts NO responsibility for these deliveries and any item(s) not pick-ed up within 24hrs will be disposed of to prevent the attraction of pests.

Other perishable (ex. flowers or edible arrangements) deliveries will be accepted by the office and held for a 24hr period ONLY. If the Resident does not collect the delivery within 24hrs, the item(s) will be disposed.

Maintenance

We have a maintenance team dedicated to working on Campus View. If you notice something in your room or in a community space that needs attention, please submit a Work Order request through your Resident Portal. If you are unfamiliar or have difficulty with accessing your Resident Portal please email housing@highline.edu or stop by the office.

The prompt and detailed reporting of maintenance issues can often prevent more extensive problems and keep our halls as comfortable as possible.

If you are experiencing a maintenance emergency such as no electricity, no heat, a broken window, inoperable door, or a major plumbing issue please call the RA duty phone 24 hours a day to report this emergency.

Recycling, Trash, & Compost

Recycling and trash are located outside of the building to the right. Residents are expected to maintain a reasonable level of cleanliness in your room, including removal of all trash and recycling on a regular basis. Trash cans are NOT included as an apartment amenity. Residents should transport their trash with care from their apartment to the trash area outside of the building. Any resident found to have transported their trash leaking or spilling its contents through the building will be assessed a cleaning and disinfecting fee of \$250.00.

Items for recycling may NOT be collected in a plastic bag to be placed in the recycling containers. The Recycling Company does not accept recycling collected in plastic bags. Any plastic, glass, or metal containers MUST be rinsed and dry in order to be recycled. Pizza boxes are NOT recyclable; Styrofoam food containers are NOT recyclable; batteries or other electronics are NOT recyclable. Clothing, books, or other household items (dishes, cutlery, cookware, etc.) are NOT recyclable. If you have any QUESTIONS if an item is recyclable or not, please stop by the Campus View Office.



Residential Rooms

Room Features

- Key Card Apartment Access
- Shared Bathroom with Shower (shower curtain is not included)
- Wireless Internet (bedroom wired connection activation available upon request)
- Room Controlled Heat.

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- ****Campus View apartments are NOT equipped with air conditioning****

Furnishings (per resident)

- Desk with 3 drawers
- Desk chair
- Extra-long twin bed and mattress
- 2-drawer dresser
- Closet Space for hanging items

Rooftop

The rooftop deck use is for residents and their guests only. Residents are expected to clean-up after themselves when using the Rooftop area. This includes cleaning the rooftop BBQ grill and/or kitchen area after use. The BBQ grill is a gas grill. The gas can be activated opening the metal box hanging on the wall adjacent to the grill and turning on the timer. Any resident who uses these amenities and fails to clean-up after themselves will be assessed a cleaning fee up-to \$150.00 per incident.

There is absolutely no smoking, including e-cigarettes and vaping, on the roof patio or anywhere inside the building.

Safety and Security

Campus View is committed to the safety and security of students, faculty, staff and facilities. Highline College provides 24 hour staffed officers who wear uniforms and carry identification as they patrol parking lots and the areas around the residence halls.

Internet

Campus View is equipped with wireless internet service, free of charge, for all residents through Xfinity Communities. Residents will receive an account activation email from Xfinity Communities and will be required to complete this activation process. The WIFI login and password information will be emailed directly to you from Xfinity Communities. Campus View does not have any access to WIFI passwords or login information.

Residents may NOT connect personal networking devices to the Campus View wireless network or to Xfinity equipment in individual apartments. All resident bedrooms are equipped with a plug-in LAN connection that may be activated upon request. Residents should contact the Campus View Office if they are experiencing any internet connectivity issues.

Liability Insurance

Campus View registers ALL residents for Liability Insurance which covers damage to Campus View property (walls, floors, furniture, appliances, etc.) from incidents of major damage (ex. fires or floods) and protects the Resident from injury to others due to the Resident's actions. This Liability Insurance policy is through a company called "Grad Guard" and underwritten by Merkel Insurance, with monthly premiums already included in the cost of housing. This policy does NOT cover any damage or theft to a Resident's personal belongings.

Renter's Insurance

Campus View does not require, but HIGHLY recommends all residents purchase a Renter's Insurance policy to cover their personal belongings from damage or theft as well as incidental damage repairs while living at Campus View (ex. broken window, drywall repairs, etc.). Per the Housing Agreement, Campus View assumes zero liability for a Resident's personal belongings from damage or theft regardless of responsibility. Renter's Insurance coverage is available through "Grad Guard" or many other insurance carriers. For further information regarding a policy through "Grad Guard," please contact the Housing Office at housing@highline.edu.

RESIDENTIAL POLICIES & PROCEDURES

Mutual respect and consideration for others is the best strategy to help insure the successful growth of the community. Before you act, consider the impact your actions may have upon your fellow community members.

To ensure the Residence experience is conducive to academic and personal enrichment of all students, Highline College and its partners have established the following residence hall community living policies, expectations, guidelines and facility policies; the violation of which may lead to discipline under the Student Conduct Code (<https://studentservices.highline.edu/student-conduct/code/>).

As a residential student, you are expected to uphold the Highline College [Student Conduct Code](#) at all times in addition to the Residential Policies and Procedure outlined in the Resident Guide. Students who allegedly violate the Student Conduct Code will be referred to the [Office of Community Standards and Student Conduct](#) to engage the [conduct process](#). It is your responsibility to be familiar with Student Conduct Code [Violations](#). Please refer any questions to conduct@highline.edu.

Alcohol

Campus View Student Housing is committed to maintaining an academic and social environment conducive to the intellectual and personal development, safety and welfare of all members of the College community. Students under the age of 21 may not consume or possess alcohol. Students who are of legal age may drink in their rooms or in the rooms of people who are also 21 or older. Students who are under 21 and choose to drink are not only violating housing policy, they are breaking the law. Offenders may be subject to the Student Conduct Code (<https://studentservices.highline.edu/student-conduct/code/>), legal prosecution or both.

1. The College adheres to and enforces all federal and state legislation governing alcohol.
2. In Campus View, alcoholic beverages may be possessed or served only in student rooms/apartments where ALL residents/guest(s) of the room are of the legal drinking

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- age. Alcohol is not permitted in common areas including but not limited to hallways, lounges, and exterior congregating areas outside of a student apartment.
3. Students of legal age may possess or transport a reasonable amount of alcohol for personal use to their apartment in closed containers and in suitable, non-descript, packaging, consistent with the concept of responsible and moderate consumption. The individual possession of liquor in excess of 750mL is prohibited.
 4. Common containers and any “tap-able” container(s) including but not limited to beer balls, kegs, and containers of mixed punch of any kind are not permitted.
 5. If residents 21 years of age or older elect to keep alcoholic beverages in the room/apartment, they are responsible for and must take affirmative steps to ensure that underage individuals do not gain access to alcohol.
 6. Alcohol may not be sold or purchased in Campus View.
 7. Devices that allow for the rapid consumption of large quantities of alcohol, such as a beer bong, are not allowed in Campus View.
 8. Games that promote or involve excessive drinking, are not permitted in Campus View.
 9. Alcohol containers (whether unopened, full, or partially full) may not be possessed or used as decorations by those under the age of 21 in Campus View.
 10. All Residents will be held responsible for the behavior of their guest(s).

Animals

Fish and cold-blooded reptiles (i.e. turtles, bearded dragons, etc.) which live exclusively inside a fish tank, maximum 10 gallons in size, are permitted with the exception of snakes. Snakes, regardless of size, are prohibited.

Any approved service or assistance animals must be under the care of the owner. Assistance Animals must remain in the resident’s room at all times except when being transported outside of the building and are not permitted in common areas. The resident is responsible for the care and cleaning of the animal.

Students requesting service animal or assistance animal accommodations should consult with the Housing office.

Appliances (prohibited)

Items not permitted in the residence halls include but are not limited to the following:

- Mini-refrigerators with internal dimensions larger than 3.5 cubic feet
- Hotplate/Electric Grill
- Air conditioners
- Fixed window fans
- Other high voltage equipment
- Any appliance exceeding 1200 watts

Compliance

Campus View (professional and student) staff and other officials of the College are authorized to make requests regarding behavior and policy compliance. If a staff member believes that a violation has or is taking place, staff may make requests of students including (but not limited

to) immediately ceasing the behavior in question, asking for picture identification, asking students to physically wait while information is being gathered, and requesting to enter the student's apartment and/or bedroom.

Calm and respectful behavior with college staff is expected during any interaction. Compliance with directions of all College officials is required by the Student Conduct Code (<https://studentservices.highline.edu/student-conduct/code/>).

Disruption to the Community

Campus View Student Housing is a community living environment where cooperation, compromise, and respect are essential. Students who cause repeated disruption to the community will be subject to the HC Student Code of Conduct (<https://studentservices.highline.edu/student-conduct/code/>) and the student conduct processes of both Highline College and Campus View Student Housing. Residents are subject to potential outcomes including, but not limited to, immediate relocation to a different room assignment, inability to renew the Housing Agreement for subsequent terms, ineligibility to re-apply for housing with Campus View, or cancellation of the resident's Housing Agreement with a 30day notice to move-out.

Disruption to the Community may include incidents within the resident's apartment with roommates or incidents impacting neighboring residents. Resident's who show a repeated inability to live cooperatively with roommates may also fall under this policy.

Disclosure of Information

Campus View will share any and all information regarding resident behavior, including but not limited to: roommate conflicts, incidents of non-compliance, policy violations, and complaints made by or against a resident. All pertinent information will be shared with the appropriate College office(s) and staff member(s).

Cooking

All resident apartments are outfitted with a full kitchen (refrigerator/freezer, 4 burner stove and over, microwave with venting hood, sink, and dishwasher. Residents are required to appropriately clean their kitchen after each use to prevent build-up and potential damage to appliances. The microwave vent hood should be used to vent cooks smells and cooking smoke. Residents who cause excess smoke from cooking resulting in the setting-off of their apartment smoke alarm, repeatedly, will be documented through the Student Conduct Code process (<https://studentservices.highline.edu/student-conduct/code/>). Residents should NOT put food scraps down the sink in the kitchen or bathrooms. Instead, please save it for the trash to avoid clogs.

Drugs

Federally illegal drugs (including paraphernalia) are not permitted in Campus View or on Campus View property. Even though Washington State has legalized it, Campus View abides by Federal law and includes a prohibition of marijuana in its drug policies. While WA state law

permits the recreational use of marijuana, Federal law prohibits such use on college premises or in connection with college activities.

Use, possession, manufacturing, purchasing, selling, distribution, or being knowingly in the presence of illegal drugs or other controlled substances except as expressly permitted by Federal law, or possession of drug paraphernalia by a student is not permitted by the HC Student Conduct Code (<https://studentservices.highline.edu/student-conduct/code/>).

Key Cards/Keys/ Lock Outs

Always carry your key card and NEVER give or lend it to another person, even to a family member or roommate.

If you forget your key card and you are locked out of your room:

- See if your roommate is around and can let you in.
- Stop by the housing office during business hours
- Call the 24-hour on-call phone. Staff can assist you. (206-572-0732)

If you have lost your key card or keys please contact the office immediately so they can deactivate it and you can get a replacement.

Each resident is provided one free lock-out per quarter with a \$25 service charge for each subsequent lock-out. The replacement of a lost bedroom key or mailbox key will result in a \$25 charge each. The replacement of a key card will result in a \$20 charge.

Campus View has a limited number of replacement locks for bedrooms and mailboxes in stock. If a replacement lock is in stock, the for a replacement due to a lost/stolen key will be \$25.00 each, in addition to the fee to replace the key. If a replacement lock needs to be ordered from the manufacturer, the fee will be \$150.00 each which includes the replacement of the key(s).

Decorations

Posters and signs in student rooms are permissible provided they are not offensive or demonstrate disrespect to others. Space beyond the interior of one's assigned room (e.g., windows and door exteriors) is considered to be public space. Residents have the right to approach anyone who displays a decoration which they believe to be offensive or obscene in order to discuss their concern.

Personalizing your room is encouraged. Please follow these guidelines when doing so.

- Do not put holes in the wall.
- Use only BLUE painter's tape or 3M Command strips to hang decorations.
- Stickers of any kind are NOT permitted on walls, door frames, kitchen cabinets or any other surface or furniture in an apartment. Due to the additional time associated with the removal of stickers, Residents will be charged \$10.00 per sticker for the removal of stickers. In the event of any damage to the surface during the removal of a sticker, the Resident will also be charged for the repair of the damaged surface.

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- Do not use any kind of tape on the floors.
 - The use of “loose” glitter in any capacity is strictly prohibited.
 - When moving furniture, lift it to move it, rather than dragging it.
 - When you place furniture against a wall, check to see that it will not rub/scrape the wall when in use.
 - Smoke detectors cannot be covered and exits cannot be blocked.
 - Waterbeds or other water filled furniture are not allowed.
 - Small plants are permitted but large trees (including holiday trees) over 2ft tall must be artificial.
 - Any supplemental lighting such as lights on a string must be UL approved and low wattage. No more than 3 sets of string lights per room.
 - Light bulbs in permanent fixtures cannot be removed.
 - Light fixtures cannot be covered with any material.
 - Light fixtures can’t have materials draped around them.
 - Safety checks will be conducted at least once a quarter to ensure all guidelines are being followed.
 - Residents are free to post social and/or political speech signage (i.e. election candidate signs, BLM signs, etc.) in the windows of their own bedroom. However, Campus View reserves the right to ask residents to remove from public view any signs or objects that are deemed vulgar or prejudicial to state and federally protected groups.

Doors

Building and room doors close and lock automatically. Never use an object to cover and or obstruct any door locking mechanism. If you discover that any exterior door is propped open, close it or seek assistance from a staff member. Report any required maintenance to building or room door locks 24 hours a day to the on-call phone.

Do not let strangers into the building, opening the door open for someone you do not know or allowing someone to “tailgate” could put you responsible for their actions and compromises the safety of the building.

Propping doors (interior or exterior), allowing access to an unknown person, forcing open a secured door, and tampering with door locks are not permitted. All residents and their guests must use the designated entrances and exits as directed.

Fire Hazards

Engaging in behavior which constitutes a fire hazard is prohibited. These behaviors include but are not limited to starting a fire, causing a false alarm, discharging or removing a fire extinguisher or hose, tampering with or removing a battery from a smoke detector, breaking the safety glass on the fire extinguisher case, propping fire doors, possession of prohibited items.

Prohibited Items Listing

- Candles / incense
- Hookahs
- Extension cords (except power strips)

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- Halogen lamps
 - Explosives / fireworks
 - Flammable liquids
 - Any appliance with an exposed hot plate
 - Pressurize gas containers (i.e. propane tanks)
 - Open flame devices
 - Space heaters

Picture IDs

All students are expected to have their HC Student ID with them at all times. Student IDs are required to pick up packages and for lockouts. Highline College students can have a student ID created at the Cashier's Office.

Furnishings

Rooms come furnished and all furnishings must remain in assigned locations. Lounge and lobby furniture may not be taken from designated areas.

- Bed height is adjustable. Bed risers are not allowed
- Only stack furniture that is meant to be stacked
- No furnishings, except beds, may be disassembled

At the time of check-out, students are expected to return rooms to the same condition as when they moved in.

Guest Policies

Guests are welcome at Campus View and need to follow College and residence hall policies. The individual rights of a resident take precedence over another resident's preference to host a guest in the room or building.

The following visitation hours are established to support a positive social and educational environment in the residence halls: 8am – 12am (seven days a week). Residents must escort guests out of the building by 12am. Any guest identified still in Campus View after 12am will be considered an "overnight" guest and the Resident would be in violation of the Overnight Guest policy if the guest is not registered.

Late night / overnight guest must be registered a minimum of 48hrs in advance and permission from your roommate(s) must be obtained and verified. Overnight guest request forms can be obtained from the Housing Office.

- All guests must be escorted by a current resident, who serves as a host, whenever present in the building.
- Guests must be escorted into and out of the building; allow only your own guests into the building.
- Resident hosts are responsible for the actions of their guests and will be held accountable for any violations of College policies, procedures, or standards by the guest regardless of whether or not the guest is escorted.

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- Staff will address residents and guests who demonstrate behavioral concerns that violate residence hall and College policy.
 - If necessary, the College reserves the right to ask guests of residents to leave for any reason and/or limit the guest privileges of a resident.

Overnight Guest Policy Expectations

It is expected that anyone housing an overnight guest has received explicit permission from their roommate(s).

- For reasons of safety and accountability, and in case an emergency should arise, a maximum of two (2) overnight guests are allowed per host at any one time.
- A guest is limited to staying overnight in a residence hall for three consecutive nights in a two (2) week period at a time. If any guest intends to stay longer than three nights, or if more than two (2) overnight guests are visiting, written permission must be obtained in advance from the Director of Housing Residence Life during normal business hours.

Residents are expected to maintain a safe and manageable capacity in their room at all times. Residential rooms at Campus View should not exceed eight (8) persons at any time. This includes hosts, other residents, and guests.

Overnight Guests are required to be registered with the Campus View office at least two business days in advance of the guest's arrival. This registration is for safety reasons in case of an emergency, Campus View is aware of all individuals staying in the building. There is an online Google Form for residents to submit the registration. The following link can be used to access the form: <https://forms.gle/ayg2LNZovr1Pmka19>

Minor Guests

Guests under the age of 17 are not generally allowed in Campus View. Residents may request permission to have guest under the age of 17 but must first receive approval from the Housing Office. To request permission, email housing@highline.edu at least two (2) business days in advance. Approval is not guaranteed.

For approved requests, please know a minor guests must:

- Per the guest policy, be in the company of their Campus View resident host at all times.
- Provide written approval from their parent or guardian.
- If available, minors must bring some form of photo identification if approved to visit Campus View. (ex. school ID)
- Minors 16yrs old and under are not eligible for overnight visits
- Residents may not engage in "babysitting" services in Campus View.

Kitchen Policies (common areas)

The Community Kitchen and patio BBQ grill on the Rooftop area are available to residents 24 hours a day. It is important to keep the building free of food debris, trash, spilled water, and

cardboard. Staff will dispose of any and all stored food items found in Rooftop kitchen. Food items will be disposed of each week.

Additionally, residents are responsible for keeping the Rooftop kitchen clean of trash, dishes, pots, pans and other items. Custodial staff will clean countertops and floors but are not responsible for cleaning dish or other messes left by residents. Abandoned personal items will be cleaned and taken to the housing office where the owner can retrieve them for an assessed cleaning fee.

The resident, at their own risk, may leave or store personal property in the residence hall kitchen refrigerator. We expect the community to respect the shared space and not violate the property of others accordingly.

Lamps

Residents may use lamps that use compact fluorescent or incandescent light bulbs. Halogen lamps are not allowed. All lamps must have a UL label. Light bulbs must be 100 watts or less and must not exceed wattage limitations for the lamp.

Microwaves

Personal microwaves are not allowed in the building.

Painting/Chalking Walls

There is no painting or chalking any of the walls inside or outside of the building.

Quiet Hours & Courtesy Hours

Quiet Hours

Days	Hours
Sunday - Thursday	10 pm – 8 am

Days	Hours
Friday- Saturday	Midnight – 8 am

During these hours students should avoid loud talking or disturbance in the halls. Keep TVs, stereos and instruments at a low volume or use headphones and avoid unnecessary noise.

Courtesy Hours

Days	Hours
7 days a week	Observed all 24 Hours

Due to the close living conditions in the halls, respect for others should always be taken into consideration. This is to say, should the amount of noise any individual or group is making at any time become disruptive to others, residents should ask each other to lower the noise level and or discontinue the loud activity. Residents have a responsibility to comply with these requests.

Restricted Areas

Residents are restricted from accessing elevator shafts, roofs of buildings (except 6th floor rooftop lounge), exterior building ledges, mechanical / storage rooms, offices, and other non-public areas where they are not clearly and willfully allowed.

Smoking

Smoking is prohibited in any college building or within 25 feet of any entrance, exit, window that opens or ventilation intake. There is absolutely no smoking including e-cigarettes and vaping, on the roof deck or anywhere inside the building.

There is a designated smoking area outside of the residence hall. Smokers must dispose of cigarette butts in proper receptacles.

Solicitation

Solicitation is not permitted in the residence halls unless approved by Housing & Residence Life. Solicitation is defined as any activity that seeks to make contact with residents to collect information, sell items, or gain support from residents at Campus View. This policy applies to a wide range of activities that may include: advertising, selling, petitioning, campaigning, distributing flyers, and surveying residents by telephone, mail, e-mail, or in person. This policy also applies to residents attempting to advertise, sell, petition, etc. to other residents without prior permission from staff. Groups who wish to set up tables in a hall lobby for such purposes may do so only with prior approval of Student Life.

Please report anyone soliciting in the halls to Housing & Residence Life or Student Life.

Sports in the Hall

Residents should not engage in sports (Frisbee, golf, soccer, riding skateboards, rollerblades or bikes, etc.) or throwing things in the residence halls.

Vandalism

Students should not damage or deface student rooms or public areas of the residence hall. This includes posters and decorations in the hallways. Students involved in vandalism will be promptly referred for appropriate disciplinary action and held financially accountable. Such acts are not tolerated. The community damage billing system is employed when there is an excessive level of unaccountable common area damages due to vandalism and/or theft.

Weapons and Firearms

Possession of firearms, ammunition, explosives, pocket knives (with blades in excess of three inches) and/or other weapons, or dangerous chemicals on College premises or use of any such item, even if legally possessed, in a manner that harms, threatens or causes fear to others is prohibited.

Suspected violations of this policy should be reported 24 hours a day to Public Safety at 206.592.3218 or the RA on-duty phone (206-572-0732).

Windows and Patio doors

Room windows are set to open with a crank style lever or to slide open.

Residents are prohibited from tampering or altering windows to increase the amount they open. Additionally, throwing or dropping any object from a window is strictly prohibited. Residents found smoking out of their window are subject to a smoke deodorizing fee of up-to \$200.00. Residents found throwing anything out their window will be subject to the Campus View student conduct process and the HC Student Conduct Code (<https://studentservices.highline.edu/student-conduct/code/>).

Parking

Campus View offers residents two options for parking personal vehicles:

1. Highline College East Parking lot is available on a first come, first serve basis. Campus View residents are afforded a FREE HC surface parking pass each quarter which permits overnight parking. Parking passes may be picked-up from the HC Public Safety office in Building 6 or from the Campus View Office (limited number available).
 - a. Guests of residents are permitted to park in any HC surface parking lot through the purchase of a daily parking pass during HC business hours. The purchase of a daily parking pass is not required after 5PM or on weekends.
 - b. Garage Parking is available on a per quarter basis with limited availability. The Highline College Public Safety Office oversees the billing and management of the parking garage; Campus View only provides the names of approved residents each quarter. The Public Safety Office charges \$150 per quarter (no prorated rates available) which will be charged to the resident's Highline College Student Account. If the interest in garage parking exceeds the number of available spaces, Campus View will conduct a lottery to determine the recipients of the available spaces. There is NO guest parking in the Campus View Parking Garage.

Parking spaces located in the front of the building are NOT part of Campus View. The spaces in front of the building are specifically for the use of the retail businesses on the first floor of the building. Residents who park their vehicle in the front spaces do so at their own risk. Residents are required to register their vehicle with the Campus View office so that vehicle owners can be identified in case of emergencies. Vehicle registrations can be submitted online using the following link: <https://forms.gle/8doBZZFUtgXmdtEi6>

Utilities

Each Campus View apartment will be allotted \$100 of free monthly electricity usage. If the monthly electricity use exceeds \$100, the overage will be evenly distributed between all residents of the apartment and charged to their Campus View account. Residents will be notified when there is an overage and will have 14 business days to pay the overage charge from the date of notification. If the overage charge is not paid within 14 business days, a \$10.00 per day late fee will be assessed until the overage has been paid.

As a residential student, you are expected to uphold the Highline College [Student Conduct Code](#) at all times in addition to the Residential Policies and Procedure outlined in the Resident Guide. Students who allegedly violate the Student Conduct Code will be referred to the [Office of Community Standards and Student Conduct](#) to engage the [conduct process](#). It is your responsibility to be familiar with Student Conduct Code [Violations](#). Please refer any questions to conduct@highline.edu.

EMERGENCY PROCEDURES

The following emergency procedures have been established by operations at Campus View.

Fire

When instructed to do so by Housing staff and/or when a fire alarm sounds, you must evacuate the building. In the event of a fire alarm or if a student suspects a fire:

1. If possible, activate the building alarm.
2. If safe to do so, grab your room key/key card and proceed to the nearest exit using the Evacuation Map on your floor/location (example below). Be sure to alert any other occupants in the room.
3. Evacuate from the building quickly and safely. (If the hallway is clear of smoke, walk to the nearest fire exit and evacuate the building. Close your door behind you.)
 - a) Feel the door from top to bottom-if it is hot, do not open. Keep calm. If trapped in a room, do the following if possible.
 - b) Place towels or clothing, preferably wet under the door to keep smoke out.
 - c) Clear the window of blinds, attract attention. If you have a phone available contact Public Safety at 206.592.3218 (with a cell phone) and/or 911 to report that you are trapped; give your name and room number/specific location.
 - d) Stay low; breathe fresh air near the ground.
 - e) Stay calm and await help.
 - f) If the door is cool, crouch low and open door slowly. Close door quickly if smoke or fire is present.
 - g) If you encounter heavy smoke in a stairwell, go back and use an alternate route.
 - h) If it is clear, locate nearest EXIT sign and proceed down the stairwell. Stay low if smoke conditions exist. Report to your designated Evacuation Meeting location, indicated below.

Never use elevators during a Fire Alarm!! Elevators will be inoperable.

- Follow the evacuation plan established for this building.
- Do not re- enter this building until instructed by Public Safety and/or Campus View Staff member.
- Please Note: Tampering with or misuse of fire safety equipment is illegal.
- Violators are subject to appropriate sanctions and prosecution.

Reminders:

- Fire Drills are conducted each quarter
- Try to activate the fire alarm before attempting to extinguish a fire

Evacuation Procedure

When a building fire alarm is sounding, all occupants of the building are required to vacate their current location, unless the student(s) has a pre-determined alternative evacuation/Area of Refuge plan in place. Occupants should then proceed to gather in the established evacuation location. Established evacuation location for Campus View is beyond the rear sidewalk of the building towards the East parking lot.

A building evacuation may also occur upon notification by police or Campus View staff. Students and guests should evacuate via the nearest safe exit. Students should evacuate via the Emergency Exits in stairwells and not the lobby entrance if possible. The most direct evacuation routes from each hall are mapped and posted on each floor and near each stairwell.

As individuals evacuate a building, they should move out of the way of the fire/safety responders as they arrive. Individuals will not enter the building until permitted to do so by fire personnel, and subsequently the Professional Staff on-call.

Failure to evacuate the building in a timely manner when the building alarms are sounding is a violation of Campus View policy.

Medical Emergency, Injury or Illness

One injured or ill person

1. For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911 (9-911 on campus phone).
2. Apply first aid if the situation warrants it and you have appropriate first aid certification.
3. Call Public Safety at 206.592.3218.

More than one injured or ill person

1. For serious injury or illness, or if you are unsure of the extent of the injury or illness call 911 (9-911 on campus phone).
2. Call Public Safety at 206.592.3218.
3. Stay at the scene and provide assistance to the ill and injured.
4. Follow the directions of emergency response specialists.

NOTE: Under NO circumstances should anyone transport a student or employee to the hospital for a medical or psychiatric emergency.

Earthquake/Tremors

The Great Washington Shakeout will be used as an opportunity to test and practice campus wide Earthquake response. This typically takes place in early to mid-October. There are preemptive steps that can be taken to mitigate the effects of an earthquake.

Before an earthquake:

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- Fasten shelves securely to walls
 - Place large, heavy, and breakable objects on lower shelves
 - Keep walkways clear
 - Locate safe-spots in your office/office suit and living quarters that are under sturdy tables, and away from windows.

During an earthquake:

- Drop, cover, and hold on
- Drop to the ground, take cover under a sturdy desk, table, or piece of furniture, hold on until the shaking stops
- Stay away from glass, windows, doors, walls, and furniture that could fall over
- Once the shaking stops leave the building through the emergency exit stairwells
- Be aware that the earthquake could trigger the sprinkler and/or fire alarm system
- Once outside stay clear from buildings and follow the instructions of Campus Security and Emergency Response personnel (you may be relocated to a public shelter)

After an earthquake

- Expect aftershocks, normally less violent but could cause additional damage
- Help injured or trapped persons to the best of your ability; seek assistance if possible
- Stay away from damaged areas
- If/when you are able to return to your office space be cautious of opening cabinets/closets as items may have shifted
- Assess the area for utility damage (water, electricity, gas leaks, etc)

Health Pandemics

As the guidance and recommendations for response to health pandemics vary widely, Campus View will provide information separately via email and with building signage regarding policies, procedures, and regulations and any changes to information provided in this Resident Guide.

College Closures and Delay Updates

Under extraordinary circumstances, the college may experience a partial, early or full closure. Partial closures will affect one or more rooms or buildings, but not the entire campus. Early or full closure affect all buildings. Closures can occur either during or prior to normal hours of operation.

Full, Early or Partial Closure – During normal hours of operation

- An announcement will be made.
- Text messages will be sent to those signed up with HC Alerts:
<https://hctextalerts.highline.edu/>
- Follow the directions being given.

Partial closure of one room or building (if announced prior to normal hours of operation)

- An announcement will be made, including an alternate location for meeting.
- Text messages will be sent to those signed up with [HC Alerts](#).
- Follow the directions being given.

Full closure or delayed start of all college facilities (prior to normal hours of operation)

Announcements will be made by:

- Text messages will be sent to those signed up with HC Alerts.
- Highline College Website.
- Local radio and TV stations
- Follow the directions being given.

IMPORTANT PHONE NUMBERS

HOUSING & RESIDENCE LIFE

Housing Office	206.592.3612
RA On-Duty Phone	206.572.0732

CAMPUS OFFICES

Access Services	206.592.3857
Counseling Center	206.592.3353
Financial Aid	206.592.3358
Information Technology Help Desk	206.592.4357
International Student Programs	206.592.3725
Library	206.592.3232
Registration	206.592.3242
Public Safety	206.592.3218
Writing Center	206.592.4364
Center for Leadership and Service	206.592.3752

OFF CAMPUS RESOURCES

24 Hour Crisis	206.461.3222
Alcohol and Drug Help Line	206.722.3700
King County Sexual Assault Response	800.825.7273
Poison Information Center	206.526.2121
Des Moines Police (non-emergency)	206.878.3301
National 24hr Mental Health Hotline	988

Updates to the Resident Guide

The Housing and Residence Life office reserves the right to make periodic updates to the Resident Guide throughout the academic year. Any updates made will be accompanied by an email notification to residents a minimum of 10days prior to implementation.