WELCOME
The Housing & Residence Life staff welcomes you to Campus View 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 & RESIDENCE LIFE
Housing & 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.

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.
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.

Fall 2020 Quarter Move-In Date

Occupancy will begin for all Fall 2020 residents on Friday September 25, 2020 between 9AM – 5PM. International Students participating in New International Student Orientation may arrive on September 18th or 19th, 2020.

Fall Quarter is September 25, 2020 – December 19, 2020

Winter 2021 Quarter Move-In Date

Occupancy will begin for all Winter 2021 residents on Friday January 8, 2021 between 9AM – 5PM. International Students participating in New International Student Orientation may arrive on January 2nd or 3rd, 2021.

Winter Quarter is January 8, 2021 – March 27, 2021

Spring 2021 Quarter Move-In Date

Occupancy will begin for all Spring 2021 residents on Friday April 2, 2021 between 9AM – 5PM. International Students participating in New International Student Orientation may arrive on March 28th or 29th, 2021.

Spring Quarter is April 2, 2021 – June 19, 2021

Move-out Dates

Fall Quarter: 12/19/2020 by 5PM
Winter Quarter: 03/27/21 by 5PM
Spring Quarter: 06/19/21 by 5PM

2020-2021 Housing Rates

<table>
<thead>
<tr>
<th>Room Type</th>
<th>Quarter</th>
<th>Academic Year</th>
</tr>
</thead>
<tbody>
<tr>
<td>Two-Bedroom</td>
<td>$2,999</td>
<td>$8,547</td>
</tr>
<tr>
<td>Four-Bedroom</td>
<td>$2,640</td>
<td>$7,305</td>
</tr>
</tbody>
</table>

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
• Completion of Degree
• Military Service

PROCEDURES
Health & Safety Inspections
The Housing and Residence Life office performs once per quarter health and safety inspections of all rooms. The inspections are scheduled in advance and all residents have the opportunity to be present when their room is inspected. 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 Code of Conduct will be documented for follow-up by the office of Housing and Residence Life.

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, as well as any emergency maintenance issues.

Staff will also enter residential rooms after the building is closed for winter break to make sure all windows are closed, appliances are unplugged, trash removed, and generally safe conditions are present for the break.

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 you check-in, you will receive:

- Your bedroom key
- Key fob for building and suite door
- Your mailbox key
- Your Room Condition Report (RCR) via PB Inspector App

You are responsible for completing your Room Condition Report. The RCR must be completed within 48 hours of move-in. If you do not complete the RCR and there is damage in the room from before you moved-in, you may be responsible for repairs.

Note: Housing & Residence Life is open Monday – Friday, 8am – 5pm.

Residence Hall Check Out
Prior to leaving you need to schedule a 30 minute check out walkthrough with your Resident Assistant. Please schedule this walkthrough well in advance so we can accommodate a time that is convenient for you.

Prior to your check out walkthrough:

- Remove all your belongings from the room
- Completely clean the room
- 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, key fob, and room key
  - Bedroom keys not returned will result in a lock change fee of $175.00
  - Mailbox keys not returned will results in a lock change feel of $150.00
- discuss any anticipated charges with you

Please plan ahead to ensure you are able to meet your scheduled move-out time. Missing your move-out appointment may result in a $150 improper move-out charge.

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 room, you have 2 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 will perform room consolidation for the Summer Quarter. The 3rd and 4th floors of Campus View will be used for Highline College Summer housing. All students on the 2nd and 5th floors will be consolidated to apartments on the 3rd and 4th floors as needed. 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 will 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 $100 administrative fee for all room changes.

Break Period Housing
Campus View does not close during 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. 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

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

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. Washers and dryers accept credit, debit, or prepaid debit cards; coins; Apple or Android pay.

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 maintenance request through the online portal.

**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 on the first floor.

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

Mail is delivered by the United States Postal Office according to their schedule. Mail is not distributed on Sundays and government holidays.

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 summer address. Campus View will NOT forward any mail for a non-current resident and will return to sender any mail or packages it receives after a resident has moved-out.

**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 maintenance 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 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. 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 $150.00.

Residential Rooms
Room Features
- Key Fob Access
- Shared Bathroom with Shower (shower curtain is not included)
- Wireless Internet
- Room Controlled Heat

Furnishings (per resident)
- Desk with 3 drawers
- Desk chair
- Extra long twin bed and mattress
- 2 Dresser drawers
- Closet Space for hanging items

Rooftop
The rooftop deck 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. 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 deck 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.

Vacuum
To help you keep your room clean, we have a vacuum available for checkout. To checkout a
vacuum or cleaning supplies, please visit our office between 8am - 7pm. You will need your ID
to checkout a vacuum.

Wireless Internet
The residence halls have wireless internet. For technology support of the Campus View
wireless, residents may contact Eproach Communication Services at 877.364.5907
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 Code of Conduct of their institution.

Alcohol

Campus View at Highline College 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 campus conduct process, 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 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
Only service animals and approved assistance animals are permitted in the residence halls. All other animals except fish are prohibited. Fish tanks are limited to no more than 10 gallons in size.

Any 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)**

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

**Compliance**

Housing & Residence Life (professional and student) and other officials of the College staff are authorized by the College 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) asking for identification, asking students to physically wait while information is being gathered, and requesting to enter a room.

Calm and respectful behavior with college staff is expected during any interaction. Compliance with directions of all College officials is required by the code of student conduct.

**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 will be documented through the student conduct system. Do not put food scraps down the sink in your kitchen. Instead, please save it for the trash to avoid clogs.
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 marijuana in its drug policies.

Use, possession, manufacturing, purchasing, selling, distribution, or being knowingly in the presence of illegal drugs or other controlled substances except as expressly permitted by law, or possession of drug paraphernalia by a student is not permitted by the code of student conduct.

Key Fobs/Keys/ Lock Outs

Always carry your key fob and Highline Student ID and never give or lend it to another person. All students are expected to have their Student ID with them at all times. Student IDs are required to pick up packages and for lockouts.

If you forget your key fob 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 fob 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. The replacement of a key fob will result in a $20.

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 painter’s blue tape or 3M Command strips to hang decorations.
- Do not use any kind of tape on the floors.
- 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 is not allowed.
- Small plants are permitted but large trees (including holiday trees) must be artificial.
- Any supplemental lighting such as lights on a string must be UL approved and low wattage. No more than 3 strings of 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.
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)
- Halogen lamps
- Explosives / fireworks
- Flammable liquids
- Any appliance with an exposed hot plate
- Open flame devices
- Space heaters
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 (dresser drawers)
- Do not disassemble any furnishings

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.

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.
- 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.
- 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
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.

**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.
- Minors should bring a license, passport or other government-issued form of photo identification with them when possible.
- Minors under 17 are not eligible for overnight visits.
- As with any other guest, resident host are expected to inform their roommate(s) of the minor guest’s stay in advance of the visit.
- Babysitting is not permitted in Campus View.

**Kitchen Policies (common areas)**

The Community Kitchen and patio BBQ grill on the 6th floor 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 improperly stored food items found in 5th floor kitchen, including food that is not properly labeled with an owner and date. Food items will be disposed of each week.

Additionally, residents are responsible for keeping the 5th floor 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

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
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<tbody>
<tr>
<td>Sunday - Thursday</td>
<td>10 pm – 8 am</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday - Saturday</td>
<td>Midnight – 8 am</td>
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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.

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>7 days a week</td>
<td>Observed all 24 Hours</td>
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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, 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 on call phone.

**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 or throwing anything out their window could be charged a $200.00 fee.

**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 fob 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 Housing Residential Staff.
   - 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 - See “Area of Refuge”. 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 Pro on-call.

**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:**
- 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 of 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 https://hctextalerts.highline.edu/.
- 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.

For the most reliable information pertaining to campus closing, reopening, or late opening; please use these sources:
### IMPORTANT PHONE NUMBERS

<table>
<thead>
<tr>
<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td><strong>HOUSING &amp; RESIDENCE LIFE</strong></td>
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<tr>
<td>Housing Office</td>
<td>206.592.3612</td>
</tr>
<tr>
<td>RA On Call Duty Phone</td>
<td>206.572.0732</td>
</tr>
<tr>
<td>Housing &amp; Residence Life Fax</td>
<td>206.592.4982</td>
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<tr>
<td><strong>CAMPUS OFFICES</strong></td>
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<tr>
<td>Access Services</td>
<td>206.592.3857</td>
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<tr>
<td>Counseling Center</td>
<td>206.592.3353</td>
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<tr>
<td>Financial Aid</td>
<td>206.592.3358</td>
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<tr>
<td>Information Technology Help Desk</td>
<td>206.592.4357</td>
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<tr>
<td>International Student Programs</td>
<td>206.592.3725</td>
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<tr>
<td>Library</td>
<td>206.592.3232</td>
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<tr>
<td>Registration</td>
<td>206.592.3242</td>
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<tr>
<td>Public Safety</td>
<td>206.592.3218</td>
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<tr>
<td>Writing Center</td>
<td>206.592.4364</td>
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<tr>
<td>Center for Leadership and Service</td>
<td>206.592.3752</td>
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<td><strong>OFF CAMPUS RESOURCES</strong></td>
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<tr>
<td>24 Hour Crisis</td>
<td>206.461.3222</td>
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<tr>
<td>Alcohol and Drug Help Line</td>
<td>206.722.3700</td>
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<tr>
<td>King County Sexual Assault Response</td>
<td>800.825.7273</td>
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<tr>
<td>Poison Information Center</td>
<td>206.526.2121</td>
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<tr>
<td>Des Moines Police (non-emergency)</td>
<td>206.878.3301</td>
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<tr>
<td>Epproach Communications (Suite WiFi Support)</td>
<td>877.364.5907</td>
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</tbody>
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### 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.