



CARL ALBERT

Residential Program Handbook



2013-2014

The CASC Office of Residential Life seeks to create a safe, supportive, and inclusive living-learning community that fosters the academic success and personal growth of each resident student through purposeful programs and services that complement the educational experience at Carl Albert State College.

Carl Albert State College is accredited by the Higher Learning Commission through the North Central Association of Colleges and Schools from 2013-2023. The North Central Association of Colleges and Schools address, telephone number, and web site are listed below:

*North Central Association of Colleges and Schools
Commission on Institutions of Higher Education
30 North LaSalle Street, Suite 2400
Chicago, Illinois 60602-2504
Phone: 1-800-621-7440
www.ncahlc.org*



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Note: For additional Carl Albert State College policies, procedures and general information, see the CASC Student Handbook 2011-2012.

Welcome!

Welcome to Carl Albert State College! We are so glad you have made the decision to reside in on-campus housing!

As you begin the new academic year, it is our goal to provide for you a safe environment that enables you to grow academically, mentally, and socially.

This handbook contains all the information you will need for residing on campus. If you have any additional questions, feel free to contact us. We look forward to seeing you on campus!

CASC Residential Housing Staff



CASC Residential Housing Community

All of the students living together in CASC Residential Housing are a part of a community. Living in a community can be the highlight of your college career! College community living can help you to prepare for community living once you graduate college and it can be fun getting involved in activities and getting to know new and different people. It can also be a great networking tool for getting connected to others that will help you in your journey towards a career. Listed below are some great tips for becoming engaged in your new community!

- **Respect Others**

- Be respectful of others' opinions and their right to live their own life.

- Be respectful of others' space, i.e. keep the noise level down so as to not disturb those around you.

- **Take Initiative**

- Introduce yourself to others.

- Ask friendly questions and initiate conversations when you can.

- **Show Genuine Interest When Engaging in Conversation**

- It means something to people when you stop in passing to see how another person is doing.

- Take time to catch up with your neighbors, whether it is in the Laundromat or in the parking lot.

- **Learn and Use Names**

- It gives a person a sense of belonging when you use their name while speaking with them.

- It also helps other people remember you when you use their name.

- **Offer Assistance To Others**

- Pitching in to help can be as simple as helping a neighbor carry an armload of stuff up the stairs or jumping someone's car battery.

- When you lend a hand to others, more than likely someone will be there to lend you a hand when you need it.

- **Get Involved!!!**

- Studies have shown that students who are involved in activities outside of the classroom tend to do better in school and are more likely to finish their degree.

- Getting involved allows you to meet a wider variety of people and also gives a greater sense of belonging.

- **Take Pride in Your Community**

- Report maintenance problems when something needs fixed.

- Keep your community looking neat by picking up trash and taking it to the dumpster.

- **Take Safety Precautions**

- Get to know CASC campus security officers. By working together, you can create a safer environment for your community.

- Support residential housing staff. When you are asked to follow housing policies and procedures, it is mainly because we want to keep you safe!

Getting To Know Your Roommate

Don't know your roommate? Getting a new roommate? Nervous about a new rooming situation? Often the number one ingredient to developing a new relationship is to discover who your roommate is and what they stand for. Here are a few ideas for conversation starters:

- **Find out about their interests.**
 - What are some of your hobbies and interests?
 - What were you involved with in high school?
 - What kinds of movies do you like? Music? Sports? TV?
- **Where are they from and what is their family like?**
 - Have you ever shared a room before?
 - What was it like where you grew up?
 - If you feel comfortable, tell me about your friends and family back home?
- **How do they feel about college?**
 - What are you looking forward to here at CASC? What are you nervous about?
 - Have you chosen a major? What do you want to do with it?
 - What do you want to get involved in this year?
- **What are some of their personal characteristics?**
 - What really annoys you? What stresses you out?
 - Are there any subjects you would rather not discuss?
- **Talk about different roommate issues that you both find are important.**
 - Discuss study habits and environments.
 - What are your sleeping habits? Morning person or night person?
 - Discuss how you both feel about overnight guests.
 - Discuss both your opinions on alcohol, smoking, and other drugs.

We all know that sometimes situations can occur between people and tensions will rise, especially when two people are living in close proximity to one another. Listed below are a couple of tips for maintaining open communication and helping to keep roommate relationships on the up and up.

1. Go directly to your roommate when a problem arises. If you don't, the situation only lingers and you become more frustrated.
2. When you do talk to your roommate, don't beat around the bush. Go straight to the point of the matter, but be tactful! Once the issue is laid out on the table, it will be easier for you and your roommate to come to a solution.
3. When talking to your roommate, think SUCCESS! Expecting success will more than likely result in success.
4. Make eye contact! Making eye contact will show connectedness and confidence in what you are saying.
5. Use "I" statements. Using "I" lets you take ownership over your feelings and will decrease the tone of blame. Consequently, your roommate will be less defensive and more likely to listen.

INTRODUCTION

WELCOME TO CAMPUS

The Office for Student Affairs welcomes you to the fun, challenging and rewarding world of on-campus living. Our primary goal is to provide you with an environment that is safe, clean and conducive to your educational growth. This handbook will provide valuable information about living on campus. Understanding and developing a respect for others and an awareness of your rights and responsibilities will make the adjustment to this new way of life much easier. The Residential Program staff is dedicated to working with you in order to provide a comfortable, friendly environment, which is beneficial to the residential student's aspirations and achievements. We trust you will find this handbook an informative guide as you begin to explore this community, the facilities and services. Included are important residence hall rules and regulations which have been developed to serve your best interests. We ask for your cooperation, participation and contribution to ensure a quality experience for everyone.

COMPLIANCE WITH REGULATIONS

The student agrees, as a condition of the housing/meal contract, to comply with all college and housing rules, regulations, and policies which are now in effect or that are amended or enacted during the term of the contract. The student agrees that a resident who by his/her actions consistently violates college and/or housing regulations, creates undue disturbances for other residents, or unreasonably withholds his/her cooperation from other students and college officials, may be dismissed from the Residential Program and may, at the discretion of the Vice President of Student Affairs, be recommended for dismissal from CASC. The student agrees it is his/her responsibility to read the CASC Residential Program Handbook and the CASC Student Handbook which are located on the CASC website at www.carlabert.edu.

RESPONSIBILITIES OF THE RESIDENT STUDENT

A student is expected to regulate his/her own life in accordance with the accepted standards of good taste. It is assumed that when students enter college, they are well on their way to accepting the responsibilities of mature adults. However, this regulation handbook has been developed in regard to the policies set for living in residence facilities. These regulations are not all inclusive. Please see the CASC Student Handbook and any other formal school publications for further information.

As a participant of the Residential Program, a student has the opportunity to live and associate with other students of different nationalities, races, and religious beliefs. Students have a contribution to make to the total life of the residential facilities. As residents live and work together, each has an opportunity to learn to appreciate persons for their qualities and abilities. Living together cooperatively will help to broaden each student's knowledge of other people and places and will prove to be of inestimable value in learning to live and work with others. An attitude of civility, decency, and consideration is expected of each resident toward other residents, the Residential Program staff, and the faculty/staff of the college.

Each residential student must be enrolled as a full-time student (12 credit hours for Fall/Spring; 6 credit hours for Summer) in a classroom setting (web courses not included) during each semester to reside in campus housing. If a resident is not enrolled as a full-time student at CASC, and/or if their Business Office account is delinquent, he/she no longer has the right to live on-campus and should make arrangements to vacate following the proper checkout procedures. In addition, throughout the academic year, each resident must attend Housing Orientation, housing meetings, and other special programs and seminars. Your absence at these required events may result in a housing fine.

OFFICE OF STUDENT AFFAIRS

The Office of Student Affairs keeps residents informed of all current residence policies. Policies are changed from time to time and new ones are added. A current list of policies is available in the Office of Student Affairs. The Vice President of Student Affairs is primarily responsible for the overall supervision of the staff and all employees working for the residence facilities. She/he advises the staff and students on program development and performance. **At the Office of Student Affairs, you may obtain your student ID card with meal sticker, housing/meal contract, resident parking permit, and other important housing information.**

RESIDENTIAL PROGRAM STAFF

The Residential Life Director and the Assistant Residential Life Director are professional staff members who live in the CASC dorms and are responsible for the daily operations of the Residential Program. They are willing to assist any student who may have a question or concern. Messages can be left in the on-campus mailbox (Box #432) or at the Office of Student Affairs at (918) 647-1371.

Resident Assistants (R.A.'s) live in each residence hall. Resident Assistants are carefully selected student staff members who ensure that all college rules are enforced and that your rights as a resident, student, and individual are not violated. R.A.'s are under the direct supervision of the Residential Life Director and are normally sophomores whose primary responsibility is assisting students with problem solving and/or referring them to the proper individual. They also have the authority to issue incident reports and charge fines. *Students should always contact their Resident Assistant first whenever they have any issue.* A list of current R.A.'s can be found in each dorm room and in the Office of Student Affairs. A student may apply to be a R.A. by submitting an application to the Office of Student Affairs.

The R.A.'s specific duties include but are not limited to:

1. Enforcing college rules and regulations
2. Conducting room checks as needed and monthly clean room inspections
3. Performing weekend RA duties three weekends per semester
4. Disseminating pertinent information to residents
5. Ensuring the rights of residential students are not violated
6. Promoting and participating in CASC student activities
7. Conducting frequent safety and security checks of the CASC Vike House
8. Participating in Residence Hall Council and Food Service Committee meetings
9. Participating in Resident Assistant meetings, and
10. Promoting and participating in student activities.

What To Expect From Your R.A.

1. To be friendly, consistent, and good-natured
2. To be a resource person and a positive role model
3. To be a helper (listen to you, ask questions, then help you move toward a solution)
4. To be respectful of differences in beliefs, cultures, and lifestyles
5. To hold students responsible for their actions and behaviors
6. To keep students informed of campus activities and events and other valuable information
7. To help resolve conflicts between roommates or other housing students

What NOT to expect from your R.A.

1. To always be in their room
2. To ignore policy violations
3. To never make mistakes

RIGHTS RESERVED BY CASC

It is sometimes necessary for College personnel to enter a student's room. Under no circumstances shall a resident enter another resident's room without proper authorization. The College reserves the right to enter rooms when necessary. Residential Program staff may enter a student's room at any time under one of the following circumstances: (1) protection of the general welfare, health and safety of the resident, (2) fire and safety inspection, (3) pest inspection and treatment, (4) maintenance, cleaning, inventory, repairs, or other related activities provided by CASC Maintenance crew, (5) under appropriate circumstances to retrieve items upon request from the resident's immediate family, (6) to retrieve the personal belongings of another student where there is no apparent dispute as to ownership of the property and there would apparently be no undue infringement of privacy, and (7) under appropriate circumstances, to correct any situation intruding upon the comfort of the residents in the surrounding area. The College reserves the right to move and hold in storage any items deemed to be hazardous to the building or its occupants. Residents will be notified in advance of scheduled clean room inspections by the posting of notices prior to the inspection. Residential Program staff and Campus Police may enter rooms for investigation purposes at any time. Failure to grant access under the conditions stated above shall be considered a breach of contract with CASC and could be grounds for dismissal from the Residential Program.

FINES & FEES

The College reserves the right to assess fines to students for not adhering to the college housing regulations. Fines are listed under each rule/policy or will be determined by the Vice President of Student Affairs. Failure to make payment of issued fines by the following semester may result in dismissal from the Residential Program. Failure to make payment of fees, assessed damage charges, fines, etc., will result in a "HOLD" being placed on the resident's grades, transcript, re-enrollment, etc. This means that a student cannot re-enroll at CASC until the "past due" amount is cleared; a transcript will not be released until such fees or charges are paid.

Each resident is required to pay a \$75 maintenance fee/housing deposit at the beginning of each academic year. At the time of housing checkout, the Residential Program staff and the Maintenance crew will inspect each room for housing damages. If housing damage occurs, the resident must pay for the damages. Excessive damages may result in the dismissal from the Residential Program. *Note: Excessive damages may also be reported to the student's parent or guardian.*

RESIDENCE HALL COUNCIL

The Residence Hall Council has two main functions. First, it acts as the voice of the residence hall students to the college administration concerning housing policies and regulations. Second, it has input for campus-wide activities for the entertainment of residence hall students and the improvement of residence hall living. Officers (President, Vice President, and Secretary) shall be elected by residence hall students. They may introduce any new programs to the Student Affairs personnel that meet the needs and interests of the residents.

STUDENT ID CARDS

The CASC identification card must be carried by students at all times. Any person other than the one to whom it is issued may not use this card. The student ID card doubles as a meal card and a meal plan sticker will be placed on the ID card for residential students. To obtain meals in the cafeteria, the card must be shown to the Food Services staff before receiving each meal.

VACATION CLOSINGS

The housing/meal contract does not provide housing for any recess periods. Recess periods are defined as periods of time for which the College shall be closed for academic recess or breaks between semesters, as scheduled in the CASC catalog.

Recess periods include Thanksgiving Break, Winter Break, Spring Break, etc. Opening and closing dates for residential housing are regulated in accordance with the college catalog calendar. However, in cases of extreme circumstances, such as student athletes who must participate in sports or international students who cannot return home, permission to stay on campus may be obtained only after approval is received from the Residential Director and the Vice President of Student Affairs.

RESIDENTIAL PROGRAM REGULATIONS

CHECK-IN PROCEDURES

Prior to housing check-in each student is required to pay a **\$75 maintenance fee/housing deposit**. Additionally, **each student is required to pay the entire housing/meal charges prior to moving into the dorms**. The only exception to the policy will be to submit an official copy of your financial aid award letter indicating that all housing/meal charges will be covered by financial aid. Upon arrival, each student will receive a dorm key, an on-campus mailbox key, Residential Program Handbook/Student Handbook information, and a housing evaluation report. The resident is responsible for completing and signing the housing evaluation report. The completed housing evaluation report must be turned into the Office of Student Affairs by Friday of the first full week of classes. The housing evaluation report will indicate the condition of the room. Be sure to note any and all problems (i.e. stains on carpet, holes in walls, etc). If you are not in agreement with the conditions stated on the form you must discuss them with the Residential Program staff during the first full week of classes. Make sure to indicate any additional damage not indicated on the form. Any damage not indicated on this form or missing items from room will be charged to the occupant at the time of the damage, a room change, or checkout.

CHECKOUT PROCEDURES

It is very important that every resident observe the following procedures when moving out of his/her room:

1. Remove ALL personal belongings from the room.
2. Clean the room thoroughly.
3. Replace all college-owned furniture in its original position.
4. Sweep, mop, and/or vacuum all floors.
5. Deposit all trash in the designated dumpsters.
6. Schedule a room inspection time with the Residential Life Director. Residents are expected to leave their rooms in excellent condition.
7. Return all dorm room keys and mail keys to the Residential Life Director.
8. Leave a forwarding address at the Office of Student Affairs.
9. If returning to the residence halls the following academic year, be certain that a completed "Intent to Return" form has been filed in the Office of Student Affairs. If you are graduating or will not be returning as a resident to CASC, a "Withdrawal" form must be completed.

A student has not completed the checkout procedure until the student's room has been inspected and the dorm key and mailbox key have been returned to the Residential Life Director. **The resident may be fined \$50 if the student does not complete the proper housing checkout procedure as listed above.** *The College assumes no responsibility for any personal items left by a student upon leaving the residence hall.* Residents are required to checkout of residential housing within 24 hours of completing the last final exam. If a resident is dismissed from Residential Housing, the resident must checkout immediately. For further information regarding housing checkout, contact the Office of Student Affairs.

If a resident withdraws from or is suspended from campus housing at any time during the semester, the resident is required to pay room and board charges for the remainder of the semester and room and board charges for the entire academic year. If you have further questions, contact the Residential Life Director.

ROOM ASSIGNMENT/REASSIGNMENT

After acceptance into the Residential Program, the Residential Life Director will make room assignments. All rooms are assigned as double occupancy and roommate requests will be taken into consideration but cannot be guaranteed. Failure to occupy the assigned room does not nullify the contract. The contract reserves *SPACE, NOT SPECIFIC ROOMS*.

If the applicant fails to occupy the assigned room by the first day of classes, the space may be assigned to another student. The student agrees that the College may reassign housing space or adjust the occupancy of rooms to maximize space utilization and that the College may take such action as is necessary to control the use of rooms in the event of an epidemic or disaster or other conditions or circumstances that may appear which require such control.

Sophomore students receive first priority of room assignments based on the following criteria: (1) the student's cumulative grade point average after the fall semester, and/or (2) the student's prior record of conduct. In the event more than one Residential Program student requests a specific room, the student who has most recently lived in the room will receive priority for that room. If the previous occupant of the room is not requesting to return to that room, the student who has continuously lived in on-campus housing the longest will receive priority for that room. Renewal of the housing contract is necessary for all sophomore students. The \$75 maintenance fee/housing deposit must be on file prior to a room key being issued.

To request a room and/or roommate change, contact the Residential Life Director and complete a room change request form. If the change is agreeable to all parties involved, it will be granted. The resident must then schedule a room inspection with the Residential Life Director and exchange room keys. Students are allowed one room change per academic semester. If a resident trades rooms with another resident or moves into another room without authorization from the Residential Life Director, she/he will be subject to any other routine charges involved in the room change and will be required to move back to his/her assigned room.

ROOM KEYS

Residents are issued room keys through the Residential Life Director, the Assistant Residential Life Director, or a Resident Assistant when checking into Residential Housing. Rooms should be kept locked when unoccupied. Always carry your key, but if you should get locked out contact a Resident Assistant to let you in. When a Resident Assistant is not available, you must await the return of your roommate or you may contact the Campus Police in an emergency situation. Attempting to enter a locked room without the use of a proper room key is not permitted and is punishable by a minimum fine of \$50. ***Under no circumstance will a student be admitted to a room other than his/her own.***

A lost or stolen key jeopardizes everyone's safety and security. Failure to report the loss or theft of a key promptly or loaning your key to an individual not on the contract for your room is a violation of resident program regulations and may result in disciplinary action.

If a key is lost or misplaced, a replacement may be obtained through the following procedure:

1. Notify the Assistant Residential Life Director of the loss of the key.
2. A charge of \$10 will be assessed to your Business Office account. (If a core change is deemed necessary, there will be a minimum of \$75 charge.)
3. The Assistant Residential Life Director will issue you a new key.

It is not permissible for residents to have duplicate keys made other than through College sources.

Any room keys found that were not issued by College sources will be confiscated. *CASC does not assume responsibility for personal belongings or other articles of value that may be lost or stolen.*

When you check out of your room, you must return your key to the Residential Program staff. Failure to return your key may result in a \$50 fine. Keys may also be collected prior to semester breaks and vacations closings.

ELECTRICAL/ELECTRONIC EQUIPMENT

You may bring clocks, irons, hair dryers, curlers, shavers, lamps, stereos, televisions, fans, DVD players, VCRs, computers, microwaves, and other low wattage items. Any electrical extension must be 14 gauge or heavier. You are **prohibited** from having cooking appliances (except microwaves with low wattages as covered in the section below), gas or electric grill, portable heaters, sunlamps, deep freezers, broadcasting equipment (short-wave radios, etc.), exercise equipment, any type of satellite dish, air conditioners and other high wattage appliances. Such items will be removed and a \$25 fine will be imposed for unauthorized electrical appliances. Microwaves may be used in student rooms. However, they must not use more than 1600 watts. *Microwaves or other appliances must not be used in closet areas.* Refrigerators used in resident rooms must meet college specifications, which include: (1) they may not exceed two cubic feet in size, and (2) they may not use a current load of more than 4/10 amperes when starting and running. The electrical systems and size of the rooms are not adequate to handle a large refrigerator or one that requires greater amperage.

TELEPHONE, CABLE, & INTERNET SERVICE

Every room in Residential Housing has a telephone jack for private telephone lines. This service is optional and residents may make arrangements for telephones in the residence hall rooms through the Windstream Telephone Corporation at (800) 537-7755. Students are required by the telephone company to pay an installation fee that is non-refundable and non-transferable. If a student leaves residential housing or changes rooms, a new installation fee is required for another room. You are encouraged to bring your own phone from home or you can rent phones through Windstream. It is important to remember that the person who initially has the service installed will be responsible for all billings. Occasionally there have been problems with students allowing the use of the telephone by their roommate or friends and not being compensated. All telephone bills, installation fees, and repairs are your responsibility.

Every room in the residence halls has a cable jack for cable TV service. This service is optional and residents may make arrangements for cable TV service in the residence hall rooms through Suddenlink at (877) 423-2743. Students are required by the cable company to pay an installation fee that is non-refundable and non-transferable. If a student leaves residential housing or changes rooms, a new installation fee is a required for another room. You must provide your own television and are responsible for your installation fees and bills.

To receive free internet service in your dorm room, each resident is required to sign the Residential Program Regulations Handout (includes the network application) before the internet service is granted. The Internet connection is provided at no additional cost to the student. CASC technical support will ensure that the connection to the room is active. CASC employees will not repair student computers. Students are bound to the CASC Code of Computer Conduct which is located on the CASC website at www.carlalbert.edu. This connection is considered a privilege and can be revoked for any violation of the Computer Code. The bandwidth to the dorms is shared and any connection causing significant degradation will be terminated.

ROOM DECORATIONS

Room decorations are encouraged as long as they do not create health hazards, fire hazards, or damage to the room. It is important to note that the use of tape or nails is not allowed because of damage to surface finishes. You and your roommate are responsible and will be charged for any decorations that stain, alter, or otherwise damage the room, which include nail holes, decals, and tape marks on walls, doors floors, ceilings, etc. All decorations must be removed at checkout time. If you have any questions on room decorations, ask your Residential Program staff.

All pictures and decorations must be hung with “Handi Tak” putty, which may be purchased in the stationary department of a retail store. You will be held responsible for any wall damages. Non-compliance with this regulation will result in a \$25 fine.

The use of street signs, traffic signs, or any other construction items for room decoration is strictly prohibited. These items will be confiscated and a \$50 fine will be assessed for violating this policy.

Candles, candle burners, candle warmers, incense and incense burners are not allowed in the dorms.

Christmas Trees/Decorations

Due to the extreme fire danger presented by certain Christmas decorations, please note that no live trees, evergreen or cedar branches, combustible cotton, combustible angel hair, or other combustible materials are permitted for use as decorations. There is a \$25 fine and subsequent referral to the Office of Student Affairs for violation of this policy. Only artificial, flame-retardant Christmas trees are permitted. Electrical Christmas lights must be UL-approved and must not be placed near combustible materials.

ROOM CARE

Each student is responsible for the care and cleaning of the room. It is your home at the College. It has been the home of students before you and will be the home of students after you leave. The room and furnishings will reflect past use, hopefully not damages done from misuse. During this time it is yours, give it the same care and treatment that you and your family give your own home.

Furnishings

An inventory of furnishings in the residence halls and their state of repair is maintained in the Office of Student Affairs. **Residents are liable for furniture in room and are not allowed to dismantle furniture or stack the desks. In addition, students are not allowed to move extra furniture (recliners, chairs, couches, computer desks, entertainment centers, etc.) into their room without permission from the Residential Life Director. Non-compliance with this regulation will result in a minimum fine of \$25.** All box springs and mattresses must be kept on the bed frames at all times and the beds are not to be placed together to make one large bed.

All furniture must be positioned **at least 2 feet** from the air conditioner/heating unit to ensure proper safety. Also, **do not sit anything on the top of or next to the air conditioner/heating unit** (this includes curtains, stuffed animals, alarm clock, paper products, clothing, chairs, desks, trash cans, etc.). This creates a fire hazard which endangers all of the occupants of the dormitory. The Maintenance crew will be inspecting each room weekly. Non-compliance with this regulation will result in a minimum fine of \$25.

Lights

Residents should not leave lights on in their rooms when they are not present in the room. Light bulb replacements may be obtained from the Office of Student Affairs.

Maintenance & Damages

A Resident Assistant should be contacted when a room repair (e.g., air conditioner stops cooling, etc.) is necessary. The Resident Assistant and/or the student will inform the Residential Life Director. The Residential Life Director will then complete a work order and inform the Campus Construction Supervisor of the situation as soon as possible. If the room repair needs immediate attention (i.e. overflowing toilet), contact the Office of Student Affairs at (918) 647-1372.

You will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others while in your room. You will be notified of all charges assessed to you. Damages to property may also make the responsible student subject to disciplinary action. A student with excessive room damages may be subject to dismissal from the Residential Program.

Windows & Screens

You may open your window but the screens must remain securely fastened. Among other things, this means that you may not enter or exit the building through the window and it also precludes the use of an antenna, wires, or other attachments, which must be fastened to the exterior of the building. If you remove your screen you will be charged the cost of replacement.

Residents are not allowed to place anything on their windows including, but not limited to, foil, posters, stickers, etc. Any resident found with these or other items on their windows will have them removed and will be fined \$10. Repeated violations by a resident will be referred to the Office of Student Affairs for further disciplinary action.

ROOM INSPECTIONS

Residential Housing is provided for the convenience of the residents. Therefore, it is expected that the residents will help care for their room and the surrounding area. Residents are expected to:

1. Keep their room neat and clean
2. Keep the area outside their room and around their dorm clean
3. Empty their trash in the designated dumpsters and avoid littering

To assist with the process of keeping the dorm room clean, Residential Program staff will perform room inspections monthly and prior to break periods. These inspections are primarily for the purpose of checking for cleanliness, damage, and required repairs. Students are expected to keep rooms clean and presentable. If a room is found in unsatisfactory condition the occupants may be fined a minimum of \$10 each. The Residential Life Director can also conduct unannounced room inspections.

QUIET HOURS

Although it may not yet be quiet hours, please remember courtesy hours are in effect at all times. Residents are asked to be considerate at all times of other students who may be sleeping or studying and offer them the same respect that you might ask of them. A Residential Program staff member can fill out an incident report and issue a fine for noise at any time. If you are being excessively loud, expect to be contacted. Quiet hours are set in order to provide an atmosphere conducive to studying. Quiet hours are observed according to the following schedule:

9 p.m. to 10 a.m. on weekdays and weekends

Activities prohibited during quiet hours include, but are not limited to:

1. A stereo, TV, or radio played loud enough to be heard outside the room
2. Practicing a musical instrument or singing
3. Running, horseplay, playing frisbee, golf, basketball, boxing, football, and other activities
4. Group of individuals gathered on grounds of resident housing acting in a manner not reasonable and proper (unlawful assembly)

Non-compliance to the quiet hours will result in the following sanctions:

- 1ST OFFENSE* - Written warning
2ND OFFENSE - Written warning and a \$25 fine
3RD OFFENSE - Written warning, a \$50 fine, and a referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Program.

VISITATION HOURS

Residents may entertain guests, including members of the opposite sex, in rooms according to the following schedule:

10:00 a.m. - Midnight on weekdays and weekends

Residential Program students are expected to abide by the rules of common courtesy. Support of the visitation policy is everyone's responsibility. If you feel your roommate or other members of the Residential Program are abusing the visitation policy, please contact your Resident Assistant or the Campus Police. The Office of Student Affairs reserves the right to alter visitation policies as necessary.

Sanctions for violating visitation hours are as follows:

- 1ST OFFENSE*: \$50 fine
2ND OFFENSE: \$100 fine
3RD OFFENSE: \$200 fine and Referral to the Office of Student Affairs with a recommendation that the student be suspended from the Residential Program.

GUESTS

You may have guests (of the same gender) stay in your room overnight providing:

1. The space is available and the other roommate gives prior approval.
2. The resident host extending the invitation will be present during the guest's stay (whether the guest is staying overnight or during the day).
3. The overnight guest must register with the Resident Assistant by filling out the Registration of Overnight Guest form. In case of an emergency or if someone needs to contact the guest, the program staff needs to know who is staying in each dorm room. Failure to register a guest will result in a \$25 fine.
4. Residential Program staff may require a guest to leave if the staff member deems the guest's behavior is inappropriate.

Residents must be aware that they assume responsibilities in regard to their guests. A resident must host a guest and the host/hostess is responsible for informing the guest about applicable College and residential program regulations. Residents assume full responsibility for the conduct of their guests. Guests must not infringe on the rights of roommates or of other residents. **There is a limit of three nights per semester for each overnight guest.** Subleasing of rooms or room spaces is strictly prohibited.

RESIDENTIAL PROGRAM SERVICES

FOOD SERVICES

The Director of Food Services and the Food Service staff are the professional personnel who prepare the meals and operate the cafeteria. Their primary concern is to provide students with high quality food service in an economical manner. In addition to preparing meals, the Food Service staff is here to listen to any comments you may have. If you have any comments about food service, please attend the Food Service Committee meetings where the Director of Food Services will address your concerns. The Food Service Committee Meetings can be attended by any student. Menus are available online at www.carlalbert.edu.

Dining Rooms Hours of Service

The cafeteria is located in the Costner-Balentine Student Center. Meals will be served at the following times:

14 Meal Plan & 18 Meal Plan

Monday - Thursday

Breakfast.....	7:00 a.m. - 9:30 a.m.
Lunch.....	11:00 a.m. - 1:30 p.m.
Dinner.....	5:00 p.m. - 7:00 p.m.

Friday

Breakfast.....	7:00 a.m. - 9:30 a.m.
Lunch.....	11:00 a.m. - 1:30 p.m.

18 Meal Plan Only

Friday

Dinner.....	4:30 p.m. - 6:00 p.m.
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Saturday

Brunch.....	12:00 p.m. - 2:00 p.m.
Dinner.....	4:00 p.m. - 5:00 p.m.

Sunday

Brunch.....	11:30 p.m. - 1:00 p.m.
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Campus Housing Meals

CASC Campus Housing Residents are required to purchase a meal plan. Meals are dine-in and are served in the cafeteria on an all-you can-eat basis. A week starts on Monday and ends on Friday after lunch for the 14 meal plan. The 18 meal plan is a seven day a week plan with two meals on Saturday, one on Sunday, and 15 meals Monday through Friday. Unused meals do not carry over from week to week. Failure to use the meal plan does not cancel the student's financial responsibility for paying for the meal plan.

Student ID Card

Meals must be paid for in the Business Office to obtain meals in the cafeteria. The student ID card doubles as a meal card. A meal plan sticker will be placed on the student ID to inform the Food Service staff of the quantity of meals to provide. You **must** present your card to the cashier before receiving each meal. Your meal card is non-transferable and only the card owner may receive meals on this account. Meals are not provided during vacation closings unless it has been previously arranged with Food Services. Any student ID used or attempted to be used by a person other than the one the card is issued to for the attainment of a meal will be confiscated and the person illegally using the card will be fined \$25. Each semester you will be issued a **new**

meal sticker with a different color code. You have the first two weeks of each semester to change your meal plan and get a new meal sticker.

Removal of Items From the Cafeteria

With the exception of sack meals, a piece of fruit, or ice cream all food served in the cafeteria must be consumed in the cafeteria. Glasses, silverware, dishes, trays, and all other reusable utensils are not to be taken from the cafeteria without proper authorization.

Sack Meals/Carry Out Meals

If your schedule conflicts with class or work, you can arrange for a to-go meal with the Food Services Staff. You are only allowed one carry-out meal per day. You cannot eat in the cafeteria and get a carry-out meal at the same time. The Food Service staff will need to see your student ID in order for you to obtain the carry-out meal. Carry-out meals may be obtained for students who are confined to their rooms due to illness or injury by having a friend get a permission slip from the Food Services. The Food Service staff will need to be presented with your student ID to get the carry-out meal.

MAIL SERVICES

Each resident will receive an on-campus mailbox and mailbox key. The mail slots are located in Johnson Hall. The student must use their key to unlock the mailbox in order to pick up their mail. Post Office personnel will not get mail out of the boxes for anyone. You are not allowed to pick up another student's mail. Postage stamps may be purchased at the Viking Bookstore located in the Costner-Balentine Student Union. Personal mail may be brought to the CASC Mailroom and will be picked up and taken to the Poteau Post Office at 3 p.m. each working day.

The mailroom will be open 8 a.m. to 4:30 p.m. Monday through Thursday, and 8 a.m. to 4 p.m. on Friday, excluding holidays. The quickest delivery comes when mail is addressed to:

Carl Albert State College
John/Jane Doe
Box #4XXX (insert your mailbox number in place of XXX)
1507 S. McKenna
Poteau, OK 74953

Mail should be checked on a daily basis. The resident mailbox functions are: (1) to receive mail delivered by the CASC Post Office or the United States Post Office, (2) to receive any announcements pertaining to the residence programs, or (3) to receive any approved announcements pertaining to campus activities. *Failure to pick up your mail is not an acceptable excuse for missing a required function.*

LAUNDROMAT

The Laundromat is located on the north side of the Barber Scholars Dorm where full size washers and dryers are provided. Laundromat rules and regulations are posted in the building.

VENDING MACHINES

Vending machines are located in campus buildings, the Vike House, the Baptist Student Union, and the north side of the Gedosh Dorm for the convenience and enjoyment of the residents.

PROHIBITED ACTIONS & ITEMS

ALCOHOLIC BEVERAGES & OTHER DRUGS

Students are expected to comply with state and local laws regarding the use of alcohol and other drugs. The possession or consumption of alcoholic beverages, including 3.2 beer, in College residence halls, on College property, or at any activity sponsored by or for a student organization is prohibited. *Alcohol is prohibited on state property by STATE LAW.*

Sanctions for alcohol violation are as follows:

1ST OFFENSE: \$150 fine and alcohol awareness class

2ND OFFENSE: \$250 fine and referral to the Office of Student Affairs with a recommendation that the student be suspended from the Residential Program.

The consumption or possession of any controlled dangerous substance (such as illegal barbiturates, amphetamines, or hallucinatory drugs) in College residence halls, on College property, or at any activity sponsored by or for a student organization is forbidden unless the substance is a prescription being used under a physician's care. *Violation of this regulation will result in a \$200 fine, automatic dismissal from the Residential Program and issuance of this information to the proper authorities.*

SMOKING

TOBACCO-FREE CAMPUS POLICY

I. Purpose:

This policy is designed to promote the following:

- A. A safe and healthy environment free from tobacco use.
- B. Protection of students, faculty, staff and visitors from exposure to secondhand tobacco smoke.
- C. Elimination of litter associated with tobacco use.
- D. Eradication of smoke-filled areas at building entrances.
- E. A positive role model for secondary schools in LeFlore County.
- F. A cooperative partnership with Tobacco-free LeFlore County to prevent tobacco use among youth, reduce tobacco dependence, and promote smoke-free environments.

II. Policy Statement:

Carl Albert State College is committed to maintaining a safe and secure campus and a healthy environment for its students, faculty, staff and visitors free from tobacco use. CASC's comprehensive tobacco-free program consists of prevention, cessation and policy. Effective July 1, 2012, all tobacco products, as defined herein, shall be prohibited on the CASC campuses.

III. Definitions:

- A. Campuses: includes any and all CASC owned, leased, rented or maintained property including but not limited to buildings, facilities, exterior open spaces, parking lots, sidewalks, roadways, recreational spaces and grounds.
- B. Tobacco use: includes, but it not limited to, smoking, chewing, dipping or any other consumption or use of tobacco products.
- C. Tobacco products: includes all forms of tobacco but is not limited to cigarettes, cigars, pipes, electronic cigarettes, chewing tobacco, snuff, and all other kinds and forms of tobacco prepared in such a manner to be suitable for spit tobacco use, smoking or both. This term also includes herbal

tobacco products, simulated tobacco products that imitate tobacco products, including but not limited to cloves, bidis, or kreteks.

- D. Students: includes but is not limited to all students enrolled in CASC classes and/or classes held on campuses, as defined above.
- E. Visitors: includes but is not limited to guests, spectators, contractors, vendors, volunteers, and anyone else providing any type of product or service to CASC.

IV. Procedures:

- A. The use, sale or distribution of tobacco products is prohibited on the CASC Campuses.
- B. Advertising the sale of tobacco products is prohibited on the CASC campuses.
- C. CASC is committed to providing assistance with tobacco use cessation programs to students, staff, and faculty members who desire to quit using tobacco. In addition, CASC shall make available appropriate educational activities concerning the harmful health consequences of tobacco use.
- D. CASC shall make available a method of communication regarding tobacco use, prevention efforts on campus related to policy, prevention, and cessation.

V. Tobacco-Free Campus Policy Enforcement:

As CASC transitions to a tobacco-free environment, our primary goal is to achieve voluntary compliance by educating students, faculty, staff, and visitors about the policy and providing tobacco cessation assistance to those who seek it. Compliance of this policy by all students, faculty, and staff is expected based on our commitment to a healthy environment, free of tobacco, and should be a cooperative effort, encouraged by all faculty, staff, and students.

Complaints regarding violations of this policy shall be addressed as follows:

- A. Faculty and staff who violate the policy shall be directed to and handled by the Office for Human Resources. Supervisors will be notified of violations and will assist in the discipline process.
- B. Students who violate the policy shall be directed to and handled by the Office of Student Conduct.
- C. Visitors who violate the policy shall be directed to and handled by the Office of Campus Police. Visitors will be informed that Carl Albert State College is a tobacco-free campus. Visitors who continue to violate the policy following a warning will be escorted off-campus.

VI. Cessation Resources:

CASC is committed to providing assistance to students, staff, and faculty members who desire to quit using tobacco. CASC provides on-campus resources for students as well as referrals to programs in the Poteau and Sallisaw communities.

Students wishing to participate in tobacco cessation programs will be referred to the Oklahoma Tobacco Quit Line (1.800.QUIT.NOW or 1.800.784.8669), the American Cancer Society, the American Lung Association, and the American Heart Association.

Complete student cooperation is expected in keeping the campus and buildings clean and in good condition. Students will be fined a minimum of \$50 for violation of this policy.

FLAMMABLE MATERIALS

Flammable liquids and flammable liquid fueled devices are prohibited from residential housing.

Halogen lights, burning of candles, candle burners/warmers, incense, oil lamps, and other flammable liquid fueled devices are not permitted in the residence halls. First time offenders will be subject to a minimum fine of \$50. In addition, the use of kerosene lamps, camp lanterns, camp stoves, gas or electric grills, or other flammable liquid fuel devices is prohibited in the residence halls and surrounding areas.

FIREARMS, FIREWORKS, & OTHER WEAPONS

The possession or firing of firearms, fireworks, or explosives by students is illegal and strictly prohibited on campus under state and federal law. This also pertains to ammunition, knives, archery, martial arts weapons, airsoft guns, and paintball guns (and paintballs). In addition, students are prohibited from possessing or using slingshots, pellet guns, and water devices of any kind on campus. ***Violations may result in expulsion from the Residential Program.***

ELECTRICAL APPLIANCES

Residential housing students are prohibited from having cooking appliances (except microwaves with low wattages), electric grills, deep freezers, portable heaters, sunlamps, black lights, broadcasting equipment (short-wave radios, etc.), exercise equipment, air conditioners and other high wattage appliances. Such items will be removed and a minimum fine of \$25 will be imposed for unauthorized electrical appliances.

LOITERING POLICY

All residential housing students are not allowed to congregate after midnight anywhere on campus, including but not limited to residential housing grounds, parking lot, etc. The only exception to this rule is if you are walking to or from a specific destination. Residents must understand that they assume full responsibility for their guests and their guests must abide by the same rules. If you or your guest does not abide by this rule, a loitering citation of \$25 will be issued for each occurrence.

TAMPERING WITH FIRE ALARMS/EQUIPMENT

Fire alarms and fire extinguishers are provided for the protection of human life and property. Besides being an annoyance, a false alarm can endanger the safety and lives of fellow residents. Anyone found guilty of initiating a false fire alarm may be charged with a misdemeanor and a fine. ***Tampering with the firefighting equipment is a violation of STATE LAW.*** Offenders tampering with fire protection alarms in any way, including removing a battery or disabling the detector, will result in a minimum fine of \$25. In addition, if you tamper with a fire extinguisher, you will be fined a minimum of \$50 and be subject to dismissal from the Residential Program.

PETS

For health reasons, pets are not permitted in the residence halls at any time due to concerns for health, safety, sanitation, noise and humane treatment. Legal fish is the only exception. Offenders will be subject to a minimum fine of \$50.

TRASHING

Trashing includes, but is not limited to, the following offenses:

1. Throwing trash, garbage, or food.

2. Leaving trash or bagged/unbagged garbage anywhere in/outside the residence halls (trash must be deposited in the dumpster on the eastside of the Hoffman Scholars Dorm, eastside of the Gedosh Dorm, or the westside of the McMillen Dorm).
3. Having water fights/shaving cream fights or throwing water balloons.

Offenders will be subject to a minimum fine of \$25 plus any additional charges for cleaning or damages. Repeat offenders will be subject to larger fines and further disciplinary action by the Office of Student Affairs.

VANDALISM

Acts of vandalism will not be tolerated. Residents guilty of such acts may be charged up to three times the amount of damage. Instances of major vandalism are referred to the Office of Student Affairs with the recommendation that the resident be dismissed from the Residential Program.

VISITATION HOURS

Residents may entertain guests, including members of the opposite sex, from **10:00 a.m. - 12:00 a.m. (midnight) Sunday through Saturday.**

Sanctions for violating visitation hours are as follows:

1ST OFFENSE: \$50 fine

2ND OFFENSE: \$100 fine

3RD OFFENSE: \$200 fine and Referral to the Office for Student Affairs with a recommendation that the student be suspended from the Residential Program.

For further details, see Visitation Hours on Page 16. Also, see Guests on Page 16.

VIOLATIONS

Any residential student who obtains three (3) violations of residential housing regulations within one semester is subject to dismissal from CASC Residential Housing.

GAMBLING

Gambling for money or stakes representing money is prohibited in College residence halls, on College property, or at any activity sponsored by or for a student organization. *Violation of this regulation is cause for dismissal from the Residential Program.*

HAZING

No resident, student, guest, organization, or person associated with CASC shall participate in an act of hazing. Hazing can be defined as any activity that endangers, intentionally or unintentionally, the mental, physical, or emotional well being of a student for the purpose of initiating them into any organization. This includes but is not limited to:

1. Physical brutality
2. Sleep deprivation
3. Forced (involuntary) confinement
4. Forced conduct that is contrary to an individual's normal nature
5. Any activity designed to bring extreme embarrassment to the individual

6. Any other activity that can adversely affect the physical, mental, or emotional health of an individual.

Violation of this regulation is cause for dismissal from the Residential Program.

SOLICITING

To protect students against swindles and an interruption of their studies and insure that the property of the College is not used for personal monetary gain, soliciting and selling on College property is prohibited unless written permission has been obtained from the Vice President of Student Affairs. Solicitors can only be kept out of the residence halls with the full cooperation of the residents. Residents encountering a solicitor or salesperson who does not have written authorization are asked to report this person to Residential Program staff.

CASC Student Housing Policy 2013-2014

I. TERMS

- A. Apply for student housing by completing a Housing Application. The student may obtain a housing application from the Office of Student Affairs or by downloading the application from the CASC website at www.carlalbert.edu.
- B. Each resident is required to pay a \$75 maintenance fee/housing deposit at the beginning of each academic year.
- C. The Office of Student Affairs will collect all completed housing applications. Each student will then receive a letter informing him/her of housing status. The letter will state one of the following three options: (1) the student has a dorm room reserved; (2) the student does not have a dorm room reserved, but the student is placed on a waiting list for a dorm room; or (3) the student does not have a dorm room reserved.
- D. After the student is accepted into student housing, the student must complete a housing/meal contract.
- E. Housing/meal contract period shall be on a Fall and Spring (combined) school year, or summer semester.
- F. The housing/meal contract does not provide for any closed times; i.e. Thanksgiving Break, Winter Break, Spring Break, breaks between semesters, etc., in which the dorms and food service will be closed.
- G. Room rates and meal plans are non-refundable.
- H. Any unpaid balance of room and board at the end of the semester will be turned over to a collection agency.
- I. The student must be enrolled in and complete 12 credit hours (full-time student status) or more per semester in a classroom setting (web courses not included). Summer residents must carry 6 credit hours.
- J. Residential students must be single with no dependents.

II. ROOM AND BOARD

- A. Any student who resides in student housing at CASC is required to purchase a 14-meal plan or 18-meal plan (excluding summer students).
- B. A meal plan will be a requirement as long as the student remains in a dorm at CASC.
- C. No refunds or reduction in charges will be made for meals missed as a result of violation of the terms of this contract. Meal stickers are non-transferable.

III. ASSIGNMENTS OF ROOM

- A. The College reserves the right to make all room and roommate assignments.
- B. The student agrees that the College may reassign housing space or adjust the occupancy of rooms to maximize space utilization and that the College may take such actions as necessary to control the use of rooms in the event of an epidemic or disaster, or other conditions or circumstances that may appear to require such control.
- C. The College reserves the right to refund payments and refuse assignments to any applicant.
- D. All dorm room keys must be obtained by proper check-in through Residential Housing Staff.

IV. ACCESS TO ROOMS

- A. The College reserves the right to enter any student's room at any time that a health, safety, maintenance and/or damage inspection of the premises is deemed necessary. Room inspections are made at periodic intervals with previous notice posted for all residents to maintain and preserve the housing accommodations in the interest of all College housing with regard to the welfare of all students.

- B. The College reserves the right to remove or confiscate any items that are hazardous to the building or its occupants.
- C. All locked or closed containers are subject to inspection.

V. PAYMENT

- A. The student agrees to pay for all housing and meal plans at the current rate set forth by the College.
- B. The College reserves the right to increase rates for housing and meal plans at any time, provided due notice is given to all students when cost of services extend beyond college control.
- C. Students are required to pay the full room and board charges at time of campus housing move-in at the beginning of each semester. The student will not receive keys to the dorm room until the full amount is paid. The only exception will be if the student provides a copy of a financial aid award letter showing all housing/meal charges will be covered by financial aid.
- D. Payment options are as follows: cash, check, credit card, or money order.
- E. The College reserves the right to place a “hold” on a student’s transcript for non-payment of room and board fees.

VI. ROOM CARE

- A. Students will furnish their own linens, blankets, towels, pillows, curtains, etc.
- B. Students are REQUIRED to keep their rooms clean and in good condition at all times.
- C. The college will do regular maintenance as required.
- D. Students will be charged for any and all damages caused either by accident or maliciousness to his/her own room.
- E. Rooms should be locked when vacated. The College assumes no responsibility for loss or damage of property. It is the resident’s responsibility to acquire home owners or renters insurance.

VII. RULES AND REGULATIONS

- A. The student agrees as a condition of the housing/meal contract to comply with all college housing rules, regulations, and policies, which are now in effect or enacted during the term of this contract.
- B. The student agrees that residents who by their actions violate College and/or residence regulations, create undue disturbances, or who unreasonably withhold their cooperation from other students and from the College staff may be dismissed from student housing and may be suspended from the College.
- C. The *CASC Residential Program Handbook* and *CASC Student Handbook* will be made available to all students.

VIOLATION FINES

If a student violates a Residential Housing Program regulation, the student is required to meet with the Student Conduct Officer on the next working day after the violation. If the student is unable to meet the next working day, the student must contact the Office of Student Affairs at 918-647-1371 to schedule an appointment. If the student does not meet with the Student Conduct Officer within 3 days, the violation fine will automatically be assessed to the student's account. The student will be fined according to the list below and the payment must be made to the CASC Business Office.

TYPE OF VIOLATION	OFFENSE	FINE
Drug Violation	<i>1st Offense</i>	\$200 & automatic dismissal from the Residential Housing Program
Alcohol Violation	<i>1st Offense</i> <i>2nd Offense</i> <i>3rd Offense</i>	\$150 & Alcohol Awareness Class \$250 & Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Visitation Violation	<i>1st Offense</i> <i>2nd Offense</i> <i>3rd Offense</i>	\$50 \$100 \$200 & Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Quiet Hours Violation	<i>1st Offense</i> <i>2nd Offense</i> <i>3rd Offense</i>	\$25 \$40 \$65 & Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Disorderly Conduct	<i>Each Offense</i>	Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Unregistered Guest Violation	<i>Each Offense</i>	\$50
Loitering Violation	<i>Each Offense</i>	\$25
Room Damages	<i>Each Offense</i>	Depends on Extent of Damage
Smoking Violation	<i>Each Offense</i>	\$50
Possession of Flammable Materials	<i>Each Offense</i>	Minimum of \$50
Possession of Firearms, Fireworks, & Other Weapons	<i>Each Offense</i>	Referral to the Office of Student Affairs with the recommendation that the student be suspended from the Residential Housing Program
Tampering with Fire Alarms/Equipment	<i>Each Offense</i>	Minimum fine \$50 & Referral to Office of Student Affairs recommending that the student be dismissed from the Residential Housing Program
Possession of Pets in Dorm Room	<i>Each Offense</i>	Minimum of \$50
Trashing	<i>Each Offense</i>	Minimum of \$25 plus additional charges for cleaning/damages
Vandalism	<i>Each Offense</i>	Depends on extent of damages: referral to the Campus Police Office
Possession of Prohibited Electrical/Electronic Equipment	<i>Each Offense</i>	\$25
Possession of Prohibited Room Furnishings	<i>Each Offense</i>	\$50
Room Inspection Fines	<i>Each Offense</i>	Depends on Extent of Room Condition
Gambling, Hazing, Soliciting	<i>Each Offense</i>	Referral to the Office of Student Affairs
Mailbox Key Replacement	<i>Each Offense</i>	\$10
Housing Key Replacement	<i>Each Offense</i>	\$10 (if core change deemed necessary, minimum of \$75.00)
Removing Items from Dorm Room	<i>Each Offense</i>	Depends on Extent
Unapproved Action	<i>Each Offense</i>	Depends on Extent & Referral to the Office of Student Affairs
Failure to properly check-out	<i>Each Offense</i>	\$50
Staying in housing without approval	<i>Each Offense</i>	\$50 per night

HOUSING DAMAGE FINES

The student will also be expected to pay for all damages caused either accidentally or maliciously. This includes any damage done by guests or others while in your room. Damages to property may also make the responsible student subject to disciplinary action. A student with excessive room damages may be subject to dismissal from the Residential Program.

<u>Description of Items</u>		<u>Repair Cost</u>
1. Entry Door	Repair or Replace	\$250 or Extent of Damage
2. Entry Lockset	Repair or Replace	\$100 or Extent of Damage
3. Entry Backset	Repair or Replace	\$40 or Extent of Damage
4. Interior Doors	Repair or Replace	(Extent of Damage)
5. Entry Jamb	Repair or Replace	(Extent of Damage)
6. Electrical	Repair or Replace	(Extent of Damage)
7. Walls	Holes	(Extent of Damage)
	Dents	(Extent of Damage)
	Torn Paper	(Extent of Damage)
	Repaint	(Extent of Damage)
8. Walls	Repaint	(Extent of Damage)
9. Fire Extinguisher	Discharged	\$50
	Missing	\$75
10. Smoke Detector	Replace Battery	\$5
	Replace	\$45
11. Window Glass	Replace	(Extent of Damage)
12. Window Screen		(Extent of Damage)
13. HVAC Unit		(Extent of Damage)
14. Mirrors	Bathroom	\$75 Each
	Door	\$50 Each
15. Bathroom	Toilet	(Extent of Damage)
	Sinks	(Extent of Damage)
	Tub/Shower	(Extent of Damage)
16. Floor Covering	Vinyl	(Extent of Damage)
	Carpet	(Extent of Damage)
17. Room Contents	Bed Frames	\$300 Each
	Mattress/Box Springs	\$150 Each
	Dresser	\$500 Each
	Desks	\$300 Each
	Chairs	\$125 Each
	Night Stand	\$125 Each
18. Exterior of Bldg.	All Attachments	(Extent of Damage)
19. Room Keys	Lost and Replace	\$10 Each
20. Lock Rekeyed	Core Change	\$25
21. Attachments	Removal or Breakage	(Extent of Damage)
22. Window Blinds	Replace	\$50
23. Any CASC Property Removed from Dorm Room	(Cost of Replacement)	

(i.e. locks, chairs, desks, beds, mattresses, night stands, etc.)

Note: Damage costs are shared by both dorm room occupants.

SAFETY & SECURITY PRECAUTIONS

CAMPUS POLICE

The CASC Campus Police Department is dedicated to enhancing the opportunity for students, faculty, and staff to participate in the educational experience by providing a safe and orderly environment. This is accomplished by providing a professional, cooperative, customer driven service that is both flexible and responsive to the needs of all. Campus Police provide crime prevention, sexual assault prevention education, and self-defense seminars. The CASC Campus Police ensure that all college rules are enforced and that your rights as a resident, student, and individual are not violated.

If a situation does not require immediate law enforcement attention, students and/or CASC personnel may contact the Campus Police for assistance at (918) 649-7463. CASC has a limited number of police personnel; therefore, it could be difficult at times to contact Campus Police. Because of this possibility, it is recommended that all CASC employees and students always contact the Poteau Police Department for immediate law enforcement assistance by dialing 911 for emergency assistance and (918) 647-8620 in non-emergency situations.

FIRE

To prevent a fire, residents are required to take the following precautions:

1. Do not smoke in dorm rooms.
2. Do not throw cigarette butts in the wastebaskets.
3. Make sure cigarettes, cigars, or matches are extinguished when discarded.
4. Unplug electrical appliances such as irons, curling irons, hot rollers, etc., when not in use.
5. Do not burn candles.
6. Halogen lights are not permitted.

Fire alarms and fire extinguishers are provided for the protection of human life and property. Tampering with the firefighting equipment is a violation of STATE LAW. Offenders will be fined \$50 and subject to dismissal from the Residential Program.

PERSONAL PROPERTY

Residents are urged to keep their rooms locked whenever they leave and while they are sleeping. The College is not responsible for any damage or loss of personal property due to theft, fire, facility failure, or severe weather. Therefore, it is recommended that you carry your own personal property insurance. Information on personal property insurance can be obtained from the Office of Student Affairs.

SEVERE WEATHER

In the event of severe weather, you should stay tuned to a local radio or TV station for the latest report on conditions. If it becomes necessary to take cover, follow the instructions provided by the Residential Program staff. Move in an orderly fashion to your shelter area(s). Do not leave the campus for any reason unless instructed to do so by the Residential Program staff or Emergency personnel. In your shelter area, sit on the floor with your back to the wall or in the central portion of the room. Follow the instructions of the Residential Program staff or Emergency personnel and do not leave the shelter area until the all clear is given. At no time will smoking be permitted in the shelter area(s).

ELECTRICAL

It is essential for your safety and that of others that you exercise care regarding the use of electrical cords and appliances. Use of light duty extension cords with multiple outlets is prohibited. Extension cords should be heavy duty, UL-approved, and should not feed more than one electrical device. Do not nail extension cords to walls, place them under rugs or beds, string them on pipes, etc. Periodically inspect all cords and appliances for cracks and other defects.

EMERGENCY RESPONSE PLAN

CASC recognizes that quick responses are necessary in today's environment where anticipated and unanticipated emergencies arise. We remain committed to the safety of our visitors, student body and staff. CASC has developed and implemented an Emergency Response Plan designed for the protection of the campus community. All offices and departments shall display the Quick Reference Guide to the Emergency Response Plan in a public and visible area, and shall adhere to the plan when emergencies arise. A copy of the detailed plan is maintained in the office of the CASC Director of Campus Police.

JUDICIAL PROCEDURES FOR SEXUAL ASSAULTS

A. Introduction

Carl Albert State College will not tolerate nor condone any form of sexual misconduct, whether physical, mental or emotional in nature. This includes actions that are demeaning and includes, but is not limited to, rape (whether the victim does or does not know the aggressor and includes "date rape", "acquaintance rape", and "gang rape"), sexual assault or sexual harassment. Even if law enforcement and criminal justice authorities choose not to prosecute a particular matter, the College may still pursue the matter as a student misconduct concern warranting non-academic disciplinary action by the institution. Where it is determined that sexual misconduct is more likely than not to have occurred, College disciplinary sanctions can include suspension or expulsion. CASC has determined that the nature of sexual assault crimes require judicial proceedings which differ from the procedures followed for other violations.

B. Definitions

1. Victim shall mean the person alleging to have been sexually assaulted.
2. Accused shall mean a person accused of sexual assault.
3. Intimate parts shall mean the genital area, groin, inner thighs, buttocks, or breasts.
4. Past sexual behavior shall mean sexual behavior other than the sexual behavior upon which the sexual assault is alleged.
5. Serious personal injury shall include minor physical injuries, psychological stress, or other physical or mental trauma, pregnancy, disease, or loss of impairment of a sexual or reproductive organ.
6. Personal injury shall include minor physical injuries, psychological stress, or other physical or mental problems resulting from the assault.
7. Sexual contact shall mean intentional touching of the victim's sexual or intimate parts or intentional touching of the victim's clothing covering the immediate area of the victim's sexual or intimate parts. Sexual contact shall also mean the touching by the victim of the accuser's sexual or intimate parts when such touching is intentionally caused by the accused. Sexual contact shall include only such conduct which can be reasonably construed as being for the purpose of sexual arousal or gratification of either party.
8. Sexual penetration shall mean sexual intercourse in its ordinary meaning, cunnilingus, fellatio, anal intercourse, or any intrusion, however slight, of any part of the accuser's or victim's body, or any object manipulated by the accused into the genital, oral or anal openings of the victim's body which

can be reasonably construed as being for non-medical or non-health purposes. Sexual penetration shall not require emission of semen.

8. Consent shall mean the positive cooperation in act or attitude pursuant to an exercise of free will. The persons consenting must act freely and voluntarily and have knowledge of the nature of the act or transaction involved. The determination regarding the presence or absence of consent shall be based upon the totality of the circumstances present in a particular case, including the context in which the alleged incident occurred. Consent will not be implied from silence or passivity alone.

C. Violations

Due to the sensitive and often violent nature of incidents involving sexual misconduct the following definitions are provided for informational use by students and for guidance in the investigation and adjudication of alleged cases of sexual misconduct. It is possible a particular action may constitute sexual misconduct even if not specifically mentioned in the examples.

1. Rape means all acts of sexual intercourse involving vaginal or anal penetration accomplished without consent and with a male or female (who may be of the same or opposite sex as the perpetrator).
2. Rape by instrumentation means any act in which an inanimate object or part of the human body, not amounting to sexual intercourse, is used in the carnal knowledge of another person without his or her consent and penetration of the anus or vagina occurs to that person.
3. Sexual battery shall mean the intentional touching, mauling, or feeling of the body or private parts of any person in a lewd and lascivious manner and without the consent of that person.
4. Sexual battery includes, but is not limited to, the touching of a person's genitalia, buttocks, or breasts.

D. Services

Carl Albert State College has taken the following steps aimed at preventing a sexual assault on the College campus:

1. The College provides educational programs to enhance awareness of sexual assault and the conditions which foster this offense on college campuses. These include offering sexual assault awareness programs at no charge to any interested group, including classes, organizations, and clubs. These programs attempt to dispel myths, provide information and give practical measures to increase safety.
2. The College provides counseling services for survivors of sexual assaults which occur on institutional property or who are affiliated with the College.

E. Procedures

Procedures to be implemented when a sexual assault occurs on campus include:

1. Notification by accuser. The accuser should report the incident to the campus police, Director of Campus Police, Vice President of Student Affairs, or the Residence Hall Director. The accuser should not douche, bathe, shower, or change clothes before reporting the incident.
2. Responsibility of the Campus Police. Upon receiving a report of sexual assault, the campus police will:
 - a) Contact the Poteau Police Department and other appropriate law enforcement agencies, as applicable. They will inform the person of his/her options (this does not mean one must proceed with prosecution).
 - b) Transport the accuser to the Eastern Oklahoma Medical Center. At the hospital, the person will be given a medical examination to make sure s/he is all right and to collect medical evidence. This evidence will be needed if one decides to pursue prosecution and is only available immediately after the attack. The State Victim Compensation Fund will pay for the initial sexual assault medical exam, but certain conditions, which can be explained by the medical staff, apply. A police officer will arrive at the hospital to take the accuser's statement as soon as practicable.
 - c) Contact the Vice President of Student Affairs
 - d) Work the campus crime scene in coordination with the District Attorney's office.

- e) Make arrest(s) if the suspect(s) can be identified.
3. Responsibility of the Vice President of Student Affairs.
 - a) Advise the accuser of the option to file criminal charges with the District Attorney's Office and/or to initiate the on-campus disciplinary process.
 - b) Refer the accuser to counseling services at CASC, the County Health Department, or through the Carl Albert Mental Health Clinic.
 - c) Once a charge has been filed, inform the victim and the accused to refrain from written or spoken contact with each other. Any form of retaliation or harassment shall be grounds for separate judicial action or considered as aggravating circumstances by the hearing panel in assessing sanctions.
 - d) Advise the accuser and accused that both parties have the right of counsel during the proceedings (parent, other adult, or licensed attorney, at the student's own expense).
 - e) Inform the accuser and the accused of the outcome of any on-campus disciplinary procedures.

F. Filing a Charge

1. A Carl Albert State College student wishing to bring a charge of sexual assault against another Carl Albert State College student may do so by writing and signing a complaint with the Vice President of Student Affairs. There is no deadline for filing a charge; however, the hearing panel may consider the time elapsed since the alleged assault in determining the veracity of the witness, evidence and cause of the delay. Victims should be aware that the College may lack jurisdiction during periods when students are not enrolled.
2. Prior to filing a complaint, the victim of sexual assault may wish to contact a sexual assault resource person at the Poteau Police Department who has been trained to handle situations involving sexual assault. The role of the resource person is to listen, provide support, and answer questions about sexual assault and to discuss options available to the victim.
3. The false report or false accusation of sexual assault by a student, whereby a student recants testimony or admits that an assault did not occur, may be grounds for disciplinary action against the student.
4. A student voluntarily withdraws a complaint, at which time all further investigations would cease. If the withdrawal of the complaint is due to threats or retaliation or harassment by the accused or by other parties, the college may choose to prosecute the case of assault or harassment.
5. At the accuser's request, Carl Albert State College will notify the student of options for and assistance available in changing academic and living situations after an alleged sexual assault incident, provided changes are reasonably available.

G. Notification of the Accused

1. Upon receiving the complaint, the Vice President of Student Affairs will notify the accused within five (5) days that a charge of sexual assault has been filed, and that a hearing will be conducted to determine if there is reasonable cause or no reasonable cause to believe a sexual assault took place.
2. In the event a criminal procedure for the same offense is pending, Carl Albert State College will abide by the decision of the courts, but retains the right to suspend the accused until a court decision is rendered.
3. The notice of charges against the accused shall include a statement of the charge as written by the victim, the name of the person making the accusation, the date, time, and place of the hearing.
4. The Vice President of Student Affairs, after consultation with the President of the College, is authorized to enforce an abstaining order, and make all necessary arrangements, on a temporary basis - prior to a determination by the hearing panel to enforce and designate alternatives to classes, class attendance, campus residency, campus-sponsored activities, extracurricular activities, and/or any other College-related activity, if the circumstances or the proximity of the victim and accused warrant such arrangements.

H. Composition of Hearing Panel

The hearing panel shall be composed of three members: The Vice President of Student Affairs, who will serve as chair, and two current members of the student Conduct Committee. Of the two Committee members, one must be a student and one a non-student (either faculty or staff). The hearing panel will consist of mixed gender and will not have a conflict of interest or prejudice to either the victim or the accused. A majority decision of the hearing panel is required for all decisions rendered by the panel. The hearing panel shall be instructed that all deliberations and proceedings are to be confidential.

I. Hearing Panel Procedures

1. The hearing shall be closed to the public. No tape recordings may be made of the hearings or the deliberations of the panel. Except as specifically outlined below, only the hearing panel and college legal counsel will be allowed at the hearing or deliberations.
2. The hearing panel will interview the victim, who may be accompanied by no more than one person. The victim may be accompanied by legal counsel when appearing before the hearing panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The panel will attempt to learn all that is relevant to the sexual assault incident. The accused shall not have the right to be present during the interview between the victim and the panel. If the victim refuses to appear, the hearing panel will declare the complaint withdrawn and the case closed.
3. The hearing panel will interview the accused any time that it has interviewed the victim. The accused may be accompanied by no more than one person. The accused may be accompanied by legal counsel when appearing before a hearing panel. The role of counsel is limited to consultation with the client. Legal counsel or other representatives (resource person, parents) are not permitted to participate directly in the hearing. The panel will attempt to learn all that is relevant to the sexual conduct incident. The victim shall not have the right to be present during the interview between the accused and the panel. If the accused refuses to appear before the panel, the panel reserves the right to render a finding on the basis of evidence submitted.
4. The victim or the accused may provide to the hearing panel the names of individuals who witnessed the event or events leading up to or following the alleged assault. After interviewing the victim and the accused, the hearing panel shall have the discretion to interview witnesses in person or to accept written statements from witnesses who can provide the information relevant to the alleged assault. Neither the victim nor the accused has the right to be present during witness testimony or to have access to witness statements. The hearing panel has the discretion to disclose to either party information gained from witness testimony, if such disclosure is relevant to the finding. The hearing panel shall keep witness' names confidential. The hearing panel may require subsequent interviews with the victim, the accused or witnesses.

J. Procedural Rules

1. No tape recordings of the hearing or the panel's deliberation may be made by any party present at the hearing.
2. At the discretion of the hearing panel reviewing a particular case, the following procedures may be deemed appropriate for use in conducting a review hearing regarding a case of alleged sexual misconduct. A hearing panel shall have no duty to grant such measures in any case under review, but should consider the appropriateness of permitting such accommodation. The hearing panel may, at its discretion, exclude evidence regarding the past sexual history of the alleged victim with persons other than the alleged perpetrator and consider it to be irrelevant.
3. The use of alcohol or drugs by the victim or the accused at the time of the alleged assault may be introduced by either party, but such use does not take away responsibility for behavior or the consequences of the behavior.
4. The hearing panel may consider any evidence relevant to establishing a finding; however, the lack

- of physical evidence that a sexual assault took place will not be grounds for dismissal of a charge.
5. The hearing panel will deliberate in closed session and determine if there is reasonable cause or not reasonable cause to believe a sexual assault took place. If the hearing panel concludes a sexual assault occurred, it will assess sanction(s).
 6. This policy does not preclude the abiding by other applicable local, state, or federal laws pertaining to sexual assault.

K. Notification of Finding

The Vice President of Student Affairs will notify, in writing, both the victim and the accused of the finding within 48 hours (two school days) from the end of the deliberation of the hearing panel. The notice will be sent to the last known college address.

L. Appeal

Either the victim or the accused may file an appeal to the President of the college within ten (10) days of the decision of the panel. The College president will then consider the matter on the basis of written statements by the accused, the victim and/or hearing panel. The President of the College may request a personal interview with the victim or the accused prior to making a decision. The President will then make a decision as to whether there is reasonable cause to believe a sexual assault took place. If the President concludes that a sexual assault occurred, the President will uphold the decision of the hearing panel. If the President concludes that a sexual assault did not occur, the case will be dismissed. The decision of the President is final and cannot be appealed.

SEX OFFENDER REGISTRATION

Oklahoma's sex offender registration laws were amended in 2002 to include university campuses. In essence, anyone convicted of a non-aggravated sex offense in the past ten years must register with CASC Campus Police if they are a student, employee, resident or anyone who works on campus property in any capacity. Persons convicted of aggravated sex offenses must register indefinitely. This applies to persons convicted in Oklahoma and ALL other states and territories of the United States of America. Registration with campus authorities must be in addition to registration with the local law enforcement agency where the convicted person resides (unless they reside on campus). Failure to register in accordance with law will subject the offender to additional criminal prosecution. CASC Campus Police has established a procedure to collect required information and make it available for public inspection. The list of registrants will be included on our Campus Police website at www.carlalbert.edu.

911 ADDRESSES FOR CAMPUS HOUSING

The 911 Addresses (physical address for each dorm room) for Campus Housing should be the addresses used for emergencies and telephone & cable services.

SCHOLARS HOUSING

Hoffman Dorm	305 Scholars Drive	Room #
Barber Dorm	301 Scholars Drive	Room #
Gedosh Dorm	205 Scholars Drive	Room #

RESIDENTIAL HOUSING

Gedosh Dorm	205 Scholars Drive	Room #
Hoyle Dorm	203 Scholars Drive	Room #
Ollie Dorm	201 Scholars Drive	Room #
McBee Dorm	199 Scholars Drive	Room #
McMillen Dorm	197 Scholars Drive	Room #
Holton Dorm	207 Scholars Drive	Room #

ATHLETIC HOUSING

Men's Athletics	401 Scholars Drive	Room #
Women's Athletics	601 Scholars Drive	Room #

IMPORTANT NUMBERS

Emergency	911
Windstream (Phone Svc)	1-800-537-7755
Suddenlink (Cable TV Svc)	1-877-423-2743

VEHICLE, PARKING, & TRAFFIC REGULATIONS

VEHICLE REGISTRATION & PARKING

All vehicles owned and/or operated by CASC students on campus must be registered at the time of enrollment or acquisition of the vehicle(s). CASC students will be issued a parking permit to be appropriately displayed on each vehicle used. Vehicles that are not registered or do not have the permit displayed shall be subject to citations and towing (at the cost of the owner). CASC reserves the right and authority to have any vehicle on campus impounded (at the cost of the owner) when such vehicle is in violation of college regulations or presents a safety hazard to people and/or property.

Designated parking areas are located adjacent or near all buildings. Vehicles are to be parked in the designated, marked parking spaces and may only occupy one space. Residential students are required to park in Residential Housing parking only. Residential Housing parking is located adjacent to all dorm buildings (excludes Commuter parking on Scholars Drive). Residential students are not allowed to park in Faculty/Staff and Commuter parking. Being unable to find a legal parking space or seeing others park improperly does not constitute a valid reason for parking improperly. Failure to abide by parking regulations may result in issuance of a citation or the vehicle being towed at the owner's expense. Motorcycles are subject to the same registration requirements and parking regulations as other motor vehicles. Abandoned vehicles may not be parked on campus and are subject to impoundment at the owner's expense. ATV's are not allowed on campus.

TRAFFIC

All drivers on campus are expected to observe the laws of the State of Oklahoma and the ordinances of the City of Poteau in regard to the operation and registration of vehicles. CASC Campus Police Officers may at their discretion file any violations of state laws or local ordinances through proper courts.

1. The campus speed limit is 10 M.P.H. and may not be exceeded at any time. However, conditions may warrant driving at a slower speed.
2. The regulatory signs and barricades on campus are to be observed and obeyed.
3. Pedestrians will always have the right-of-way.
4. The orders of CASC Campus Police will be observed and obeyed at all times.

The following lists the traffic regulation offenses of Carl Albert State College. Any student who commits an offense may be punished in accordance with the penalty listed with the offense:

1. Handicapped parking violation-\$100.
2. Operation of a vehicle on campus without brakes, lights, and/or other safety equipment as required by state law- \$50.
3. Operation of a vehicle without a sufficient muffler or using a muffler cutout or exhaust whistle - \$50.
4. Operation of or causing a vehicle to make unnecessary noise on the campus (sounding of a horn, etc.) -\$50.
5. Operation of a vehicle at a speed greater than 10 M.P.H. or at a speed greater than what is deemed reasonable and prudent for existing conditions - \$50.
6. Operation of a vehicle in reckless and careless manner without regard to the safety and rights of others - \$100.
7. Failure to yield the right-of-way to a pedestrian - \$50.
8. Failure to obey an official sign, signal, traffic control device, or marking - \$50.
9. Operation of, sitting in, or otherwise occupying a vehicle belonging to another resident or

- student without the express consent of the owner or person legally charged with the vehicle - \$50.
10. Violation of campus, local, and state parking regulations - \$10.
 11. Obstruction or interference of the proper use of any street, road, sidewalk, or parking area on campus either with a vehicle or any other device - \$50.
 12. Willful alteration, defacement, movement, or removal of an official traffic control device, signal, sign, or marking without lawful authority - \$50 and possible expulsion from Residential Program.
 13. Failure to promptly obey any reasonable order or direction of a CASC Campus Police Officer or residential hall staff relating to vehicles, traffic, or parking regulations - \$100.
 14. Repeated violation of any traffic or parking regulation
(Three or more violations—the violation need not be of the same regulations relating to vehicles, parking, or traffic) - Double the amount of the previous violation.
 15. Aid or abet in the commission of any offense as defined in these regulations - \$50.

Updated August 2013

IMPORTANT PHONE NUMBERS:

Campus Police _____ 918-649-7463

Emergency _____ 911

(use 911 addresses – physical address; see page 32 for address)

Poteau Police Department _____ 918-647-8620

Student Conduct Officer (Discipline Appointments) _____ 918-647-1371

Office for Student Affairs _____ 918-647-1371

Residential Director _____ 918-413-4172

Assistant Residential Director _____ 918-413-1618

CASC Main Number _____ 918-647-1200

Windstream Telephone Service _____ 1-800-537-7755

(use 911 addresses – physical address; see page 32 for address)

SuddenLink (Cable) _____ 1-877-423-2743

(use 911 addresses – physical address; see page 32 for address)