



COLLEGE-SPONSORED HOUSING HANDBOOK

The Ansley at Park Central
12009 Coit Road
Dallas, TX 75251

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INTRODUCTION

We're glad you're here! This handbook is designed to help you: understand your college-sponsored housing agreement and the policies and procedures governing your new home; get to know your College-Sponsored Housing Department staff and how they can assist you while you live with us; take full advantage of the various services offered in the facilities; and get involved with your community and get to know your new neighbors.

OUR PURPOSE

The purpose of the College-Sponsored Housing Department of Wade College includes providing a safe and supportive environment where students can learn and develop life skills necessary for both academic and career success. The living environment should allow students to develop lasting relationships, experience cultural diversity, and increase social skills as well as complete their academic requirements.

The annual security report about Wade College safety policies, crime statistics, and campus resources is available on paper by contacting the Office of the President, 214.637.3530, or online at:

http://www.wadecollege.edu/content/uploads/pdfs/wc_security_report.pdf.

For more information about the *Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act* you may visit the following web-sites:

<http://ope.ed.gov/security/>
<http://www.campusafety.org/schools/cleryact/text.html>

RIGHTS AND RESPONSIBILITIES

Student residents in the college-sponsored housing program possess specific individual and group rights while engaged in activities that are part of college life. With these rights, student residents have reciprocal responsibilities to ensure these same rights for other student residents. The following statements define minimal expectations regarding these rights and responsibilities.

Student residents have the right...

- To have reasonable access to their living accommodations based on a published schedule of occupancy.
- To live in a clean and secure environment.
- To have access to facilities and programs that support the pursuit of academic success.
- To have access to written copies of college housing rules and regulations that govern individual and group behavior.
- To the respect and safety of personal property.
- To study without interruption or interference.
- To be free from unreasonable noise.
- To be free of intimidation or harassment.
- To express themselves freely within established guidelines.
- To expect enforcement of housing policies.
- To have direct access to staff who provide assistance, guidance, and support as needed.
- To host guests, within established guidelines.

- To receive equitable treatment when behavior is in question.
- To enjoy individual freedoms regardless of race, ethnicity, sex, national origin, disability, age, religion, sexual orientation, or political affiliation.

Student residents have the responsibility...

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or college officials, or fellow student residents.
- To meet payment schedules for room, and other required housing fees.
- To monitor and accept responsibility for behavior of guests.
- To report violations of rules and regulations to appropriate staff.
- To respect the rights of others, as stated above.
- To respect the diverse backgrounds and interests of those others who are different from them.
- To treat others in a civil manner and manage conflict in a mature manner.
- To be serious in their academic pursuits.
- To participate actively in self-governance.
- To express themselves individually, or by association with groups.
- To participate in judicial proceedings to determine appropriate standards of behavior.
- To contribute positively to the community by participating in educational and developmental activities.

COLLEGE-SPONSORED HOUSING OPTION

Students who elect to have residency sponsored by Wade College reside at:

The Ansley at Park Central
12009 Coit Road
Dallas, TX 75251

The optional housing program is for single students who do not live in the Dallas/Ft. Worth area and elect not to make their own housing arrangements. Students who live in the Dallas/Ft. Worth area may elect to live in student housing, however, they must obtain approval from the Office of the President no later than 14 days prior to the start of each trimester.

Students with spouses or children are not eligible for the college's housing program, and must make their own living arrangements. Co-habitation is strictly prohibited. They may contact the Admissions Department for referral assistance.

MOVING IN

Check-in/Orientation

Every student resident must register with the Executive Director or the Resident Director upon initial occupancy. New student residents will be given notice of check-in/orientation dates and times. As part of the check-in/orientation process, each student resident will complete and return an apartment/room inventory form, sign for receipt of keys and gate remotes, and receive other important information.

Housing Contract Terms - Interpretation of the Contract

The ***Wade College Tuition and Enrollment Agreement*** is a legal document representing an agreement between you and Wade College. Please read it carefully. If you have any questions, please contact the Office of the President at 214.637.3530.

A student who moves into the college-sponsored housing and remains enrolled at Wade College will be obligated for 4 trimesters [for day program students] or 5 trimesters [for evening program students] of college-sponsored housing cost plus the non-refundable fee. The college guarantees a student's space in the college-sponsored housing for the entirety of the agreement period, unless the student is removed due to disciplinary action, not meeting financial obligations, or discontinues academic study at Wade College. For students who desire the college-sponsored housing, a one-time, non-refundable \$200.00 fee is due before classes start. The fee secures the student's performance of obligations under the college-sponsored housing terms and conditions and is non-refundable whether the student remains in the college-sponsored housing for a period of time less than the required number of trimesters to graduate; this applies whether the student breaks the agreement either by choice or by disciplinary action.

Eligibility for Occupancy

Wade College requires that student residents agree to, abide by, and conform to all applicable rules and regulations (of Wade College) including, but not limited to; (1) the *College-Sponsored Housing Handbook*, (2) the *Student Handbook*, (3) the *Tuition and Enrollment Agreement*, and (4) the *College Catalog*. Please read these publications; you are responsible for abiding by their contents.

Resident Student Attendance Policy

Students must be in good standing in order to stay in the college-sponsored housing provided. Students may not continue to live in the college-sponsored housing while not attending classes regularly. A student who does not attend any class for three consecutive days without contacting the college's Executive Director may be dismissed from the college-sponsored housing. Student residents in the college-sponsored housing must be regularly enrolled students.

Assignment Procedure

Student residents are assigned space according to their application preferences as space limitations allow.

Roommate Preference

When requesting a specific roommate, both individuals must mutually request each other if they are to be assigned to one another. For example, if Bill requests John, but John lists no roommate preference (or another individual), then Bill and John may not be assigned as roommates.

Requesting a Change in Your Room/Suite/Apartment Assignment

Except in extreme emergencies, students are not permitted to move to another room, suite, or apartment at the college-sponsored housing for the first three weeks of a trimester. The college would prefer that students use

this time to truly get to know roommates and develop mediation skills. After the first three weeks, as space becomes available, student residents who wish to change to another room, suite, or apartment may do so upon approval of the Executive Director. Moving without following this procedure constitutes an improper move resulting in a fine of up to \$50 and moving back into the originally assigned room. Any room change request must be discussed with and approved by the Executive Director. Contact the Executive Director for more specific information.

If all parties agree that a change is necessary and if the physical space is available, such changes may be made.

Vacancies and Consolidation

Wade College reserves the right to consolidate spaces in the college-sponsored housing to accommodate the housing needs of its residency students and the college. If an apartment is not at full occupancy [4 student residents per apartment] during a contract period, new student residents may be placed in available space. The Executive Director will provide advance notice to the current roommates when time permits. The student will work with the Executive Director to determine the best option. If a student ignores or refuses attempted contacts for this purpose by the Executive Director, decisions about consolidation may be made at the discretion of the Executive Director.

Current student residents are asked to help make the new student resident welcome. If a change of apartment is desired by student residents, those involved must discuss the request with the Executive Director.

The Executive Director reserves the right to (1) assign applicants to available spaces, (2) alter any assignment at any time in instances of administrative or disciplinary action, (3) deny the privilege of college-sponsored housing to any student who has demonstrated behavior which significantly disrupts the college-sponsored housing environment, or (4) deny the privilege of college-sponsored housing to any student who shows disrespect for and/or intentionally damages the college-sponsored housing property and equipment.

Security and Safety

Security is primarily the responsibility of the student. Students are strongly encouraged to keep their windows and room doors locked at all times to ensure safety. At no time should any locked exterior door be propped open.

Key System

Keys are issued by the college-sponsored housing staff and are the sole responsibility of the student residents to whom they are issued. Room keys are not to be duplicated, and keys must be returned when the student resident vacates the room as part of the check-out procedure. If a key is lost or stolen, the student resident is responsible for reporting it to a member of the college-sponsored housing staff and for paying to have it replaced as soon as possible. Students who are locked out of their rooms should contact the Resident Director for assistance. Apartment doors will only be unlocked for the occupant(s) of the apartments.

Privacy and Visitation Policy

A roommate's right to free access to the room at all times must not be restricted by visitation. A roommate must not be deprived of the right to privacy, study time, or sleep because of a guest. Student residents are responsible for their guests' behavior.

The student will be held accountable if he or she violates the visitation policy in the "Policies and Procedures" sections of this handbook.

Room Entry

Wade College respects the privacy of students living in the college-sponsored housing. Members of the college's staff may enter a student's room when necessary in order to provide efficient service, repairs, or maintenance. The college reserves the right to enter a student's room without notice when it is deemed necessary for the safety or the security of its student residents. Any search of college-sponsored housing conducted by the college will be carried out only with adequate cause and with explicit authorization of the Executive Director or her designee. If such a search is required, an effort will be made to have the student resident(s) of the room present at the time of the search. Otherwise, the students will be notified as soon as possible after the search is completed.

Student residents are expected to keep their suites and apartments sanitary and safe. Inspections will be made for unsanitary conditions (accumulated trash and food or cleanliness of bath areas) and for fire safety violations. If a suite or apartment does not meet health and safety specifications, the student residents will have one week to correct the situation at which time another inspection will be scheduled.

Failure to rectify the violations after two warnings may result in the responsible student's dismissal from the college-sponsored housing.

YOUR ROOM/APARTMENT

Furnishings

Furnishings provided must remain in the room/apartment. Every apartment is fully-equipped with twin beds, nightstands, chests, a dining table with chairs, a couch and chair, a coffee table, an end table, and lamps. No alterations are to be made to this furniture. The furniture must remain in the assigned room; no furniture is to be removed, and no furniture items will be stored.

This furniture must remain in the apartment for the duration of the contract. Each apartment has a washer and dryer.

Window coverings are provided by the community. Any uncovered window can only be covered by draperies with a white backing to maintain consistent window appearance. Students are welcome to use their own window treatments in front of the provided window coverings. No stickers or decals are to be displayed in the windows.

Furniture items that are missing from an apartment will be charged to all occupants of the apartment at the replacement rate.

Decorations/Alterations

Student residents are cautioned not to make any modifications—whether structural, electrical, or plumbing—to their facilities, nor to attempt any construction or remodeling, no matter how minor. No furniture may be removed from student residents' rooms.

Student residents are not allowed to decorate any room/apartment wall or other surface with paint, wallpaper, paneling, or contact paper. If you believe walls need repainting, request this through your Resident Director. The Resident Director will determine if such work is needed or can be scheduled.

Student residents who wish to personalize their rooms must exercise good judgment to insure their personal safety as well as the safety of others living in the complex. The following guidelines should be observed:

- Excessive amounts of flammable material should not be kept in student resident rooms.
- Construction, decoration, or arrangement of furnishings in a manner that hinders easy exit from a room is not permitted. No obstacle should prevent a door from completely opening. The arrangement of the room furnishings must not require student residents and/or guests to climb or circumvent an obstacle in order to exit a room.
- Decorative items and other paraphernalia such as cloth, fish netting, paper, parachutes, or any other highly combustible material may not be hung from the ceiling or from other overhead room structures.
- Open flame decorations (i.e. candles, oil lamps, and incense) are prohibited.
- Decoration on the outside of apartment windows is not permitted.
- Roommates should agree on the decorations in their room or apartment.

Holiday Decorations

Holiday decorative greenery and live trees represent a fire hazard and are not permitted in college-sponsored housing. Artificial trees and other decorative items should be flameproof. Caution should be exercised when using lights on metallic trees and in windows because of the increased potential for electric shock. Student residents must remove and store all holiday decorations prior to leaving for winter break.

Television/Network/Telephone

Cable TV, network connection access, and local phone service are not provided. Please contact appropriate third parties to establish these services. Wade College recommends that you do not share the telephone; the college does not get involved with the telephone or other bills between student residents.

Air Conditioning/Heating

All apartments have central heat and air conditioning. Student residents must obtain permission from the Resident Director before using any heating units other than those provided.

A Note on Thermostats

The thermostat controls the temperature of your apartment. Depending on the model, turning the dial in the center will raise or lower the temperature. An indicator (pointer) will move as you turn the dial, showing the temperature you desire. Another point, which will move with the dial, indicates the temperature in the room. Do not turn the dial past 80 degrees. Do not cover or hang anything from the thermostat. Most thermostats have some degree of variation, perhaps as much as five degrees. If this is the case in your apartment, allow for it when you select a setting.

Electrical Appliances

All UL-approved appliances with fully enclosed heating elements and/or electrical wiring are permitted. Toasters, toaster ovens, electric fry pans or other appliances with exposed heating elements and appliances that could cause a fire if left unattended are prohibited in college-sponsored housing because they may constitute a fire hazard. Window air conditioning units are not allowed. Use of multiple socket plugs, running extension cords under carpeting, and direct splicing into the electrical outlet is prohibited. However, UL-approved surge protection strips are encouraged and recommended. Halogen lamps are discouraged.

Utilities

The college has allowed each apartment a total of \$100.00 for electric and water utilities. At the end of each month, the college will notify you if your apartment has gone over the \$100.00 allotted. If this is the case, the amount is divided by the number of students living in that apartment and must be paid within five [5] days or is added to the student's *Statement of Account*.

Maintenance Schedule

The maintenance schedule for problems with apartments is Monday through Friday, 8:00AM to 5:00PM. There is no weekend service except for emergencies.

Maintenance work during these hours can only come from written orders from the apartment management. Apartment management accepts college-sponsored housing maintenance complaints and reports from the Resident Director. If you have a problem, first see the Resident Director.

Emergency service is available the same way. Call or go by the Resident Director's apartment, then she will work with the management. If an emergency maintenance problem occurs at a time when the Resident Director is away from the phone, contact the management office directly at 972.239.3500 and explain to the office that you have not been able to reach the Resident Director.

It is your responsibility to report maintenance problems and needs. Emergency maintenance should be reported immediately. NOTE: Most real emergencies require special attention and should be so defined in your mind (i.e., Heat, Air, Water, Gas, Break-Ins, Broken Windows, Security, etc.).

Students with problems or who need maintenance work done should report to the Resident Director:

The Ansley at Park Central
12009 Coit Road, Apartment #2135
Dallas, TX 75251
972-387-2424

Care of Property

Each student resident is financially responsible for the condition of the assigned apartment and shall reimburse the college for all damages to the apartment, and damage to, or loss of, fixtures, furnishings, or properties furnished or unusual service or repair to their rooms (including interior of doors, windows, window screens, walls, ceiling, floor, furniture, etc.) caused by accident, neglect, or intent. When more than one student resident occupies the same room and responsibility for damage or loss in the room cannot be ascertained by the college, costs will be assessed and divided equally between the student residents of the room or apartment.

Student residents are responsible for their guests and their guests' actions and are held ultimately responsible unless the responsible individual(s) is/are identified (this includes, but is not limited to, the actions of guests of the student residents).

Student residents must complete an inventory form when they check into their room, suite or apartment and return it to the Resident Director. This form will record in detail the condition of the accommodation at check-in time.

When occupancy is terminated, it is necessary for the student resident to obtain a room inspection by the Resident Director.

Personal Property

The college and its insurance carrier do not assume responsibility for the loss or damage to articles and personal property that occur in or at the college-sponsored housing. Student residents should seek coverage for their personal belongings through their parents' or guardians' homeowner's policy or individual coverage from a company that offers this type of insurance to college students.

Vehicles and Parking

All student residents who own and operate motor vehicles must obtain an access gate remote immediately upon checking in. A \$25.00 refundable deposit is required prior to receiving a remote. Please see the Resident Director for more information.

Liability

The student shall be liable to the college for, and hold the college harmless from, all damage (including damage caused by fire) due to negligence or intentional act of the student or student's family, guest and invitees; roommates or roommate's family, guest and invitees; other Wade College students or their family, guest and invitees; or any other person. The college is not responsible for and does not assume any liability for loss of or damage to personal property. Students are encouraged to obtain personal insurance coverage for loss or damage to possessions in the college-sponsored housing.

COLLEGE-SPONSORED HOUSING STAFF

Your staff provides information, guidance, direction, programs, and services for student residents. Their role is to help you create an environment which supports learning, growth, achievement, and personal development.

Student residents may call the college to obtain information and assistance in resolving problems with roommate or neighbor disputes, facility concerns, or other issues. It is best to let staff respond or mediate whenever you believe they can help. For resolving complaints of a threatening or dangerous nature, call complex security [name and number provided in housing packet] or 911.

Executive Director

The Executive Director [ED] has overall responsibility for all functions such as roommate assignments, conflict mediation, conduct concerns, referral, and general advice. The ED is a valuable resource if you need help with academic, social, or personal problems.

The ED enforces rules and regulations, supervises the work of the Resident Director, and implements policies and procedures.

The ED is on duty at the college campus and is generally available Monday through Friday, from 9AM to 3PM. The ED can be reached at 214.637.3530.

Resident Director

The Resident Director [RD] is responsible for the day-to-day operation of the college-sponsored housing units. The RD assists the Executive Director with student move-ins, roommate assignments and consolidations, daily concerns, and move-outs.

The RD helps enforce policies and monitors both student resident and visitor activity, performs regular patrols of the college-sponsored housing, and responds to emergency situations. The RD's presence is intended to foster an environment that allows student residents to enjoy the premises.

The RD serves as the link between the complex staff, student residents, and the complex maintenance staff, overseeing maintenance concerns and damage reports.

The RD is on duty every day, except Wednesdays, from 7AM to 6PM. The RD resides on the complex at:

12009 Coit Road, Apartment #2135
Dallas, TX 75251

and can be reached at 972.387.2424. The RD can be reached during regular hours for assistance with lockout keys, security or noise complaints, roommate conflict mediation, and emergency maintenance reports or emergency assistance.

For resolving complaints of a threatening or dangerous nature, call complex security and/or 911. The RD may also be reached after hours for such emergencies.

The RD usually knows the answers to questions you may have (if not, she knows where to find out).

ROOMMATE INTERACTIONS

While having a roommate can be a wonderful experience, there are times when roommates do not get along. For this reason, we encourage students to make roommate contracts, which are statements in which both roommates agree upon use of the room and its contents. The contract addresses issues regarding lifestyle preferences, social and quiet times, use of one's personal property, etc. All first trimester students should meet with their roommates and the Executive Director during the first few weeks to discuss lifestyle issues and preferences. Should a disagreement occur, or if a student feels he or she is being taken advantage of, there are several steps to follow:

1. Talk with your roommate; do not let the concerns build and get out of control.
2. Talk with the Executive Director; if necessary, have her mediate your situation, helping to negotiate (or renegotiate) a roommate contract.
3. Talk with the Directors of Education and Student Services, the President, or the Executive Director; they may be able to assist you in working through the situation and also discuss other options, such as room changes, if the situation cannot be resolved.

POLICIES AND PROCEDURES

Students who live in the college-sponsored housing become part of a community of diverse individuals. When each student assumes responsibility as a member of the residential community, everyone benefits. To ensure that student residents can exercise their rights as individuals without unduly infringing upon the rights of others, certain basic policies and procedures have been established to facilitate mutual respect and consideration among community members. The cooperation of all student residents is essential to developing an environment of mutual respect and support.

Wade College has established rules and guidelines to assist students in setting parameters and to help facilitate a safe environment; these rules and guidelines are strictly enforced and disciplinary action is taken for violations of such.

Student Residents should abide by Local, State, and Federal Laws and should abide by Wade College Policies and Regulations.

Student residents are expected to abide by Wade College policies and procedures and all city, state, and federal laws. Conduct must also be consistent with policies outlined in the *Tuition and Enrollment Agreement*, the *Student Handbook*, the *College Catalog*, and this *College-Sponsored Housing Handbook*. In order to establish the rights, privileges, and limitations of individual student residents, and to assure successful financial operation, certain regulations have been adopted at the Wade College. These regulations, together with the rules of Wade College relating to student conduct and generally accepted standards of social behavior, are part of your agreement to live here.

Student Residents should show Respect for and Cooperate with all Individuals in their Community.

Successful group living can be achieved only through the cooperative effort of each student resident in the complex. Each student resident must be aware of his/her rights and privileges and equally aware of the rights and privileges of others. Each student resident expects that his/her rights will be respected and, in a similar manner, each student resident must avoid infringing on the rights of others.

Student Residents should be Mindful of their Own Personal Safety.

Student residents should keep in mind that neglecting their personal safety can, and often does, have an impact on other student residents with whom they live. Each student resident is a part of a larger community. Student residents are advised to be mindful of the implications of their personal choices on that community. Student residents are reminded that they will be held accountable through the disciplinary process if they fail to make safe personal choices.

The following is a partial list of activities/actions which, under current contract guidelines, are considered policy violations by Wade College and will result in disciplinary action. The following violations will be enforced against those who are found, after a fair hearing, to have participated in any of the following misconduct. In the case of guest misconduct, student residents will be held responsible for any violation occurring within their room/suite/apartment.

Alcohol

Cereal malt beverages and alcoholic liquor may not be brought into or consumed in the college-sponsored housing units or on the complex. This regulation pertains to any person, regardless of age, student status, or position within or outside of the college setting. To avoid any possible misunderstanding, alcoholic beverage containers or other alcohol paraphernalia (such as beer bong) are not allowed in college-sponsored housing facilities. Discovery of an alcoholic beverage container or other alcohol paraphernalia will require immediate discarding of the container and contents, if any, in the presence of a staff member. All who are present in the room when the alcohol policy is violated will be subject to disciplinary action regardless of participation level.

Excessive alcohol consumption can often lead to violations of other college-sponsored housing and/or college standards. Evidence in a violation may indicate that the student resident's behavior was substantially altered as a result of the consumption of alcohol. The abuse of alcohol by any student resident, whether or not of legal drinking age, and any inappropriate behavior that results from excessive consumption of alcohol, including the ability to exercise care for one's own safety or the safety of others due in whole or in part due to alcohol consumption, is considered a violation of the housing/college alcohol policy. Being under the influence of alcohol is not considered an excuse for misconduct.

Amplified Instruments

Student residents may not play amplified instruments in their rooms/apartments or on the grounds of the college-sponsored housing complex.

Assault and Battery

Anyone who engages in conduct that intentionally causes apprehension in another or intentionally touches another person in an inappropriate manner that harms or humiliates will face criminal and/or disciplinary action.

Businesses

No private business shall be established or operated on the premises of the college-sponsored housing.

Cooperation with Staff

Cooperation with any staff member's reasonable request is expected of all student residents and their guests.

Disorderly or Disruptive Conduct

Students should not engage in disruptive or disorderly conduct or lewd, indecent, or obscene conduct or expression. This includes but is not limited to activities which are excessively noisy or otherwise disrupt fellow student residents or community members.

Drugs, Illegal

Manufacturing, possessing, selling, transmitting, using, or being party to any illegal drug activity, controlled substance, or drug paraphernalia is a violation of college policy as well as a violation of the law.

Emergency/Fire Safety Equipment

Proper use and response to fire alarms is required. Disciplinary action will be taken against anyone who falsely, intentionally, or negligently tampers with or activates fire safety equipment. Fire safety equipment may include smoke/heat detectors, sprinkler heads, fire extinguishers, pull stations, alarm panels, and exterior doors. Fire escapes are not to be used for any purpose except emergency evacuation.

Exterior Doors

Propping of exterior doors and/or tampering with locks is considered a serious security violation, as it may result in allowing an unescorted visitor into the apartment, thereby jeopardizing the security of all the student residents in the apartment. Violation of this policy will result in disciplinary action.

Fire Hazards

No materials, liquid or otherwise, of an explosive or combustible nature shall be kept on the premises. Candles, incense, and open flame decorations are fire hazards and are prohibited. Neither gas nor charcoal grills are allowed on apartment patios.

Firearms, Weapons, and Fireworks

In the interests of health and safety, fireworks, ammunition, combustible liquids, and explosives of any kind are prohibited in the college-sponsored housing. Possession of firearms or other weapons, including large knives, paintball guns, pellet guns, and/or martial arts weapons, is also prohibited.

Gambling

It is against state law to place a bet, play a lottery (other than a state-sponsored lottery) or play a gambling device if you stand a chance of winning or losing something of value.

Harassment, General

Anyone who directs any deliberate and/or intimidating gestures (verbal, written, or otherwise) toward another person, commits vandalism, defacement or damage to

personal property, purposely humiliates another person, stalks another person, or makes degrading comments or "prank" phone calls, will face disciplinary action.

Harassment, Racial, Ethnic, Religious, and Hate Crimes

This form of harassment may be a criminal act toward people of a particular race, ethnicity, national origin, or religion. It may also be found in behaviors, threats, insults, taunts, and obscenities that advocate discrimination and hatred toward racial, ethnic, and religious identities. Further, college policies prohibit discrimination on the basis of sexual orientation, marital status, and parental status. The college is committed to the provision of an academic and employment environment that will foster excellence. If you believe that you have been the subject of discrimination and/or harassment, refer to the *Wade College Catalog* and/or contact the President.

Bigotry has no place within the campus community, nor does the right to denigrate another human being. The college will not accept ignorance, humor, anger, alcohol, or substance abuse as an excuse, reason, or rationale for harassment.

Harassment, Sexual

The college does not tolerate such behavior, regardless of college status, and recognizes that sexual harassment may be perpetrated by students, staff, or faculty. It may occur between members of the same gender or opposite gender. See your *Wade College Catalog* for specific information on what constitutes sexual harassment.

Improper Checkout or Room Change

Student residents must follow posted check-in/check-out procedures. Room changes must be requested and approved by the Executive Director. To properly check out of your room/apartment, schedule an appointment with a staff member, move out your belongings and clean the room/apartment, attend the checkout appointment, and turn in your key. Failure to follow these procedures will result in charges for improper room change/checkout.

Key Misuse

Keys are to remain in the possession of the person to whom they are issued. If you lose your key, you must immediately inform the Resident Director so that the security of your apartment can be re-established as quickly as possible. Lost keys may result in a lock change and associated costs.

Mistreatment of Staff

Intentional and deliberate antagonistic behavior toward staff members, attempts to degrade or attack staff, or assault on a staff member will not be tolerated and will be cause for possible expulsion from the college-sponsored housing.

Noise (Quiet/Twenty-Four-Hour Consideration Policy)

Quiet hours must be observed from 10:00PM to 7:00AM. In order to provide optimal living conditions for all student residents, your apartment has a 24-hour Consideration Policy. Noise should be kept at a level that does not infringe on another student resident's rights to peaceful enjoyment. Student residents should try to respect each other's expectations regarding noise. If a student resident is being too loud and is

unresponsive to your requests to be considerate, please discuss with the Executive Director or Resident Director. A general guideline to follow: If the noise can be heard outside your apartment/suite/room, it is probably too loud.

Open Flame

Open flame devices, including open heating coils, candles and incense, are not allowed in college-sponsored housing.

Pets, Possession of

Only fish in aquariums are allowed. Animals could pose a health risk to other student residents.

Property, Care of

The student resident is responsible for keeping furnishings in good condition. Student residents should carry personal property and liability insurance. The university assumes no responsibility for losses, damages or injuries of any sort occurring to persons or property in the complex.

Student Resident Conflict

Student residents are expected to resolve disputes or conflict in a cooperative manner. Fights will not be tolerated in college-sponsored housing. Student residents are encouraged to seek staff assistance to mediate disputes when necessary.

Security

Abiding by policies that are in place to provide security to the college-sponsored housing and its student residents is of utmost importance. Student residents should not prop open exterior doors at any time, should not duplicate room keys, and should escort guests at all times.

Sexual Assault

This includes acquaintance/date rape or attempted sexual assault. Any report filed using this category may involve intervention by the Dallas Police Department and the Office of the President. Victims may choose to remain anonymous.

Sexual Battery

Unwelcome contact with, or touch of, another person's genitals, breasts, or buttocks. Any report filed using this category may involve intervention by the Dallas Police Department and the Office of the President. Victims may choose to remain anonymous.

Smoking

Student residents found smoking in designated non-smoking areas will face disciplinary action.

Soliciting

No solicitation is allowed at the college-sponsored housing complex. This includes distribution of fliers and door-to-door canvassing.

Sports

Student residents and their guests may not engage in any sports or sports-related activities within the rooms, apartments, stairwells, or other public areas. The act of playing sports, or engaging in sport-related activities in a confined area such as those listed above can lead to injury and/or damage to personal or college property. In addition, skateboarding is not allowed on porches, as this endangers pedestrians and can cause damage to benches, steps, etc. Such activity may result in damage to property and constitutes vandalism.

Storage

No property is to be stored outside any residential unit or in stairwells. There is no extra storage space.

Suicidal Indications

Staff will intervene when a student resident's behavior or speech indicates the possibility of suicide. If you are considering such a step or believe you know someone who is, seek immediate assistance from a staff member.

Theft/Burglary

Theft/burglary of personal or college property is a violation of college policy as well as a violation of the law. The college is not responsible for personal property that is lost, stolen, or damaged. Immediately report all losses to the Dallas Police Department. The best guard against property loss is to keep your room/suite/apartment door locked at all times. Student residents may be insured through their parents' homeowners insurance, otherwise, they are advised to obtain renter's insurance for their personal property.

Trash, Improper Disposal of

Includes dumping or leaving trash in any areas other than those designated for trash disposal [i.e. at apartment doors between the hours of 5:00AM and 8:00AM on Mondays, Wednesdays, and Fridays].

Vandalism

The damage or defacement of college-sponsored housing units or property will not be tolerated. Persons who violate this policy may be subject to one or more of the following: disciplinary action; restitution; or city, state, or federal prosecution.

Visitation

Visitors and guests are a privilege for the student residents living in the college-sponsored housing. Student residents should familiarize themselves with applicable procedures and abide by those policies.

Visitation/Escort Policies

Wade College regulations prohibit the use of your room by anyone other than the regularly-assigned student resident or a registered visitor. Having guests in the apartments is a privilege. If guests behave inappropriately, they may be asked to leave the complex by a staff member. Student residents are responsible for the conduct of

their guests. Guests are limited to one per student. Guests include other Wade College students, whether living in the college-sponsored housing or not.

Visitors to the college-sponsored housing must be in the company of their host or hostess at all times. All visitations must occur within the following visitation hours:

Weekdays 7:00AM to 11:00PM
Weekends 7:00AM to 1:00AM

All visitors are required to abide by college policies and procedures. The host or hostess is responsible for the visitor's compliance with such policies and procedures.

Overnight Guests

Living units are operated for the benefit of contracting student residents. Only those student residents assigned to a specific room may live in that room; consequently, no overnights guests are allowed. Violations may result in the permanent removal of the responsible student resident from the college-sponsored housing.

POLICY VIOLATIONS

Policy violations or the suspicion of policy violations typically come first to the attention of a Resident Director. In most instances, this person will be able to assist you in gaining insight into the reasons for your behavior and its consequences. Our primary interest will be to help you correct your behavior and become a more responsible member of the community. However, if you fail to adjust/correct your behavior, if the violation is a serious one, or if your behavior threatens the basic purposes of the community, you can expect a notice to appear for a judicial hearing with the Disciplinary/Grievance Committee.

The primary concern will be to continue to assist you in correcting your behavior. Disciplinary action may include one or more of the following:

Warning: A warning to the student resident about the incident and the subsequent behavior that is expected of the student resident.

General Probation: A probationary status placed on a student resident whereby, if the resident student continues to violate housing or college policy, that student resident will face probable removal from the college-sponsored housing.

Room/Apartment Reassignment: A student resident may be reassigned to another room or another apartment when the student resident's behavior is determined to be disruptive to the room or apartment community.

Removal from the College-Sponsored Housing System: Student residents who pose a risk of harm to themselves, other student residents, or property may be removed from the college-sponsored housing. Further, student residents who continue to violate policies after being placed on probation may be removed from the system.

Interim Suspension: A student resident's college-sponsored housing contract may be immediately suspended and the student required to vacate the premises when

circumstances indicate that the student's continued presence in the housing unit may constitute danger, or threat of danger to property, the student, or others in the housing system. Housing contracts of students either arrested for alleged criminal acts or against whom criminal charges are pending may be suspended under this policy. Student residents will be asked to leave the complex immediately and will be given the date and time of a hearing to take place within five (5) class days during which the student resident will have the opportunity to demonstrate why his or her continued presence in the housing unit does not constitute a danger, or threat of danger, to others, the student resident, or property.

Student residents are also required to make financial restitution (payment) for damages done and/or for expenses incurred as a result of his/her behavior. Financial restitution is not a disciplinary action and may not be appealed. Depending upon the severity of the incident, it is also possible that some type of police action will be taken against a student resident, in addition to college sanctions.

There is no automatic disciplinary action for a specific incident. Incidents vary in their seriousness, degree of disruption, and damage to facilities. These factors will be considered when deciding on disciplinary action. Please note that where violations are not individually serious, repeat offenders are dealt with more severely than first-time offenders. When a student resident has been advised or warned that he or she is in violation of a rule or policy, it is expected that the violation will not be repeated. If repetition does occur, the student resident may expect a rapid escalation in the seriousness of the disciplinary consequences.

Student Resident's Rights

If you become involved in the formal disciplinary process with the Disciplinary/Grievance Committee, you may expect to be advised of the alleged violation(s), and to have an opportunity for a hearing. All contents and decisions of the hearings preserve the student's rights to confidentiality of academic records under the Federal Education Rights and Privacy Act of 1974.

At the hearing where your situation is considered, you will have an opportunity to hear or read all reports, to respond to allegations, and to offer any additional information that may be helpful in resolving the incident. You may expect written notification of the outcome of a decision. Please refer to the "Student Discipline" section in the *Wade College Student Handbook*.

Right of Appeal

Students have the right to appeal any administrative action, as incurred, to a Board of Appeals. Please refer to the "Student Appeals Procedures" section in the *Wade College Student Handbook* for proper appeals procedures.

SAFETY AND SECURITY

Emergency

In the event of a fire, medical, or other emergency, or if you need the police and/or ambulance, dial 911. Then call the Resident Director. Maintenance emergencies should be called in to the Resident Director immediately. Examples of maintenance emergencies are broken pipes, flooded toilet, broken windows in bad weather, broken heaters, and electrical short-circuits.

Fire emergency

In the event of a fire, every student resident is required to leave the apartment at once using the nearest exit. First feel your door from top to bottom (follow this procedure for all closed doors you encounter).

If the door feels cool:

- Crouch low and open door slowly. Close door quickly if heavy smoke or fire is present.
- If visibility permits, take your key and close your door.
- Stay as low as possible if smoky conditions exist (crawl if necessary).
- Return to the building only when officials tell you it is safe.

If the door feels hot:

- Do not open the door.
- If possible, call 911 and report your situation and location. Stay off the phone after calling 911 as fire officials may try to reach you.
- Wedge wet towels or clothing under the door jam to keep smoke out.
- Keep a soaked towel over your head.
- [Second Floor Apartments] Open window and hang out a bed sheet to call attention to your location. Close window on sheet if necessary to keep smoke from entering in through the window. Stay low until help arrives.
- [First Floor Apartments] If safe exit exists from a window, proceed with caution.

Reporting a Fire

- In the event of a fire, you should call 911 to report the fire and notify your complex staff of the location of the fire.
- Hang up the telephone.
- Evacuate, if possible, and stay clear of the building.

Smoke Detectors

Required by law, this appliance may save your life. A smoke detector is provided in every room/suite/apartment. **Do not test or tamper with smoke detectors.** Problems with smoke detectors should be reported as soon as possible.

Tornado

Be alert for these danger signs: severe thunderstorms with frequent lightning; heavy rain; hail; roaring noise; funnel clouds; strong winds; or power failure.

Tornado Watch

The local branch of the National Weather Service will issue a watch bulletin to the local authorities as well as the local media (TV networks and radio stations). A "watch" indicates that conditions are conducive to the development of a tornado.

Tornado Warning

The local branch of the National Weather Service will issue a warning bulletin to the local authorities as well as the local media (TV and radio). A "warning" indicates that a tornado has been sighted or detected by radar and may be approaching. If a tornado warning is issued, or the city warning sirens have been activated, take the following precautions:

- Seek shelter immediately in the lower levels of the apartment or an internal hallway. Stay away from windows and glass enclosures.
- Remain in shelter area until the "all clear" is given by local authorities.
- Cooperate fully with complex staff, who have your safety as their first priority.

Gas Smells in Apartments

Appliances (furnace and water heater) should give trouble-free service if you do not tamper with them. Please call if there is a problem with any appliance in your apartment. Also, if you notice a gas smell in your apartment, do not attempt to locate the source yourself. Open doors and windows; do not smoke; do not turn lights on or off. Call the Resident Director at 972.387.2424 for assistance. If possible, leave the apartment.

MOVING OUT

Contracts for college-sponsored housing are for two academic years [four trimesters for day program students] and two and one-half academic years [five trimesters for evening program students].

Cancellation of the contract by the college after matriculation is permitted under the following circumstances [notwithstanding the following circumstances, the student resident will be financially responsible for the remainder of the college-sponsored housing cost for the current trimester]:

1. Loss of student status, dismissal, withdrawal from the college, or failure to enroll for classes. Students are required to vacate the college-sponsored housing within 24 hours of withdrawal or dismissal from the college and/or the college-sponsored housing. Personal belongings remaining in the residence after 48 hours has expired will be discarded. If the college cancels a student resident's college-sponsored housing agreement due to disciplinary action, the student will be assessed a \$550 penalty fee.
2. Completion of graduation requirements during the term of the contract. Students are required to vacate the college-sponsored housing within 24 hours of the day of graduation. Personal belongings remaining in the residence after 48 hours has expired will be discarded.
3. Unusual and compelling circumstances which, in the judgment of the President, entitle the student resident to special consideration. Students are required to vacate the college-sponsored housing on the date determined by the President. Personal belongings remaining in the residence after 48 hours has expired will be discarded.
4. Failure to make payment for educational expenses [including college-sponsored housing costs]. Students are required to vacate the college-sponsored housing on the date determined by the President. Personal belongings remaining in the residence after 48 hours has expired will be discarded.

Student residents requesting contract cancellation must submit their request to the President. A detailed written explanation and/or documentation may be required.

1. A student resident desiring to move out of the college-sponsored housing during or at the conclusion of the current trimester, and terminate the college-sponsored housing contract, must make a written request to the college President at least 4 weeks prior to the end of that trimester or move-out date, whichever is sooner. Such breach of the agreement will require the

student to be responsible for the remainder of the college-sponsored housing cost for the trimester and assessed a \$550 penalty fee. Failure to provide the required notice may result in a college-sponsored housing cost being assessed for the subsequent trimester.

2. A student desiring to move out of the college-sponsored housing at the conclusion of the current trimester, and terminate the college-sponsored housing contract, must vacate the college-sponsored housing no later than the last class day of that trimester. Please refer to the college catalog for the applicable trimester's last day of classes. Personal belongings remaining in the residence after 48 hours has expired will be discarded.

When occupancy is terminated, it is necessary for the student resident to obtain a room inspection by the Resident Director. These policies are designed to ensure an orderly departure/exit for current student residents and preparation for new student residents. They assist appreciably in lowering labor cost, which are a major factor in establishing rental rates.

Preparing Your Room/Suite/Apartment for Checking Out

All student residents are expected to leave their room/suite/apartment in good condition, clean, with any furniture in its original placement. A final check of the room/suite/apartment will be made by the Resident Director.

Cleaning Your Apartment

To avoid cleaning charges when vacating the apartment, all student residents should clean cooperatively before moving out. The following cleaning checklist may be helpful.

Kitchen

- Oven - clean and remove grease and food stains
- Stove top - as above, plus clean the drip pans
- Exhaust hood - remove grease
- Refrigerator - clean inside and outside, defrost
- Sink area - remove stains and food particles
- Cabinets - scrub interiors and exteriors
- Floors - mop, avoiding build-up on edges
- Countertops - remove grease and stains, wash backsplash
- Walls - remove stains and fingerprints

Bathroom

- Toilet bowl, tank, seat - remove any stains and scrub thoroughly
- Tub - scrub clean, remove residue
- Shower - scrub clean, remove residue, launder shower curtain
- Wall tiles - scrub clean, remove residue
- Sink area - scrub clean
- Plumbing fixtures - wipe clean
- Floor - mop, avoiding build-up on edges

Living Room & Bedrooms

- Interiors - remove all trash and personal items
- Floors - sweep and mop, avoiding build-up on edges
- Carpets - vacuum thoroughly
- Walls - wipe clean, remove fingerprints from light switches
- Windows - wash insides of windows, dust mini-blinds
- Furniture - dust, vacuum upholstery

Storage closet - wipe clean, mop floor
Doors - wipe clean, remove stains

Apartment Exterior

Sweep clean and remove trash from the area
All personal items should be removed from the apartment exterior and stairwells

Cleaning and Damage Costs

If additional cleaning is necessary, student residents may be assessed cleaning charges. Excessive soil and/or conditions requiring extensive cleaning time will result in increased charges. Damage charges will reflect the cost of replacement materials only; labor charges are assessed on an hourly basis.

Checking out

At least 24 hours prior to checking out, arrange a check-out time that is convenient for both you and the Resident Director. The check-out process takes only a few minutes and includes turning in your keys, having your room/suite/apartment checked for any damages or missing items, and filling out a forwarding address card.

The student who vacates his/her room without following proper check-out procedure or who leaves the room untidy is subject to a minimum fine of \$50 in addition to any damage charges. Removal of common-area furnishings or equipment from their proper location is not permitted and is a violation of college policy.

Failure to Vacate

Student residents are responsible for their own personal property at all times. When student residents have not vacated assigned space as scheduled (*internal transfers as well as the end of a contract period*) and have not removed personal property, the college-sponsored housing staff will make a reasonable attempt to contact the student residents. Forty-eight [48] hours after this attempt to contact, the personal property will be discarded.

Wade College is not liable for damage to or loss of property that might occur during the course of removal or disposal. Student residents will be billed for all costs incurred in removing personal property and restoration of the unit to usable space.