

**2025-2026
SCC**

**West Burlington
Campus**

**Residence Life
Handbook**



A Message from the Residence Life Staff

Welcome to Southeastern Community College Residence Halls! The start of another school year and the arrival of new students on campus always bring an atmosphere of excitement and enthusiasm to the college. This year is no exception. Whether you are a new student fresh out of high school, a transfer student from another institution, a student returning to complete your degree after having been away for a while or a continuing Southeastern student, we're glad you're here and we want to make sure you have a successful year at SCC.

Residence Life is an important part of your college experience. It is in and around residence halls that a good deal of activity occurs, friendships develop, and memories are made, so we encourage you to get involved and make the most of your time here. ***Residence Halls are just buildings; it is the residents themselves who make these structures a community and makes a personality.*** We encourage you to become involved in Resident Hall Council - this is the body that represents resident life and works to make your stay a better experience.

The Residence Life Staff are responsible for the smooth operations of each of the residence halls. It is a huge task and one that they cannot do alone. Each member of the community has an obligation to assist the assigned staff with their duties by reporting problems, attending activities and following college policy. ***Our goal is to provide you with a comfortable, safe and secure environment that is conducive to educational, personal, and social growth.*** We hope SCC will prepare you to be productive, responsible and participating citizens in our ever-changing global society.

SCC's Residence Life Handbook is intended to serve as your guide to the services, facilities, policies, and procedures of living in student housing. ***This handbook, in conjunction with your housing contract, serves as your agreement to abide by SCC's housing regulations and behavioral expectations;*** therefore, it is important that you read it and become familiar with its contents. Keep it in your room for future reference.

Best wishes for an enjoyable and rewarding year!

SCC Residence Life Staff

Non-Discrimination Statement

It is the policy of the Southeastern Community College not to discriminate on the basis of race, color, national origin, sex, disability, age, employment, sexual orientation, creed, religion, and actual or potential family, parental, or marital status in its programs, activities, or employment practices.

If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Dean of Students (student concerns) at 319-208-5101 (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, , Denver, CO 80204-3582, Telephone: (303) 844-5695 Facsimile: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

Nondiscrimination statement is pursuant to requirement by Iowa Code §§ 216.6 and 216.9, Titles VI and VII of the Civil Rights Act of 1964 (42 U.S.C. §§ 2000d and 2000e), the Equal Pay Act of 1973 (29 U.S.C. § 206, et seq.), Title IX (Educational Amendments, 20 U.S.C. §§ 1681 – 1688), Section 504 (Rehabilitation Act of 1973, 29 U.S.C. § 794), and Title II of the Americans with Disabilities Act (42 U.S.C. § 12101, et seq.).

To request accommodations based on the impact of a disability, please contact the Accessibility Coordinator. The coordinator can be reached by calling Angie Mickelson at 319-208-5167 or 319-313-1985 or email amickelson@scciowa.edu

Statement of Residents' Rights and Responsibilities

Residents in campus housing facilities possess specific individual and group rights while engaged in activities that are part of college life. With these rights, residents have reciprocal responsibilities to ensure these same rights for other residents. Housing personnel should educate residents regarding these rights and responsibilities that are associated with community living and use them as a guide in making decisions concerning resident welfare and behavior. The following statements define minimal expectations regarding these rights and responsibilities.

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 facilities and programs that support the pursuit of academic success.
- To expect a regionally competitive price on housing accommodations and/or food service.
- To have access to written/online copies of college housing rules and regulations or individual building policies 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 agreement/contract.
- 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.
- To participate in resident governmental bodies, and housing departmental committees.
- To have access to individual and group social, educational, and developmental opportunities in their living community.

Residents have the *RESPONSIBILITY* . . .

- To adhere to rules and regulations.
- To comply with reasonable requests made by staff, or college officials, or fellow residents.
- To meet payment schedules for room, board, 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 participate in housing departmental committees as requested.
- 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.

Source: Association of College and University Housing Officers - International

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STAFF AND PERSONNEL

Residence Life Coordinator

The Residence Life Coordinator oversees all resident housing. The Residence Life Coordinator supervises the Residential Advisors, residents, and all operations within the residence halls, to provide a safe and secure environment for all residential students. Any questions or problems that the Residential Advisors cannot resolve should be taken to the Residence Life Coordinator. The Residence Life Coordinator's office is located at the West Burlington Campus in Building 100 (208-5272).

Residential Advisors

Residential Advisors (RA) reside in the residence halls and are available to help all resident students. The duties of the Residential Advisors include assisting residents with their adjustment to college life, sponsoring activities, answering questions about the residence halls or the College, handling emergencies, and maintaining college policies and guidelines. The Residential Advisors report directly to the Residence Life Coordinator. At our West Burlington Campus, when students are in need of *immediate* assistance you may call one of the resident life staff.

Administrative Assistant

The Administrative assistant to the Vice President of Administrative Services plays a large role in all Residence Life related activities. The duties of the Administrative Assistant include overseeing all key disbursement, all student ID information in residence life and assist with many other facets of Residence Life.

Vice President of Administrative Services

The Residence Life Coordinator reports directly to the Vice President of Administrative Services who oversees the entire operation of Residence Life at Southeastern Community College. Any questions or concerns that cannot be answered by the Residence Life Coordinator should be directed to the Vice President of Administrative Services. The Office of the Vice President of Administrative Services is located at the West Burlington Campus in the Administrative Office Suite in the 100 Building.

Security

SCC contracts with Per Mar Security Services to provide on-campus security staff seven days a week to assist students in emergency situations, enforce the rules and regulations, and provide the safest environment possible. *The security officer can be reached by cell phone at (319) 759-1727*, but if there is an emergency, please do not hesitate to call the proper authorities at 911.

Custodial/Maintenance

The common areas of each of the residence halls are regularly cleaned and maintained by the custodial staff. Your responsibility in helping to keep these areas clean is expected. If you use the common areas, you are expected to clean-up after yourselves. If you notice an area in need of repairs, please inform one of the Residence Life staff members so we can inform the maintenance staff.

POLICIES AND PROCEDURES

All residents are expected to be familiar with and abide by the residence hall policies and guidelines set forth in this Residence Life Handbook and the terms and conditions of the residence halls contract. Violations of these rules are handled through the disciplinary procedures of Residence Life and/or through the SCC Student Code of Conduct.

Residence Life policies may be amended at any time by authority of the Residence Life Coordinator. Amendments are effective upon approval by the Vice President Administrative Services and once the Residence Life Staff have posted notification of the changes in the common area/bulletin boards of each building.

Individuals who pose a clear and present danger to other residents are not eligible to live in campus housing. Registered sex offenders represent a clear and present danger and are not eligible for campus housing.

All residence hall room assignments and room transfers are made without regard to a student's race, religion, sexual orientation, or nationality. Students of the opposite gender may not occupy the same room or apartment.

Applicants

The College reserves the right to accept or reject any Residence Hall application. The College shall not discriminate solely on the basis of race, sex, religion, national origin, creed, disability, marital status or age. Applications can be obtained in the Enrollment Services or Residence Life Coordinator's Office.

Violence, Harassment, and Human Rights

Harassment, verbal abuse, physical abuse, and threats of physical abuse in the residence halls are strictly prohibited. Violence and harassment are not tolerated. When a case is reported and documented, severe sanctions will be imposed, including the possibility of housing eviction and college suspension.

Sexual harassment or harassment of any kind will not be tolerated at SCC. If any resident feels he or she is being harassed in any way, they are to notify a member of the Residence Life staff as soon as possible. Any resident(s) found guilty of any type of harassment will face disciplinary sanctions which may include any or all of the following: eviction from campus housing, and/or legal prosecution. Residence Life staff members are mandatory reporters for situations of abuse, violence and harassment. Whenever a Residence Life staff receives information about conduct in violation of any of these policies, the staff member will forward the information to the Vice President of Administrative Services and other appropriate officials to conduct an investigation and/or take disciplinary or legal action. Whenever a Residence Life staff member receives information about a potential incident of sexual harassment, sexual assault, or stalking, they will forward the information to the Title IX Coordinator.

Standards of Student Behavior in the Halls

Living in residence halls is a community living experience where all members have certain rights and responsibilities.

Any resident who commits, incites, or aids others in committing any acts of misconduct shall be subject

to disciplinary action by Residence Life staff and/or the College. This applies to any resident regarding his/her own actions as well as student or non-student guests. Non-resident students are subject to disciplinary sanctions imposed by the Dean of Students for violating the rules listed below and for violating any other of the Residence Life policies. Non-student guests found violating resident hall policies may be banned from the residence halls or from campus.

1. Unauthorized occupation or use of, or unauthorized entry into, any residence hall facility or student room.
2. Interference with the right of access to residence hall facilities or with any contractual right of any person in residence halls.
3. Individual or group activities within any area of the residence halls that causes a disturbance, including hallway sports, inappropriate behavior, or behavior that threatens the rights and safety of other persons and/or College property.
4. Harassment, verbal or physical abuse, or the threat of physical abuse, including self-destructive behavior, in the residence halls or at any housing-authorized function or event, or other conduct that threatens or endangers the health or safety of any person.
5. Failure to respond to a summons (verbal and/or written) from a Residence Life staff member (including requests to meet to discuss alleged policy violations) or other College official and/or failure to follow directions from a College staff member acting in the performance of his or her duties.
6. Obstruction or disruption of disciplinary procedures, housing administrative procedures, or any other housing-authorized function or event.
7. Tampering with or the misuse of fire alarms (including sounding a false fire alarm), fire extinguishers, fire hoses, sprinkler heads, or any fire equipment or limiting egress from the buildings by tampering with exit signs and doors.
8. Unlawful manufacture, distribution, sale, use, or possession of illegal, addictive, dangerous, or controlled substances (including alcohol) on residence hall property. Empty alcohol containers and drug paraphernalia are prohibited.
9. Theft, vandalism, misuse, or misappropriation of College property or private property, or possession of stolen goods, including the misuse of surveillance cameras.
10. Possession or use of an item prohibited by the College's guns and weapons policy.
11. Possession or use of an item prohibited by the explosive and combustible policy.
12. Misrepresentation of identity or misuse of any identification card in the residence halls or failure to show appropriate identification upon request by a Residence Life or College staff member.
13. Misuse of room (do not move or alter furniture) or building keys/proximity cards.
14. Failure to follow emergency procedures (fire, tornado, etc.).

15. Violation of quiet hours and/or courtesy hours as determined by Residence Life.
16. Setting a fire or the possession or use of candles or any type of open-flame (including incense) or open-filament device.
17. Violations of the terms and conditions in the residence hall contract or policies and procedures prescribed in the Residence Life Handbook.
18. Conviction of any federal, state, or local crime.
19. Violation of a published College policy or a Housing contract. Published college policies include, for example, the EQUAL OPPORTUNITY, HARASSMENT, AND NONDISCRIMINATION POLICY FOR ALL STUDENTS, EMPLOYEES AND THIRD-PARTIES POLICY AND PROCEDURES.
20. Violation of the Internet File Sharing Policy.
21. Engaging in self-destructive behavior.

As expressed throughout this handbook, the intent of providing residence hall living is not only for the convenience of the residents, but also to promote the College community. Hall residents are expected to project a good image of the College and to refrain from creating situations which would detract from the image of the College. ***Any resident who cannot conduct him/herself in accordance with the policies and expectations outlined in this handbook will be evicted from student housing.*** In addition to sanctions imposed under these rules, persons living in the residence halls are subject to sanctions under the Student Code of Conduct, and or, prosecution in civil or criminal court for their behavior, where applicable.

Violations Warranting Eviction

The following violations are considered significant violations of community standards and could result in a student's permanent suspension from the residence halls, regardless of previous disciplinary history. These examples are not intended to be a complete list; residents may be subject to eviction in other serious circumstances:

- Delinquent in payment of housing and food service fees.
- Possession/consumption of drugs or drug paraphernalia.
- Possession of alcohol.
- Physical assault (including sexual assault).
- Possession of unauthorized firearms or other weapons. **Students involved with SCC Sports Shooting are required to abide by the College policies and protocol for competitive firearms.*
- Intentionally setting a fire, falsely pulling a fire alarm or causing a fire alarm to occur.
- Serious or repeated misconduct.
- Unauthorized habitation - Students breaking the visitor guest policy repeatedly may be charged with **Unauthorized Habitation**, a major violation that may result in expulsion from the dorms.

- Any violation of the Hazing Administrative Guideline #1017

Alcohol Policy

The possession and/or consumption of alcohol on any College property, including residence halls or at any college-sponsored event, is prohibited. All students and guests, regardless of age, are not permitted to consume or possess alcoholic beverages in residence halls. Any alcohol found will be disposed of and disciplinary sanctions, including a minor violation and/or college service hours, imposed. Persons found in a room where alcohol is present and/or being consumed are subject to disciplinary action and fine **whether or not they were drinking.**

The presence of full or empty alcoholic beverage containers (bottles, cans, and cases) is prohibited. This includes containers used as decoration. Severe sanctions, including the possibility of immediate suspension from the residence halls, are imposed upon residents who provide alcohol to others, host gatherings in their rooms where alcohol is served, or possess large quantities of alcoholic beverages, even if there are no prior sanctions on record. In addition, these alcohol violations may be referred to the Dean of Students for disciplinary action, including possible suspension from the College.

Minors in possession may be prosecuted by local law enforcement. Students who are unable to function in a safe manner due to consumption of alcohol (public intoxication) and residents who display alcohol advertisements, signs, or empty containers will be found in violation of the alcohol policy and will be dealt with accordingly.

Students who violate Residence Life policies and procedures while under the influence of alcohol and/or drugs will be subject to disciplinary action on the basis of their offenses. Students who are intoxicated in the residence halls may be subject to arrest. Students who are unable to function in a safe manner due to consumption of alcohol (public intoxication), and residents who display alcohol advertisements, signs, or empty containers will be found in violation of the alcohol policy and will be dealt with accordingly. Residents who violate the alcohol policy will be subject to a monetary fine.

Residents are responsible for the behavior of their guests and persons in the company of their guests. If their guests violated the alcohol policy, residents will be sanctioned for the conduct of their guests and persons in the company of their guests.

Drug Policy

(Marijuana and/or Controlled Substances) Illegal, addictive, dangerous, or controlled substances are not allowed on residence hall property. Possession of drugs or drug paraphernalia, use, manufacture, distribution, or sale of illegal drugs is prohibited. Persons found in a room where drugs are being used or are present are subject to disciplinary action whether or not they were engaging in the behavior.

In most cases, West Burlington Police officers will be called to the scene if there is a suspicion of drug use in the residence halls. All residents assigned to a particular room are subject to sanctions for violating the drug policy if illegal drugs are found in the room. If your roommate is involved in illegal activity, you are advised to call the West Burlington Police and contact the Residence Life Coordinator immediately.

A resident found guilty of violating the drug policy may be suspended from the halls and may be required to complete a substance abuse program. Residents who violate the drug policy and are allowed to remain

in housing will be subject to a major violation and other possible sanctions.

Residents are responsible for the behavior of their guests and persons in the company of their guests. If their guests violate policy, residents will be sanctioned for the conduct of their guests.

Students who violate Residence Life policies and procedures while under the influence of drugs will be subject to disciplinary action on the basis of their offenses.

Weapons/Firearms

For the safety of all residents, the possession or use of any device designated primarily for use in inflicting injury or death upon a human being or animals is strictly prohibited on College property. This may include, but is not limited to fireworks, BB or pellet guns, and/or switchblade knives. Anyone who uses, threatens use, or is found in possession of a weapon will be removed from SCC housing. This removal could be a temporary or permanent cancellation of a resident's housing contract, depending on the severity of the situation and the outcome of an administrative investigation. **Students involved with SCC Sports Shooting are required to abide by the College policies and protocol for competitive firearms.*

Accidents and Illness

In case of an accident or extended/contagious illness, notify a Residence Life Staff member immediately, and in case of an accident, a report must be filed with the Residence Life Coordinator within 24 hours.

Windows

DO NOT USE WINDOWS AS ENTRANCE OR EXIT FROM A ROOM! Windows are intended to bring light and air into the building. If a person is seen passing through a window, they will face disciplinary sanctions. The screens are to remain on the windows at all times. In emergency situations, such as fire, students may pass through the window to reach safety only if it is absolutely necessary. Students are encouraged to leave windows locked to discourage unwanted guests from entering. **Caught using a window as a door will result in a Minor Violation.**

Doors

Exterior and security doors are in place for the safety of our residents. **DO NOT PROP THEM OPEN OR DISABLE THEM IN ANYWAY.** When these doors are propped open and/or disabled, unwanted people, animals, and bugs may enter the building. **Residents or guests found propping entry or emergency doors open will result in a disciplinary fine starting at \$50 and increasing \$50 increments for each subsequent violation.**

You may mount message boards on your room door with double stick tape. Do not write on the doors themselves or a damage fines will be incurred by the room resident(s).

Candles and Incense

Burning of incense and/or candles **is NOT** allowed because of the risk of smoke and fire. Smoke detectors in the residence halls will detect smoke from these items and will trip the fire alarm. **Tampering with smoke detectors will result in a fine and possible eviction.** If you smell smoke, contact a member of the Residence Life staff immediately.

Personal Property

The College assumes no liability for any loss or damage to the personal property of the resident, except as may be caused by negligent acts of its employees, and SCC does not carry insurance on the personal property of the resident. Each resident should determine if his or her personal property is covered by parents' homeowner's policies or should purchase whatever personal property insurance is desired. Residents are discouraged from keeping large sums of money or valuable property in the residence halls and are encouraged to lock their doors and windows. If a theft occurs, report it to a Residence Life staff member. Any resident found guilty of theft of another resident's or College property will be subject to a major violation and may be subject to eviction.

The College allows and recommends the use of small safes to keep the residents valuables in.

Service Animals, Emotional Support Animals and Pets - For information regarding service animals or emotional support animals, please Administrative Guideline # 1015.

No pets other than fish will be allowed. Residents found in violation of this policy will be required to remove pets immediately and subject to a major violation

Room Changes

A student requesting a room change must secure approval from the Residence Life Coordinator. Reasonable attempts will be made to try to accommodate all parties.

Depending on the nature of the request, a \$50 service fee may be applied. Waiving of the fee is at the discretion of the Residence Life Coordinator.

Moving rooms without prior approval will be considered a major violation under unauthorized habitation. This could result in expulsion from the dorms and/or a fine.

Room/Suite Inspections

Residence Life staff will perform room/suite inspections throughout the school year. The purpose of the inspections is to assure proper upkeep of the room/suites, appliances or furniture provided. If damages are noticed, the Residence Life staff will notify the Residence Life Coordinator who will charge the student's account. The resident will be given one month to take care of the charges. Failure to pay the charges will result in eviction. During the inspection, the Residence Life staff will also assess the cleanliness of the room/suite; if the room/suite is not kept clean, the Residence Life staff will give the resident(s) 48 hours to clean according to instructions given by the Residence Life staff. Failure to clean the room/suite will result in the resident's responsibility to pay for contracted cleaning services to clean.

Common areas (hallways, lounges, stairways, entrances, and areas around the perimeter of the residence halls) will also be inspected. Any damages done to the common areas will be the responsibility of **all** residents. If the individual who is responsible admits that he/she is responsible, charges will be his/her responsibility. If, after 48 hours of inspection no one has come forward, charges will be divided amongst all residents in a particular residence hall. See the **Dorm Suite Damage Schedule** for a list of scheduled damages.

Search and Seizure

While the College respects the right of privacy of the residents, the College reserves the right to enter rooms without advance notice for the following reasons:

1. To make maintenance repairs, conduct a safety inspection, or conduct routine pest control applications.
2. When there is reasonable cause to believe a threat to life, health or safety exists.
3. When there is reasonable cause to believe illegal activities are going on in the room.
4. When there is reasonable cause to believe that a resident has left the area and a nuisance noise is coming from the room. (i.e. loud television, radios or alarms not shut off)
5. When the Residence Life staff believes campus policy or local, state, or federal laws are not being followed and has been denied permission to enter a room.
6. When a police dog indicates there may be illegal drugs stored on SCC property.
7. Periodic room inspections.

NOTICE! When you leave your room, turn off all lights, TVs, radios, and other items that do not need to be on 24 hours a day. **The Residence Life staff has the authority to enter a room for any of the above reasons. You have the right to privacy but if you are infringing on the rights of others or there is a life-threatening situation, then your right to privacy becomes secondary.**

Security

For the safety of lives and property of residents, the entryway doors are locked 24 hours a day. Your room key or proxy card will unlock the entryway doors. The College recommends that all residents keep their doors locked at all times. If there is any suspicious activity around the residence halls, report it to a Residence Life staff member or the campus security officer. Do not hesitate to call the police in emergency situations. **Do not prop the exterior doors open.**

Smoking/Tobacco Policy

Under the Smoke-Free Air Act, smoking is banned on the entire SCC campus. The use of smoking or smokeless (including e cigarettes, vaping or other similar type product) products is prohibited in residence hall student rooms and in all public areas. Public areas include hallways, stairways, lobbies, lounges, restrooms, sidewalks, parking lots, etc. Students over 21 years of age may possess and are allowed to store tobacco and legal smoking products but may not use them in the halls or anywhere on campus. Students who violate these state and college regulations will be subject to disciplinary action through Residence Life and/or per the SCC Student Code of Conduct and/or via local law enforcement.

Stereos/Home Theatre Systems

The residence halls are not built to handle the sounds of a home stereo system. **ONLY** small boom boxes will be allowed. Please respect the rights of others. Multiple noise complaints will result in suspension of these privileges.

Student Resident Requirement

A resident must be enrolled at Southeastern Community College during their term of residency. If a student completely withdraws from classes during the term, he/she must move out of the residence halls immediately. The College reserves the right to determine whether a resident is attending college classes regardless of whether or not they have officially withdrawn.

Vacations and Breaks

During official College vacation periods, the residence halls will be closed. Residents will have to vacate their rooms for those vacation days. The Residence Life Coordinator may approve, prior to the break, a student staying on campus while taking classes over the break, international, out-of-state, or involved in intercollegiate athletics. Anyone who is in the residence halls during this time without prior approval will be assessed a disciplinary action violation as outlined in this handbook. **Students with these types of circumstances MUST get approval to remain on campus from the Residence Life Coordinator prior to the break.**

Visitors/Guests

NO ONE UNDER THE AGE OF 18 WILL BE ALLOWED TO STAY AS A GUEST INTO THE RESIDENCE HALLS WITHOUT PRIOR APPROVAL FROM THE RESIDENCE LIFE COORDINATOR. A visitor/guest is someone who does not live in the building or a resident from another room or hall. Guests are expected to observe the same policies and guidelines set up by this handbook as well as the SCC Student Code of Conduct Policies set by the College. ***Residents are responsible for the behavior of their guests.*** Residents may have one overnight guest stay up to a maximum of two nights per month. A resident, who wants to have a guest stay, must fill out an overnight guest form and place it in the Residence Life in-box located outside of a Residence Life staff member's room. This MUST be done no later than 9 p.m. of the night the guest will be staying. **No members of the opposite sex shall be allowed to stay overnight with a resident.** If a resident(s) of another SCC hall violates the visitor/guest policy, appropriate disciplinary action will be assessed to any/all students that are involved per the Residence Hall handbook and/or SCC Student Code of Conduct Policy or local, state, and federal law. Those guests that violate any College policies will be disciplined according to the SCC Student Code of Conduct, and/or according to local, state, or federal law in addition to the Residence Life Handbook.

VISITOR/GUEST HOURS

8 a.m. to 12:00 a.m.

**ALL TIMES SUBJECT TO CHANGE
COACHES MAY IMPOSE MORE**

STRICT GUIDELINES FOR SCC ATHLETES.

Emergency Closings/Disasters

- Cancellation of classes and school closings will be announced through Blackboard messaging. You will be reached out to by the use of email, text messaging and/or phone calls.
- If an emergency situation arises after 4 p.m., students will be notified by RA's, coaches, security or the Residence Life Coordinator

Fire Procedures

In the event of a fire, the following procedures should be used:

1. Pull the fire alarm.
2. Notify Residence Life staff.
3. Evacuate the building.
4. Have Residence Life staff call 911.

If the fire alarm sounds, do the following:

1. Close room windows, but leave blinds open and leave lights on.
2. Close room door and leave it **unlocked** so fire personnel will have easy access to search the hall and fight the fire.
3. Notify Residence Life staff.
4. Proceed quickly and cautiously to the nearest exit. Go to designated area and wait.
5. Do not re-enter the building until authorized officials give you permission to do so.

Designated Fire Evacuation Areas

Millennium Hall – grassy area NE of Millennium Hall parking lot

Blackhawk Tower – basketball hoop area in Millennium Hall parking lot

Witte Hall & Winegard Hall – basketball hoop area in Millennium Hall parking lot

Every effort has been made to ensure the fire-safe construction of the residence halls. Observing common sense and safety consciousness will prevent a careless fire. If the fire alarm goes off, all residents and/or their guests **must** evacuate the building. **Any resident that does not leave the building during a fire alarm will be assessed a major violation.** The exits are clearly marked in each building and fire escape routes are posted in each hall. Fire extinguishers and fire alarms are also easily located. Please make note of the location of these items. Fire extinguishers may be used effectively to contain fires, but do not endanger your safety by using one instead of evacuating the building. **USE CAUTION!** The Residence Life staff will instruct you on the proper use of the extinguisher. In accordance with State law, unannounced fire drills will be conducted at least once during each semester. **It is against the law to tamper with fire extinguishers and alarms when the threat of fire is not present; therefore, prosecution of individuals tampering with such items will result.**

Weather

In the event of severe weather, such as a tornado, residents should follow posted instructions and instructions from the Residence Life staff. Severe weather instructions are posted on bulletin boards in the residence halls. The ground floor is the safest place for shelter. Tune to local television/radio stations for information on weather developments.

Designated Areas for Tornado Shelter:

Millennium Hall – 1st floor laundry room/hallway

Blackhawk Tower – Utility/Sprinkler Room #106

Witte Hall – Restroom Area

Winegard Hall – Restroom Area

Noise

Noise is a frequent cause of complaints in a residence living environment. Residents must be considerate of others in their use of stereos, televisions, musical instruments, etc. Courtesy quiet hours are **24 hours a day**. The Residence Life staff has the right to determine whether or not a resident is being excessively loud. Mandatory quiet hours start at 10 p.m. Sunday through Thursday & 12 a.m. Friday and Saturday, and end at 10 a.m. every day. Mandatory 24-hour quiet hours are imposed during finals. If a problem occurs, try to resolve the matter yourself, but if you cannot, discuss the situation with the Residential Advisor.

QUIET HOURS

10 p.m. to 10 a.m.

24-hour Quiet Hours are imposed during FINALS WEEK at the end of each term.

ALL TIMES ARE SUBJECT TO CHANGE.

POLICY/CONDUCT VIOLATIONS & SANCTIONS

All residents are expected to abide by the policies and procedures set forth by the College. Violations of the College policies and Administrative Guidelines WILL NOT be tolerated and could eventually lead to eviction. Detailed explanations of these policies can be found in the Policies and Procedures section of this handbook. Any Residence Life staff member has the authority to document a resident found in violation. The Residence Life Coordinator will assess fines to residents based on the following schedule:

MINOR VIOLATION SANCTIONS

- 1st Violation: \$50.00
- 2nd Violation: \$100.00
- 3rd Violation: \$200.00
- 4th Violation: EVICTION

The following is a list of possible minor violations of college policy; violations are not limited to this list. Students may initially be addressed verbally/in person about a policy violation; however, a written Incident Report will follow.

- **Excessive Noise**
- **Excessive Trash**
- **Candles or Incense**
- **Tampering with Smoke Detector**
- **Having unauthorized pets**
- **Propping Building and Security Doors Open**
- **Threat to the Health & Safety of Self & Others**
- **Vandalism & Damages**
- **Visitor/Guest Hours**
- **Removal of Window Screens**
- **Entering/Exiting a Room through Window**
- **Reckless Driving on Campus/Driving on Sidewalks**
- **Vacation/Break Housing**
- **Windows/Screens**
- **Removing or altering room furniture**

MAJOR VIOLATION SANCTIONS

- 1st Violation: \$150.00
- 2nd Violation: \$300.00
- 3rd Violation: EVICTION

Any major violation may result in an eviction regardless of past history, depending on the severity of the incident.

The following is a list of possible major violations of college policy. Violations are not limited to this list and will be referred to the Vice President of Administrative Services and may lead to housing probation, termination of a resident's housing contract, suspension from the College, and may also be reported to police.

- **Alcohol**
- **Smoking/Tobacco Use (campus wide)**
- **Disrespecting a College employee**
- **Tampering with Fire Alarm/Extinguisher**
- **Fighting**
- **Theft**
- **Harassment**
- **Bomb Threat**
- **Possession/Use of Firearms and Explosives (including BB/Pellet Guns and Fireworks)**
- **Possession/Use of Illicit Drugs**

SCC students that do not reside on campus, who are found violating College and/or Residence Hall policies will be disciplined according to the SCC Student Code of Conduct. Any non-student guest found violating College and/or Residence Hall policies, and/or state, local, or federal law will be asked to exit the College property for an indefinite period of time and will be reported to local law enforcement if not cooperating. As fines are assessed, charges will be loaded into the Student Record System. A housing hold will be placed on the student's academic record. Once the fine is paid, the hold will be removed. **Fines must be paid in the same semester as the violation to avoid eviction.** The College may evict any resident who refuses to pay his/her fine(s).

COLLEGE SERVICE OPTION

Residence Life disciplinary sanctions may be made up through College Service Option. See Residence Life office for more information. All opportunities are at the discretion of the Residence Life office and may not be available at the time of the disciplinary action.

IMPORTANT PHONE NUMBERS

Emergency Service Telephone Numbers

West Burlington Fire Department

Emergency 911
Non-Emergency 753-1088

West Burlington Police Department

Emergency 911
Non-Emergency 754-8555

Residence Life Cell Phone (561) 634-1600
Resident Life Office Number (319)208-5272

Security Cell Phone (319)759-1727

West Burlington Campus Telephone Numbers

Main College Telephone Line (319-752-2731)

Absent Instructors Bulletin 5222

Administrative Services

Mail Room 5185

Athletic Offices

Secretary 5121
Baseball 5272
Men's Basketball 5126
Softball 5122
Volleyball 5123
Soccer 5274
Tack/X-Country 5329

Bookstore 5170

Business Office 5041

Computer Lab 5078

Enrollment Services

Admissions/Advising 5010
Financial Aid 5014

Food Service

Cafeteria Manager 5120

Information Services/IT Helpdesk

Phones 5080
Computers 5087

Interpreting Services 5244

Library 5090

Maintenance/Custodial 5140

Registrar's Office 5022

Residence Life Office 5272

Security 759-1727

Student Activities/Student Board 5048

Student Support Center

Accessibility Services 5167
Testing & Personal Guidance 5155

West Burlington Miscellaneous Telephone Numbers

Entertainment

Westland Mall	550 S Gear Ave	753-2891
Fun City	3001 Winegard Dr	753-2223

Fast Food

Burger King	120 S Roosevelt Ave	753-5666
KFC	345 N Roosevelt Ave	753-1601
Lips-To-Go	1000 N Roosevelt Ave	758-5477
McDonald's	900 Wellshire Dr.	754-8279
Subway	116 W Agency Rd	753-2200
Taco Bell	2761 Mt Pleasant St	209-5100
Wendy's	115 S Roosevelt Ave	753-2283

Health

Dept. of Human Services	754-4622
Community Health Center	768-5858
Great River Medical Center	768-1000
YMCA 2410 Mt Pleasant St	753-6734
Suicide Hotline	1-800-784-2433

Pizza Delivery

Domino's	629 S Main St	752-3030
Happy Joe's	3110 Division St	753-1655
Mazzio's	616 S Roosevelt Ave	753-0161
Pizza Hut	3125 Agency Rd	753-5136
RonDavoo	605 South 10 th St	752-5767

Restaurants

Applebee's	116 S Roosevelt Ave	752-7744
Buffalo Wild Wings	974 Lawrence Dr	754-9464
China One	411 W. Agency Rd	752-3888
Panera Bread	1300 N Roosevelt	753-3989
Perkins	Hwy 61 & Agency St	753-6581
The Broadway	111 Broadway St	752-8299

Shopping/Groceries

Aldi's	3135 Agency St	752-7029
Big Lots	3320 Agency St	754-0915
Dollar General	3025 West Ave	754-8893
Fareway	920 Lawrence Dr	758-6740
Hy-Vee	3250 Agency St	753-1616
Shopko	313 N Roosevelt Ave	758-9526
Target	Across from Westland Mall	752-2023
Wal-Mart	324 W Agency Rd	753-6526

Transportation

A2Z Taxi	752-6866
C-Yellow Cab	752-6625

SERVICES AND COSTS

Blackhawk CAFE

The cafeteria is located in Building 300. Food service offers three meals per day during the week and two meals per day on the weekend (19 meals per week). Hot meals, sandwiches and salad bar options served buffet/all you can eat style are available. Fountain drinks and milk are included in each meal plan. Meal plans are optional for the summer term only. **Students must present ID/Access card and scan at the register.**

Hours of Operation

Monday – Friday

Breakfast	7:30 a.m. - 9:00 a.m.
Continental Breakfast	9:00 a.m. – 9:30 a.m.
Lunch	11:15 a.m. - 1:15 p.m.
Dinner	5:00 p.m. - 7:00 p.m.

Saturday – Sunday

Brunch	11:30 a.m. - 1:00 p.m.
Dinner	5:00 p.m. - 6:00 p.m.

Meal Plan Payment Forfeiture

The meal plan charges are payable in advance at the beginning of each term. Meal plan charges follow the same payment plan dates as for tuition and fees. Prior to the course withdrawal date of each semester, any unused portion of meal charges remaining between the day the student moves out and the end of the semester will be pro-rated and refunded. ***Meal charges will not be refunded for any student moving out after the respective semester withdrawal date.***

Open Computer Labs

There are three computer areas located in the 100 building.

Room 151 & 152 (when no classes)

Hours of operation:

Monday – Friday 7:30 a.m. – 4:00 p.m.

Library Hours of operation:

Monday – Thursday 7:00 a.m. – 9:00 p.m.

Friday 7:00 a.m. – 4:30 p.m.

Internet

Individual rooms are password protected. You will receive a password upon check-in.

Please follow the instructions below:

1. Turn on the wireless feature on your device (computer, phone, laptop, etc.)
2. Connect to “SCC_HOUSING”
3. SCC Residence Hall staff will provide each unit with their password

Note: Please do not share your password with other rooms. Your password will work in all dorm buildings on the West Burlington Campus so there is no reason to share. Sharing your password may lead to security issues as well as system performance (example: Internet speed)

Please report issues by following the instructions below.

1. Email the SCC help desk at helpdesk@scciaowa.edu or call 319-208-5087
2. Provide your name, the building name and room # you are having issues in
3. Provide the type of device (computer, phone, laptop, etc.) you are trying to connect
4. Provide a brief description of the issue
5. Provide a contact number if available (mobile phone number)

We will review all of the calls related to issues with the new system and do our best to make adjustments.

Telephones

Calls coming into the College switchboard CANNOT be transferred to the residence halls. The College is not responsible for taking student messages at the switchboard.

Keys

Residents will be issued an ID card to enter the first level front door, and a key for their room. **These keys are NOT TO BE DUPLICATED and residents will be assessed a disciplinary fine if such activity occurs.** The charges related to lost or damaged keys/cards are as follows:

	<u>Lost Charges</u>
• Dorm building exterior door card access	\$25.00
• Room/Suite key	\$50.00
• Mail room key	\$25.00

Residents should take their keys with them whenever they are out of their room. The Residence Life staff should not be relied upon to unlock your door. In the event that a resident excessively locks him/herself out, charges or fines may be implemented.

Library Services (319-208-5090)

The Yohe Memorial Library is located in Callison Hall (100 Building), Room 171. It is open Monday through Thursday from 8:00 a.m. – 9:00 p.m. and Friday from 8:00 a.m. - 4:30 p.m.

Lost and Found

All lost and found items may be turned in to any of the SCC Residence Life staff or the College Receptionist who is located in the Welcome Center in Trustee Hall (200 Building).

Mail

All Dorm students are required to sign up for a mail box and key, located mail room 141

The College receives postal delivery Monday—Friday. Mail should be addressed as follows:

(Your Name)
Southeastern Community College
1500 W. Agency Road
West Burlington, Iowa 52655

Mail will be delivered to the 100 building on campus. Students are responsible to pick up their mail.

****ALL residents are responsible for changing their address prior to moving out of the dorms****

*****Mail will not be forwarded by the college*****

The college is not responsible to ship packages/boxes. Students take to post office!

Miscellaneous Information

- Vending machines, provided and owned by a vendor, are located in each residence hall. If the machines are not working properly, notify Residence Life staff.
- A washer and dryer area with quarter-operated machines is available in each residence hall.
- A change machine is located on the first floor of Blackhawk Tower.
- C-CAT Pest Control conducts a monthly pest-control application to insure all facilities remain pest free. It is VERY important to keep rooms and living spaces clean.

If rooms/suites/kitchenettes/lounge areas receive poor inspections, fines will be assessed to one or more residents.

- Do not bring excessive amounts of personal items with you because the residence hall rooms are not equipped with extra storage space. **The College is not responsible for and will dispose of items left behind when a student vacates a room/suite. CHECK YOUR ROOM/SUITE BEFORE YOU LEAVE.**

Parking & Driving

Parking is available in the lot immediately east of Millennium Hall and west of Blackhawk Tower.

- **Do not** park in the fire lanes.
- Driving in a careless, reckless or imprudent manner is prohibited.
- Obey directives of authorized college personnel performing traffic control duties.
- Speed Limit is **15 MPH**.
- **Obey Stop Signs!** These are state roads and stop sign violations are imposed by police.
- **Observe the handicapped parking restrictions.**
- **Do not drive or park on the sidewalks or grass.**
- No vehicle shall be left on any college property for more than seventy-two (72) hours without permission.
- **Students/visitors may be fined or have their parking privileges removed.**

Persons who violate parking regulations will receive ONE warning ticket. Second and succeeding violations within an academic year will be reported to the Director of Buildings and Grounds or his/her designee who will authorize the towed removal of said vehicle at the vehicle owner's expense. For further information, please refer to Administrative Guideline #836.

Residence Life Webpages and Hawknet

The Residence Life website and the Residence Life tab on Hawknet is designed to keep you up-to-date with all of the information you need to live in the residence halls. Some of the things we have included on the site are the Residence Life Handbook, housing and food service rates, contact information, and pictures of the residence halls, just to name a few.

You can visit the student housing website by visiting:

- www.scciowa.edu
- Meet SCC
- Student life
- Residence Life

Or, you can check the Residence Life page on Hawknet under the Student Services tab.

RESIDENCE HALL AMENITIES

Blackhawk Tower

What to Bring

- Bedding linens and accessories (twin XL size beds)
- Bathroom linens and accessories
- Storage containers
- Lamps, rugs, or any other room accessories
- Alarm clock, stereo, TV
- Personal dorm size refrigerator, microwave

What to Leave Home

- Candles and incense
- Live pets such as hamsters, mice, reptiles, etc.
- Dart boards with metal darts and other things that will cause damage to the room
- **Hot plates and toaster ovens other small appliances that do not ‘auto shut off’**

Room Accommodations

- Furniture: Each suite is equipped with 2 bedrooms to house four residents. The following furniture pieces are included with the room: 4 twin XL beds that can be raised or lofted, two desks and chairs, two armoires, and two dressers. Common area furniture includes a sofa, coffee table, end table, a desk and chair.
- Bathroom Facilities: Each bedroom shares a bathroom with shower, sink, and toilet.
- Cooling/Heating Unit: Each room has a heating/ac unit.

The furniture must remain in the rooms. DO NOT TRY TO ALTER THE ROOMS PERMANENTLY. Do not use any nails, tacks or any other hardware that might cause damage to the walls. **Only scotch tape or poster putty/removable, acid-free tacky-glue may be used** to hang items. Do not remove the screens from the windows except in cases of emergency.

Lounges

A lounge area with lounge-type furniture is available for the use of all residents. **FURNITURE IS NOT TO BE REMOVED FROM THE LOUNGE.** If lounge furniture is found in student rooms or student possession, fines will be assessed to the individuals involved. Furniture is provided for the residents and must be kept in working order. If any furniture is damaged or broken, please let the RA know immediately. It is important to keep this area clean because of the high use. Many tours are given during the year and we would like to keep the residence halls as clean and neat as possible. **Note: If the lounge furniture is not taken care of, it will be removed from the lounge area and there will be no furniture in the lounge for the remainder of the semester.**

Millennium Hall

What to Bring

- Kitchen appliances, cookware, plates, glasses, silverware (**suites only**)
- Microwave
- Bedding linens and accessories (twin XL size beds)
- Bathroom linens and accessories
- Storage containers
- Lamps, rugs, or any other room accessories
- Alarm clock, stereo, TV
- Vacuum cleaner or broom
- Personal dorm-size refrigerator (**single rooms only**)

What to Leave Home

- Candles and incense
- Dart boards with metal darts and other things that will cause damage to the room
- Refrigerators (**suites only**)
- **Hot plates and toaster ovens**

Room Accommodations

- **Single room:**
 - Furniture: One twin XL bed, one dresser, and one desk and chair.
 - Bathroom Facility: Each single room has a full bathroom with a shower, sink, and toilet.
 - Each room will have a phone, but you will need a calling card to call out long distance.
 - Each room has cable connections with free cable TV.
 - Cooling/Heating Unit: Each room has a heating/ac unit.
- **Suites**
 - Furniture: The following furniture pieces are included in each bedroom: two twin XL beds that can be raised or lofted, two desks and chairs, two dressers and two closets. The living room area has a couch and chair.
 - Bathroom Facility: Each bedroom has a full bathroom with a shower, sink, and toilet.
 - Each room will have a phone, but you will need a calling card to call out long distance.
 - Each room has cable connections with free cable TV.
 - Cooling/Heating Unit: Each room has a heating/ac unit.

The furniture must remain in the room. DO NOT TRY TO ALTER THE ROOM PERMANENTLY.

Residence Hall Payment Forfeiture

The residence hall charges are payable in advance at the beginning of each term. **If a student neglects to take care of his/her bill, he/she will be required to move out of the residence halls immediately.** If a resident moves out of the halls before the end of the contract period for any reason, the resident will forfeit that term's room expense in addition to the deposit.

Housing and Food Service Refunds:

- a. 100% refund of housing and food service prior to the first day of the Fall/Spring Semester.
- b. No room refunds after the first day of the respective semester.
- c. Prior to the course withdrawal date of each semester, any unused portion of meal charges remaining between the date the student moves out and the end of the semester will be pro-rated and refunded.
- d. Meals will not be refunded for any student moving out after the respective semester withdrawal date.
- e. Students with extenuating circumstances may appeal the refund policy to the College Special Appeals Committee.

Room Deposits

A mandatory damage deposit/reservation fee of \$300 is required before the student receives his/her room keys. Fifty Dollars (\$50) will serve as a room reservation fee (non-refundable) and \$250 will serve as a damage deposit which will be retained by the College as a guarantee against damage to residence halls. **At termination of the contract period, the damage deposit (\$250) will be refunded within 60 days.** In order to receive your deposit or any portion thereof, you must complete a formal check-out with a Residence Life staff member. Refunds of the entire deposit are ONLY received if your room/suite does not have any damages, is thoroughly cleaned before you check out, and no other fines have been assessed. A cleaning fee will be assessed if your room is left unclean in addition to any charges for repairs of damages.

Room Deposit Forfeiture

A resident automatically forfeits the room deposit in the following cases:

1. Failure to complete the Room Check-out Form and formal check-out with the Residence Life staff.
2. Damage cost to the room is equal to or greater than the deposit. If damage is greater than the deposit, the resident is still liable for cost above the deposit.
3. The resident moves out before the end of the current semester contracted.
4. Eviction from residence halls for disciplinary or any other reasons.
5. Does not give notice at least 30 days prior to the first day of the term if not attending SCC.
6. A \$150 cleaning charge will be assessed to residents failing to clean before departure. This may be assessed in addition to damage charges/fines.

Dorm Suite Fee Schedule	FY26
Cleaning charge (Major)	\$ 150.00
Cleaning charge (Minor)	\$ 75.00
Small wall repair/fill required	\$ 45.00
Extensive paint required	\$ 150.00
Shower Rod	\$ 30.00
Shower Curtain and/or clips	\$ 20.00
Toilet seat replacement	\$ 30.00
Toilet tank top	\$ 100.00
Furniture not in proper room	\$ 75.00
Shelves loose from wall	\$ 50.00
Shelf brackets damaged (replacement)	\$ 80.00
Sprinkler head cover tampered with	\$ 50.00
Broken or missing window screen clips	\$ 50.00
Ceiling light cover (globe)	\$ 30.00
Replace window blind	\$ 50.00
Broken window glass (BHT)	\$ 1,700.00
Broken door handle	\$ 130.00
Bedroom door replacement	\$ 300.00
Dresser or cabinet repairs	\$ 60.00
Wall corner guard reglue	\$ 40.00
Re-key room entry door lock	\$ 175.00
Non dorm furniture left in room (ea pc)	\$ 15.00
Sink cabinet door	\$ 60.00
Repair crack/damaged shower stall	\$ 400.00
**Charges may be allocated per suite or per bedroom where applicable.	

FURNITURE REPLACEMENT	
Twin Mattress 38X80	\$ 165.00
Wood Ladder	\$ 90.00
Double Wardrobe (w/2 drawers)	\$ 425.00
Wardrobe (no drawers)	\$ 300.00
Writing Desk	\$ 150.00
Desk Chair	\$ 60.00
Sofa	\$ 450.00
Loveseat	\$ 400.00
End Table	\$ 75.00
Coffee Table	\$ 100.00
COMMON AREA	
Sofa	\$ 450.00
Chair	\$ 300.00
Love Seat	\$ 400.00
Coffee Table	\$ 100.00
Low Dining Table	\$ 265.00
Dining Chair	\$ 90.00
High Top Table	\$ 265.00
Bar Height Chair	\$ 260.00
Bar Stools	\$ 110.00
Dishware from Café (ea piece)	\$ 25.00

ALL RESIDENTS ARE EXPECTED TO ABIDE BY THE POLICIES AND PROCEDURES OF THE COLLEGE. IF THERE ARE ANY QUESTIONS OR COMMENTS ABOUT THE INFORMATION CONTAINED IN THIS HANDBOOK, PLEASE CONTACT THE RESIDENCE LIFE COORDINATOR

