



Residential Life

Handbook and Guide



SAKAKAWEA HALL



SITTING BULL HALL



ITAN'CAN OYANKE LEADERSHIP LODGE

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WHERE TO GO IF YOU HAVE A QUESTION ABOUT...

UTTC Main Tel. No. 701.255.3285

TOPIC	WHERE TO GO	LOCATION	PHONE ext
ABSENCES FROM CLASS	Academic and Personal Counseling	Wellness Center	1264
ACADEMIC APPEALS	Office of Registrar	Enrollment Management	1205
ACCIDENTS /SAFETY (determined by type of accident)	Contact Appropriate Department	SHC/Security/Safety 1247, 1200, 1600	
ADD AND DROP CLASSES	Office of Registrar/Advisor	Enrollment Management	1205
ADDRESS CHANGE (student)	Office of Registrar	Enrollment Management	1205
ADMISSION APPLICATION STATUS	Office of Admissions	Enrollment Management	1334
ADVISING ACADEMIC (or contact individual vocation)	Advising Vocation	Advisor location	1288
ALCOHOL AWARENESS	Chemical Health Center	Wellness Center	1264
ATHLETIC DEPARTMENT	James Henry Building	Second Floor	1361
BOOKS AND SUPPLIES	Campus Bookstore	Jack Barden Center	1460
CAMPUS INFORMATION On campus (business hours)	Switch Board	Administration	0
CAREER COUNSELING	Career Development	Jack Barden Center	1240
STUDENT CATALOG (handbook)	Campus Bookstore	Jack Barden Center	1460
CHANGE OF VOCATION	Individual Department	Advisor Location	1288
COLLEGES (other)	Financial Advisor	Enrollment Management	1504
COMMENCEMENT /GRADUATION	Office of Registrar/Advisors	Enrollment Management	1460
COMPUTER LABS	Hours of operation will vary	Jack Barden Center 2 nd fl	1226
COPY MACHINE (business hours)	Office of Residential Life	Itan'can Oyanke Lodge	1391
COUNSELING SERVICES:			
Career Counseling	Career Counselor	Jack Barden Center	1240
Counseling Services	Counseling Department	Wellness Center	1264
CULTURAL COMMITTEE	CDC/Land Grant Office	Child Development Center/Skill Center	1248/1384
DINING SERVICES	Cafeteria Manager	Cafeteria	1311
DISABILITIES	Disability Coordinator	Jack Barden Center	1465
DISMISSAL /REINSTATEMENT			
Academic	Vice President CTE	Skills Center	1288
Disciplinary	Office of S&CS	Student & Campus Services	1260
DOMESTIC VIOLENCE (business hours) (students) (Dating violence, Stalking, Sexual Harassment)	Domestic Advocate	LG Wellness Center	1456
(After hours)	Campus Security	Campus Security Building	1200
DRUG PREVENTION	Chemical Health Department	Wellness Center	1264
EMERGENCY			911
EMERGENCY NOTIFICATION SYSTEM	Safety Director	Student & Campus Services	1600
EMPLOYMENT (student)	Work Program Coordinator	(old) Art Marketing Bldg. 8	1509
ENROLLMENT VERIFICATION	Office of Registrar	Enrollment Management	1205
EVENTS/ACTIVITIES (student)	Strengthening Lifestyles	Wellness Center	1357
FINANCIAL AID ADVISOR (Advisor)	Office of Financial Aid	Enrollment Management	1355
(Advisor)			1354
FAX (Business Hours)	Administrative Assistant	LG Wellness Center	1264
GENERAL EDUCATION AND GRADUATION REQUIREMENTS	Advising Vocation	Advisor location	1288
GRADE REPORTS	Office of Registrar	Enrollment Management	1205
GRADUATION APPLICATION	Office of Registrar	Enrollment Management	1205

WHERE TO GO IF YOU HAVE A QUESTION ABOUT...

UTTC Main Tel. No. 701-255-3285

TOPIC	WHERE TO GO	LOCATION	PHONE ext
GRIEVANCE:			
Academic	Vice President	Skill Center	1288
Disciplinary	Office of S&CS	Student & Campus Services	1260
Personnel (staff)	Human Resource Director	Human Resource	1315
HARASSEMENT on Campus			
(In any Form after Hours)	Campus Security	Campus Security Building	1200
Sexual	Academic & Personal Counseling	Administrative Assistance	1264
Phone Calls	Academic & Personal Counseling	Administrative Assistance	1264
Bullying	Academic & Personal Counseling	Administrative Assistance	1264
HEALTH INSURANCE			
Questions	Student Health	Wellness Center	1247
Payment	Student Health	Wellness Center	1247
HOLDS			
Academic	Office of Registrar	Enrollment Management	1205
Disciplinary	Office of S&CS	Student & Campus Services	1260
Financial Aid	Office of Financial Aid	Enrollment Management	1211
HONOR ROLL (President's List)	Office of Registrar	Enrollment Management	1205
RESIDENCE HALLS			
On campus Residence Halls	Office of Residential Life	Itan'can Oynake Lodge	1391
ID CARDS			
	Campus Security	Security Building	1200
MEAL CARDS			
	Office of Registrar	Enrollment Management	1205
ILLNESS:			
Medical (business hours)	Student Health	Wellness Center	1247
(After hours contact RA on duty in your residence hall)			
INFORMATION			
	Campus Directory		0
INJURY (business hours)			
	Student Health	Wellness Center	1264
(After hours contact RA on duty in your residence hall)			
INTERNSHIPS			
	Career Counselor	Jack Barden Center	1240
INTRAMUARAL			
	Office of Athletics	James Henry Building	1361
LEADERSHIP			
	Student Senate	Student & Campus Services	1260
LIBRARY HOURS			
	Library	Education Building	1282
LOANS			
	Office of Financial Aid	Enrollment Management	1376
LOST AND FOUND			
	Campus Security	Security Building	1200
(or contact individual departments)			
NAME CHANGE			
	Office of Registrar	Enrollment Management	1205
PARKING			
	Campus Security	Security Building	1200
Questions			
Fees			
PREVENTION PROGRAMS			
Alcohol Anonymous	Administrative Assistant	LG Wellness Center	1264
Alcohol & Drug Education/Counseling			
Anger Management			
Prevention Education (Alcohol & Drugs)			
Women Support Group			

WHERE TO GO IF YOU HAVE A QUESTION ABOUT...

UTTC Main Tel. No. 701.255.3285

TOPIC	WHERE TO GO	LOCATION	PHONE ext
CAMPUS SAFETY	Safety Director	Student & Campus Services	1600
RECORDS (student)	Office of Registrar	Enrollment Management	1205
REFUNDS (Tuition)	Student Accounts	Enrollment Management	1212
REGISTRATION	Office of Registrar	Enrollment Management	1205
Fees			
Information			
SCHOLARSHIPS	Office of Financial Aid	Enrollment Management	1211
SEXUALLY TRANSMITTED DISEASES	Student Health	Wellness Center	1264
SPORTS	Office of Athletics	James Henry Building	1361
STUDENT FINANCIAL AID	Office of Financial Aid	Enrollment Management	1211
STUDENT GOVERNMENT	Student Senate	Student & Campus Services	1260
STUDENT HEALTH AND COUNSELING	Student and Health Counseling	Wellness Center	1264
STUDENT INFORMATION	Office of Admissions	Enrollment Management	1241
CAMPUS NEWS	Office of Public Relations	Administration	1386
SUMMER SESSION INFORMATION	Office of Admissions	Enrollment Management	1241
TEST INFORMATION	Office of Careers	Jack Barden Center	1240
THEFT (Reporting thief)	Chief of Security	Security Office	1200, 1300
	Director of Residential Life	Itan'can Oynake Lodge	1391
TRANSPORTATION (students)	Transportation Department	Transportation Dept.	1301
TUTOR (Need Help)		Jack Barden Center 2 nd fl.	1240
TRANSCRIPT REQUESTS	Office of Registrar	Enrollment Management	1205
VETERAN INFORMATION	Academic and Personal Counseling	Wellness Center	1264
VOCATIONAL CLUBS	Vocational Advisor	Contact Individual departments	

UNITED TRIBES TECHNICAL COLLEGE RESIDENTIAL LIFE GUIDE

This Resident Hall Handbook and Guide are provided to help you maximize your residence hall experience. The information contained here can help:

- Enable you to become more familiar with our residence hall system, its services, programs, facilities, staff responsibilities, policies, and procedures;
- Acquaint you with the philosophy and goals of the residence hall life at United Tribes Technical College;
- Inform you of your rights and responsibilities as a residence hall community member; and
- Serve as a reference guide throughout the year.

It is important that you have an overall understanding of the residence hall. This student residence hall handbook and guide will answer many of your questions. Please take the time to thoroughly read it and get to know more about your campus home.

In addition, residence hall staff members are valuable resources who can provide clarification and information about the residence hall and campus communities. Please feel free to address any questions to the hall staff.

DORM vs. RESIDENCE HALL

It has been a long, long time since the days of “dorm” mothers and 10 p.m. curfews. For the next nine months, your residence hall will be your home and should be treated as such. It will be a place in which you will learn much about yourself, grow tremendously, and have a lot of fun!

Dorm (dorm) n. 1. Place for sleeping 2. Building or part of one with sleeping rooms

Residence Hall (rez id enz hol) n. 1. Where college students develop personally or mature 2. A college building in which experience and programs result in positive growth.

STATEMENT OF COMMUNITY

Living in a residence hall at United Tribes Technical College means living in a community of students. This community is a dynamic place; composed of various people with different values, cultures, lifestyles, and attitudes. As members of the community, we must strive to understand the individuality and life choices of those among us. We can best learn from one another with an atmosphere of positive encouragement and mutual respect. We must possess a genuine desire to learn from those around us as well as give others the respect and tolerance we desire. Each person has a role to play in our residence hall community and should be allowed to do so.

PURPOSE OF ROOMMATE AGREEMENT:

Successful roommates stick things out by helping one another through the good and the bad times. Don't quit on your roommate. Communication is the key in any relationship – especially with your new roommate! Developing a positive relationship with your roommate is a process.

The Roommate Agreement you sign permits you and your roommate to come to terms in you and your roommate living environment. When you move into your residence hall, you will be provided with a Roommate Agreement. We provide this agreement to you as a way to begin the process of getting to know your roommate. As you write your agreement, try to be as specific as possible. When you are finished, you and your roommate can request a copy and your RA will file the original.

Roommates have the right...

- To read and study in one's room
- To be free from unreasonable noise
- To the respect and safety of personal property
- To have access to one's room and facilities without interference
- To be free of intimidation, harassment, physical, and / or emotional harm
- To personal privacy
- To host guests (within established guidelines)
- To see reasonable cooperation from roommate(s)

Roommates have the responsibilities...

- To adhere to the rules and regulations
- To comply with reasonable requests made by staff or college officials
- To monitor and accept responsibility for the behavior of guests
- To report violations of rules and regulations to appropriate staff
- To respect the rights of others

Signature: _____

PURPOSE OF COMMUNITY LIVING AGREEMENT

UTTC wants you to be able to achieve your goals and be successful in school while living in the residence hall. Therefore, please understand while you are a resident in the residence hall you will have certain rights and responsibilities that guide your lifestyle. When choosing to live on campus you must fully understand that you are agreeing to recognize and adhere to all UTTC student rules and regulations, including those that apply to residence hall residents.

The Community Living Agreement you sign permits you to live in a Residence Hall. A copy of this Agreement is contained in this Handbook for your reference. This Agreement supersedes anything in this Handbook that may be in conflict with the Agreement.

If you choose not to abide by UTTC Rules and Regulations or violate the Community Living Agreement you have signed you do have the option to find alternate housing elsewhere off campus.

Please understand that UTTC reserves the right to make revisions to this Handbook, and to any of the rules and regulations contained herein if necessary. UTTC will make every attempt to notify students when and if rule changes are proposed. UTTC strongly encourages student involvement in the development of its residence hall rules and regulations.

Your observation and cooperation with all residence hall rules and procedures as stated in this Handbook and Guide will be very much appreciated.

LIFE IN YOUR RESIDENCE HALL

In your new home you will find:

RESIDENCE HALL DIRECTOR (RHD)

The RHD is responsible for the overall management and administration of your hall, and is also available for support and information. The RHD oversees all Resident Assistants in the residence halls.

RESIDENT ASSISTANTS (RAs)

RAs are full-time professional staffs that monitor twenty four hours and seven days a week. They assist with hall administration and referrals to appropriate respective departments on campus. RAs are available for support and information, or to help you with your needs. They can help you with your academic, social, or personal concerns. They can also plan programs and enforce policies and procedures. RAs help develop the Community Living Agreement (also known as the Residence Hall Agreement) and are a valuable resource. Get to know your RA!

YOU AND YOUR ROOMMATE

This section was prepared to assist roommates in learning about one another so they may be able to live together harmoniously. The variety of topics attempts to provide a broad cross-section of the potential encounters you will have when sharing living space. Your roommate needs to know your general personal background, your attitude and emotions, your values (feelings, attitudes, opinions), and personal preference.

The term “sharing” is most important here because residence hall living requires a concept of cooperation, whether it is with your roommate or with other residents on your floor. You can begin with a willingness to share some of yourself with your roommate. Open and honest communication usually ensures a satisfactory roommate relationship.

The questions outlined below are provided to help you get started. Take each question separately – be open, be honest and be complete. If you have difficulty talking about an issue or subject, make note of it and tell your roommate that you would like to come to it.

Personal background:

You should start by using the questions below to give your roommate some basic information about yourself – where you grew up, information about your schooling, family, hobbies, interests, etc. Try to offer more than “I am from Ten Buck Two and I am interested in the outdoors.”

- Members of my family include:
- I am glad to be away from home because:
- I was not glad to leave home because:
- I chose United Tribes because:

Personal values:

In this section, you are being challenged to communicate – try and share ideas, issues, and values. Learn what you should know about each other. This is the most crucial portion of *you and your roommate* section, because it will help establish the basis for your living arrangements.

- How do I want our room to be utilized?
- I expect our room to be...
- Who will clean what and when?
- How about friends and visitors in our room?
- My feelings about my personal belongings are...
- Grades and studying are...
- I prefer to study...

Room temperature:

Do you usually like the room to be hotter or cooler? When is it okay to have windows open? If you want to change the room temperature, will you discuss it with your roommate first?

Sleeping arrangements:

When do you usually go to bed? How much sleep is important for you to have? Can you sleep with the light on? With music or the TV on? What time will you wake up in the morning? How will you discuss issues that may arise with your roommate?

Quiet and study time:

How do you feel about taking naps? If you were making too much noise, how would you like your roommate to discuss this with you? When do you study? Is it OK to play music or have the TV on while you study? Would you prefer to have set study times? When you are studying with a group, is it alright to be in the room?

Communication:

What do you need when you are stressed or upset? If there is a problem between you and your roommate, how will you handle it? Is there anything else you want your roommate to know about you?

Cleaning:

How neat and clean do you like things to be? Who will vacuum, dust, take out the trash and recycle, etc? Do you prefer to have special assignments or a cleaning schedule? How often will these things be done?

Personal property:

What item can be shared and which may not? Do you mind if people use your stereo, TV, computer, etc? Do you want to be asked before things are borrowed?

Visitors:

Are there times when it could be preferred that visitors not be invited to visit the room? How do you feel about the opposite sex? How do you feel about your roommate's visitors using your belongings?

Phone usage and messages:

How and where will you leave messages if one of you is not there?

Reactions to each other:

Last but not least, you are at the point of drawing some conclusions and identifying positive and negative factors in your living situation with your roommate.

- Some things that I have learned from this discussion are...
- An important difference between us is...
- And we will work on this by...
- My roommate and I agree that we will do the following, if conflict occurs between us...

ROOMMATE DISPUTES

Residence hall staff will provide support and assistance to roommates in resolving conflicts. (Refer to Roommate Agreement) If roommates are unable to resolve conflict, Room transfer request can be requested from the residence hall staff. If space is available, each roommate has a responsibility to report any violations occurring in the residence hall room. In addition, violations of roommate agreements that are established with the hall staff could lead to additional sanctions including a possible move from the room. The college reserves the right to make administrative moves at any time. Refer to changing rooms and / or halls.

RESIDENCE HALL ROOMS ARE MEANT FOR TWO PERSONS

There are times when a student has double occupancy, but may live alone in a double room. It is a requirement for students to be prepared to have a student move into that space at any time. This means the bed is available, the wardrobes are empty and clean, and the room is generally available for occupancy at any time. If the space is not available upon entry for a student, you will be required to make that space available for a student to be assigned into that space.

PLANNED EVENT/ACTIVITY PROGRAMS

What are planned event/activity programs?

An event/activity program is an event or activity designed to enhance learning and development on / off campus. You will learn and have fun at the same time. Sometimes these events or activities happen spontaneously in your area or in other halls which all student residents are encouraged to participate.

The Strengthening Lifestyles Department provides events / activities for students on / off campus as well.

LEADERSHIP OPPORTUNITIES

Resident Hall Leadership Council (RHLC)

Residents elect officers in each hall that will represent their residents' as a participant at Student Senate meetings. RHLC also coordinate hall activities, communities service projects, and participate in Student Senate meetings and campus-wide sponsored events. All resident members RHLC are encouraged to get involved.

RHLC will hold monthly meetings in their assigned hall with the residents at that time residents can express their issues and concerns, RHLC will present the information to the Resident Hall Director. RA's will remain transparent but be available for support during these meeting.

IMPORTANT RESIDENCE HALL SAFETY INFORMATION

The safety and well being of all students who reside on the UTTC campus is our number one priority. To ensure campus safety, the procedures and policies stated below must be followed at all times. Our security and safety personnel, including the RDs and the RAs, are here to help in the case of any emergency. Take time to get to know them.

FIRE AND OTHER EMERGENCY PROCEDURES

WHAT TO DO IN CASE OF A FIRE:

Before a fire occurs you should prepare by knowing the location and route of your escape via the closest exit. A smoke alarm can wake you up, but only an escape plan can save you.

If a fire occurs, please follow the fire safety procedures outline below:

- Keep your head low, and move quickly to the nearest exit. Crawl if necessary, so you do not breathe smoke.
- Touch the door before opening it to see if it is hot. Before touching the door handle, cover your hand for protection. Intense heat, deadly smoke, or gas may be on the other side. If the door is not hot, cautiously open it a few inches to check for heat, smoke, or flames on the other side. Get your head out of the way while first opening the door and be ready to slam it shut if any heat or smoke rushes in.
- Do not waste time getting dressed, looking for keys, or gathering valuables. Leave the building immediately and stay out.
- Call the fire department (911) from a safe phone and report the location of the fire. **Stay** on the line until instructed to hang up.
- Alert other occupants of the building and residence hall staff.

FIRE ALARMS

Legitimate fire alarms save lives. When activated, the alarm sounds in the entire building and EVERYONE must evacuate immediately. After activating an alarm go to the nearest safe designated location (outside the building) and call 911 to report the fire. Individuals falsely activating an alarm will face disciplinary action, possible criminal prosecution, and may be charged for the cost of the fire department response, in addition to fines assessed by the college. Because of the high-density population in the residence halls, the fire department responds to the alarms with all available personnel and equipment. False alarms may leave the local fire department shorthanded in the event of a real fire.

FIRE DRILLS AND EMERGENCY EVACUATION EXERCISES

The Uniform Fire Code requires every residence hall to conduct a fire drill each semester for the safety of staff and residents. All residents are required to exit the building within two minutes. The college personnel are required to time the drill in each building. Failure to evacuate will result in disciplinary action.

FIRE SAFETY EQUIPMENT

FIRE EXTINGUISHERS are strategically located throughout each hall. Carefully follow the instructions on the extinguisher and use them ONLY in the event of a fire. EXIT SIGNS are considered fire equipment and are placed to guide residents to exit routes in emergency situations. SMOKE DETECTORS also are sensitive pieces of fire equipment. Damaging or tampering with fire alarms or equipment (i.e., sounding false alarms) is not permitted. Any action that may result in the activation of a smoke detector, tampering with fire alarms apparatus and equipment (including removing batteries from smoke detectors) or false alarms may result in criminal penalties as well as disciplinary action.

FIRE ALARM APPARATUS AND FIRE EQUIPMENT ARE FOR EMERGENCIES ONLY!

If a smoke detector is beeping, it is likely the battery needs to be replaced. Contact RA if a smoke detector is emitting a beeping sound. If batteries are removed without replacement, the resident is liable.

COMBUSTIBLE MATERIALS NOT PERMITTED IN RESIDENCE HALLS

Combustible materials such as propane, gasoline, kerosene and items containing combustible materials (i.e. lanterns) are not permitted in residence halls.

BURNING INCENSE, SWEET GRASS, CANDLES OR OTHER ACTIVITIES INVOLVING OPEN FLAMES PROHIBITED IN RESIDENCE HALLS

Because of the risk of an open flame left unattended, the burning of incense, sweet grass, or any other combustible item is prohibited in residence halls, including such items as may be used in ceremonies. Candles or lanterns may not be used even in the event of a power outage. Residents are encouraged to have flashlights or similar devices to provide emergency lighting. If a smoke smell is noticed by any staff person that seems to be from something burning, staff will enter to investigate. If a student or group of students wishes to conduct a ceremony within a residence hall involving an open flame, the student or group of students must consult with and obtain written approval from the Resident Hall Director for such ceremony. Any ceremony permitted will be conducted in complete compliance with any procedures provided by the Residence Life Director. The RA or RD for your Residence Hall can assist you with contacting the Resident Hall Director.

SMOKING PROHIBITED INSIDE BUILDINGS

The College has established a no smoking policy in all of its buildings, including the residence halls. Smoking in our buildings creates an unhealthy environment, especially in the winter, and is a major safety hazard. This policy includes no smoking in stairwells to residence hall rooms. Out of common courtesy we ask that smokers refrain from smoking near entrances, windows that are open, and ventilation intakes, and to properly dispose of cigarette butts in appropriate receptacles. Students may establish further policies regarding distance one can smoke from the building in their Community Living Agreement. Any student in violation of this policy may be subject to disciplinary action.

APPLIANCES AND FIRE SAFETY

Avoid overloading outlets with too many cords and do not use extension cords with frayed wiring or poor connections. Residents are not allowed to use hot plates; smokeless grills, toaster or toaster oven etc., or appliances with exposed heating elements in your room in the residence hall, and should not cook in resident hall rooms. You may use such appliances only in designated kitchen spaces within the hall.

LOCKDOWN DRILLS

For the safety of students the college has enforced lockdown drills. For their safety, when a lockdown drill is conducted, students are expected to follow all instructions as if a real incident has occurred. When instructed by staff in the residence halls, the following general instructions must be followed:

- Go to your room and lock door behind you
- Turn off all noise (radio, stereo, computers, TV's, and cell phones)
- Turn lights off
- Stay quiet and wait until instructed to come out when it is safe by staff.

ADVERSE WEATHER

Should the campus emergency alarm system sound due to a tornado, or other emergency requiring students to take action to remain safe. Residents are to go to a safe zone listed below if you are in this area during the alarm warning. Residents must stay there until staff tells you it is safe for you to come out. Stay out of your rooms and away from windows.

- Sitting Bull Hall residents go to the basement of the building
- Sakakawea Hall residents go to the basement of the building
- Itan'can Oyanke Leadership Lodge (coed) residents is to go to the center of the room on the main floor (computer lab, staff bathroom, or commons area.)

BUILDING SECURITY AND PERSONAL SAFETY

Like most college campuses, UTTC is considered an "open campus." This means that members of the public may access the campus at any time of day or night. Maintaining safety on "open campuses" has become a nationwide concern. While UTTC is protected with a 24 hour, 7 days a week campus security patrol, being alert and aware at all times are the best methods of defense, and knowledge of their surroundings and available resources for assistance will help students with personal safety.

Please note while the public may enter the campus for legitimate reasons, entry into Residence Halls by anyone other than students and authorized UTTC officials requires a visitor's pass. Visitor's passes are only issued by Security, so that Security knows who is entering a residence hall other than students. See the section on Visitor's Passes, p.

Please adhere to the following steps residents can take to ensure safety for themselves and their peers:

- Do not leave room doors unlocked
- Do not prop open front doors to buildings or let anyone without a key enter the building after you

- Do not allow anyone into the building if they are not your visitor and have not been properly signed in during visitation hours
- Report persons excessively loitering around the building immediately to Campus Security
- Do not give friends your room key. Be sure to keep your keys in a safe place to prevent misplacing them; and
- Do not walk alone after dark, and whenever possible, travel in groups.

Communicate with your roommate. Let your roommate know where you are going and with whom you are traveling. Establishing a buddy system is vital with regards to personal safety. Also, talk to your roommate about personal safety concerns you may have.

For more information on safety at UTTC, please contact Campus Safety during business hours at 701.255.3285 x1600

BUILDING SECURITY POLICY – REPLACEMENT KEYS

Each resident has the responsibility for respecting building security. Buildings are locked 7 hours a day. Propping doors, including fire doors, is not permitted. To ensure maximum security please observe the following guidelines:

- Make every effort NOT to lose your room Key!
- It costs \$25 per key to replace a lost or stolen room key, this will be charged to your account
- LOCK your room when sleeping or away.
- DO NOT open building doors to strangers
- When walking around campus at night, students are encouraged to walk with friends and be aware of emergency telephone box locations
- Do not trespass into areas of the residence halls or other buildings that are secured such as attics, basements, mechanical rooms etc.

ENTRY INTO STUDENT ROOMS

UTTC reserves the right to allow authorized UTTC personnel to enter a student room for any of the following reasons:

- There is a reasonable suspicion that someone inside the room is about to cause, or is causing, harm to himself or herself or to others
- Regular maintenance, custodial and Resident Assistant inspections. If the room is not occupied when the inspection takes place, residents will be informed that someone was present in the room in the resident's absence.
- Emergencies requiring evacuation of part or all of the building
- There is a reasonable suspicion that a serious violation of UTTC rules of conduct, including actual or potential damage to UTTC property, has occurred or is occurring inside the room
- Persistent noise coming from a room whether or not the room is occupied
- During break periods when the residence hall is closed.

If any authorized UTTC official enters a room when the resident is not present, a written note will be left indicating who entered the room, when they entered and the reason for entering.

NOTE: Generally, staff will not enter a student's room to retrieve items for occupants who are not present or for other students who have left personal items in the room. Exceptions may be made, but staff will take precautions to protect themselves from possible liability and have the right to refuse such requests.

Authorized law enforcement officials may enter a student's room pursuant to a warrant or if suspected criminal activity is occurring in the room. UTTC must allow law enforcement officials to carry out their duties in the manner as permitted by law. See the section on law enforcement on p. ____.

If you are locked out

Students who lock themselves out of their rooms should attempt to contact residence hall staff to gain access to retrieve their room key. Campus Security, custodial and maintenance staffs are not authorized to allow students into their rooms.

DROPPING OR THROWING SUBSTANCES OR OBJECTS FROM WINDOWS

For the safety of everyone, residents are not permitted to drop or throw objects from or at resident's hall windows. This includes bodily fluids, snow, or substances of any kind. Residents must also refrain from throwing objects through windows from the outside or inside. This includes throwing keys to friends outside.

MOVING IN AND MOVING OUT

Moving In

Check In Procedure – When you arrive on campus report directly to your residence hall. At your residence hall you will be greeted by your resident assistant. You will also receive information in your new home and go through a formal check-in procedure with one of the RA on duty. At that time you will receive your room key and residence hall inspection form that must be completed by you the student and the RA. Make sure to alert a staff member about your concerns with your room so that they can contact the maintenance staff to fix any problems that may have been over looked. Once the inspection is complete and the form is signed you will receive your room key.

Changing Rooms and /or Halls – requests for room transfers, room changes and hall transfers will become available on a designated day, which will be posted and RA's will inform all residents.

Reduced Occupancy Rooms – Students residing in a partially vacant room can expect a roommate to be assigned.

Personal Damages And / or Loss Liabilities – See Community Living Agreement Section #4

Moving Out

Termination of Contract If the student wishes to withdraw from the residence hall then you must notify RA on duty of your intentions so charges may be accounted appropriately. UTTC hearing panel may give the student notice to vacate (forty eight hours notice of eviction if the student has been found in violation and if student has exhausted the appeals to remain in the residence hall).

Check out Procedure – when you vacate your residence hall, you must complete a formal check-out procedure with your RA on duty. At check out time you are required to return all UTTC property issued keys to your room, mail key, ID’s to appropriate staff. Be aware that discrepancies in your check out and check in information addressing damages or loss to UTTC property may result in a charge to your account as well as a cleaning fee when necessary.

Improper Check out – not surrendering your keys, cleaning your room, and/or restoring the room to original check in condition (except for maintenance problems that were reported during check in), and failure to be prepared for your scheduled checkout inventory will result in an improper check-out fee of \$150 of your security deposit charges for un-surrendered keys and possibly liability for continuing rent.

SERVICES PROVIDED IN RESIDENCE HALLS

DINING SERVICES INFORMATION

MEAL PLAN

The meal portion is a 19 meal plan included in your residency,

UTTC is committed to providing you with quality meals as a part of the fees under your Community Living Agreement. A meal plan is included as part of the fees you pay for residing in the residence halls. UTTC is constantly working to improve its meal plan. Should you have special dietary needs, please inform your RD.

CAFETERIA

The UTTC campus cafeteria serves three meals Monday through Friday and two meals on weekends and holidays during the academic year. The hours of operation are as follows:

Monday – Friday

Breakfast: 7:00am - 8:30am	Lunch 12:00pm – 1:30pm	Supper 4:30pm – 6:00pm
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Weekend & Holiday Hours:

Brunch: 10:00am - 12:00pm	Supper 4:00pm -- 5:00pm
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MEAL CARD

Each student who is a residing in a residence hall is entitled to a meal card to be allowed to receive meals at the campus cafeteria. The card may be obtained at the registrar’s office. You must provide your meal card to UTTC officials during scheduled meals times as may be required. Guests must pay for their meals. Lost, stolen or damaged cards are replaced at your expense.

Cable Television

Basic cable is provided in all the commons areas in all the residence halls, basic cable is provided in individual rooms in the Itan'can Leadership Lodge, Sitting Bull Hall and Sakakawea Hall.

Email

Each student is assigned a UTTC e-mail address. This is considered a formal communication tool of the college and should be checked regularly. All student conduct information will be sent to your e-mail account and students are accountable to any meetings sent via e-mail.

Kitchens

Residents who use the kitchen area are responsible for cleaning it after use. The resident hall may have coffee, tea, cups and other amenities available for use. Microwaves, refrigerators, and coffee maker are provided in designated locations.

Laundry Rooms

Washers and dryers are provided by the UTTC. The facilities within each hall are solely by the resident of the respective hall. If a student allows a non-resident to use the laundry facilities, the residents account may be charged a fee. NOTE: the college is not responsible for lost or stolen items in the laundry rooms.

Mail

Mail is delivered to the student's residence hall mail box on a regular basis Monday through Friday, excluding holidays. On weekends outgoing mail can be mailed at the on campus Mail room. If a resident receives or expecting a package (e.g. UPS, FedEx) the mail carrier will place a note in the resident's mail box.

Students are responsible for payment for postage and other costs to send outgoing mail. Students are also responsible for updating address information with the campus mail clerk when you are moving out of the residence hall to another location.

Telephone

All telephone numbers that are relevant for the resident (including cell phones and emergency contacts) should be listed and updated periodically, as necessary, on the resident residence hall application. A telephone is available in each residence hall for residents but no telephones are provided in student rooms, the resident telephone does not provide long distance service. Please note that phone calls may be limited as to time. Please be courteous, as there may be others waiting to use the phone.

Voicemail

There is no voice mail feature available on student lines in the residence halls. Anyone seeking to reach a resident in an emergency should be directed by the resident to direct the caller to the RA phone line. The RA phone numbers are listed in your area message boards in designated areas.

Dialing instructions from student lines located in the residence halls

- On /off campus - call dial 8 then the # **LOCAL CALLS ONLY**
- Emergency - dial 911
-

Emergency Notifications

The Emergency Notification System (ENS) provides the most efficient way to send time-sensitive messages to a large number of people in an emergency. This method of rapid communication is widely

used by organizations such as school districts, universities, government agencies, businesses and others to directly connect with employees and students via text messaging.

ENS emergency notification system text alerts have especially proven, valuable when it comes to transmitting critical information about emergencies on weather advisory alerts and school closures. Notification is based on permission from the subscriber and can be cancelled at any time. For further information please contact the College Safety Director 701.255.3285 x 1600.

Wireless Internet Available in Various Locations on Campus

In most buildings on campus, public wireless internet access is available.

Utility Services

Water, heat, electricity and air conditioning are provided in all residence halls. Excessive water use is discouraged. These may be controlled by a central thermostat.

Special Telephone Instructions

UTTC does not sell telephone service. In order to make long distance calls please make arrangements with the receptionist at the Wellness Center during business hours.

Collect Calls

Collect calls cannot be received at campus telephone numbers.

Bathrooms

Residents are responsible for cleaning bathrooms in their suites and areas such as the community bathrooms. Notify residence hall staff of any maintenance problems. Please be respectful and keep your bathrooms clean. Hall staff can assist you by showing you where the cleaning supplies and equipment are located in your area.

Heating and Cooling Systems

Heating and cooling systems are operated by sensors so please do not block or cover the sensors located in your rooms. Blocking or covering sensors may cause maintenance problems and further repairs may be needed. Heating and cooling systems may be controlled by thermostats. Students may not change the settings of the thermostats. If a building is too hot or too cold, an RA or the RHD should be consulted, or, if these individuals are not available, UTTC maintenance should be contacted.

Reporting Maintenance Problems

It is the resident's responsibility to immediately report room damages or deficiencies to the residence hall staff (your RD or RA) so that the repairs can be made. The response time will depend on the nature and severity of the maintenance problem, but we will respond to all problems in a timely manner. It is important to be very specific about the problem and location. We want to keep your residence hall and room in an orderly condition by repairing items when they become faulty or damaged.

Recycling

All residence halls participate in a recycling program and all recyclable materials must be deposited in designated areas. Residents may contact residence hall staff to help with the halls recycling program.

Accommodations During Breaks

Students are asked to vacate their rooms within 24 hours of their last final examination of the semester. Accommodations during breaks between semesters are not included in your Community Living Agreement. The RA on duty may be of assistance in this situation.

OTHER RESIDENCE HALL POLICIES AND EXPECTATIONS OF ALL RESIDENTS

Why are policies necessary? Residence hall policies exist to help create an environment that conducive to your needs for safety, studying, socializing, and sleeping. Let's face it-you will spend more time in your residence hall than any other place else on campus. We want to ensure that your residence hall experience promotes your success at UTTC!

First, we want to provide you some general information about UTTC that affects the policies relating to life in the UTTC residence halls.

UTTC NOT LOCATED ON TRUST LAND

UTTC is not located on trust land and is not owned by any Tribe or subject to the laws of any Tribe. UTTC is a non-profit corporation organized under the laws of the state of North Dakota and is managed and operated by the five (5) federally recognized Tribes that have tribal trust lands within the state of North Dakota. However, while the Tribes manage UTTC, the land is owned by UTTC as a non-profit corporation.

THE LAW ENFORCEMENT AUTHORITY IS THE BURLEIGH COUNTY SHERIFF

UTTC is also not within the city limits of the city of Bismarck. UTTC therefore falls under the jurisdiction of Burleigh County. The law enforcement agency responsible for UTTC is the Burleigh County Sheriff's Department.

COMPLIANCE WITH COLLEGE RULES AND REGULATIONS AND UTTC OFFICIALS REQUIRED

Residents are required to comply with directions from UTTC officials, and to comply with all UTTC policies at all times. These officials include professional staff, residence hall officials, and students who are on job sites.

ALCOHOL AND OTHER DRUGS - UTTC IS A SUBSTANCE FREE COMMUNITY

The college policy of "zero tolerance" has been adopted regarding the possession, use or sale of alcohol and other drugs on campus. This means that if you are found to be using an illegal substance or consuming alcohol on campus (regardless of your age), you are subject to discipline in accordance with the Student Handbook. This includes inhaling ("huffing") of any substance intended to create an altered mental state, other than smoking tobacco. It is important to note that majority of disciplinary problems faced by students are alcohol related. The following is a list of points that summarize enforcement of the alcohol and drug policy in the residence halls:

- Controlled substances of any kind, other than prescription drugs pursuant to a prescription issued by a licensed physician, are not permitted in the residence halls.
- Residents of any age are not permitted to possess or consume alcohol in the residence halls.

- Residents over the age 21 who have roommate(s) that are underage are reminded of the legal liability placed on them if they supply alcohol to the underage roommate.
- Residents and guests may not consume alcohol in public areas or in the room of a resident.
- Residents who come back to the residence halls in an intoxicated state and/or violate hall policy will be held responsible for violating those policies and all alcohol policies that apply.

In support of a substance and alcohol free environment, residents living in the residence halls are not permitted to have any paraphernalia related to the consumption of alcoholic beverages. This includes, but is not limited to, empty bottles, cans, and containers. This helps the residence hall staff ensure a community environment that enhances the out of classroom experience. If student violates this policy he/she may lose their housing privilege.

ABANDONED PROPERTY

When students leave property in the residence hall room, staff will remove the property at cost. Additionally, a storage fee may apply. If property is not claimed at the end of the given notice it is considered abandoned property and the college disposes of this property.

If a student wishes to claim his/her property during this given notice, he/she is required to contact the residential life to make arrangements. SEE Community Living Agreement.

BICYCLES

Residents must follow regulations while operating bicycles on campus:

- Do not ride bicycles inside the building at any time
- Do not park and / or store bicycle in common-use space unless it is designated bicycles storage space and permitted in writing by hall staff? This includes lounges, stairwells, hallways, kitchens, computer labs, and any area that may a safety hazard or hinder exit from rooms or buildings.
- Do not lean or park bicycles near or against windows
- Bikes can be stored in individual living space only if roommates agree

CHEWING TOBACCO

Residents are not permitted to use chewing tobacco except in designated outside areas. All campus buildings are substance free. You are reminded; however, that spitting is permitted only in appropriate containers and may only be used outside of the building.

DAMAGES TO ROOMS AND PUBLIC AREAS

Residents are responsible for damages which occur as a result of personal negligence or vandalism. A resident may be charged for damages occurring in public areas, as well as in their rooms. All damage charged is billed to the student's account.

ENTERING BUILDINGS

Residents and guests may enter buildings only through doors designated for entry. Entry through windows is prohibited. Students who do not live in the building must be escorted by a student living in the residence hall at all times unless prior approval is received from staff on duty in the residence hall.

FACILITIES USE/ACCESS

Residence hall building use approval is solely responsibility of the staff on duty in that area. Commons areas in residence hall (lounges and lobbies) are for the use of the resident and their guests. Only groups or individuals invited by residents or staff may make informative or educational presentations to hall residents in the hall lounge. The residence hall staff will monitor and schedule such presentations and have been prior approval to be present in the residence halls to interact and meet students.

FIREARMS

No student or guest may possess, carry, transport or conceal any firearm on campus. Should a student possess a firearm at the time the student arrives on campus, such firearm must be unloaded and given to Security for safekeeping until the student permanently leaves the campus. Ammunition cannot be stored in residence halls.

FURNITURE

The college supplies each room with the basic furniture, which differs depending on the hall. Each room is provided a bed, desk, chair, wardrobe or dresser. It is important for all parties to agree when bring accessories such as TVs, stereos, etc. Trash containers may be purchased from UTTC; see the RA on duty for more information.

GUESTS/ESCORTS

All guests (non-residents of a particular hall) are expected to follow all policies of the college. Residents are responsible for their guests and all actions of the guests while in the residents halls. . This includes being responsible for the actions of invited guests who are intoxicated or under the influence of illegal drugs or other substances. Guest must be escorted at all times in any area. Overnight guests are not permitted in the residence halls. Guests may not be given keys to access rooms on campus. Guests may not be left in the building without the resident present. Each residence hall resident is responsible for reporting to the RA any violations of these rules or UTTC policies that occur in his or her room.

Each resident has the responsibility to report any violation of the guest policy occurring in his or her residence hall room. In addition, violation of roommate agreements that are established with the hall staff could lead to additional sanctions including a possible move from the room.

HARASSMENT

The residence hall community maintains a living environment free of harassment but not limited to Sexual harassment, bullying, harassment through repeated telephone calls, e-mails or texting, spreading false information about anyone, and other forms of physical or mental harassment an individual found in violation of this policy will be subject to disciplinary action. Any threatening or offensive material or behavior on the UTTC campus is never appropriate. If you feel that you are the subject of such harassment, contact immediately the hall staff, campus security, classroom instructor, or your academic & personal counselor.

HEALTH

All residents must comply with city, county, and state codes regarding health and safety. Upon notification by UTTC officials, residents must comply with UTTC requests pertaining to correction of

health and safety violations in and around their assigned area. This may include, but not limited to, pest control, cleanliness, garbage removal, etc.

Student Health Center Provides Services to students when you are:

- Injured
- Illness
- Need immediate Medical Attention

Health Information Privacy - HIPAA

UTTC Student Health enforces the HIPAA Privacy Rule, which protects the privacy of individually identifiable health information; the HIPAA Security Rule, which sets national standards for the security of electronic protected health information; and the confidentiality provisions of the Patient Safety Rule, which protect identifiable information being used to analyze patient safety events and improve patient safety. SEE Student Health Staff for more information.

PETS

Students are not allowed to have animals in the residence halls. Violation of this policy may be subject to disciplinary action, eviction and/or cleaning fees associated with damages.

QUIET HOURS/NOISE

Residence hall community quiet hours are 10:00 pm – 6:00 am daily. Residents are responsible for maintaining a noise level satisfactory to other community members. During “quiet hours,” the volume of noise must be contained within the confines of the room. If noise is heard beyond the room walls and door, residents are responsible. Staff is instructed to respond to any complaints about excessive noise, and may call in security where necessary. As in all situations, cooperation is expected in resolving the matter. UTTC asks that students always observe “courtesy hours” when quiet hours are not in effect. The needs of a student who wants to study will generally be given precedence over a student who wants to play their stereo or produce other types of noise. Hall staff will mediate disputes over differing perceptions of acceptable noise levels.

PARKING AND OPERATION OF YOUR VEHICLE ON CAMPUS

Permits are not required to park vehicles in campus parking lots. Students must register their vehicles upon check in to the residence hall. All students must obey all traffic laws and posted signs and street and curb markings at all time (no parking, speed limit, handicapped parking spaces, sidewalks, etc.). Any student violating these rules may be cited by campus security and required to pay a fine.

PERSONALIZING YOUR SPACE

Students may decorate their rooms with lamps, rugs, bedspreads, posters and other personalized items as long as it does not damage the room or cause a fire safety hazard. Keep in mind that when the room is vacated, it must be returned to its original condition. Residents who damage their room may be subject to disciplinary action and charges for damages. See the Move Out policy at pp. 17 and the Community Living Agreement set out in the Appendix.

PUBLICITY AND LITERATURE

The distribution of free literature of any kind or commercial advertising is prohibited in the residence halls and at the entries or exits of the building, other than literature about hall activities, or campus-wide activities, including, but not limited to, athletic and academic events. Residence hall staffs are not permitted to distribute literature to the residents of the hall.

SKATEBOARDING

Use of skateboards and similar types of devices is not permitted in any halls.

SOLICITATION

Personal solicitation in the halls is not permitted, unless it is directly related to residence living such as fund raising efforts for the residence halls communities officially sanctioned.

SPORTS IN THE HALLWAYS/COMMONS AREA

To promote consideration of others and to protect facilities and fire safety equipment, residents may not play sports in the hallways. This includes, but is not limited to wrestling, running, skateboarding, riding bicycles and the tossing, throwing, or kicking of any items. Use of skateboards and similar types is not permitted in any halls.

STUDENT IDENTIFICATION CARD

All UTTC students are required to obtain identification card at UTTC. ID cards are available at the campus security building. To obtain an ID card you must be a registered student.

Conditions of use:

- All cards are the property of UTTC and are provided for appropriate use for identification and access to services.
- ID cards are to be carried at all times while on campus.
- The ID card is valid as long as the card holder continues his/her specific affiliation with UTTC.
- The ID is not transferable and any misuse, alteration or fabrication of the ID card will subject the holder to disciplinary action.
- Students shall show their card when requested to do so by UTTC officials performing their duties, who identify themselves and state the reason for their request.
- Lost, damaged, stolen and /or any changes to the ID card is replaced at student expense.

TRESPASSING

Individuals with no connection to the residents in a building will be ask to leave the building, guest of resident, whose behavior is not appropriate for the community, may be asked to leave by hall staff and/or campus security. Residents are responsible for the behavior of their guests. The college reserves the right to deny access to residence hall to non-residents at any time.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act afford certain rights to students concerning their education records. The primary rights afforded are the right of each student to inspect and review his or her education records, the right to see to have incorrect records amended, and the right to prevent unauthorized individuals from gaining access to your educational records, Contact the Registrar's Office for more information.

DISCIPLINARY PROCEDURES, INCLUDING RIGHT TO APPEAL

If your behavior violates any of the above policies, or any of the other policies that apply to all students at UTTC, and the behavior is documented by any appropriate UTTC staff, you may be required to attend a conduct meeting, which will use the due process procedures as stated in the student handbook. The following is an outline of the procedures that are generally followed; however, emergency situations may require immediate action to prevent criminal activities, injury, death or damage to property, and the procedures outlined will follow after the emergency situation has been stabilized.

- First, you will be given a written statement explaining how your conduct violated UTTC procedures and policies. This violation statement will be sent to the Chairperson of the Violations Committee.
- The Violations Committee will give you a written notice indicating the incident date, alleged violation, and a timeline for consideration of your case with the Hearings Panel.
- The Violations Committee may refer you to a “staffing”, at which time your case will be considered and an outline for correcting the behavior will be provided. The Violations Committee will give you a written notice of the time and place for the “staffing.”
- If you fail to comply with the requirements imposed by the “staffing”, you may be subject to a hearing before the Hearing Panel. If the initial situation is more serious, the Violations Committee may refer you to a full hearing. The Violations Committee will inform you of the time and place for the hearing before the Hearing Panel. At the meeting with the Hearing Panel, you will be given a chance to explain your side of the situation. You may have witnesses or be represented by an advocate or an attorney.
- The Hearing Panel will consider the evidence presented, including any security or staff reports, your statement, if any, and will make a decision regarding the discipline that may be imposed in accordance with the policies as stated in the Student Handbook and this Guide and Handbook. If you fail to appear at the scheduled meeting with department staff (a “staffing”, or hearing panel, you will be determined to be in non-compliance and the “staffing” or hearing will proceed without your presence.
- You may appeal any written decision of a “staffing” or a Hearing Panel to the Appeals Panel. The appeal must be provided to the Hearing Panel Chairperson within 24 hours of your receipt of the written findings of the Hearing Panel or the “staffing.”
- The Appeals Panel will reconsider your case and then issue a final decision in your case.

UNITED TRIBES TECHNICAL COLLEGE

COMMUNITY LIVING AGREEMENT

**Community Living Agreement
Terms and Conditions
As designated in Residential Life**

This Agreement is contingent upon the application academic admission to United Tribes Technical College and maintenance of enrolled status. Hereafter, you the applicant and future student will be referred to as the UTTC “The Student signature on the terms and Conditions Agreement form indicates agreement to abide by all the rules and regulations herein.

Please consult the following Table of Contents for the section number to reference your particular questions.

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TERMS AND CONDITIONS

1. **The following is a legally binding** agreement between you, the student, and United Tribes Technical College.

UTTC wants you to be able to achieve your goals and be successful in school while living in the residence hall. Therefore, please understand while you are a resident in the residence hall you will have certain rights and responsibilities that guide your lifestyle.

When choosing to live on campus you must fully understand that you are agreeing to recognize and adhere to UTTC Rules and Regulations. If you choose not to abide by UTTC Rules and Regulations you do have the option to find alternate housing elsewhere off campus.

Please understand that UTTC reserves the right to make revisions to these rules and regulations if necessary. UTTC will make every honest attempt to notify students when and if rule changes are proposed. UTTC strongly encourages student involvement in the development of its residence hall rules and regulations. Your observation and cooperation with the following residence hall rules and regulations will be very much appreciated.

2. **Residence Hall privileges:** Continued residency in the hall will depend on a student’s conduct and observance of residence hall rules. Students must be aware that housing is a privilege not a right. Students may be required to find alternate housing if they choose not to recognize UTTC residence hall rules and regulations.

All students are required to attend class regularly. UTTC strongly encourages students to make the best use of their time when not in class. Students are strongly encouraged to spend as much time outside of the hall as possible.

3. **Space Confirmation:** Assignment of space by the UTTC constitutes final acceptance of the obligation by the student to abide by and support the rules and regulations as set forth. UTTC reserves the right to terminate any contract if the student is in violation of these rules and regulations.

4. **Loss and Damage:** UTTC accepts no responsibility for loss to the student due to earthquakes, fire, theft, water damage and similar acts of God, or for loss of monies, valuables and other personal property of the student due to student negligence.

5. **Damage or Loss Fines and Cleaning Charges:** Student must keep their assigned room clean and advise Resident Assistant staff of any necessary repairs. Following is a partial of items for which the cost to clean, repair damages, and / or replace losses will be charged to the Students account (\$25 minimum). There are no appeals for damages, fines, and cleaning charges.

A listing of possible charges to the student's account is as follows:

Carpet damage	cost to repair
Failure to leave room adequately clean	\$25 or cleaning cost, Whichever is greater?
Damage to building, room or contents Including property	cost to repair
Damage to mail box	cost to repair
Damage to walls	cost to repair
Damage to exit signs, security cameras, and Emergency call boxes	cost to repair Plus disciplinary referral
Fire Protection equipment: (all violations)	
Misuse of Fire extinguishers	
Tampering with fire alarm, fire detection, Evacuation system, smoke detectors, Sprinklers	cost to repair plus disciplinary Referral
Furniture:	
Loss of furniture or equipment	Current replacement Value
Improper usage of cable cords in residence halls	fine and/or disciplinary referral
Moving furniture without authorization	Disciplinary referral
Damage to furniture	\$50 per item or costs, Whichever is greater?
Replacement of lost keys:	
Room	\$25
Laundry facilities use by non-residents	\$25
Smoking in rooms	\$25 and/or disciplinary referral
Windows: Throwing objects from	
Residence hall windows	\$25 and/or disciplinary referral
Pet in residence hall	fine up to \$500
*if there has been a pet in the room your contract is subject to termination. (Pets are strictly forbidden in the residence halls.) NOTE: "Damages" are solely determined by UTTC.	

6. **Personal conduct:** All residents and their guests are expected to conduct themselves in a respectable manner at all times.
7. **Zero Tolerance Policy. Drugs and Alcohol:** UTTC enforces a Zero Tolerance Policy to drug and alcohol use and possession with persons on campus. This means that no drugs and alcohol are allowed in the residence hall at any time by any person. This also applies to drinking alcohol and using illegal drugs off campus and returning to your residence hall with in your system. Any

violation of the Zero Tolerance Policy will result in disciplinary action as outlined in the Student handbook.

8. **Alcohol containers:** Because the use of alcohol beverages or drugs is prohibited, storage of these items is also prohibited. Empty alcohol containers are not allowed in the resident rooms.
9. **No smoking or chewing tobacco:** Smoking and chewing tobacco use is prohibited in each hall. Students that violate this rule will be subject to disciplinary action. Continued violations may result in the loss of housing privileges. There are designated areas when smoking occurs and dispose of properly.
10. **Weapons:** No person shall have in his or her possession any gun, pistol, firearm, explosive, dangerous chemical, or other dangerous weapon or instrument (including paint ball guns) on property. Violators of this law shall be subject to appropriate disciplinary or legal action including possible termination of violators housing contract or lease.
11. **Guests in room:** The occupants of the room are responsible for the conduct of guests. United Tribes Technical College students are allowed to visit in the student's room as a guest regardless of gender. Hall Residents will be limited to having two people as a guest in their room at one time, in accordance with state and local law. The door to the room must be open at all times during a visit. Students should be sure that guests are not interfering with privacy of his/her roommate. All non-student guests are subject to removal from campus if they are a threat to themselves or others.
12. **Registration of Guests:** It is the student's responsibility to seek approval from his/her roommate before having guests. All non-students, including family members are required to fill out a guest form. All guests, including other students who are visiting a residence hall resident and who are not already a resident of the residence hall they are visiting, are required to sign in at the Resident Assistant desk upon entering the halls, and provide photo identification at that time. If the person is under the age of 18, photo identification is not required, in which case the person must be under the control of a parent or guardian or other relative 18 years or older. The guest register is maintained by the Residence Hall Resident Assistant.
13. **Guest hours:** All guests must leave the hall by 11:00 pm Sunday through Thursday and 12:00 am on Friday and Saturday. There are no overnight guests allowed in resident rooms unless the Resident Hall Director grants prior approval.
14. **Violation of guest rules:** If guests violate UTTC rules and regulations UTTC may require guests to leave campus for a specified period of time. If a guest is found to be under the influence of drugs or alcohol they will be required to leave until such time that they are no longer under the influence of drugs or alcohol. In extreme cases, UTTC may pursue criminal trespass charges through the North Dakota States Attorney's Office. If this is done the guest will not be welcome on UTTC property. UTTC will notify the Burleigh County Sheriff's Department to UTTC and they can arrest the individual and escort them off of the property.
15. **Privacy:** All residents of the hall are placed on notice that they should not have an expectation of absolute privacy. UTTC will make every effort to contact a student and schedule an appointment to enter their room. The only time UTTC should enter a student's room without prior notice is when an emergency requires it or all other alternatives have been exhausted.

When entering a student's room, UTTC personnel are required to knock loudly several times and announce themselves and wait for a response, if there is no response, the UTTC official has the right to enter. If UTTC enters the room without the student present, UTTC will leave official notice that they have accessed your room. All students will have the rights provided in the student handbook regarding any action taken as a result of the inspection by UTTC Personnel.

16. **Search and seizure:** If a student and / or guest are suspected of using alcohol or drugs within the hall, they will automatically subject themselves and their property to a search. A student(s) and / or guest(s) property may be seized as evidence and turned over to the appropriate authorities for follow up. Before a search can take place, the UTTC employees requesting a search will contact the Vice President of Student & Campus Services for authorization to conduct a search. If a search is authorized the student is requested to fully cooperate. UTTC will contact the Burleigh County Sheriff's Department to witness the search to ensure that a student's rights are not violated.
17. **Entry:** The college reserves the right to have authorized personnel enter any room for the purposes of inspection, repairs and / or other official business.
18. **Security of rooms:** Students are strongly encouraged to lock their rooms at all times. UTTC is not liable for loss of theft or damage to any property of the student. Tampering with a lock is illegal. Students found to be tampering with a lock will be subject to UTTC rules and regulations and local state and federal laws. Duplicating a UTTC key is a serious offense and a student must be aware that they could face criminal penalties.
19. **Assignment:** Student will be assigned room upon checking into the residence hall. UTTC reserves the right to reassign individuals to different rooms, residence halls, at any time in the event such reassignment is deemed necessary. This includes students assigned into temporary assignments.
20. **Changing Room / Hall:** Room and / or hall transfer day occurs at designated times in the fall, and spring. There are no room and / or hall transfers permitted prior to transfer day. All requests are made on first come first serve. If your request can not be accommodated your name will be put on a waiting list. If you wish to transfer after transfer day you must turn in a written request to RA for approval. When deemed necessary by RA at student written request to transfer at any other time for conflicts purpose can or may be accommodated if space allows.
21. **Threats and physical violence:** Any threats or physical violence directed towards or at anyone is not tolerated this includes verbal threats and bullying. UTTC considers these to be serious offenses. Students violating these rules will go through disciplinary action including possible suspension, termination or legal proceedings.
22. **Residence Hall hours of access:** Exterior residence hall doors will be locked at 12:00 am Sunday-Saturday. If you are unable to contact a Hall Resident Assistant after hours to gain entry into the dorm, you must pick up the emergency phone located on the exterior walls of the entryways to the hall and ask Security to either let you into the hall or ask Security to contact the Hall Resident Assistant on duty to let you in. Please understand that Security and Residence Hall Staff may be busy with other responsibilities at the time of your request. They will respond to your request as soon as possible. It is important for you to provide your name and location. If others are with you and they need to access the residence hall, please provide their names and location as well. This must be done for your safety. Please also be aware that UTTC does provide a 24

hour safe/warm room in the event that the weather is very cold and or dangerous. This room is located within the mailroom. You can access this room and wait for Security to let you into the hall.

23. **Quiet hours:** These hours will be recognized between 10:00 pm and 6:00 am each day.
24. **Room keys:** Keys to individual rooms are issued upon arrival to all residents. Students are responsible for their keys at all times. Students being found to use keys that do not belong to them will be reported. The student in possession of the stolen key will be subject to disciplinary action. The key will be confiscated and returned to the appropriate owner.

Student is required to report lost or stolen room keys immediately to RA. Student must pay a fee of \$25.00 to replace room key at the Finance Office located in the Administration Building, and produce RA with receipt of paid fee for a replacement key.
25. **Roommates:** You are expected to show consideration for your roommate and other students in regards to loud televisions, radios, or stereos. The volume must be kept at a reasonable level at all times. Students are strongly encouraged to use headphones if the music is offensive to others. If someone asks you to turn your music down, please respect the request. If students are found to be in violation of this rule and refuse to cooperate, they will be subject to disciplinary action.
26. **Cleaning responsibilities:** Students are responsible for cleaning their individual rooms. If UTTC must clean a student's room i.e. dust, vacuum, sweep, mop, wipe down shower, disposal of trash, and the students account will be billed accordingly. Students must be aware that they will not be eligible to receive an official transcript or diploma until such time that they have paid any amount that is owed to UTTC. UTTC conducts a regular inspection of each individual residence room. Students that do not keep their rooms clean may be subject to disciplinary action.
27. **Linen:** All students are required to have linen on their beds. The student will provide their own bedding. All linen must be laundered regularly. Each residence hall is equipped with washers and dryers at no cost to the student. Students are responsible for their own laundry detergent and /or supplies. UTTC is not liable for any laundry items that may be stolen or damaged due to student negligence.
28. **Alterations:** The student must secure written permission of the resident hall director before altering any portion of the room or college owned equipment or furnishings. Furniture or appliances may not be moved from one room to another or removed from assign location.
29. **Appliances:** UTTC prohibits the use of all cooking appliances, space heaters, etc., that may start fires in the residence hall rooms. Students must be made aware that this is also a violation of State Fire Laws. A student that has violated this rule or refuses to comply may be subject to penalties under these laws. Microwaves and small refrigerators are also prohibited. The only exception to this rule would be for students that have a physical condition that requires medication to be refrigerated (i.e., diabetes). In this instance a student is required to disclose their illness to the Student Health Center. The Student Health Center will make arrangements through the Resident Hall Director. The student is responsible for the purchase of the refrigerator.

UTTC does not equip its residence hall with enough electrical power to handle individual units in each room. UTTC does, however, provide a centrally located refrigerator and microwave for the convenience of its residents. You are required to clean these appliances when you are done using them.

- 30 **Food items:** No perishable foods are to be stored in Residence Hall rooms.
- 31 **Decorations:** You are allowed to hang pictures, mirrors, etc.; on the walls of your room providing you have permission from the Resident Assistants staff. The material must not be offensive to others. If the material is found to be offensive to others you will be required to remove it permanently. Please refer to the Students Rights sections of the Student Handbook if you are unsure of about whether the material you want to post is considered to be appropriate. You are not permitted to use nails, screws, tape hangers, bolts, scotch tape, contact paper, or glue on doors, walls and ceilings.
- 32 **Use of religious items:** Burning of sage, sweet grass, cedar and other religious items is allowed within each resident hall only as specified in this rule. Before using these materials, the student must inform the Resident Assistant staff on duty of their intention to use these items. This is done to recognize that a student needs privacy during the ceremony and for staff to be on notice that a fire hazard is present.
- 33 **Use of candles or incense:** No burning of candles or incense is allowed within each residence hall due to the fire hazard they present.
- 34 **Pets:** Pets are prohibited in the residence halls.
- 35 **Babysitting:** Babysitting is prohibited in residence halls.
- 36 **Vandalism:** Student(s) and / or their guest(s) will be responsible for vandalism occurring to their rooms or other areas throughout the resident hall. This means writing on walls, kicking holes in doors or walls, etc. If you are found to have caused damage, UTTC will access an appropriate fee for labor and material. This amount will be billed to the students account. A student will not be eligible to receive an official transcript or diploma until the amount owed is paid.
- 37 **Room Fees:** Room fees are due in full as follows:
- | | Fall | Spring | Summer |
|--|--------------|---------------|---------------|
| | \$900 | \$900 | TBD |
- Due date:** To be determined by Student accounts
- 38 **Meal Plan:** All students living in the residence halls are required to have a meal plan. The cost of each meal is included in your room and board which is added to your account in the beginning of each semester.
- 39 **Room/Board and meal plan changes:** When a student has moved out of the residence hall, the meal plan is terminated.
- 40 **Termination of Contract:** If the student wishes to withdraw from the residence hall then you must notify RA on duty of your intentions so charges may be accounted appropriately.

UTTC hearing panel may give the student notice to vacate (forty eight hours notice of eviction if the student has been found in violation and if student has exhausted the appeals to remain in the residence hall).

Check out Procedure – when you vacate your residence hall, you must complete a formal check out procedure with your RA on duty. At check-out you are required to return all UTTC property issued keys to your room, mail keys, ID’s to appropriate staff. Be aware that discrepancies in your check out and check in information addressing damages or loss to UTTC property may result in a charge to your account as well as a cleaning fee when necessary.

Improper Check-out – not surrendering room keys, cleaning your room, and/or restoring the room to original check in condition (except for maintenance problems that were reported during check in), and failure to be prepared for your scheduled checkout inventory will result in an improper check out fee of \$150 of your security deposit charges for un-surrendering room keys, and possibly for continuing rent.

- 41 **Disposal of property:** Any personal belongings left in a residence hall room after a student leaves will be inventoried and put in storage for 30 days. UTTC will send notice to the student via certified mail that it has the students property in its possession and that the student has 30 days to claim the property or make arrangements with UTTC to claim it within 30 days. If the student has not claimed the property within 30 days, UTTC will dispose of it in accordance with North Dakota State Law.
- 42 **Publicity Display:** Bulletin boards are to be used as a source of information and should be checked regularly. UTTC may not post material that is offensive or inappropriate. Students may receive permission from the Hall Resident Assistant on duty before posting any material.
- 43 **Student illnesses:** If a resident should become ill please contact the Resident Assistant he will notify Student Health Center during business hours, after hours Resident Assistant will contact Security. In extreme emergency cases, please call 911 for assistance. If you are uncertain of whether a situation is serious enough to call 911 UTTC strongly encourages you to call 911. It is always best to err on the side of caution.
- 44 **Cleaning in commons areas:** Resident Assistant staff will perform some light housekeeping duties during the academic sessions in the commons area, hallways and kitchen. The hall resident is responsible for cleaning up after themselves in all areas and may be called upon to clean up in their living environment which includes the use of appliances, and other property of the UTTC.

I, the undersigned, understand the above written agreement and agree to abide by the rules and regulations stated above and in addition to the agreement I also received a copy of the Residential Life Handbook and Guide.

Student Name: (print)

STUDENT SIGNATURE

Date

Resident Assistant Signature

Date