

Trinidad State Junior College Residence Hall Handbook



Trinidad State Junior College

Trinidad Campus Map



1. **Berg Administration** - Academic Affairs Office, Admissions, Business Office, Classrooms, CTE Advising, Financial Aid, Human Resources, Job Placement, Registrar, President's Office, and Student Services Office.
2. **Scott Gym** - Coaches Offices, Gymnasium, Physical Education Classrooms, and Weight Room.
3. **Freudenthal Library** - Classrooms, Learning Center, Library, Student Success Center, and Writing Center.
4. **Sullivan Center** - Bookstore, Cafeteria, Game Room, Leone Lounge, Pioneer Room, and Student Activities Hub.
5. **Davis Science** - Classrooms, IT Department, and Upward Bound Program.
6. **Mullen** - Gunsmith and Cosmetology classrooms, TSJC Hair-Nail-Skin Salon.
7. **Boyd Technology** - Classrooms, Multi-Media Facility, and TV Studio.
8. **Banta** - 3rd Year Gunsmith classrooms & Shop, Auto Mechanic Classrooms & Shop, and Maintenance Headquarters.
9. **Massari Arts Center** - Performance Arts Classrooms & Productions.
10. **Latuda Hall** - Adult Education Services & GED Testing
11. **Huggins Hall** - Residence Hall
12. **O'Connor Hall** - Residence Hall (Female Only)
13. **Romero Hall** - Residence Hall
14. **Johnson Hall** - Residence Hall
15. **Massage Therapy** - classrooms, massage & holistic healing center
16. **Walton Courts** - Tennis Courts
17. **Sanders Field** - Soccer Field

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We're Here For You

Housing Office - Huggins Hall

Andrew Orta - Director of Housing

600 Prospect Street

TSJC

Trinidad, CO 81082

Phone: 719.846.5458

Fax: 719.846.5424

Email: andrew.orta@trinidadstate.edu

Housing Office - O'Connor Hall

Seth Kravig - Assistant Director of Housing

Phone: 719.846.5497

Fax: 719.846.5424

Email: seth.kravig@trinidadstate.edu

Important Numbers to Know

Admissions - _____ 719.846.5621

Advising - _____ 719.846.5557
719.846-5650

Campus Security Phone - After 7:00pm _____ 719.845.6042
Before 7:00pm _____ 719.859.4441

Student Activities Coordinator- _____ 719.846.5517

Director of Dining Services - _____ 719.846.5629

Freudenthal Library - Front Desk _____ 719.846.5593

Safe 2 Tell - Help Line _____ 877.542.7233

Student Success Center - _____ 719.846.5477
719.846.5473

Trinidad Fire Department - Help Line _____ 719.846.2432

Trinidad Hospital - Emergency Room _____ 719.846.9213

Trinidad Police Department - Help Line _____ 719.846.4441

Vice President of Student Affairs - _____ 719.846.5643

Vice President of Academic Affairs - _____ 719.846.5559

In an Emergency call 911

(911 calls are traced)

Students living in the residence halls are expected to abide by Trinidad State's standards of conduct, which are published in the TSJC Catalog and Student Handbook. Respect and consideration for the rights of others and their needs for study time and rest are of first importance. If a student's behavior is disruptive to others or the community, that student is expected to respond to requests from staff and fellow students. Living in the halls is a privilege with many resources to assist you in your academic pursuits here at Trinidad State Junior College. The housing staff and College expect you to be an effective citizen of the Trinidad State community.

Residence Hall Staff

The residence halls are under the supervision of a Residence Director and an Assistant Residence Director. These are individuals who are trained to assist and advise students as well as administer the operation of the residence hall. Their responsibilities are many, including the enforcement of College rules and regulations. The Residence Director and Assistant Residence Director work with the Resident Assistants to help you develop and maintain an environment that promotes academic, personal, cultural, and social growth in the residence hall. This staff works closely with other staff, such as the Student Services Office, Business Office, Student Activities Office, maintenance personnel, and Dining Services workers. All help to make your residence hall a great place to live.

Resident Assistant

The residence hall staff member you will have the most contact with is your **Resident Assistant (RA)**. Each floor section has an RA who is a student employed by the College to work with the students living on a floor community. Resident Assistants are knowledgeable about campus resources and their services to students and will assist you with your questions and concerns. Your RA will work with all members of your floor to build a community. Utilizing diverse, social and educational programs and floor meetings, your RA will challenge members within your community to grow both personally and academically.

The RAs and residents are responsible for helping to create an atmosphere conducive to study and enjoyment. The RAs are there to help you learn how to live respectfully and responsibly with other individuals. When your behavior does not adhere to College rules and regulations, they are responsible for confronting you. They have the job of being a friend, mentor, and a role model who is willing to take time to be of service to you.

Your residence hall staff recognize that they cannot make the residence hall a good place to live without your help. When they need your cooperation, they will ask you for it and you will be expected to respond to their requests. Get to know your RA and the other staff who work in your residence hall. They are interested in you and want your residence hall experience to be positive. They are supportive of your personal growth and success in the College community. You are joining a community of learners and the Housing staff is here to assist you in this transition.

Welcome

The Housing Office welcomes you to Trinidad State Junior College. We are proud of our programs for housing students on campus where they can be surrounded by a number of opportunities for academic, cultural, and social growth. Over the years, we have made every attempt to maintain top-notch facilities, up-to-date student programs, and quality dining for the lowest possible cost to the student. This handbook has been designed to help you be successful as you transition to living in TSJC's residence halls. We realize the importance of knowing what is expected from us and what is expected of you to make this living experience positive. If you have any concerns or suggestions, please the Housing Office at 719.846.5458 or 719.846.5497

Residence Life Philosophy

The Residence Life staff promotes an environment conducive to the creation of respectful and supportive learning communities. Such communities actively promote, teach, model, and reward an environment that respects social responsibility and healthy life choices free of addictive behaviors. Our staff serves and works with students, faculty, staff, and the local community to provide a healthy and safe environment necessary for learning.

Non-Discrimination Policy

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.

Respect for the Rights of Others

Students living in the residence halls are expected to abide by standards of conduct, which are consistent with the educational objectives and priorities of TSJC. Respect and consideration for the rights of others and their needs for study time and rest must receive priority over other needs. The residence hall staff helps to create an atmosphere conducive to study, enjoyment, and learning how to live responsibly with other individuals. Each student is expected to respond appropriately to requests from fellow students and staff concerning behavior that does not honor this priority. Should students choose to place themselves in a situation in which others are in violation of College or residence hall policies or procedures, they may also be held responsible for that violation to the same extent as those persons committing a violation (i.e., aiding, abetting, or inciting others).

Residence Life Commitment to Diversity

The students and staff of the residence halls at TSJC are a multicultural community of individuals. We are of diverse racial, ethnic, class backgrounds, and national origins. Our views encompass a broad spectrum of religious and political beliefs, and our sexual orientations may differ. We are unique in that we strive to work and live together, and in the process, we can learn from one another in an atmosphere of positive contact and mutual respect.

We are committed to behaving, and expecting others to behave, in ways that demonstrate our beliefs about the respectful treatment of each member of our community. We believe that we are individually and collectively responsible for our behavior and are fully accountable for our actions. We must take initiative and responsibility for our own learning and awareness of the differences that exist in our community and avoid all actions that diminish others.

Bigotry has no place within our community, nor does the denigration of other human beings on the basis of age, physical handicap, national origin, sexual orientation, race, gender, or religious affiliation. We do not tolerate verbal or written abuse, threats, intimidation, violence, or other forms of harassment against any member of our community. Likewise, we do not accept ignorance, anger, alcohol, or substance abuse as an excuse, reason, or rationale for such behavior. All of us who work and live in the residence hall community must be committed to these principles, which are an integral part of our purpose, values, and daily activities.

We expect students to respect the rights of others and to be effective citizens of the residence halls and TSJC community.

Important Residence Hall Dates

Fall Semester

- August 18 _____ Residence halls open and check-in begins at 8:00 a.m.
- August 21 _____ Dining facility opens for Brunch.
- August 22 _____ Classes begin.
- November 18 _____ Thanksgiving break begins. Dining facility closed after lunch.
- November 27 _____ Dining Facility opens for Dinner.
- November 28 _____ Classes resume.
- December 9 _____ Last day to confirm residence hall rooms for the spring semester.
- December 14 _____ Residence halls close at 5:00 p.m. **last meal is lunch.**

Spring Semester 2011

| | | |
|------------|-------|---|
| January 13 | _____ | Residence halls open and check-in begins at 8:00 a.m. |
| January 15 | _____ | Dining Facility open for dinner. |
| January 16 | _____ | Classes begin |
| March 23 | _____ | Spring break begins. Dining Facility closed after lunch. |
| April 1 | _____ | Residence Halls open. Dining Facility open for dinner. |
| April 2 | _____ | Classes resume |
| April 5 | _____ | Dining Facility closed after dinner. |
| April 6 | _____ | Easter break begins. |
| April 9 | _____ | Dining Facility opens for dinner. |
| April 10 | _____ | Classes resume |
| May 10 | _____ | Dining Facility closed after dinner. This is the last meal served. |
| May 11 | _____ | Graduation! Residence Halls close at 5:00pm. |

STUDENTS MUST BE MOVED OUT BY 5:00PM

Semester Break

Residence halls are closed and there is no on-campus housing during the break between fall and spring semesters (December 14th - January 12th). Continuing students may leave possessions in their rooms. Watch your mailbox or notes posted on your hall floor for additional details around break times: failure to follow these instructions will result in charges.

- Plan on leaving for Christmas break (end of fall semester within 24 hours after your last final exam and no later than Wednesday, December 14th, 2011, at 5:00 p.m.
- If you must stay Friday night prior approval must be received from the Director of Housing. However, you must then leave by the time decided by the Director of Housing.
- There is a \$50 late checkout charge and staff will escort you out of the building if you have not departed your residence hall on time.
- If you are not returning spring semester you **MUST** check out when you leave in December. The residence hall room cannot be used as storage space during winter break. Checkout, including returning your residence hall keys, is done with the Housing staff during regular office hours.
- Loss of a roommate at the end of fall semester does not guarantee that you will have a single room spring semester. You must prepare your room to receive a roommate before leaving for Christmas break. Details can be obtained from the Director of Housing.
- If you are academically dismissed or for some other unforeseen reason you find, after Christmas break begins, that you will not return spring semester, you may check out by making an appointment with the Director of Housing. Failure to check out by 5:00 p.m. on Wednesday, January 11th, 2012, will result in a late checkout fee of \$50 as well as additional room and board charges for each day thereafter.
- It is highly recommended that residence hall students ensure the College has up-to-date contact information (e.g., email address, phone number, mailing address, etc.) if the College needs to contact you regarding your housing status.

Now That You're Here

Getting Started

Students may begin checking in on Thursday, August 18, 2011, at 8:00 a.m. The Housing Staff are here to welcome you and assist you during check-in. Our residence hall offices are open during regular business hours to assist you with move-in. Please note the first day of classes is Monday, August 22. Check the orientation and registration schedule and the important dates listed on page 8 and 9 of this handbook.

Residence Hall Contract

- All newly admitted first year students without previous college experience who are under 21 years of age, and not living with their parents in the Trinidad area, must live in the College residence halls for the first two consecutive terms of their attendance. Credits taken concurrent with high school and/or credits attained through Advanced Placement (AP) do not apply towards living experience.
- The Residence Hall Contract is a legally binding document for the entire academic year.
- Failure to complete the contract for any reason, including disciplinary removal from the College or residence hall, will result in a contract breakage charge and room and board charges through the date of checkout. Students who have met the two semester live-in requirement may move off campus at any time, but they will be charged for failure to complete their contract, and room and board charges to the date of checkout. Please contact the Business Office at 719.846.5546 for the monetary amount.
- Under the following circumstances the resident will not be responsible for the charge:
 1. Graduation at the end of fall semester
 2. Dismissal by the College Scholastic Standards Committee
 3. Required College academic programs demanding residency outside the Trinidad community.
 4. Plans to marry at the end of the semester and applies for release at least two weeks prior to the end of the semester.
- Students who are forced to terminate their contracts because of illness, family emergency, or other unexpected events may request a waiver of the charge.
- Requests for an exemption to live off campus based upon financial need and environmental complaints (noise, etc.) are not approved. Residence hall staff will work with the student to resolve these problems utilizing other alternatives such as Financial Aid, room changes, etc.

Immunization Policy

Colorado law requires that all full-time students born after January 1, 1957, show proof of immunization against measles, mumps, and rubella. As of July 2005, Colorado law requires proof of meningitis immunization for all students who reside in a dormitory. Proof of immunization is required at the time of registration.

Special Needs

Special housing accommodations are available for students with disabilities. The Housing Office should be contacted at 719.846.5458 to determine need and availability of resources.

Renter's Insurance

All students living in the residence halls should consider insurance to cover personal items (tv's, books, computers, etc.) that may be damaged by natural disasters or stolen. The College will not assume responsibility for the theft, destruction, loss of money, valuables or other personal property belonging to or in the custody of the student, resident's room, storage area, public areas or elsewhere in the hall or campus, including the baggage handling area related to shipment storage. To help insure the safety of your belonging please lock your deadbolt and shut/lock your windows when you are not in the room.

Laundry

Each residence hall has laundry facilities located in the building. Residents needing change for the laundry facilities may ask the Bookstore for change during normal business hours. If laundry equipment is broken or not functioning properly please contact the Housing Office at 719.846.5458.

Hall Facilities

Residence halls have special facilities to meet your interests and academic pursuits. Huggins and O'Connor Hall are equipped with a computer lab to be used only by residence hall residents. Wireless capability is available in all residence halls. Most halls have lounges available for meetings, studying, watching TV, etc. Some halls also have vending machines and recreational equipment (i.e., ping pong). Misuse or damage to computer lab equipment, vending machines, sports equipment, and/or wireless internet devices will result in a fine for dormitory occupants and may result in the loss of the above items.

Keys

- Students are responsible for the keys issued to them by the College. Students are not permitted to give their College keys (room key, mailbox key, entry/exit key) to any individual except for a College representative acting in the scope of their responsibility.
- Students living in the residence halls receive up to three keys: a room key, mailbox key, and a building exterior/security key.
- Students may not possess or use any unauthorized duplicate College key to a room, mailbox, or building entrance.
- Any lost or misplaced keys must be reported at once to the Director of Housing or Assistant Director of Housing. The cost to replace lost keys is: room keys \$25, mail keys \$25, and resident hall entry keys \$100. The appropriate charges applied to the student account.
- If keys are misplaced, or if you lock yourself out of your room, the Director of Housing or Assistant Director of Housing can lock the room for a fee of \$5. Residents should not rely on residence hall personnel to perform this service on a regular basis.
- If you leave your keys at home, you may be issued another set of keys for \$2 per day until you can retrieve your original set.

Room Responsibility

You will be asked to fill out a room inventory sheet the first day you are in your room. On this sheet, please note any room damages that may exist at the time you check in. It is extremely important that you go over this sheet carefully and thoroughly to avoid being charged for pre-existing damages when you check out. **Sign it only when it accurately represents the condition of the room at the time you take responsibility for it.** You are responsible for maintaining the condition of your room, and you will be charged for any missing equipment or damages that occur while you reside in the room. To assist you, trash bags, vacuums, and other cleaning supplies are available for your use. Please ask your floor RA for access to these items.

Housing Offices & Staff

Huggins and O'Connor Hall have housing offices located in them. The housing staff is there to assist you with problems you may have or direct you to the best resource. Here you may find replacement keys, cleaning items, sports equipment, various kinds of other equipment, and your mail. The hall office is an excellent place to gain information about almost anything that is happening in the hall, on campus, or in the community.

You are responsible for working with the Housing staff to begin the process of changing rooms/halls or if you plan to move out. Housing staff provide a communication center for you and can assist you in contacting resources on and off campus.

Mail - Your TSJC Address

Huggins Hall and O'Connor Hall have mailbox's for each room. Your mailbox number will be the same as your room number. A member of the Housing staff will distribute your mail to your mailbox. Johnson Hall and Romero Hall do not have mailbox's. In those Halls the mail will be slid under your door. If you receive mail that is not able to fit in your mailbox or under your door you will receive a note to go to the central mail office to pick up your mail. A photo ID is required to receive your mail from the central mail office.

All incoming mail should be addressed in the following manner. **Please make sure there is a residence hall name and room number on your mail.**

**Resident's Name
Residence Hall Name and Room Number
600 Prospect Street
Trinidad State Junior College
Trinidad, CO 81082**

Single Rooms and the Room Consolidation Policy

The College and Housing Office are obligated to make maximum use of all space. When students are left without a roommate through no fault of their own (i.e. room changes, withdrawal of their roommate), they will have two options:

- **Sign a Double-as-Single Contract**, which guarantees a single room for the remainder of the semester and/or academic year, by paying an additional fee (prorated, determined by the Business Office, by the day the roommate leaves) and have one set of furniture removed, or
- **The Room Consolidation Policy:** Remain in the room at no additional charge under the condition that they may receive a roommate assignment or be reassigned to another room in the same hall (whenever necessary) to permit the maximum use of paid space. If assignment to another room is necessary, every effort is made to keep the student being moved in the same hall and on the same floor.

The decision to allow students to keep the single room for spring semester will be determined by the need for spaces and will be announced as soon as possible. **Students whose roommate leaves at the end of fall semester are not guaranteed a single room for the spring semester.** It is important that the room be prepared to receive a new roommate before the student leaves for Christmas break. Decisions regarding availability of the room as a single will not be announced until approximately two weeks after the beginning of spring semester. If space is available, a Double-As-Single Room Contract will be placed in the student's mailbox at that time. If the Double-As-Single Room Contract is not signed and returned to the Director of Housing by the date designated on the contract, the student will be subject to the Room Consolidation Policy. Forced consolidation will not occur for summer housing unless the housing needs require such a move.

Room Changes/Hall Changes

In order to make sure that all students are accommodated, it is not possible to honor requests for room and/or hall changes during the first two weeks of each semester. After that time, if you wish to change rooms or halls, you must make that request to the Director of Housing or Assistant Director of Housing. Persons making unauthorized moves may be subject to disciplinary action.

Temporary Moves

Students may be required to move to another hall/room in the case of disciplinary proceedings or emergency situations.

Temporary Spaces

If you are one of the last students assigned to a particular residence hall, there is a possibility that you may be placed in a temporary room when you first arrive. As spaces in permanent rooms become available, due to late cancellations and withdrawals, residents will be moved into a permanent space. If you are initially assigned to a temporary space within one of the residence halls, your cooperation and understanding during this opening period is appreciated.

Residence Hall Room Telephone Service

There is phone service in every room for resident's personal use; resident must provide phone to use this service. The phone number is already assigned to your room and cannot be changed. No long distance service is provided, but phone cards may be used and are available in the bookstore. A service fee will be charged to each student, regardless of utilization of service to off-set 911 phone service.

Cable TV Services

Each room is equipped with a cable TV hookup providing basic service channel selections. If you have a cable-ready TV there is no extra charge or equipment necessary for these basic services. For problems with your cable service contact Comcast at 1.800.COMCAST (1.800.266.2278).

Internet Connections in the Residence Halls

In order to use the high-speed Internet connection, residents must have a LEGAL copy of an operating system (OS) and meet basic security requirements. These requirements include up-to-date OS patches, antivirus definitions, and antispyware definitions. All Administrative level and user accounts on personal computer systems must be password protected. You must abide by Housing and College Network/Internet policy.

You are responsible for your computer system regardless of where it is used or by whom. **For problems with your wireless connection, please call or leave a voice mail with the Technology Services Help Desk at 719.846.5663 Monday through Friday from 8:00 a.m. to 5:00 p.m.**

Other Devices

If you have other devices that will not work (e.g. game systems, VoIP phones, TiVo) contact the Technology Services Help Desk at 719.846.5663.

Technology Access – Special Needs

Do you have difficulty accessing a standard computer or electronic information due to a disability? Those needing assistance may include students who: experience pain when computing, cannot see the computer screen, cannot access a standard keyboard or mouse, or have visual, language, or auditory processing difficulties. Please contact Ron Barros at 719.846.5456 (for Career & Tech students) or Peggy Weurding at 719.846.5557 (for Arts & Sciences students).

Get Involved While You Are Here!

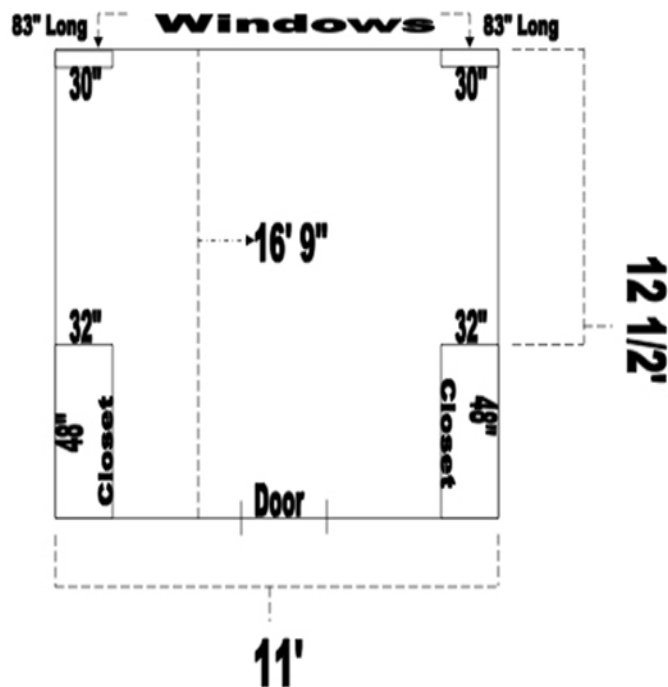
There are so many opportunities to get involved at TSJC! From leadership development to diversity and service learning opportunities, you'll find something that meets your interests, goals, and passions. To learn more talk to the Housing staff or call these resources:

- **Residence Hall Council - Andrew Orta** _____ **719.846.5458**
- **Student Government - Charlene Duran** _____ **719.846.5517**
- **Power Club - Bill Wood** _____ **719.846.5786**
- **Music Club - Alison England-Sam** _____ **719.846.5652**
- **Welding Club - Robert Sanchez** _____ **719.846.5566**
- **Cosmetology Club - Kathy DeCristino** _____ **719.846.5526**
- **Multimedia Arts Club - Doug Bak** _____ **719.846.5513**
- **Massage Therapy Club - Kay Evans** _____ **719.846.5468**
- **Gunsmithing Club - Dave Nolan** _____ **719.846.5647**
- **Student Ambassadors - Charlene Duran** _____ **719.846.5517**
- **Louden-Henritze Archaeology Club - Loretta Martin** _____ **719.846.5508**
- **Phi Theta Kappa (Scholastic Achievement) - Gillian Hart** _____ **719.846.5529**

Your Living Space

Your Room

Please visit http://www.trinidadstate.edu/images/stories/pdf/students/housing/what_to_bring.pdf for more information about items to consider bringing with you and items not to bring. Please note candles, incense and any item in which an open flame is used are not allowed in the residence halls. Here is a layout of your room dimensions.



Furnishings, Bunks, Lofts, and Other Alterations

Students are responsible for the College furnishings provided in their rooms. All rooms are furnished with a twin-size bed, dresser, closet, desk and chair. Residents must provide their own bedding, towels and personal articles. Furnishings designed for use in public areas are not to be moved into students' rooms.

Due to weight restrictions and possible damage from puncture, water-filled furniture (i.e. water beds) are not permitted. Portable air conditioners and evaporative coolers are not allowed in any hall due to electrical restrictions. Nearly all other forms of movable furniture are permitted within the guidelines presented on the following pages.

The beds in your room can be configured as lofts if desired. These beds may be lofted or un-lofted, please contact the Housing staff for the proper equipment. All furniture provided in your room must remain in the room you are assigned. It is recommended that you not bring or rent additional furniture.

Failure to follow the Furnishings Policy may result in disciplinary action and charges to replace/repair damages.

Refrigerators/Microwaves

Students may bring their own refrigerators as long as it meets the following requirements:

- The unit specifications are not to exceed the maximum of 4.6 cubic ft.
- Can not exceed 115 volt, 60 cycles AC 100 watt.
- The appliance must be electrical and UL approved.

Housing and maintenance personnel have the final authority to approve or deny use of appliances. The College reserves the right to inspect refrigerators for unsanitary conditions. **DO NOT** bring full-sized refrigerators.

Protection of Heat Circulation Systems

The efficient circulation of heat from the hot-water radiation panel in your room requires that unrestricted air flow be permitted from the **bottom of the radiator panel** as well as the upper vent area. Room arrangements and additional furnishings must allow for this air circulation. Restriction of this air flow can result in frozen pipes and extensive water damages. **NEVER** close any valves or shut-off devices on the pipelines that control heat circulation to other areas of the floor.

Temperature Control

Thermostats are not installed in individual rooms but are in various rooms throughout the residence halls. A thermostat in a room will control heat in four other rooms. Please refer to the thermostat control chart located in the residence hall offices to determine which rooms hold the temperature control for your room.

Students **must not** attempt to adjust a thermostat without speaking to the residents in the connecting rooms. Understand that any alteration to a thermostat affects those in the other rooms. Please notify the Director of Housing or Assistant Director of Housing if heat control becomes a problem. If a resident causes a thermostat to malfunction, the resident will be held responsible for that thermostat unit. The average cost will be \$125 to the student. Space heaters and air conditioners are not allowed in the residence hall rooms.

Environmental Services

Environmental services are provided for all bathroom facilities, corridors, floor lounges, and other public areas. Common courtesy and respect is expected in the public areas. We simply ask that if you made the mess then you clean it up.

It is your responsibility, however, to clean your own room. Selected cleaning supplies and equipment are provided for your use. Please contact the housing office to use the cleaning supplies. Students are responsible for the cost to repair/replace damages caused to cleaning equipment while the student borrows the items.

Repairs

What Housing Does Not Repair

- **Cable Television:** For problems with your cable service contact Comcast at 1.800.COMCAST (1.800.266.2278).
- **Refrigerators and Microwaves:** Contact the appliance's manufacturer.
- **Phones:** Contact your phone's manufacturer
- **Personal Items**

Maintenance Requests in YOUR living space can be placed by:

- Contacting the housing office at 719.846.5458 or 719.846.5497 during regular business hours. If you leave a message please include the following:
- **NAME**
- **CALL BACK NUMBER** (let us know the best time to reach you)
- **RESIDENCE HALL**
- **ROOM NUMBER**
- **NATURE OF THE PROBLEM**

NOTE: All requests received will be processed in a reasonable amount of time. You should expect response or feedback within two business days.

Non-Emergency Service and Maintenance Request (These requests must go through the Housing Office)

- Keys
- Pest control
- Furniture changes/requests

Emergency: Emergency is defined as fire, life, and safety issues and Trinidad Police Department should be called at 911. Also, the TSJC security should be called at 719.845.6042 and Housing at 719.846.5458 or 719.846.5497

Urgent Service and Maintenance

Contact the person on duty for your residence hall: your RA or the Housing Office. Urgent response is defined as safety/security issues, heat, alarm malfunctions, and any utility problem that may cause damage to College facilities. Urgent requests include:

- Loss of hot or cold water
- Loss of heat
- Loss of electricity (room light out is not an emergency)
- Electrical hazard
- Flooding or major leak
- Fire (call 911)
- Gas leaks
- Lock malfunction or breakage
- Any condition that represents a significant imminent threat or potential hazard to the community
- Glass window breakage (this is a potential safety and security hazard)
- Toilets (loss of service in suite halls)

Storage

TSJC does not provide storage facilities for resident items. Please plan to only bring items that fit in your room. TSJC recommends you only bring items that will fit in your car, large bulky items such as furniture, bicycles, and large appliances may not be allowed by the Housing staff. Gasoline, other flammable materials, and tires are also prohibited from being stored in your room.

Abandonment - Personal Property

If a student abandons any personal property in the student room following the termination of the Residence Hall Contract or the checking out by the resident, such property shall be disposed of by the Housing staff.

Your Roommate

Students come to Trinidad State from all over the United States and the world. Your roommate is one of them, and you will have the opportunity to get acquainted with, learn about, and adjust to living with them. Residence Life seeks to pair roommates who have similar preferences, based on information provided on the Housing Reservation Form.

Note: discrimination based on race, color, creed, religion, sexual orientation, or national origin is contrary to the purpose and policies of Trinidad State Junior College and violates the spirit and intent of the civil rights laws of Colorado. For this reason, information of this kind is not requested on the Housing Reservation Form and is not taken into account when making roommate assignments.

To assist you in successfully sharing your room with your roommate, Roommate Contracts are available from your RA and students are encouraged to sign them. If an unresolvable issue arises between you and your roommate, you are encouraged to seek advice from your Resident Assistant, Assistant Director of Housing, Director of Housing or the Student Success Center.

You are encouraged to coordinate the following with your roommate: dates of arrival, room decorating preferences, and **what items you will bring - both to avoid overcrowding and duplication, and to avoid making unnecessary purchases of additional items.**

Decorating Your Room

The Housing Office recognizes that students may desire to personalize their rooms. We encourage and support room personalization efforts. However, we ask that all residents observe Safety and Security Standards (listed on pages 34-38) for the safety of themselves and of other residents and guests. Please keep in mind that you should leave your room in the same condition it was in when you checked in at the beginning of the semester.

Please read this handbook before you begin any extensive personalization of your room, and be sure you are in compliance with the Safety and Security Standards outlined in this handbook. Your Resident Assistant may be a helpful resource as you plan your room personalization efforts. Also, it is suggested that you talk with your roommate and discuss what the two of you would like to accomplish before you begin. Please note that each student's room will be formally inspected at least twice per semester to determine if it complies with the guidelines in this handbook. Each student's help and cooperation in maintaining a safe living environment will be expected. Inspections of student rooms may also occur over breaks and/or during occupancy.

Painting and Room Decoration

- Students may **NOT** paint their own residence hall rooms. Any alterations or changes to a resident's room must be completed by College personnel only.
- The use of contact paper on College property is prohibited.
- Decorative display and/or collection of empty alcoholic beverage containers is prohibited in residence hall rooms.

Window Blinds

Window Blinds are provided by the College. They meet fire code and should not be removed or replaced except by College staff. Damages to the window blinds in your room may result to disciplinary action and monetary fines.

Room Carpeting

Please check with the Housing Office prior to installing any room carpets. Throw rugs are acceptable.

Walls, Doors, and Ceilings

Although you are encouraged to decorate your room, do not write or paint on the walls of your room or the interior or exterior of your room door. A charge will be assessed for any cleanup required.

Do not use glow-in-the-dark stickers on walls, ceilings, or doors. They are extremely difficult to remove and there can be expensive charges to remove them. Do not write on the walls with any materials. Any necessary cleanup and/or damage will result in charges. Since brick is porous, chalk is very hard to remove and there could be extensive cleanup charges.

Residential Dining Services

Students residing in a residence hall must purchase a meal plan. It is the responsibility of each student to carry his or her student ID at all times and present it to the food service checker at each meal. Failure to do so may result in refusal of service. The card cannot be loaned or given to any other person as this can jeopardize your dining facility privileges. Colorado Sanitation requirements state that persons must be fully clothed (including shoes) while in the Dining Facility.

Students who are unable to eat their meals in the Dining Facility because of illness or injury need to contact a RA, or Director of Housing or Assistant Director of Housing. Arrangements will be made to have your meal delivered.

Removal of food is only permitted when delivering a meal to a resident who, due to illness or injury are unable to eat their meal in the Dining Facility.

Meals are provided for the students and should be eaten in the Dining Facility of the Sullivan Student Center. There will be no portable stereos or CD players without personal headphones during meals. DO NOT take food, dishes or utensils from the Dining Area. If you remove or items belonging to the dining area (i.e., plates, cups, utensils, etc.) are found in your possession and/or room you may be charged for the replacement of the item(s) and a housing violation may be issued.

Meal Times

Monday-Friday

Breakfast 7:00 am - 8:30 am

Lunch 11:30 am - 1:00 pm

Dinner 5:00 pm – 6:30 pm

Saturday and Sunday

Brunch 11:00 am - 12:30pm

Dinner 5:00 pm - 6:00 pm

Please note that changes to meal times may occur. If so, information will be in the Dining Facility and may be posted in the residence halls.

Dining Facility Behavior

Dining service is available in the dining center provided that residents give the meal checker their student ID to validate meal eligibility before entering the dining facility. Dining service privileges are non-transferable in part or whole.

- Students are not permitted to remove food, beverages, or Dining Services-owned items from the residence hall dining center other than when prearranged through Dining Services. All foods served are to be consumed in the dining room. Glasses, dishes, and tableware are to be left at the dish room.
- Pranks, practical jokes, and specifically “food fights” are prohibited in the dining center.
- Guests may eat in any dining center when accompanied by a resident. Individual guest tickets can be purchased in the Dining Facility.

Special Dietary Needs

Students with special dietary needs should contact the Director of Dining Services at 719.846.5629 to determine availability of resources or to review the nutritional values of our food items.

Your Comments, Please!

Our goal is to provide you with the best dining service possible. Please let us know how we are doing! To contact any of our dining services staff, either call 719.846.5629 or e-mail us at james.tonkovich@trinidadstate.edu with your questions or concerns. There are suggestion boxes in the dining center for your written comments.

General Expectations

The following are examples of expectations residents and guests are to follow while living in or visiting the residence halls or surrounding areas at TSJC. Resident and guest expectations are not limited to only the items listed. The College reserves the right to hold residents and guests to standards listed in the General Catalog, Student Handbook, and Residence Hall Handbook.

Advertising

Each residence hall has a designated community display area where advertising materials may be displayed. Anyone wishing to use the community display area may contact the Housing Office to find out the location of the area. Those wishing to advertise should provide their own push pins/staples to display materials. Advertising should avoid the use of obscene language and may not promote illegal behavior including the underage consumption of alcohol or illegal drug use. Advertisements that do not follow these guidelines or are displayed in areas other than the community bulletin board will be taken down and discarded. The Housing Office and Trinidad State staff members may advertise TSJC sponsored events at other locations in the residence halls upon approval.

Alcohol Policy

Federal and state laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College strictly prohibits engaging in the unauthorized or unlawful manufacture, distribution, dispensation, possession or use/abuse of alcohol or illicit drugs on property or use as part of College activities. In addition it is a violation to possess, consume or distribute any alcoholic beverages in violation of college rules and regulations or appear on campus while under the influence or intoxicated. The TSJC Student handbook outlines the College's policy on drug and alcohol use and outlines the TSJC Student Code of Conduct penalties associated with alcohol and drug use.

The TSJC Student Handbooks indicates that alcoholic beverages are NOT permitted in any state building or state property including the residence halls (Huggins, O'Connor, Johnson and Romero) and surrounding grounds. Any student or guest possessing or consuming alcohol, possessing empty alcohol containers in the residence halls or elsewhere on campus will be subject to residence hall disciplinary sanctions and TSJC Student Handbook/Code of Conduct related discipline which could lead to suspension from residence halls or total expulsion from campus.

This includes students and guests above and below 21 years of age.

Bias Incidents

Bias incidents are non-criminal activity against a person or property that is motivated, in whole or in part, by the offender's bias against perceived or actual race, ethnicity, national origin, religion, ability, age, gender, gender expression, socioeconomic status or sexual orientation. Bias incidents are prohibited in the residence halls. Such incidents are a violation of the TSJC Student Handbook and may result in the immediate removal and permanent expulsion from the residence halls and be subject to TSJC Student Handbook/Code of Conduct related discipline.

Blood Borne Pathogens

Due to the serious nature of blood borne pathogens, students finding blood, vomit, or other bodily fluids in bathrooms, residence hall rooms, or common areas should report it immediately to residence hall staff. Students responsible for these incidents are required to clean the affected location. Staff will provide disinfectant and instructions for safe decontamination of the area.

Building Access

Do not prop or otherwise obstruct the normal operation of any security door in the residence halls. This includes exterior (entry/exit) doors. Any individual caught by security, an RA, Director of Housing or Assistant Director of Housing propping open an entrance door, or letting a person or group of people in after curfew will face disciplinary action and be fined \$20. **When a door is found propped open and no one takes responsibility, then that entire residence hall may be fined.** Please report infractions immediately to a member of the Housing Staff.

Candles and Open Flames

Due to fire safety standards candles (including unburned or decorative) and any items with an open flame or exposed heating coils are NOT allowed in residence hall rooms. **Incense burning is also NOT permitted.**

Compliance With Officials

Residents and their guests are expected to comply with the verbal or written directions of any College official or police officer acting in the performance of their duties and in the scope of their employment.

Criminal Background

Students requesting to stay in the residence halls are required to identify if they have a criminal background. Failure to identify a criminal background history may result in the immediate removal from the residence halls and further sanctions by the College, up to expulsion from college. Violations that may disqualify a housing applicant from living in the residence halls include: a) Any violent felony convictions of homicide; b) Crimes of violence (assault, sexual offenses, arson, kidnapping, any crime against an at-risk adult or juvenile, etc.) as defined in section in the Colorado Revised Statute; c) Any offense involving unlawful sexual behavior; of any of the above offenses.

d) Any crime, the underlying basis of which has been found by the court on the record to include the act of domestic violence, as defined in the Colorado Revised Statute; e) Any crime related to the sale, possession, distribution or transfer of narcotics or controlled substances; f) Any felony theft crimes; g) Any crime of child abuse, as defined in the Colorado Revised Statute; h) Registered sex offenders; i) Any offense in another state, the elements of which are substantially similar to the elements

Residence Hall applicants who indicate a criminal history response will be reviewed by TSJC Housing staff. Special consideration will be given to residence hall applicants with a criminal history who enrolled in the DOC Transition Program. Students with a criminal history background will be required to be enrolled in the TSJC DOC Transition Program or provide a letter of recommendation from a case manager or employer that indicates the students capacity for successful residence hall life for consideration in the residence hall. Based on the criminal history violations and the recommendations from the case manager, employer or DOC Program admission TSJC Housing staff may deny residency to a student. A student who wishes to appeal a residence hall denial should direct their appeal to the Vice President of Student Services. The appeal must be filed in writing within 72 hours of the denial notification for appeal consideration.

Damage

- Students are liable for any damage that they cause to College property and may need to pay replacement or restoration costs.
- Students representing an informal or organized group that sponsors a social event are liable for any damage to College property that occurs in connection with that event.
- Students are expected to assist staff by accepting responsibility for damage to College property, and to identify those students who are responsible for such damage.
- Extensive or recurring damage to community areas may result in charges being incurred by the community and possible disciplinary action.

Drug Policy

Federal and state laws control alcohol and illegal drugs. TSJC reports violations to local police departments and college administration. Trinidad State Junior College strictly prohibits the unlawful manufacture, distribution, dispensation, possession, use/abuse of alcohol and/or illicit drugs on College property or use as part of College activities. The TSJC Student handbook outlines the College's policy on Drug and Alcohol use and outlines the Student Code of Conduct penalties associated with alcohol and drug use.

Use, possession, manufacturing, or distribution of illegal drugs including but not limited to marijuana, narcotics, methamphetamines, cocaine, opiates, LSD, mushrooms, heroin, designer drugs such as Ecstasy and GHB, or other controlled substances is prohibited. Use or possession of prescription drugs or over the counter products other than for the person prescribed, inappropriate use of, or for use other than the prescribed purpose is prohibited. Possession or use of drug paraphernalia including but not limited to equipment, products, and materials used to cultivate, manufacture, distribute, or use illegal drugs is also prohibited.

Medical Marijuana Policy

The possession and use of marijuana is illegal under federal law. Consistent with federal law, including the Controlled Substances Act and the Drug-Free Schools and Communities Act, the use and/or possession of marijuana continue to be prohibited while enrolled as a TSJC student is on campus, including while in campus housing.” In addition, students must adhere to the regulations specified in program handbooks and may be subject to disciplinary action for failure to comply.

Emergency Procedures

- For emergencies call 911.
- TSJC Security will contact the most appropriate emergency service whether it is fire, Victim Assistance, emergency counseling, ambulance, paramedic, or police.
- Tell the dispatcher what the situation is and stay on the phone until all questions have been answered and the dispatcher tells you to hang up.
- Residence hall staff should then be called immediately and informed of the emergency.

Entering a Student Room

If practicable, the College will not enter a student’s room unless accompanied by the student, their authorized representative, or a second authorized College representative. However, the College reserves the right to enter student rooms for the purpose of inspecting the premises for adherence to fire- and life-safety guidelines, routine cleanliness inspections, housekeeping, maintenance, necessary repair, to serve a warrant for the arrest of a resident/guest of the room, or with a search warrant for the room itself, to aid in an arrest which began outside the room, or when an authorized agent has reasonable suspicion of a violation of contract that includes: a) an occupant of the room may be physically harmed or endangered; b) damage is being done to College property; or c) College policy is not being adhered to as stated in the College General Catalog, Student Handbook and the Residence Hall Handbook.

Explosives

Explosives of any nature, including flammable liquids, fireworks, and ammunition, are not permitted in the residence halls. This includes lighter fluid and Zippo®-type lighters.

Family Educational Rights and Privacy Act (FERPA)

Trinidad State Junior College Notification of Rights Under FERPA

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. FERPA rights are afforded to the students at the time of admission. These rights include:

1. **The right to inspect and review the student's education records within 45 days of the day Trinidad State Junior College receives a request for access.** A student should submit to the Trinidad State Junior College, a written request that identifies the record(s) the student wishes to inspect. The Trinidad State Junior College will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the Trinidad State Junior College, they shall advise the student of the correct official to whom the request should be ad-

2. The right to request the amendment of the student's education records that the student believes is inaccurate, misleading, or otherwise in violation of the student's privacy rights. A student who wishes to ask the Trinidad State Junior College to amend a record should write the Trinidad State Junior College official responsible for the record, clearly identify the part of the record the student wants changed, and specify why it should be changed. If the College decides not to amend the record as requested, the College will notify the student in writing of the decision and the student's right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before Trinidad State Junior College discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to College officials with legitimate educational interests. A College official is a person employed by the College in an administrative, supervisory, academic or research or support staff position (including law enforcement personnel and health staff); a person or company with whom the College has contracted as its agent to provide a service instead of using College employees or officials (such as an attorney, auditor, or collection agent); a person serving on the College board; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Trinidad State Junior College has designated the National Student Clearinghouse as a College official. A College official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College. Upon request, the College discloses education records, without a student's consent, to officials of another school, in which a student seeks or intends to enroll, or after enrollment.

The college may share educational records to parents in the following circumstances: for a student who is dependent under I.R.S. tax code; a student under 21 years old who has violated a law or the schools rules or policies governing alcohol or substance abuse; and when the information is needed to protect the health and safety of the student or other individuals in an emergency.

The Colorado Community College System considers the following to be directory information and Trinidad State Junior College staff may disclose this information, without prior consent, to anyone inquiring in person, by phone, or in writing: Student name; Birth year; Major field of study; Dates of student attendance; Degrees/certificates and awards student has earned; Most recent educational institution attended by the student; the College issued student e-mail account; enrollment status (full time, part time, etc.), Participation in fully recognized activities and sports; and if participating in an officially recognized activity or sport, height and weight.

Additionally, address, phone number, and e-mail addresses of the students may be released to military recruiters upon request in accordance with the Solomon Amendment. All other information contained in student records is considered private and not open to the public without student's written consent. Students who do not want their directory/public information released to third parties or students who do not want to be listed in the College online e-Directory should complete a form to suppress directory information available online or at the Trinidad State Junior College.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the College to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue
SW Washington, DC 20202-4605

- A FERPA release form is available online at http://www.trinidadstate.edu/portal/forms/ferpa_release2.pdf and the Student Affairs Office, Berg 201.

Gambling

State law prohibits organized gambling in College residence halls. This is defined as: "Any behavior or wagering, for self or others, whether for money or not, no matter how slight or insignificant, where the outcome is certain or depends on chance."

Guest Policy

- A guest is defined as any individual who is not a contracted resident of the specific residence hall or floor in question. Each guest must have a resident host and be escorted at all times on residence hall floors and common areas. Residents are responsible for notifying guests of College and residence hall policies and procedures and will be held accountable for the behavior of their guests. Unescorted non-residents will be required to leave the building.
- Students may entertain their friends in their rooms and visit in other rooms at any time, as long as first priority is given to consideration of the rights of roommates, and other floor members, and the community standards to which they have agreed.
- Rights to sleep, study, and feel comfortable in one's own environment take precedence over social uses of a room.
- Residence hall keys may not be given to a guest for any reason.
- **Overnight guests of the opposite sex are not permitted. Visitation hours for all Residence Halls are: 10:00 am through 1:00 am, seven (7) days a week.**
- Overnight guests of the same sex are permitted if it is acceptable to your roommate.
- Guests may stay no more than two consecutive nights.
- Guests are expected to use facilities appropriately.
- Guests must be 18 years of age or older, and must have a valid picture ID to enter the residence halls.
- Overnight guests are not permitted before classes officially begin each semester, after classes officially end, or during finals week.

Harassment and Hate Incidents

Trinidad State Junior College reaffirms its intention to create and maintain a work and study environment for faculty, staff, and students that is fair, humane, and responsible. This environment supports, nurtures, and rewards people on the basis of such relevant conditions as ability, performance, dedication, and diligence.

The TSJC Student Code of Conduct prohibits the harassment of any member of the College community, meaning verbal or physical harassment, on the basis of gender, race, color, national origin, sexual orientation, age, religion, or physical disability. The Code also prohibits abusive conduct, including physical abuse, verbal abuse, threats, intimidation, stalking, coercion, and/or other conduct which threatens or endangers the physical or psychological health, safety, or welfare of one's self, another individual, or a group of individuals. Students should refer to the TSJC Catalog and Student Handbook for more information about the College sexual harassment policy and other policies, and the procedures for bringing a complaint. TSJC encourages anyone who may experience harassment to report such incidents to a college administrator or the Title IX Compliance Officer.

Hate Crimes

Hate crimes are prosecutable offenses committed against a person or property with the intent to intimidate or harass another person because of perceived or actual race, ethnicity, national origin, religion, ability, age, gender, gender expression, socioeconomic status or sexual orientation. Hate crimes are prohibited in the residence halls and are a direct violation of the TSJC Student Code of Conduct as outlined in the Student Handbook.

Passive Involvement

Being a member of a community means understanding and adhering to community standards and policies. It also means taking an active role in the development and wellbeing of that community. One community role is to ensure that community standards are upheld.

As a community member, you are responsible for your behavior, the choices that you make, and the behavior of your guests. It is our hope that you will choose to abide by all College and housing policies as well as community standards. If you are ever in the presence of a policy violation, you have some choices:

- Attempt to stop the violation,
- Contact residence hall staff, or
- Remove yourself from the situation.

If you choose to remain at the scene of a policy violation, you may be included on the incident report and may be held accountable for a policy violation.

Pets

- Residents are not permitted to have fish in their rooms. Residents having pets in their rooms may face disciplinary action and be charged for damages and/or cleaning. Pets include but are not limited to: dogs, cats, snakes, turtles, salamanders, newts, fish, frogs, rodents, etc.
- See the section on “Service Animals” for information regarding service animals.

Pranks and Practical Jokes

Individual or group pranks and practical jokes that may lead to any of the following are not permitted:

- Actual or perceived harassment
- Accident
- Injury
- Damage to College property
- Damage to personal property
- Damage that requires abnormal and/or unnecessary cleaning of residence hall buildings and facilities.

Residents in violation of this policy may receive disciplinary action and monetary fines. Pranks that violation the TSJC Student Handbook/Student Code of Conduct will be subject to the discipline process. If no one comes forward, all residents of the residence hall may be fined to cover the expense of repairing/replacing damaged items.

Public Areas

- All furniture located in public areas must remain in those locations. Removal of furniture from designated areas will be considered theft.
- When removing your personal room trash and recycling, please use the receptacles located outside of your residence hall. Please do not place personal trash or recycling in stairwells, bathrooms, or public trash cans within your hall.
- Study rooms are designed for academic use only.
- No illegal activities are permitted in the public areas.
- Under no circumstances are students to sit on windowsills, climb out of windows, or be on exterior window ledges. Students also are not permitted to climb on residence hall buildings, ledges, or roofs.
- Students are prohibited from throwing any object out of room windows, or the window of any public area or lounge in the building.
- Students are also prohibited from removing window screens, whether in a residence hall room or public area.
- Students may not use their residence hall room, its address or phone number for commercial or business purposes.
- Students may post a message board on the exterior of their room door. The exterior of the door may not have any wording or material that is obscene or pornographic.

Quiet Hours

Students have the right to sleep and study in the residence hall environment. It is very important that residents take the responsibility to follow the Quiet Hours and Courtesy Hours Policies in the residence halls and those areas directly surrounding the residence halls.

For the residence halls Quiet Hours are in effect 24 hours a day, 7 days a week. This means that even on weekends, residents have the right to sleep and study and may ask other students to keep the noise level down if they are being bothered by excessive noise. A Quiet Hours violation is defined as any noise, from any source, being audible one door away from the source.

For the those areas surrounding the residence halls Courtesy Hours are in effect 24 hours a day, 7 days a week. This means that during the day and even on weekends, residents have the right to sleep and study and may ask other students to keep the noise level down if they are being bothered by excessive noise. A Courtesy Hours violation is defined as any sustained noise, from any source, being audible over 50 feet from the source of the noise.

Sales and Solicitation Policy

Door-to-door solicitation, distributing, and advertising is prohibited. A student or organization must secure authorization to sell on campus. In the case of residence hall authorization, it must be obtained through the Housing Office, 719.846.5458. On-campus sales by students or authorized student organizations are limited to designated areas, as approved by the Student Services Office in Berg 201.

Service Animals

Students with specific disabilities may have service animals if the need is documented. Students are responsible for behavior of the animals in regard to other standard policies of the residence halls and city codes. Exceptions to these policies may be requested and granted by the Housing Office. The training of service animals is limited to public areas in the hall. Animals in training must be with their trainer at all times and are not allowed to reside in the facilities.

Smoking

The residence halls at Trinidad State Junior College are smoke-free buildings. Residents, guests, and staff members may NOT smoke in any residence hall. Individuals who choose to smoke will need to exit the residence halls and only smoke in the outside location that has been designated as a smoking area. Smoking is prohibited in all College buildings and within twenty (20) feet of any entrance, passageway, operable window, or ventilation system.

Space Reservations and College Events

- Sponsors must be recognized as a College-affiliated group. Permission must be granted by the Housing Office prior to the event in order to reserve a lobby, lounge, TV room, or any other public space in the hall.
- All events must comply with all College policies.
- Large events may be required to have security coverage provided by the College. Sponsors are responsible for the cost of security coverage.
- Sponsors of any event are responsible for the behavior of the participants and for the facilities used. Any cleaning, repair, or replacement costs incurred as a result of the event will be charged to the sponsors if the individuals specifically responsible are not identified.
- Any College residence hall sponsored event, whether on or off campus, may not include consumption of alcohol and/or drugs as a part of the event.
- An event is considered College sponsored if it meets *any* of the following criteria:
 - College monies are used
 - College vehicles are used
 - College facilities are used
 - College or hall equipment is used
 - College or hall personnel organize and/or supervise the event
 - The event is publicly advertised on campus
- The sponsors of a social event could be held liable in a civil suit if state or local laws are violated (i.e. supplying alcohol to persons underage or supplying alcohol to an intoxicated person), particularly if harm comes to any person as a result of these actions.

Special Needs

Students with special needs (dietary or otherwise) should contact the Housing Office to determine need and availability of resources.

Sports/Activities in Hallways

No sports or physical activities are allowed in or immediately around the residence halls. This includes hallways and corridors of the building due to the potential for Quiet Hours violations, damage to College property, harm to individuals, and disturbance of fellow hall members. Types of prohibited activities may include, but are not limited to:

- | | | | |
|--|--------------|---------|-----------------|
| *Throwing objects (Frisbees, footballs, baseballs, etc.) | *Wrestling | | |
| *Floor Hockey | *Bowling | *Boxing | *Inline Skates |
| *Airsoft guns | *Skateboards | *Bikes | *Paintball guns |

Stalking

Stalking is a crime in the state of Colorado and is generally defined as willful and repeated following and harassment combined with a credible threat intended to cause the victim to be in fear for their safety. Stalking behaviors can affect the mental and physical health of the victim. Incidents of this kind should be reported immediately to the police and then notify the Housing Office. Don't hesitate to ask for help.

Theft, Stolen Property

Theft or unauthorized use of College or others' personal property is prohibited. The Trinidad Police Department will be informed of cases involving stolen property. The TSJC Student Handbook identifies theft as a violation of the Code of Conduct and identifies penalties associated with theft. In the event a theft occurs, the student is responsible for reporting and filing a report with the Trinidad Police Department. The student should also notify the Housing Office of any personal property theft as soon as possible.

Threats

Threats of any kind – real, false, implied, or perceived – against a person or property will not be tolerated. Housing staff are expected to always be cautious and respond to any knowledge of threat or injury to residents. Students who makes threats to others or to themselves can be assured that staff and possibly the Trinidad Police Department will respond.

College Safety Equipment

TSJC has a zero tolerance policy on tampering with College safety equipment. Students caught altering their room or hall safety equipment may be held financially responsible for replacement and/or judicial action may be taken.

Videotaping and Camera Use

Consistent with state law and College policy, persons living in or visiting the College residence halls have rights as well as responsibilities regarding the privacy of others. No person may videotape, audio record, or take photographs of any person in a private location without that person's explicit knowledge and consent. Private locations include, but are not limited to, residence hall rooms, bathrooms, and lounges.

Weapons

Students may not bring firearms or other weapons (hunting knives, archery, fencing, paintball guns, pellet guns, taser guns, air soft guns, martial arts equipment, slingshot, any item that is a reasonable facsimile, etc.) into the residence halls. Firearms, weapons, or explosives of any nature (including fireworks and flammable liquids) are strictly prohibited in the residence halls. If firearms are brought to campus, storage accommodations must be made through the Gunsmithing Department 719.846.5578. Exotic weapons (such as swords, nunchucks, etc.) are also not permitted on College property.

Firearms Policy: The policy for firearms on campus is outlined in the Colorado Community College System, System President's Procedure SP 19-10. For more information on this procedure go to <http://www.cccs.edu/SBCCOE/Policies/SP/SP19-10/pdf> The procedure outlines that no person may have on his or her person any unauthorized firearm, ammunition, explosive device, or illegal weapon on campus or any facility used by the college.

Firearm Authorized Use

The TSJC Gunsmithing Department and Colorado Law Enforcement Training Academy (CLETA) shall develop procedures and regulations pertaining to the use of firearms as part of recognized programs of instruction, which require access to a firearm as an integral part of the program curriculum. Program procedures outline authorized use/possession of firearms on campus including repair or modification work, use at the TSJC Prator Gun Range, authorized law enforcement use, vault storage procedures and instructional purposes associated with the Gunsmithing or CLETA programs.

Gunsmith students residing in the residence halls are allowed to keep NON-OPERABLE firearms in their room. Firearm ammunition is NOT permitted to be stored in the residence halls. The College reserves the right to inspect such firearms at any time for any reason. Failure to comply with this policy may result in housing, College, and legal disciplinary action, including but not limited to immediate removal from the residence halls, expulsion from the College, and a legal citation.

Residence Hall Disciplinary Action

TSJC has established rules and policies that are essential for successful group living in the residence halls. Disregard for the established rules and policies, or behavior that is incompatible with the maintenance of an orderly residence hall, may result in corrective action. This action may include, but is not limited to: personal counseling, imposition of restrictions, reprimands or referral to the Residence Hall Council for action or termination of residence hall living.

Complaints against another resident must be filed in writing to an RA, Director of Housing (DH) or Assistant Director of Housing (ADH). The RA, DH and ADH file incident reports that can result in charges of violations of residence hall policy. Appeals to decisions may be filed, please see the Residence Hall Council section.

Residence Hall violations have a point value ranging from one to six, with six being the worst offense. The value for each will be posted in the residence halls and on file in the residence hall offices and the office of the Dean of Student Services. Violations may result in the following sanctions:

- 1 point** **Written violation issued to student.**
- 2 points** **Written violation issued to student.**
- 3 points** **Written violation issued to student and community service (5-10 hours)**
- 4 points** **Written violation issued to student and community service (10-25 hours)**
- 5 points** **Written violation issued to student and community service (25-40 hours)**
- 6 points** **Permanent expulsion from the Residence Hall**

If you receive six points (per Academic Year) you will be expelled from the residence halls permanently. Punishment will range from continued probation, fines, specific sanctions or expulsion from the Residence Halls and possibly Trinidad State Junior College. Re-entry into the residence hall is subject to the approval of the Vice President of Student Services.

All incidences will be turned over to an investigative committee. That committee will assess points and disciplinary action within 24 hours of the incident. The investigative committee will consist of the Director of Housing or Assistant Director of Housing. You will have 48 hours from notification to appeal a decision in writing to the Director of Housing.

As with all cases of permanent expulsion from the Residence Hall, students do have the right to a formal appeal through the Vice President of Student Services. This appeal must be filed in writing within 72 hours of the expulsion. Students are not eligible to be in the hall during the appeal process. Any student expelled from the Hall for disciplinary reasons will forfeit their deposit.

Residence Hall Council

The Residence Hall Council has been established to serve as the primary disciplinary body for the Residence Halls and Dining Hall at TSJC. The council will review: appeals, violations (three or more points) and disputes.

The Residence Hall Council will convene monthly to review complaints, policies and procedures, and appeals, violations and disputes. The Residence Hall Council will meet within two (2) business days of any appeal.

Officers of the Council

The Residence Hall Council shall be composed of one student from each residence hall, one Student Government Officer, and the Director of Student Life. The Council will be made up of four students living in the residence halls. The officers of the Council shall be: Chair, Deputy Chair and Secretary. The Director of Student Life shall serve as Parliamentarian and will not have a vote in the Council's deliberations. The chair shall serve as the presiding officer and schedule inquiries at the appropriate time. The chair shall vote only in case of a tie. The Deputy Chair shall assume the duties of the Chair in his/her absence. The Deputy Chair will serve as timekeeper. The Secretary shall record all proceedings and consult with the Director of Student Life and the Council Chair on language in the decisions rendered.

Each member shall have one vote. In cases where a member of the Residence Hall Council is involved in the inquiry, then that member must relinquish his/her seat and voting privileges for that particular situation. The Council Chair and members will be appointed by the Director of Housing, in consultation with the Student/Residence Life Staff.

Safety & Security

Trinidad State Junior College is committed to providing a safe living environment for all residents. Personal security in and around campus residence halls has been approached proactively, and personal security in a student's residential living space has the highest priority. Residents should feel most safe and secure in their rooms. To travel from outside a residence hall to a residential room, residents will have to successfully pass through at least one (1) control point. Key access allows residents to enter their hall and floor. Guests must always be escorted when inside a residence hall Please call 719.846.5458 or 719.846.5497 with any questions.

The College provides residence hall supervision through Campus Security, Trinidad Police Department, and Resident Assistants. Entry/exit areas, parking lots, and the exterior buildings may be monitored through camera surveillance.

FOR EMERGENCIES ON CAMPUS CALL 911

Crime Statistics: The Office of Student Affairs prepares an Annual Security Report to comply with the Jeanne Clery Disclosure of Campus Crime Statistics Act. The full text of the report can be found on TSJC's website at www.trinidadstate.edu . This report is prepared in cooperation with local law enforcement agencies surrounding our campuses, the housing office, the Dean of Student Services, Alamosa Campus and the Vice President of Student Affairs, Trinidad Campus. Each entity provides updated information on their efforts and programs to comply with the Act.

The Annual Security Report is required by federal law and contains statements and crime statistics for TSJC. The statements address TSJC's policies and procedures concerning safety and security. Three years' worth of statistics are included for certain types of crimes that were reported to have occurred on campus, in or on off-campus buildings or property owned or controlled by the school and on public property within or adjacent to the campuses. This report is available online at www.trinidadstate.edu. You may also request a paper copy of the report from the Student Affairs Office on the Trinidad Campus or the Student Services Office on the Alamosa Campus.

Campus crime, arrest and referral statistics include those reported to Campus Security, designated campus officials (including but not limited to directors, deans, department heads, and designated staff) and local law enforcement agencies. Each year, an email notification is made to all enrolled students that provides the web site to access this report. Faculty and staff receive similar notification. Copies of the report may also be obtained at the TSJC Office of Student Affairs. All prospective employees may obtain a copy from Human Resources or by calling (719) 846-5643.

Safety and Security

The Housing Office has taken several steps to improve the safety of its residents:

1. Student doors have heavy duty, high security locksets on solid core doors.
2. Door viewers on student doors.
3. Twenty-four hour lock up on all residence hall access areas key access only.
4. Smoke and fire detection systems in all halls.
5. Crash bars on all exit doors.
7. Security latches on the windows.
8. All exterior doors in the residence hall system are monitored for proper position and alarmed; all *external* fire tower doors are designated “Emergency Exit Only” and will activate an alarm if opened.
9. TSJC Security and Trinidad Police Department patrol the residence halls on a frequent schedule.

Reporting Disabilities

It is suggested that residents with disabilities share that information with their Resident Assistants (RAs) at the beginning of the semester. This information assists emergency personnel in providing appropriate help in case of evacuations and emergencies. Reporting is not a guarantee of safety during an evacuation. Reporting is strictly voluntary.

Reporting Hazards

Report non-emergency hazards to the hall office. The information will be passed to the appropriate department for correction. In emergency situations, dial 911. Always remain on the line until the emergency dispatcher has adequate information and tells you that it is okay to hang up (if your safety is threatened at the location of the telephone you are using, evacuate the area).

Security

Security procedures such as desk services, security patrols, evening lock up, and restricted-access plans are regularly reviewed and open to changes and improvements. Students are expected to observe lock-up procedures and cooperate with programs designed to maintain the security of residents. **Propping of entrance doors is prohibited.** Any individual caught by security, an RA, Director of Housing or Assistant Director of

Remember: never prop doors open or let strangers into the hall as you enter and exit the building.

Housing propping open an entrance door or letting a person or group of people in after curfew will face disciplinary action and be fined \$20. **When a door is found propped open and no one takes responsibility, then that entire residence hall will be fined.**

Motorcycles/Bicycles

To assist with safe building evacuation, bicycles/motorcycles are not allowed in hallways or stairwells, nor are they to be chained to stairwells, railings, or trees at or near building exit routes.

Theft

Unfortunately, theft can be a problem in College residence halls. For this reason, you are encouraged to be sure your personal possessions are covered by some form of insurance either as a part of your parents' homeowners' policy or by a separate renter's insurance policy. We also recommend inventorying your valuable possessions with the Housing Office. For this reason, it would be helpful to engrave an identification number on your valuable possessions and have a list of items including description, value, model number, and serial number prepared in advance. It is important for you to protect your possessions and those of your fellow students. Keep your room door locked whenever you are out of your room, sleeping, or napping. When you see strangers who do not appear to belong on your floor, find out who they are and what they're doing. Remember, "if you like your stuff, someone else will, too!"

Renter's Insurance

All students living in the residence halls should consider insurance to cover personal items (bikes, books, computers, etc.) that may be damaged by natural disasters or stolen. The College does not cover students' personal items. Parents' homeowner policies may provide coverage or renter's insurance can be purchased for a nominal fee.

Window Screens

Window screens are there for your safety and protection. Removal of the window screen is a safety violation and a charge will be assessed for its replacement. Disciplinary action may be taken. Report any lost, damaged, or stolen screens immediately to the Housing Office.

Fire Safety Standards

The fire and life safety standards on this page and the following pages are intended to assist you with basic starting points in decorating your living area. Variations of personal likes and needs are endless and cannot all be covered in written standards. Your Resident Assistant, Assistant Director of Housing, or Director of Housing can provide you with answers to specific questions that may not have been covered in this handbook. If you have questions or concerns about what may or may not be appropriate or allowable, please ASK FIRST. Your residence hall staff may be very helpful in providing or obtaining the correct information for you before any unnecessary time or expense has been generated.

Enforcement of the fire and life safety standards is everyone's responsibility. Your Housing staff and other College officials will be involved in observing and monitoring all standards. Periodic inspections of student rooms help promote fire and life safety awareness, as well as identifying any noncompliance of safety standards. The Housing Office works in conjunction with the Trinidad Fire Department in evaluating fire and life safety issues. Your cooperation in changing or removing any unsuitable materials or life threatening conditions is appreciated.

Fire Safety

TSJC is committed to assisting all members of the TSJC community to provide for their own safety and security. The Annual Fire Safety Report compliance document is available within the Annual Security Report and is available online at www.trinidadstate.edu or you may request a copy by calling the Office of Student Affairs at 719-846-5643. Per federal law, TSJC is required to annually disclose statistical data on all fire and fire safety procedures that occur in on-campus student housing facilities. The Annual Fire Safety Report contains information regarding campus security and personal safety including topics such as: crime prevention, fire safety and other matters related to safety on campus.

Fire Safety in Student Rooms

Most residence hall fires are caused by candles, open-flame cooking equipment, or over-taxed electrical systems. Toxic gases in smoke, usually caused by burning plastic, can render a person unconscious in a few seconds. To make your room fire-safe, you *must* follow the guidelines that follow:

1. **Smoking is not allowed in any of the residence halls.**
2. **Door Decorations:** Minimize posters and pictures on your door. These items are combustible. The doors act as a barrier in the event of a fire, and combustible materials attached to the inside of the door could get hot enough to ignite and spread fire into your room.
3. **Ceiling Decorations: NO** ceiling attachments.
4. **Wall Decorations:** Posters and wall hangings are acceptable. Cloth wall hangings, however, must be treated with fire retardant.
5. **Halogen Lamps: Halogen lamps ARE PROHIBITED.**
6. **Candles and Open Flames:** Due to fire safety candles (including unburned or decorative) and any items with an open flame or exposed heating coils are not allowed in residence hall rooms. **Incense burning is also not permitted.**
7. **Flammable Liquids:** Kerosene, gasoline, lighter fluid, and other flammable liquids are NOT permitted in the residence halls.

8. **Appliances:** The misuse and illegal use of electrical appliances create serious hazards in residence halls. Only safe, relatively low-wattage appliances are permitted in your room. These include hair dryers, shavers, hot curlers, study lamps, radios, televisions, DVD and CD players, space heaters (without open coils), electric blankets, thermostatically controlled coffee makers, popcorn poppers, small microwave ovens, and compact refrigerators. Do not cook with open flames or coils (no toasters, toaster ovens, or electric coil cook tops) and do not leave food in an appliance unattended. Fires have even been caused by popcorn burning in a microwave!
9. **Electrical Fixtures:** Electrical light fixtures are not to be modified in any way. If additional outlets are needed, we allow each resident to have one power strip (we strongly recommend one with power surge protection). Each power strip used must be plugged into a wall outlet – do not plug power strips into other power strips. Appliances such as microwaves and refrigerators must be plugged directly into a wall outlet, not an extension cord or power strip.
10. **Holiday Decorations:** Party and holiday decorations have contributed to fire damage and loss of life in residence halls around the country. Therefore, only artificial trees are permitted in student rooms or lounges. Holiday lights cannot block access to the room by the doorway or the windows. They cannot be hung from the ceiling. Flameproof materials are available at local retailers.
11. Social gatherings in private rooms must be contained entirely within the room and comply with the Housing Offices' maximum occupancy limit of 4 visitors per room.

Fire Evacuation/Escape

In emergencies, panic can be your worst enemy. To reduce panic, plan ahead. Before an emergency arises, make sure you know the location of exits and your meeting area (check with your RA). In a fire situation:

1. **Don't panic;** stay as calm as possible. You will need to think clearly to make the right decisions.
2. Feel the door knob with the back of your hand or palm to test for heat.
3. If the door is cool, brace yourself against it, and open it slowly to check for flames and/or smoke.
4. If there is smoke in the air, stay low and move quickly in a crouched position or crawl to the nearest exit. The most breathable air is always near the floor. If one exit is blocked, try the next nearest exit.
5. Alert others by shouting or knocking on doors as you make your way to the stairs.
6. Escape either via the stairs or Fire Ladders. Fire ladders are located in the RA rooms on the 2nd and 3rd floor of your hall.
7. Once you evacuate, report to your meeting area, follow directions of fire and police personnel, and never re-enter the building until authorized.

*Huggins Hall Meeting Area: Field in front of Huggins Hall.

*Johnson Hall Meeting Area: Tennis courts east of Johnson Hall.

*O'Connor Hall Meeting Area: Grass area north of the Berg Building.

*Romero Hall Meeting Area: Grass area north of the Berg Building.

8. Failure to evacuate a building is taken very seriously by the Housing Office and could result in disciplinary action. There are fire evacuation diagrams and fire extinguishers located on every floor of each residence hall. Please take time to familiarize yourself with the locations of fire exits, fire extinguishers, and pull-alarm stations in your residence hall. Tampering with fire extinguishers can leave you and others unprotected in case of a fire. Please remember, false alarms could reduce the response of residents when a fire occurs. If hall residents can't trust the legitimacy of the fire alarm, they may find themselves trapped by fire in a real emergency. **Abuse of fire equipment, false alarms, and arson are serious crimes. Violators are subject to fines, College disciplinary procedures, and criminal prosecution.**

If You are Trapped During a Fire

1. Don't open your door if it is hot to the touch and/or smoke is seeping in around it.
2. **Remain calm!** Your room has some fire resistance, giving you time to call help.
3. Pack the space under the door with wet towels, sheets, or clothing
4. Open the window (if you are on the first floor, you may be able to escape safely).
5. Let people know that you are trapped. Dial 911 if possible, wave a towel, sheet, etc. out your window, and yell.
6. Stay low on the floor near the window. Placing a wet handkerchief or towel over your face and head is helpful in smoke-filled rooms. Plan ahead and be prepared! Knowing your escape route and the location of your meeting area, as well as following the Fire Safety guidelines, is your best defense.

Transportation and Parking

Trinidad State Junior College is located about 3 hours south of Denver and 3 hours North of Albuquerque. Students may drive, take a bus, ride a train or fly by plane to arrive in Trinidad. Once in Trinidad a vehicle is not necessary for movement around campus and within the city. For students who do bring vehicles to campus, the following information is important.

Parking on Campus

If you plan to bring your vehicle you do not have to purchase a parking permit. Parking at TSJC allows you to park on a first-come, first-serve basis. Please refer to the campus map on page 2 for available parking areas.

Bicycles, Skateboards, and Rollerblades

Because it is not necessary to have a vehicle while attending TSJC, bicycles, skateboards and rollerblades may be a mode of transportation to consider. A bicyclist in Colorado has all the rights and responsibilities applicable to the driver of any other vehicle per Colorado State Statute. That means bicyclists must obey the rules of the road like other drivers, and are to be treated as equal users of the road. Bicyclists, like vehicle drivers, can be ticketed for not obeying Colorado Traffic Laws or local municipal laws, or penalized for not obeying the laws. Please remember the four basic riding rules; ride on the right, stop at all stop signs and stoplights, use hand signals when turning, and use a light at night. The use of a bike helmet is strongly encouraged. To learn more about riding your bicycle safely, please visit the Colorado Department of Transportation's website at www.coloradodot.info/programs/bikeped/bike-ped-manual.

It is recommended that you secure your bike with case-hardened chains, sturdy locks, and/or a U-lock. You may keep your bicycle in your room with the permission of your roommate; however, it may not be left in corridors, stairwells, or lounges*. Do not lock bicycles to anything other than designated racks. The use of a bike helmet is strongly recommended. Bike lights and reflectors are required by law after dark and will be enforced.

Rollerblades can also be used to get around campus quickly and easily. However, rollerblades must be removed before entering College buildings. Rollerblades must not be ridden in College buildings.

Skateboards are not allowed on the Trinidad State campus.

Trinidad State Junior College

Mission Statement:

Trinidad State Junior College enriches the academic, technical, and cultural life of our diverse community. We are committed to offering traditional and alternative approaches to education, providing quality instruction, and promoting lifelong learning.

NOTICE OF NON-DISCRIMINATION

Trinidad State Junior College is an equal opportunity educational institution and does not discriminate on the basis of age, race, religion, color, national origin, sex, or disability in its activities, programs, or employment practices as required by Title VI, Title IX, and Section 504, Age Discrimination Act, and Title II of the ADA. The College has designated the Director of Human Resources as its Affirmative Action Officer with the responsibility to coordinate its civil rights compliance activities and grievance procedures. For information, contact the Director of Human Resources, 600 Prospect Street, Trinidad, CO, 81082, (719) 846-5534; or the Office for Civil Rights, U.S. Department of Education, Region VIII, Federal Office Building, 1244 North Speer Blvd., Suite 310, Denver, CO, 80204, (303) 844-2981, TDD (303) 844-3417.