



## 2019 - 2020 Residence Hall Handbook



# WEST HILLS COLLEGE COALINGA

## WEST HILLS COMMUNITY COLLEGE DISTRICT

### TERMS AND CONDITIONS OF OCCUPANCY

*Welcome to West Hills College Coalinga!* We are pleased you have joined our educational community and hope that the time you spend here is rewarding both personally and educationally. This handbook is provided to assist you while you reside at West Hills College Coalinga residence halls. The primary duties of staff members are to look after the safety and well-being of the resident students. You should contact the person on duty if you have a question, problem, or emergency. Please be aware of the regulations in this handbook and those of West Hills College Coalinga. Remember, it is important in any group-living situation to respect the rights of others and to also accept responsibility for your own actions.

### The Housing Application Process

1. Apply for Admissions and be admitted to West Hills College Coalinga  
<https://www.westhillscollge.com/coalinga/admissions/>
2. Apply for Financial Aid. Complete a FAFSA application even if you feel you will not qualify for financial assistance. (Excluding International Students) <https://studentaid.ed.gov/sa/fafsa>
3. Complete the online residence hall application  
<https://www.westhillscollge.com/coalinga/student-life/housing/applications.php>
4. Pay your \$125 security deposit at the Cashier in the Student Services building, or by calling 559-934-2311, or you can pay online at the time of submitting your housing application. \*This does not guarantee a residence hall room. Your deposit will be returned if you do not secure a room or if you choose to not attend West Hills College Coalinga.
5. You will be placed on a waiting list upon submitting application and deposit. Once your financial aid is determined and cost of attendance is secured you will be assigned a room.

### Admittance

1. You must be enrolled in 12 units prior to moving into your designated room.
2. Contact the Resident Hall office to make an appointment to check in to the Residence Halls (559) 934-2373. **Move in days are two days prior to the start of each semester.**
3. Once on campus, go to Student Services for your West Hills College student identification card.

4. All students moving into the residence halls will be required to show their driver's license or photo I.D., Medical Insurance card, and register their vehicles upon check-in.
5. See the cashier to pay your fees prior to arriving on campus (Required for all residence hall students regardless of financial aid status).

## Closure

The residence halls will remain open for students to stay on campus during Thanksgiving break in the fall, and Spring break during the spring semester. The cafeteria, however, will be closed during those breaks.

The residence halls will close down at the end of the fall semester and the end of the spring semester. At the end of the fall semester, students can leave items in their rooms during the winter break if they are returning to live on campus during the spring semester. Students not returning to live on campus for the spring semester must move out their belongings prior to them leaving for winter break. **No students are permitted to live on campus during the scheduled closures.**

## Clearance (Moving out of the residence halls at the end of the semester or leaving mid-semester)

### Mid-Semester Clearance

If you are moving out prior to the end of the semester, you will need to obtain a "Petition To Be Released" from the Residence Hall staff.

Complete the information and sign the petition before turning it in to the residence hall staff.

Make arrangements with the residence hall staff with the time and date of your departure.

Before checking out, make sure your room is clean and arranged back to how it was when you moved in, returned the room key (a \$50 charge will be assessed for not turning in a key; \$25 for the lost key and \$25 to change out door locks)

Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings or if the room is not clean.

### End of the Semester or Year Clearance

Make arrangements with the residence hall staff with the time and date of your departure. All students must be moved out of the residence halls by 4pm on the Friday of finals.

Before checking out, make sure your room is clean and arranged back to how it was when you moved in, returned the room key (a \$50 charge will be assessed for lost keys)

Your room will be checked, and charges will be assessed if there is damage to the room and/or furnishings or if the room is not clean.

## **Checking In and Checking Out**

Check-in hours are from 8:00 a.m. until 5:00 p.m. (appointments are preferred). Prior arrangement must be made if a resident plans to arrive at another time.

Check in for the fall semester begins two days prior to the start of the semester. For the fall 2019 semester, move in dates are August 7 and August 8 as first day of instruction is Friday, August 9.

Residence Halls are closed during the semester break starting on December 14, 2019 through January 7, 2020.

Check-in for the spring semester begins two days prior to the start of instruction. Move in dates are January 8 and 9, and first day of instruction is Friday, January 10, 2020.

Final checkout for the Fall 2019 semester is 4pm on Friday, December 20, 2019

Final checkout for the Spring 2020 semester is 4pm on Friday, May 22, 2020

\* \* \* \* \* ADVANCE CHECK-IN WILL NOT BE PERMITTED \* \* \* \* \*

## **Parking**

Students bringing a vehicle to campus are required to register their vehicle at the residence hall office. Parking permits are not required.

## **Residence Hall Orientation**

At the beginning of each semester, all residents are required to attend and meet with staff and go over all rules, regulations, policies, and procedures. Be advised, WHCC is not responsible for theft or damage to your vehicle. Remove any valuables before leaving your vehicle.

## **Rooms**

Each room is equipped with a bed, desk, chair, mattress, and a dresser for clothing and personal belongings. Furniture is not to be moved out from the room. Residents are expected to cooperate with college employees in the care and maintenance of the resident halls. Roommates are equally responsible for the room and furnishings and are expected to keep the room clean. The College recognizes the right of privacy of all residents but reserves the right for authorized personnel to enter student rooms for security, management, maintenance, health, and/or safety reasons. Residents will be notified in advance, if possible.

## **Room Assignment**

Assignment to a room is made after approval by the Business Office once your financial aid is awarded and cost of attendance is secured, and is subject to the space available. The Director of Residential Living will assign a room and issue a key. The College reserves the right to change or cancel assignments in the interest of order, health, safety, and/or discipline.

A resident who wishes to have a change in room assignment must have the approval of the Director prior to moving. The resident requesting the change is generally the one who moves. Room transfers are based on student need, the availability of space, and the date of the request.

## **Single Room Requests**

Single rooms are only available if spacing is not an issue. A student may request a single room if there are open rooms (unoccupied rooms) or empty bed spaces. An additional fee of \$780.00 will be charged to a student's account for an approved single room request. Students will have the option of keeping both sets of furnishings or just one set. Students will need to fill out the single room request form (available through <https://www.westhillscollge.com/coalinga/student-life/housing/> or at the residence hall office).

## **Items to Bring**

Residents should bring a bedspread, blanket(s), pillow, laundry bag, study lamp, alarm clock, towels, bathroom items, and bed linens (twin XL). Residents might want to bring a rug, iron, television, mini-fridge, and/or room decorations. No cooking appliances of any kind are allowed in the rooms. Microwaves are provided in the lobby for student use.

## **Room Check**

Residence Hall staff will conduct health & safety inspections of your room monthly and during breaks.

## **Repairs**

Rooms will be repaired and maintained by the College Maintenance & Operation staff. Notify Residence Hall staff or leave a message for the room-check team if repairs are needed.

## **Laundry Room**

The laundry room is furnished with coin-operated washers and dryers. Do not leave your clothes unattended. West Hills College Coalinga is not responsible for lost or stolen items. The use of the laundry room is a privilege

that can be revoked. Please report problems with washers & dryers to the residence hall staff rather than trying to fix problem(s).

## **Charges**

Upon arrival, students will fill out the residence hall contract and other housing documents. At that time, housing charges will be assessed to the student's account.

## **Room Key**

There is a \$25 charge for a lost room key.

## **Responsibility for Damages, Loss, and/or Alteration**

The student's signature on the residence hall contract establishes acceptance of the terms and conditions of living on campus. Upon signing the check-in form, the student accepts the condition of the room and contents at the time of occupancy, and therefore, becomes the standard for the condition of the room and contents at check out. The resident agrees to be liable for damage or other loss incurred to the building, room, furniture, and equipment that is not the result of ordinary wear and tear. Rooms found to be altered will be brought back to the original condition by College personnel and the cost will be charged to the resident responsible. If the responsible resident cannot be determined, all room occupants will be charged.

## **Refund of Deposit**

Refunds will be made under the following conditions:

1. The student is not admitted to the College
2. The student is not assigned a room
3. The student cancels the reservation in writing.

A student withdrawing or moving out prior to the end of the semester AND prior to the deadline for prorated charges, will be charged housing and meal fees up to the date of moving out. The \$125 security deposit will be returned if the clearance procedure is followed, and there are no outstanding bills, and if no damages are done to the room. If there are fees owed, the security deposit will be applied towards those fees.

## **Residence Liability**

The College assumes no responsibility for the theft, destruction, or loss of money, valuables, or personnel property belonging to or in the custody of residents. This includes residence hall rooms and automobiles, both of which should be locked at all times. This also includes time when they are not in residence. Residents are encouraged to carry personal property insurance and comprehensive auto insurance.

## Services

1. Mail can be picked up at the residence hall office. When picking up mail, make sure to bring a picture ID.
2. A laundry room is located at each residence hall site.
3. A television set is located in each residence hall lounge.
4. A game room is located at Gordon Hall which can be accessed by ALL residence hall students.
5. Computers labs are available in each residence hall site.

## Mail

Student wanting to receive mail can send items to:

(Student Name),  
150 W. Cherry Lane,  
Coalinga, CA 93210

## Internet Service

West Hills College Coalinga campus and residence halls offer free Wi-Fi to all students.

## Phone Numbers: College Contacts

Director of Residential Living - Alex Villalobos (559) 934-2373

Residence Hall Coordinator - Veronica Rosales (559) 934-2371

Residence Hall Office ----- (559) 934-2370

Evening Security ----- (559) 288-8796

Campus Police----- (559) 934-2202

Evening Administrator ----- (559) 934-2500

## Resident Regulations

Residents are expected to conduct themselves in an appropriate and considerate manner observing the District, College, and residence hall rules and regulations, and showing respect for the rights of others. The College has the right to discipline students for off campus behavior considered detrimental to the college's interests regardless of whether or not legal action has been taken. Law enforcement agencies have the right to investigate cases where local, state, and/or federal law(s) may have been broken.

## **Resident Rights**

Each resident has the following rights:

1. The right of personal privacy in one's room
2. The right to study without unreasonable distractions
3. The right to sleep without undue disturbances
4. The right to live in a clean environment
5. The right to host guests, as defined by the visitation rules
6. The right to be free of physical or emotional harm
7. The right to be free from sexual harassment
8. The right to have full access to one's room
9. The right to enjoy living areas that are kept safe, clean, and secure.

## **Rules and Polices**

### 1. *Quiet Hours*

- a. Quiet hours are from 11:00 p.m. until 7:00 a.m.
- b. Guidelines for behavior during this time include but are not limited to the following: a radio, stereo, TV, computer games, or conversations should not be heard outside the room.
- c. Also, the right of a roommate or neighbor to study or to sleep has priority over another resident's right to entertain.

### 2. *Visitation*

Visitation is defined as the privilege of having another residence hall student, a guest of the college, member of the same sex or a non-resident of the residence hall in your room. Visitation is allowed on a restricted basis. No person under 18 years of age, except a West Hills College Residence Hall student, is allowed in the Residence Hall area unless the Director of Residential Living grants permission. Visitation begins each morning at 8:00 a.m. Visitation ends nightly at 11:00 p.m.



Residents are responsible for the conduct of their guests. Guests will adhere to College rules and regulations and will be told to leave the residence hall site if they are found to be in violation. A continual and/or major problem may result in a guest being restricted from a residence hall site.

### 3. *Overnight Guests*

Residents may have overnight guest(s) up to three (3) times a semester. The resident and his/her guest(s) must register with a staff member. No more than two guests can stay with a resident at a time.

### 4. *Health and Safety*

- a. Smoking and other tobacco products are prohibited in the room, lobby, and laundry areas.
- b. Alcoholic beverage containers, drug paraphernalia, and related materials are not allowed.
- c. Cooking appliances (hot plate, wok, frying pan, etc.) are not allowed except for a small refrigerator, coffee pot, and/or blender.
- d. Pets or other animals are not allowed.
- e. Flammable liquids are not allowed in the room.
- f. Extension cords are not allowed in the room. Power strips with surge protectors are ok.
- g. Candles, incense, etc., are not allowed in the room.
- h. Tampering with fire alarms, heaters, smoke detectors, and/or fire-fighting equipment is not permitted. Tampering with any safety equipment will result in sanctions for violations of BP5500 Standards of Student Conduct.
- i. Trash must be picked up in laundry and lounge areas.
- j. Rooms must be kept clean to prevent problems with insects and pests.

### 5. *Room Alteration*

The alteration and/or movement of furniture, fixtures, and/or other property without permission are not permitted. Certain fixtures are required by state and local fire codes. Removal of these is strictly prohibited.

Painting or writing on walls or furniture is not allowed. Nails are not allowed on the walls. The use of thumbtacks is permitted on the dedicated cork boards.

### 6. *Games*

Football, baseball, baseball bats, softball, softball bats, golf balls, golf clubs, soccer balls, and volleyballs are not to be thrown, hit, or swung in the residence hall area at any time. Severe injury could result.

Damage may also occur to the residence halls. Replacement costs will be assessed to the students violating the rules.

## **Residence Hall Violations**

Violations of regulations that result in disciplinary action include but are not limited to the following:

1. Failure to comply with Board Policy 5500
2. Failure to comply with quiet hour, visitation, health and safety, room alterations, and/or game rules as defined above
3. Failure to comply with the directions of or to identify oneself when requested to do so by College officials acting in the performance of their duties
4. Admission of unauthorized guest to a room
5. Illegal gambling
6. Obscene posters or those advertising alcohol or drugs
7. Unauthorized entry to or use of other student's rooms, college equipment and facilities and/or unauthorized possession, use, or sale of keys to College facilities.
8. Physical abuse, harassment, a threat to another person, or conduct or expression that is disorderly, disruptive, lewd, indecent, loud, or obscene.
9. Theft of or damage to property of the College, of a member of the College community, or of a visitor
10. Possession or use of fireworks, dangerous chemicals, and poisons on district-owned or controlled property
11. Storing, keeping, or being in possession of any weapon which could cause bodily harm. This includes but is not limited to guns (hand, rifle, shot, sawed off, BB, pellet, air powered, etc.), ammunition, knives, martial arts devices, and/or any other device which could cause bodily harm
12. Possession, use, distribution, and/or being under the influence of alcoholic beverages, narcotics, and/or dangerous drugs on district-owned or controlled property or at college-sponsored events
13. Conduct in the community that is detrimental to college interests

All infractions are handled according to the Administrative Procedure set forth by the college. The College reserves the right to confiscate items listed under Health and Safety or any other item being used inappropriately to violate the rights of residents. NOTE: All Residence Hall occupants (residents) will be found responsible of a violations in common areas if no one claims responsibility for the infraction. If the violation results in damages, the charges will be divided equally between both room occupants. In cases involving alcohol and drug abuse, all individuals in the room will be considered guilty of the relevant violation.

## **Residence Requirements**

1. A resident must be enrolled in 12 units in the each Fall and Spring semester.
2. A resident must earn and maintain a minimum G.P.A. of 2.0.
3. Residents must participate in the Food Service Program.

## **Status of Residence Hall Contract**

Students who fail to meet the minimum standards as described above will be subject to probation or dismissal. The College may terminate the contract and take possession of a room at any time for violations that result in disciplinary action. The return of a resident to the residence hall will depend on an individual evaluation conducted at the end of each semester.

## **Food Service - Meals and Days of Service**

The cafeteria is open for 3 meals per day Monday-Friday and 2 meals per day on Saturday and Sunday. Changes in this routine will be posted.

### ***Cafeteria Hours***

Monday - Friday: breakfast 7 a.m. - 9 a.m.; lunch, 11 a.m. - 1 p.m.; and dinner, 4:30 p.m. - 6:30 p.m.

Saturday, Sunday, and Holidays: brunch 11 a.m. - 1 p.m.; dinner 4 p.m. - 6 p.m.

**Cafeteria will be closed during the Thanksgiving break (Thursday, Friday, Saturday, and Sunday) in the Fall and during Spring break (first Saturday of break until the second Sunday).**

## **Food Service - General Rules**

1. All students are required to abide by Board Policy 5500
2. Appropriate language is appreciated. Use of profanity could be grounds for suspension of cafeteria privileges.
3. No loud music is allowed in the cafeteria.
4. Appropriate attire is expected. Shoes and shirts must be worn at all times in the cafeteria.
5. Eating in the service line is not allowed.
6. Smoking is prohibited in the dining area at all times.
7. The cashier will oversee the meal swiping cards. Do not swipe for anyone else. Swipe your card before you get your meal.
8. A student cannot use his/her meal plan to purchase anyone's meal but their own.
9. When a student finishes a meal, the area should be cleaned and the tray should be taken to the counter. Each student is expected to bus his or her tray.
10. Residence hall students who are ill can make arrangements with the residence hall staff to have a meal picked up for them.
11. Food is allowed on the patio area.
12. No student is to enter the service area or kitchen unless working.
13. All infractions and violations will be documented and reported to the Dean of Student Services.

# West Hills College Coalinga

## Residence Halls

### Handbook Acknowledgment

I, \_\_\_\_\_, have read the West Hills College Coalinga Residence Hall Handbook and Food Service Handbook.

I understand that if I am in violation of any of the rules, I will be subject to a warning, probation, or dismissal as determined by the Director of Residential Living and/or the Dean of Student Services.

\_\_\_\_\_

Print Name and Student Signature

\_\_\_\_\_

Date

Social Security #: \_\_\_\_\_-\_\_\_\_\_-\_\_\_\_\_ or West Hills College Student ID#: \_\_\_\_\_

\_\_\_\_\_

Print Name/Signature - Director of Residential Living

\_\_\_\_\_

Date

**All students are required to sign and to submit this form to the Director of Residential Living.**