

**Date: 04/21/1999**

## **DORMITORY HANDBOOK**

### **Northern New Mexico College**

#### **1. Policy**

##### **1.1. WELCOME**

Welcome to the Northern New Mexico Community College dormitories. This publication is prepared to acquaint you with the general information, housing regulations, and services available to you as a dorm resident. If after reading this publication you have questions about any aspect of Northern's housing operation, please contact the Campus Director.

##### **1.2. PHILOSOPHY**

Northern dormitories are intended to provide an environment of comfortable and pleasant living conditions. Dormitories can play an important part in the student's self-development in an academic, physical, social, and ethical sense. Interaction with people from other geographical areas, many of whom reflect different cultural and ethnic backgrounds, helps expand the student's perspective on life and people.

##### **1.3. FINANCES**

Many of the expenses of operating Northern's residence halls, including some maintenance expenses, must be met by residence hall fees. This means that when maintenance costs are high, residence hall fees also must rise. Students can help keep fees low by taking care of their rooms and other dormitory facilities. All fees and deposits for a room in the dormitory must be paid before the semester begins. The written receipt of the required deposit indicates the date of the application for a room and the date of payment. Rooms in the dormitory are assigned on a first-come, first-served basis.

##### **1.4. HOUSING POLICY**

**Housing Contracts:** Students enter into a contract for housing on a semester basis at the time of enrollment. Men and women are housed in separate dorms. Room assignments are made by the El Rito Campus Director or his or her designee. Single occupancy may be assigned if space permits.

**Summer Session Housing:** Housing is available for students attending Northern's summer session. Summer residents must sign a separate contract and all student housing assignments are made through the El Rito Campus Director or his/her designee.

**Interim Housing:** Housing, as stated in the contract, is not provided during official College breaks (refer to the current catalog for specific dates); however, temporary housing may be made available to residents daily during these periods. The charge for such use is based on the type of accommodation, i.e., single or double room. Dormitories are closed during the semester break in December and January. Students must vacate their rooms by the last day of the Fall semester. See the Campus Director for details.

**Housing Policy:**

- 1) A resident of the dormitory must be at least 18 years of age. Before being assigned a room, students under age 18 must have parental/guardian permission and the approval of the Campus Director.
- 2) Living accommodations in the dormitories are available to students enrolled for a minimum of nine (9) credit hours during the Fall and Spring semesters. Students enrolled for fewer credit hours may be approved on an individual basis contingent upon prior approval by the Campus Director. There is no minimum credit hour requirement for the summer session, but a student must be enrolled in at least one course at Northern.
- 3) Northern does not have accommodations for married students or students with children. Those seeking such housing are advised to consult the classified advertisements in the Rio Grande Sun.
- 4) Students electing to live in the dormitories are required to sign a contract for one full semester which must include the 5-day, 15-meal plan.
- 5) The contract for living in the dormitories includes meals in the dining facility and a new contract must be signed each semester. If, for documented medical reasons, a student cannot take meals in the dormitory dining facility, the student may request a medical waiver through the Special Needs Coordinator. (See the section of this handbook, Meal Plan Waiver on page 5.)

- 6) By signing a contract to live in the dormitories, students have agreed to abide by all federal and state laws and College policies as outlined by the College's Student Handbook, and this Dormitory Handbook. Students must also follow the health and safety regulations established for the College residence halls which prohibit certain specific activities.
- 7) The following activities are PROHIBITED:
- gambling on College property.
  - tampering with fire alarms and equipment.
  - keeping pets in the dorms.
  - possessing firearms or other weapons in the dorms or elsewhere on campus.
  - possessing, consuming, or distributing unauthorized alcohol in the dorms or elsewhere on campus or being intoxicated.
  - possessing, consuming, or distributing unauthorized drugs.
  - using outside antennas or aerials on dormitory buildings.
  - using a waterbed in the dormitories.
  - tampering with hall security equipment, e.g., door locks, and fire equipment.
  - using cooking or electrical heating devices, unauthorized refrigerators, or other equipment requiring heavy electrical output in dorm rooms.
  - smoking in any common areas of the dormitories, e.g., hallways, bathrooms, TV rooms, game rooms, kitchens, or laundries.
  - subleasing a room in the dormitory.
- 8) Students requesting a double room will be charged the double room rate if there is no available roommate.
- 9) Students desiring a room change must submit a written request to the Campus Director. Approval for room changes is at the discretion of the Campus Director. The College reserves the right to change room assignments at any time to make the best use of available space.
- 10) A security deposit is required of all students applying (or renting) for space in the dormitories. This deposit is not applied to room and board payment but serves as the student's guarantee of occupancy for the contractual period and to cover possible damage charges. All or part of the deposit will be refunded at the end of your stay in the dormitory if all terms and conditions of the contract have been met.

- 11) The security deposit, less any damage fees, will be refunded to students who do not plan to return to the College or reside in the dormitories the succeeding academic semester, provided they follow the prescribed procedure for checking out at the end of their residency. The following specific conditions also apply to the refund of the security deposit:
- Students dismissed from the College and/or the dormitories for disciplinary reasons will receive no refund of the security deposit.
  - A student withdrawing from the College or dormitory after the first week of the semester
  - Students who do not sign a housing contract by the end of the first week of classes will forfeit the security deposit.
- 12) Students are responsible for all damage to the room and missing inventory. Upon check-in to the residence halls, students are provided with an Inventory Form specifying the items in the room and the physical conditions of the room. The student should carefully record the repair required and condition of items listed on that form, sign the form, and return it to the Student Activities Coordinator. The signed form will be used to inspect the room upon checking out of the dormitory. Any damages or theft of College property will be assessed to the student's account. Charges for the repair of damages or replacement of missing items from common areas will be charged to the person(s) responsible.

## **1.5. HOUSING SERVICES**

**Housekeeping:** Custodial services are provided for the public areas of each residence hall on a Monday through Friday basis. Rooms are cleaned before residents check in and the responsibility for keeping it clean rests with the student. Cleaning equipment may be obtained from the Resident Assistant in the building or the building custodian.

**Keys:** Only locks provided and installed by the Maintenance Dept. are allowed on dormitory doors. To provide the best possible security, locks are changed whenever keys are reported lost or stolen. Students will be charged for the cost of the lock change and lost keys. Report all lost or stolen keys to the Campus Director.

**Mail:** Incoming mail is picked up and delivered each day by the Student Activities Coordinator. Individual mailboxes are not available at the College but may be rented at the El Rito Post Office. Outgoing mail must be taken to

the El Rito Post Office. UPS, FedEx, and other such packages will be held and the student will be notified.

**Storage:** There is no storage space available to dormitory residents. Personal items must be kept in the room. Northern is not responsible for personal property loss in the residence halls. Abandoned Student Property: Abandoned property will be held for 90 days. After that time any property will be disposed of.

**Maintenance:** Maintenance and repair needs should be reported as quickly as possible to the Campus Director who will initiate a work request through the Facilities Dept. When maintenance personnel enter a room, they will notify the student in writing about the nature of the repair problem and what action will be taken to correct the situation.

**Meal Plan:** Residents of the dormitories are required to purchase the meal plan. It covers 15 meals, Monday through Friday, except on official College holidays. There are no meals served on the weekends. In establishing rates for meals, consideration has been given to expected absenteeism: accordingly, no allowance is made for missed meals. Meal plan refunds are based on a weekly pro-rata charge. Any refund for the meal plan will be one-half of the unused balance of the fee. No refund will be made during the last 30 calendar days of the semester.

**Meal Plan Waiver:** Northern does recognize that some individuals may have a medical condition necessitating a special diet and for that reason will accept requests for a medical waiver of the meal plan requirement (See the Special Needs Coordinator).

Students applying for a medical waiver must submit a signed letter from their physician that describes the medical condition that precludes the student from eating the food prepared in the dining hall and the duration of the condition.

Student requests for a waiver of the meal plan requirement, including the requisite physician's letter, must be received at least 30 days before the first day of classes for the appropriate semester. Until the request has been approved by the Campus Director or his/her designee the student will be considered to be on the meal plan and will be billed accordingly.

Accommodation is not automatic and must be requested, reviewed, and renewed for each semester. A new request form must be presented by the student each semester. Request forms are available from the office of the Special Needs Coordinator.

**Dormitory Kitchens:** Each dormitory has a kitchen for residents' use. It is each student's responsibility to provide cooking and eating utensils and to keep them and the kitchen clean and organized. Hours for kitchen use are posted. Failure to keep the kitchen areas in proper order may result in the closing of the kitchen. Cooking is not permitted in students' rooms.

## **1.6. RULES AND REGULATIONS**

Dormitory policies, rules, and regulations are reasonable and exist for the safety and community function of group living. To ensure this, all students are expected to follow the Code of Conduct as stated in the Student Handbook and the Dormitory Handbook. This expectation is consistent with the educational and personal rights, privileges, and property of others. Violation of established policies, rules, and regulations will be appropriately disciplined by the Campus Director who will establish understandings and expectations concerning future behavior. A violation can result in the cancellation of the dormitory contract. Due process procedures are provided in the Student Handbook as are sanctions and a student's rights to appeal

Each student is responsible for becoming familiar with and adhering to the Student Handbook, Dormitory Handbook, and other College documents to complete College policies, regulations, and procedures as they apply to the dormitories. The signature of the student resident on the Room and Board Contract will serve as receipt of these printed regulations. Ignoring or disregarding Dormitory Rules and Regulations or other College rules, regulations or policies may result in the student being separated from the dormitories and/or reported to the proper law enforcement offices.

The dormitories will officially open for occupancy one week before the beginning of the semester. The dormitories will be closed for all College holiday breaks.

- 1) Rooms in the dormitories are for student residents only and under no circumstances may the rooms be used for any commercial enterprise.
- 2) Property belonging to the College may not be removed from the dormitories.
- 3) Loss of or failure to turn in keys at the time of termination of occupancy will result in the minimum charge of \$10.00 per key.
- 4) Empty liquor bottles and posters depicting nude persons cannot be displayed.

- 5) Interference with members of the College staff while in the performance of their duties is prohibited.
- 6) Disorderly or immoral conduct in the dormitories and any other College facility is prohibited.
- 7) Quiet hours in all dormitories are from 10 p.m. to noon. This includes all areas of the dormitories.

**Study Conditions:** Students are responsible for maintaining good study conditions within the dormitories. Students may not interfere with each other's right to do their work and get proper rest and sleep. Noise bothersome to a fellow student is prohibited. This includes loud stereos, loud musical instruments, shouting, or other such distractions.

**Bicycles and Motorcycles:** The use of such vehicles on the College campus is restricted to paved streets and designated lots. No storage space is provided for motorcycles. Neither motorcycles nor bicycles are to be stored in the dormitory buildings. A bicycle rack is available outside each dormitory.

**Sanitation:** Residents are expected to keep their rooms and other areas of the dormitories clean. The custodial staff is not responsible for cleaning the rooms. Remember that you are living in a group situation where concern for others is of primary importance.

**Guests:** A guest is any person(s) who is not assigned to that room but is invited by the resident student to spend time in the room or dormitory, sleep overnight, or store clothing or personal items in the room.

- 1) Guests of the opposite sex are not allowed in a resident's room.
- 2) Residents are responsible for the behavior of their guests at all times.
- 3) Guests are expected to follow all College dormitory rules, regulations, and policies.
- 4) Guests must be signed in and out by the resident assistant on duty. In-room visitation by other resident students is from noon to 10 p.m.
- 5) Overnight guests: Guests may stay overnight in the dormitory on a space-available basis and only after registering with the Campus Director. Student residents will be responsible for the payment of all charges related to the accommodation of guests in the dormitories, including overnight fees, and guests must comply with all dormitory rules and regulations.

6) Visitation hours are from 12 noon until 10 p.m.

**Notices:** Posting of college-related announcements, advertisements, etc. is permitted on dormitory bulletin boards. To protect students' rights to privacy, the only surveys, studies, or questionnaires allowed in the dormitories are those approved by the Campus Director.

**Student's Right to Privacy:** The student's right to privacy does not allow students to ignore or violate College rules, regulations, or policies. The staff is willing to work with students regarding the responsibilities that accompany the right to privacy, but if inappropriate behavior persists, disciplinary measures will be invoked.

**Room Privacy:** The College reserves the right to enter a student's room with or without knocking for purposes of inspection, inventory, fire protection, sanitation, safety, maintenance, and enforcement of rules and regulations. This includes the right to enter a student's room at any time an authorized agent of the College has reason to believe that:

- 1) An occupant of the room may be physically harmed or endangered.
- 2) College policy, rule, or regulation is being violated.
- 3) There is a maintenance problem.
- 4) College property is being damaged.

When a College official and/or a Resident Assistant needs to enter a room, they will knock and wait one minute before entering. If there is an emergency or if there is no answer, they will use whatever means are necessary to enter. The College reserves the right to inspect rooms once each week. Resident students will be notified beforehand so that they can be present at the time of the inspection. If the student cannot be located, another resident student will be asked to be present.

**Theft, Property Loss, or Damage:** Neither the College nor its officers, agents, or employees are liable for the loss, theft, disappearance, damage, or destruction of any resident's personal property, no matter where such property is kept, issued, or stored. Students are strongly urged to keep their doors locked at all times and to purchase personal property insurance.

**Fire Hazards:** The following rules relate to fire safety:

- 1) Open flames from candles and similar items, and flammable liquids such as kerosene or paint thinner, are not permitted to be used or kept in the dormitories.



- 2) Extension cords and multiple plugs in outlets must meet College approved standards which include a circuit breaker.
- 3) Smoke alarms are built into the dormitory buildings and will activate if a fire occurs. The alarm is heard only in the building and does not alert either Security or the local fire department. Any fire in any part of the dormitory must be reported immediately to the staff or fire department to summon equipped personnel to the area.
- 4) Vacate the building immediately.
- 5) Fire extinguishers are located in strategic places in the dormitories. Residents should become familiar with the location and use of this equipment; however, residents are reminded that the best approach to a fire emergency is to report the fire and exit the building rather than attempt to fight the fire. Emergency numbers are posted by each pay phone.
- 6) A Campus security officer is on duty every day from 5 p.m. until 1 a.m. Before 5 p.m., the Facilities Department should be contacted. To help provide security for the building and other residents, it is a good idea to know who is let into a building and to keep room and exterior doors closed and locked.

**Vehicle Operation and Parking:** All student vehicles on campus are required to comply with all State motor vehicle statutes and each driver must have proof of personal liability insurance and a valid driver's license.

**Intercampus Transportation:** A shuttle van service between the EI Rito and Espanola campuses is available at a nominal fee. The charge for a round trip is subject to change based on current operating costs.

## **1.7. ENERGY CONSERVATION**

Dormitory operating costs are directly affected by increasing utility expenses including electricity and propane. The housing office requests the assistance of all students in its effort to save energy. Keeping windows closed to retain heat, turning out the lights when leaving a room, and keeping hall entrance doors closed will assist in the effort to conserve energy. Additionally, the use of such items as hot plates and space heaters not only violates dorm rules but also consumes extraordinary amounts of energy. Suggestions about other ways to conserve energy in the dormitories are always welcome and should be shared with the Student Activities Coordinator.

## **1.8. ROOM AND BOARD CONTRACT**

THIS AGREEMENT is made and entered into as specified in this contract by and between Northern New Mexico Community College (commonly known as Northern and hereinafter referred to as the College) and the student applying for and signing this contract (hereinafter referred to as the student). The parties hereto agree as follows:

- 1) Premises: The Student hereby rents, and the College hereby leases to the Student a room in the College dormitories (as specified below) on the El Rito campus.
- 2) Contract Period: This agreement shall be effective for the term of one semester, or the summer session, whichever is applicable. It shall commence on the day before the beginning of classes and terminate on the last day of the term as specified in the College Catalog. This contract does not include any of the official College break periods.
- 3) Room and Board Rates: Current Room and Board rates are approved by the College Board of Regents and are shown in the College Schedule each semester.
- 4) Terms and Conditions: The Student shall fulfill his/her obligations under this contract for the full semester contracted unless expressly released in writing by the designated College official.
  - Meal Plan and Room Refunds Upon Withdrawal: If the student withdraws from the dormitories (with the approval of the administration) before the middle of the contract period, the student will be eligible for a refund of one-half (1/2) the rate for the room to which they are assigned. If the student withdraws after the middle of the contract period, the student will receive no refund. However, in either case, room deposits may be subject to forfeiture unless sufficient notice of departure has been given in advance. If the student is dismissed from the College and/or the dormitories for disciplinary reasons, the student will receive no refund of the security deposit or housing or meal plan fees. If the student withdraws from the College or dormitory after the first week of the semester (or summer session), the student will receive no refund of the College or dormitory security fee. If the student does not sign a dormitory contract by the end of the first week of classes, the student will forfeit the security deposit. [The Meal Plan will be refunded on a weekly prorated basis from the official date of the Meal Plan cancellation.] The refund will be one-half of

the unused balance of the fee. No refund will be made for those leaving during the last 30 calendar days of the semester.

- It is further agreed that the rights and responsibilities of each party, as defined by the Dormitory Handbook, are in effect during the term of this contract.
  - The College retains the right to alter, amend, or change the Student Handbook and/or the Dormitory Handbook as necessary.
  - Student Insurance: Accident insurance is recommended for all students residing in the College dormitories. Insurance for students' possessions is likewise encouraged. The College does not carry insurance to cover personal property, accidents, or health conditions that exist or may develop. Students are responsible for the security of their room by at least closing and locking their doors and windows.
  - Room Assignments: The College reserves the right to change room or dormitory assignments at any time to make the best use of available space.
  - Fees: The following fees may be charged against a student's account: lost key (\$10.00), lock change (\$25.00), room cleaning (\$20.00 minimum).
- 5) Termination: The College may terminate this contract and take possession of the room assigned in this contract at any time for breach of the terms and conditions of this contract and/or violations of the terms stated in the Dormitory Handbook and the Student Handbook.

**Release From Liability:** In consideration for being allowed to stay in the dormitories of the College, I do so at my own risk. The College shall not be liable for any damages arising from personal injuries sustained by me, in or about the premises of said dormitories. The student assumes full responsibility for any injuries or damages that may occur to the student in, or about the premises of said dormitories and the student does hereby fully and further release and discharge the College, its employees, and agents from any claims, demands, damages, rights of action, or causes of action present or future whether the same be known, anticipated or unanticipated, resulting from or arising out of the student's use of said dormitories or the other facilities and equipment thereof. The student further agrees to indemnify and hold harmless the College, its employees, and agents, in connection with any claims asserted

against them for the student's use of the dormitories and the equipment therein. The student acknowledges receipt of and accepts the following forms, documents, and information and hereby agrees to follow the policies outlined in these documents:

Dormitory Handbook  
Student Handbook  
Room and Board Contract

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Student

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Room Assignment

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Date

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Keys Received

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Campus Director or Designee

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Room Deposit Paid

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Date