

# MIDLAND COLLEGE CAMPUS HOUSING REGULATIONS 2019-2020

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## FAMILY UNITS

### **Welcome to Midland College Housing**

The administration, faculty, and staff of Midland College would like to welcome you to campus housing. The students living on campus are an interesting and diverse group. To ensure a comfortable living environment - one that is beneficial to your academic success, we ask that you familiarize yourself with the following Midland College Campus Housing Regulations.

Residents are considered mature adults and are expected to act accordingly. Upon residing in campus housing, students agree to abide by the terms and conditions of the Midland College Catalog/Student Handbook, Campus Housing Regulations, and State and Federal laws governing the conduct of residents which are now in effect and any that may be adopted and published at a later date. Unless otherwise stated, these regulations apply to the residents of the Family Units.

## **ACADEMIC PROGRESS**

Academic success is extremely important to Midland College. Residents must demonstrate satisfactory academic progress to continue living in campus housing. Residents must maintain a 2.0 minimum cumulative GPA or have a 2.0 current term GPA for the most recent semester and earn credit in 50% of semester credit hours for which they have registered. If residents do not show satisfactory academic progress in a semester, they will be placed on probation. Residents failing to show satisfactory academic progress in more than one consecutive semester may not be allowed to return to housing.

## **ACCOMMODATIONS**

Accommodations for special needs in housing are available. All requests for accommodations should be directed to the Student Disability Services office in the Scharbauer Student Center.

## **ALCOHOL/ALCOHOLIC BEVERAGE CONTAINERS**

Midland College is an alcohol free campus.

No consumable alcohol is allowed in campus housing even if the resident is of legal age. Residents are not allowed to keep alcoholic containers in their units. This constitutes possession of alcohol. Residents are held liable for their visitors who violate this and other Midland College policies/regulations.

Residents participating, possessing, being present in a unit while alcohol is present, and/or witnessing a violation of the alcohol policy are subject to fines, law enforcement citations and immediate expulsion from campus housing.

If an alcohol violation occurs and a resident is under 21 years of age, Midland College may notify the parents or guardian of the resident in accordance with the provisions of the Family Educational Rights and Privacy Act.

In addition, residents may receive a minor in possession or minor consuming citation.

If an alcohol violation occurs and a resident is over 21 years of age, contributing to a minor citation may be issued. A \$100 fine for every underage person present will be assessed.

All individuals involved may be charged if alcohol is found in the unit.

Residents are subject to state and federal laws. Law enforcement officials may be summoned to handle violations.

## **ASSAULT**

Physical, sexual (See Title IX / Sexual Harassment) or verbal harm to person or property may result in immediate permanent expulsion from campus housing and other disciplinary action.

## **AUTOMOBILE MAINTENANCE**

Due to the inherent hazards and potential environmental consequences, residence hall parking areas may not be utilized for general repair or maintenance of motor vehicles. Please restrict mechanic work to checking tire inflation, oil, transmission or other fluid levels or changing a tire or air filter. Additional service must be performed off campus at a properly equipped facility. Improper disposal of waste oil, fluids, tires and batteries harms the environment and is a violation of state law. Please dispose of all wastes properly. Derelict vehicles may not be parked on campus and are subject to impoundment.

## **BABYSITTING**

Residents are not allowed to use their apartments for babysitting. Children (under age of 17 and not residents) should be in the presence of a parent or legal guardian at all times.

## **BACKGROUND CHECKS**

Individuals with a conviction for a felony, Class A Misdemeanor or Class B Misdemeanor, or with pending charges at this level are ineligible to live in student housing. All prospective residents must give written permission for a background check and pay a \$20 non-refundable fee. Background checks may be run each summer on new and returning residents. Any family member above the age of 18 that resides in campus housing is also required to complete a background check release form.

## **CANCELLATION OF HOUSING RESERVATION FAMILY UNITS**

Family Unit Occupants must provide written notice at least 30 days prior to agreed move-in date for deposit refund. Residents who fail to occupy agreed move-in date without 24 hours' notice of scheduled move in date will forfeit deposit and reservation.

### **CANDLES AND/OR INCENSE**

Candles and incense are prohibited in campus housing.

### **CAMPUS CONCEALED CARRY POLICY**

For information on the Campus Concealed Carry Policy, please visit:

<https://www.midland.edu/services-resources/police/index.php>

### **CHAP ALERTS**

As a safety protocol, we encourage all students to register for approved Midland College emergency communications and other important information via text message and email.

For more information or to sign-up for Chap Alerts, please visit: <https://www.midland.edu/services-resources/police/index.php>

### **CHECK-IN PROCEDURES**

Proper check-in includes contacting housing office personnel, signing the Family Units housing contract, completing housing forms, clearing with the cashier's office, and receiving a key and housing publication.

Completion of any portion of the check-in procedures constitutes occupancy and obligates the resident to the entire contract. The housing contract is binding and the resident is responsible for paying the rental fees in full as stipulated in the contract. The rent and deposit may not be refunded if a resident breaks their housing contract.

Residents unable to complete all check-in procedures by the date of unit occupation must notify the Family Units Monitor of the impending delay to ensure that the deposit and reservation will not be forfeited.

Special arrangements must be approved by the Student Life Director or his/her designee.

### **CHECK-OUT PROCEDURES**

The Family Units Monitor must receive 30 days written notice of intent to vacate. No pro-rate refunds will be granted.

Residents must make an appointment with the Units Monitor for checkout.

Remove all personal belongings. Midland College will not store personal property. Any personal belongings left in unit longer than 72 hours becomes Midland College property. Midland College reserves the right to dispose of this property without notice.

Apartments must be cleaned and sanitized, including but not limited to, sweeping, mopping, dusting the furniture, cleaning all appliances, the bathroom and fixtures.

Place all trash in dumpsters.

Clean the windows, mirrors, and clear the wall of any decals, posters, decorative items and adhesives.

All keys must be turned in during check out.

Midland College personnel will assess damage fees and cleanliness fees following check out. (See Damages)

### **CLASS HOUR REQUIREMENTS**

During the academic school year, residents are required to enroll in and maintain 12 hours unless given written permission by the Student Life Director or his/her designee. Should a resident fall to part-time status due to withdrawing from one class, they will be allowed to complete the semester. Should the resident withdraw from more than one class, yet remain enrolled, then the resident must appeal to the Student Life Director or his/her designee to continue living in the Family Units. Residents who withdraw from all coursework have a maximum of three (3) days to vacate the Family Units. If circumstances dictate, a student may be required to vacate the building immediately.

To reside in the Family Units during the summer, residents must be enrolled in a minimum of three hours each summer session unless given written permission by the Student Life Director or his/her designee.

## **CLEANLINESS**

Rooms and bathrooms within the unit must be kept clean. Periodic room checks will be conducted to assure cleanliness. Fines may be assessed if rooms are not cleaned.

Residents are also expected to maintain a proper level of personal hygiene.

## **CODE OF STUDENT CONDUCT**

Residents are responsible for the conduct of friends, family, and guests. Residents agree to abide by all housing rules and regulations as outlined in Campus Housing Regulations and/or the Midland College Catalog/Student Handbook. Possession of alcohol, narcotics and specified weapons of any kind are illegal and all regulations are enforced by Midland College officials and law officers. Residents may be subject to disciplinary action if a guest violates any of the above rules and regulations.

## **COMMUNITY BILLING**

Residents may be held accountable for any damages or filth in public areas of the Family Units. Including but not limited to damages or trash around the Family Units if liability cannot be established. Assessment of the damage will be made by Midland College.

## **COMPLAINTS**

Residents should register housing complaints in writing with the Family Units Monitor. If the complaint is not satisfactorily resolved, a written request for review must be directed to the Student Life Director.

## **CONFLICTING DISABILITIES**

Individuals who have allergic reactions to animals that are substantial enough to qualify as a disability need to follow procedures to document a medical/physical disability and request specific accommodations related to such disability related needs through the Student Disability officer (Counselor) in the Scharbauer Student Center or via phone at 432-685-4505. Midland College will consider the needs of both individuals to reasonably accommodate all involved and resolve the problem as efficiently and expeditiously as possible.

## **CONTRACTS**

Residents are required to sign a contract at the time of occupation. No refunds will be made which are inconsistent with the contract. The contract is binding and the resident is responsible for paying the rental fees in full as stipulated in the contract.

## **COOPERATION WITH COLLEGE OFFICIALS**

Housing employees, such as the Family Units Monitor, Hall Managers and Front Desk Staff are college officials. Residents must immediately comply with directions from any college official. Verbal and/or physical abuse directed toward any college staff member will not be tolerated and will be cause for disciplinary action which may include immediate removal from the Family Units.

Residents are also expected to notify the Family Units Monitor or a Residence Hall Manager immediately if they are witness to any rule or regulation violations.

## **COUNSELING/MENTAL HEALTH**

Counseling and mental health and disability services are available to all Midland College students. Students can communicate with the Counselor/Disability Specialist in person, by phone and by email.

For more information about counseling and mental health resources, please visit:

<https://www.midland.edu/campus-life/health-wellness/mental-health-resources.php>

## **COURT YARD**

The court yard is for the enjoyment of all residents. As such, be respectful of other people and their property and toys. Parents must be visible while children are outside, and children must be supervised at all times when in the court yard.

At the end of each day, ensure all toys and trash are picked up, put away and not left on the grass. Toys on the grass make it difficult for those mowing the lawn.

There are two concrete areas in the grass of the court yard, and these areas have been designated for grilling. Small grills, no large grills or smokers, may be used on these areas. If utilized, grills must be supervised at all times. Any unsupervised grill can

pose a danger to resident children. After the grill cools, it must be cleaned, the ashes placed in the dumpster, and the grill placed back by your unit and the grilling area left clean. Grills are not to be left on the concrete areas, and not to be used next to the buildings or in any unauthorized location. If you choose to grill, failure to comply with the above instructions can result in disciplinary actions.

## **CRIME STATISTICS**

The Midland College Police Department is dedicated to keeping the Midland College community informed about criminal activity occurring on campus. A daily summary of reported crimes is published on their website and is also available for review at the MCPD office between 8:00 a.m. and 5:00 p.m., Monday through Friday, excluding holidays. Information in the crime log typically includes the type of call, date reported, date and time incident occurred, case number, general location, description of the call and disposition of each crime.

In addition, during each Spring Semester, the MCPD gathers data from Student Services, Midland Police Department, and its own records in preparation for publishing the annual statistical report. The Vice President of Student Services and other members of Administration review the material prior to publication to ascertain that all relevant data is included. Once the data is approved, the statistics will be prepared and distributed to the Annual Report required by the Clery Act. The statistical report includes non-arrest incidents resulting in referrals for campus disciplinary action for Liquor Law Violations, Drug Law Violations, and Illegal Weapons Possession.

For more information about crime statistics, or to view the online summary of reported crimes, please visit: <https://www.midland.edu/services-resources/police/crime-statistics.php>

## **DAMAGES**

Residents are responsible for any damages to the apartments regardless of who caused the damages. Residents will be charged for repairs or replacement. Reimbursement for any damages to common areas will be proportionally allocated to all the residents' assigned use of the common areas if liability cannot be determined. Residents are not responsible for

damage caused by normal wear and tear. However, residents will be responsible for damages that are preventable (i.e. flushing too much toilet tissue, toys, etc. or overflow of water).

Determination of the amount of such loss or damage will be made by Midland College. Failure to pay the assessment promptly may result in a registration, graduation, or transcript hold, loss of the deposit, and/or loss of future residence privileges. Residents may appeal damage charges to the Family Units Monitor in writing within 7 days of notice.

## **DARTS/DARTBOARD**

Because of their potential danger to both persons and property, darts and dartboards are not allowed. Velcro or magnetic dart boards are the only acceptable alternative.

## **DECORATIONS**

When decorating your apartment use discretion with the appropriate hanging hardware. Windows, window treatments, ceilings, walls, mirrors, light fixtures and doors are included in this regulation. Aluminum foil or other material that blocks windows is prohibited.

No decorations are allowed outside a resident's apartment without written permission from the Family Units Monitor.

Street signs must have a bill of sale (receipt) with them or they will be considered stolen property and returned to the proper authorities.

Occasionally, when printed material and/or posters of an offensive nature (including vulgar language, posters with nudity, racial slurs, etc.) are displayed creating a threatening or otherwise degrading environment for others in the Family Units, the resident(s) will be asked to remove the objectionable item(s). Failure to remove the item may result in disciplinary action.

## **DEPENDENTS**

Dependents must be 17 years of age or younger at the time of occupancy. Single parent must have legal primary custody of the dependents; residents may be asked to show proof of primary legal custody.

Dependents should be cared for according to the applicable state and federal laws and regulations.

## **DEPOSITS**

A resident's deposit may be used to cover any damages assessed. Should the cost of damages exceed the total deposit, the resident will be held responsible for the remaining balance.

If the resident is in breach of the housing contract, the deposit will be forfeited. Refunds may take 6-8 weeks after move out to process. Any additional refund request must be in writing.

## **DISRUPTIVE BEHAVIOR**

Disruptive behavior in the Family Units or parking lot areas is not acceptable. Disruptive behavior is defined as interference or obstruction of the activity and operation of the Family Units or parking lot areas. Interfering with an employee's ability to carry out job duties may be considered disruptive.

Pranks and practical jokes may be considered disruptive.

Use or possession of water guns or water balloons is not allowed.

Public intoxication or being under the influence of alcohol or illegal drugs as demonstrated by one or more of the following conditions:

- i) any detectible amount of alcohol or illegal drugs in one's body,
- ii) inability to answer questions,
- iii) unsteady gait, no normal use of faculties,
- iv) inability to maintain balance,
- v) odor of alcoholic beverage on breath,
- vi) redness in eyes, and/or
- vii) a distinct odor of burning weeds

will be considered a violation of the disruptive behavior policy.

The Midland College Police Department will be notified to conduct a well check when a resident appears to be severely impaired and/or under the influence of any alcohol or illegal drugs/substances. If the officer determines that the intoxicated resident could possibly be a danger, they can be taken into protective custody and taken to the hospital. A

resident who is a minor can also be issued a Minor in Consumption ticket.

## **DISCIPLINE**

Violation of Midland College policies and housing regulations are subject to disciplinary procedures.

Disciplinary action may include:

- a) admonition and warning;
- b) community service;
- c) formal written warning;
- d) loss of privileges;
- e) fines;
- f) formal disciplinary probation;
- g) suspension; or
- h) dismissal.

Failure to comply with disciplinary action may result in registration, transcript hold, loss of the deposit, loss of future residence hall privileges, and/or expulsion from the Family Units.

Midland College maintains a citation points system to track disciplinary actions. The citation point system is designed to promote consideration and safety for others living in our community. If a resident accumulates any combination equaling seven (7) points while living in Midland College Housing (this includes Fall, Spring, Mini-mesters, Summer sessions, and break periods), he/she will be removed from the Family Units. The citation point values are assigned for the full academic year, from August 1 until the following August 1, but are subject to change for the next year. Citations may accumulate over the entire period a student resides in campus housing.

Incident reports are cumulative as long as the resident attends Midland College. A history of incident reports will be a factor in determining the degree or type of disciplinary action and are subject to be reported to the Midland College Police Department.

For information on campus wide disciplinary processes, please see the Student Rights and Responsibilities section in the catalog online.

## **DOORS, WINDOWS, WALLS, AND CEILINGS**

The doors and windows of each unit should remain closed at all times for security and utility conservation purposes. Residents and guests are not allowed to mark, write or draw on the doors, windows, walls,

and ceilings. Tampering with Midland College property including, but not limited to, ceiling tiles or air vents is prohibited and constitutes a serious breach of security regulations.

### **DRESS CODE**

When in public areas, residents are expected to be dressed in appropriate attire. Appropriate attire includes:

1. Swimsuits with cover up.
2. Shirts, shorts, slacks, etc.
3. Robes over sleepwear
4. Pants worn in appropriate manner with no underwear showing

### **DRUGS**

Illegal drugs are prohibited. Possession, use, witnessing the use of and/or sale of an illegal drug (as defined by the Midland College policy manual and catalog/student handbook) and/or substances not meant for human consumption is forbidden on campus.

Possession of drug paraphernalia will also be considered a drug violation.

Use or possession of a toxic chemical for purposes of huffing is considered a drug violation. Nitrous oxide, any glue, paint remover, or chemicals with intoxicating fumes, as well as, paraphernalia including compressed gas containers, tubes, and bags will constitute a drug violation.

It is against the law to have in your possession another person's prescription medication. It is also illegal to have prescription medication that is not in a properly labeled bottle.

Residents are also subject to state and federal laws. Law enforcement officials may be summoned to handle violations. Midland College is a drug free campus.

**There is no probation for drug violations. Anyone dismissed due to a drug violation will also be issued a criminal trespass from the Residence Halls, Family Units and Dining Hall by the Midland College Police Department.**

Residents witnessing a violation of the drug policy are subject to immediate suspension from campus

housing. All roommates may be cited if drugs are found in the room/unit/community area regardless of ownership.

Residents who violate this policy are subject to immediate suspension from campus housing and may also be subject to disciplinary actions up to expulsion from the Midland College campus.

Students who are suspended from campus housing for a drug violation and wishing to return to the Family Units must meet with the Student Life Director for approval.

To control the use of illegal drugs/substances at the Family Units, Midland College may conduct drug searches using the services of the local police department K-9 Unit and/or a private agency. These searches may be unannounced.

### **EMERGENCIES**

Emergency health care is defined as a medical situation which requires immediate attention. Residents should exercise judgment in determining an emergency. In an emergency situation, students should first try to secure their own emergency treatment. Call 911 if necessary. If a student contacts 911, please notify the family units monitor so they can direct paramedics.

In some emergency situations, it may be necessary for Midland College officials to notify parents or guardians of the resident's emergency situation. This action will be used at the discretion of the Vice President of Student Services or his/her designee.

### **EMERGENCY MANAGEMENT OPERATIONS**

If a serious crime, natural disaster, or severe weather emergency occurs that poses an immediate threat to the health and safety of the Midland College community or a segment of the MC community, MC has various systems in place for communicating information quickly.

For more information on the Emergency Management operations at Midland College, please visit: <https://www.midland.edu/services-resources/police/index.php>

### **ENTRY, SEARCH AND SEIZURE**

Midland College officials have the right to search any room for reasons they deem appropriate to protect the

health and safety of all residents. Units may be entered in the absence of the resident and without the resident's consent by authorized Midland College representatives for various reasons including, without limitation to, responding to emergencies, conducting inspections and inventories, performing maintenance, or investigating a policy/rule violation. Internet and e-mail usage may also be monitored by Midland College.

## **FACILITIES**

All apartments have central heating and air conditioning. Apartments are not furnished. Residents must furnish their own personal effects.

Each apartment has cable TV, computer and phone outlets. Residents must furnish their own TV sets, telephones, computers, and computer software/hardware. Residents pay only for long distance calls and need to use some form of calling card. No collect calls will be allowed.

Accepting collect calls may result in a fine and payment of charges.

A resident and/or their guest may be charged for the following:

- Calling (local or long distance) directory assistance. Please use the phone book.
- Calling 800 numbers or other numbers that result in charges to your room phone number.

Call 1-800-FREE-411 (1-800-373-3411) for free directory assistance or go online at <http://www.free411.com>

Residents are responsible for all items brought into the units. Family Units residents may have cooking devices in the kitchen area only. Illegal appliances will be confiscated by housing personnel and the resident will be required to meet with the Family Units Monitor.

Rooms and the furnishings provided therein are to be used in the manner for which they are designated. No Midland College property may be moved without written consent of the Family Units Monitor. Altering of or defacing furnishings is also prohibited. Each resident is responsible for proper use and care of all facilities, including bathrooms, hallways, lounge areas, parking lots, and grounds.

Unauthorized entry into restricted areas such as mechanical rooms, roofs, ledges, and breaker boxes is prohibited. Intentionally blocking or creating an obstacle to any exit, entering or exiting through windows, or propping doors that are secured is prohibited.

Altering, tampering with, or disabling a smoke detection device or fire prevention device is prohibited. Deliberately initiating a false alarm of a fire system is prohibited. Dispensing the contents of a fire prevention device for any reasons other than to extinguish or prevent a fire is prohibited. Failure to respond to alarm systems and following evacuation procedures is prohibited. Prohibited actions may result in disciplinary action.

## **FINES**

Residents are subject to fines according to the housing rules and regulations. All residents are provided with a housing charge/fines chart at the time of occupancy.

## **FIRE SAFETY AND OCCUPANCY**

Each Family Unit has battery operated CO and fire detectors and fire extinguishers. Maintenance on each unit is provided twice a year by the Physical Plant staff.

In the event of a fire alarm, residents in the Family Units should move outside and away from the Units taking the safest way possible.

Candles, incense, devices with an open flame, fireworks, live Christmas trees, flammable liquids or fuel, overloaded electrical outlets, incendiary devices, and extension cords are all prohibited.

Use or possession of flammable materials, including incendiary devices or other dangerous materials, or substances used to ignite, spread, or intensify flames for fire are prohibited. Attempting to ignite and/or the action of igniting college and/or personal property either by intent or through reckless behavior which may result in damage of college premises will result in disciplinary action.

Due to the age and square footage of each apartment, up to 4 persons are allowed to occupy one unit. It is recommended that any child 6 months of age or younger share a room with the parent(s)/guardian(s).



Residents are required to keep all windows free from boxes and clutter, and keep a clear exit path to the front door at all times.

It is the responsibility of each resident to be familiar with procedures designed to ensure safety and security.

Have an Exit Strategy! For more information visit [www.haveanexitstrategy.com](http://www.haveanexitstrategy.com).

## **GETTING ALONG WITH YOUR NEIGHBOR**

Honesty, understanding, and mutual respect are important elements in learning to live within your small community.

Try the following helpful hints:

- Communicate with your neighbor.
- Discuss pet peeves and issues before they arise.
- If there is a problem with your neighbor immediately notify the Family Units Monitor or his/her designee or the Student Life Director
- Don't leave nasty notes for your neighbor.
- Discuss the problem honestly and privately or with a mediator involved.
- Always involve the Family Units Monitor if you need assistance.

Please note, if a resident continually contributes to neighbor dissension among the Family Units, they may be subject to disciplinary procedures, including dismissal/suspension.

## **ILLEGAL ACTIVITIES**

Hazing, gambling, use or possession of various forms of drugs including synthetic and/or volatile chemicals and narcotics, and use or possession of alcoholic beverages and/or containers on Midland College property are in violation of the Student Conduct Regulations which are found in the Catalog/Student Handbook. All residents should make themselves familiar with the rules and regulations; violation of Midland College policy will result in disciplinary action.

## **ILLEGAL ENTRY**

All residents must use their key to enter their apartment. Failure to do so constitutes illegal entry. Also, illegal entry may refer to entering a resident's apartment uninvited, even if door is unlocked or propped open. It is illegal to enter an unoccupied room even through a

common room door. Illegal entry is subject to disciplinary action and/or dismissal from the family units (refer to keys/cards). **NEVER LOAN YOUR KEY TO SOMEONE ELSE!**

## **IMMUNIZATIONS**

Effective January 1, 2010, the new Texas State Law, HB 4189, requires all students wanting to live on the Midland College campus for the first time **MUST** have a bacterial meningitis vaccination at a minimum of ten (10) days prior to move in.

Future residents must submit one of the following to their assigned Enrollment Navigator : evidence of the student having received the vaccination from an appropriate health practitioner; or an affidavit or a certificate signed by a physician who is duly registered and licensed to practice medicine in the United States, in which it is stated that, in the physician's opinion, the vaccination required would be injurious to the health and well-being of the student; or an affidavit signed by the student stating that the student declines the vaccination for bacterial meningitis for reasons of conscience, including a religious belief.

A conscientious exemption form from the Texas Department of State Health Services must be used. (<https://webds.dshs.state.tx.us/immco/affdavit.shtm>)

Midland College requires that all residents have updated shots/immunizations. It is the resident's responsibility to make sure their records and history are up to date.

Midland College strongly urges that in addition to regular immunizations, residents also get the Hepatitis B and Polysaccharide Meningococcal vaccines.

## **INFORMATION TECHNOLOGY**

All computers must be turned off when not in use. Residents must follow the Midland College Computer Acceptable Use Policy outlined in the Catalog/Student Handbook. In addition, computers may not be used as servers when running various programs.

Students must be aware that illegal file-sharing could lead to massive fines and incarceration from law enforcement. Midland College will assist companies

and law enforcement with investigations. Midland College may also pursue disciplinary action.

It is recommended that residents use an Ethernet card and cable. Wireless internet is available but not always dependable within the Family Units (Midland College does not support dial-up service.)

To use the free internet service provided by Midland College all computers and all users must comply with Midland College's Computer Usage Policy as found in the Midland College Course Catalog/Handbook.

Midland College Information Technology is not responsible for any other computer problems. Internet maintenance requests must be reported to the Units Monitor. Failure to follow all information technology procedures may result in fines and loss of computer (Internet) privileges. Residents may also be fined for directly contacting IT and failure to log in request with the Units Monitor.

### **INSURANCE**

Residents are encouraged to purchase their own health and renter's insurance. Midland College, its governing board, administration and employees do not assume any legal liability for personal injury or loss or damage to personal property of housing residents and their family, friends, or guests which occur on Midland College property, including, without limitation to, loss or damages due to injury, death, rape, assault, theft, burglary, vandalism, and/or natural phenomenon (fire, flood, water leaks, rain, hail, smoke, explosions, and tornadoes).

### **INTERFERENCE WITH EQUIPMENT**

Interference with any Midland College equipment (i.e. video cameras, wireless routers, smoke detectors, surveillance equipment, door alarms, etc.) is prohibited and may result in disciplinary action or immediate dismissal from the family units.

### **KEYS**

Keys will be issued to the resident during check-in. Residents must keep their keys with them at all times. When a key is lost, a new key must be made. The resident who lost the key must pay a fee for this service before a new key is issued. Residents that fail to return their keys during checkout will receive a fine for improper checkout (refer to Illegal Entry).

Jeopardizing the security of the unit by failing to report lost or stolen keys is a serious violation.

Fines imposed for missing keys will not be removed for keys turned in 3 days after resident has moved out.

### **LAUNDRY FACILITIES**

The Family Units have coin-operated laundry facilities. Residents are responsible for all laundry supplies. Clothing should not be left unattended. If laundry is left in a machine past the time when the machine stops, a person waiting for the machine may remove the laundry so they can use the machine. Midland College is not responsible for lost or stolen items. Residents are responsible for keeping the laundry rooms clean and for reporting maintenance needs to the Family Units Monitor. Residents should keep change for the machines. Residents attempting to override the fee may be subject to disciplinary action.

### **LITTER**

Campus beautification is a major focus of the Student Life Office. Please help us keep our campus clean and safe by taking all waste to the dumpsters located in close proximity to the family units. Any individual caught littering will face disciplinary action. If litter is found outside and around the units, all residents may be charged a community fine.

### **LOITERING**

Residents ARE NOT ALLOWED to loiter in parked cars, parking lots or outside campus buildings.

### **LOCK DOWN/SHELTER IN PLACE**

If you should receive an emergency alert or hear the campus emergency system sound, follow the instructions given. You will need to find a safe secure location quickly, lock the door, turn off the lights, hide, and wait for the all clear.

For more information on emergency actions, please visit: <https://www.midland.edu/services-resources/police/emergency-management-operations.php>

### **MAIL**

Resident's mail boxes are located inside the laundry facility at the Family Units. Residents should have their mail addressed as follows:

Resident's name  
Family Units #  
3600 N. Garfield  
Midland, TX 79705

Midland College and the United States Post office are unable to forward mail from the college address.

### **MAINTENANCE**

Maintenance requests should be reported to the Family Units Monitor. If maintenance finds that the request was not a result of normal wear and tear, then disciplinary action may follow.

### **MANDATORY MEETINGS**

There may be mandatory meetings throughout each semester. Residents will be given important rules and regulations as well as updates on campus policies. Disciplinary action may result if a resident does not attend mandatory meetings. Residents are responsible for knowing and understanding information given at mandatory meetings.

### **MISSING PERSONS**

If a resident is reported as missing, the Midland College Police Department will contact the individual identified by the resident on the Personal Information Sheet within 24 hours. If the missing student is under 18 years of age and not emancipated the school must immediately contact the custodial parent or legal guardian of the resident.

To report a resident missing, contact the Family Units Monitor, or a Residence Hall Manager immediately.

### **NONPAYMENT**

Late fees will be applied to unpaid accounts. Failure to make payment may lead to suspension/expulsion.

### **OFFENSIVE BEHAVIOR**

Midland College endeavors to provide an environment which the community and residents can be proud. Therefore, all acts which can be seen as offensive, such as sexual activity, profanity, and destruction of personal property or door decoration and obscene gestures are prohibited in Residence Halls and Family Units.

Offensive behavior is defined as any activity that is offensive to Midland College or others in the facility.

Violations will result in disciplinary action or immediate and permanent dismissal.

### **OFFICIAL SUMMONS**

Student Life or administrative officers of Midland College may request that a resident attend a meeting to discuss matters including, but not limited to; records or financial affairs, disciplinary investigations, educational programs, or other matters. These requests are OFFICIAL SUMMONS. Failure to respond or appear to an Official Summons may result in investigation decisions without input and/or formal disciplinary action.

### **PARENT/GUARDIAN NOTIFICATION**

Midland College may notify the emergency contacts listed on a resident's housing information if the resident's health or well-being is in question.

### **PARKING**

Campus parking stickers are available at the time of course registration and also at the MC Police Department office located in Room 136, Scharbauer Student Center. Any vehicle that the resident(s) own must have a parking permit in order to remain parked overnight on campus. Residents are limited to no more than 2 parking places in the Family Units parking lot. Additional parking is available in the Chaparral Center parking lot.

Fines will be issued to residents not having a parking sticker on their vehicles and for parking in unauthorized campus parking.

Visitors and guests must park in the Chaparral Center parking lot.

### **PARTIES**

To protect the rights of other residents, unscheduled parties are not allowed at the units. Parties and dances may be scheduled in approved locations by the Student Life Director. Children's birthday parties may be scheduled with the Family Units Monitor.

### **PAYMENT SCHEDULE (RENT AND FEES)**

Rental payments and other fees are paid at the Cashier's Office. Residents shall pay the rental fees on the first of each month and will be considered late after the fourth (4<sup>th</sup>) of the month. A late fee of 20% will be

added after the 4<sup>th</sup> calendar day. Failure to pay may result in dismissal.

### **PETS/ANIMALS**

No Animals or Pets (including mammals, reptiles, birds, fish, rodents, amphibians, arachnids and insects) are allowed, even temporarily, anywhere in the residence halls, family units, or any campus building unless so authorized in writing by Midland College. Fines and restitution for expenses incurred to remove a pet may be charged to both roommates. If you have a "rescued" pet notify the Residence Hall Manager or Family Units Monitor immediately for friendly animal placement. Authorized exceptions will be made in the case of Service and Assistance Animals.

Midland College is committed to compliance with state and federal laws regarding individuals with disabilities. All questions regarding service animals and assistance animals should be directed to the Student Disability Services (SDS) office in the Scharbauer Student Center. Procedures and rules can be found on the Midland College under Services & Resources and clicking Student Services and then Disability Services.

### **POLICE/SECURITY**

Police or security officers are on campus 24 hours a day. They are present for student's safety and to enforce Midland College policies and regulations. Problems should be reported to the officers if the Family Units Monitor is unavailable. Residents are obligated to abide by the police and security's requests. Crime statistics are available in the campus police office for student review.

### **PROHIBITED ITEMS**

Items prohibited either by law or in the Campus Housing Regulations will be confiscated by Midland College Staff. Items not deemed illegal, may be returned to the resident at the end of the semester. Fines will be imposed for items prohibited from Campus Housing.

### **QUIET HOURS**

Quiet hours begin nightly at 10 p.m. and are observed until 10:00 a.m. the next morning. Violation of quiet hours from loud noises, music, television, talking, screaming, etc., may result in disciplinary action.

Residents are expected to respect the request for quiet by any staff or resident.

### **REFUNDS**

Refund of deposit will be determined following the final inspection of the vacated unit. Refunds may take up to 6 weeks to process. Please see the current catalog for more information.

### **RENOVATIONS**

Residents are not allowed to renovate, construct any structure, paint, or carpet their rooms or apartments.

### **RESIDENT**

Resident is defined as an individual who is registered for and attending classes through Midland College.

### **RETALIATION**

Any attempt to intimidate, threaten, or create a hostile environment for any person involved in reporting an incident is strictly prohibited. Sanctioning for retaliation may include permanent removal from the Family Units.

### **ROOM CHECKS**

All units are subject to entry by the Family Units Monitor, Residence Hall Managers and other Midland College officials to check conditions of rooms, the need for repairs, or to make repairs. In addition, Midland College reserves the right to enter any unit to maintain discipline and to provide security for resident's property.

### **SAFETY TIPS**

1. Keep your door shut and locked at all times.
2. Record the serial numbers of all valuables for identification purposes.
3. Use the buddy system when walking after dark.
4. Inform your neighbor of your whereabouts and expected time of your return.
5. Do not allow strangers to enter your unit.
6. Call 911 for police, fire or medical emergencies.
7. Use door's "peep hole" to view the person outside the door before unlocking and opening it. Report missing or damaged "peepholes" to the Family Units Monitor immediately.
8. Do not put personal information (i.e. birth date, address, phone number, etc...) on public domain websites.

9. Become familiar with all safety procedures (i.e. fire, storm) of the Family Units.
10. Participate fully in all drills.
11. Be conscious of drastic behavior change in yourself or other residents. Contact a Family Units Monitor or Residence Hall Manager to report concerns.

For more information on safety protocols at Midland College, please visit:

<https://www.midland.edu/services-resources/police/index.php>

### **SIGNS/NOTICES**

Signs will be posted to notify residents of meetings, activities, changes to policies, or general information. Residents are responsible for reading all information provided. Residents are expected to not interfere or tamper with these signs. College permission is required to post any signs.

### **SKATES, ROLLER BLADES, BIKES AND SKATEBOARDS**

Residents are permitted to use skates, roller blades and skateboards on the sidewalks around the classroom buildings.

### **STAFFING**

The Family Units Monitor lives in Family Housing to assist residents. The Units Monitor will enforce Midland College policies, monitor the conditions of Family Housing, and carry out intermediate discipline when necessary. In the absence of the Units Monitor, other Residence Hall Staff will assume these duties.

Residents in Family Housing may always receive assistance by contacting the front desk of any Residence Hall and asking for the Residence Hall Manager on duty.

### **SUSPENSION/EXPULSION**

Residents may be suspended or evicted from housing when they fail to meet enrollment requirements, fail to make financial payments, or as a result of disciplinary action.

Residents suspended or evicted from the Family Units will forfeit their deposit (no refund of deposit funds will be applied to any additional and/or current charges placed on the student's account).

Residents may be liable for the full payment of their rent. Rent may not be refunded or prorated.

Suspended or evicted residents have 72 hours to vacate the unit. Residents or individuals who are suspended or evicted are not allowed to visit the Family Units or any residence hall. Suspended or evicted residents are subject to trespassing charges.

Any personal property left behind after the 72 hour eviction becomes the property of Midland College. Midland College reserves the right to dispose of the personal property at their discretion without notice to the resident.

### **THEFT**

Possession of any property not of your own is illegal. This includes, but is not limited to, road signs and property of the college, member of the college community, or of any campus visitor. (Should you be a victim of theft, contact the Family Units Monitor and/or Residence Hall Manager and file a theft report with MCPD within 12 hours.) Proven theft will result in permanent dismissal from the residence halls or family units.

### **TITLE IX / SEXUAL HARASSMENT**

Members of the Midland College community, guests and visitors have the right to be free from discrimination and sexual harassment, including sexual violence. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. The College believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated.

*Sexual harassment* is unwelcome sexual conduct by other students or school employees that interferes with a student's right to get an education or to participate in school activities. Sexual harassment may be same-sex or opposite-sex. In addition, sexual harassment includes hostile or demeaning conduct targeting someone's sex that is sufficiently severe, persistent and pervasive so that it unreasonably

interferes with, limits or denies someone the ability to participate in or benefit from the college's educational program. Midland College takes allegations of sexual harassment serious and investigates all reports.

*Title IX and Nondiscrimination* refer to federal and state anti-discrimination laws that ensure equality in education. Sexual harassment of or by school employees or students is a form of discrimination and is therefore prohibited.

For more information about Title IX, please visit: <https://www.midland.edu/about/public-info/titleix.php> or contact the Title IX Coordinator located in the Scharbauer Student Center or email [title9@midland.edu](mailto:title9@midland.edu).

## **TOBACCO**

Use of tobacco products, including e-cigarettes and all other smoking devices, is not allowed inside the Family Units apartments. Smoking is permitted in outside designated areas as dictated by college policy. Use of tobacco and other smoking devices in undesignated areas will result in disciplinary action.

## **VISITATION**

Visitor and/or Guest: Any person visiting an apartment that does not reside at the Family Units. Residents must be present with their guests at all times. No more than 2 visitors per unit unless given prior approval by the Family Units monitor.

Visitation hours are: 10 a.m. -12 a.m. Sunday – Thursday, and 10 a.m. – 2 a.m. Friday-Saturday. Unless prior written permission is given, any non-resident at the Family Units after visitation hours will be considered an unauthorized visitor and may be subject to a citation, arrest, or if a Midland College student, disciplinary action. The resident hosting the guest may also be subject to disciplinary action including but not limited to loss of visitation privileges. Residents are responsible for their guests.

Residents must have written requests for overnight guests to the Units Monitor no less than 2 days prior to the arrival of the visitor.

Overnight guests may stay no more than 3 consecutive days. Residents have 14 days total per semester for overnight visitation. Overnight guests may not stay

more than 7 days total, per semester. If the resident does not inform the Family Units Monitor that a guest is staying, the resident will be subject to disciplinary action and the guest may be suspended.

Overnight guests of the opposite sex are not allowed to stay overnight in Family Units. An appeal will be considered by the Student Life Director or his/her designee.

Any violation of this policy or failure to notify the Units Monitor of guests may result in immediate visitation suspension and/or further disciplinary action.

Non-residents who violate Midland College policies may lose all visitation privileges and face disciplinary charges with Midland College and with the local police.

## **WEAPONS**

Prohibition of Weapons: Except as authorized pursuant to Policy No.05:16:0, the use, possession, display or storage of any weapons, simulated weapons, explosives or fireworks on the campus of Midland College sites is prohibited. Individuals who observe a weapon being displayed are required to report the incident immediately to the Midland College Police so it can be documented and properly investigated. Midland College Police can be contacted at 432-685-4734. Midland College police will refer potential violations of this policy to the Office of Human Resources or the Student Conduct professional as applicable.

Paintball guns, BB guns, pellet guns, and facsimiles of weapons are prohibited on Midland College property. Residents are prohibited from possessing any weapons including firearms in the family units unless the resident possess a license to carry, has proper storage capability, and adheres to Midland College Policy No. 05:16:01 referring to Concealed Carry and Weapons on Campus. Possession of any weapons not authorized in accordance with campus policy may lead to permanent dismissal from the residence halls or family units.

## GLOSSARY OF TERMS

**EXPULSION** – Dismissal, removal, eviction

**FORFEIT** – Loss, lose, forego

**GUEST/VISITOR** – Company, someone not living with OR having signed a lease at the Family Units OR have had a background check processed by the Student Life Director

**LIVING/STAYING** – Residing, staying occupying, dwelling, inhabiting, living, settling

**POSSESSION** – Control of OR In Proximity of OR Same vicinity as (does not necessarily mean ownership)

**PROHIBITED** - Forbidden, banned, not allowed, barred

**TAMPERING** – Interfering, altering, damaging, messing around with