



# **Resident Handbook**

## **2024-2025**

Sierra College Residence Hall

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A guide for residents containing requirements, policies, information, emergency procedures for the residence hall, and other campus resources.

# Welcome!

Dear Resident,

The Sierra College Residence Life Program offers you an opportunity for personal and academic growth in an academic living/learning environment. Students come from a variety of areas and cultures to create a diverse community. You will have the opportunity to plan and participate in the residence hall activities through the Residence Hall Association and to become involved in the many campus wide organizations and events.

For many students, residence hall living is their first experience living away from home, and they find a support system and sense of community along with newfound freedom. For others, the convenience and economy of living on campus are important factors. For everyone, group living requires responsibility, flexibility, and a spirit of compromise, which is rewarded with many opportunities to meet new people and share memorable experiences.

This handbook is designed to inform you of details you will need to know while living on campus. Most of the questions asked by new and returning residents can be answered with the information presented herein.

We have limited the scope of this handbook to residence hall information. Your Sierra College Student Handbook provides general campus information. Make sure to read both handbooks. You will need to reference these items throughout the semester.

We welcome practical suggestions that might improve the residence hall program and encourage you to communicate freely with residence life staff regarding any questions, concerns or needs you may have.

Your academic success is essential to us. Remember, Sierra College is an academic institution. Your status as a resident is dependent upon your academic success. Our live-in staff members will do their best to provide you with as many tools as possible to succeed in your academic future. I urge you to take your studies seriously, and I encourage you to get involved in your new community here at Sierra. Your success in the classroom and our success as a community start with your efforts. To become involved in your community, talk to a Resident Assistant or another residence hall staff member today!

Best wishes for the semester,

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“What lies ahead of us  
and what lies behind us  
is nothing compared  
to what lies within us”.

-Ralph Waldo Emerson

## **Sierra College Mission Statement**

The mission of Sierra College is to ensure that all of our students have access to an equitable, high-quality education where they are welcomed supported, and empowered to achieve their goals.

## **Sierra College Vision Statement**

Sierra College will be the preferred destination for higher education and training in our region, strengthening our surrounding communities through the success of our students.

## **Sierra College Core Values**

The following core values will establish our ethical principles and guide our institutional decision-making. Through a process of continuous evaluation, Sierra College will:

1. Cultivate a diverse, equitable, and inclusive community to enrich its mission and support students in achieving their goals.
2. Empower students in their education.
3. Identify and remove historical barriers to equitable education and success.
4. Support and model excellence and innovation in teaching, learning, scholarship, and creativity.
5. Support students, faculty, and staff with the resources necessary to ensure equitable student access.
6. Be responsive to the educational and workforce needs of our local communities and businesses.
7. Demonstrate equity-minded collaboration with all stakeholders in decision making.
8. Manage all resources in a manner that is equitable, sustainable, and responsible.

# **College is Your Responsibility!**

College is a commitment on your part to take responsibility for your life and to do your best to achieve the highest grades possible while continuing to positively grow and mature as a person.

This is essential and will benefit you in your daily life, academic and career choices. A positive college experience requires you to:

1. Be an active participant in your education (be prepared for classes, complete assignments on time, ask questions in class)
2. Be proactive with your counselor and professors (have questions ready, meet with professors during their office hours)
3. Visit the career and transfer center
4. Take responsibility for your decisions
5. Choose to be informed ("I did not know" is not an acceptable collegiate answer)
6. Get involved in the Sierra College Community (join a club, go to a performance or an athletic event and make new friends)

The opportunity to take charge of your future is yours! The Residence Hall Staff, faculty and staff at Sierra College can assist you in many ways. Take it upon yourself to take advantage of the many resources and opportunities at Sierra College.

## **Abandoned Items**

After a resident has moved out of the residence hall, an item is considered abandoned if it is left behind. Abandoned property will be inventoried, packed, and stored by Residence Hall Office staff. A Notice of Right to Reclaim Abandoned Property will be emailed to the residents. Residents will have 18 days to claim their belongings after having officially checked out. After 18 days, staff will dispose of abandoned items pursuant to the California Civil Code. Residence Hall Office staff members are not responsible for abandoned items. The resident may be charged for packing and handling based on labor charges.

## **Academic Requirements for Living on Campus**

To encourage an academic environment, **all residents are required to be full-time students registered in a minimum of 12 units throughout each semester.** If housing is offered in the summer, residents are responsible to be enrolled in at least one class while living on campus. Each resident must maintain satisfactory academic progress in each of their classes and possess a **minimum 2.0 grade point average** ("C" average) overall. The GPA requirement applies to each semester and to the resident's cumulative GPA.

Residents are required to attend each of their classes, take their exams and do the required work for each class. Residents may be asked to complete an "Attendance Verification Form" and are responsible to have this completed and returned to the Residence Housing Supervisor on the due date noted. Residents who fail to maintain full-time status, who have an unsatisfactory performance in any class and/or who have below a 2.0 GPA are in violation of their License Agreement and can be evicted for academic reasons (see License Agreement – Revocation for more information.)

## **Alcohol/Drug Policy**

**The use or presence of illegal drugs and alcohol** is counter-productive to the educational process and their presence **is strictly prohibited in the residence hall or anywhere on campus.** State law prohibits anyone, regardless of age, from possessing alcoholic beverages on a community college campus (Section 25608 Business & Professions Code). District policy and residence hall rules support this law.

Alcohol & other drug paraphernalia are not allowed in or anywhere near the residence hall. Violation may result in eviction. **Any resident found to be in the presence of or possessing any alcoholic beverage or any illegal drug or paraphernalia in or around the residence hall may be evicted from the residence hall on their first offense.** Additionally, violators may be subject to suspension, expulsion, or arrest.

## **Amplified Sound**

Any outside sound which interferes with others' right to study, or sleep is prohibited. Outside music/noise must be kept to levels that do not interfere with these rights. Directing or playing stereo speakers outside a residence hall window is prohibited. Heavy bass from subwoofers is disruptive to the community and therefore is prohibited.

## **Bicycles**

Residents are welcome to bring bicycles to Sierra College. While bicycles are not allowed inside the residence hall, the college does have bike racks near the residence hall. The area surrounding the campus includes several restaurants and stores within easy riding distance. There are also many scenic country roads.

Bicycles may not be chained to trees, railings, and light poles, left in lounges or public areas, or stored anywhere that would hamper the exit of residents during an emergency. Residence hall staff will remove any bicycles found in the aforementioned areas, including removal of any locking devices, at the owner's expense. Bicycles are subject to the same driving laws as motor vehicles and Community Safety may issue citations for improper and unsafe riding.

The Residence Hall Office will consider bicycles left in the residence hall area abandoned after 30 days past the end of the spring semester. Bicycles will be inventoried by a Residence Hall staff member, any chain or locking mechanism will be removed, and then residents will have up to 18 days to claim their bicycles. (See "Abandoned Items")

## **Cameras**

Cameras with recording devices are located throughout the public areas of the building. Tampering with, removal of, or misuse of any part of the camera system is prohibited.

## **Candles, Incense, Sage**

Candles, wick lamps, incense, sage, or any decorations with potential open flames (whether lit or unlit) are prohibited in residence hall rooms and common areas. Candle warmers, oil burners, etc. are also prohibited in the residence hall. Candles without wicks can only be used for decoration.

## **Carpeting**

All rooms have linoleum flooring that has proven to be more sanitary and more durable than carpeting. However, residents are welcome to bring throw rugs or other carpeting on the condition that the rugs are kept clean and are not

attached to the floor or wall. The resident must remove the rug/carpet when they move out. Before bringing a carpet into your room, discuss it with your roommate.

### **Cars & other vehicles: Parking, Maintenance and Washing**

Campus parking regulations are strictly enforced by the Community Safety Department. Residents who bring a vehicle to Sierra College must purchase a residence hall parking permit. This permit allows the resident to park in the residence hall parking lot that is reserved for use by residence hall residents only (See "Reference Information: Parking Information" [p. 55]).

Due to the lack of appropriate facilities, vehicle maintenance and washing is not permitted on campus. The Resident parking lot (R lot) is not designed to be a maintenance area or a storage place for vehicles being repaired. If the vehicle you have on campus does not have a campus permit and it is not in a drivable condition, it needs to be stored off campus. There are several off-campus locations where these tasks can be performed.

An unplanned emergency such as a flat tire or the need for a jump-start may be addressed on campus, provided that the necessary minor repairs are completed within 48 hours of discovery of the minor repair need. The Community Safety Department is often helpful in these situations. Violators may face vehicle towing charges, fines, and/or disciplinary action. The disposal of or storing of inoperative vehicles, vehicle parts or hazardous materials associated with vehicles on campus is forbidden.

### **Cleanliness of Rooms, Quads, and Common Areas**

All residents are responsible for the cleanliness of their individual bedrooms. Quad-mates are collectively responsible for the cleanliness of their bathrooms. All residents are responsible for keeping common areas clean. Failure to maintain cleanliness may result in the assessment of a cleaning fee. In the case of an insect or rodent infestation due to resident neglect, resident(s) may be charged for pest control services (see "Pest Control," and "Health and Safety Inspections").

### **Cleaning Supplies**

Cleaning supplies can be checked out from the office by leaving your student I.D. card with a staff member in the office. Vacuum, brooms, dustpans, trashcan liners and cleansers are available. Residents are responsible to keep their room, trashcan, and bathroom clean and sanitary throughout each semester. Toilet paper is not provided.

### **Communicable Disease**

Any student living in the Residence Hall who contracts a communicable disease must immediately report their condition to the Residence Hall Office by email or phone. Should a resident have concerns regarding their immediate personal safety because of their current room assignment, they may contact the Residence Housing Supervisor to identify available options for other housing arrangements. Residents who are diagnosed with a communicable disease, including but not limited to chicken pox, measles, mumps, mononucleosis, Ebola, and SARS, will be encouraged to return to their permanent residency, if possible, until they prove to be non-contagious. Residents diagnosed with a communicable disease who are not able to return to permanent residency will be quarantined in their room, in an unoccupied residence hall room when available, or other housing arrangements may need to be made.

The Residence Hall has a high number of students concentrated in close quarters. The following tips help everyone to promote good health:

- ❖ Wash your hands frequently with soap and warm water for at least 20 seconds
- ❖ When soap and water are unavailable, use a hand sanitizer product
- ❖ Cough or sneeze into the bend of your elbow or a tissue
- ❖ Protect your immunity with sensible nutrition, rest, and exercise
- ❖ Keep health supplies (e.g. sanitizer, thermometer, medicines, tissues) on hand
- ❖ Good protection against common infections like the flu is current immunization
- ❖ Limit your contact with others when you are ill
- ❖ If you become ill and need assistance, notify the Residence Hall Office or your RA so that they can help you get in contact with appropriate resources

### **Cooking**

Cooking is not permitted in residence hall rooms for fire safety and insurance reasons. However, one microwave oven (1000 watts or less) is allowed per room. These microwaves are for heating food and water and must be always monitored when in use. There are microwaves located in the laundry rooms for residents to use. To prevent fires in the residence hall, hot plates, crock pots, toasters or coffee makers are not allowed in student rooms. Residence hall rooms do not have facilities for proper venting or washing dishes/appliances. In addition to fire safety, these rules help prevent food odors and the attraction of rodents to the residence hall.

The residence hall does have a small kitchen in the Recreation Room. For entry, residents should contact the live-in staff member who is on duty. Each resident must sign in to use the kitchen and clean up afterwards. The kitchen is equipped with a sink, counter, microwave, refrigerator, stove, and other small cooking appliances.

### **Damage Policy**

We expect residents to accept responsibility for damage caused by themselves or their guest(s). Therefore, you will be held responsible for the loss of Sierra College property in your room or any damage in or around the hall.

All residents of a floor/hallway/hall will share joint responsibility for loss of property or damage to common areas within a building that are not part of an individual's room. In accordance with the community damage policy, you may be billed equally with other residents for damage in any public area within the community in situations where the responsible parties cannot be identified. This policy also includes the quad area in front of the residence hall. Assist your community in maintaining the facilities and the grounds by confronting those who litter and vandalize.

### **Dart Boards**

Hard-tip darts and dart boards are not allowed in residence hall because of the potential for bodily harm and physical damage to rooms.

### **Decorating / Personalizing your room**

All rooms are essentially the same. We do encourage you to be creative in personalizing your space. However, to take care of the walls, ceilings and floors and minimize any repair charges to your account, observe the following:

- Do not use nails, molly bolts etc..., that make holes. You may only use small thumbtacks. Only certain picture hanging hooks may be used. See the Residence Hall Facilities Maintenance Technician for clarification.
- Utilize 3M command adhesive brand products, at your own risk, when hanging any items (such products are removable and may not damage walls). Please follow instructions when using these products. Use of double-sided tape, masking tape, duct tape or any other adhesives may have the tendency of ripping the paint or the finish off walls. This includes hooks with adhesive backs and putty material that sticks to walls.
- Do not use any nails or double-sided tape to attach carpet to the floor. Carpets/floor covering must not be attached to any part of the floor, wall, or ceiling.
- Do not use sharp objects on any wall, door, or surface.
- Do not draw, paint, write, or otherwise mark on any residence hall surface.
- Do not suspend, attach, or drape any materials from the ceiling, whether flammable or nonflammable.
- Decoration of the exterior of the room doors is not allowed. "Gift wrapping" doors is strictly prohibited.
- Do not hinder the use of, or restrict access to, hallways, doorways, stairs, corridors, or fire-related equipment when placing any form of decorations.

Residents seeking temporary exemptions to this policy (birthday, anniversary, special occasions, community building, etc.) may request temporary exemption from the Supervisor, Residence Housing.

Due to the threat of fire, combustible decorative materials, such as dry vegetation, natural Christmas trees, excessive trash and similar materials are not permitted in the residence hall.

When you move out of the room to which you were assigned you will be expected to leave the room in the same or better condition. All furniture, floors, walls, ceilings, windowsills, doors, and the entire bathroom should be thoroughly cleaned upon your move out. If cleaning is not adequate or if anything exists which indicates excessive use, damage, or unauthorized alterations you will be charged for associated repairs. If you have any questions, ask a staff member.

### **Drugs and Drug Paraphernalia**

Except as lawfully prescribed, drugs are prohibited. Medical marijuana cards are not recognized in the residence halls or in the housing complex. The following are prohibited in the residence halls, on college property and at college sponsored events:

- Use, possession and/or distribution of drugs or controlled substances
- Use of marijuana in any form
- Possession of drug paraphernalia
- Drug paraphernalia includes any item fashioned for the purpose of facilitating drug use (pipes, bongs, etc.)
- Possession or use of items that conceal or disguise drug use.

Furthermore, Residence Hall staff may investigate a possible drug policy violation based on reasonable evidence. Evidence of drug use can include, but is not limited to, smell, smoke, seeds, residue, presence of odor, fans, towels near or under doors, open windows, attempts to mask scents, residue, bongs, pipes, clips, plant cultivation, etc.

### **Electrical or Battery-Operated Appliances**

Any electrical or battery-operated appliance with an exposed heating element or which gives off intense heat is prohibited. Therefore, appliance guidelines take into consideration fire-safety when determining whether an appliance is acceptable or not acceptable, for use in the residential community. If residents have questions regarding whether an



appliance is acceptable or not, they should ask residence hall staff. Before using an acceptable appliance, review the policy thoroughly as many items, though permitted in the residence hall, have restrictions as to where they must be located when in use.

The following specific restrictions to appliance use in the residence hall apply:

- All appliances with open heating coil(s), heating element(s), or heated open-plate surfaces are prohibited in residence hall. This includes, but is not limited to: hot plates, hot oil fryers, personal space heaters, sun lamps, candle/wax warmers, candle/wax melters, and all other appliances and devices with open heating coils and/or plated heating surfaces.
- Kitchen use only: Acceptable appliances for use in a kitchen or kitchenette are limited to: “George Foreman” style electric grills, fully enclosed air fryers, toasters, toaster oven/crock pots with automatic shut off feature, rice cookers and air poppers.
- Student Bedrooms: Acceptable appliances for use in a bedroom are limited to: – Fully enclosed coffee makers (i.e. Keurig, Nespresso etc.), electric kettles with lids, and blenders.
- Refrigerators are permitted (one per room), provided they do not exceed 4.5 cubic feet or draw more than 1.5 running amps.
- Microwaves are permitted under 1000 watts (only one per room).
- Non-cooking appliances: Halogen lamps are prohibited in the residence hall. Only fluorescent or LED bulbs may be used in residence hall lighting fixtures. Black lights are prohibited for use in residence hall lighting fixtures.
- All electrical appliances and devices must be UL Approved

### **Electrical Safety Guidelines**

**BE CERTAIN YOU MEET EACH OF THESE SAFETY REQUIREMENTS AT ALL TIMES**

To promote fire safety, each resident must abide by the following regulations:

- ◆ Only UL listed electrical products are allowed in the building
- ◆ Only 3-prong grounded multi-plug adapters / power strips with surge protection are allowed
- ◆ No multi-plug adapters or surge protectors are allowed in the bathroom under any condition
- ◆ Papers, clothing and all combustible material are to be kept away from adapters, outlets, cords and power strips
- ◆ All cords must be 3-prong grounded cords and no longer than 6ft. in length
- ◆ No additional lighting (decorative or other) is allowed in the bathroom at any time
- ◆ Electrical items used in bathrooms must be unplugged when not in use  
This includes hair dryers, electrical razors, clothing irons, and any item with an electrical plug
- ◆ Hair dryers draw a lot of electricity and should only be used in the bathroom
- ◆ Only one microwave (1000 watts or less) and 2 mini-fridge (1 per resident) are allowed per room  
No other appliances may be used in individual rooms. If you would like to have appliances in the kitchen, let the Residence Hall Office staff know.
- ◆ If you have an additional lamp in your room  
The light bulb must always have a shade over the bulb. This shade must be store manufactured. The light bulb cannot exceed the rating of the fixture. All combustible material must always be kept away from the light bulb and the cord. Lava lamps and Halogen lamps of any type are not allowed in the residence hall.
- ◆ Do not operate too many electrical items from any single outlet (no more than 1000 watts)
- ◆ No smoke detector shall be covered or obstructed in any manner  
Smoke detectors are an important safety item. If a detector is covered or obstructed in any manner, the resident(s) of the room will face eviction.
- ◆ Nothing shall be mounted within 12 inches of the smoke detector in any direction
- ◆ Anyone tampering with any fire equipment (including fire exits) will face eviction and legal penalties
- ◆ Personal fans should not be left on when no one is in the room/bathroom
- ◆ You are responsible to report cracked outlet/switch plate covers to the Residence Hall Office immediately
- ◆ You are responsible to report cracked, broken or missing room light covers immediately

Because of the safety concerns, any resident not following these safety guidelines at all times may face eviction.

### **Emergency Numbers**

In the event of an emergency, contact the staff on duty for assistance or call:

<b>Rocklin Police 911</b>	<b>Community Safety Office: 660-7120 from regular telephones</b>
<b>Ambulance 911</b>	<b>Ext. 7120 from campus telephones</b>
<b>Fire/Rescue 911</b>	<b>1000 for general assistance from an emergency phone</b>
	<b>1111 for an emergency from an emergency phone</b>

Emergency telephones located in the residence hall dial the Community Safety Office directly. Use these phones only in emergencies. Do not vandalize these phones so they are available and working should an emergency arise.

## **Evacuation of the Hall**

Residents and their guests are required to evacuate the hall whenever an alarm sounds, or staff requests their evacuation due to an emergency. Residents who are slow to evacuate or are not cooperative will face disciplinary action that may include eviction from the community. Residents will be completely responsible for the behaviors of their guests at all times (see Reference Information – Emergency Procedures [p. 16] for more information).

## **Fire Prevention**

Fire prevention is every resident's responsibility. Residents must follow the electrical safety guidelines listed in this handbook. See the reference section of this handbook for additional information. Residents need to also be aware of the following safety guidelines:

- Keep papers, books, clothes or other combustibles away from outlets or electrical cords
- Refrain from cooking or warming any food or beverage inside their room
- Turn off and unplug hair dryers, curling irons, shavers, or other electronic devices after use.

## **Furniture**

The furniture in your room and in each public area should not be misused in any way. Furniture items are not to be removed from bedrooms or public areas. Residents are completely responsible to use furniture provided in a responsible manner so that no harm comes to themselves, others, or the furniture.

## **Guests and Visitors**

A guest is an individual who does not live in the residence hall and who is not registered to stay overnight.

A visitor is an individual who is not assigned to the room in which they are visiting.

Guests are welcome in the residence hall if they are visiting a current resident and are always escorted by that resident while in the residence hall. Each resident may sign in only two guests at any one time. Residents are responsible for their guest's behavior and should always escort their guest when in the residence hall. Guests are required to obey campus and residence hall rules and regulations and all directions by staff members. Guests will be held accountable, along with the current resident with whom they are visiting, for violations. Unescorted guests who are seen in or near the residence hall will be asked to leave the area and may be restricted from entering the residence hall in the future.

The residence hall is an adult community. Therefore, guests under the age of 18 years are not permitted in the residence hall.

The building perimeter doors are locked 24 hours a day for security and safety reasons, as this is a private community. Guests arriving between 8:00 am and 4:00 pm must sign in at the Residence Hall Office. Should a visitor arrive during non-business hours, the following guidelines should be followed:

1. If a guest arrives between 4:00 pm and the beginning of Quiet Hours on any day, they must be met at the entry door by the resident with whom they wish to visit and must be signed in by a staff member on duty. The resident of the community is responsible to introduce them to the Resident Assistant (RA) on duty and request to sign-in a guest. The resident must always escort them while in or near the hall.
2. If a guest arrives on a weekend before an RA is on duty, the resident with whom they are visiting is responsible to meet them at the entry door and always escort them. They are responsible to sign that guest in once an RA is on duty.
3. No guests are allowed in the building during Quiet Hours unless they are an approved overnight guest.

Requests to host an overnight guest should be made in advance to the Residence Hall Office during regular business hours (9:00 am – 4:00 pm, weekdays). If the overnight guest is to have a vehicle overnight, then residents should contact the Residence Hall Office to arrange for a visitor parking permit.

The guest policy is also covered in the Behavior Guidelines and Policies section of this handbook.

## **Health Services**

The Sierra College Health Center offers a variety of services to all students at Sierra College. Contact the Health Center for more information on hours and other services available at (916) 660-7490.

Sutter Roseville Hospital is the closest hospital. It is about five miles west of the college. In an emergency, a resident would be transported by ambulance to Sutter Roseville Hospital unless another hospital is requested.

Remember that your health & wellness refer to both your physical and mental health. A good start is choosing to be informed about health issues. If a resident becomes ill, they should seek medical attention and contact their parents or a knowledgeable friend if desired. Staff members are not allowed to transport residents to a hospital or to a doctor's office for liability reasons. Residents will need to arrange transportation as necessary. There is a first aid kit available for resident access in the Resident Hall Staff Office (i.e. "The Box").

## **Hall & Floor Meetings**

At the beginning of each semester, the Residence Housing Supervisor holds a mandatory all-hall meeting of all residents to introduce the residence hall staff and provide information on policies and upcoming events. Floor meetings are held periodically throughout the semester by the live-in staff. Attendance at these meetings is mandatory. Failure to attend these meetings will result in disciplinary follow-up that can include a fine and/or eviction. Residents are held responsible for the information discussed at these meetings. If you are unable to attend due to your work or class schedule, see your RA in advance of the meeting to get the information the next day.

## **Health and Safety Inspections (Room Checks)**

Residence Hall staff will conduct bedroom, bathroom, and common area inspections to ensure the safety and sanitation of each room. Inspections will be announced ahead of time and will take place between the hours of 9:00 a.m. and 4:00 p.m. on the scheduled days. It is not necessary for residents to be present during the inspection. Residents in rooms or common areas designated "unacceptable" after the inspection will have 48 hours to clean the space. Failure to clean the space may result in cleaning charges. If a policy violation is found during the inspection, it may result in a conduct referral.

## **Housing Accommodations**

In accordance with Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990, Sierra College has established Housing Procedures - Accommodations to ensure students with documented disability(ies) have equal access to housing opportunities on campus. In order to request and receive housing accommodation(s), including an assistance animal, the student is encouraged to complete the Housing Accommodations Request Form. To determine reasonable housing accommodations, confirmation that describes the needed accommodation or modification, and the relationship between the student's disability and how the requested accommodation is necessary to use campus housing is required. Housing accommodations and academic accommodations requests are separate, distinct processes. Students seeking academic accommodations must complete the application and provide documentation to Student Accessibility Services: <https://www.sierracollege.edu/sas>

## **Keys and entry FOB**

Each current resident is issued a room key, FOB, and a mailbox key. These keys are for the resident's use only and are not to be shared or loaned to anyone. Sharing or loaning keys is a violation of the Behavior Guidelines and grounds for disciplinary action that could include eviction from the community. Safety and security are a main concern, and loaning keys breaches that security. Lost keys will result in a non-refundable charge to the resident. Lost keys require security measures by the Residence Hall Office staff as well as material and labor costs to the Residence Hall Office. These costs are charged to the resident.

<u>KEY</u>	<u>REPLACEMENT &amp; LABOR COST</u>	<u>CREDIT FOR LATE RETURN</u> (within 5 days, in working condition)
Room key	\$30.00	\$10.00
Mailbox key	\$10.00	\$ 5.00
Electronic building entry key (FOB)	\$10.00	\$ 5.00

## **Laundry Facilities**

There are two sets of washers and dryers within the Residence Hall. These are provided for the use of the entire community. Machines accept credit/debit (Visa or MasterCard) payment only. If a machine is not working properly, inform the Residence Hall Office staff during normal business hours so a repair person can be contacted. Due to the noise generated by the machines, laundry hours end when quiet hours begin.

## **Lockouts**

Residents are issued keys and are responsible to prevent themselves from being locked out of their rooms. Each resident is responsible to always keep their room keys with them, so they are not locked out. A lockout is not considered an emergency. If a lockout accidentally happens, residents will need to contact staff for assistance. If a resident is locked out, they may be inconvenienced for a while until a staff member is available to let them into their room. While we will do our best to be prompt, do not expect immediate service. At no time will a resident be let into any room other than the one to which they are assigned.

Residents will sign a lockout card to be let back into their room. If room entry becomes excessive, defined by more than three times per semester, the resident will be charged \$25 per entry thereafter and may face disciplinary action.

## **Mail**

Mail is delivered to the residence hall and distributed into mailboxes Monday through Friday by 9:00 pm. There is no mail delivery on Saturday, Sunday, or holidays. Each room has an assigned mailbox shared by two roommates and each occupant is issued a mailbox key. Roommates are not to take or open each other's mail. It is illegal to handle or open another person's mail. You should never loan your mail key.

Mail should be addressed as follows:

**Student Name**  
**Sierra College Residence Hall**  
**4895 Rocklin Road, Room ###**  
**Rocklin, CA 95677-3397**

Inform anyone sending you mail to put your current room number on the address. If you move rooms, you are responsible for notifying people and businesses that send you mail of your new room number. Due to the amount of work required of the Residence Hall Office staff, any pieces of mail which do not have accurate room numbers and names may be returned to the sender.

When you move out, inform people and businesses of your new address so that there will be no delay in receiving your mail. Remember, the Residence Hall Office will forward First Class mail only. First Class mail does not include magazines, newspapers, or any other bulk mail.

### **Maintenance/Custodial**

The maintenance and custodial departments coordinate with the Residence Housing Supervisor to provide a safe and clean environment in all the public areas. Residents who notice potential or existing maintenance problems should inform the residence hall staff. College custodial services provide regular vacuuming of corridors and floors of areas open to general use (public areas). Custodial staff members are not responsible for the general cleanliness of the residence hall. Basic housekeeping of the residence hall's public areas and each room is the responsibility of the occupants. This means that as a resident you share in the responsibility of keeping the public areas (hallways, lounges, stairs, lobby etc...) clean and free of debris. Clean up after yourself.

### **Meal Plan and Meal Card**

The meal plan operates as a declining balance on a weekly basis. Your meal plan money has been divided into a specific amount per week (\$65). Residents are encouraged to budget accordingly. The Residence Hall Office has entered into an agreement with DishOut ([www.sierraadvantagecash.com](http://www.sierraadvantagecash.com)) to allow residents to use their meal cards in the campus cafeteria and at some local eateries. More information is available in the Residence Hall Office.

Each resident is responsible to pick up a Student ID Card from the library and bring it to the Residence Hall Office for programming as your meal card. You are asked to carry your Student ID & Meal Card with you whenever you are on campus. The Student ID & Meal Card is provided to each resident at no cost and must be presented upon request of a Sierra College staff member or Public Safety Officer. The Student ID & Meal Card will also be used to check out residence hall equipment. If your student ID & Meal Card is lost or stolen, you need to obtain a replacement card immediately. Come to the Residence Hall Office to notify us that your card is lost or stolen, and we will give you instructions on how to obtain a new card.

The meal plan will become invalid upon termination of license agreement. Funds will remain available on resident's meal card until the completion of their final license agreement term in the Residence Hall. At the end of that term, any unused funds will be removed from the resident's meal card. There are no refunds for unused monies that are not used by the end of the semester. No reduction of the meal plan fees is permissible because of dietary or related restrictions, including, but not limited to, food allergies, vegan or vegetarian requirements.

Pacific Dining operates the cafeteria in the Campus Center (J building). The hours of cafeteria operation may change without notice. The cafeteria is closed on holidays or on days/evenings when school is not in session. Residents are served in the cash line area and the following policies are in effect:

1. Residents must show their Student ID Card to cafeteria staff before being served. No Student ID Card, No food! Make sure to tell the cashier that you are a "resident student."
2. Students are to bus their own trays and dispose of trash when leaving.
3. The Food Service Provider will do their best to accommodate any medically necessary diet for resident dining patrons when prescribed and approved in writing by a medical doctor and Sierra College. In such situations the resident will need to meet with the Director of the Food Service Provider.

### **Move-out / Check-out Procedures**

All residents are licensed for the academic year. Residents should refer to their License Agreement for specific terms. If a resident desires to move-out prior to the end of the License Agreement, they should speak with the Residence Hall Office immediately. No resident will be allowed to break their License Agreement if there are no replacement students of the same gender available to take the resident's space.

Residents who abandon their rooms or who are evicted from the residence hall will still be held accountable for the full term of their License Agreement and will not receive a refund of their security deposit. Also note that the License Agreement is for the entire academic year. No resident will be released from their License Agreement after the Fall semester and proceeding the Spring semester, unless there is a replacement student of the same gender that is available to take the resident's space.

Residents with specific reasons/needs to break their License Agreement are encouraged to schedule an appointment with the Residence Housing Supervisor.

Residents are required to vacate the hall per the terms in their License Agreement. For the December closing (winter break) continuing residents will not be required to pack up belongings. For the May closing (summer break) all residents must remove all belongings at checkout time. Refunds (as appropriate) are only processed AFTER the move-out is complete and the resident is no longer living in the college residence hall. If you are due a refund, after the paperwork has been processed by the Residence Hall Office it takes approximately 6 weeks to receive the refund.

Checkout steps are found in the reference section of this handbook. These steps also apply when you are changing rooms. Failure to check-out/move-out properly will inconvenience you and result in non-refundable charges to your residence hall account.

### **Noise / Volume Levels**

Consideration is always the rule. Courtesy Hours are 24 hours a day. Radios, televisions, conversations, and other audible noise are expected to remain at a reasonable level which is not disturbing to others in any way. Residents are responsible to monitor their volume levels and reduce the volume as needed. When requested by any community member or staff, volume levels will be reduced immediately. Residents generating noise must take responsibility for making sure their activities do not have the potential of disturbing others.

**Courtesy Hours: 24 hours a day**  
**Quiet Hours: Sunday through Thursday, 11:00 pm to 8:00 am**  
**Friday and Saturday, 12:00 am to 8:00 am**

During Quiet Hours residents are expected to always maintain a quiet environment. Sound must not filter out of or into any room, hallway, stairway, lounge, or other public area. Residents are not permitted to use the laundry facilities during Quiet Hours. Residents are expected to monitor their own behavior. If staff intervention is required, an incident report will be filed with the Residence Housing Supervisor and appropriate disciplinary action taken.

Extended Quiet Hours will be enforced throughout the week before finals. Extended Quiet Hours will begin at 7:00 p.m. and extend through 8:00 a.m. the following morning.

22-Hour Quiet Hours will be enforced throughout finals week to promote and support the academic environment. During Finals Week of each semester, a violation of 22-Hour Quiet Hours may result in a non-refundable charge per violation to each violator's account. This is a critical time of year and people must respect the need for quiet.

### **Noxious Odor**

A noxious odor is any aroma of such intensity that it becomes apparent and/or offensive to others. Any odor can become noxious or offensive when it is too strong. Some examples are cigarette, cigar, or pipe smoke; incense; perfume; air freshening spray; large amounts of dirty laundry and marijuana smell. Furthermore, because incense is a fire hazard as well as a source of potentially noxious odor, it is always prohibited in the residence hall.

### **Packages**

Packages delivered to the Residence Hall Office will be scanned into a package notification system which will send you an email (mySierra) to notify you that you have a package. You will need to come to the office with your student Id to sign out your package.

### **Painting**

Painting is strictly prohibited. Residents may not apply paint to residence hall rooms or public space.

### **Payments**

The resident is responsible to ensure that either payment has been made in full, or that a payment plan has been arranged through their mySierra account. If parents or others are paying your bill, it is still your responsibility to be sure the payment is made on time. All notices of delinquent payment or eviction proceedings will be sent to the resident, not to parents or others helping to pay. Any refunds due on the account will also be sent to the resident, not to the parents or others helping to pay. Failure to make payments on time will result in a non-refundable late fee and is a violation of the License Agreement and may result in eviction. Residents who fail to pay their fees as agreed will be sent to a Collection Agency and may negatively impact the resident's credit rating.

### **Pest Control**

Pest control in student rooms and suites begins with residents preventing the conditions that invite insects or other pests into the room and suite. Below are guidelines that residents should follow:

- Keep all food in sealed containers
- Wash dishes and utensils promptly after use
- Keep the trash can clean, and do not let trash build-up

- Keep the refrigerator clean inside and out
- Clean the room and bathroom regularly
- Do not accumulate aluminum cans or other food containers for recycling purposes

Should residents have a pest concern they should submit a work order at the Residence Hall Office. Residents will be notified in advance if their room needs to be sprayed and how long the room will need to remain unoccupied.

### **Privacy and Security**

Residential living in an academic community provides opportunities for educational and social exchanges within the residence communities. These exchanges, however, should not interfere with the rights of individuals to privacy and to the use of their room for study and sleep. Therefore, members of the community must conduct themselves within residence communities in ways that will not infringe upon the rights of other residents to use their room for study and sleep and to honor their right to individual privacy in all areas of the residential communities.

### **Recreation**

A wide variety of recreational opportunities are available on campus and in the nearby area. The residence hall features a recreation room with a pool table, ping pong table, television, and planned activities. Folsom Lake is about five miles from the campus and is a favorite recreational spot for residents. The ski slopes and water sports of the Lake Tahoe area offer many recreational opportunities and are 75 miles from campus. The Resident Assistants and the Residence Hall Association plans recreational activities. If you have an activity idea, then get involved in the Residence Hall Association or work with your Resident Assistant to make your idea a reality.

### **Recreational Equipment**

A selection of recreational equipment is available to residents and may be checked out with your Student ID Card in the Resident Hall Staff Office. When checking out equipment, residents are expected to use the equipment responsibly and return the equipment within a reasonable amount of time so other students can use the equipment. The resident who checks equipment out is financially responsible for the welfare of the equipment and will be charged for damage to the equipment and damages caused by misuse or abandonment of the equipment.

### **Refrigerators**

Residents are welcome to bring a compact refrigerator or refrigerator combo, but because of space and power requirements the maximum size allowed is 4.5 cubic foot capacity in total. All refrigerators must be U.L. listed.

### **Residence Hall Association (RHA)**

All residents are automatically members of the RHA. The RHA offers residents an excellent opportunity to get involved in the community and gain valuable leadership experience. The purpose of the RHA is to act as a positive lead in the organization of activities, fund raising, and allocating those funds for resident events or equipment that enhance residence hall living. RHA officers are elected by the residents at the start of each semester. All residents are welcome to run for office. Information about RHA can be picked up at the Residence Hall Office.

The RHA provides an excellent opportunity for residents to take on a positive leadership role in college and make the most of the residence hall living experience. This is an excellent way to get involved in the College and gain some key leadership experience that can benefit you both in college and in life. Announcements for all meetings and elections will be posted in the Residence Hall Lobby. If you are interested in being a Resident Assistant, RHA can help you gain the experience necessary to be competitive in the selection process for becoming an RA.

### **Rights and Responsibilities**

As a resident of the Sierra College residence community, you possess specific individual rights that must be respected by roommates, quad-mates, all other residents and residence hall staff. These rights are intended to define and protect your individual freedoms as well as personal well-being. With each right comes the responsibility to exercise that right in a manner that is not disruptive or harmful to others, their belongings or college property.

**As a resident, you have the right to:**

- 1. Sleep and study in your room free from undue interference**
- 2. Have control over your personal belongings**
- 3. Free access to and from your room**
- 4. A clean & safe environment in which to live**
- 5. Entertain guests when that entertainment does not infringe upon your roommate, your quad mate, your neighbors or the general community, and is in accordance with community policies**
- 6. Confront another's behavior in a tactful manner when that behavior infringes upon your rights**
- 7. Be free from fear of intimidation, physical or emotional harm**
- 8. Have proper redress of grievances**
- 9. Be afforded due process with the imposition of disciplinary sanctions**

You can help ensure these rights will be honored through thoughtful discussion and open & honest communication with your roommate, quad-mates, neighbors, and staff. Seek out your Residence Hall staff for mediation and conflict resolution whenever needed.

### **Room Assignments**

The Residence Life and Residence Hall Office make room assignments just prior to the start of the semester. The student's stated preference will be considered. If a specific roommate is requested and the request is mutual to both roommates, every effort will be made to meet that request. The Residence Housing Supervisor reserves the right to change room assignments in the interest of health, discipline, or general welfare of the residents or community.

Room change requests from residents will not be considered during the first four weeks of each semester. This allows the Residence Hall Office to organize resident documents, payments, and files. It also gives the residents a chance to get acquainted. If you are unhappy with your room assignment, work with your RA to assist you in addressing your concerns. Know that we will not solve the concerns for you, but we will work with you to help you resolve the situation.

### **Room Change Requests**

Room change requests will not be considered for the first four weeks of the semester. If a room change is desired during the room change period, you may obtain a room change request form from the Residence Hall Office. You must include a good reason for room change and the signatures of all residents and each RA impacted. A group meeting is required between all affected residents and RAs prior to the RA's signing the request. The form must then be submitted to the Residence Hall Office for review. Forms will not be accepted if roommates have not had a prior roommate meeting with their RA present.

Room changes may seem easy, but it involves a good deal of paperwork and effort on the part of the residence hall staff. Your patience and cooperation are appreciated. Room change requests are only granted when a very compelling reason exists to warrant the change and all efforts have been made by the requestors to mediate the concern.

The final approval for a room change must come from the Residence Housing Supervisor in writing. Do not move into your requested new room unless you have a copy of the room change request form signed by the Residence Housing Supervisor. If approved, the checkout and check-in procedures must be followed and take place in a timely manner as indicated on the approval form. An improper move will result in a non-refundable charge to your account.

### **Room Condition Report (RCR)**

Room condition reports must be completed and signed by each resident and their RA on move-in week and move-out day. This is necessary whenever a resident moves into or out of a room. The resident is responsible for making sure this form is completed and includes damages or imperfections that already exist in the room. Residents will be charged for any damage or imperfections not recorded on the form that exist at the time of move-out. A sample list of charges is in the reference section of this handbook. Room condition reports (RCR's) allow the resident and hall staff to notice and record imperfections present upon move-in and move-out.

Upon move-out, RA's will perform the initial move-out inspection with each resident. Final room inspections for condition and verification of charges related to a move out are completed after residents have moved out due to staffing and time considerations. The Residence Housing Supervisor and other staff members complete these final inspections. These cannot be completed on checkout day due to the number of rooms. Pictures will be taken as feasible to record the condition and verify the charge to the resident.

### **Room Entry by College Officials**

The College reserves the right of authorized College officials to enter individual rooms, whether the resident thereof is present or not, and whether the resident thereof consents to entry or not, upon reasonable suspicion of crime or policy violation, or of health and safety emergency, inside the unit. Where practicable, such entry will be preceded by the official knocking on the door and verbally requesting consent to enter. Personal property in the individual room which is in plain view and the presence of which violates Residence Hall policies or regulations or represent a criminal violation may be seized by the official, following which the College shall provide written notice to the unit resident of the items seized and the procedure the resident must follow and proof which must be made to recover the items.

### **Room & HVAC (Heating, Ventilation, Air Conditioning) unit Inspections**

Formal room inspections will be conducted once a month. We will be inspecting the facility and each bedroom & bathroom for potential safety & health hazards, unsanitary conditions, leaky plumbing, maintenance problems, and damage. While these inspections are primarily aimed at maintaining the facility and assuring healthy living conditions, all observations of residence hall policy violations will be reported. HVAC units are delicate and very expensive. As a result, they need to be inspected at least once a month. Any tampering or attempt by any unauthorized person will result in charges to the residents of the room as well as disciplinary follow-up.

Dates and times of inspections will be posted at least 24 hours in advance except when emergency circumstances exist. You are encouraged to be present when your room is inspected; however, in your absence staff will enter your room with a master key to complete their inspection.

### **Rules and Regulations / Community Behavior Expectations**

A detailed copy of the Residence Hall Rules & Regulations / Behavioral Expectations is included in the License Agreement. It is the responsibility of each resident to read and know the guidelines. Being unaware of a written policy will never be an acceptable reason to be in violation of a policy. These rules and regulations are established to provide a harmonious environment that will promote student success and comply with state law and the Education Code. Residents are responsible to be aware of and follow the policies and expectations. Residence Hall Staff is directed to objectively enforce the rules and regulations in the interest of all concerned. A copy is provided in the reference section of this handbook.

Living on campus is a wonderful part of the total college learning experience. Those who detract from the positive experience by violating rules and regulations or whose behavior is detrimental to the overall success of the program will be asked to vacate the residence hall. Students who are evicted from the residence hall for any cause are no longer allowed to visit in or near the residence hall for a specific period (usually one full year) outlined in the guidelines. Current residents who choose to host or visit with evicted residents in or near the residence hall (in front of U building, in the resident parking lot or in any unpaved area behind and beside the residence hall) risk disciplinary action. Students are asked to visit in classes or in an area or building that is away from the residence hall.

### **Semester Breaks**

The residence hall is closed during semester breaks. Residents must vacate the residence hall according to the terms stated in their License Agreement. Residents may move back according to the move-in timeline established for each semester once they have received clearance to move in. No exceptions will be made during this time for liability reasons. Therefore, residents must prepare in advance for a ride and a place to stay over the breaks. Rooms are not accessible during breaks, so residents should remove any belongings they will need for the duration of the break. Residents must remove all belongings at their final checkout time in the spring semester (or perhaps earlier), as there is no storage in the residence hall.

### **Sexual Assault**

Any student who has been the victim of sexual assault is encouraged to report the assault to a college official whom the student feels comfortable. The Counseling Center has qualified counselors to help students deal with difficult situations including sexual assault. "Date rape" or "acquaintance rape" is defined as sexual intercourse without consent, where the victim and assailant are acquainted or may have dated. Any student involved in the sexual harassment or sexual assault of any person will be subject to disciplinary action and legal prosecution. Sierra College does not tolerate this kind of activity. Know that all parties are treated as innocent until proven otherwise.

### **Storage**

There is no capacity in the residence hall to store belongings. Any items left behind will be disposed of or donated to charity. The account of the owner or room occupant will be charged for excess garbage removal.

### **Supervision /Safety/ Staff Assistance**

General supervision and safety in the residence hall is maintained Monday through Friday, 8:00 am to 4:00 pm by full-time employees of Sierra College. Supervision is maintained by live-in staff weeknights 4:00 pm to 8:00 am & 24 hours on weekends. The live-in staff is trained in general assistance. They are also peers who care about residents and are willing to listen and do what they can to offer general assistance and referrals. Residents are required to follow any lawful instruction given to them by the Residence Hall Staff. The live-in staff consists of a Head Resident and 4 Resident Assistants. The Resident Assistants (RAs) are resident hall leaders and are students who are attending Sierra College. The Head Resident oversees evening and weekend supervision of the live-in staff and the Community.

Each of the live-in staff members are employed by the college to plan activities, provide guidance, promote an enjoyable living environment, and assist in supervision and maintaining safety and order in the residence hall. The RAs are also responsible for helping to create, organize, and supervise activities for the residents to complement the efforts of RHA (Residence Hall Association).

The live-in staff is responsible for being available as much as possible between their classes and on weekends to assist residents with problems or to refer them to other resources. RAs are students with normal schedules, and therefore cannot be available 24 hours a day. If you find it is consistently difficult to contact your RA (or any other staff member) in person or by note, then inform the Residence Housing Supervisor. As a community member you share responsibility in doing your part to help keep the community positive, safe, and pleasant.

The Community Safety and Parking Department is responsible for the enforcement of District/campus/residence policies, security, traffic, and parking regulations and provides 24-hour patrol of the campus, parking lots, and



buildings. Violation of some of the residence hall rules and regulations may also constitute a violation of federal, state, or local law, or District policy, which may require prosecution and disciplinary action by other authorities.

### **Telephones/Calling Residents**

The Residence Hall Office does not have the capability of connecting an incoming caller to a residence hall room, nor the staff to summon residents to the phone or take messages.

In a true emergency, contact the Community Safety Office dispatcher at (916) 660-7120 to dispatch a patrol officer to locate a student in class or in their residence hall room to deliver an emergency message.

### **Temperature**

Public area thermostats have been set to a comfortable temperature. In-room temperature needs to be regulated by the occupants of the room. The heating & cooling unit will require monthly inspections as discussed on page 14. This unit is extremely expensive, so preventative maintenance is critical. Any tampering or attempt by any unauthorized person to any unit will result in charges to the residents as well as disciplinary follow-up.

### **Tobacco, Smoke, Vapor-Free Policy**

Sierra College Board Policy establishes a smoke, vapor, and tobacco-free environment. The use of such products is prohibited on campus. This is particularly of concern in the residence hall due to fire safety and insurance reasons. Individuals violating this policy will be subject to campus disciplinary action.

### **Trash**

Residents are responsible for emptying their own room trash into the large dumpsters located in the Resident Parking Lot. Make sure to use a liner in the trashcan to help keep the trashcan clean. Do not empty your room's trash into the trashcans located inside the building because they are meant for incidental litter and are only emptied once a day. They are not to be used as a collection point for room trash. Do not sweep lint and small trash into any hallway. Residents will face a non-refundable trash removal / littering charge for ignoring these guidelines.

### **Valuables**

At no time is the college responsible for a resident's money or valuables. Rooms should be kept locked, and keys must not be loaned. Roommates and quad-mates share the responsibility for maintaining the security of their rooms. Money or valuables should not be left in rooms. Renter's insurance information is available at check-in for individuals who are interested in protecting their valuables.

### **Vandalism**

Vandalism to any Residence Life or college building, machinery, property, or signage (including bulletin boards, fliers, posters, signs) is prohibited. Violations of this policy will result in individual or shared billing and/or disciplinary action.

### **Walls, Ceilings, Doors**

Posters or other decorations may be thumb tacked to room walls. Nails, tape, screws, or hooks must not be used on walls or ceilings. Damaging tape or stickers may not be used within the residence hall facility. Keep doors, mirrors, and walls free of damaging materials. Do not use putty style adhesive as this can damage walls and ceilings. Residents will be charged for all damage not present when they moved in, no matter how small.

### **Wireless Internet**

The residence hall has wireless internet available. Connect to the "Sierra" network and enter the credentials that you use to log into your Sierra College account. All residents are expected to follow all terms-of-service protocols for the wireless internet. Specifically, residents will not be permitted to download, upload, or otherwise share copyrighted files or materials by using the wireless internet connection. WIFI can only support 4 devices.

# Important Reference Information

## EMERGENCY INFORMATION ABOUT THE RESIDENCE HALL

### Fire Prevention

Preventing fires is everyone's responsibility, as hundreds of lives are at stake. Everyone's cooperation is needed.

A few basic rules to remember includes:

1. Be certain the smoke detector in your room is always in good working order. It could save your life. Notify a residence hall staff member if your smoke detector is beeping or not working properly.
2. Never smoke or burn any object (such as incense or candles) in the residence hall.
3. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a fine.
4. Do not use combustible materials for decorative purposes.
5. Keep all materials that could catch fire away from hot surfaces. Do not cover light bulbs with a cloth or block the heating / cooling unit in any way.
6. Be familiar with the location of the exits in the hall.
7. No matter how many false alarms may occur, you must treat each one as if it is signaling a real fire. If you fail to evacuate or take excessive time evacuating the building, you could lose your life. You are responsible for cooperating with staff and evacuate the building in a timely manner. Failure to cooperate with staff or failure to evacuate in a timely manner will result in disciplinary action.
8. Before leaving your room, feel your room door.
  - a. If it feels warm, do not open it. A warm door may indicate fire on the other side.
  - b. If the room door does not feel warm, open cautiously to check for smoke in the hallway.
9. If you believe that the hallways are passable, proceed with caution to the nearest exit.
10. After leaving the building, meet at the predetermined meeting point for residence hall students.
11. Return to the building only after being told that it is safe to do so. Do not re-enter the building when you hear the alarm stop, as it may not be safe to enter. You need to wait until you are given verbal clearance to re-enter by a college employee or Emergency Personnel.
12. If your room door does feel warm or if the hallway is smoky, stay in your room with your room door closed. Seal cracks around the door with towels or sheets to keep the smoke from entering the room.
13. If smoke does enter your room, open a window slightly. Hang something noticeable out the window like a towel or sheet to indicate your exact location to fire fighters.
14. If you cannot open a window, remain close to the floor. The best breathing air will be within 18 inches of the floor.
15. Above all, do not panic. The Rocklin Fire Department is familiar with campus residential communities and will be on the scene in minutes.

### If You Discover a Fire

1. Go to the nearest alarm pull-station (if it is safe to leave your room) and pull the fire alarm as you exit the building.
2. Call 911 and report the location of the fire from outside the building.

## EMERGENCY INFORMATION ABOUT EARTHQUAKES

### DURING THE TREMORS

- If you are inside:            Stay indoors & take cover under a table, desk, or within a doorframe  
   Stay away from windows
- If you are outside:         Do not enter buildings  
   Stay clear of buildings, trees, and power lines

### AFTER TREMORS SUBSIDE

- Remain calm and exit building quickly to a clear area  
Go to Resident Parking Lot  
Do not ignite matches, lighters, or turn on electrical switches or items  
Do not re-enter building until college staff or designee gives directive

## **GENERAL EMERGENCY PROCEDURES**

### **EVACUATION OF THE RESIDENCE HALL**

In the event that residence hall students are ordered to evacuate, all students will exit the building by the nearest available exit (preferably the emergency exits at each end of residence hall). Students will need to evacuate the residence hall as quickly as possible and congregate in the Resident Parking Lot (the northwest corner furthest away from either building). Students will remain in that location until an accurate headcount can be made. College Staff and/or Emergency Personnel will give further instructions.

(Examples of reasons to evacuate include, but are not limited to: fire, noxious fumes inside the hall, flooding, unsafe conditions within the hall, etc.)

### **LOCKDOWN OF THE RESIDENCE HALL**

In the event that residence hall students are ordered to go into lockdown, all students will be asked to return to their rooms and do the following:

- 1) Put an article of clothing on the outside of the doorknob so staff knows the following has been completed.
- 2) Lock their room door.
- 3) Close their room windows.
- 4) Close their window blinds.
- 5) Turn off all lights, computers, televisions, stereos, etc.
- 6) Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

It is important that students remain calm and that they do not answer their room door for anyone other than College Staff and/or Emergency Personnel.

Students should note that, in the event of a lockdown, no one will be allowed to enter or leave the residence hall. Students that do leave the residence hall do so at their own risk and will not be allowed to return into the residence hall.

(Examples of reasons to lockdown the residence hall includes, but are not limited to: sniper/shooting, other violent crimes, riot/disturbance, etc.)

### **SHELTER-IN-PLACE**

In the event that residence hall students are ordered to shelter-in-place, all students will be asked to return to their rooms and do the following:

- 1) Put an article of clothing on the outside of the doorknob so staff knows the following has been completed.
- 2) Lock their room door.
- 3) Turn off their air conditioning/heating units.
- 4) Close their room windows.
- 5) Close their window blinds.
- 6) Turn off all lights, computers, televisions, stereos, etc.
- 7) Remain in their room until given further instructions from College Staff and/or Emergency Personnel.

Students should not answer their room doors for anyone other than College Staff and/or Emergency Personnel. In the event of a shelter-in-place incident, College Staff may cut off power to the building. If power is cut to the building, residents will still need to remain inside their rooms until they receive further instructions.

Students should note that, in the event of a shelter-in-place incident, no one will be allowed to enter or leave the residence hall. Students that do leave the residence hall do so at their own risk and will not be allowed to return into the residence hall.

(Examples of reasons to shelter-in-place in the residence hall include, but are not limited to: toxic cloud(s), chemical spills, dense smoke near campus, etc.)

### **DURING ALL EMERGENCIES**

Students are expected to always follow the directions of College Staff and Emergency Personnel, especially during emergency situations. During any emergency situation, residents are advised to put on layers of clothing and shoes and to have their room keys and picture identification with them at all times.

Students are also asked to refrain from making phone calls during any emergency, since the phone lines will need to remain open for Emergency Personnel at that time.

**SIERRA COMMUNITY COLLEGE DISTRICT**  
**2024-2025 License Agreement for Residence Hall Housing**  
August 15, 2024 – December 13, 2024 and January 23, 2025 – May 23, 2025

# TERMS AND CONDITIONS OF OCCUPANCY

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**This License Agreement is an agreement made between the housing applicant, “STUDENT”, who will be living on-campus and Sierra Joint Community College District, “COLLEGE” for the 2024/2025 Academic Year. Any STUDENT who is under eighteen (18) years of age must have their parent or a legal guardian sign this License Agreement.**

**Introduction:**

Sierra Community College standards reflect directly to the goals and values that underlie all of the College’s residential life policies; safety, respect for self, others and our shared environment; individual responsibility; and fostering a diverse and inclusive community committed to civility, open mindedness and finding common ground. The on-campus living experience entails the freedom and the responsibility associated with community living. We expect our residents to recognize the importance of their part in maintaining a healthy community environment that provides a safe and harmonious living atmosphere that promotes student success.

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### **Definitions:**

- “THE COLLEGE” shall mean Sierra Community College
- “THE STUDENT” shall mean the individual who is attending Sierra College and signs this License Agreement.
- “Controlled substance” shall mean any of the controlled substances listed in the Health and Safety Code under sections 11053 through 11058 for which no lawful written prescription issued by a licensed physician, dentist or podiatrist was issued.
- “District” shall mean the Sierra Community College District.
- “License Agreement” shall mean the License Agreement for Residence Hall housing between the student and the Sierra Community College District.
- “Resident” shall mean a person who has entered into, and maintains a current valid License Agreement for Residence Hall housing and has been assigned a Residence Hall room in the Sierra College Residence Hall.
- “Staff member” shall mean any individual employed by the Residence Life Department including but not limited to Resident Coordinator, Head Resident Assistant, Resident Assistant, Community Assistant, and Desk Attendant.

### **I. Occupancy and License Period:**

The Sierra Community College District, hereinafter referred to as THE COLLEGE, hereby grants to THE STUDENT signing this License, hereinafter referred to as THE STUDENT, permission to occupy a residence hall room as a licensee for the *academic year beginning at 10:00 a.m. on Thursday, August 15, 2024, and ending 24 hours after THE STUDENT’S last in-class final or 4:00 p.m. on closing day of the Spring 2025 semester (whichever comes first), except for the period of Fall Break (October 13, 2024 through October 19, 2024), Winter Break (December 14, 2024 through January 22, 2025), and Spring Break (March 23, 2025 through March 29, 2025);* unless sooner terminated under the provisions of this License.

The fall semester closing day is December 13, 2024; the spring semester closing day is May 23, 2025. This License does not include the Fall Break, Winter Break, Spring Break, or summer term. If Residence Hall housing is offered during the Fall Break, Winter Break, or Spring Break, then it will be at an additional cost. All residents are required to attend a community and floor meeting on the opening day of each semester and as scheduled throughout each semester.

### **II. Charges and Payments:**

*THE STUDENT shall pay to THE COLLEGE the following amount:*

*Eight thousand dollars (\$8,000) for room, board of \$65 per week and services for the period of the License, in two installments of \$4,000. The first installment is due 8/5/2024 and the second installment is due 1/5/2025.*

*The Residence Hall fee will be applied by the semester and not by the month or by the day.*

In addition, THE STUDENT shall pay to THE COLLEGE an additional amount of **\$250.00** due within five days of being offered a bed space reservation, to be held by THE COLLEGE as a security deposit.

THE STUDENT must submit payment in full or sign up for a Nelnet Business Solutions (NBS) Payment Plan at least two weeks prior to the Opening Day of each semester/term. Specific terms and conditions of payments and charges will be stated on the Nelnet Business Solutions website and publications. THE STUDENT and the “responsible party” (as defined by the NBS Payment Plan) are responsible for the terms of the payment contract.

Space assigned in a residence hall after the academic year/summer term begins will be charged on a pro-rata basis for the balance of the academic year/summer term.

### **III. Refunds:**

*At the end of the STUDENT'S stay*, if all Residence Hall fees and other related move-out charges have been paid and the facility has been maintained in accordance with the provisions of this License, and all property of the COLLEGE is returned, the STUDENT shall be entitled to a refund of their security deposit following the move-out process. Final condition inspections and move-out charges are conducted after Closing. These are conducted in a fair and objective manner. If the STUDENT is due a refund, it takes approximately six to eight weeks for the refund to be processed. All refunds will be issued to the STUDENT using the STUDENT'S preferred refund method with the COLLEGE.

### **IV. General Terms and Conditions:**

It is agreed by THE STUDENT and THE COLLEGE that no lease or any other interest in real property is created by this License. THE COLLEGE assumes no responsibility for any property of THE STUDENT that is lost, stolen, damaged or destroyed in the residence hall at any time, including periods when THE STUDENT is not in occupancy. THE COLLEGE is not responsible for injury to THE STUDENT that resulted from THE STUDENT engaging in risky, dangerous, or illegal behavior.

THE STUDENT understands and is in agreement that THE COLLEGE does not conduct background checks on its residents or otherwise attempt to screen based on a prediction of whether residents will engage in untoward behavior.

This License Agreement is personal and may not be transferred or assigned to anyone else. A reservation for a bed space in the Residence Hall is made only when the applicant has completed the residence hall application and License Agreement, and paid a \$250 deposit. And when a Residence Hall official of THE COLLEGE has accepted the License Agreement. The applicant will have to pay an advance payment or sign up for a NBS payment plan for room and board. Upon reservation, space is deemed to be licensed for the entire period of the License (see "Occupancy and License Period"). Rooms are licensed double occupancy only (2 students per room). Students may not sub-let any room or public area space. A student may not move to another room without approval from staff and following the room change policy and procedures.

THE COLLEGE reserves the right to change rates and conditions of occupancy upon reasonable notice and to add such other requirements and stipulations as may become necessary for the betterment of the Residential Life Program and the general welfare of THE STUDENT.

The STUDENT understands that video cameras are used in the public areas of the Residence Hall.

### **V. Right of Entry:**

The COLLEGE shall have the right to enter the premises occupied by the STUDENT, whether or not the resident thereof is present, and whether or not the resident thereof consents to entry for purpose of emergency, health, safety, maintenance, management and enforcement of applicable rules and regulations when reasonable cause exists and/or a violation has occurred or is occurring or for any lawful purpose. The COLLEGE shall exercise these rights reasonably and with respect for the STUDENTS right to be free from unreasonable searches and intrusions into privacy and study space. Personal property in the individuals' room which is in plain view and the presence of which violates Residence Hall policies or regulations or represent a criminal violation may be seized by the COLLEGE, following which the COLLEGE shall provide written notice to the unit resident of the items seized and the procedure the resident must follow and proof which must be made to recover the item(s).

## **VI. Room Assignment:**

Assignment of a room shall be made by the COLLEGE; the STUDENT'S stated preference may be considered. Room and roommate requests cannot be guaranteed but they will be taken into consideration. The COLLEGE reserves the right to change or cancel room assignments on 24-hour notice in the interest of health, discipline, or student welfare, or to make reassignments for more efficient operation or maintenance. All rooms are double-occupied rooms. If the STUDENT finds themselves alone in a double room, the COLLEGE may conduct room reassignments to consolidate all those alone in a double room. The Residence Hall Office staff is not responsible to find roommates for residents under these circumstances but will do their best to assist.

Failure to occupy an assigned room on move-in day each semester may, at the option of the COLLEGE, result in cancellation of the reservation without notice. If such a cancellation occurs, the STUDENT forfeits their full security deposit and will still be held financially responsible for all payments during the term of this License Agreement unless a replacement of the same gender is available and able to take the STUDENT'S place.

## **VII. Check out/Vacate Premises:**

The STUDENT shall promptly vacate the premises 24 hours after their last in-class final or no later than 4:00 p.m. on Closing Day of the semester, or upon revocation of this License Agreement by the COLLEGE or termination by the STUDENT under the provisions of this License Agreement, *whichever comes first*. Every departure from the Residence Hall must be formalized by the STUDENT completing a written check-out according to check-out procedures through their Resident Assistant and returning all keys to the Residence Hall Office during normal business hours. An improper check-out will result in a non-refundable **\$50.00** charge to the STUDENT as well as other charges as appropriate. The STUDENT shall vacate the premises leaving it in a completely clean and sanitary (rent-able) condition, with normal and reasonable wear and tear excepted. In the event that the STUDENT fails to maintain the premises in good order and repair, the COLLEGE shall be entitled to reimbursement for the reasonable cost incurred in returning the premises, including bedrooms and common areas, to a condition of good order and repair. As a part of such reimbursement, the STUDENT'S security deposit, or a portion thereof, will be expended for the purpose of payment of such costs. Additional charges shall be assessed to the STUDENT for costs incurred, if such costs exceed the security deposit.

## **VIII. Use of Premises:**

STUDENT agrees that assigned space is licensed for residential use only. STUDENT shall not use the space as a business address nor conduct business activities on the premises. Conducting business activities includes (but is not limited to) using the living unit address as a mailing address for business related activities or hosting business-related functions and/or websites. STUDENT additionally agrees not to permit the living unit to be used for illegal purposes or to engage in illegal acts within the living unit or upon the grounds of the residential community.

Rooms are furnished and rented as doubles for the entire academic year. The STUDENT must provide their twin extra-long sheets and a mattress pad. Each room is wired for a phone and cable television. The costs of these services are not included in the terms of this license. Work with the Residence Hall Office in setting up connections.

The Residence Hall has no storage areas. Therefore, all room furniture must remain in the STUDENT'S room. Additionally, the STUDENT is advised to limit personal belongings. The Residence Hall are adjacent to classrooms and offices, the STUDENT is advised to bring a personal stereo that is appropriate for community living on a college campus. If the STUDENT'S television, stereo, or other personal belongings

are found to infringe upon the rights of others, the items in question will be confiscated until the disciplinary process can be completed.

**IX. Behavior Guidelines and Policies:**

The Behavior Guidelines and Policies that accompany this License Agreement apply at all times during THE STUDENT'S occupancy of the Residence Hall.

All Behavior Guidelines and Policies of the Residence Hall and THE COLLEGE are in effect when THE STUDENT takes occupancy of their room. THE STUDENT agrees to comply with all such rules and policies as stated in the Residence Life Behavior Guidelines and Policies and the College Student Handbook and with any other rules and regulations as may be adopted by the Residence Hall Office, as well as other COLLEGE policies, county, state, and federal laws. A copy of the Residence Life Behavior Guidelines and Policies accompanies this License Agreement. A copy of other COLLEGE policies is available in the College Administration Office. Non-compliance with any Residence Hall or COLLEGE policy will result in a disciplinary process which is outlined in the Residence Life Behavior Guidelines and Policies.

THE COLLEGE is an alcohol and drug-free environment. No Student shall possess, consume, have consumed, or be under the influence of alcoholic beverages or illegal narcotics at any time on campus or in the Residence Hall. No Student shall possess at any time any empty alcoholic beverage container on campus or in the Residence Hall. Residence Hall students violating State or Federal law by possession and/or use of illegal drugs or alcohol face disciplinary sanctions, up to and including revocation of this License Agreement. Revocation of the License Agreement for violation of policies or the Behavior Guidelines and Policies does not release THE STUDENT from their financial obligation as outlined in this License Agreement. Be advised that THE COLLEGE is extremely serious about these provisions and will enforce them consistently.

**Smoke, Nicotine, Vapor, and Tobacco Policy:** Sierra College is committed to providing a safe and healthy environment for its students, employees, and visitors. In light of evidence that the use of tobacco and exposure to secondhand smoke pose significant health hazards, the District has established a smoke, vapor and tobacco-free environment.

The use of such products is prohibited upon all District owned or controlled properties. The use of such products is also prohibited in all vehicles owned, leased, or operated by the District. This includes the smoking of cigarettes, pipes, cigars, or other tobacco products or the smoking of any substance. The use of smokeless tobacco products (e.g. chewing tobacco) and the use of non-regulated nicotine or other vapor producing products (e.g. electronic cigarettes) is also prohibited.

Students, classified employees, faculty, and educational administrators who violate this policy shall be subject to discipline according to collective bargaining agreements, Education Codes, Board Policy and California Penal Code. Others who violate this policy shall be deemed to have disrupted the orderly operation of the College and may be required to leave the premises.

Additionally, those who violate this policy shall be subject to citation and fines per California Government Code section 7597.1. For further details see Board Policy 3570 and Administrative Policy 3570 available at <https://www.sierracollege.edu/administration/board-of-trustees/#policiesandprocedures>.

If, after due process, THE STUDENT is found responsible for any violation of this License Agreement or of the Behavior Guidelines and Policies, then THE STUDENT may face penalties including, but not limited to:



monetary fines, verbal warnings, written warnings, educational sanctions, Residence Hall probation, up to and including revocation of the License Agreement from the Residence Hall.

**X. Insurance:**

THE COLLEGE has no insurance to cover the personal or property damage of THE STUDENT. The COLLEGE does not assume liability for a STUDENT'S personal belongings; therefore, it is strongly recommended that the STUDENT obtain additional coverage, such as "renter's" insurance policy.

Proof of current health insurance coverage is required of every STUDENT prior to THE STUDENT taking occupancy of the room. THE STUDENT is advised to upload proof of health insurance when completing the residence hall application. Health insurance coverage must always be in effect during THE STUDENT'S residency.

**XI. Academic Requirements:**

Any STUDENT who wishes to live in the Residence Hall must be enrolled in a minimum of **12** units at all times during the academic year, and in at least **1** class at all times during the summer if applicable. Failure to maintain enrollment in the number of units specified in the License Agreement, without permission of the Residence Housing Supervisor, will result in Revocation of their License Agreement and/or THE STUDENT will not be allowed to return to the Residence Hall the following semester. THE STUDENT must regularly attend each of their classes while maintaining a semester and a cumulative GPA of 2.0 or higher. Students not maintaining the required semester and cumulative GPA will face Revocation of their License Agreement or at the option of THE COLLEGE, be placed on an Academic Behavior Contract for the remainder of the current semester, during which time THE STUDENT must bring their semester and cumulative GPA up to a minimum of 2.0 or higher. If THE STUDENT fails to raise their semester and cumulative GPA to a minimum of 2.0 or higher, THE STUDENT understands they are in violation of this License Agreement and THE COLLEGE may choose to terminate this License Agreement immediately.

**XII. Maintenance of Premises:**

THE STUDENT agrees to give reasonable care to public areas, their room and its furnishings and to make payment for any damage or loss promptly, upon demand by THE COLLEGE. THE STUDENT agrees to maintain their room in a clean, safe, and sanitary condition at all times. Upon notification to THE STUDENT by THE COLLEGE that their room does not meet the minimum standards of clean and sanitary set by THE COLLEGE, THE STUDENT agrees to perform the necessary tasks to meet those standards within 24 hours. If THE STUDENT fails to meet the minimum standards of clean and sanitary, they may face disciplinary actions including, but not limited to, revocation of their License Agreement. THE STUDENT agrees to be jointly and financially responsible with other residents for the protection, repair, and replacement of the common areas of the Residence Hall to which THE STUDENT has access, its furnishings, walls, windows, ceilings, doors, and equipment.

**XIII. Revocation of the License Agreement by THE COLLEGE:**

THE COLLEGE may revoke this License Agreement for any of the following reasons by giving not less than 72 hours written notice to THE STUDENT. *The only exception to this 72-hour notice is a 24-hour revocation based on special circumstances which include policy violation during Finals week and/or if THE STUDENT presents a safety hazard to themselves or others.* Revocation of the License Agreement can happen at any point in a semester/term and is based on THE STUDENT'S behavior(s), which can include, but are not limited to:

- A. Any violation by THE STUDENT of any of the Residence Rules & Regulations, COLLEGE policies, or any federal, state, or local law.

- B. Failure by THE STUDENT to maintain satisfactory progress in the required number of units of classes each semester with a minimum of a semester and cumulative GPA of 2.0 or higher. THE COLLEGE may, at its option, allow a student to remain in the Residence Hall on an academic behavior contract in lieu of revocation of their License Agreement for having less than 12 units and/or less than a cumulative GPA of 2.0. It is THE STUDENT'S responsibility to speak with Residence Housing Supervisor and request any exception for GPA or unit load. Exceptions are not guaranteed, and cases will be heard on an individual basis.
- C. Dropping or Withdrawal from all classes (i.e., zero units).
- D. Any breach of this License Agreement by THE STUDENT, or abandonment of the premises by THE STUDENT.
- E. Any other reason deemed appropriate by THE COLLEGE and applied consistently to all residents.
- F. General behavior by THE STUDENT that indicates they are not able to adjust to the requirements of group living.
- G. General behavior of THE STUDENT during Finals Week that violates 22-Hour Quiet period may result in a 24-hour revocation notice.
- H. Behavior by THE STUDENT that presents any type of safety hazard to themselves and/or others may result in an immediate medical or legal removal from the community. The Residence Housing Supervisor, the Dean of Student Services or Community Safety Department shall be the judges of whether A STUDENT'S behavior is detrimental and requires immediate removal. Such a removal may be followed up with a 24-hour revocation notice.

If THE STUDENT'S License Agreement is revoked after an initial hearing, their completion of the Residence Hall Application indicates their agreement to vacate the Residence Hall completely within the stated time period of the delivery of their revocation notice: 72 hours unless the revocation is under special circumstances such as Finals Week or THE STUDENT presents a Safety Hazard to themselves or others. In such cases, THE STUDENT has 24 hours to completely vacate their room and the community. THE STUDENT will be offered the opportunity to appeal the revocation. The choice to appeal a revocation will not necessarily alter the dates and times noted in the revocation notice as stated, unless the revocation is overturned. If the revocation is upheld and THE STUDENT fails to vacate the Residence Hall completely, legal action will be taken, an administrative hold will be placed on THE STUDENT'S record, and additional fees will be posted to THE STUDENT'S account. Any decision regarding appeals by the Dean of Student Services will be considered final and cannot be further appealed.

Notice of revocation shall be served personally upon THE STUDENT by a Residential Life staff member. When the License Agreement is canceled by THE COLLEGE as a disciplinary action or for breach of the terms or conditions of this License Agreement, including lack of units, nonpayment of fees and/or violation of the Behavior Guidelines and Policies, THE STUDENT shall owe the amount due under the full fee period (see "Occupancy and License Period"), plus any related charges.

**XIV. Cancellation or Termination of the License by THE STUDENT:**

- A. **Notice given 60 days or more before the beginning of the License Agreement period:** THE STUDENT may cancel their reservation for any reason 60 days or more prior to the beginning of the License period and incur no financial obligation. Any cancellation request from THE STUDENT needs to be submitted to the Residence Hall Office in writing.
- B. **Notice given from 59 days to 30 days before the beginning of the License Agreement period:** THE STUDENT may cancel their reservation for any reason from 59 days to 30 days before the beginning of the License period and incur no financial obligation other than a License cancellation fee of **\$250.00**. Any cancellation request from THE STUDENT needs to be submitted to the Residence Hall Office in writing.

- C. **Notice given *after* 30 days before the beginning of the License Agreement period, and after the beginning of the License Agreement period:** THE STUDENT may not cancel their License Agreement after 30 days before the beginning of the License Agreement period, *unless a replacement of the same gender is available and able to take THE STUDENT'S place*. If a replacement is available, THE STUDENT will be responsible for a License cancellation fee of \$250.00. If a replacement is not available, THE STUDENT will be held financially responsible for the full amount and period of the License Agreement. Any cancellation request from THE STUDENT needs to be submitted to the Residence Hall Office in writing.

**XV. Cancellation, Termination, or Abandonment Revocation Fee:**

All terminations and revocations within the License Agreement period will also result in a License Cancellation Fee of **\$250.00**. Revocation of this License Agreement or the STUDENT'S abandonment of the premises shall not release the STUDENT from paying any financial obligation due to the COLLEGE. Any student dismissed from the Residence Hall for disciplinary reasons is prohibited from being anywhere near either Residence Hall or the resident parking lot, or from entering the Residence Hall except to transact business in the Residence Hall Office during normal business hours.

**XVI. Destruction or Unavailability:**

In the event that bed space is destroyed or becomes unavailable as the result of conditions not reasonably foreseen at the time this License Agreement is made, THE STUDENT shall be entitled to a pro rata refund of any fees applicable to periods after THE STUDENT was required to vacate. Such conditions include but are not limited to damage caused by floods, slides, fire, earthquake, other natural disasters, vandalism, civil disorder, compliance with state or federal law; interruption of basic services because of labor strife; a drop in the rate of cancellations not reasonably foreseen by THE COLLEGE, if such a drop results in an overbooking of available housing facilities.

**XVII. Meal Plan Services:**

THE STUDENT understands that a requirement of occupancy is the purchase of a meal plan, the price of which is included in this License Agreement. THE STUDENT'S participation in the meal plan may not be transferred or assigned to anyone else. The meal plan allows for \$65 per week of the academic term excluding fall break, winter break, and spring break. Monies will be deposited on THE STUDENT'S college "Advantage Card" which can be used at participating locations to purchase food.

THE STUDENT'S meal plan will become invalid upon termination of License Agreement. Funds will remain available on THE STUDENT'S meal card until the completion of their final license agreement term in the Residence Hall. At the end of that term, any unused funds will be removed from THE STUDENT'S meal card. There are no refunds for unused monies that are not used by the end of the semester. No reduction of the meal plan fees is permissible because of dietary or related restrictions, including, but not limited to, food allergies, vegan or vegetarian requirements.

THE STUDENT'S meal card may be placed on hold by the Residence Hall Office staff in the event THE STUDENT has failed to submit past due payments and/or paperwork to the Residence Hall Office. THE STUDENT'S meal card may also be placed on hold for failing to meet with Residence Hall Office staff upon request, and/or for failing to complete any sanctions related to any behavior and/or conduct issues.

**XVIII. Identification Card:**

THE COLLEGE shall issue an identification card to THE STUDENT that identifies them as a Sierra College student. THE STUDENT agrees to present the identification card upon request to any employee of THE COLLEGE or food service personnel. The identification card will also serve as a meal card and a library

card. For an additional fee payable to THE COLLEGE, THE STUDENT can obtain a sticker which validates the card as a “Student Body Card” which makes THE STUDENT eligible for discounts in the community.

**XIX. Keys:**

THE COLLEGE shall issue a room key, mailbox key, and an entry key (a key FOB) to THE STUDENT after THE STUDENT presents a valid form of picture identification (driver’s license, state ID, passport, etc.). Lost or stolen keys will be replaced at a cost of **\$30.00** for a room key, **\$10.00** for a mail key, and **\$10.00** for the entry key (key FOB). THE STUDENT agrees to pay for all keys not returned upon termination of this agreement. If any keys are lost before the termination of this agreement, THE STUDENT agrees to inform the Residence Hall Office immediately so their lock can be changed and/or their entry key (key FOB) can be deactivated for safety reasons. THE STUDENT may not loan keys at any time to any person for any reason.

**XX. Dependents and Guests:**

Living quarters and the impact of community living preclude residents from having any live-in partners, family members, dependents, pets and/or live-in friends. Residents may have overnight guests with the written approval of their roommate and/or quad-mates according to the Guest Policy, which is detailed in the Behavior Guidelines and Policies. Overnight guests under the age of 18 will not be permitted. Daytime guest under 18 years of age must be a sibling, or otherwise have a legally recognized relationship with the Resident Host in order to be a guest. A resident wishing to host a guest who is under 18 years of age must submit a letter along with a photo of the guest from the parent/guardian of the minor individual at least two business days in advance of the visitation to the Supervisor Residence Housing. The letter must authorize the minor’s visit and must include contact information for the parent/guardian and authorize COLLEGE officials to communicate with the parent/guardian on the matter of the minor in question. Failure to satisfy this provision, or if Residence Life staff is unable to confirm the authorization for the visit, will prohibit a resident from hosting the guest who is under 18.

All guests 18 years of age or older must provide a valid state or federal photo identification card or driver’s license to check in. Acceptable forms of identification include a Driver’s License, State ID card, US Military ID Card, Band ID Card, Passport, US Citizen’s ID Card, Green Card-Alien Registration and Sierra College Student ID card with the corresponding term sticker. All guests to any resident must always be escorted by the resident when in or around the Residence Hall.

**XXI. Parking:**

Parking fees are **not** included in this License Agreement. If THE STUDENT brings any type of motor vehicle on campus, THE STUDENT agrees to purchase a parking permit from the Community Safety Office by the start of classes and to park only in the area reserved for resident students. Students are limited to one vehicle in good working condition.

**XXII. Furniture and Fixtures:**

THE STUDENT understands that they are responsible for using the furniture provided in their room and in public areas in a safe and responsible manner. THE STUDENT agrees not to hold THE COLLEGE, its employees or the District responsible for injuries or accidents that may occur from THE STUDENT’S use of any furniture or COLLEGE fixture. THE COLLEGE staff makes every effort to ensure that all furniture and fixtures are in a safe working condition.

**XXIII. Services Provided:**

Services provided by the Residence Hall Office and its staff are limited to general assistance. NO DUTY TO SUPERVISE. THE STUDENT (and if THE STUDENT is a minor, then their parent/guardian) understands and agrees that THE COLLEGE and its RESIDENCE HALL OFFICE have no duty to provide supervision to

students residing in the Residence Hall and will provide no general supervision. THE STUDENT is required and expected to behave as an adult, to follow all rules and regulations, and always conduct themselves in a safe manner. Detailed Residence Hall policies can be found in the Residence Life Behavior Guidelines and Policies.

#### **XXIV. Reasonable Accommodations**

In order to request and receive housing accommodations, the student is encouraged to complete the Housing Accommodations Request Form, located in the forms section of their eRezlife account. The student is encouraged to promptly notify the Residence Hall Office of any condition and/or limitation that may impact their residence life experience. Housing accommodations are provided based on documented need and as space permits.

#### **XXV. Service and Emotional Support Animal**

Any student who is applying to live in the Residence Hall with a service or emotional support animal will need to have this accommodation approved through our Reasonable Accommodation Process. In the event that THE STUDENT is approved to have an emotional support animal (ESA) or service animal residing on campus with them, THE STUDENT will be required to submit veterinary records certifying the approved animal has all recommended vaccinations required to maintain the animal's health and prevent contagious diseases. THE STUDENT shall also submit copies of acceptable city/county animal license(s). All of these documents must be received prior to the animal occupying the Premises and if the animal receives updated vaccinations while they are occupying the Premises, updated documentation must be provided to the Sierra College Residence Hall Office.

**XXIV.F Title IX** Sierra College is committed to nondiscrimination and the achievement of diversity and equity among its faculty, staff, and students.

Sierra College and Title IX prohibit discrimination on the basis of sex in its admissions, education programs and activities.

Persons with inquiries about the application of Title IX may contact the Title IX Coordinator:

LaToya Jackson-Lainez, Director of Diversity, EEO & Title IX

5100 Sierra College Blvd.

Rocklin, CA 95677

Human Resources, U Building

(916) 660-7006

[EEOT9@sierracollege.edu](mailto:EEOT9@sierracollege.edu)

[www.sierracollege.edu/titleix](http://www.sierracollege.edu/titleix)

Each resident student is responsible for adhering to the policies and procedures of Sierra College, as well as all federal, state, and local laws, to ensure safe learning and living environments for our residents and campus community. Title IX is a federal law that prohibits sex and gender-based discrimination or harassment in educational programs and activities. Title IX includes protections against sexual harassment, dating violence, domestic violence, stalking, and all forms of non-consensual sexual activity. If you have had a non-consensual interaction or other sex or gender-based concern, you may reach a confidential Title IX Advocate at [9confidential@sierracollege.edu](mailto:9confidential@sierracollege.edu). To learn more about Title IX resources, supports, and reporting options, see <https://www.sierracollege.edu/title-ix>

Sierra College policies also prohibit discrimination or harassment based on race (including natural hair and hairstyles associated with race), color, ethnicity, ancestry, nationality, immigration status, religion, physical or mental disability, medical condition, genetic information, marital status, pregnancy, sex,

gender, gender identity, gender expression, age, sexual orientation, military and veteran status, or because they are perceived to have one or more of these characteristics.

Residents who violate Sierra College policies prohibiting discrimination and harassment may be subject to discipline through the Residence Life conduct process and/or under BP 5500 Standards of Student Conduct.

**XXIV. Clery Disclosure:**

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (the “Clery Act”) is the landmark federal law that requires colleges and universities across the United States to disclose information about crime that occurs on and around their campuses. In compliance with the “Clery Act”, Sierra Community College district has made crime reporting statistics available online at <https://www.sierracollege.edu/visit-sierra-college/community-safety>  
A copy of the report can also be picked up at the Community Safety Office.

**XXV. Megan’s Law Disclosure:**

Pursuant to Section 290.46 of the Penal Code, information about specific registered sex offenders is made available to public via Internet Website maintained by the Department of Justice at [www.meganslaw.ca.gov](http://www.meganslaw.ca.gov). Depending on the offender’s criminal history, this information will include either the address at which the offender resides or the community of residence and zip code in which they reside.

**XXVI. Students under the age of eighteen (18):**

Students under the age of eighteen (18) are responsible to complete a “Consent for Treatment” form. THE STUDENT and the legal guardian(s) must understand that THE COLLEGE cannot provide extended services beyond general assistance and a phone call in the event THE STUDENT chooses behavior(s) that result in academic and/or behavioral concerns. THE STUDENT must meet the same behavior guidelines as every resident and maintain a semester and cumulative GPA of 2.0 or higher. THE STUDENT and the legal guardian(s) must make sure the Residence Hall Office is updated with current home and emergency contact information.

THE STUDENT and the legal guardian(s) understand and is in agreement that THE COLLEGE does not conduct background checks on its residents or otherwise attempt to screen based on a prediction of whether residents will engage in untoward behavior. THE STUDENT and the legal guardian(s) consent to THE COLLEGE’S choice of roommate. The legal guardian(s) also agrees with the terms of this License Agreement and the Behavior Guidelines and Policies and supports their fair enforcement.

**XXVII. Signatures:**

In lieu of a signature, by completing the residence hall application THE STUDENT certifies the acceptance of the terms of the Residence Hall License Agreement, Behavior Guidelines and Policies. Students who are under the age of eighteen (18) must have a parent or legal guardian sign the Parent/Guardian Signature Sheet and Consent for Treatment form.

By completing the residence hall application, THE STUDENT, the parent or legal guardian further certify that they accept the terms of this License, the Behavior Guidelines and Policies, the financial responsibility outlined in this License Agreement, the NBS payment plan contract (if one is needed) and they promise the information provided in this license agreement is true and correct to the best of their knowledge.

It is understood that this agreement is fully binding and that the Residence Housing Supervisor and Residence Hall Staff members have full authority to enforce the terms and conditions of this agreement. By completing the residence hall application, THE STUDENT also acknowledges that they have received and read a copy of the Residence Life Behavior Guidelines and Policies and agrees to comply with all guidelines as outlined.

In the event that the financial agreement as outlined here and/or in the NBS payment plan contract (if one is needed) shall be in default, it will be sent to a collection agency and/or placed with an attorney for collection. If this is necessary, THE STUDENT, parent or legal guardian, and/or “responsible party” agree to pay all appropriate late fees and costs of collection including all reasonable attorney fees.

**SIERRA COMMUNITY COLLEGE DISTRICT**  
**License Agreement for Residence Hall Housing**

## Residence Life Behavior Guidelines and Policies

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**Introduction:**

The Behavior Guidelines and Policies for the residence hall contained in this document are established to provide a safe and harmonious living environment that will promote student success. These Guidelines and Policies are consistent with the rights and responsibilities of students as stated in the Student Rights and Responsibilities Handbook. A violation of any of these Behavior Guidelines and Policies constitutes a violation of the residence hall License Agreement. As a resident, you will be held accountable for any violation(s) of any of these Guidelines and Policies.

Residents are encouraged to express their views on these policies and suggest reasonable changes that would better serve the residential community and the College. The Residential Life Department staff is directed to enforce the policies in the interest of all concerned.

Violation of some of the Residential Life Department policies listed herein may also constitute a violation of federal, state, or local law, or District policy, for which separate prosecution and/or disciplinary action by other authorities may occur. The Residential Life Department authority will not interfere or protect any person from lawful arrest, investigation, or prosecution for any crime.

**Definitions:**

“COLLEGE” shall mean Sierra Community College

“Controlled substance” shall mean any of the controlled substances listed in the [Health & Safety Code under sections §11053 through §11058](#) for which no lawful written prescription issued by a licensed physician, dentist or podiatrist was issued.

“District” shall mean the Sierra Community College District.

“License Agreement” shall mean the License Agreement for residence hall housing between the student and the Sierra Community College District.

“Resident” shall mean a person who has entered into, and maintains a current valid License Agreement for residence hall housing and has been assigned a residence hall room in the Sierra College residence hall.

“Staff member” shall mean any individual employed by the Residence Life Department including but not limited to Resident Coordinator, Conduct Coordinator, Head Resident Assistant, Senior Resident Assistant, Resident Assistant, Community Assistant, and Desk Attendant.

**Authority:**

Authority to establish and enforce Residential Life policies is derived from the License Agreement and from sections of the Education Code pertaining to the rights and obligations of a community college district to establish policies for maintaining discipline of a community college campus.

**Jurisdiction:**



Unless otherwise stated, all of the policies contained herein shall be in effect in and about the residence hall facilities and anywhere else on the Sierra College campus and on any other properties of the District.

**Penalties:**

The penalty for violation of federal, state, or local laws is prescribed by law and administered by the judicial system.

The College President or their designee administers penalty for violation of District policy.

Penalty for violation of Residential Life Department policies is administered by the Residence Housing Supervisor or their designee, and is separate from any other action that may be taken by other authorities including the College President or their designee, law enforcement or others. The maximum penalty that may be assessed by the Residence Housing Supervisor is the revocation of a student's License Agreement with no refund of fees paid, and no release from obligation to pay remaining fees due under the terms of the License Agreement. The Residence Housing Supervisor may, at their option, offer reduced or alternative discipline including fines, verbal and/or written warning(s), probation, community service, participation in an educational program or other appropriate alternatives. No students shall be required to participate in any alternative discipline program and may, at any time, elect to terminate the License Agreement and vacate residence hall housing with no refund of fees paid, and no release from obligation to pay remaining fees due under the terms of the License Agreement. Termination of the License Agreement shall in no way limit a person from further prosecution or disciplinary action by the College or any other authority.

**Due Process:**

Following an incident where a Staff Member feels there is a policy violation, the student involved will be subject to the following:

1. The Staff Member will prepare an incident report, which is then forwarded to the Residence Housing Supervisor and/or designee.
2. The Residence Housing Supervisor, and/or designee, will then send notification of the policy violations to the resident via e-mail.
3. At that time, the resident will be required to schedule an appointment for a conduct hearing with Residence Housing Supervisor, and/or designee within three (3) working days. If the resident does not contact the Residence Housing Supervisor, and/or designee to schedule a conduct hearing within 3 working days, the hearing will be held without the presence of the resident.
4. Within three (3) working days after the conduct hearing, the Residence Housing Supervisor, and/or designee, will issue a letter, via e-mail, stating the finding of facts and decisions, and imposing sanctions if warranted.
  - a. Sanctions may include, but are not limited to: verbal and/or written warnings, community service, participation in an educational program, fines, Residence Hall Probation, and/or revocation of their License Agreement.

**Appeals:**

An appeal of any disciplinary action taken by the college pertaining to a violation of Residence Life Department Policies must be filed with the Residence Housing Supervisor. Eviction appeal hearings will be conducted by the Dean of Student Services. All appeals must be submitted in writing on an Appeal Form within 48 hours after the student is notified of the action. The student shall be considered notified upon personal delivery of a written notice of the action.

The student must base the appeal on one of the following grounds: (1) degree of sanction in relation to the violation; (2) there has been a procedural error that resulted in prejudice to the student; or (3) new evidence that was not previously available that significantly alters the facts of the case.

Any decision regarding appeals made by the Dean of Student Services will be considered final and cannot be appealed further.

**Determination of Guilt:**

The Residence Housing Supervisor or their designee shall investigate allegations of violations of Residential Life Department policies and evaluate all available evidence and investigate information. The Residence Housing Supervisor or their designee shall find a person guilty of the violation if the information establishes the student's responsibility based on a preponderance of the evidence.

# **RESIDENTIAL LIFE BEHAVIOR GUIDELINES AND POLICIES**

## **100 – Alcohol and Illegal Drugs**

- 110 No person of any age shall possess, consume, sell, give, be in the presence of, or deliver to any person any alcoholic beverage or controlled substance in or about the residence hall.
- 120 No person of any age shall possess any alcoholic beverage container whether empty or not. Containers found inside a room shall be presumed to be in the possession of each room occupant.
- 130 Upon learning that a room contains alcohol and/or other controlled substance(s), or that alcohol and/or other controlled substance(s) are being used in or about the residence hall, any visitor or resident should immediately notify a staff member.
- 140 No person shall enter or remain in or about the residence hall under the influence of alcohol, illegal drugs, or any other controlled substance or intoxicant. Residential Life Staff and Community Safety are responsible for investigating any situation in which they see or hear about a resident and/or their guests displaying suspicious behavior.
- 150 No person shall inhale, ingest, or breathe fumes of any poison or intoxicant.
- 160 No person shall possess, sell, give, store, or deliver to any person any drug paraphernalia or instrument used for smoking, planting, processing, storing, or introducing into the human body alcohol and/or a controlled substance. This includes empty alcohol containers, marijuana pipes, bongs, smoking clips, etc.

## **200 – Care of Facilities and Property**

- 210 No person shall misuse, abuse, vandalize or destroy any property not one's own. All damage will be investigated, and responsible parties will be held accountable. In situations where no responsible party can be discovered, the repair and/or replacement cost will be shared evenly among community members. Each resident is responsible for keeping the community clean and in good condition. Residents who have information regarding damages shall share pertinent information with a Residential Life Staff member.
- 220 No person shall detach window screens, windowpanes, or fixtures from any part of their residence hall room or from other parts of the facility. Additionally, no person shall throw any item out of or receive any item through their window.
- 230 No person shall tamper with fire equipment or make use of an emergency exit when no serious emergency exists. No smoke detector is to be touched, tampered with, or covered for any reason. Do not tamper with fire alarm equipment, emergency exits or activate a false alarm. This will result in disciplinary action and a fine.
- 240 No person shall remove any residence hall furniture from a residence hall room or from residence hall public areas at any time.
- 250 No person shall attach items to any surface within their residence hall room with any material that will cause damage to those surfaces.

- 260 No person shall attach items to the outside of their room doors or in any public area of the residence hall without prior approval from the Residence Housing Supervisor. No person shall hang or attach any item from the ceiling without prior approval from the Residence Housing Supervisor.
- 270 No person shall damage or tamper with the heating and cooling units inside each room or in the buildings.
- 280 No person shall litter or leave their personal trash in any public area of the residence hall. All room trash should be disposed of in the dumpster located in the resident parking lot. Violation of this guideline may result in a \$25 fine.
- 290 Due to the threat of fire, combustible decorative materials, such as dry vegetation, natural Christmas trees, excessive trash and similar materials are not permitted in the residence hall.

### **300 – General Behavior**

- 310 No person shall violate any federal, state and/or local law, or any District policy while in the residence hall or on any District property.
- 315 All rooms are double occupancy unless stated so by the Residence Hall Office. Residents who have not been assigned a roommate shall keep their personal belongings on one side of the room and should expect a roommate to move in at any time. Furniture on the empty side of the room is to remain in its normal arrangement.
- 320 **Courtesy and Quiet Hours**  
Residents share the responsibility for maintaining an environment where students are free to sleep and study as needed. Residents are responsible for reminding one another to monitor their volume levels so that others are not disturbed at any time. The expectation is that the volume level of the residence hall is such that a resident should be able to study at any time during the day or night.

The lobby has been designated as a quiet study area. The expectation is for this area to be quiet enough to study at all times.

**COURTESY HOURS:** Courtesy Hours are in effect 24 hours a day, 7 days a week. Residents are expected to keep the volume of their conversations, music, televisions and/or computers at a reasonable level (see policy 570 for further clarification). Due to the proximity of the residence hall to classrooms, and due to the nature of community living, residents are expected to be mindful of the need to keep their music and other noises at a level that is not disruptive. If a student is confronted by another resident, a staff member, a faculty member, or a Community Safety officer, they are expected to reduce their volume. If the resident's television, stereo, or other personal belongings are found to infringe upon the rights of others, the items in question will be confiscated and stored by Community Safety until the resident has completed the due process and any/all sanctions have been completed.

**QUIET HOURS:** Quiet Hours are in effect from 11:00 p.m. to 8:00 a.m. Sunday through Thursday and from midnight to 8:00 a.m. on Friday night and Saturday night. During Quiet Hours, it should be quiet inside and outside the building. No volume levels should be heard coming in and/or coming from any room or public area. Additionally, laundry machines may not be operated during Quiet Hours.

NOTE: During the Finals Week of each semester, there are 22-Hour Quiet Hours in effect. During this time, residents and non-resident visitors need to always respect the Quiet Hour guidelines. Any violation of the extended Quiet Hours during the last two weeks of the semester or during the last week of each summer term will result in a fine and disciplinary action including, but not limited to, possible revocation of their License Agreement. Multiple violations will result in multiple fines and disciplinary action.

- 325 No person shall disrupt the community by engaging in sports activities inside residence hall. This includes, but is not limited to running, skateboarding, playing football, soccer, bouncing balls, etc.
- 330 Residents agree to take proper care of all recreation and cleaning equipment they have checked out. Equipment that is checked out to a resident should be returned in the same condition. Additionally, equipment should not be misused or left unattended. Residents who misuse, damage, and/or fail to return the equipment in a timely manner will be subject to fines and to loss of check-out privileges.
- 340 No person shall commit assault or battery (as defined in sections 240-242 of the California Penal Code) upon any person, nor shall any person engage in a fight or challenge another person to a fight.
- 345 No person shall borrow, take, or use property without the verbal and/or written permission of the rightful owner.
- 350 No person shall enter the residence hall room of another person unless a current resident of that room invites them in person to enter. Anyone present within a residence hall room who is not assigned to that room and is asked to leave by a resident of that room, or a staff member, shall exit the room without delay.
- 355 No resident has the authority to allow anyone, other than themselves in their own room, to establish occupancy of any length in any room in the residence hall. Also, no resident shall change their room assignment without written approval from the Residence Hall Office.
- 360 Gambling of any kind is not permitted in the residence hall.
- 365 Harassment or intimidation of a roommate, another resident, or an employee of the college with the threat of physical or emotional harm will not be tolerated. This includes, but is not limited to, harassment on the basis of age, race, gender, ethnicity, religion, sexual orientation, class or ability.
- 370 No solicitation of any kind is permitted in or near the residence hall. All community fundraisers must be approved in advance by the Residence Housing Supervisor.
- 375 Due to the campus closing at 11:00 p.m. nightly, residents are expected to remain in the residence hall area after 11:00 p.m. Residents found on campus after 11:00 p.m. will be contacted by Community Safety and asked to return to the residence hall. Residents are permitted to gather in the cement quad area in front of the residence hall after 11:00 p.m., and only if they are respectful of the Quiet Hours policy and of the facilities.
- 380 Every resident will show their Meal Card/Resident ID Card upon request from any College staff member. ID Cards will not be loaned to any other person for any reason. ID Cards will also be used as collateral for checking out equipment.

- 385 No person shall make repeated frivolous complaints regarding staff members or other residents. Repeated unsubstantiated complaints will be considered a violation of residence hall policy and will result in disciplinary action.
- 390 No person shall sleep in the public or common areas of the residence hall over night without prior approval from the Residence Housing Supervisor.
- 395 Disruptive behavior such as willful disobedience, profanity or vulgarity is prohibited in and around the residence hall or during any residence hall activities. The residence hall is adjacent to classrooms and offices, the STUDENT will keep their sound level at a reasonable level to not disturb others.

#### **400 – Health and Safety Regulations**

- 410 No person shall engage in any activity or behavior (verbal or nonverbal) that presents an immediate health risk or is likely to result in injury to oneself or any other person.
- 415 No person shall enter or exit the building via a room window or be on any roof area unless there is a significant emergency that warrants such an action.
- 420 Smoking marijuana or any other substance, including electronic cigarettes, is not allowed within or around the residence hall. Additionally, the use of chewing tobacco is not allowed within the residence hall.

**Tobacco Free Policy:** Sierra College is a smoke-free and tobacco-free campus. Individuals violating the smoking and tobacco-free policy will be subject to disciplinary action.

- 425 No person shall burn any object, material, or substance in or near the residence hall facility at any time. This includes, but is not limited to, matches, candles, incense, lanterns, potpourri burners, etc. No person shall possess any highly flammable materials such as gasoline, spray paint, lighter fluid, paint thinner, propane, combustible decorative materials (natural Christmas tree), etc., within the residence hall.
- 430 Every person shall evacuate the residence hall immediately whenever the fire alarm is sounding or whenever an emergency condition exists that would require the evacuation of the residence hall. Residents are expected to always follow the direction of staff members during emergency situations.
- 435 Any student living in the residence hall who contracts a communicable disease must immediately report their condition to the Residence Hall Office by email or phone. Any resident who refuses to seek medical attention after being instructed to do so by college Health Center personnel, or Residence Housing Supervisor may be subject to revocation of their License Agreement.
- 440 No person shall possess any firearm, fireworks, explosive, BB gun(s), ammunition or any object designed for use as a weapon.
- 450 Every resident shall maintain clean and sanitary conditions within their assigned room and bathroom areas.
- 455 Every resident shall maintain safe conditions within their assigned room and in all public areas. Beds may be bunked if both residents in the room agree to bunk them. If residents choose to bunk their beds, they agree not to hold the College or the District in any way responsible for injuries to

themselves or others that may result. Residents are responsible for using all furniture provided in a safe and responsible manner, so they do not injure themselves or others.

Every resident is financially responsible for keeping the interior of their room, furniture, and mattresses in rentable condition. Each resident is responsible for returning the room, furniture, and mattress to the Residence Life Department in a clean and rentable condition. The move in condition will be recorded in writing on the student's Room Condition Report (RCR). The student will be asked to review the form, make comments on the form, and then sign it. The student will be charged at move-out for anything that is not in the same or better condition as it was when they moved into the room.

460 Electrical safety requirements

- a) All electrical items must be UL listed and marked accordingly by the manufacturer.
- b) Only 3-prong grounded surge protected multi-plug adapters or power strips are allowed in the halls. No extension cords are allowed.
- c) Keep paper, clothing, and any combustible materials away from all outlets, cords, and power strips.
- d) No additional lighting is allowed in the bathroom at any time.
- e) Electrical items in the bathroom are to be unplugged when not in use.
- f) Hair dryers are only to be plugged in and used in the bathroom area.
- g) Only food or beverage warming devices pre-approved through the Residence Hall Office are allowed in any resident room.
- h) Lamps in rooms must always have the manufacturer's shade over the bulb, and bulbs for lamps cannot exceed the lamp's maximum rating. No halogen lamps or bulbs are allowed. Lava lamps are not allowed.
- i) Do not operate more than 1,000 watts per outlet.
- j) No smoke detector is to be touched, tampered with, or covered for any reason.
- k) Nothing shall be mounted or posted within 12 inches of the smoke detector in any direction.
- l) Personal items (fans, stereos, televisions, computers, etc.) should not be left on unattended.
- m) Tampering with any fire equipment will lead to legal penalties and immediate revocation of the License Agreement.
- n) The resident is responsible for reporting cracked outlet covers, switch covers and/or non-functioning room lights to the residence hall staff immediately.  
Anyone found in violation of any of the above electrical safety guidelines may face fines and/or immediate revocation of the License Agreement.

465 One microwave oven per room is permitted and must be rated at 1000 Watts or less.

470 No person shall leave their residence hall room unlocked when not occupied. No person shall loan, give, borrow, or duplicate any Residential Life key, or any other key issued by the College, without written consent from the College.

480 Vehicle maintenance and/or vehicle washing is not permitted on campus. All hazardous waste (oil, antifreeze, batteries, etc.) must be disposed of in a proper manner off campus.

485 A resident shall only call 911 if there is a crime that has been committed, or if there is a life threatening or emergency situation. In all other circumstances, residents should contact a Residential Life staff member concerning the issue.

## **500 – Items Prohibited in the Residence Hall**

- 510 No person shall bring into, or possess in any residence hall room, any appliance used for the preparation of foods or beverages, including, but not limited to: toasters, blenders, crock pots, hot plates, electric pans, and microwave ovens rated over 1000 Watts. The Residence Life Office has appliances in designated areas for use by all residents. If a resident wishes to have any of the above items, then they can request a waiver from the Residence Housing Supervisor or their designee.
- 520 No person shall bring into, or possess in the residence hall, any living animal except pre-approved assistive animals. Also, tropical and/or freshwater fish in a single 5 gallon or smaller tank per room are permitted. Tanks must always be kept clean and sanitary. No other animals are allowed in the residence hall at any time.
- 530 No person shall bring into or possess in the residence hall any personal furniture unless specifically approved in advance by the Residence Hall Office. Each resident's belongings should not occupy more than one half of the room at any time, and the student must maintain a clean and unobstructed path from the window to the room entry door.
- 540 No person shall bring into or possess in the residence hall a refrigerator or refrigerator combo with a capacity larger than 4.5 cubic feet in total.
- 550 No person shall bring into, or possess in the residence hall any wheeled vehicles, whether motorized or not, except for wheelchairs operated by a physically challenged individual.
- 560 No person shall bring into or possess in the residence hall any stolen property. Street signs or any other public sign shall be deemed stolen property unless proof of lawful ownership and a proof of purchase can be provided.
- 570 No resident shall possess a personal stereo system that is deemed by the Residence Housing Supervisor and/or another College official to be not suitable for community living on a college campus. Due to the proximity of the residence hall to classrooms and offices on campus, it is never appropriate for residents to play their music at a level where classes, office staff, and other residents are disrupted. If a resident is found to be in possession of a stereo that is deemed to be not suitable for community living on a college campus, it will be removed and the owner will be subject to disciplinary action including, but not limited to: fines, community service, probation and/or revocation of their License Agreement.
- 580 No person shall bring into or possess a hookah smoking device or related paraphernalia in the residence hall.

## **600 – Sexual Misconduct**

- 610 No person shall post or display any sexually explicit material within a residence hall room, anywhere in the residence hall facility, or anywhere on District property. No person shall post or display any sexually offensive material on any room door, in public view or in a common area within the residence hall facility. If there is a question regarding the appropriateness of the material, the Residence Housing Supervisor or their designee will have the final say on whether it is appropriate for display.
- 620 No person shall engage in any activity of sexual harassment, including but not limited to, unwelcome sexually suggestive remarks, unwelcome sexual advances or solicitations, or sexually oriented ridicule.



630 No person shall engage in lewd or obscene conduct, indecent exposure, or obscene exhibitions.

640 No person shall engage in any sexual act with any person against their will.

650 No person shall engage in any sexual act with any person under the age of 18.

## **700 – Staff Interaction**

710 Every resident and guest shall follow the lawful direction of any residence hall employee and/or College official designated to enforce the Residence Life Department Rules and these Behavior Guidelines and Policies.

720 No person shall knowingly lie to, deceive, or mislead any Residence Life staff and/or College official.

730 Every residence hall employee and/or College official designated to enforce the Residence Hall Behavior Guidelines and Policies shall be authorized to confiscate any property that endangers or potentially endangers the health and safety of anyone. Confiscations will result in a written report detailing the date, time, property description, owner if known, witnesses, and the reason for confiscation. The Residence Housing Supervisor or their designee may release confiscated property to the rightful owner, if allowed by law. Confiscated material may be turned over to the Community Safety Office. Students who have their personal belongings confiscated will be subject to disciplinary action.

740 Every residence hall employee and/or College official designated to enforce the Residence Hall Behavior Guidelines and Policies shall be authorized to enter a residence hall room whenever reasonable cause exists to indicate a potentially immediate health and safety hazard is occurring. When practical, the employee shall first knock upon the room door and ask the occupants for consent to enter the room before invoking authority to enter under this section. If there is no response to multiple audible knocks upon the room door, and cause exists to enter the room under this section, the employee will enter the room. When urgent circumstances exist (fire alarms, screams for help, etc.) the employee may enter the room without delay or announcement in the interest of safety. Those in the room are expected to cooperate.

745 If any Residence Hall Staff has reasonable suspicion that there is any type of illegal activity occurring in a room or if the occupants are engaging in an activity that is prohibited by the License Agreement the occupants will be given a “knock notice”. The resident is then required to open their door and allow staff personnel to enter the room and inspect what is out in the open. If room access is denied by the resident disciplinary action will occur.

750 Every resident and/or non-resident (guest) shall present their Campus Identification Card and/or any other valid picture identification to any Residence Life staff or College employee upon request.

760 Every resident shall attend mandatory hall and community meetings conducted by the Residence Life staff. Meetings will be announced at least 48 hours in advance. Residents must either attend or be excused from the meeting in advance by the Residence Housing Supervisor or their designee. Failure to attend these meetings will result in fines and disciplinary action.

770 Any resident that fails to schedule a Conduct Hearing or fails to show for a Conduct Hearing will be charged with “Failure to Comply” and will face additional disciplinary action up to and possibly including revocation of their License Agreement.

## **800 – Visitors and Guests**

The residence hall is a private community. All perimeter doors are to remain completely closed and always locked. Every resident is expected to help maintain safe and secure conditions in the residence hall at all times. All guests, except approved overnight guests, must leave the residence hall by the start of Quiet Hours (see 320 for Quiet Hours).

### **DEFINITIONS:**

A *visitor* is an individual who lives in the residence hall but not in the room they are visiting.

A *daytime guest* is an individual who does not live in the residence hall and who is not registered to stay overnight. All daytime guests must sign in at the Staff Office or Residence Hall Office upon arrival and they must leave the residence hall and the campus at the beginning of Quiet Hours.

An *overnight guest* is an individual who does not live in the residence hall and who has been approved in advance by the Residence Hall Office. All overnight guests must sign in at the Staff Office or Residence Hall Office upon arrival.

A *resident host* is a current resident, under a current license for occupancy, in the residence hall who is hosting guests. All hosts are responsible for the conduct and behavior of their guests and for making sure their guests are aware of and following all College and Residence Hall Behavior Guidelines and Policies.

### **Resident Host & Guest Guidelines:**

- Guests under the age of 18 are not permitted as guests in the residence hall. See policy 830 for additional details.
- All roommates/quad-mates must consent to have guests in the room/quad.
- Roommate or quad-mate agreements always supersede a resident's right to host guests; issues or concerns should be worked out between roommates/quad-mates. Unresolved roommate/guest concerns should be taken to a resident assistant for assistance.
- It is a privilege, not a right, to be a guest and to have guests in the residence hall.
- Guests (student and non-student) are expected to act appropriately in accordance with Residence Hall Policy and the Sierra College Student Code of Conduct. Any problems created by a guest are the responsibility of the Resident Host. Resident Hosts are expected to inform their guests of all Residence Hall Policy and the Sierra College student Code of Conduct and will be held judicially and financially accountable for their guests' actions.
- Guests are only permitted to enter a residential building, through designated entrances, with the escort of their Resident Host. Entrance by any other means is not permitted.
- All guests must be accompanied by their resident host at all times. Guests should not be left alone or unattended in a resident's room or suite.
- Guests may not sleep in building lounges or public areas.
- Unescorted and unregistered guests found in residence hall facilities will be escorted out of the building by Community Safety.
- Guests who are found in violation of policy or are creating a disturbance in the residence hall community will be asked to leave the hall/area.
- A resident host may not loan their room key to another resident or guest for any reason.
- Resident hosts who do not register and check-in guests will undergo the student conduct process and may lose the right to host guests for the remainder of the semester/year.

810 Each resident host may sign in only two daytime guests at any one time. No guests are allowed in the building during Quiet Hours unless they are an approved overnight guest.

820 At no time shall any resident permit anyone who is not their personal guest to enter the residence hall. Permitting uninvited guests into these areas is in violation of Residence Hall Behavior Guidelines and Policies.

830 **Guests Under 18 Years of Age:** Guests who are under 18 years of age must be the sibling, or otherwise have a legally recognized relationship with the resident host in order to be a guest. A resident wishing to host a guest who is under 18 years of age must submit a letter along with a photo of the guest from the parent/guardian of the minor individual at least two business days in advance of the visitation to their Residence Hall Supervisor or designee. The letter must authorize the minor's visit and must include contact information for the parent/guardian and authorize Sierra College officials to communicate with the parent/guardian on the matter of the minor in question. Failure to satisfy this provision, or if Sierra College Residence Life staff is unable to confirm the authorization for the visit, will prohibit a resident from having an overnight guest who is under 18 years of age. Once the Residence Hall Supervisor or designee approves a request for an underage guest, the resident host must complete the check in process with their guest at the Residence Hall Office or Staff Office upon arrival. This guest must have a photo ID to check in.

840 Overnight guests must be registered at least 24 hours in advance with the Residence Hall Office during regular business hours. Residents may have an overnight guest no more than four (4) total nights per month. Each individual guest is limited to staying overnight in the residence hall for no more than (10) ten nights per semester. No resident may host more than one (1) overnight guest at a time. The roommate and quad-mates of the resident host must not be inconvenienced by the guest and must approve of the guest by signing the overnight guest form.

850 No overnight guests are permitted during the first 5 nights and the last 5 nights of each semester unless approved by the Residence Housing Supervisor.

860 Additional guest policy guidelines may apply during certain times of the year when heightened safety and security are necessary to protect the student housing facilities and their Licensees, which may include construction, maintenance, health-related concerns, or emergency situations. The Sierra College District and Sierra College Residence Hall reserve the right to suspend or cancel this policy or put special or temporary guidelines in place that impact privileges granted under this policy.

## **900 – Academic Classes**

910 Each residence hall resident shall maintain enrollment in at least twelve 12 units of coursework at all times during the academic semester, and enrolled in at least one class for each summer term. No resident shall drop below the minimum unit load without first consulting with the Residence Housing Supervisor or their designee.

920 Each residence hall resident shall maintain a semester and a cumulative grade point average (GPA) of 2.0 or higher.

## **1000 – Revocation of License Agreement**

1010 Residents who violate District, Campus or Residence Life Behavior Guidelines and Policies may face revocation of their License Agreement. If a resident faces revocation, they will automatically have the opportunity to appeal to the Dean of Student Services. The appeal will not extend the timeframe of the revocation. The student will have three (3) working days to appeal the revocation. Any decision regarding appeals from the Dean of Student Services will be considered final and cannot be appealed further.

- 1020 A resident who has their License Agreement revoked will still be held financially responsible for the full amount as stated in the License Agreement. These individuals are not eligible for a refund of any residence hall fees paid.
- 1030 Any resident who has their License Agreement revoked may not enter the residence hall nor be in any area within a 250-yard radius of the residence hall. These individuals may only enter the Residence Hall Office to conduct official business regarding their residence hall account. Also, these individuals may enter the U Building offices to meet with faculty or staff, but they must not loiter in any public area within a 250-yard radius of the residence hall before or after conducting official business.
- 1035 Any resident who has their License Agreement revoked may not apply for housing in the residence hall in the future.
- 1040 Any individual who has been notified by a residence hall staff member and/or by any District employee that they have been banned from the residence hall may not enter the residence hall nor be in any area within a 250-yard radius of the residence hall. A banned individual may enter the U Building offices to meet with faculty or staff, but they must not loiter in any public area within a 250-yard radius of the residence hall before or after conducting official business.
- 1050 Any current resident who allows individuals that have their License Agreement revoked or banned individuals entry into the residence hall or visits with said individuals in any areas in the immediate vicinity of the residence hall (within a 250 yard radius) is subject to disciplinary action up to and including revocation of their License Agreement.

**SIERRA COMMUNITY COLLEGE DISTRICT**

**License Agreement for Residence Hall Housing**

**Signature Sheet: Housing License Agreement, Behavior Guidelines and Policies**

**CURRENT LICENSE AGREEMENT PERIOD: FALL 2024 & SPRING 2025 SEMESTERS**

By signing below the student acknowledges that they understand and agree with the following terms:

- a) The student agrees that they have read and will follow the License Agreement and the Behavior Guidelines & Policies for the term of their occupancy period as stated in their License Agreement as noted above.
- b) The student will be held accountable should they choose to violate the License Agreement or any of the Behavior Guidelines & Policies. A violation of any Behavior Guidelines & Policies is also a violation of the License Agreement and could result in revocation of this License Agreement.
- c) The student understands that any violations of the License Agreement and Behavior Guidelines & Policies are handled seriously and will result in disciplinary action that may include *any one or combination* of the following: warning, probation, fines, educational sanctions, and/or revocation of their License Agreement.
- d) The College reserves the right of authorized College officials to enter individual rooms, whether or not the resident thereof is present, and whether or not the resident thereof consents to entry, upon reasonable suspicion of crime or policy violation, or of health and safety emergency, inside the unit. Where practicable, such entry will be preceded by the official knocking on the door and verbally requesting consent to enter. Personal property in the individual room which is in plain view and the presence of which violates residence hall policies or regulations or represent a criminal violation may be seized by the official, following which the College shall provide written notice to the unit resident of the items seized and the procedure the resident must follow and proof which must be made to recover the items.
- e) The student promises to be registered in the required number of units (minimum of 12 units per semester for the entire semester); Attend each of their classes each day/week as scheduled, maintain the required minimum GPA and take school seriously while they live on campus. The student also agrees to allow residence hall staff to check units, attendance, registration and G.P.A. as needed.
- f) Rate: \$8,000 for the academic year (\$4,000 per semester) which includes a \$65 per week meal plan.
- g) A \$250 security deposit is also required with the license agreement.
- h) All refunds will be issued to the student to the address on file with Sierra College.

**By signing below, the student acknowledges that they have read and accept all the terms as stated in each of the items that have been issued, including but not limited to; the License Agreement, Behavior Guidelines & Policies; and all other enclosed items for the full License period (full academic year/term).** If I (the student) am under 18 years of age when the license agreement is submitted, I understand that I must also have my parent or legal guardian review all accompanying documents and sign this signature sheet, so they are aware of and in full support of the License Agreement & Behavior Expectations which are in effect while I am living on campus.

**STUDENT INFORMATION (required for all students)**

STUDENT print name	Sierra College Student ID Number
STUDENT signature	Date of Birth
STUDENT email address – please print clearly	Phone Number: (include area code)

**PARENT / LEGAL GUARDIAN INFORMATION (required for students under 18)**

PARENT / LEGAL GUARDIAN print name (the student is _____ of _____ the time this license agreement was submitted)	
PARENT / LEGAL GUARDIAN signature	DATE
PARENT / Legal Guardian Full Address (please print)	Parent/Guardian's email address – please print clearly
City State Zip	Phone Number: (include area code)

<b>Office use only:</b>	Date received:	Time:	Notes:
	Residence Housing Supervisor or designee:		Date:

## CHECKOUT STEPS

These are steps for residents to follow for a proper checkout to avoid inconvenience and being charged non-refundable fees:

1. Make an appointment in advance, approximately 3 days in advance of your move-out date, with your current RA. If you are moving out before the end of the semester you must notify the Residence Hall Office in writing a minimum of 10 days before you plan on moving out. You will not receive a refund and will be held responsible for the entire amount of your license agreement if a replacement of the same gender is not available to move into the residence hall when you leave. When this appointment time with your RA arrives, you should be completely packed up and ready to vacate.
2. After making an appointment, get ready for that appointment time. Pack up all your belongings. Clean your room & bathroom so it is completely clean, and no trace of your occupancy remains. All of this should be done prior to when your RA comes to check you out:
  - a. Clean your half of the room thoroughly. If you are alone in a room, clean the entire room. Pay attention to the following areas:
    - i. Floor, including under all furniture, bed, walls, chair, desk
    - ii. Furniture tops, sides & bottoms and inside all drawers
    - iii. College trashcan empty and cleaned out completely with no evidence of any trash
    - iv. Mirrors cleaned with no streaks
    - v. Mattress dusted on both sides
    - vi. Windows cleaned well on the inside
    - vii. No trash or items you do not wish to keep should be left anywhere in the room or hall. Dispose of trash by placing it in a trash bin located in the Resident Parking Lot. Personal belongings that you no longer want should go home with you
  - b. Clean the bathroom. Pay attention to the following areas:
    - i. Entire floor including under and behind the toilet
    - ii. Mirror (you are financially accountable for the one closest to your room)
    - iii. Sink (you are financially accountable for the one closest to your room)
    - iv. Countertop (you are financially accountable for the one closest to your room)
    - v. Medicine cabinet inside and outside (you are financially accountable for the one closest to your room)
    - vi. Cupboard under the sink, inside and outside, including the door (you are financially accountable for the one closest to your room)
    - vii. Drawers, inside and outside (you are financially accountable for the one closest to your room)
    - viii. Toilet, toilet area, floor, walls & shower; outside & inside and vanity area
    - ix. Walls & Ceiling
3. When your appointment time arrives, you should be completely ready to vacate
  1. Be on time to your appointment
  2. Have all your belongings out of the room or in the hallway ready to be taken out
  3. Inspect the room and the bathroom with your RA and review all definite and potential charges
  4. Sign your Room Condition Report (RCR) along with your RA and leave the form with your RA
  5. Complete the change of address card for forwarding your mail and turn in to your RA. Change your address in your MySierra account to your new or permanent address.
  6. Turn in all Sierra College Residence keys (room, FOB, mailbox) to your RA. Keys not returned at checkout will result in non-refundable charges to your account
  7. Remove any remaining belongings from the room so the RA can close the door behind you

Your RA will see that all your items are turned into the Residence Hall Office:

1. Room Condition Report (RCR)
2. Forwarding Address form
3. Residence keys

A student signed RCR does not guarantee charges are final. Residence Housing Supervisor, Student Services Technician and/or Facilities Maintenance Technician perform the final room inspection after the residence hall is closed.

**ROOM CHANGE / MOVE-OUT CHARGES**  
**SAMPLE LIST OF CHARGES**

This is provided to keep you informed of charges you could face for damage or missing items. The charges listed are estimates. These charges cover damage to, or missing College property provided in rooms or public areas that occurred during your residency. All charges are per person and per item. Charges are subject to change without notice based on current market value and will cover repairs, materials, and labor. The maximum charge per item will be full replacement cost and related labor. The sample charge range chart below is offered as a guide covering estimated costs for minor repairs and estimated replacement cost. The college reserves the right to replace an item rather than performing repairs.

<b>ITEM</b>	<b>COST</b>
Desk chair (room)	25.00 - 200.00
Sofa chair (public area)	25.00 - 400.00
Sofa (2-seats, public area)	25.00 - 600.00
Sofa (3-seats, public area)	25.00 - 1,000.00
Public area tables	25.00 - 300.00
Desk	25.00 - 500.00
Chest of drawers	25.00 - 500.00
Bed frame	25.00 - 400.00
Mattress	25.00 - 100.00
Wardrobe / closet (custom made)	25.00 - 500.00
Medicine cabinet / mirror	25.00 - 100.00
Window screen (custom made)	25.00 - 75.00
Phone jack, cover, wiring	5.00 - 200.00
Faucet water screen	10.00 - 25.00
Room window covering (custom made)	30.00 - 400.00
Excess trash / abandoned item/s	5.00 - 100.00
Removal of carpet left in room or other	30.00
Broken window	60.00 - 600.00
Broken light fixture cover	30.00 - 150.00
Broken / missing light fixtures	150.00 - 200.00
Missing/broken smoke detector	100.00
Wall damage (marks, holes.)	50.00 - 300.00
Holes in any wall, door, ceiling, floor	2.00 - 50.00 per hole
Floor damage (marks, tile damage)	50.00 - 250.00
Room door damages (face and/or inside)	25.00 - 350.00
Room door lock or doorknob damages	10.00 - 100.00
Room key	30.00
Mail key	10.00
Electronic entry key (FOB)	10.00
Smoke detector: unhooked, damaged, etc.	25.00 - 500.00
Tampering with any fire equipment	500.00 up
Public area damage	Actual cost will be divided among all residents
Cleaning left for staff	25.00 - 300.00 Actual charge depends on labor & parts required

It is not the intent of the Residence Hall Office to profit from cleaning charges. We would much rather the residents clean after themselves as it saves the student money and saves the Residence Hall Office time. Yet, in situations where residents neglect to follow through with their cleaning responsibility, the Residence Hall Office must make necessary arrangements for the cleaning to be completed. The entire cost for such work will be forwarded to the student's account.

For other damages not listed, appropriate and fair dollar amounts will be assessed. These charges are based upon labor and materials costs for the current year and are subject to change.

## ROOM CONDITION REPORT (RCR)

<b>STUDENT NAME:</b> _____	<b>Semester / Year:</b> _____	<b>ROOM NUMBER:</b> _____
<input type="checkbox"/> New Resident	<b>CHECK-IN</b>	<b>CHECK-OUT</b>
<input type="checkbox"/> Returning	Issued: _____	<input type="checkbox"/> Move Out - End of License Agreement
<input type="checkbox"/> Room Change	Room Key #: _____	<input type="checkbox"/> Move Out - Returning
	Mail Key: _____	<input type="checkbox"/> Room Change:
		New Room # _____
<b>Date:</b> _____	<b>FOB #:</b> _____	<b>Date:</b> _____
<b>Time:</b> _____		<b>Time:</b> _____
<b>Staff Member Handling Check In:</b> _____		<b>Staff Member Handling Check Out:</b> _____

**Good** = Like new      **Fair** = Very worn but working fine, no repairs needed      **Poor** = Repairs needed, submit work-request for repairs to take place

ROOM CONDITION AT MOVE-IN			ROOM CONDITION AT MOVE-OUT			
ROOM ITEMS	CONDITION	DESCRIPTION	DAMAGE CHARGES (circle)	CONDITION	DESCRIPTION	\$ AMT
<b>Entry Area (Left or Right as you face the entry mirror)</b>			<b>v CLEANING</b>			
1 DOOR	G F P		1 Replace (\$150/up) Repaint (\$60)	G F P		
2 DOOR KNOB/PEEP HOLE	G F P		2 Replace: Knob (\$30/up) Peep Hole (\$20)	G F P		
3 DOOR STOP	G F P		3 Replace (\$5)	G F P		
4 EVACUATION PLAN	G F P		4 Replace (\$20)	G F P		
5 DRESSER (L / R)	G F P		5 Replace (\$20)	G F P		
6 CLOSET/CLOSET DOORS	G F P		6 Replace (\$500) Repair (\$30/up)	G F P		
7 COAT HOOKS	G F P		7 Replace (\$10) Repair (\$5)	G F P		
8 ENTRY CEILING	G F P		8 Tiles (\$25) Frame bars (\$10)	G F P		
9 ENTRY FLOOR	G F P		9 Repair (\$50/up)	G F P		
10 ENTRY WALLS	G F P		10 Paint (\$60 each) Small Holes (\$30)	G F P		
11 MIRROR	G F P		11 Replace (\$150)	G F P		
12 ELECTRICAL OUTLETS	G F P		12 Cover (\$10) Outlet (\$20)	G F P		
13 LIGHT SWITCH	G F P		13 Cover (\$10) Switch (\$20)	G F P		
14 LIGHT FIXTURE	G F P		14 Replace (\$150) Lens Only (\$40) Frame (\$65)	G F P		
15 TRASH CAN (1 PER RM)	G F P		15 Replace (\$10)	G F P		
<b>Bedroom Area (Left or Right as you face the window)</b>						
16 BED FRAME	G F P		16 Replace Frame (\$400)	G F P		
17 MATTRESS/PAD	G F P		17 Replace Mattress (\$160) Replace Pad (\$50)	G F P		
18 DESK	G F P		18 Replace (\$500)	G F P		
19 DESK CHAIR	G F P		19 Replace (\$150) Repair (\$30/UP)	G F P		
20 DATA/PHONE OUTLET	G F P		20 Replace / Repair (\$40/up) Cover (\$10)	G F P		
21 ELECTRICAL OUTLETS	G F P		21 Outlet (\$20) Cover (\$20)	G F P		
22 LIGHT FIXTURE/COVER	G F P		22 Replace (\$150/up) Cover Only (\$40) Frame (\$65)	G F P		
23 LIGHT SWITCH	G F P		23 Cover (\$10) Switch (\$20)	G F P		
24 ROOM CEILING	G F P		24 Paint (\$60) Small Holes (\$30)	G F P		
25 ROOM FLOOR	G F P		25 Repair (\$50/up)	G F P		
26 ROOM WALLS (L / R)	G F P		26 Paint (\$60 each) Small Holes (\$30)	G F P		
27 SMOKE DETECTOR	G F P		27 Replace Detector (\$100/up)	G F P		
28 WINDOW HVAC UNIT	G F P		28 Replace (\$750/up) Knob (\$20 ea)	G F P		
29 WINDOW BLINDS	G F P		29 Replace (\$150) Repair (\$20/up) Slat (\$20 ea)	G F P		
30 WINDOW / LOCK	G F P		30 Replace (\$80/up) Lock (\$20 ea)	G F P		
31 WINDOW SILL	G F P		31 Replace (\$20)	G F P		
32 WINDOW SCREENS	G F P		32 Replace (\$40/up) Re-Attach to Window (\$30)	G F P		



## ROOM CONDITION REPORT (RCR)

### Bathroom Area

33 BATHROOM DOOR / KNOB	G F P		33 Replace (\$150/up) Repaint (\$60) Knob (\$30/up)	G F P		
34 BATHROOM LIGHT / COVER	G F P		34 Replace (\$150/up) Cover Only (\$40) Frame (\$65)	G F P		
35 BATHROOM LIGHT SWITCH	G F P		35 Cover (\$10) Switch (\$20)	G F P		
36 ELECTRICAL OUTLETS	G F P		36 Cover (\$10) Outlet (\$20)	G F P		
37 MEDICINE CABINET	G F P		37 Replace (\$150) Repair (\$25) Shelves (\$10 each)	G F P		
38 COUNTER	G F P		38 Replace (\$250/up) Repair (\$50/up)	G F P		
39 SINK	G F P		39 Replace (\$250)	G F P		
40 SINK STOPPER	G F P		40 Replace (\$10)	G F P		
41 FAUCET HANDLE	G F P		41 Replace (\$150) Repair (\$50/up)	G F P		
42 UNDER SINK CABINET/DOOR	G F P		42 Replace Door (\$50) Repairs (\$50/up) Handle (\$10)	G F P		
43 BATHROOM DRAWERS	G F P		43 Replace (\$75) Repair (\$25/up) Handle (\$10)	G F P		
44 BATHROOM CEILING	G F P		44 Tiles (\$25) Frame bars (\$10)	G F P		
45 BATHROOM FLOOR	G F P		45 Repair (\$50/up)	G F P		
46 BATHROOM WALLS	G F P		46 Paint (\$60 each) Small Holes (\$30)	G F P		
47 TOWEL RACK	G F P		47 Replace (\$50/up) Bar Dented / Broken (\$25)	G F P		
48 SHOWER	G F P		48 Repair (\$25/up)	G F P		
49 TOILET ROOM DOOR / KNOB	G F P		49 Replace (\$150/up) Repaint (\$60) Knob (\$30/up)	G F P		
50 TOILET ROOM LIGHT/COVER	G F P		50 Replace (\$150/up) Cover Only (\$40) Frame (\$65)	G F P		
51 TOILET ROOM LIGHT SWITCH	G F P		51 Cover (\$10) Switch (\$20)	G F P		
52 TOILET ROOM CEILING	G F P		52 Paint (\$60)	G F P		
53 TOILET ROOM FLOOR	G F P		53 Repair (\$50/up)	G F P		
54 TOILET ROOM WALLS	G F P		54 Paint (\$60 each) Small Holes (\$30)	G F P		
55 TOILET	G F P		55 Replace (\$250/up) Repair (\$50/up)	G F P		
56 TOILET PAPER DISPENSER	G F P		56 Replace (\$20/up)	G F P		
<b>Miscellaneous Items</b>						
57 REFRIGERATOR (RENTAL)	G F P		57 Replace (\$180) Cleaning (\$50) No Return (\$25)	G F P		
58 LOFT KIT (RENTAL)	G F P		58 Replace (\$300) No Return (\$25)	G F P		

**RESIDENT: Please Read And Sign Below**

I understand the RA will inspect the condition of my room before or during check-in. I understand it is my responsibility to add any additional items that may not have been noted on this RCR. I understand I will be subject to damages and/or cleaning fees that may be assessed by the housing staff during checkout and/or after checkout. I also understand it is my responsibility to attend closing meetings to obtain information and procedures for hall closing and check out of my room. I understand that the keys being issued to me must be returned to the Office of Residential Life and Housing upon termination of the License Agreement. I understand that I am financially responsible for lost or stolen keys. I understand that keys may not be loaned to anyone at anytime. I am aware that it is my responsibility to read the Resident Handbook that has been issued to me, and if I have any questions, I can ask a staff member for clarification or assistance.

**CLEANING CHARGES (PER SIDE)**

CIRCLE APPROPRIATE CHARGE BELOW FOR CLEANING ITEMS ? v'd ABOVE

Light Cleaning \$20 (1-2 items)  
Medium Cleaning \$30 (3-4 items)  
Heavy Cleaning \$40 (over 4 items)  
TRASH REMOVAL \$20 / SIDE  
FURNITURE OUT OF PLACE \$25

LOST ROOM KEY \$30  
LOST MAIL KEY \$10  
LOST FOB \$10  
SMOKE RESIDUE / SMELL \$250/RM  
IMPROPER CHECK OUT \$50

OTHER CHARGES/COMMENTS:

TOTAL CHARGES \$ \_\_\_\_\_

Resident Signature (Check-in)

Date

Resident Signature (Check-out)

Date

RA/Housing Staff Signature

Date

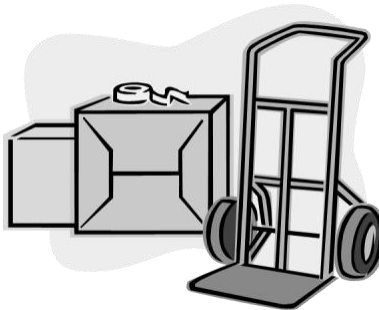
## **CHECKOUT REMINDERS**

Furniture in your room must be arranged according to the diagram on the following page. If you choose not to arrange the furniture as requested, your account will be charged an appropriate labor charge. We do not have the staff to clean and arrange after residents, so any inconvenience left for us to handle will be charged back to the appropriate resident. If you have a roommate who is staying and your furniture is arranged differently than the diagram, you will need to ensure your roommate knows they will be assuming full responsibility to arrange the furniture properly upon their checkout. Each piece of furniture must be cleaned on all sides with a damp towel.

The next page shows how bedroom furniture must be arranged in the room upon your room change or move out. The furniture is not bolted to the floor to allow residents the freedom to arrange and rearrange their room to their liking provided they are gentle with the furniture and take all necessary precautions. Residents who would like assistance with arranging furniture need to submit a work order request to the Residence Hall Office in advance. Be sure to focus on the following furniture conditions:

1. Window screens on properly with no holes in any screen
2. Smoke detector and horn hung properly and working. All appropriate labeling should still be in place
3. Windows and window blinds need to be in perfect condition
  - a. Individual slats not bent, broken, and each hung properly
  - b. Track, chain, pulling mechanism each in working condition
4. Bathroom, vanity cabinet, all mirrors and counters completely clean and sanitary
5. Floors need to be swept and mopped just before your check out appointment

Upon your move out, no evidence of your presence should remain.

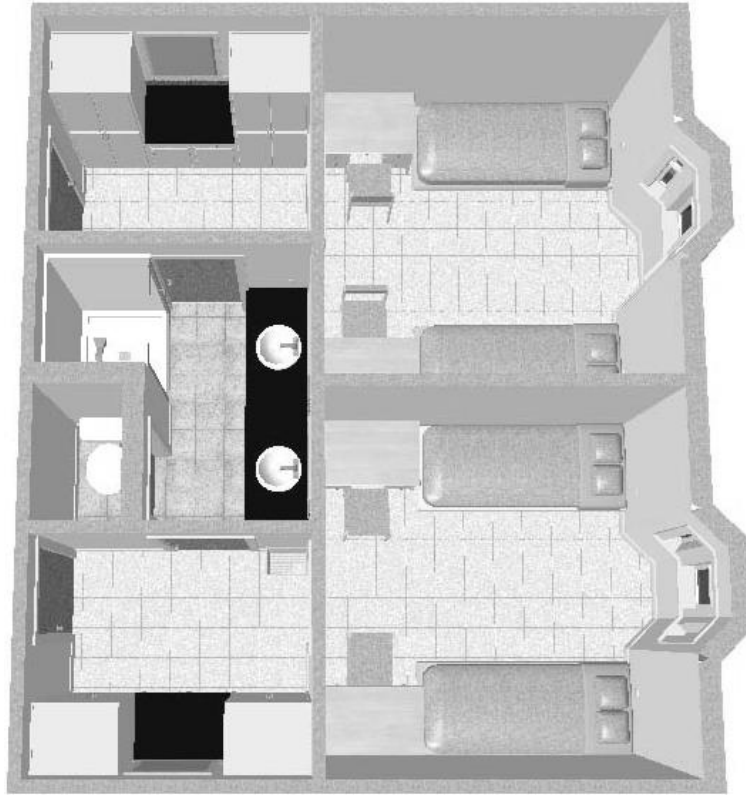


“You can know the name of a bird in all the languages of the world, but when you're finished, you'll know absolutely nothing whatever about the bird... So let's look at the bird and see what it's doing -- that's what counts. I learned very early the difference between knowing the name of something and knowing something.”

Richard Feynman (1918 – 1988)

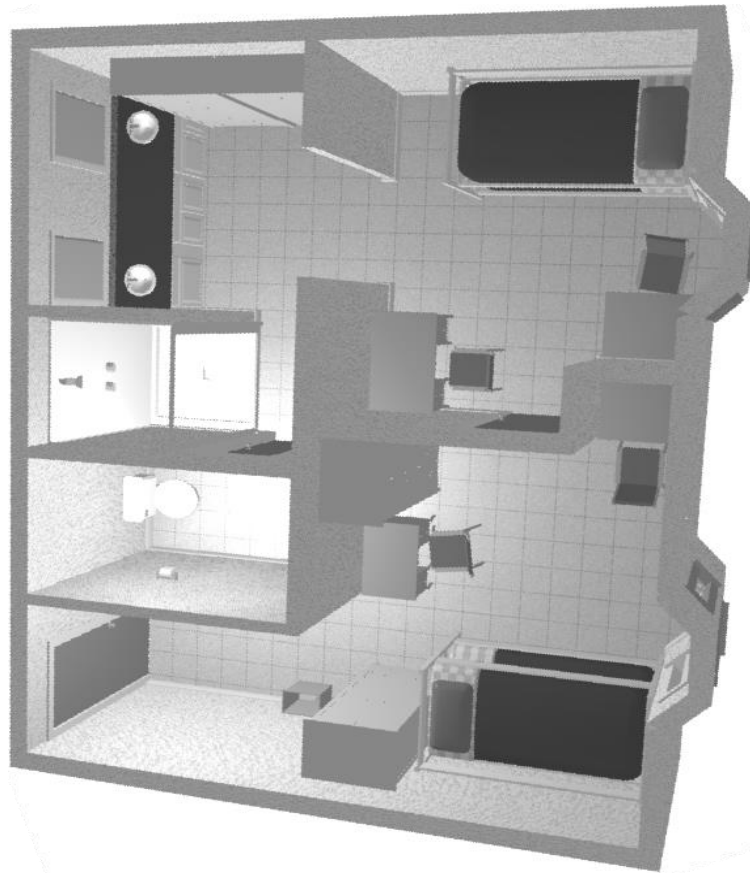
# Residence Hall Room Layouts

Typical Quad:



H  
A  
L  
L  
W  
A  
Y

Accommodation Quad:



# OFF TO COLLEGE?



**Before you start college,** make sure you are up-to-date on all your shots.

**College Immunization Checklist:**

- MMR** (measles, mumps, rubella) – 2 doses
- Tdap** (tetanus, diphtheria, pertussis)
- Varicella** (chickenpox) – 2 doses
- Hepatitis B** – 3 doses
- HPV** (human papillomavirus) – 3 doses
- Meningococcal**  
Check with your health care provider

Some of these are recommended and others are required for enrollment. Check with your school.

**I have reviewed this information and...**

I received meningococcal vaccines on

**Men A CWY (MCV4) Vaccine:**

Date: / /

Date: / /

**Men B Vaccine:**

Date: / /

Date: / /

Date: / /

I intend to receive meningococcal vaccine(s).

I do not intend to receive meningococcal vaccine(s).

Printed Name

Birthdate / /

Signature

Date / /

Return signed form to:

## What you should know about meningococcal disease:

- Meningococcal (me-nin-je-kok-ul) disease is a serious illness caused by bacteria that can infect the blood or areas around the brain and spinal cord. Infection can lead to brain damage, disability, and rapid death.
- Meningitis is the most common form of meningococcal disease. Common symptoms of meningitis include stiff neck, headache, and high fever.
- Meningococcal vaccines can help prevent meningococcal disease.
- Check with your health care provider about which meningococcal vaccines you need.

**College freshman in dorms are at higher risk of catching meningococcal disease.**



State of California • Health and Human Services Agency  
Department of Public Health • Immunization Branch • 850 Marina Bay Parkway • Richmond, CA 94804

INM 4-88 (1/15)

## How Many People Get the Disease? Who Is Likely To Get It?

Meningococcal disease is rare but serious. About 1,000 people in the U.S. get meningococcal disease each year. After infancy, older adolescents and young adults have the highest rate of meningococcal disease. College freshmen living in dorms are particularly at risk.

## How Serious Is It?

About one in ten people who get meningococcal disease will die from it even if treated. Up to one in five survivors will lose a limb, become deaf, suffer brain damage, or have other complications.

## How Are Meningococcal Bacteria Spread?

The bacteria are spread from person to person through air droplets. Close contact such as kissing, coughing, smoking, and living in crowded conditions (like dorms) can increase your risk of getting the disease.

Overall, 5–10% of the U.S. population has the meningococcal bacteria in their throat, but only a few of them get sick. No one knows why some people get sick and others don't.

## How Can I Protect Myself?

You can protect yourself by:

- not sharing items that have touched someone else's mouth, such as cups, bottles, cigarettes, lip balm, and eating utensils;
- not smoking; and
- getting vaccinated against meningococcal disease.

Check with your health care provider about which meningococcal vaccines you need.

## What Meningococcal Vaccines Should I Get?

- MCV4 vaccine protects against four deadly types of meningitis. If you have not received a dose since your 16th birthday, make sure to get it now.
- MenB vaccine protects against the most common cause of bacterial meningitis among teens and young adults. In recent years, Men B outbreaks have occurred at UC Santa Barbara, the University of Oregon, and Princeton University. Ask your doctor if you should get it.



**“It could happen to anyone. Get immunized.”**

—Jonathan Deguzman (*meningococcal disease survivor*)

### For more information:

California Department of Public Health,  
Immunization Branch: [shotsforschool.org/college](http://shotsforschool.org/college)

Centers for Disease Control and Prevention: [www.cdc.gov/vaccines](http://www.cdc.gov/vaccines)

American College Health Association: [www.acha.org](http://www.acha.org)

**Ask your healthcare provider or student health service!**

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State of California • Health and Human Services Agency  
Department of Public Health • Immunization Branch • 850 Marina Bay Parkway • Richmond, CA 94804

IPM-688 (1/1/15)

# Missing Person Policy

## **Policy Statement**

Every student who resides in on-campus housing shall have the option to identify a confidential individual to be contacted by Sierra College in the event that the student is determined missing in accordance with the procedures outlined below. Only authorized campus officials and law enforcement officers in furtherance of a missing person investigation may have access to this information.

## **Reason for Policy**

In accordance with Section 485 of the Higher Education Act (HEA), every institution of higher education that provides on-campus housing must provide a missing student notification policy for those students residing in on-campus housing.

## **Departments or Persons to Whom a Report should be made**

The organization of persons to which individuals should report a student missing includes Resident Assistants (RA), Head Resident Assistant, Residence Hall Office, Office of Student Services, Community Safety Office, and Rocklin Police Department.

## **Informing Students**

During the initial floor meeting of the fall semester, RAs will cover confidential contact information with students. During the first week of the spring semester, the RA will meet with all new students to provide missing person policy information. Students must return the missing persons contact form to the Residence Hall Office where it will be kept in their residence hall file. Students can change the form at any time, and the old form will be shredded. The form will be kept in the student's residence hall file until the end of the academic year.

## **Determining if a Student is Missing**

If a student is reported missing to a residence hall staff member, the staff member should be sure to obtain the reporting person's name, relationship to the student, and contact information where the reporting person can be reliably reached. If the Residence Hall Office determines at any point that there is a credible threat to the well-being of the student reported as missing, the Community Safety Office and/or Rocklin Police Department will be contacted immediately. The Residence Hall Office will then proceed to contact known student friends/relationships, beginning with roommates/suitemates, and the missing student's resident assistant. The Residence Hall Office will also use direct and indirect methods of leaving messages for the student to make contact with immediately. The purpose at this point is to determine if the student is truly missing or has simply failed to make the desired contact with the reporting person. If the student is located or is determined to not be missing, the student should be advised to contact the reporting person.

If pursuing known contacts has not yielded confirmation that the student is not missing, the Residence Housing Supervisor will contact the Office of Student Services, reporting all obtained information, and follow verbal notification with the Incident Report (IR). The Residence Housing Supervisor may then authorize one or more of the following measures to determine recent activity by the student reported as missing:

- Building access report
- Meal plan utilization
- Class attendance
- In-plain-sight examination of room to see signs of recent use or planned departure

If the results of these activities measures suggest that the student is indeed missing and unaccounted for, Residence Housing Supervisor, Dean of Student Services, or designee will immediately notify the Chief of Community Safety and request law enforcement investigation. The Chief of Community Safety is responsible for notification of the missing student's

identified contact if the student has been missing for more than 24 hours. If the student is under 18 years of age and not an emancipated individual (by court order, no longer under the control or responsibility of parents), the Chief of Community Safety shall immediately contact the custodial parent or guardian.

### **Procedure for Notification of Missing Student**

If Community Safety officials determine that a student for whom a missing person report has been filed has been missing for more than 24 hours, then within the next 24 hours, they must:

- Notify the individual identified by the student to be contacted in this circumstance,
- If the student is under 18 years old, notify a parent or guardian, and
- Notify law enforcement.

### **Entities Affected by this Policy**

Office of: Student Services, Community Safety, and Residence Hall.

### **Line of Authority**

Contact Person in that Office: Dean of Student Services, Chief of Community Safety, and Residence Housing Supervisor.

# **CAMPUS RESOURCES**

## **PHONE NUMBERS**

<b>DEPARTMENT</b>	<b>Phone Number</b>
General Information	624.3333
Admissions/Records	660.7340
Assessment Center	660.7430
Athletics	660.8100
Bookstore	660.8200
Bursar Office	660.7617
Career & Transfer Connections	660.7481
Counseling Center	660.7400
Disabled Students Programs & Services	660.7460
EOPS	660.7366
Financial Aid Office	660.7310
Guardian Scholars	660.7543
Health Center	660.7490
Library	660.7230
Next Up	660.7543
Pride Center	660.7520
Puente	660.7400
Residence Hall Office	660.7389
Community Safety & Parking	660.7120
Student Engagement Center	660.7550
Student Government (ASSC)	660.7380
Student Tech Support	660.7225
Success Center	660.7520
TRiO	660.7377
Tutor Center	660.7220
TDD (Tel Device for the Deaf)	624.5856
Toll Free	(800) 242.4004
Umoja	660.7415
Undocumented Student Center	741.0711
Veterans Success Center	660.7470
Writing Center	660.7230



# **COMMUNITY REFERRALS**

## **PHONE NUMBERS**

<b>EMERGENCY</b>	<b>911</b>
<b><u>Community Safety and Parking</u></b>	
➤ Rocklin	916.660.7120
<b><u>Alcoholics Anonymous</u></b>	
➤ Auburn	530.888.3607
➤ Rocklin	916.624.6807
➤ Grass Valley	530.272.6287
<b><u>Crisis Line (24 hours)</u></b>	
➤ Placer County	1.888.886.5401
➤ Nevada County	530.265.5811
➤ Handicapped	1.800.426.4263
➤ TDD/ITY	1.800.730.8913
Narcotics Anonymous	1.818.773.9999 / 1.888.423.3428
Poison Control (24 hours)	1.800.222.1222
<b><u>Suicide Prevention</u></b>	
➤ Placer County	916.773.3111 530.885.2300
➤ National	1.800.273.TALK (8255)
<b><u>Hospitals</u></b>	
➤ Sutter Roseville	916.781.1000
➤ Kaiser Hospital	916.784.4000
<b><u>Placer County Health Department</u></b>	
➤ AIDS Info/STD Clinic	530.358.3555
➤ Substance Abuse	530.889.7240
➤ Family Planning	530.889.7215
➤ Mental Health	530.889.7240
➤ Family and Children Service	916.872.6549

# Sierra College Parking – Resident Lot

Sierra College Residence Hall residents can park in the “R” Lot – Resident Parking Lot.

Sierra College Vehicle Code is available at:

<https://www.sierracollege.edu/parking>

Specific sections of the vehicle code pertaining to Residents are listed below; see website for full code.

## 9.417 After Hours Parking

No vehicle, other than District owned or operated vehicles, shall remain parked upon District controlled property between the hours of 11:00 p.m. and 6:00 a.m. except by SPECIAL permit or written agreement issued by Sierra College Parking and Community Safety Services. This section shall not apply to any vehicle owned by a resident who is licensed to reside in a District residence hall, or their authorized guest, provided the vehicle displays a current valid RESIDENT parking permit and is otherwise lawfully parked in the RESIDENT parking lot.

## 9.600 Authority to Issue Parking Permits

Sierra College Parking and Community Safety Services shall administer the issuance and sale of all parking permits intended for use upon District controlled properties. No person, department, division, or agency shall issue, sell, give, possess, or transfer any District parking permit except as specifically authorized by Sierra College Parking and Community Safety Services. Sierra College Parking and Community Safety Services may impose special endorsements or restrictions on permits as needed to manage the allocation of available parking and to maintain safety and security. The Manager of Parking and Community Safety Services may revoke the parking privileges of any person who chronically violates the provisions of the Sierra College Vehicle Code.

## 9.601 Parking Permits

Sierra College Parking and Community Safety Services shall specify, issue, and collect fees for parking permits. Every permit issued shall be subject to the provisions of the Sierra College Vehicle Code, and to the written restrictions and conditions provided to the recipient of the permit upon issuance. Sierra College Parking and Community Safety Services may refuse to issue a permit, or revoke and invalidate a parking permit issued by the District, if the Manager of Parking and Community Safety Services determines its use to be contrary to the Sierra College Vehicle Code, public law, or the public interest. Sierra College Parking and Community Safety Services may issue to qualified persons and collect fees for the permits described in (a) through (f) below:

- a. A GENERAL or STUDENT parking permit may be issued to any student except a resident student, or may be issued to any member of the community with a lawful purpose for being on District grounds. Subject to any restrictions and conditions, a GENERAL or STUDENT parking permit is valid in any of the general unrestricted parking areas upon District properties that are not otherwise posted for special use. A fee shall be charged for each permit per the Board approved parking fee schedule.
- b. A RESIDENT parking permit may be issued to any person who is licensed to reside in the Residence Hall, or who otherwise has a valid written agreement to occupy or use the Residence Hall facilities. Subject to any restrictions and conditions, a RESIDENT parking permit is valid in the Resident Parking lot "R" at all times including overnight parking. Except for parking in Staff Lots, a RESIDENT parking permit is also valid in any of the general unrestricted parking areas upon District properties from 7:00 a.m. to 11:00 p.m. The RESIDENT parking permit is not valid in Staff parking at any time. A fee shall be charged for each permit per the Board approved parking fee schedule.
- c. A STAFF parking permit may be issued to any of the following persons:
  1. A person who is employed by the District.
  2. A person who is contracted to perform work for the District.
  3. A person who is honorably retired from employment for the District.
  4. Other persons who are deemed eligible by the Manager of Parking and Community Safety Services or the President/Superintendent.

Subject to any restrictions and conditions, a STAFF parking permit is valid in any staff parking area or any general unrestricted parking areas upon District properties. A fee shall be charged for each permit per the Board approved parking fee schedule. Each eligible employee shall be entitled to only one parking permit. The Manager of Parking and Community Safety Services may authorize the issuance of multiple permits if the recipient agrees to the conditions of a multiple permit use agreement restricting the use of such permits to prevent use of more than one permit at one time and to restrict use to only the authorized person.

- d. An INJURED STUDENT parking permit may be issued by the District Health Center to any person who provides proof of a temporary medical condition that inhibits their ability to walk distances from 100 to 500 yards. Subject to any restrictions and

conditions, an INJURED STUDENT parking permit is valid in any staff parking area or any general unrestricted parking areas upon District properties. An INJURED STUDENT permit is not valid in any stall marked for use by disabled persons.

- e. A SERVICE parking permit may be issued to any person who performs a service which requires the use of a motor vehicle upon District grounds. Subject to any restrictions and conditions, a SERVICE parking permit is valid in any staff parking area, any service vehicle area, or any general unrestricted parking areas upon District properties. A SERVICE permit is not valid in any stall marked for use by disabled persons.
- f. SPECIAL parking permits may be authorized by the Manager of Parking and Community Safety Services and may be issued by Sierra College Parking and Community Safety Services to accommodate special parking conditions as may be required. Parking fees have been set by the District governing Board of Trustees in accordance with the Education Code as follows:
  - Rocklin Campus:
    - \$70 per semester
    - \$34 summer semester
    - \$3 daily parking
  - Roseville Center:
    - Free
  - Nevada County Campus:
    - \$70 per semester
    - \$34 summer semester
    - \$3 daily parking
  - Tahoe Truckee Campus:
    - \$50 per semester

#### **9.602 Parking Permit Required**

Except as otherwise provided in this code, every vehicle parked upon a District owned, controlled or operated property posted at the entrance with a sign indicating that parking is by permit only, shall properly display a current valid parking permit.

- a. Every vehicle lawfully displaying a valid disabled person license plate or placard issued by the Department of Motor Vehicles shall be exempt from the requirement to display a parking permit.

#### **9.609 Proper Display Required**

A parking permit must be properly displayed to be valid.

Parking permit stickers with adhesive backings must be affixed to the vehicle by peeling off the paper backing and applying the parking permit sticker to the outside of the front windshield in the lower driver side corner within a five-inch square. Static cling permits must be adhered to the lower left driver's side windshield on inside and be clearly visible.

Hanging parking permits or dashboard permits must be placed in one of the following locations:

1. Hanging from the rearview mirror with the face of the permit facing forward, clearly visible through the front windshield.
2. Laying face up on the driver side dashboard, clearly visible through the front windshield.

#### **9.611 Illegal Use of Permit**

- a. No vehicle shall display a parking permit that has been loaned, sold, given, or otherwise transferred to any person other than the original registered owner of the parking permit.
- b. No vehicle shall display a parking permit that has been altered in any manner.
- c. No vehicle shall display a counterfeit parking permit, copy of a parking permit, or other item intended to appear as a valid parking permit.
- d. No vehicle shall display a parking permit unless the registered owner of the parking permit is the driver or a passenger in the vehicle when it is being parked and when it departs.

A parking permit displayed in violation of any part (a) through (d) of this section shall be deemed invalid.

#### **9.612 Stolen/Lost Permit Displayed**

No vehicle shall remain parked, stopped, or standing upon District property which displays a permit that has been stolen from the rightful owner or lost by the rightful owner. A parking permit displayed in violation of this section shall be deemed invalid.

#### **9.713 Parked With Amplified Sound Over 50 Feet**

No vehicle shall remain parked, stopped, or standing upon District property while operating any sound amplification system which can be heard outside the vehicle from 50 or more feet away from the vehicle, unless that system is being operated to request assistance or warn of a hazardous situation.



## Calendar of Important Dates for 2024-2025 Residence Hall

**June 18, 2024:** Deadline to cancel acceptance from residence hall and not incur a cancellation fee.

**July 18, 2024:** Deadline to cancel acceptance from residence hall and incur cancellation fee but not held financial responsible for residence hall fees.

**August 5, 2024:** Residence hall payment due date for fall 2024 semester.  
Either pay in full or sign up for an NBS payment plan.

**August 15, 2024:** Fall 2024 residence hall move in day.

**August 16, 2024:** Fall 2024 residence hall mandatory orientation day.

**August 19, 2024:** Fall 2024 instruction begins.

**September 2, 2024:** Add/Drop/Refund Deadline

**October 13 – 19, 2024:** Fall Break

Residence hall may close starting at 4:00 pm on October 13 until 8:00 am on October 20

**November 28-30, 2024:** Thanksgiving Holiday. Residence hall open.

**December 13, 2024:** Fall 2024 move out date.

Residence hall close at 4:00 pm. Resident must be checked out by 4:00 pm. If the resident is returning to the same room for the spring semester, then they may leave their stuff in their room at their own risk.

**December 14, 2024 – January 22, 2025:** Winter Break. The residence hall closed.

**January 5, 2025:** Residence hall payment due date for spring 2025 semester.  
Either pay in full or sign up for an NBS payment plan.

**January 23, 2025:** Spring 2025 move in day.

**January 24, 2025:** Spring 2025 residence hall mandatory orientation day

**January 27, 2025:** Spring 2025 instruction begins.

**February 9, 2025:** Add/Drop/Refund Deadline

**March 23 – March 29, 2025:** Spring Break

Residence hall may be closed starting at 4:00 pm on March 18 until 8:00 am on March 23

**May 23, 2025:** Spring 2025 Move Out date.

Residence hall closes at 4:00 pm. Residents must be checked out by 4:00 pm.

The information provided in this handbook is subject to change and is updated yearly and more often as needed. Residents will be notified in writing of changes and are encouraged to note the changes in this handbook for future reference during the current semester. Updates that occur during any semester will not supersede the terms of the current License Agreement and will include advance notification to residents. Residents are always welcome to suggest changes and additions to this handbook.

Sierra College  
Residence Hall  
4895 Rocklin Road  
Rocklin, California 95677  
916.660.7389  
[housing@sierracollege.edu](mailto:housing@sierracollege.edu)

RA Duty Phone: 916.871.2662

\* \* \*

Laura McNaughton  
Dean of Student Services

Cortney Magorian  
Supervisor, Residence Housing

Ryan Goodpastor  
Student Services Technician, Residence Life

Bill Stephenson  
Facilities Maintenance/Repair Technician, Residence Life

Head Resident Assistant

4 Resident Assistants