

# HOUSING & RESIDENCE HANDBOOK



DARLINGTON  
Agriculture Education and Applied Research Center

2010-2011



# Welcome To Your Home At Redlands!

On behalf of the entire Residential Life staff, welcome to Redlands Community College, Cougar Crossing Apartments and the Darlington Agriculture Education and Applied Research Center Apartments. We are glad you are here and part of our living and learning community. We are excited about the 2010-2011 academic year and all the wonderful opportunities and challenges ahead of you. Our mission is to create conditions that motivate and inspire a living/learning community to be academically focused, ethically responsible and socially just. Our staff is here to assist you in your personal development by offering a multitude of activities and leadership opportunities focusing on social interaction and educational growth. We hope you will take advantage of all we have to offer. This handbook can assist you in making your college experience at Redlands successful. It is your essential guide to community living.

Please read this information thoroughly and ask a Residential Life staff member if you have any questions. We hope your experience at Cougar Crossing or Darlington Agriculture Education and Applied Research Center will be filled with rich discoveries, academic successes and new friendships. Please let us know what we might do to enhance your experience living on campus!

*Margie Moore*  
Coordinator of Residence Life

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The Office of Residence Life is a vital part of the Redland's community. By promoting an atmosphere conducive to the academic, social and personal needs of resident students, the Residence Life program supports the educational goals and mission of the college.

### **STUDENT OBLIGATIONS**

Students assume obligations when they become voluntary members of the community at Cougar Crossing and Redlands Community College. Students are obligated to:

1. Be fully acquainted with the rules, regulations and policies.
2. Maintain conduct of the highest standards, knowing that misconduct reflects upon self, family, RCC and citizenry.
3. Follow the tenets of common decency and acceptable behavior commensurate with the aspiration implied by a college education.
4. Respect the rights and property of others at all times.
5. Take advantage of all available opportunities found at an institution of higher learning.

**OFFICE HOURS**  
**8:00 AM - 5:00 PM**  
**Monday - Friday**

**OFFICE PHONE NUMBER**  
**422-1454**

**SECURITY HOTLINE NUMBER**  
**422-6200**

## RESIDENT GUIDELINES

### ABANDONED PROPERTY

Items of significant value that are left when residents check-out of their rooms will be considered abandoned property. This property will be inventoried and stored. The college will make all reasonable efforts to inform the student that he/she left property in his/her room. If the student does not collect the abandoned property within 5 days of his/her check-out date, the items will be come property of Redlands Community College and will be disposed of as deemed appropriate. Items of little or no apparent value left in apartments will be disposed of immediately following a resident's departure from an apartment.

### ALCOHOL/DRUGS

Alcohol is prohibited in the Cougar Crossing and Darlington facilities, including the apartments, courtyard, parking lot and community center. Fines for alcohol violations are as follows:

**First infraction** -\$100 and 8 hours of Community Service to be done within two weeks of violation, and alcohol 101 education class

**Second infraction** -\$150 and 10 hours of Community Service to be done within two weeks of violation, alcohol 101 education class, alcohol counseling, and possible eviction from Cougar Crossing

**Third infraction** - \$200 and eviction from Cougar Crossing

The use, possession, or distribution of an illegal stimulant, depressant, hallucinogenic, or narcotic drug in or around the Cougar Crossing and Darlington facilities is prohibited. Violators are subject to criminal court action as well as college disciplinary action. Please see information regarding the Drug-Free Schools and Communities Act included in the Student Handbook.

### ALTERATION OF APARTMENT

No alteration of apartments may be made, including paint, wallpaper, contact paper, carpet tape, or other adhesive backed decoration. Screws may not be used on any surface. Plant hangers or similar hooks placed in ceilings or other room surfaces are prohibited. **No furniture may be placed in apartments without prior approval from the Coordinator of Residence Life.** No exceptions. Bulldog hangers are available in the office at no charge.

### APPLIANCES AND FIXTURES

Please do not overload your dishwasher and only use detergents made for automatic dishwashers. To keep your garbage disposal in good working order, do not grind bones, rinds, or stringy foods. If your disposal stops, check the reset button on the outside of the disposal under the sink. In case of power failure, check your circuit breaker inside your apartment before reporting to the management office. Microwaves and toasters are allowed. Hot plates are prohibited. Please do not put paper towels or sanitary products in the toilet. The cost of any repair or service on appliances due to misuse by residents or their guests will be charged to the resident. Please use a cutting board rather than chopping and cutting on kitchen counter tops. The cleaning of all appliances in your apartment is your responsibility, and you will be billed if you fail to properly clean college-owned appliances before you move out. Additionally, **do not attempt to repair broken appliances yourself.**

## **BICYCLES**

Residents who bring bicycles to the campus are responsible for their security. A bike rack is located at the end of building one. Good locks and case-hardened chains are recommended for locking bicycles. Bicycles should be kept only in exterior areas designed for their storage.

## **CARE OF APARTMENTS**

Apartments and rooms should be locked at all times when occupant is not in the apartment. Student's property in the apartments and other college buildings is there at the risk of the owner. The college is not responsible for loss or damage to such property from any cause. **The college reserves the right to enter rooms for maintenance inspection, health and welfare checks and/or other valid reasons. HEALTH AND WELFARE CHECKS WILL BE CONDUCTED EVERY TWO WEEKS. You will be charged if we have to remove trash or clean your apartment.**

## **CHECK-IN/CHECK-OUT PROCEDURE**

Check-in forms will be provided when a resident is assigned a room. It is the resident's responsibility to report any existing damage within 48 hours. At move out, residents must complete check-out procedure with a designated RA. Residents must remove all personal belongings and decorations and clean the apartment thoroughly before leaving. The student's signature and one from the residence life staff must be on an official check-out form and the room key returned for a student to be considered properly checked out. A fine will be assessed for improper check-out procedure if the above is not followed.

## **CLEANING RESPONSIBILITIES**

To ensure a safe, healthy environment, a reasonable level of cleanliness is expected in individual living spaces and community areas. If the environment in an individual living space is deemed unhealthy, the resident(s) responsible for that space will be required to clean or be billed for the cost to clean the space to a healthy level.

**HEALTH AND WELFARE CHECKS WILL BE CONDUCTED EVERY TWO WEEKS.**

## **CONSOLIDATION**

RCC reserves the right to consolidate vacancies by reassignment or adjusting the occupancy of an apartment to maximize the use of space.

## **COOPERATION OF RESIDENTS**

Cooperation with residence life staff is expected. Any reasonable request should be honored in a timely manner. Failure to cooperate or continued delay in cooperation with reasonable requests will result in disciplinary action.

## **DAMAGES**

Damage to the residence in excess of normal usage or due to misuse, either accidentally or maliciously, will be billed directly to the resident. Damages to communal areas will be paid by all residents of that apartment. All or part of the room deposit shall be forfeited should there be any damage. The resident shall also be responsible for the actual cost of repair or replacement in case of damage in excess of the room deposit and/or the cost to clean apartment if apartment is left messy or damaged due to improper cleaning. It is also the college's

## **DAMAGES** (continued)

policy to collect for damages to a room when no one will admit to causing the damage. **Students are not permitted to perform maintenance tasks requiring repair. Inform the Coordinator of Residence Life or the housing staff of any maintenance needs.**

## **DECORATIONS**

Modifications may be made as provided under applicable federal, state, or municipal laws or ordinances relating to accessibility of the apartment community to persons with disabilities. No modification of apartment walls, shelves, or interiors may be made. It is permissible for residents to hang pictures, mirrors, etc., on the walls of the apartment. Only Bulldog picture hangers are permitted (Available in Cougar Crossing Office). **Do not use scotch tape, sticky tac, screws, large nails, etc.**

While there is opportunity for students to express individuality in decorating their living spaces, the following guidelines must be followed in the interest of preventing fire and other dangers:

- Candles, incense and flammable lamps (such as oil lamps) are prohibited. These are extremely dangerous due to high heat and open flame.
- Street signs, cones, flags, etc., that have been illegally acquired are forbidden. Such material will be confiscated, and occupants disciplined by the college. Furthermore, the college will cooperate with local authorities who may arrest and press criminal charges.
- No darts of any kind or size are allowed in the apartments.
- Rooms must not be decorated with alcoholic beverage containers of any sort.
- No real Christmas trees are allowed anywhere in the apartments. Holiday decorations need to be taken down before you leave for the holiday break.
- No fireworks of any kind are allowed.
- Sheets/blankets/flags, etc., may not be hung in the windows.

Due to potential structural damage and safety concerns, residents are not allowed on any roofs. Violations may result in disciplinary charges.

## **ELIGIBILITY**

Students must have a signed housing contract on file with the Residence Life Office prior to occupancy of college housing. To be eligible for residency, students must carry a minimum of 12 credit hours per semester for fall and spring semesters and 3 credit hours for the summer semester. Exception can be made by the Coordinator of Residence Life. Conviction of a felony may result in ineligibility to live at Cougar Crossing and Darlington. Residents may be subject to an OSBI background investigation.

## **EMERGENCIES**

Non-life threatening emergencies should be reported to housing or security staff. Life threatening emergencies should be reported immediately to 911, followed by contacting the Residence Life Staff.

## **FINALS WEEK**

During finals week, 24-hour quiet goes into effect and remains in effect until after the last scheduled exam. Noise disruptive to the education environment is prohibited. The college may schedule pre-announced activities during finals week to aid in the study process.

## **FIRE DRILLS & EXTINGUISHERS**

Fire extinguishers are in every apartment below the kitchen sink. Fire safety equipment in our living areas is designed for use only in emergency situations. Tampering with or disabling any fire safety equipment (including fire extinguishers, fire alarm pull stations, smoke or heat detectors, or any other safety equipment) is a threat to life and is **STRICTLY** prohibited. Additionally, pulling false fire alarms or intentionally blocking an exit for any reason are prohibited. Any resident found responsible for tampering with or disabling fire safety equipment, pulling false fire alarm, or intentionally blocking an exit at any time will face judicial action, which could include fines and/or eviction from on-campus housing.

If an alarm sounds, you are to assume there is an emergency and evacuate the building immediately. Failure to evacuate a building during an alarm will result in disciplinary action and possible criminal charges.

Remember:

1. Feel the door for heat (use the back of your hand).  
If the door is hot, do not open it.
2. Close the windows.
3. If you cannot leave the room, stay calm.
  - Call 911 to notify authorities of your location
  - Stuff wet sheets or clothing under doors
  - Hang a sheet out the window and/or shout to attract attention
4. If you leave the room, close the door behind you.
  - Stay low to the ground if smoke is present
  - Move quickly, but do not run
  - Take a towel to cover your mouth and nose in order to avoid smoke inhalation
5. Do not re-enter the building until permitted to do so by emergency officials or staff.

Decorations such as posters, tapestries, or draperies may not be displayed in such a manner that could cause ignition, block exits or smoke detectors, or in any way present a fire hazard. This includes hanging a drapery over a doorway or tapestry that touches a light fixture. Please note that, per this policy, halogen lamps are prohibited, due to posing a high fire safety hazard. As an alternative to halogen lamps, consider purchasing a compact fluorescent light (CFL).

## **FOR YOUR PEACE OF MIND**

Please keep all doors and windows closed and locked during absence to protect against theft or vandalism. Cougar Crossing and Darlington require all students or their parents to have personal property renter's insurance that covers students' personal possessions. Immediately report to the security officer, Residence Life Staff and/or El Reno Police Department (911) any suspicious persons, strange vehicles, or unusual activity.

To maintain pride in the appearance of our community, please keep your walkway and entryway uncluttered and free of trash. Notify the manager, in writing, of any burned out exterior or hallway lights, faulty locks, lost keys, etc.

Residents must provide the management office with written permission in order to allow anyone into resident's apartment when the resident is not present. Included are servicemen, moving employees, out-of-town guests and relatives.

## **GENERAL GUIDELINES**

- *Do* be accepting and understanding of lifestyles different from your own.
- *Do* talk about your feelings (a roommate cannot respond to unexpressed feelings).
- *Do* keep accurate records of any shared bills.
- *Do* return or replace something if you borrow or break it.
- *Do* make an effort to keep your living space clean and comfortable. The more livable your space is, the happier you will be.
- *Don't* think problems are going to go away by themselves.
- *Don't* pretend that everything is fine if there are unresolved issues.
- *Don't* leave notes; communicate in person.

## **HAZING**

Hazing of any student is prohibited. Hazing is any activity which recklessly or intentionally endangers the mental health or physical health or safety of a student for the purpose of initiation or admission into or affiliation with any organization.

## **IMMUNIZATIONS**

Oklahoma statutes, Title 70 §3242, require that all students who are first time enrollees in any public or private postsecondary education institute in this state and who reside in on-campus student housing shall be vaccinated against meningococcal disease. Institutions of higher education must provide the student or the student's parent or other legal representative detailed information associated with meningococcal disease and on the availability and effectiveness of any vaccine. The statute permits the student or, if the student is a minor, the student's parent or other legal representative, to sign a written waiver stating that the student has received and reviewed the information provided on the risks associated with meningococcal disease and on the availability and effectiveness of any vaccine, and has chosen not to be or not to have the student vaccinated.

## **INCORPORATION OF RULES AND REGULATIONS**

RCC reserves the right to modify Cougar Crossing and Darlington rules at any time. Rule changes will be posted in the common areas of Darlington or Cougar Crossing and in the Residence Life office. The changes will go into effect on the date included in the posted notice. Residents are responsible for knowing and abiding by all rules in the handbook, in the documents presented to them and in posted notices.

## **LOCKOUT POLICY**

A student is allowed one (1) free lockout. After the first lockout, a \$25 fine is assessed. After midnight, the fine is \$35. If you are locked out of your room, please contact the on-call Residence Life Staff member.

## **LOST KEYS AND KEY CARDS**

A fee of \$50 per key or key card will be charged to the resident to replace lost keys and/or lost key cards.

## **LOUNGES/COMMON AREA AMENITIES**

Your apartment includes a living room, kitchen and bathroom that you will share with your roommate(s). It is up to you and your roommate(s) to establish cleanliness standards (within reason), cleaning schedules and other rules which facilitate the use of these shared spaces. If damages occur in a common area which cannot be attributed to an individual resident or for which no individual resident willingly accepts responsibility, the cost to repair such damages will be split among all members of the apartment.

## **MAINTENANCE REQUESTS**

Maintenance request forms are available from the RA's and in the Residence Life office. Please complete the form and submit it to an RA or the Residence Life office. If there is a maintenance emergency, please call the RA on duty or Security at 422-6200.

## **OFF-CAMPUS BEHAVIOR**

Adverse or illegal actions not committed on college property may also be subject to disciplinary actions, as well as criminal or civil action by appropriate authorities

## **PARENTAL NOTIFICATION**

As stated in the Family Educational Rights and Privacy Act (FERPA) §99.31, institutions may disclose to parents, without a student's consent, when students under 21 violate drug or alcohol laws or policies. Institutions may disclose this information to parents "without regard to whether the student is a dependent." As stated in the regulation, colleges are not required to alert student when parents have been notified, but are required to maintain a record of the disclosure to the parent and provide it to the student at their request.

## **PETS**

Except as required by law, no pets are allowed (even temporarily) anywhere in the apartment or on the property. "Pets" include all mammals, reptiles, amphibians, birds, fish and insects. Feeding stray or unauthorized pets is prohibited. A fine of \$300 will be assessed if an animal is found in your room.

## **QUIET HOURS**

Quiet hours produce an atmosphere conducive to good scholarship and help create an environment where individuals can benefit from the group living experience. During specific times residents are asked to keep the noise levels to a minimum in order to accommodate the sleep and study habits of their peers. Quiet Hours are from 10pm – 10am seven days a week. Although, quiet hours last from 10pm – 10am, courtesy hours are to be upheld 24hours a day, seven days a week. Courtesy Hours are where you respect the rights of others by keeping your noise down. If a student or staff members ask you to lower the volume, then you need to do so or be subject to disciplinary action

## **RENTERS INSURANCE**

You rent the house or apartment where you live, so why would you need insurance? Isn't that just for homeowners? The commercial property insurance policy that covers the physical dwelling you live in does not cover your possessions inside the building. A renter's insurance policy (also known as a tenant's policy) provides protection for your personal property, such as furniture or electronic equipment, in case of perils like fire, theft, or wind damage from a tornado.

Unintentional bodily injury or property damage that you cause to others could be as financially damaging to you as a fire in your apartment. Liability protection against accidental occurrences (such as a visitor slipping on your wet kitchen floor and breaking an arm) comes standard with renter's insurance policies.

**\*Cougar Crossing and Darlington require you and your parents or guardian** to have homeowners/renters insurance. You will be required to show proof of insurance upon signing your lease.

## **RESIDENT ADVISORS**

RA's are available to assist residents in transition, information, maintenance requests and general issues that develop. If a resident is facing an issue, they should contact their building RA first, then, if necessary, another RA on-call. If the issue cannot be resolved, then the resident should contact the Coordinator of Residence Life. RA's are student leaders at Cougar Crossing and Darlington; however, they also are students. Please be sensitive to their privacy and needs as well. **On weekends, please contact the RA on duty.**

## **RIGHT OF ENTRY AND SEARCH**

Authorized RCC personnel may enter any student's room at any time that a health, safety, administrative search, maintenance and/or damage inspection of the premises is deemed necessary. College officials also have the right to search any room for reasons that they deem appropriate to protect the health and safety of all students living in the apartments. Staff will knock on a door twice and announce their title. If there is no answer the staff will key into the room and announce staff entering room. If there is cause to believe there is a violation of College regulations (including reasonable suspicion of a violation of the drug and/or alcohol policy, failure to evacuate during drills, or failure to respond to **RIGHT**

## **RIGHT OF ENTRY AND SEARCH** (continued)

the request of a staff member to open the door during a policy violation. Rooms may be entered in the absence of all occupants. When college personnel enter a student's room in the absence of its occupants, the privacy of the occupants with respect to other students will be maintained and the residents will be notified in writing of the reason for the entry. Room inspections are made at periodic intervals to maintain and preserve the housing accommodations.

## **SAFE ROOMS**

Two safe rooms are located in the Community Center: the laundry room (OPEN 24/7) and an equipment room. These rooms will be unlocked and available when threatening weather is forecast or imminent. **DO NOT STAY IN YOUR ROOMS IF THE SIRENS GO OFF. GO TO THE SAFE ROOMS!**

## **TOBACCO**

Smoking or tobacco usage of any kind, to include smokeless tobacco, is prohibited in Cougar Crossing and Darlington apartments and in the Community Center. Smoking is permitted in designated smoking areas.

## **TORNADO**

Oklahoma is known for severe weather and thunderstorms, especially in the spring and summer months. Storms may become severe and produce tornadoes quickly. During inclement weather, please try to keep an eye out for changing weather conditions.

**Tornado Watch:** A tornado watch means weather conditions are favorable for the formation of tornadoes, but no tornado has been detected in the immediate area. "Tornado Watch" warning signs will be posted, indicating conditions are favorable for the formation of a tornado. Stay alert for weather changes.

**Tornado Warning:** A tornado warning means a tornado has been spotted by trained weather professionals in person or on radar. Tornado and security warning are indicated by intermittent sounds of city sirens. This signal is given only when a tornado is likely to strike immediately or within fifteen (15) minutes.

### **In the event tornado sirens sound or threat of severe weather is imminent:**

- Go immediately to the Community Center safe rooms (laundry room and storage room by fitness center).
- In the event you cannot reach a designated shelter area in a timely and safe manner, it is recommended that you "shelter in place" by seeking the lowest level of the structure and get into an interior space that does not have windows and remain until you are sure the danger has passed.

## **TRANSFERRING TO ANOTHER ROOM**

There is a \$200 transfer fee for changing apartments.

## **VISITORS AND GUESTS**

Short-term guests are welcome to visit you for a maximum of two consecutive nights, provided your roommate(s) agree to the presence of a guest. Guests must be escorted at all times by the host. Guests must register in office if staying overnight.

## **WEAPONS**

A resident shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon on the college grounds. This includes any weapon, any item being used as a weapon, or any facsimile of a weapon. Possession, handling, or use of any weapon may result in suspension or expulsion from the college and on-campus housing. Examples of weapons include, but are not limited to: firearms – loaded or unloaded – including BB guns, pellet guns, and paintball guns; knives having a blade of three and one half inches or more; any knife which can be opened by means of a switch, button or spring mechanism, or which is displayed in any manner which tends to threaten, intimidate, frighten, or harass another person; brass knuckles or other objects; nunchucks or any other martial arts weapon; slingshots; bludgeons and the like.

## **WINDOW SCREENS & BLINDS**

Removal of window screens is completely prohibited and will result in automatic disciplinary sanctions. Do not cut your blinds, or you will be charged upon move out.

## **WITHDRAWALS**

Withdrawals are in accordance with the policies in the current RCC catalog. Withdrawals will result in forfeiture of your deposit and require payment in accordance with your lease. **PLUS an \$800 breaking contract fee.**

## **YOUR ROOMMATE AND YOU**

Roommates can be a lot of fun. Most people enjoy the companionship of another person and want to share opinions, interests, good times and educational experiences. The shared experiences of attending Redlands Community College and living in our communities offer a great opportunity to form lifelong friendships.

Learning about each other and adjusting to differences between you and your roommate will benefit your relationship tremendously. Cooperating to overcome your personal differences will result in both of you gaining self-awareness and personal confidence. Making these compromises does not come easily. Living with someone you do not know may be challenging at times and often requires tolerance and patience.

## **COMMUNITY CENTER AMENITIES**

### **USE OF COMMUNITY CENTER AND OTHER COMMON FACILITIES**

The Community Center is available for resident use. Specific hours of operation will be posted and provided to the residents. The fitness center and TV room, are available during the posted times to all residents. The media room and conference center, including the kitchen, can be reserved by organizations or residents through the office of the Coordinator of Residence Life. Rental fees may apply. The courtyard and patio area is available to all residents.

## **COMMUNITY CENTER REGULATIONS**

Students must take care of all community center furnishings. Damages caused by misuse will be charged to the involved students' account. No lounge furniture can be taken to resident rooms without prior permission of the Coordinator of Residence Life.

## **FITNESS CENTER**

The Fitness Center is available to all residents and guests of Cougar Crossing and Darlington Apartments, subject to the policies contained below and posted in the Fitness Center policies. For health and safety reasons, persons under the age of 18 must be accompanied and supervised by a parent, guardian, or legal custodian, or a suitable and responsible representative at all times. The resident acknowledges that no attendant will be present at any time. The resident uses the fitness facility at his or her own risk. Resident agrees to hold Cougar Crossing, Darlington and/or RCC harmless for any injury by reason of any use or misuse of equipment in the facility. Cost of any repair or service on equipment due to misuse by the resident will be charged to resident. Fitness Center hours will be posted.

## **LAUNDRY FACILITIES**

Laundry facilities are available in the Cougar Crossing Community Center. The machines are card operated. Cards will be issued by the Coordinator of Residence Life. There will be a \$5.00 replacement fee for lost cards. Laundry facilities are to be used by residents only. Laundry is open 24/7.

## **MAIL**

Mailboxes for residents are located in the Community Center. All residents will be assigned a mailbox in the beginning of the year. The Residence Life Office, as well as other College staff, routinely notifies students of important information via student mailboxes. It is the student's responsibility to check his/her mailbox regularly, as students will be held responsible for any and all information distributed to their student mailbox. Apartment residents are assigned one mailbox per apartment. Mail will be distributed to these mailboxes by the United States Postal Service. You are issued a key for your mailbox for the academic year. If you lose your key, contact the Residence Life Office for a replacement. There is a \$50 fee for this service. Some packages may also be picked up in the housing office. You will receive a notice for package pick-up on your apartment door. You must show your RCC ID card to pick up your package.

### **Your address is:**

Your Name, 1717 West Elm Street, Your Apt. #, El Reno, OK 73036.

Mail for students living in RCC housing will not be forwarded to any other address during the academic year. Mail received by the college for residents during vacations or breaks will be held until their return. Mail and packages for students not living in RCC housing will not be accepted and will be returned to the sender.

I hereby acknowledge that I have received the Cougar Crossing & Darlington Student Housing Handbook and will abide by said policies and guidelines. Failure to abide by these policies and guidelines may result in termination of my lease agreement and forfeiture of my deposit.

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Signature of Resident

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Date

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Cougar Crossing Representative

All information supplied in this publication is accurate at the time of printing; however, changes may occur and will supersede information in this publication. This publication is printed and issued by Redlands Community College. A total of 200 copies were printed at a cost of \$64.00. Redlands Community College does not discriminate on the basis of race, color, national origin, sex, disability, age, religion, or status as a veteran, in any of its educational programs, activities, policies, practices, or procedures, including, but is not limited to, admissions, employment, eligibility for financial aid, and educational services, in accordance with Titles VI and VII of the Civil Rights Act of 1964, Executive Order 11246 as amended, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act of 1990, the Age Discrimination Act of 1975, the Civil Rights Act of 1991, and other federal laws and regulations. The following person has been designated to handle inquiries regarding the College's nondiscrimination policies and procedures for students, employees, and others: Personnel Coordinator, Redlands Community College, 1300 S. Country Club Road, El Reno, OK 73036-5304, (405) 422-1267.



**REDLANDS**  
COMMUNITY COLLEGE

1300 S. Country Club Road  
El Reno, OK 73036-5304  
405-262-2552 / [www.redlandsc.edu](http://www.redlandsc.edu)