

2022-2023

HOUSING & RESIDENCE HANDBOOK



COUGAR  
*Crossing*  
A P A R T M E N T S

# *Welcome Home!*

Thank you for choosing to make Cougar Crossing your home away from home.

You are embarking on a great exploration of educational and lifelong experiences. If there is ever anything that you need, the Resident Life staff is here to assist you. Make sure to take advantage of the multiple activities offered around campus. The more you are involved, the better your experience here will be.

Place the student handbook in an easy to find area, so it will always be around to help guide you successfully through your Redlands Community College experiences. Each decision you make from here on out will influence what direction your career path will take.

We wish you the best in the 2022-2023 academic year and hope you will gain new leadership and educational skills along the way that will shape your future.

*"The only source of knowledge is experience." Albert Einstein*

**Tina Jacobs**

Coordinator of Resident Life

# STUDENT HOUSING AT COUGAR CROSSING

Cougar Crossing serves as on-campus apartment-style living for Redlands students. The Cougar Crossing Housing & Residence Handbook contains guidelines, policies, and other information designed to enhance your Residence Life experience at Redlands Community College.

## Eligibility

Students must have a signed housing contract on file with the Resident Life Office prior to occupancy of college housing. To be eligible for residency, students must carry a minimum of 6 credit hours per semester for fall and spring semesters and 3 credit hours for the summer semester. Exception can be made by the Vice President of Campus Administration and Finance. Conviction of a felony may result in ineligibility to live at Cougar Crossing.

## 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 knowledgeable with regard to the rules, regulations and policies of Cougar Crossing as well as those within the Student Handbook.
2. Maintain conduct of the highest standards, knowing that misconduct reflects upon self, family, Redlands and citizenry.
3. Follow the tenets of common decency and acceptable behavior 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 of Resident Life

The Office of Resident Life is a vital part of the Redlands community. By promoting an atmosphere conducive to the academic, social and personal needs of resident students, the Resident Life program supports the educational goals and mission of the college. **The office is closed on all holidays, weekends and breaks as designated by Redlands Community College.**

### OFFICE HOURS

8 a.m. – 5 p.m.

Monday – Friday

### OFFICE PHONE NUMBER

405.422.1454

# COMMUNITY LIVING

The purpose of Residence Life is to provide on-campus student housing to Redlands Community College and bring a more complete college experience to the College's student population. Cougar Crossing at Redlands Community College will reinforce the College's mission in support of academic excellence and campus life involvement through student engagement in the areas of: academic success; student activities; leadership programs; varsity athletics; and student life.

## **Amenities**

Each housing unit will have access to amenities such as: furnished apartment; proximity to campus; paid utilities; kitchen (with stove and oven); campus security; outdoor patio yard; outdoor fire pit; and a laundry facility, TV lounge, and a community safe room.

Residents are responsible for providing their own laundry detergent, fabric softener, and fabric sheets. Residents are responsible for maintaining the laundry facility, picking up after themselves, switching laundry over in a timely manner so other residents can utilize the facilities, and residents are not to give access to the laundry facility to non-residents.

## **Conflict Resolution**

Occasional disagreements may occur when people live in close proximity to each other. Residents of Cougar Crossing are expected to communicate with each other in a respectful and reasonable manner when conflicts arise among themselves. Roommates should first discuss the conflict and try to resolve it amongst themselves before Residence Life staff intervenes. However, if the Residents involved cannot reach a resolution, they must contact the Coordinator of Residence Life to aid in conflict resolution. Harassment of any kind to include, but not limited to: Sexual Misconduct; Sexual Harassment; Sexual Assault; Sexual Violence; Sexual Discrimination; Gender Discrimination; Unlawful Harassment; Harassment; Threatening Behavior; and/or any other form of Harassment will not be tolerated at Cougar Crossing @ Redlands Community College. If you witness or you are an alleged victim of Harassment, immediately contact the Coordinator of Residence Life, the Title IX Director or Campus Security or local law enforcement.

## **Entrances and Stairwells**

Keep entranceways and stairwell landings clear of all obstacles, such as bicycles and carts, which impair normal passage. Do not store combustible items and/or motorized vehicles in entranceways or stairwell landings as they may create a fire hazard. Also, storing items in entranceways and stairwell landings is prohibited. This includes trash, trash bags, bricks, tires, lighter fluid, chairs, tables, shoes, backpacks, etc. These items create fire, safety, and pest hazards and detract from the general appearance of the areas. All Residents are responsible for keeping their apartment areas free from fire and safety hazards. If such hazards exist, the Resident will be required to correct the situation immediately.

## **Parking Spaces**

Parking spaces at Cougar Crossing are not assigned and are on a first come first serve basis; therefore, residents may park in any available parking spot except those designated for fire lanes, emergency vehicles, handicap access, Redlands Community College service vehicles, Campus Security vehicles, and Residence Life Staff vehicles. All residents are required to have a Redlands Community College parking decal. Failure to comply with these parking policies will result in either a fine, a boot placed on the vehicle, or tow of the vehicle and all fees, charges, and court costs associated with the boot or tow will be the responsibility of the vehicle's owner. Redlands Community College and its employees will not be liable for any fees, charges, and court costs associated with a boot or tow. Residents are not permitted to park or store the following at Cougar Crossing: trailers, boat trailers, storage units, motor 15 homes, recreational vehicles, inoperable vehicles, or any other vehicle not authorized by Residence Life Staff. Residents, visitors, or guests are not permitted to conduct automotive repairs in Cougar Crossing parking lots. Inoperable vehicles abandoned at Cougar Crossing after 48 hours of attempted contact by Residence Life Staff will be towed at the vehicle owner's expense to include but not limited to all fees, charges, and court costs. All vehicles parked within the parking lots at Cougar Crossing

must have a current valid Redlands Community College parking permit and must be registered with Residence Life Staff. For questions please contact Residence Life at (405) 422-1454.

### **Reporting Safety Concerns, Security Concerns, & Alleged Criminal Activity**

Our commitment is to make your living experience at Cougar Crossing as fun and safe as possible; however, it takes every member of the community being proactive to do so. It is the responsibility of all Redlands Community College students and community members of Cougar Crossing to report issues regarding safety, security, and alleged criminal activity. The rule is: "If you see something, say something." If you witness alleged concerning behavior you may contact Campus Security at (405) 422-6200. For all other issues regarding campus safety, security, and alleged criminal activity immediately contact: the El Reno Police Department 911; Midwest City Fire Department 911; Emergency Medical Services 911; Campus Security (405) 422-6200 If you witness alleged concerning behavior and are unsure as whether to contact 911 you are encouraged to contact 911 and/or contact Campus Security at (405) 422-6200.

### **Safety and Security**

Entry into Room: Redlands Community College and third parties on behalf of the College reserve the right to enter any Resident's/ Lessee's Apartment and/or Apartment room at any reasonable time for the purpose of inspection, routine maintenance, emergency maintenance, exigent circumstances, routine inspection, in order to meet emergency situations, to make routine maintenance or fire hazard inspections, to maintain minimum health and safety standards and for enforcing policies, procedures, rules, and regulations of Redlands Community College, but not limited to, maintenance, health and safety of students, and emergency situations. Furthermore, Redlands staff and third parties on behalf of the College reserve the right to enter Apartments and/or Apartment room(s) at any reasonable time in the interest of safety, security, and health or as deemed necessary for an institutional purpose search to enforce College Policy or local, state, and federal laws.

### **Wireless Internet**

Redlands Community College is committed to providing quality high speed wireless internet to the residents of Cougar Crossing. However, service may be interrupted periodically for updates and repairs to improve and update internet service. If you become aware of any interruption of internet service, then please contact Redlands Technology Department 405.422.1288 and you will be assisted as soon as possible. Remember, internet service is a privilege and all Redlands Community College IT polices, local, state, and federal laws apply. Pirating, copyright infringement, violations of all College policies, and all other illegal activity is prohibited while utilizing the wireless internet provided by Redlands Community College. Should violations of College policy or law occur, then the College reserves the right to suspend and/or revoke all wireless internet service and report such activity to the Coordinator of Residence Life Staff, the Chief Academic and Compliance Officer, and the appropriate law enforcement agency. Any associated fine, criminal liability, or civil liability incurred by the College as a result of a violation caused by the Resident will be the sole responsibility of the Resident responsible for the violation.

# EMERGENCIES AND SEVERE WEATHER

## Emergencies

For all emergencies regarding the potential for loss of life, injury, threat of bodily harm, loss of property, and all other issues requiring the assistance of law enforcement, emergency medical response, or the fire department, immediately call 911, followed by contacting Resident Life staff.

Non-life threatening emergencies should be reported to housing or security staff. For all maintenance emergencies after office hours or when the office is closed, please contact Campus Security at 405.422.6200.

For all urgent but non-emergency issues after office hours or when the office is closed, please contact Campus Security at 405.422.6200.

## Emergency Procedures

Fire Safety Plans & Procedures: To report a suspected fire, immediately call 911. In the event that a smoke detector or fire alarm sounds or you see smoke or fire, you are to immediately evacuate your building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” Once you are in a “safe zone/meeting area” immediately call 911 to report the alleged fire followed by contacting Campus Security at 405.422.6200. Residents of Cougar Crossing are to treat all fire alarms as if there is a real fire and evacuate immediately. There are no false alarms.

## Tornado

Tornado Safety Plans & Procedures: Oklahoma weather can be severe and difficult to predict. It is important for you to know that Redlands Community College is in Canadian County so that you can interpret forecasts and warnings provided by the media and other weather resources. Furthermore, it is important for Residents of Cougar Crossing to know that Residents and their guests and visitors are encouraged to seek shelter from severe weather in the Community Building and the Laundry Room.

**Civil Defense and Siren Test:** The City of El Reno maintains a citywide civil defense warning siren network that is used to signal imminent danger of tornadoes. It is tested every Saturday at noon as the weather permits.

**Imminent Danger:** A steady siren for three to five minutes means imminent danger. Be sure you or roommates have a plan in place that identifies the closest suitable shelter space. Go to that space. Once the sirens sound, it may be too late to seek shelter in the Community Building or Laundry Room.

**Tornado or Severe Thunderstorm Watch:** Issued by the National Weather Services (NWS) when conditions are favorable for the development of a tornado or severe thunderstorm. Stay alert for weather changes.

**Tornado or Severe Thunderstorm Warning:** Issued by the NWS when a tornado or severe thunderstorm has been sighted visually or detected by radar. The location, direction, and speed of movement of the storm are provided. Residents of the specified area should take immediate safety precautions.

**Tornado Warning:** A tornado warning means a tornado has been spotted by trained weather professionals in person or on radar. Tornado and security warnings 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.

If a tornado warning is issued for the City of El Reno or Canadian County area by the NWS, the public broadcast media (any Oklahoma City television station), or the sounding of the sirens for three to five minutes:

- Go immediately to Community Center safe rooms (Community Building Laundry Room and storage room by fitness center). To minimize danger from flying debris, close doors around the shelter area. Remain in the Community Building or Laundry Room until the storm front clears the area or the public broadcast

media provides an all clear signal. It is recommended you take a battery-operated radio or TV with you.

- 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.

### Common Oklahoma Weather Definitions

**Evacuation after a Tornado:** In the event that a tornado results in damage to Cougar Crossing residents are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” The primary designated “safe zone/meeting area” for residents is the Community Building.

**Severe Thunderstorm:** Wind gust of 50 knots (58 miles) or greater and/or hail at least three quarters of an inch in diameter.

**Funnel Cloud:** A tornado-type funnel extending downward from the clouds but not touching the ground.

**Inclement Winter Weather:** Oklahoma winter weather can be extreme. In the event of inclement winter weather Residence Life will communicate via your Redlands student email and text: procedures; plans; and cautions at the direction of Redlands Community College administration. If you are aware of an unsafe area on campus or at Cougar Crossing due to inclement winter weather, then you are encouraged to immediately report that concern to Campus Security at 405.422.6200 or the Coordinator of Residence Life at 405.422.1454.

**Tornado:** A violent local storm with very high-speed winds rotating about a vortex with a funnel extending from the base of the clouds to the ground.

### **Active Shooter**

**Safety Plans & Procedures:** Redlands Community College is committed to the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an active shooter scenario on Redlands Community College campus and/or Cougar Crossing you should remain calm and respond in the manner that best ensures your safety, security, and survival. An active shooter scenario is a fluid and unpredictable situation; therefore, the Department of Homeland Security (DHS), the Federal Bureau of Investigation (FBI), the Canadian County Sheriff’s Department, and the El Reno Police Department (ERPD) recommend that you should respond in one or all of these approaches that best ensures your safety, security, and survival:

1. **RUN:** If feasible and safe, then you are to immediately evacuate campus and do not return until an all clear has been issued by the El Reno Police Department and the President of Redlands Community College.
2. **HIDE:** If evacuation is not feasible and safe, then you are to shelter/barricade in place into a safe and secure interior room. Turn off all lights, lock all doors, and silence all cell phones. Remain sheltered/barricaded in a safe and secure interior room until safe to evacuate and/or until an all clear has been issued by the El Reno Police Department and the President of Redlands Community College.
3. **FIGHT:** If feasible and safe block all doors with furniture. Stay away from doors, windows, and all exterior walls. Be as quiet as possible. If neither evacuation nor shelter/barricade in place is feasible and safe, then utilize any means necessary to ensure your safety, security, and survival. Should you witness alleged concerning behavior, first get to a safe location and immediately contact El Reno Police Department at 911 followed by contacting Campus Security at 405.422.6200. The only way to ensure a fun, safe and secure community is for all members of the campus community to take a proactive approach and report alleged concerning behavior. If you see something, say something. El Reno Police Department may be contacted at 911 and Campus Security may be contacted at 405.422.6200.

### **Emergency Evacuation due to Catastrophic Event Plans and Procedures**

Redlands Community College is concerned for the safety, security, and well-being of all students, faculty, and staff; therefore, in the event of an emergency evacuation due to catastrophic event on Redlands Community College Campus and/or Cougar Crossing, you are to immediately evacuate the building utilizing the nearest exit and proceed calmly and quickly to the designated “safe zone/meeting area.” The primary designated “safe zone/meeting area” for residents of Cougar Crossing is the Community Building with Residence Life Staff before leaving campus during a fire or any other emergency requiring evacuation from Cougar Crossing.



# 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 Resident Life. Rental fees may apply. The courtyard and patio area are 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.

## Fitness Center

The Fitness Center is available to all residents and guests of Cougar Crossing 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. All residents acknowledge that no attendant will be present at any time. The resident uses the fitness facility at his or her own risk. The Resident agrees to hold Cougar Crossing and/or Redlands 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 the resident. Fitness Center hours will be posted.

## Laundry Facilities

Laundry facilities are available in the Cougar Crossing Community Center. The machines are card operated. New or lost cards can be purchased from the laundry card machine at a cost of \$5. 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 on move in day. The Resident 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 Resident Life Office for a replacement. There is a \$15 fee for this service. Some packages may also be picked up in the housing office. You will receive a notice for package pick-up in your mailbox. You must show your Redlands 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 Redlands 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 Redlands housing will not be accepted and will be returned to the sender.

# RESIDENT GUIDELINES

## Abandoned Property

Items of significant value that are left when resident's check-out of their rooms will be considered abandoned property. 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 become 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 facilities, including the apartments, courtyard, parking lot and community center. Fines for alcohol violations are as follows:

- **First Violation:** \$150 fine, required attendance at a Drug/Alcohol Education class taught at Redlands and 10 hours of Community Service - possible Parental Notification.
- **Second Violation:** \$250 fine, required attendance at a Drug/Alcohol Education class taught at Redlands and 20 hours of Community Service - possible Parental Notification.
- **Third Violation:** \$350 fine, eviction from Cougar Crossing and possible expulsion from the College - Parental Notification.

**NOTE:** Alcohol infractions will be accounted for and accrued for the entire duration that a student is enrolled at Redlands. Breaks in enrollment will not eliminate accrued infractions from a student's record.

The use, possession, or distribution of an illegal stimulant, depressant, hallucinogenic, or narcotic drug in or around the Cougar Crossing facilities is prohibited. Any and all types of drug paraphernalia including, but not limited to, bong, pipes, water pipes, or any items modified or adapted so that they can be used to consume or use drugs, are not permitted on College property. Drugs and drug paraphernalia will be confiscated when found on College property. When a drug policy violation is suspected, Law Enforcement Authorities may be called. The deputies may elect to utilize (within the parameters of the law) a drug-sniffing K-9 dog to assist their efforts in enforcing this drug policy and will also conduct random searches.

- **First Violation:** \$150 fine, required attendance at a Drug/Alcohol Education class taught at Redlands and 10 hours of Community Service - possible Parental Notification
- **Second Violation:** \$250 fine, Written Warning placed in Housing file, required attendance at a Drug/Alcohol Education class taught at Redlands and 20 hours of Community Service - possible Parental Notification.
- **Third Violation:** \$500 fine, eviction from Cougar Crossing and possible expulsion from the College - Parental Notification.

Violators are subject to criminal prosecution. A criminal conviction is not required for sanctions to be imposed upon a student for violations of this policy. Please see information regarding the Drug-Free Schools and Communities Act of 1989, 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 Resident Life. No exceptions.

## 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 and outdoor grills 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. **NOTE:** 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. All campus functions, i.e., financial aid, business office, and housing representatives will be on hand to assure a smooth transition into your room. It is the resident's responsibility to report any existing damage within 2 hours at the time of move in. **PLEASE NOTE:** Keys will not be issued until check-in forms have been submitted! At move out each semester, residents must complete our check-out procedure with a designated RA. Residents must remove all personal belongings and decorations and clean the apartment thoroughly which includes shampooing the carpet before leaving permanently. The student's signature, along with a signature from one of the Resident Life staff, must be on an official check-out form and the room key returned in order for a student to be considered properly checked out. A fine of \$100 will be assessed for improper check-out procedure if the above process is not followed.

**\*\* NOTE:** Move out occurs at the end of each semester. Exceptions can be made, but requests must be made through the Office of the Coordinator of Resident Life\*\*

### Steps for check out are as follows:

1. Make an appointment with your Resident Assistant for room move-out.
  - Must be made 24 hours in advance and must be completed by 5 pm two days following the final Friday of the semester.
  - Check out must occur after you have removed all belongings from your room and are ready to leave the resident hall.
2. Your Resident Assistant will complete your digital Room Condition Report.
  - When you and your Resident Assistant leave your room at the completion of room move-out, windows should be closed, your lights should be off, air conditioner switched off and your door locked.
3. Turn in all keys.

## 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. **PLEASE NOTE: HEALTH AND WELFARE CHECKS WILL BE CONDUCTED EVERY TWO WEEKS.**

## Consolidation

Redlands 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 Resident 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.

## COVID-19 Procedures

Redlands Community College has established COVID-19 protocols to attempt to provide a safe environment for our students. Please refer to the website for the most up-to-date information.

[www.redlandsc.edu/life-redlands/student-housing-cougar-crossing/covid-19-housing-procedures](http://www.redlandsc.edu/life-redlands/student-housing-cougar-crossing/covid-19-housing-procedures)

## 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 the apartment if the apartment is left messy or damaged due to improper cleaning. It is also the college's DAMAGES 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 Resident Life or the housing staff of any maintenance needs. (**NOTE:** After 5 p.m., please call Security at 405.422.6200.)

## 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. Do not use scotch tape, sticky tape, 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.

## Emergencies

Life threatening emergencies should be reported immediately to 911, followed by contacting the Resident Life staff. Refer to emergency information on page 6.

## 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 and 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 and subject to fines and/or eviction. Additionally, pulling false fire alarms or intentionally blocking an exit for any reason is 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. (**NOTE:** A recharge fee of \$35 will be assessed for tampering with/disabling/discharging a fire extinguisher.)

### 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 **“strongly encourages”** all students or their parents to have personal property renter’s insurance that covers students’ personal possessions. Immediately report to the Deputy on duty, security officer, Resident Life staff and/or El Reno Police Department (911) of 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 Coordinator of Resident Life immediately 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 service men, 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 is prohibited. Hazing is any action or activity that causes or is likely to cause physical or mental discomfort or distress that may demean, degrade, or disgrace any person, regardless of location, intent or consent of participants, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in a group or organization. Apathy in the presence of hazing is not a neutral act; it is a violation of this rule as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

### **Housing Technology Offerings**

Redlands has made significant investments in technology both to foster and promote student learning. Free wireless internet access is currently available to students in the Cougar Crossing Community Center and each apartment. The Community Center is also home to a small computer lab that can be used for research and course work. Please review the statement of policy provided within your student handbook for usage criteria. (**NOTE:** WI-FI extenders are prohibited and will be confiscated. Repeat offenders will receive a \$50 fine.) Refer to page 5 for more information.

### **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**

Redlands reserves the right to modify Cougar Crossing rules at any time. Rule changes will be posted in the common areas of Cougar Crossing and in the Resident 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 Resident Life staff member.

## **Lost Keys and Key Cards**

A fee of \$25 per key will be charged to the resident to replace lost keys.

## **Lounges/Common Area Amenities**

Your apartment includes a living room, kitchen and bathroom that you will share with a roommate(s). It is up to you and your roommate(s) to establish cleanliness standards (within reason), cleaning schedules and other rules to facilitate the use of these shared spaces. If damage(s) occur in a common area and 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**

Any maintenance problem should be reported immediately to the office. The Student Housing office will prepare a work order and submit it to the Physical Plant that day or the next business day if reported late, or on the weekends. If it is an emergency or after hours, maintenance will be called. If there is a maintenance emergency, please contact the RA on duty or Security at 405-422-6200.

## **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 the 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.

## **Personal Transportation**

### *Skateboards, Skates*

Residents who want to use roller skates, in-line skates, or skateboards are asked to use designated areas off campus for these activities. These activities are not permitted in and/or around Cougar Crossing property and communities. These items must be stored within a resident's room or vehicle.

### *Electronic Skateboards, Hover-boards*

Electronic skateboards, including self-balancing boards/scooters and any other similar equipment are prohibited from being used, stored, and/or charged in any Cougar Crossing Building/community due to a potential fire hazard.

### *Scooters, Motorcycles*

Scooters and motorcycles must follow parking and traffic rules and are not permitted on sidewalks. Scooters and motorcycles must be parked in parking spots and are not allowed to be stored inside or immediately outside of Cougar Crossing doorways.

## **Pets**

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

**Service Animals:** In order for your animal to be considered by Housing, it must meet the following documentation requirements:

- Licensing: According to Oklahoma law, any dog older than four months must be licensed and must display a license on its collar at all times.
- Health: Animals to be used on campus must have an annual clean bill of health (including vaccinations) signed by a licensed veterinarian. A valid vaccination tag must be worn by the animal at all times.

**Note:** Therapy/emotional support animals are **NOT** service animals and, like pets, are **NOT** allowed on campus.

### 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 11 p.m. – 7 a.m., seven days a week.** Although, quiet hours last from 11 p.m. – 7 a.m., courtesy hours are to be upheld 24 hours 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 member 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. **NOTE:** Cougar Crossing "**strongly encourages**" you and/or your parents or guardian to have homeowners/renters insurance.

### Resident Advisors

RAs are available to assist residents in transition, information, maintenance requests and general issues that may develop. If a resident is facing an issue, please contact your building RA first, then, if necessary, another RA on-call. If the issue cannot be resolved, then the resident should contact the Coordinator of Resident Life. RA's are student leaders at Cougar Crossing; 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 Redlands 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 use a key to access 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 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! Refer to page 6 for more information.

## Tobacco

It is the policy of Redlands Community College to promote the health and wellbeing of all faculty, staff, students and guests and to be in compliance with the Governor's Executive Order 2012-01. Title 63 of the Oklahoma Statutes, Sections 1-1523 prohibits smoking in all public places, in any indoor workplace, and all vehicles owned by the State of Oklahoma and all of its agencies and instrumentalities. As such, Redlands Community College observes a policy of a tobacco free campus. The use of any tobacco products are prohibited on all Redlands Community College properties. Prohibited tobacco products include, but are not limited to the following: cigarettes, cigars, pipes, hookahs, e-cigarettes, vapor cigarettes, chewing tobacco, dip, snuff, smokeless pouches, or any other form of loose leaf tobacco. Fines for tobacco violations are as follows:

- **First Violation:** \$150 fine and 10 hours of Community Service.
- **Second Violation:** \$250 fine and 20 hours of Community Service; Possible eviction from Cougar Crossing Apartments; Possible expulsion from Redlands Community College.
- **Third Violation:** \$500 fine, eviction from Cougar Crossing Apartments; Forfeiture of the \$200 deposit; \$500 break lease fee; Expulsion from Redlands Community College.

**NOTE:** Tobacco infractions will be accounted for and accrued for the entire duration that a student is enrolled at Redlands. Breaks in enrollment will not eliminate accrued infractions from a student's record.

## Transferring to Another Room

Students may request to change rooms or room status as space is available. Students must receive approval from the Coordinator of Resident Life before a change can be made. All room changes must occur within 24 hours of the approval of a room change request. There is a \$200 transfer fee for transferring to another apartment.

## Visitors and Guests

Short-term guest are welcome to visit you for a maximum of two consecutive nights, provided your roommate(s) agree to the presence of a guest. Residents will be fined \$200 for allowing a guest to live in the apartment for an extended period of time. Guests must be escorted at all times by the host. Guests must register in the office if staying overnight.

## Weapons

Possession or use of firearms, weapons, ammunition, fireworks, dangerous chemicals and explosives, except where explicitly permitted, is not allowed on College and College campuses by Oklahoma law or by the College President. (Provided, that this section shall not be construed to prohibit students who are certified law enforcement officers, subject to emergency calls, to possess firearms authorized by law, on school premises.) The terms "weapons" as used in this provision, is intended to describe anything used or designed to be used to injure another person and encompasses any type of device that is used as an instrument of defensive or offensive combat as set forth in Redlands Policy 516 Weapons, Firearms, Ammunition, Fireworks, Explosives, and Dangerous Chemicals.

- **Campus:** Shall include any property, buildings, or other structures/improvements owned/controlled by Redlands Community College.
- **Firearm:** Shall mean any device capable of discharging a projectile by gunpowder, gas, or other means of propulsion. By way of example and without limitation, firearms shall include shotguns, rifles, handguns, pellet guns, BB guns, flare guns, and other small devices.
- **Weapon:** Shall mean any object that could potentially inflict injury or harm if used in a threatening, aggressive, or careless manner. By the way of example and without limitation, weapons shall include archery equipment, slingshots, martial arts devices, swords, clubs, bayonets, knives, compound/cross bows and other similar devices

- **Explosives and Dangerous Chemicals:** Shall mean any substance whose chemical properties make them inherently dangerous. By way of example and without limitation, explosives and dangerous chemicals shall include dynamite, blasting caps, plastic explosives, and flammable liquids and solvents such as gasoline, kerosene, and propane. Nothing contained in this policy shall be deemed to prohibit the use of chemicals in the normal conduct of classes or facilities maintenance functions or in the operations of equipment or motor vehicles.
- **Fireworks:** Shall mean any combustible or explosive composition, or any substance or combination of substances, or article, prepared for the purpose of producing a visible or an audible effect by combustion, explosion, or detonation. By the way of example and without limitation, fireworks shall include firecrackers, torpedoes, skyrockets, roman candles, and other similar devices.
- **Ammunition:** Shall mean any device which contains gunpowder or any other substance designed to propel a projectile and intended for use in a firearm
- **Certified Police Officer:** Shall include those persons employed by municipal, county, state, or national agencies who comply with statutory requirements for certification as a police officer.
- Violations of these rules by any Active/Inactive/Non-Student will result in disciplinary actions in accordance to institutional policy and may also result in civil or criminal charges depending on the severity of the violation.

### **Window Screens and Blinds**

Removal of window screens is completely prohibited and will result in automatic fine of \$25. Do not cut your blinds, or you will be charged \$50 upon move out.

### **Withdrawals**

Withdrawals are in accordance with the policies in the current Redlands catalog. Withdrawals will result in forfeiture of your deposit and require payment in accordance with your lease. PLUS a \$500 breaking contract fee.

### **Your Roommates 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.

# SEXUAL ASSAULT, DOMESTIC VIOLENCE, DATING VIOLENCE AND STALKING

Redlands Community College will not tolerate nor condone sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking (as defined in this Policy below) in any form and will pursue disciplinary action in instances where there is reason to believe that such acts of violence have occurred. Student disciplinary actions may include warnings, probation, restrictions, suspension or expulsion. Victims may elect to pursue the matter through the state criminal justice system as well as through College disciplinary proceedings. The College may pursue the matter through disciplinary proceedings even if criminal justice authorities do not prosecute the matter.

**Sexual Harassment:** Making unwelcomed sexual advances, requests for sexual favors and other verbal or physical contact or communication of a sexual nature, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct.

**Sexual Misconduct:** Engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behavior or attempted behavior, as set forth in Redlands Policy 503 Title IX and Sexual Misconduct and Redlands Policy 504 Sexual Assault.

**Stalking:** Engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person's safety or the safety of others, or to suffer substantial emotional distress.

**Domestic Violence:** Includes felony or misdemeanor crimes of violence committed by:

- A current or former spouse or intimate partner of the survivor;
- A person with whom the survivor shares a child in common;
- A person who is or was residing in the same household as the survivor; or
- Any person against someone who is protected from that person's acts under the domestic or family violence laws of the jurisdiction.

**Dating Violence:** Refers to violence committed by a person who is/has been in a social relationship of a romantic or intimate nature with the survivor.

## Reporting an Incident

Redlands Community College encourages any member of the Redlands community who has experienced sexual harassment, sexual misconduct, domestic violence, dating violence, or stalking, or knows of another member of the community who has experienced sexual assault, domestic violence, dating violence, or stalking to report the incident to the Sexual Misconduct and Title IX office located within the Ray Porter building. This office can be reached by email at [Title.IX@redlandsc.edu](mailto:Title.IX@redlandsc.edu).

# STUDENT CHECK-OUT PROCEDURES

- Sign up for check-out time in Resident Life Office
- Remove all personal items
- Dispose of all trash
- Leave your bedroom clean—clean sink and mirror, vacuum/shampoo carpet, wipe baseboards
- Return furniture to original position
- Vacuum and shampoo living room carpet—including stairs if on 2<sup>nd</sup> floor
- Clean fridge, stove, sink, mop floor
- Clean bathroom, tub, sink, toilet, and mirror; mop floor, wipe baseboards
- Turn off all lights
- Turn in front door, bedroom, and mailbox keys and laundry card

## **Fines to be assessed for non-compliance:**

Kitchen	\$ 40.00
Living room	\$ 50.00
Bedroom	\$ 40.00
Bathroom	\$ 40.00
Vacuum/Shampoo Carpet	\$150.00

## **Damages:**

Tampering with Smoke Alarms/Fire Monitoring System	\$ 500.00
Windows	\$265.00
Blinds	\$ 50.00
Wall/door	\$ 40.00
Towel Rack	\$ 5.00
Paint	\$100.00
Missing or broken furniture	Replacement Cost
Front/Bedroom doors	Replacement Cost
Lost keys	\$ 25.00
Trash removal	\$ 5.00 per bag
Missing Window Screens	\$ 25.00
Contract Cancellation Fee	\$500.00

**Failure to check out at appointment time: \$100.00**

**Failure to check out: \$100.00**

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