



**LIVING LEARNING RESIDENTIAL FACILITY
HANDBOOK**





It's All Here

*3060 Wilson Road Southwest
Birmingham, AL 35221*

205.925.2515

www.lawsonstate.edu

TABLE OF CONTENTS

| | |
|---|----|
| <i>Residence Hall Personnel</i> | 1 |
| <i>Rules and Regulations</i> | 2 |
| <i>Residency Requirements</i> | 2 |
| <i>Room Occupancy Policy</i> | 2 |
| <i>Room Assignment Policy</i> | 2 |
| <i>Keys</i> | 3 |
| <i>Loss and Damages</i> | 3 |
| <i>Decorations</i> | 4 |
| <i>Visitors</i> | 4 |
| <i>Safety, Security and Liability</i> | 5 |
| <i>Solicitors and Vendors</i> | 5 |
| <i>Room Inspections</i> | 5 |
| <i>Campus Police</i> | 6 |
| <i>Residence Hall Meetings</i> | 6 |
| <i>Quiet Hours</i> | 6 |
| <i>Code of Conduct</i> | 6 |
| <i>Explosives and Weapons</i> | 7 |
| <i>Drugs and Smoking</i> | 7 |
| <i>Fire, Fire Alarms and Fire Escapes</i> | 8 |
| <i>Harassment</i> | 8 |
| <i>Accommodations and Amenities</i> | 9 |
| <i>Parking</i> | 10 |
| <i>Semester Breaks, Holidays and Move Out</i> | 10 |
| <i>Cafeteria and Meal Plan</i> | 10 |
| <i>Emergency, Health Services and First Aid</i> | 11 |
| <i>Statement of Terms and Conditions of Occupancy</i> | 11 |
| <i>Discrimination/Harassment Policy</i> | 16 |

Mission Statement
Lawson State Community College

Lawson State Community College is a comprehensive, multi-campus college, which seeks to provide educational opportunities, promote economic growth and enhance the quality of life for people in its service area. The College is dedicated to providing affordable and accessible learning opportunities in order to prepare students for employment or career advancement, enable students to transfer to senior colleges and universities, and provide customized training needs for business and industry.

Residence Hall
Mission Statement

Lawson State Community College is committed to providing a safe, healthy and comfortable living and learning environment for the Residence Hall students living in its residence facilities.

Residence Hall
Equal Opportunity Statement

Lawson State Community College is an Equal Opportunity/Equal Access Institution. It is the policy of the Alabama State Board of Education and Lawson State Community College, a postsecondary institution under its control, that no person shall, on the grounds of race, color, sex, religion, national origin, age, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program, activity, or employment. The coordinator for all nondiscrimination policies for students is Mrs. Janice Williams, Counselor.

Residence Hall
ADA Compliance Statement

It is the policy of Lawson State Community College to afford equal opportunities in education and in employment to qualified persons regardless of age, color, creed, disability, national origin, race, religion, or sex, in accordance with all applicable federal and state constitutions, laws, and valid regulations. For additional information on student related issues, including ADA, Section 504, Title II and Title IX questions or concerns, please contact Mrs. Janice Williams, Birmingham Campus at 205-929-6383 or Ms. Renay Herndon, Bessemer Campus at 205-426-7335.



Dear Student:

Welcome to the Lawson State Community College!

The Residence Hall is a place for living and learning. It can also be a place where you will make new friends during your college years. The purpose of the Residence Hall Staff is to make your stay at Lawson State rewarding.

There are opportunities and activities that are available for students to develop deeper self awareness and self sufficiency. Since your top priority for attending Lawson State is academic achievement, we will ensure that you have the proper learning environment. Programs and activities are planned to help students improve their acceptance, cooperation and understanding of others. We hope that you will become involved in making your stay a wonderful experience.

Sincerely,

Dean of Student Life

RESIDENCE HALL

Residence Hall living at Lawson State Community College (LSCC) will be a unique experience for many students and can prove to be both educational and socially enriching. By selecting LSCC, a student also selects the policies and regulations of the College. It is the student's obligation to become familiar with the policies and abide by them. Students who feel that certain rules are unnecessary or unjust will have an opportunity to express their feelings and recommend possible changes to the Residential Council.

The staff in the Residence Hall seeks to provide educational, social and cultural advantages for the students. The Residence Hall is designed to provide a relatively home-like and friendly atmosphere along with experiences in residential living. The residence hall is more than a place to sleep; it is an opportunity for learning and personal growth.

For additional information contact:

Residence Hall Office
Lawson State Community College
3060 Wilson Road
Birmingham, AL 35221
Telephone: (205) 929-6496
E-mail: residencehall@lawsonstate.edu

The Dean of Student Life, Director of Housing and Residential Life, Resident Hall Manager and the Resident Assistants are responsible for administering campus student housing policies and procedures. Students are responsible for monitoring their own behavior as well as the behavior of others in their community. Resident Assistants are available to assist in documenting behavior that violates College and campus student housing policies.

RESIDENCE HALL PERSONNEL

Housing and Residential Life Director

The Housing and Residential Life Director is a full time staff member reporting to the Dean of Student Life.

Residence Hall Manager

The Residence Hall Manager is a full time staff member reporting directly to the Director of Housing and Residential Life.

Resident Assistants

Resident Assistants (RAs) are currently enrolled students who assist with management and activities of a floor in the residence hall. The RAs are responsible for a particular section. However, he/she has authority anywhere in the building or around the building (e.g., parking lot). At times, as designated by the Residence Hall Manager, the RAs

authority may be extended to include other areas on campus. These students are selected from leaders on the campus. They provide and facilitate opportunities and activities designed to contribute to the personal growth, development and education of each resident. They are also responsible for maintaining an atmosphere which is conducive to living and learning in a safe environment.

Residence Hall Council

Each residence hall elects officers to represent the residents. These officers will comprise the Residence Hall Council. The council works closely with the Residence Hall Manager, as an advisor. The council is responsible for planning social events and assists in the planning of recreational activities. The members of the council review and implement, if feasible, suggestions from the residents.

RULES AND REGULATIONS

Residency Requirements

All students residing in the Residence Hall are required to retain their residence for the entire academic year, or the remaining portion thereof, unless they withdraw from the College. **The Statement of Terms and Conditions of Occupancy outlines a number of provisions for living on campus. The signed *Statement of Terms and Conditions of Occupancy* must be on file in the Housing and Residential Life Office. A parent or guardian must sign the agreement for any student under eighteen (18) years of age. See the Living Learning Residential Facility Handbook for additional requirements.**

Room Occupancy Policy

Occupancy is defined as having signed a *Statement of Terms and Conditions of Occupancy*, received a room assignment and received a key to the assigned room. Charges will begin upon the receipt of the room key. Only the contracted student is permitted to live in the assigned room. The student may not, under any condition, sublet the room to another party or move to another room without authorization from the Housing and Residential Hall Director. The Housing and Residential Hall Director reserves the right to change a student's room assignment at any time during the contract period, when it is in the best interest of the College and/or student involved.

Room Assignment Policy

1. Students will be assigned the residence hall room and roommate on a random basis, based on the date of receipt of the residence hall application and program of study.
2. The students must complete a *Room Change Form*. Room changes must be recommended by the Residence Hall Manager and approved by the Housing and Residential Hall Director.

3. Spring semester residence hall students may request to be reassigned to their current room for the upcoming fall semester by completing the residence hall application and requesting the same room and the same roommate.
4. If an assigned room is not occupied by the last day of regular registration, the room will be reassigned to another student.

All potential residence hall students must complete an application packet, which includes:

- a. *Application for On-campus Student Residence and the*
 - b. *Statement of Terms and Conditions of Occupancy*
5. The \$200 application fee is nonrefundable, unless the student notifies the Housing and Residential Hall Director, in writing, 30 days prior to the first day of class of the semester for which the student plans to attend.
 6. All residents must register, with the Residence Hall Manager, all appliances and musical instruments by model number, brand name, serial number or any other markings that might be used to properly identify the property.

Keys

It is important that all residents keep their keys in their possession for security purposes. Loss of room keys and/or building access card will result in a \$50 service and replacement charge for each key.

Loss

LSCC is not responsible for lost, stolen or damaged personal property. We encourage residents to have homeowner's/renter's insurance or make sure they are covered under their parents' policy. Thefts should be reported to the Resident Assistant and Residence Hall Manager.

Damages

Assigned residents will be responsible for any loss or damage to their assigned area or to the furniture, fixtures and equipment and for any damage or loss caused by resident(s) to any part of the Residence Hall. Furniture in the resident's room and public areas of each hall may not be removed or altered.

Residents accept responsibility for their rooms and furnishings as of the date of occupancy and are responsible for any damages subsequent to that date, including those caused by visitors. Charges will be assessed and placed on the student's account and must be paid prior to the release of transcripts for the current term or enrollment for the next term.

Where individual responsibility cannot be determined, residents sharing common facilities (lounges, laundry room, hallways, community bathrooms, etc.) will share equally in the cost of any damage.

Decorations

Residents are encouraged to personalize the interior of their assigned rooms. Limited personalization that does not permanently alter or damage the room is permitted. To assure conformity with current policies and procedures, residents must submit plans for personalization in advance to the Residence Hall Office for approval.

The following guidelines have been established for safety and to help students avoid year-end damage charges:

1. Items should be attached to walls with poster putty or similar products approved for painted surfaces. Double-sided or duct tape should not be used, because they are difficult to remove and damage painted surfaces.
2. Painting room walls or furniture is not permitted.
3. Students are not permitted to run electrical cords through doorways to light hallways and door frames, as this is a fire hazard.
4. Personal decorations will be limited to within 2 feet surrounding a person's door.
5. Decorations in the hallways should not block the hallway, nor should decorations hang from the ceiling or across the hallways.
6. "Chalking" or otherwise defacing walls in the hallways is strictly prohibited.
7. Floor decorations are at the discretion of the RA or Residence Life staff.
8. Students posting decorations in public areas are encouraged to be mindful of the impact of their decorations on the community. Decorations, images and messages will be representing the floor to others. Students are encouraged to make responsible and well-reasoned decisions about content before decorating.
9. The Residence Life staff reserve the final judgment of objectionable decorations in public areas.
10. Charges will be assessed for any damages occurred in the rooms. Students should be referred to the Housing and Residential Hall Life Director for specific charges.

Visitors

Residents are not permitted to have visitors in their rooms between the hours of 11:00 p.m. and 8:00 a.m., unless prior permission has been granted by the Residence Hall Manager. Any resident who has unauthorized visitors in her/his room will be suspended from the Residence Hall and/or the College.

Visitors are required to sign-in and sign-out, give their auto tag number and leave picture identification with residence hall staff at the lobby desk. The resident must accompany the visitor at all times. The resident must come to the lobby desk to receive the visitor. The resident must return to the front desk with the visitor upon exiting the building.

Visitors must remain in the room which they have indicated (at the front desk) that they will visit. The resident has the right to refuse a visitor. No visitors are allowed unless a RA is on duty.

Off Limits

Visitors may not visit the bedrooms, adjacent corridors, stairwells or halls in which residents of the opposite sex reside. Outside areas around the residence hall are off-limits to all persons between 11:00 p.m. and 8 a.m., except residents returning to the residence hall.

Safety, Security and Liability

With the exception of the main entrance, all doors of the residence hall will be secured at 11:00 p.m. All residents must enter and leave through the main entrance after 11:00 p.m. Propping open exterior doors to the residence hall is strictly forbidden. All residents share in the responsibility for security of the residence hall. All residents should close doors and report any doors found propped open, at any hour, to security. Any resident caught breaking this rule may be subject to immediate suspension from the residence hall. All exterior, entrance, lobbies and hallways are under surveillance.

Residents are responsible for keeping their rooms locked at all times and for security of their keys.

Emergency safety procedures are established for the residence hall. Residents should become familiar with the safety procedures for the residence hall and respond immediately when an emergency exists.

Solicitors and Vendors

Soliciting, including solicitation by students and student groups, is not permitted on campus without prior written authorization from the Office of Public Relations. Students who have difficulty with salespeople should contact Campus Security, immediately.

Room Inspections

The Residence Hall rooms are subject to a periodic health, safety and maintenance inspection by members of the Residence Hall Staff. Other than an emergency situation, the resident(s) of the room being inspected should be given prior notification of the inspection. The Residence Hall Manager or Resident Assistant(s) should be present during the security and room inspections.

If deemed necessary and advisable for safety, security and maintenance of an educational atmosphere, a room may be inspected without warning when there is evidence of a potential safety, security or policy violation related to that room or resident and the inspection is approved by the Housing and Residential Hall Director.

Campus Police Jurisdiction

The College reserves the right for its officials to make fire, health, safety and energy conservation inspections of the residence hall rooms. Having probable cause, the campus police officers are authorized to enter and inspect any room in any campus building, including the residence hall rooms.

Campus police officers are authorized to eject any person(s) who is in violation of campus and housing policies and procedures. Without a warrant, campus police officers are authorized to search and seize, detain or arrest any person(s) who is in violation of Title 13A of the Alabama Criminal Code.

Residence Hall Meetings

All residence hall residents must attend all meetings that are scheduled by the Residence Hall Manager.

Quiet Hours

NOISE MUST BE KEPT AT REASONABLE LEVELS AT ALL TIMES. In the residence hall, **Quiet Hours** are set aside for studying. Quiet Hours are in effect **each** night from 8:00 p.m. until 8:00 a.m. with the exception of Friday and Saturday. On Friday and Saturday, Quiet Hours begin at 11:00 p.m. and end at 9:00 a.m.

Modified Quiet Hours are observed at all times. Therefore, unnecessary noises and disturbances are not permitted. Residents are not allowed to gather and visit in the hallways during Quiet Hours.

Loud music and loud noise (inside and outside the residence hall) is prohibited (including auto stereos, boom boxes, etc.).

Residence Life Code of Conduct

The following are prohibited in and around the college and the residence hall and discovery of such offenses will lead to disciplinary action:

1. Fireworks, firearms (including pellet guns or air rifles) any inflammable or any type of explosive device or material
2. Illegal drugs
3. Gambling in any form
4. Pets
5. Smoking and tobacco products
6. Candles, incense or other flame-emitting articles
7. Open element electrical appliances
8. Solicitation and sales without permission from the Director
9. Weight-lifting apparatus
10. Splicing into or otherwise tampering with existing electrical wiring
11. Playing or practicing of musical instruments

12. Dart boards, darts, or any type of throwing knives
13. Violation on campus of any federal, state, or local laws
14. Unauthorized possession of college, state, or federal property or supplies
15. Profanity and verbal abuse
16. Harassment
17. Insubordination toward any college employee
18. Misuse of residence hall keys or outside entrance keys by lending personal keys to another person or by duplicating keys

Explosives and Weapons

Fireworks, firearms, ammunition, BB guns, paint guns, stun guns, air compressed guns, knives with blades exceeding five inches or with locking blades, projectile and other dangerous weapons or explosives are prohibited on College property. Replicas and facsimiles are similarly prohibited. Laboratory chemicals are not permitted in the residence hall. Swords and martial arts weapons are not permitted in the residence hall for any reason. Any student found in violation of the above may be fined and subject to additional disciplinary action.

The College reserves the right to further determine the definition of a “weapon” and may prohibit other devices on an individual basis, such as unusual walking canes that may be more of a club, flashlights that may be used as a club, air horns, fluid discharge devices, etc.

Drugs

The College's drug policy is outlined in the Student Handbook.

Smoking in Campus Buildings

According to Alabama State Board of Education policy, “smoking shall be prohibited in any enclosed, indoor area of any building or other educational facility owned or operated by the institution, and no area therein may be designated for smoking.” Students who violate this policy are subject to disciplinary procedures and or fines and or loss of privileges.

The residence hall is a smoke-free and tobacco free building. Smoking is permitted outside only (**not in the doorways**). Violation of this policy will result in a \$25.00 fine.

Candles

Candles, incense and other flame producing accessories pose fire safety concerns and may not be used in the residence hall. Failure to abide by this policy will result in disciplinary action and a fine.

Clothing

All persons must be fully clothed when in the halls, lounges or lobbies of the residence hall.

Fire Alarms

The College expects all students to respect the fire safety systems that are in place. Students must exit the building immediately when a fire alarm sounds. Students in violation of this policy are subject to disciplinary action and a \$100 fine. Activating a false fire alarm will result in suspension and possible legal action.

Fire Escapes

In case of an emergency, use the stairs to evacuate the building.

Harassment, Profanity and Verbal Abuse

Harassment of any type will not be tolerated. This includes harassment of students, visitors and college personnel.

Profanity in any form (conversation or music) will not be tolerated.

Threatening, intimidating and/or verbally abusing anyone is not tolerated, in the residence hall or on the college campus, and is grounds for disciplinary action.

Flyers

The following guidelines have been established in collaboration with Housing and Residential Life to ensure that flyers are posted in a consistent manner in all residential areas:

1. Each event has a limit of one (1) flyer per building.
2. All flyers pertaining to the particular residence hall may be hung on the individual floors of the hall. All flyers related to campus or off-campus events may only be posted in common areas (e.g. lobby entrances, designated bulletin boards and restrooms).
3. All flyers will remain posted for one week or up to one day after the event occurs. Organizations or individuals responsible for posting the flyers are required to remove ALL flyers before the expiration time.
4. No flyer will advertise or imply improper use of alcohol or drugs, or other inappropriate or illegal activities.
5. For safety reasons, flyers are not permitted on glass doors, exit doors or windows.
6. Off-campus businesses or organizations must receive approval from the Office of Public Relations and the Office of Residential Life prior to posting flyers in the residence hall.
7. Individuals and groups posting signs are encouraged to be mindful of the implication of posting flyers in public places. Flyers will be representing to others, the individual who posted them, the group sponsoring them and the College. Persons posting flyers are encouraged to make responsible decisions about the flyer's content before posting.
8. The Residence Life staff reserves the final judgment of objectionable flyers, advertisements and decorations.

ACCOMMODATIONS AND AMENITIES

Appliances and Cooking

In accordance with the City fire ordinance, cooking in campus residence hall rooms is limited to a **small microwave, only**. The following regulations will be **strictly** enforced:

1. The use of hotplates, toasters, deep fryers, crock pots and other unauthorized cooking appliances in resident's room is strictly prohibited.
2. Refrigerators with a larger than 4 cubic-foot interior space and all freezers are strictly prohibited and will not be permitted in the rooms.
3. The only other electrical appliances permitted are radios, televisions, irons and table lamps.
4. Students in possession of illegal appliance(s) in residence hall rooms may receive a fine and be subject to disciplinary action.
5. The use of wireless routers and any such device that supports personal internet services and has to be plugged into the provided outlets in each room are strictly prohibited. The penalty for breaking this rule will result in expulsion.

Lobbies

Residence Hall lobbies are for the use and convenience of residents and their invited guests. The areas are not designed for unscheduled group activities. All group activities should be conducted away from the Residence Hall, in either the Leon Kennedy Student Center or Arthur Shores Fine Arts Building.

Laundry

Residents are responsible for laundering their clothes, linen, towels, etc. It is each resident's responsibility to help maintain the laundry room.

Housekeeping

Residents are responsible for the regular cleaning and general condition of their rooms and bathrooms. Rooms will be inspected monthly. If the rooms are not cleaned properly, this will result in a substantial monetary fine.

Residents are also responsible for helping to maintain the common areas (lobby, lounge, laundry room, restrooms, stairway, hall, elevator, etc.) clean.

Residents are responsible for disposing of personal trash in designated trash receptacles; failure to dispose of trash, appropriately, will result in a substantial monetary fine. Periodic room checks by housing personnel will be conducted to ensure conformity to college policy. Violations carry appropriate fines.

Mattress Covers and Linen

All residents are required to provide their own mattress cover and bed linen. They are necessary for health and sanitation.

Parking and Vehicle Registration

Residents are responsible for properly registering their vehicles for on residential parking.

Telephones

Telephones in rooms: Each room is equipped with one telephone jack. Residents must provide their own telephone to plug into Lawson State's telephone system.

Semester Breaks, Holidays and Move Out

All residence hall students must vacate the residence hall at the end of the contract period. Rooms are to be left clean or a service charge of \$100 will be assessed to the student's account. Residence hall students are requested to turn off all lights, unplug all electrical appliances, empty wastebaskets, lock windows and doors, and turn off all faucets and leave blinds open.

LSCC reserves the right to close the hall during the official college holiday periods. All keys must be returned to the Residence Hall Manager when the hall is officially closed. When the hall reopens, students are expected to check in at the office.

Move Out

When residence hall students move out of the residence hall, they must follow the following procedures:

1. Obtain Residence Hall *Move In/Move Out Form* from the Residence Hall Manager
2. Obtain signature of proper College official on the *Move In/Move Out Form*
3. Clear all balances at the Business Affairs Office
4. Turn in key to the Residence Hall Manager or RA and have the room checked for damages

NOTE: Failure to follow these steps to the fullest will result in a fine and/or prevent students from receiving transcripts/grades, and registration will be held up.

Cafeteria and Meal Plan

1. See the Cafeteria Policies and Procedures
2. Meal tickets are non-transferable. Unauthorized users will be fined \$25.
3. Meals will be served Monday thru Friday at designated time set by the Cafeteria Manager. The school will not be responsible for meals on weekends and/or holidays.

Emergency Services

If an emergency occurs, report the emergency to the Residence Hall Manager **as soon as you become aware of it and then call Lawson State Community College Campus Police at 925-3587.**

Health Services

First Aid Kit is located at the front desk

Health Services are available for all students. LSCC is committed to providing basic health care to all students for **minor illness and minor injuries** by a licensed staff member. The Lawson State Community College Student Health Nurse is located on the East Campus. In case of a medical emergency during College business hours, call the student health nurse at 929-2008. If an injury occurs, call the Residence Hall Manager and LSCC Police at 925-3587. For all major medical emergencies and injuries, **call 911 and LSCC Police.**

The student's parents, guardian or any other designated emergency contact will be notified as soon as possible to inform them of the student's condition. Expenses incurred for care beyond that provided by LSCC's insurance provider is the responsibility of the student.

Personal Bank Accounts

It is recommended that students open personal bank accounts to avoid keeping large sums of money in their rooms. An ATM machine is located in the Leon Kennedy Student Center.

STATEMENT OF TERMS AND CONDITIONS OF OCCUPANCY

This contract is an agreement between Lawson State Community College (LSCC) hereinafter referred to as "Contract", and the student. If accepted by LSCC, this Contract is a license to occupy space, meaning that, if space is available, LSCC agrees to provide student with residential space in the residence hall. This Contract does not constitute a guarantee by LSCC that space will be available nor does it confer upon student a right to occupy any particular space in LSCC's residence hall system. If the student is under eighteen (18) years of age, this Contract is also between LSCC and his/her parent, guardian, or other guarantor. The parties to this Contract in consideration of the mutual covenants and stipulation set out herein agree as follows:

- A. If a student fails to enroll, or fails to pay fees which results in the loss of status as an enrolled student, the student agrees to vacate the premises within twenty-four (24) hours.

- B. If the student fails to be in good standards, the student agrees to vacate the premises within twenty-four (24) hours.

II. Contract Period

- A. The term ten-month (10-month) academic contract period is for one academic year consisting of two semesters, from the first day of the fall semester to the last day of the spring semester, or for spring semester only, and/or summer (except as provided in VII.A.1) excluding academic recesses. Contracts entered into after the opening of the residence hall for the fall semester shall continue in effect until the end of spring semester.
- B. The term ten-month (10-month) extended contract is for one academic year plus academic recesses. Academic year consists of two semesters, from the first day of the fall semester to the last day of the spring semester and includes periods of academic recesses, (i.e., Thanksgiving, Christmas, spring recess, and pre-summer), or for spring semester only with spring recess and pre-summer, and/or summer plus pre-fall if pre-registered for fall (except as provided in VII.A.1). There is no refund of extended housing rent.
- C. The term twelve-month (12-month) contract is a year-round contract that begins the first day of occupancy in the residence hall and continues for twelve months, regardless of academic year and/or breaks, except as provided in VII.A.1. A typical twelve-month (12-month) contract starts with the first day of the fall semester and ends at the last day of the Summer Semester.
- D. The term of the Contract for spring semester only applies to students who did not live in the residence hall for the preceding fall semester. Contracts entered into after the opening of the residence hall for the spring semester shall continue in effect until the end of the spring semester.

III. Adjustment of 12-Month Contract Period

- A. There will be no buyout of any 12-month contract.
- B. Request for adjustment of 12-month contract must be made in writing to the Dean of Student Life at least 30 days prior to the need for adjustment. A request for an adjustment does not guarantee that the adjustment will be granted.
- C. Any student who accepts a room key must pay room rent for that semester. There is no rent refund.
- D. Students graduating during term of Contract:
 - 1. Students who plan to graduate from LSCC but will not re-enroll in the following semester (fall or spring) must make application to the Dean of Student Life to have consideration for an adjustment to the contract period.
 - 2. The request for adjustment by a graduating student must be submitted when the student applies for graduation with the Office of the Registrar or at least sixty (60) days prior to the end of the semester for graduation.

- E. If occupancy in a 12-month residence hall begins in the spring semester, the 12-month period continues through the end of the following Fall semester.
- F. With appropriate documentation, a student may seek approval for adjustment of the 12-month contract period without penalty for the following reasons:
 - 1. Marriage with appropriate documentation.
 - 2. A student is required to move from the area to fulfill academic requirements such as internships or fieldwork. Appropriate documentation must be submitted from a supervising faculty at least thirty (30) days before the end of the semester to the Dean of Student Life.
 - 3. A student becomes ineligible to continue enrollment due to failure to meet academic requirements.
- G. If a student can no longer remain enrolled at LSCC after accepting a room key, the student's room rent is prorated based upon the actual date the student properly checks out of the residence hall.

IV. Residence Hall Application Fee

- A. *A Residence Hall Application and Contract* will be processed upon receipt of the NONREFUNDABLE application fee which must be a cashier's check or money order for \$200 (two hundred U.S. dollars) made payable to Lawson State Community College.
- B. The residence hall application fee continues for subsequent assignments as long as the student remains in campus housing.

V. Adjustment of All Other Residential Hall Contracts *(This section is only applicable to students not living in a 12-month residence hall, e.g., 10-month, 10-month extended, spring only, summer.)*

- A. Students who accept a room key under an extended contract will not receive any refund of room rent if they later decide that extended housing is not desired or needed. Key replacement will be \$50.00 and the key cannot be duplicated.
- B. Any student who cancels the Contract **at any time after accepting a room key** during the fall or spring semesters without going through the proper procedures, without meeting the appropriate deadlines listed herein, and remains enrolled at LSCC will not receive a refund of rent.
- C. With appropriate documentation, a non-12-month student may cancel without penalty for the following reasons:
 - 1. Graduation or marriage with appropriate documentation
 - 2. If the student is required to move from the LSCC commuting area to fulfill academic requirements such as internships, fieldwork or student teaching, appropriate documentation must be submitted from a supervising faculty at least thirty (30) days prior to the end of the semester.
 - 3. A student becomes ineligible to continue enrollment due to failure to meet academic requirements.

- D. For non-12-month students who cancel the Contract for the spring semester prior to November 30, the following will apply:
 - 1. No room rent refund will be made for fall the semester.
 - 2. Students who cancel for the spring semester must check out properly at the end of the fall semester.
 - 3. Cancellation buy out charge of 10% of the total spring semester residence hall room and board fee.
- E. For non-12-month students who cancel the Contract for the spring semester after November 30, the following will apply:
 - 1. No room rent refund will be made for the spring semester.
 - 2. Students must check out properly at the end of the fall semester. LSCC will make no accommodations for storage of abandoned belongings. LSCC will take only reasonable measures to notify students before the disposal of these items.
 - 3. Cancellation buy out charge of 15% of the total spring semester residence hall room and board fee.
- F. If a student can no longer remain enrolled at LSCC after accepting a room key, the student's room rent will be prorated from the time he/she checked in to the time he/she officially checked out of the residence hall.
- G. ANY STUDENT WHO DESIRES TO CANCEL A NON-12-MONTH CONTRACT FOR REASONS OTHER THAN THOSE STATED IN SECTION V.(C) 1,2 WILL BE BILLED THE CANCELLATION BUYOUT CHARGE STATED IN SECTION V.(D), (E) AS WELL AS THE POSSIBILITY OF NO RENT REFUND STATED IN SECTION V. (B) AND V.(E).
- H. All cancellations must be in writing and submitted by the student to the Dean of Student Life office. It is the student's responsibility to ensure that the cancellation process has been completed.

VI. Room Assignments

- A. All students, including those desiring special accommodations, are required to complete the *Residence Hall Application and Contract*, and pay the nonrefundable \$200 residence hall application fee before an assignment can be made to any residence hall.
- B. The *Residence Hall Application and Contract* must be renewed each year to receive an assignment to the residence hall.
- C. If the student has maintained occupancy in the residence hall for consecutive semesters during the time the current application fee was paid, the student is not required to pay the nonrefundable application fee again.
- D. Priority status is given to those students who are occupying the residence hall and who renewed their *Residence Hall Application and Contract* during the designated sign-up period.
- E. Applicants for 12-month residency are ranked for assignment according to the following combined criteria:
 - 1. Completion date of *Residence Hall Application and Contract* and the date the application fee was paid

2. Occupancy history in the residence hall
 3. Total cumulative semester hours
 4. GPA (cumulative and semester)
- F. Students from 10-month contracts may convert to a 12-month contract without penalty.**
- G. Roommate preferences may be indicated on the *Residence Hall Application* and, when possible, these preferences will be granted.
 - H. LSCC makes all assignments without regard to race, color, religion, or national origin and rejects all requests for changes of assignment based upon reasons of race, color, religion, or national origin.
 - I. The student agrees to observe the room change procedures established by LSCC. The student must complete a *Room Change Form* prior and must obtain approval prior to a room change.
 - J. The Contract may be canceled by LSCC for disciplinary reasons with no refund of rent.

VII. General Policies of Lawson State Community College

- A. LSCC agrees and shall:
 1. Grant the use of residence hall from the published date that the residence hall opens, except during official breaks (Thanksgiving, Christmas, spring break, and intervals between all terms), until the published date that residence hall closes.
 2. Close the residence hall in any other period in which LSCC is not in session.
 3. Cancel the Contract, if the student fails to meet the terms and conditions stated, violates residence hall or college regulations as stated in the catalog, the student handbook and/or any other official college publication or if LSCC determines that the continued residence of the student would pose a danger to the general well-being of other members of the residential community. (Nothing in this Contract shall be construed as granting to the student any right or property interest with respect to campus residence. Nothing in this Contract or its cancellation gives rise to any right to procedural or substitute due process on behalf of the student. This Contract may be canceled by LSCC for any reason stated herein, as determined in the sole and final discretion of LSCC.)
 4. Enter any room at any reasonable time for the purpose of inspection, repairs, pest control, in case of emergency, or for any other reasonable cause.
 5. Confiscate, discard, and hold or surrender to appropriate authorities any item in any room that violates residence hall or college regulations as stated in the college catalog, the student handbook, and/or any other official college publications.
 6. Not be liable for damage to or loss of personal property, failure or interruption of utilities, or injury to persons. (Students are encouraged to provide their own health and personal property loss insurance.)

7. Terminate the Contract in the event: (1) the student withdraws from school; (2) the student is suspended or dismissed due to academic or disciplinary reasons; (3) there is verification that the student is not attending 12 credit hours of classes or the equivalent; (4) the student fails to meet financial obligation to LSCC.

B. The student agrees:

1. To notify the Housing and Residential Life Director before dropping any class that will reduce the student's enrollment below 12 credit hours.
2. To be responsible for the care, cleanliness and security of the room and the adjoining common living areas.
3. That double rooms are occupied by two persons. In case one of the occupants does not claim his/her assigned room space or moves, the student who remains agrees to accept an assigned roommate, move to another double room upon request, or pay the difference to retain the double room as single.
4. That a room will be occupied only by students who are assigned to the room.
5. To officially check out of the residence hall with the Residence Life staff and to clear all financial obligations to the residence hall.
6. That LSCC shall not be responsible or liable to pay for the loss of or damage to the student's personal property.
7. That if the student withdraws from all classes during any semester, he/she will vacate the building within 24 hours, properly following all move out procedures, unless approval has been given by the Dean of Student Life. All requests must be made prior to student withdrawing at the Office of the Registrar.
8. To assist and cooperate in general cleanliness and upkeep of the premises and to immediately report to the staff any breakage, damage, or need for repairs.
9. To be responsible for accommodations assigned and shall reimburse LSCC for all damages to assigned space and/or community area.
10. To be responsible for knowing and observing college regulations as set forth in official publications, which are incorporated herein and any reference made a part hereof.
11. Not to smoke or consume alcohol within the residence hall.

NO DISCRIMINATION/NO HARASSMENT POLICY

Lawson State Community College (the "College") does not authorize and will not tolerate any form of discrimination or harassment of or by any employee (i.e., supervisory or non-supervisory) or non-employee based on race, sex, religion, color, national origin, age, disability or any other factor protected by law. An employee's race, sex, religion, color, national origin, age, disability or any other factor protected by law,

may not be considered as a basis for making any employment decisions regarding the employee, including, but not limited to, any decisions relating to hiring, promotion, training, job assignments, compensation, discipline, discharge, and other terms and conditions of employment. The term “harassment” includes, but is not limited to, offensive language, jokes, or other verbal, graphic or physical conduct; or intimidating, threatening or offensive behavior relating to an employee’s race, sex, religion, color, national origin, age disability, or other factors protected by the College’s policy and law which would make the reasonable person experiencing such harassment uncomfortable in the work environment or which could interfere with the person’s job performance. This policy applies to each and every student and employee at the College. It is the College’s policy that all employees and students have the right to work and learn in an environment free of discrimination, which encompasses freedom from any form of harassment. This includes the behavior of peers, superiors, subordinates, and visitors to the premises. Such conduct by an employee may result in disciplinary action up to and including dismissal.

Sexual Harassment

Although it is not the only type prohibited, the most common form of harassment relates to sexual harassment. Specifically, no supervisor may threaten or insinuate, either explicitly or implicitly, that an employee’s submission to or rejection of sexual advances will in any way influence any personnel decision regarding that employee’s employment, evaluation, wages, advancement, assigned duties, work hours, or any other condition of employment or career development. Sexual harassment may be overt or subtle. Some behavior which is appropriate in a social setting may not be appropriate in the work place. Sexual harassment does not refer to behavior or occasional compliments of a socially acceptable nature. It refers to behavior that is unwelcome, offensive, and affects an individual’s employment or work conditions.

Some examples of conduct that may constitute sexual harassment include: (a) making unwelcome sexual flirtations, advances, requests for sexual favors, or other verbal, visual or physical conduct of a sexual nature a condition of employment; or (b) creating an intimidating, hostile, or offensive working or educational environment by such conduct as:

1. Sexual innuendo or sexually suggestive comments – including but not limited to – sexually oriented “kidding,” “teasing,” or “practical jokes;” jokes about gender specific traits, foul or obscene language or gestures;
2. Subtle or direct pressure or request for sexual activities;
3. Unnecessary touching of an individual, such as pinching, patting or brushing up against another’s body;
4. Graphic verbal comments about an individual’s body or appearance;
5. Sexually degrading words used to describe an individual;

6. The reading or displaying in the work place of sexually suggestive or revealing words, objects or pictures;
7. Sexually explicit or offensive jokes;
8. Physical assault; or
9. Other explicit or implied conduct of a sexual nature which relates to or affects an individual's employment.

No employee, supervisor, manager, student or other person, whether employed by the College or not, shall threaten or suggest that an employee's or student's refusal to submit to sexual harassment will adversely affect that person's employment, work status, evaluation, wages, advancement, assigned duties, hours of work, grades, academic progress or any other terms or conditions of employment. Similarly, no employee – regardless of job title – shall promise, imply or grant any preferential treatment in return for another employee's or student's acceptance of conduct which is sexually harassing.

Other Harassment and Discrimination

Statements, behavior or the display or use of words, objects or pictures that others could interpret as being insulting, derogatory or slurs towards persons based upon their race, color, national origin, religion, sex, age, disability or any other factor protected by law are also prohibited by this policy. Also prohibited are statements or actions that are threatening, intimidating, vulgar, or hostile. Such conduct may make a reasonable person uncomfortable in the work or educational environment or could interfere with an employee's or student's ability to perform his or her job or academic pursuits, regardless of whether the actions are from a fellow employee, supervisor, student or visitor.

Comments or actions of this type, even if intended as a joking matter among friends are always inappropriate in the work place and will not be tolerated. The conduct forbidden by this policy specifically includes, but is not limited to (a) epithets, slurs, negative stereotyping, kidding, teasing, joking or intimidating acts that are based on a person's protected status, and (b) written or graphic material circulated within the workplace or educational environment that shows hostility toward a person or group because of a person's protected status or characteristic (s).

No employee or student should participate in such behavior and every supervisor/instructor must take immediate action to stop those who are know to be or suspected of being involved in such conduct. The supervisor or instructor must also contact and report the information to the Director of Human Resources.

How to Report Instances of Alleged Discrimination or Harassment

An employee or student who has a complaint or concern relating to any form of discrimination or harassment, or abusive, taunting or demeaning behavior, including concerns about such conduct from **non-employees**, should report the conduct of any

one of the following: his or her supervisor, Dean of Student Life, Mrs. Charlise Cook at (205) 929-6311, or Director of Human Resources, Mrs. Vergie Spears at (205) 929-6313. If a complaint involves a manager or supervisor, the complaint should be filed directly with Mrs. Spears. An employee or student should report any such behavior or concerns even if the behavior complained of is not directed toward the employee who reports it. It would be a violation of this policy for an employee to make a complaint in bad faith.

How the College Will Investigate Complaints or Instances of Alleged Discrimination or Harassment

Complaints or instances of alleged discrimination or harassment will be investigated by the College in a timely and confidential manner. The investigation will be conducted as impartially and confidentially as possible. In no event will information concerning a complaint be voluntarily released by the College to third parties or to anyone within the College who does not have a business need to know or who is not involved with the investigation. At the conclusion of the investigation, the College will advise the complaining employee or student of the results of the investigation and any disciplinary actions to be taken, if any.

Investigation of a complaint and/or instance of alleged harassment or discrimination will normally include conferring with the parties involved and any named or apparent witnesses. Employees shall be given impartial and fair treatment. All employees, as a condition of their employment, are required and agree to cooperate fully with any investigations, including disclosing all facts and evidence and identifying all witnesses and acts of wrong doing.

If it is determined that an instance of harassment or discrimination occurred, the College will take appropriate disciplinary action against the offender based on the severity of the harassment and the individual's employment history. Disciplinary action may include a written warning, suspension, demotion, and/or termination of employment.

No Retaliation

It is also a violation of this policy for anyone to retaliate, threaten or seek any type of reprisal against an individual acting in good faith who reports discrimination or harassment or who participates or cooperates in an investigation regarding discrimination or harassment. If an employee believes that reprisal, intimidation or retaliation has occurred, it should immediately be reported to the supervisor or the Vice President for Administrative and Student Services, Mrs. Sharon Crews. Anyone who feels that the College has not met its obligations under this policy should contact Mrs. Crews.

INDEX

| | | | |
|------------------------|----|---------------------------|----|
| Appliances..... | 9 | Laundry..... | 9 |
| ATM Machine..... | 11 | Liability..... | 5 |
| Bed Linen..... | 10 | Limits..... | 5 |
| Cafeteria..... | 10 | Lobbies..... | 9 |
| Candles..... | 7 | Loss..... | 3 |
| Clothing..... | 7 | Mattress Covers..... | 10 |
| Code of Conduct..... | 6 | Meals..... | 10 |
| Cooking..... | 9 | Microwaves..... | 9 |
| Council..... | 2 | Move Out..... | 10 |
| Damages..... | 3 | Music..... | 6 |
| Darts..... | 6 | Noise..... | 6 |
| Decorations..... | 4 | Occupancy..... | 2 |
| Drugs..... | 7 | Parking..... | 10 |
| Emergency..... | 11 | Pets..... | 6 |
| Explosives..... | 7 | Police..... | 6 |
| Fire Aid Kit..... | 11 | Profanity..... | 8 |
| Fire Alarms..... | 8 | Quiet Hours..... | 6 |
| Fire Escapes..... | 8 | Rooms..... | 2 |
| Flyers..... | 8 | Safety..... | 5 |
| Gambling..... | 6 | Security..... | 5 |
| Harassment Policy..... | 16 | Semester Breaks..... | 10 |
| Health Services..... | 11 | Smoking..... | 7 |
| Holidays..... | 10 | Solicitors..... | 5 |
| Housekeeping..... | 9 | Telephone..... | 10 |
| Incense..... | 6 | Tobacco..... | 7 |
| Inspections..... | 5 | Vehicle Registration..... | 10 |
| Instruments..... | 3 | Vendors..... | 5 |
| Insubordination..... | 7 | Verbal Abuse..... | 8 |
| Keys..... | 3 | Visitors..... | 4 |
| Knives..... | 6 | Weapons..... | 7 |

LIVING LEARNING RESIDENTIAL FACILITY HANDBOOK

Acknowledgement Form

Please sign and return this *Acknowledgement Form* to the Housing and Residential Life Director, prior to receiving room keys. Thank you.

By signing this form, you are acknowledging that you received a copy of the Living Learning Residential Facility Handbook and you agree to follow all policies contained in the Handbook.

I, _____, received a copy of the Living Learning Residential Facility Handbook. I agree to the terms and conditions and to hold Lawson State Community College and its employees free and harmless from all claims, losses, expenses, fees, including attorney fees, costs, and judgments that may be asserted against Lawson State Community College.

Signed this _____ day of _____, 20 _____

Student Signature

Parent or Guardian Signature

(Parent or guardian signature is required if the student is under eighteen (18) years of age)

Housing and Residential Life Director